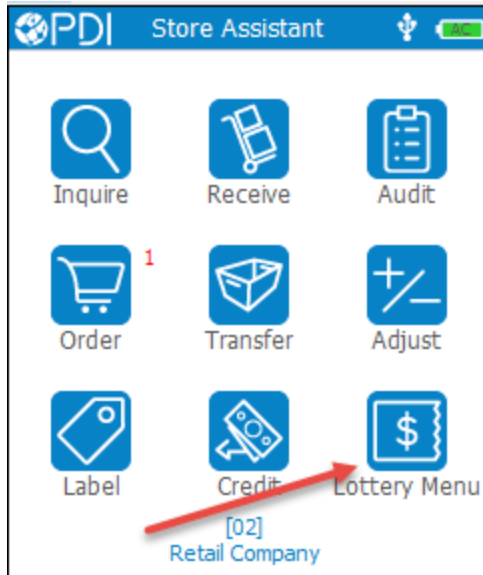


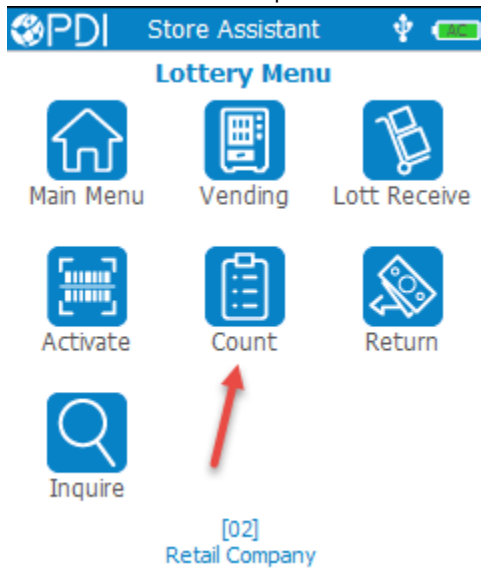
Lottery Count Process- Store Assistant Handheld

*Be sure to submit previous day's Paperwork before doing any Daily Inventory Lottery Count

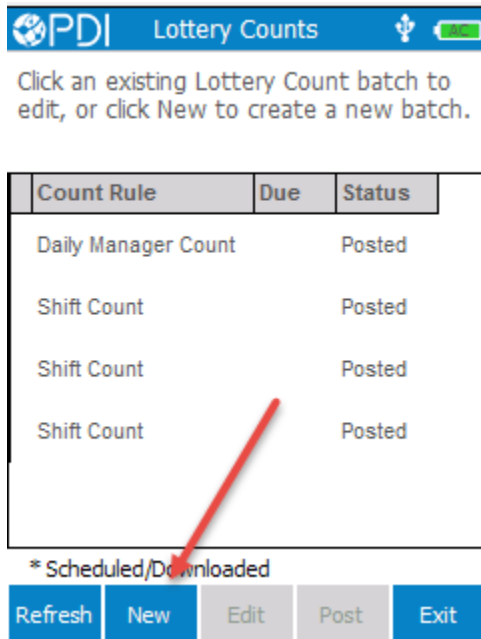
1. On the handheld, select the Lottery Menu:



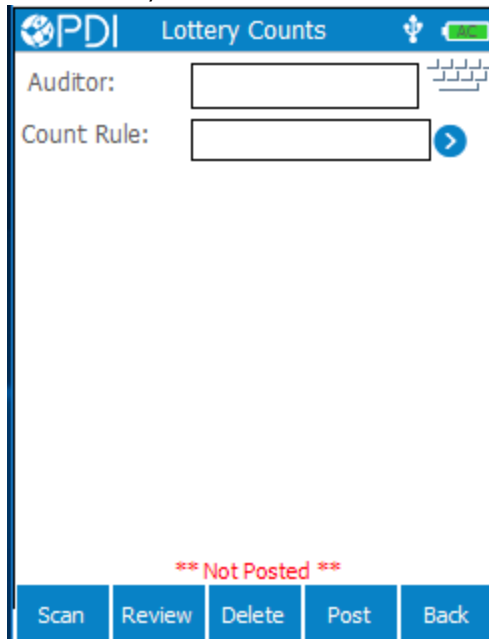
2. Select the Count option in the Lottery Menu:



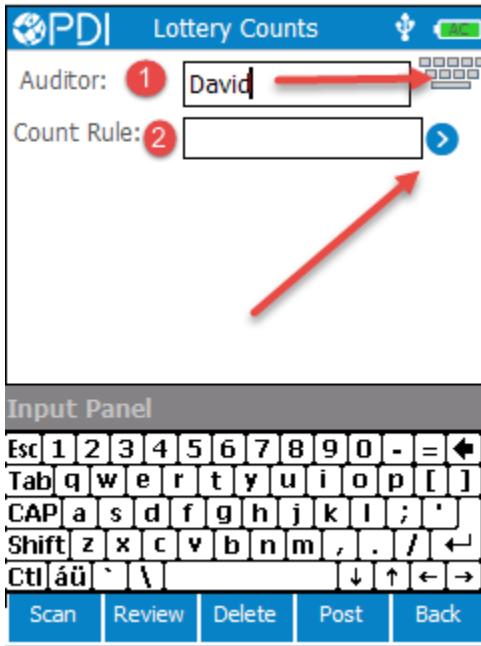
3. If any recent counts have already been completed, the counts will appear in the order of newest to oldest. To start a new count, select New:



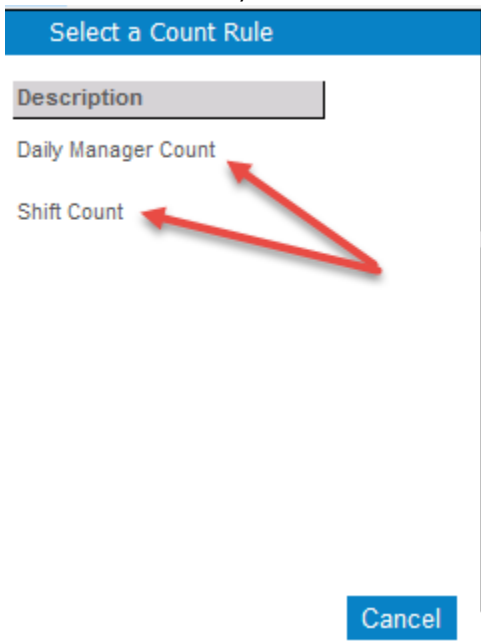
4. The Lottery Count Header screen will appear:



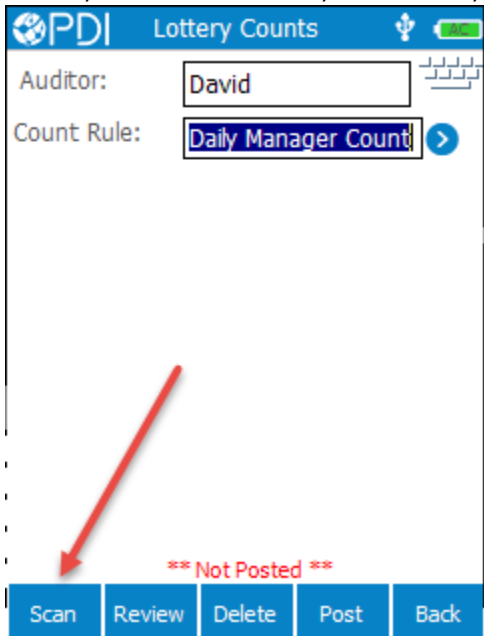
5. Use the handheld stylus and select the keyboard and enter the name of the person completing the count (if required). Then click the right arrow in the Count Rule field to select the Lottery Count rule that is applicable:



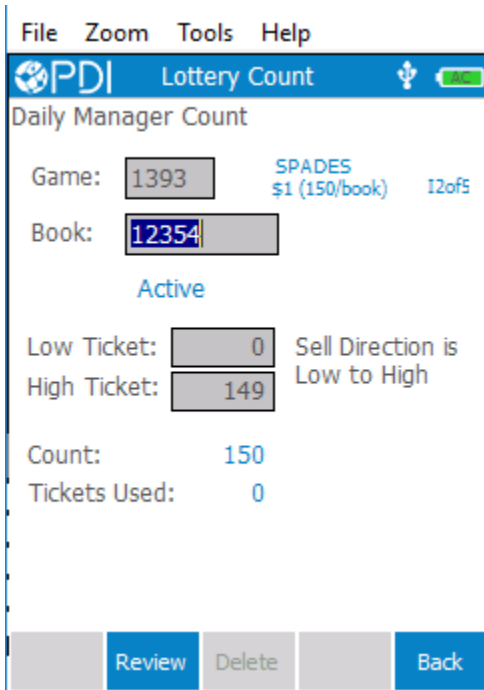
6. Select the Lottery Count rule that applies:



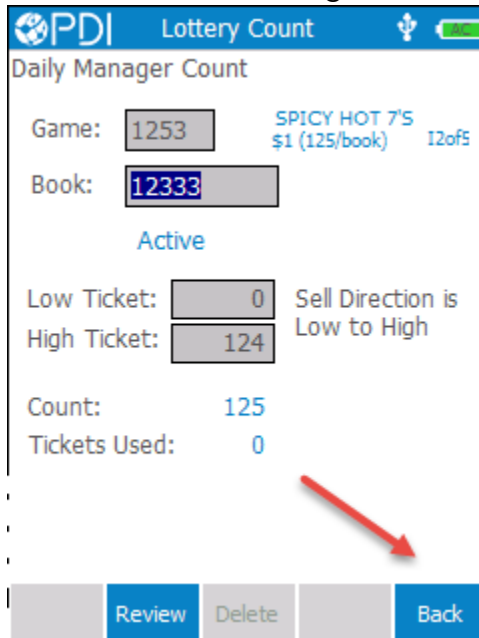
7. After you have made your Lottery Count rule selection, click Scan:



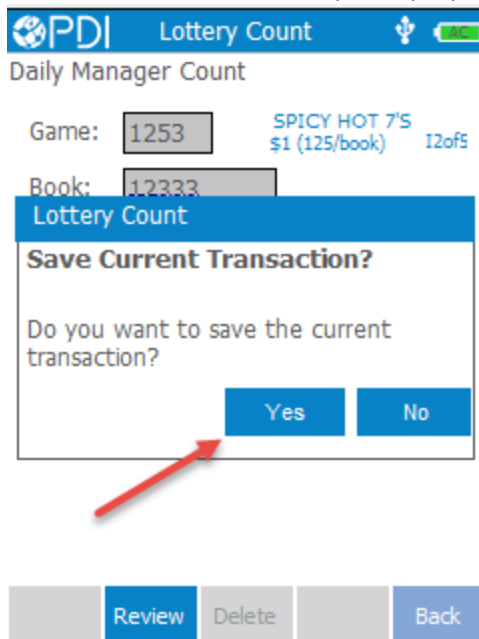
8. Proceed to scanning all lottery books that should be included in your count. Note the info provided on each game as they are scanned; Name of game, Game#, Book#, Status (Active or Inactive), Selling Direction, Count, and Tickets Used:



