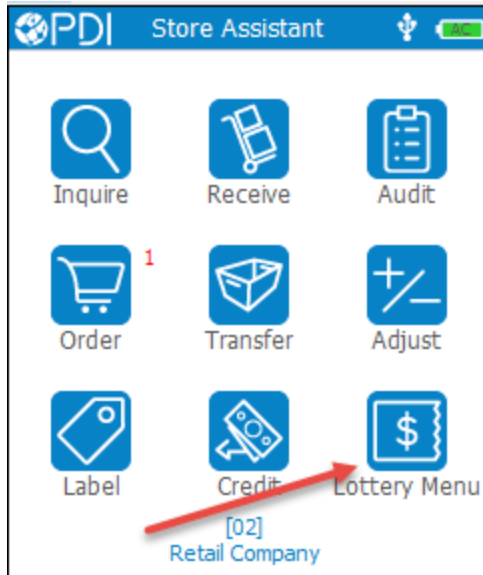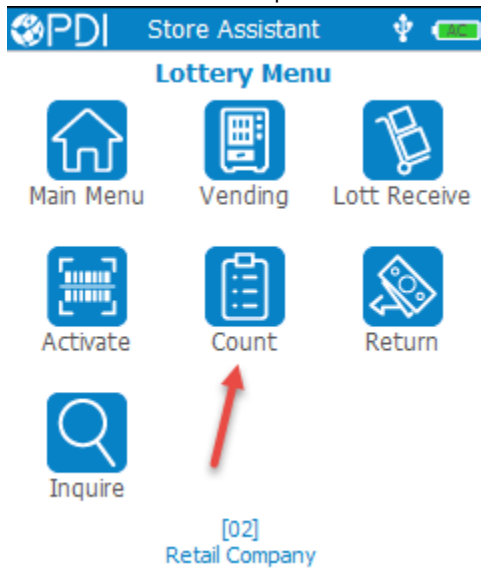**Lottery Count Process- Store Assistant Handheld**

*Be sure to submit previous day's Paperwork before doing any Daily Inventory Lottery Count
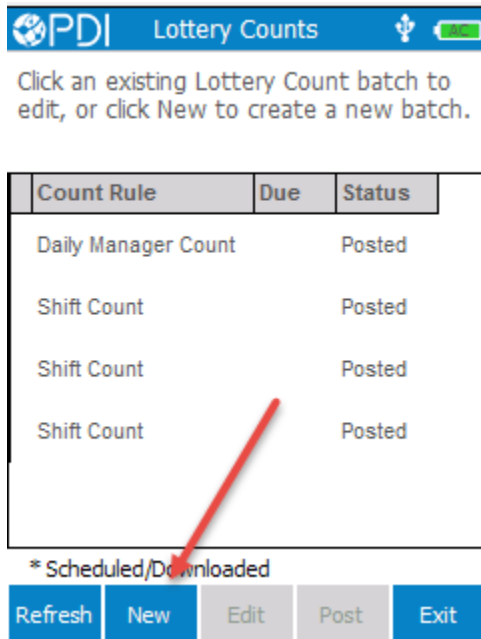
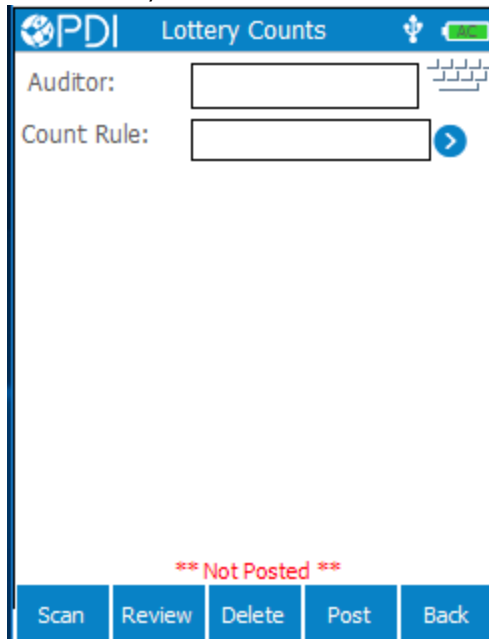1. On the handheld, select the Lottery Menu:


