

# ExpressCheck Installation Guide - Toast

Version 1.6 – November 06, 2024

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## 1 Set Up Items

Menu Setup/Go to Menus (Save After Every Step)

### 1.1 Add Menu: ExpressCheck

- a. Availability All Times of Day: YES
- b. Available Every Day: YES
- c. Visible To Uncheck: In-store Orders: POS, Online Orders: Toast  
- Online Ordering Partners: Uncheck all but CityCheers
- d. Prep Station: Enable No Print
- e. Discounting - Can items in this menu be discounted: No
- f. Taxes: Unlink Tax from Parent Menu
- g. Dining Option Tax: No Effect
- h. Save

### 1.2 Add Group: ExpressCheck Fee

- a. Pricing: Menu Group Provides Pricing – No
- b. Visible To Uncheck: In-store Orders: POS, Online Orders: Toast  
- Online Ordering Partners: Uncheck all but CityCheers
- c. Inherit Course From ExpressCheck: Yes
- d. Inherit Prep Stations From ExpressCheck: Yes
- e. Reporting – Inherit Sales Category from ExpressCheck: Yes
- f. Discounting – Inherit Discount Config from ExpressCheck: Yes
- g. Taxes - Inherit Tax Rates from ExpressCheck: Yes  
Inherit Tax Inclusion Option from ExpressCheck: Yes  
Inherit Dining Option Tax from ExpressCheck: Yes
- h. Save

### 1.3 Add Item

- a. Add Create New Item: Expck Reward Club Fee
- b. Base Price: 0.75
- c. Edit Item
- d. Inventory: In Stock
- e. Does this Item contain alcohol: No
- f. Visible To Uncheck: In-store Orders: POS, Online Orders: Toast  
- Online Ordering Partners: Uncheck all but CityCheers
- g. Prompt For Quantity: No
- h. Preparation - Inherit Course from Menu Group: Yes  
- Inherit Prep Stations form Menu Group: Yes

## 1.3 Add Item (cont.)

- j. Reporting – Defer Revenue: Yes
- k. Discounting- Inherit Discounting Config from Menu Group : Yes
- l. Taxes - Inherit Tax Rates from ExpressCheck: Yes
  - Inherit Tax Inclusion Option from ExpressCheck: Yes
  - Inherit Dining Option Tax from ExpressCheck: Yes
- m. Save

## 2 Setup Payment Method

### 2.1 Other Payment Options

- a. ExpressCheck
  - 1. Require Manager Approval: Yes
  - 2. Treat as Discount: No
  - 3. Tax Exempt: No
  - 4. Tips Enabled: Yes
  - 5. Show Receipt Dialog: No
  - 6. Show Rewards Signup: No
  - 7. Allow Rewards Cards: No
  - 8. Save

## 3 Setup Comp & Promo

### 3.1 Discounts & Promo Codes

- a. Add > ExpressReward
  - 1. Open \$ Off
  - 2. Applies to Entire Check
  - 3. Enable Discount will Apply to all items except
    - Add: Search for ExpressCheck and Expck Reward Club Fee
  - 4. Advanced Settings
    - Permission Level: Manager
  - 5. Save