9. When finished scanning all books, click Back:



10. The handheld will then prompt you to save the last game you scanned, click Yes:

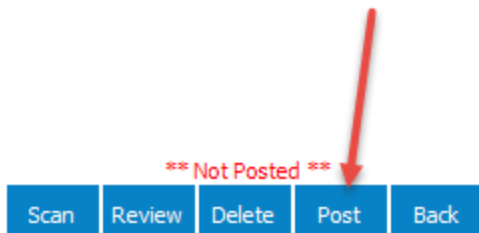


11. The Lottery Count Header screen will appear, click post:

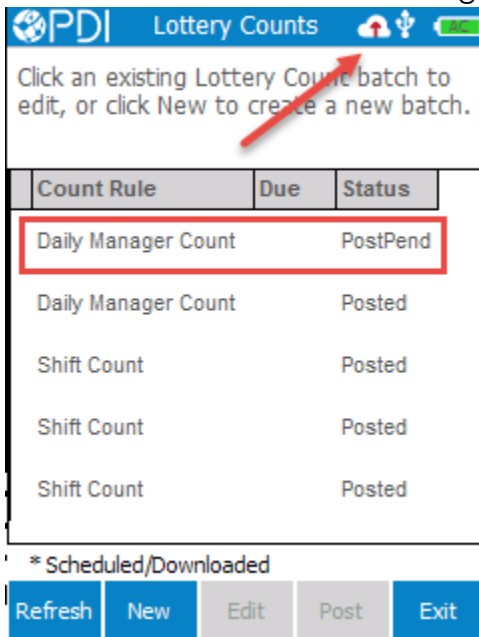


Auditor: 

Count Rule: 



12. You should see your current count with a Status of 'PostPend' and will also see a cloud with a red arrow indicating a successful connection:



Click an existing Lottery Count batch to edit, or click New to create a new batch.

Count Rule	Due	Status
Daily Manager Count		PostPend
Daily Manager Count		Posted
Shift Count		Posted
Shift Count		Posted
Shift Count		Posted

* Scheduled/Downloaded

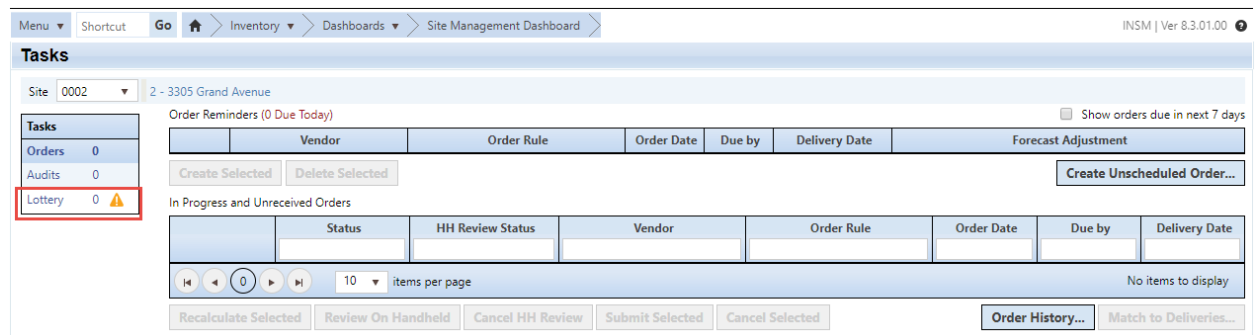
Refresh New Edit Post Exit

- Your count will now show posted on the handheld, and you are now ready to review the count in the Site Management Dashboard on the backoffice PC:



Lottery Count Process- BackOffice Computer / Enterprise Site Management Dashboard

- Log in to the backoffice computer, and click on the Site Management Dashboard button to launch Enterprise Web.
- When the dashboard appears, select the Lottery task:



- Click on the edit icon for the count to be reviewed:

The screenshot shows the 'Site Management Dashboard' for Site 0002. It features two tables: 'Lottery Reminders' and 'Recent Counts'. The 'Recent Counts' table has a red arrow pointing to the edit icon (a pencil) in the first row.

Count Rule	Count Type	Count Date	Due by
Daily Manager Count		12/25/2017	8:00 AM

Count Rule	Count Type	Status	First Scan	Last Scan	Posted from HH
Daily Manager Count	Inventory	Pending	1/31/2018 4:20 pm	1/31/2018 4:21 pm	1/31/2018 4:41 pm

- The initial Review steps by default will only show books that have an exception variance:

The screenshot shows the 'Lottery Review: Daily Manager Count' interface. Under the 'Show Filters' section, the checkbox 'Limit to books with exceptions' is checked and highlighted with a red box. The 'Apply' button is also visible.

Status	Scan Seq	Game	Book	Ticket		Selling Direction	Count		
				Lowest	Highest		Current	Previous	Change
No items to display									

- To view all books scanned, uncheck the box "Limit to books with exceptions" and click Apply:

The screenshot shows the 'Lottery Review: Daily Manager Count' interface. Under the 'Show Filters' section, the checkbox 'Limit to books with exceptions' is unchecked and highlighted with a red box. The 'Apply' button is also visible.

Status	Scan Seq	Game	Book	Ticket		Selling Direction	Count		
				Lowest	Highest		Current	Previous	Change
No items to display									

- You can now view all books scanned in the lottery count in the first Review Step. When you are ready to view the Prior Count Comparison, click Next:

Lottery Review: Daily Manager Count - Site - 0002 - 2 - 3305 Grand Avenue - 1/30/2018

Review Steps: Book Counts (1), Prior Count Comparison, Final Audit Summary

Show Filters: Hide Filter on Apply

Status	Scan Seq	Game	Book	Ticket		Selling Direction	Count		
				Lowest	Highest		Current	Previous	Change
Active	1	1393 - SPADES	12354	0	149	Low to High	150	150	0
Active	2	1431 - 100K Riches	12375	0	74	Low to High	75	75	0
Active	3	1446 - 9's IN LINE	12396	0	149	Low to High	150	150	0
Active	4	843 - BREAK THE BANK	12291	0	124	Low to High	125	125	0
Active	5	1100 - FIND THE 9s	12312	0	149	Low to High	150	150	0
Active	6	1253 - SPICY HOT 7'S	12333	0	124	Low to High	125	125	0

30 items per page | 1 - 6 of 6 items

Buttons: Save, Back, Next, Print, Post, Post and Next, Cancel

- The Prior Count Comparison by default, will only show books that have a variance. To view all books scanned, uncheck the box "Limit to games with variance":

Lottery Review: Daily Manager Count - Site - 0002 - 2 - 3305 Grand Avenue - 1/30/2018

Review Steps: Book Counts, Prior Count Comparison, Final Audit Summary

Show Filters: Limit to games with variance

Compare sales between current count and: Prior Count

Game	Item Number	Prev Count	+Activations	- POS Sales	+ Other	= Expected	Count	Variance		
								Quantity	Retail	Missing
No items to display										

30 items per page

Totals as of this count: Cost \$1,246.50, Retail \$775.00, Retail Var \$0.00

Totals by Pricepoint: Retail \$1.00, Count 775, Total \$775.00

Buttons: Save, Back, Next, Print, Post, Post and Next, Refresh Sales Data, Cancel

- In the Prior Count Comparison Review Step, you can compare variances from the prior count (i.e.- shift count), and you can also compare variances from the prior inventory count:

Lottery Review: Daily Manager Count - Site - 0002 - 2 - 3305 Grand Avenue - 1/30/2018

Review Steps

- Book Counts
- Prior Count Comparison** (1)
- Final Audit Summary

Show Filters

Compare sales between current count and **Prior Count** (dropdown menu)

Limit to games with variance

Hide Filter on Apply

Apply Reset

Game	Item Number	Prev Count	+Activations	- POS Sales	+ Other	= Expected	Count	Variance		
								Quantity	Retail	Missing
SPICY HOT 7'S	10207	125	0	0	0	125	125	0	\$0	
100K RICHES	10208	75	0	0	0	75	75	0	\$0	
SPADES	10209	150	0	0	0	150	150	0	\$0	
BREAK THE BANK	10320	125	0	0	0	125	125	0	\$0	
FIND THE 9s	10321	150	0	0	0	150	150	0	\$0	
9's IN LINE	10525	150	0	0	0	150	150	0	\$0	

30 items per page 1 - 6 of 6 items

Save Back Next Print Post Post and Next Refresh Sales Data Cancel

- When finished reviewing Prior Count Comparison variances, click Next:

Lottery Review: Daily Manager Count - Site - 0002 - 2 - 3305 Grand Avenue - 1/30/2018

Review Steps

- Book Counts
- Prior Count Comparison** (1)
- Final Audit Summary

Show Filters

Compare sales between current count and **Prior Inventory Count** (dropdown menu)

Limit to games with variance

Hide Filter on Apply

Apply Reset

Game	Item Number	Prev Count	+Activations	- POS Sales	+ Other	= Expected	Count	Variance		
								Quantity	Retail	Missing
SPICY HOT 7'S	10207	125	0	0	0	125	125	0	\$0	
100K RICHES	10208	75	0	0	0	75	75	0	\$0	
SPADES	10209	150	0	0	0	150	150	0	\$0	
BREAK THE BANK	10320	125	0	0	0	125	125	0	\$0	
FIND THE 9s	10321	150	0	0	0	150	150	0	\$0	
9's IN LINE	10525	150	0	0	0	150	150	0	\$0	

30 items per page 1 - 6 of 6 items

Save Back Next Print Post Post and Next Refresh Sales Data Cancel

10. The Final Audit Summary will show all variances by Cost, Retail, OH Variance Retail, and will show totals by price point or game denomination. When you have finished review, click Post:

Menu | Shortcut | Go | Inventory | Dashboards | Site Management Dashboard | INSM | Ver 8.3.01.00

Lottery Review: Daily Manager Count - Site - 0002 - 2 - 3305 Grand Avenue - 1/30/2018 Return To List

Business Date: 01/30/2018

Review Steps

- Book Counts
- Prior Count Comparison
- Final Audit Summary**

Totals as of End of 1/30/2018

Cost \$1,246.50

Retail \$775.00

OH Var Retail -\$725.00

Totals by Pricepoint

Retail	Count	Total
\$1.00	775	\$775.00

Game	Item Number	Count	Activations	Sales			Other	Adj Audit Count	On Hand	Variance	
				Before Audit	In Audit					Quantity	Retail
SPICY HOT 7'S	10207	125	0	0	0	0	125	590	-465	-\$465	
100K RICHES	10208	75	0	0	0	0	75	247	-172	-\$172	
SPADES	10209	150	0	0	0	0	150	663	-513	-\$513	
BREAK THE BANK	10320	125	0	0	0	0	125	0	125	\$125	
FIND THE 9s	10321	150	0	0	0	0	150	0	150	\$150	
9's IN LINE	10525	150	0	0	0	0	150	0	150	\$150	

30 items per page | 1 - 6 of 6 items

Save | Back | Next | Print | **Post** | Post and Next | Refresh Sales Data | Cancel

11. The Lottery Count will now show posted:

Menu | Shortcut | Go | Inventory | Dashboards | Site Management Dashboard | INSM | Ver 8.3.01.00

Lottery Review: Daily Manager Count - Site - 0002 - 2 - 3305 Grand Avenue - 1/30/2018 Return To List

Business Date: 01/30/2018

Review Steps

- Book Counts
- Prior Count Comparison
- Final Audit Summary

Totals as of End of 1/30/2018

Cost \$1,246.50

Retail \$775.00

OH Var Retail -\$725.00

Totals by Pricepoint

Retail	Count	Total
\$1.00	775	\$775.00

Game	Item Number	Count	Activations	Sales			Other	Adj Audit Count	On Hand	Variance	
				Before Audit	In Audit					Quantity	Retail
SPICY HOT 7'S	10207	125	0	0	0	0	125	590	-465	-\$465	
100K RICHES	10208	75	0	0	0	0	75	247	-172	-\$172	
SPADES	10209	150	0	0	0	0	150	663	-513	-\$513	
BREAK THE BANK	10320	125	0	0	0	0	125	0	125	\$125	
FIND THE 9s	10321	150	0	0	0	0	150	0	150	\$150	
9's IN LINE	10525	150	0	0	0	0	150	0	150	\$150	

30 items per page | 1 - 6 of 6 items

Save | Back | Next | Print | Post | Post and Next | Refresh Sales Data

Lottery Count Posted

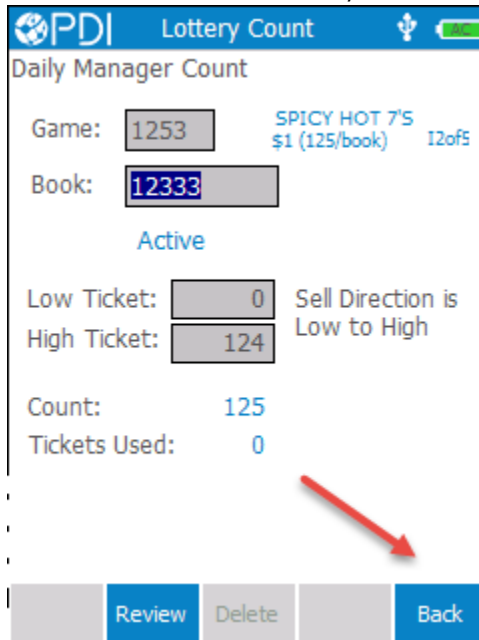
Lottery Count is posted successfully

OK

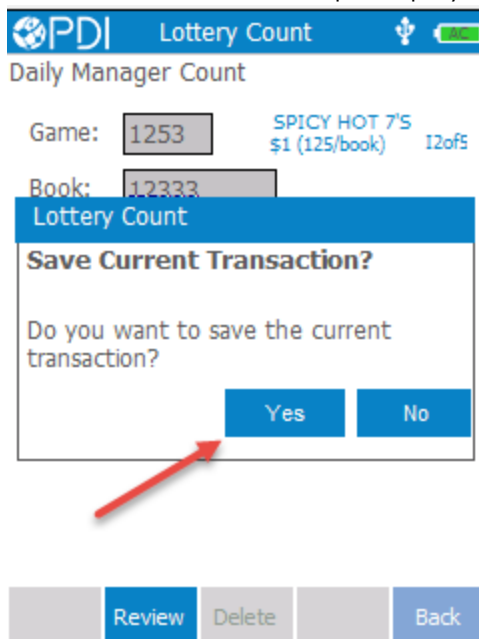
How To Mark a Lottery Book as Sold Out

While completing your daily lottery count, you may run across a book that has completely sold through, and is not included in your current count. Since PDI/Lottery tracks your total books on-hand, you must take action to mark the lottery book as sold out before posting the count.

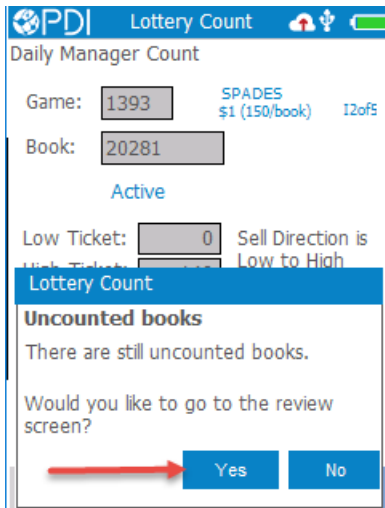
1. On the handheld, after you have scanned your last item, click 'Back':



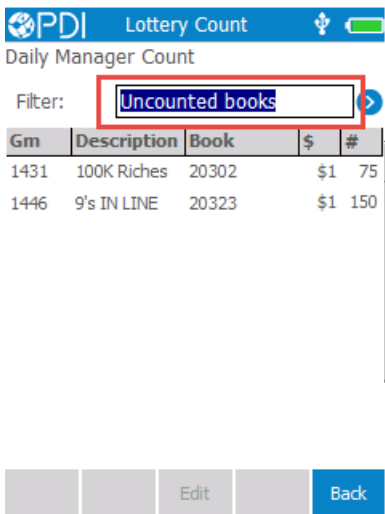
2. The handheld will then prompt you to save the last game you scanned, click Yes:



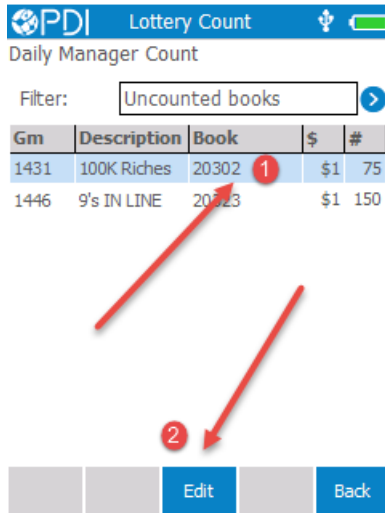
3. If there are any books you did not count, the handheld will alert you. Click 'Yes' to continue:



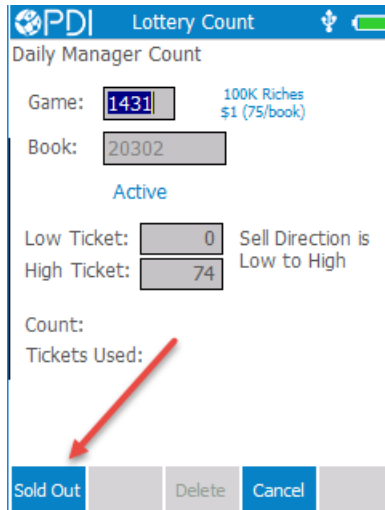
4. The 'UnCounted Books' will automatically be displayed on the handheld:



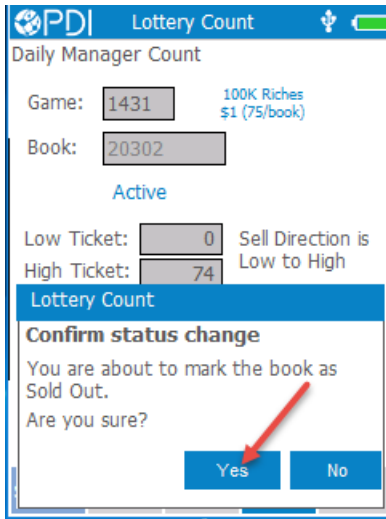
5. Select the missing book, and click 'Edit':



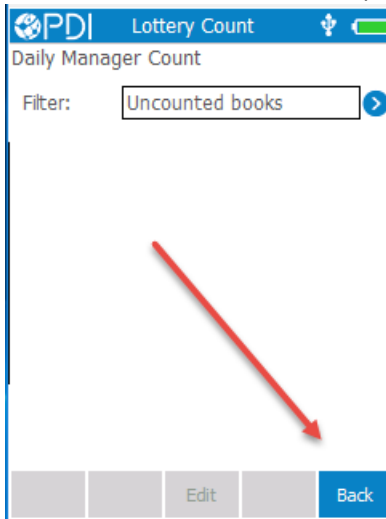
6. You can then click 'Sold Out':



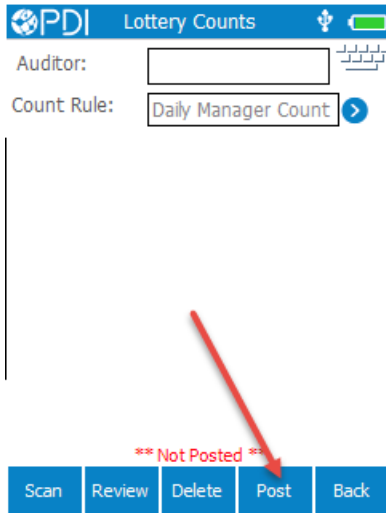
7. Click 'Yes' to confirm the status change:



8. The UnCounted Books display will be clear, click 'Back':



9. Click 'Post':



10. The count will show posted on the handheld, and you can now resume the reviewing process from the **Site Management Dashboard**.

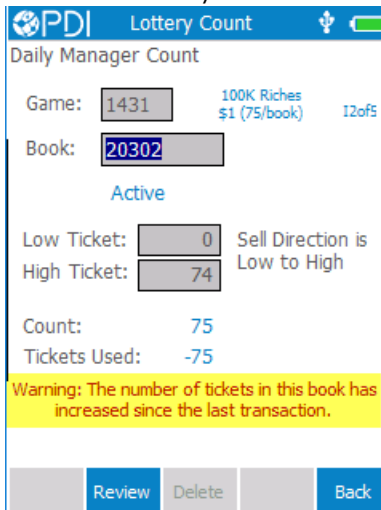
Correcting a Lottery Book Mistakenly Marked as Sold Out

While completing your daily lottery count, you might discover that a lottery book was mistakenly marked as sold out on a previous count. This can be fixed while you are completing the count.

1. On the handheld, when you scan the book mistakenly Sold out, the handheld will provide the following alert:



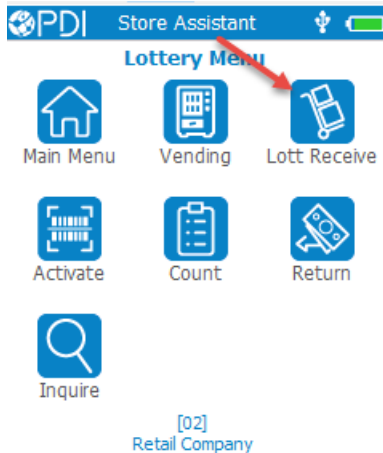
2. The handheld will then indicate the alert highlighted below, and you can resume with the lottery count:



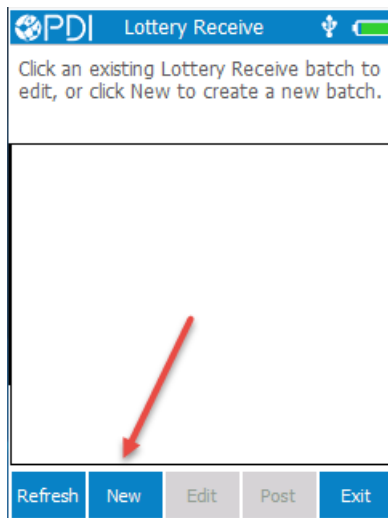
Receiving and Activating Lottery Books

When you receive a delivery from the Lottery Commission, you will need to receive the books on the handheld and place them in your back safe (this will mark them as received but with an 'in-active' status). You will not need to generate a merchandise receiving for the delivery, this will automatically be done when you **Activate** the books on the handheld.

1. On the handheld, select the Lottery Menu, and then Lott Receive:



2. Click 'New':



3. Enter the 'Reference #' and '# of Books received'. Then click 'Scan':

PD Lottery Receive

Date: 2 /18/2018

Reference No: 945673-01

Books received: 1

** Not Posted **

Scan Delete Post Back

4. Proceed to scan all books and then post the transaction.

PD Lottery Receive

Date: 2/18/2018 Ref: 945673-01

Game:

Book:

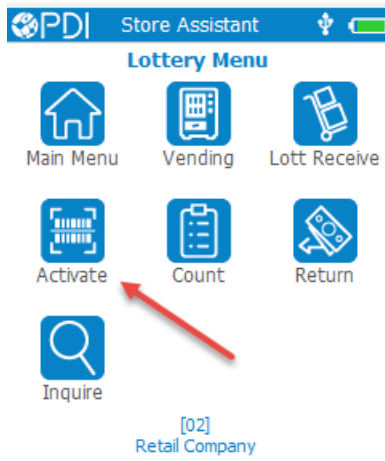
Received 0/1 books

Delete Post Back

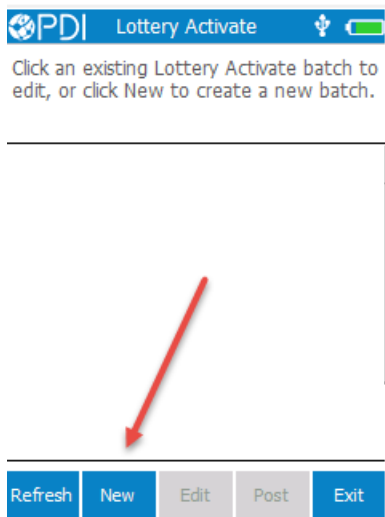
Activate Lottery Books

When you are ready to sell a lottery book, you will need to Activate the book on the handheld. When a book is activated on the handheld, this will automatically create your invoice in merchandise receiving.

1. On the handheld, select the Lottery Menu, and then 'Activate':



2. Click 'New':



3. Note the highlighted comments. Then click 'Scan':

Business Date: 2 /18/2018

Books must also be activated on the lottery terminal.

Post process creates an invoice for activated books.

**** Not Posted ****

Scan [Greyed Out] Delete Post Back

4. Proceed to scan all books and then post the transaction.

Date: 2/18/2018

Game:

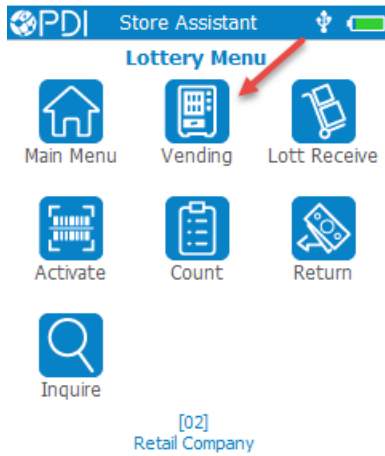
Book:

[Greyed Out] [Greyed Out] Delete [Greyed Out] Back

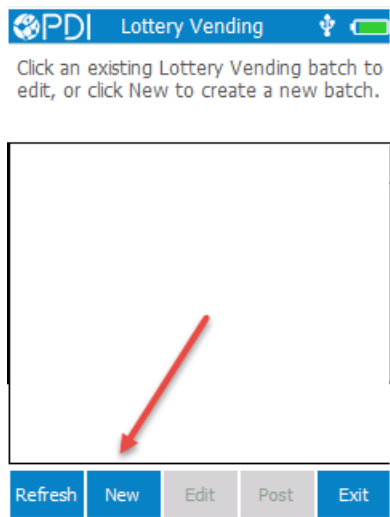
Load and Unload Lottery Books into a Vending Machine

To load books in to your Lottery Vending Machine, you will follow the following process.

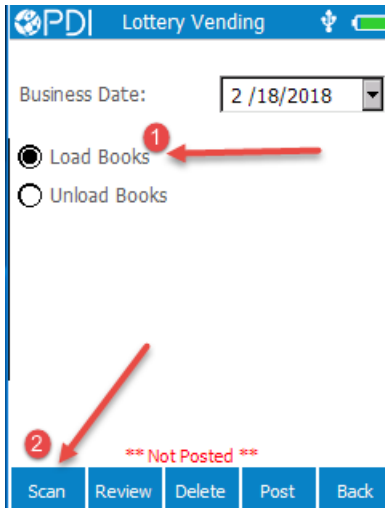
1. On the handheld, select the Lottery Menu, and then Vending:



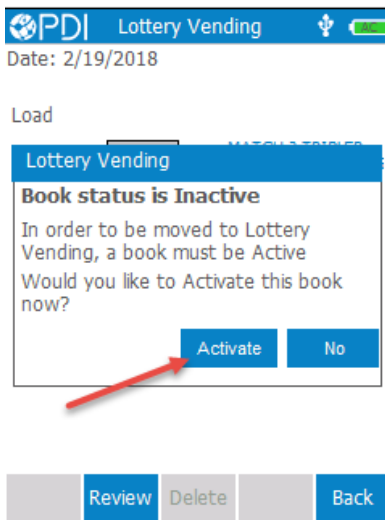
2. Click 'New':



3. Select 'Load Books and click 'Scan':



4. If the book is not already active, the handheld will prompt you to activate the book. Click 'Activate':



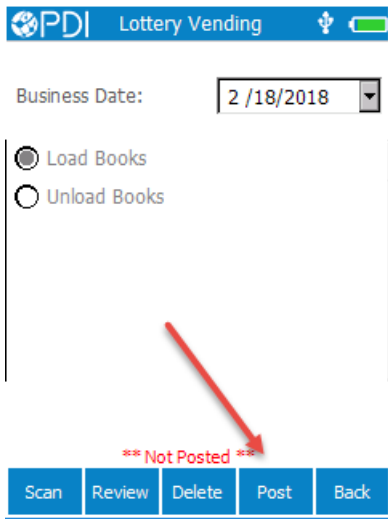
5. After you have scanned the lottery books being added to the vending machine, click 'Back':

The screenshot shows the 'Lottery Vending' app interface. At the top, it displays 'PDJ Lottery Vending' and the date '2/19/2018'. Below this, the 'Load' section contains the following information: 'Game: 1479 MATCH 3 TRIPLER \$1 (150/book) 12of5', 'Book: 20344', 'Low Ticket: 0', 'High Ticket: 149', and 'Count: 150'. The text 'Sell Direction is Low to High' is positioned to the right of the ticket numbers. At the bottom of the screen, there are four buttons: 'Review', 'Delete', 'Back', and a partially visible 'Home' button. A red arrow points to the 'Back' button.

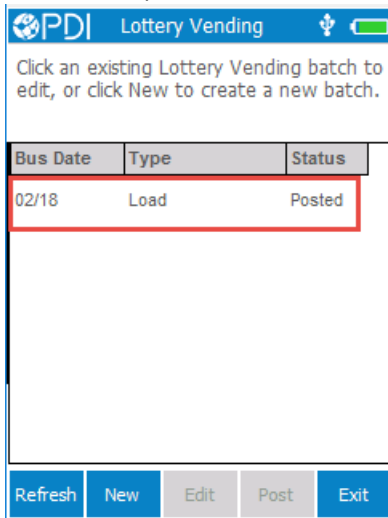
6. Click 'Yes' to save the transaction:

The screenshot shows the 'Lottery Vending' app interface with a dialog box overlaid. The dialog box is titled 'Save Current Transaction?' and asks 'Do you want to save the current transaction?'. It has two buttons: 'Yes' and 'No'. A red arrow points to the 'Yes' button. In the background, the app interface shows 'Game: 1303 SPADES'. At the bottom of the screen, there are four buttons: 'Review', 'Delete', 'Back', and a partially visible 'Home' button.

7. Click 'Post':

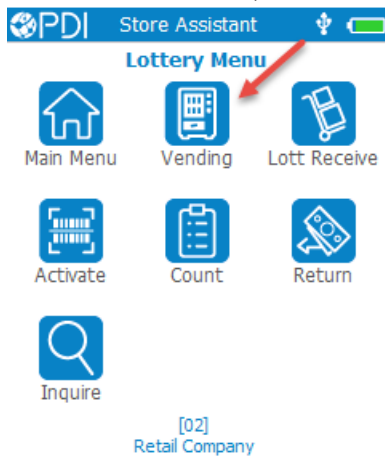


8. The Load process will now show posted:

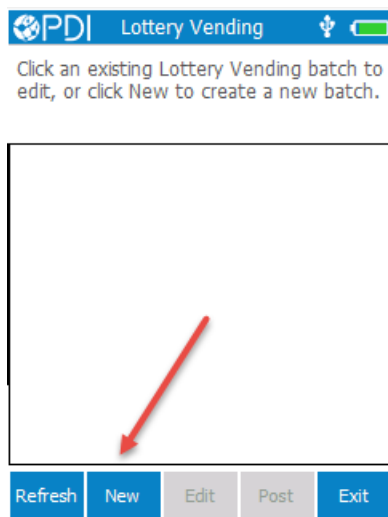


Unload Lottery Books into a Vending Machine

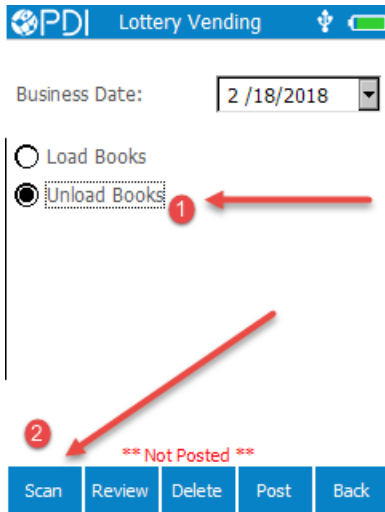
1. On the handheld, select the Lottery Menu, and then Vending:



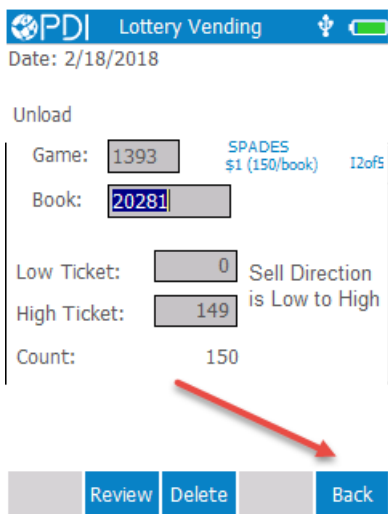
2. Click 'New':



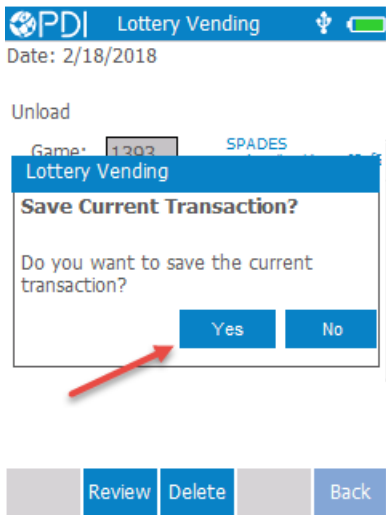
3. Select 'Unload Books' and click 'Scan':



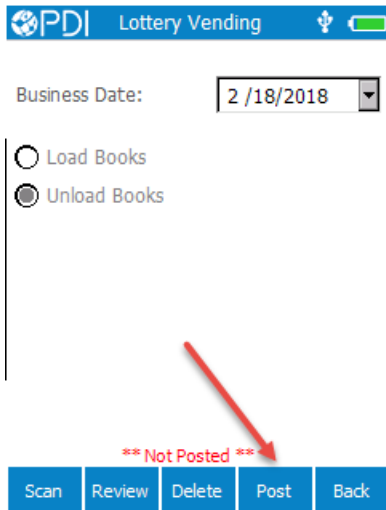
4. After you have scanned the lottery being removed from the vending machine, click 'Back':



5. Click 'Yes' to save the transaction:



6. Click 'Post':



7. The Unload process will now show posted:



Click an existing Lottery Vending batch to edit, or click New to create a new batch.

Bus Date	Type	Status
02/18	Unload	Posted
02/18	Load	Posted

Refresh New Edit Post Exit