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:
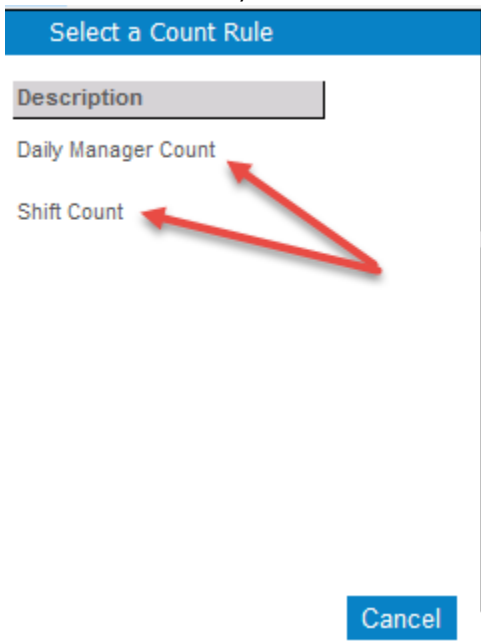

**4.** The Lottery Count Header screen will appear:

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:
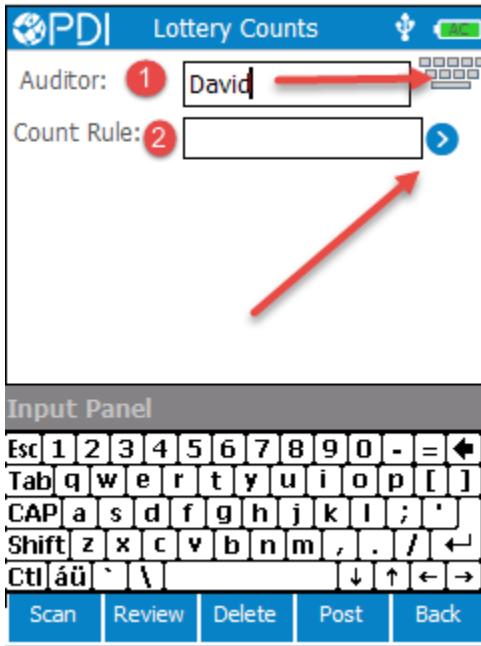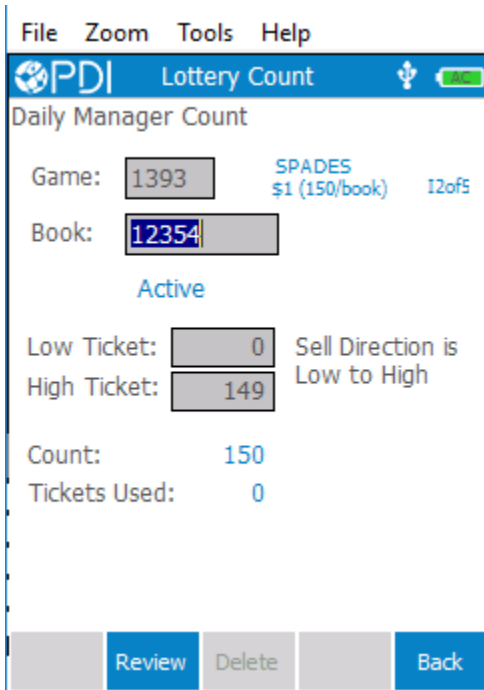

6. Select the Lottery Count rule that applies:

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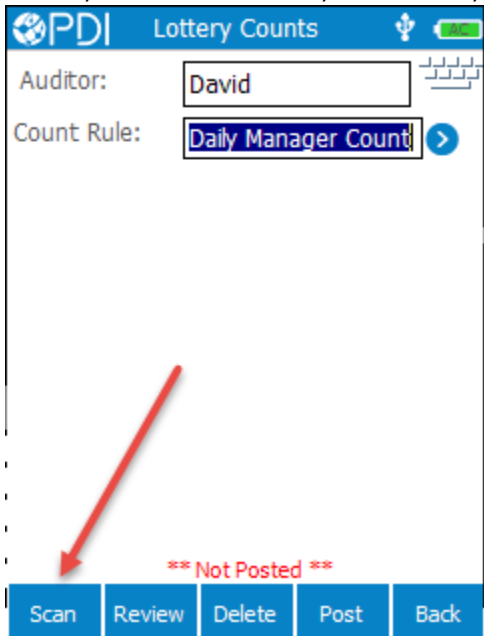
8. Proceed to scanning all lottery books that should be included in your count. Note the info provided on each game as they are scanned; Name of game, Game#, Book#, Status (Active or Inactive), Selling Direction, Count, and Tickets Used:

9. When finished scanning all books, click Back:
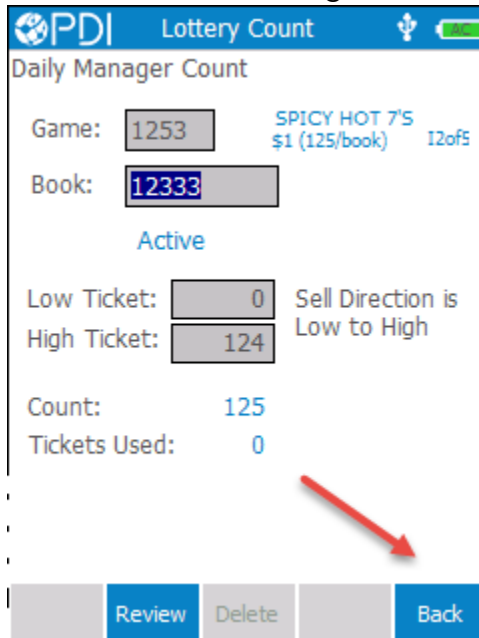
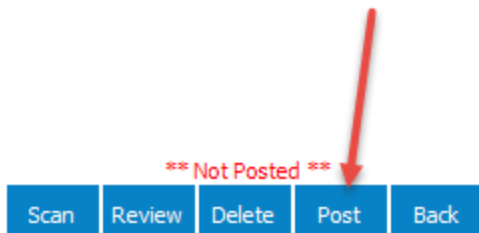**10.** The handheld will then prompt you to save the last game you scanned, click Yes:
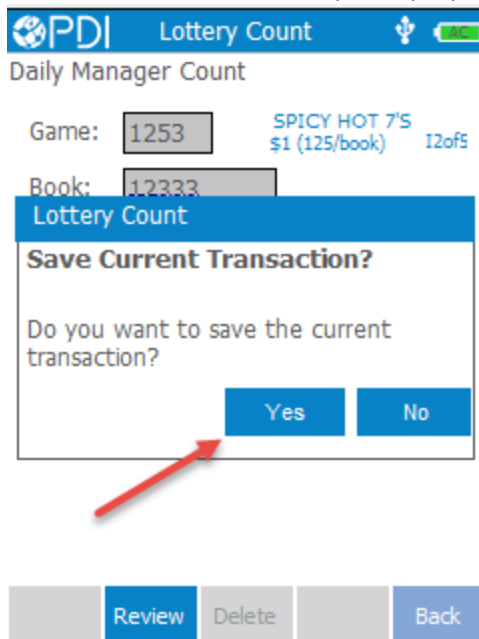
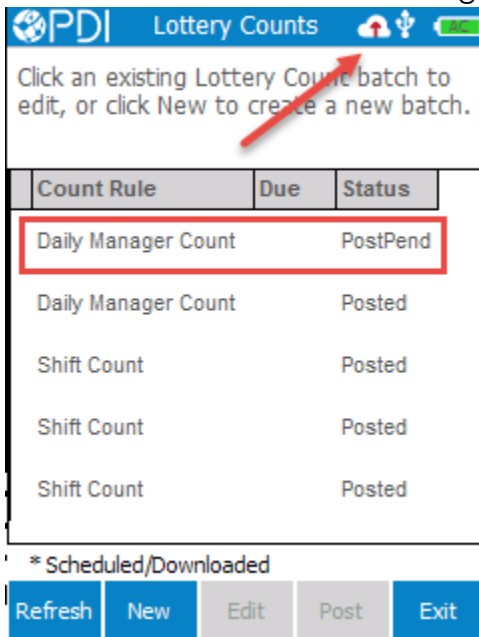**11.** The Lottery Count Header screen will appear, click post:

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:

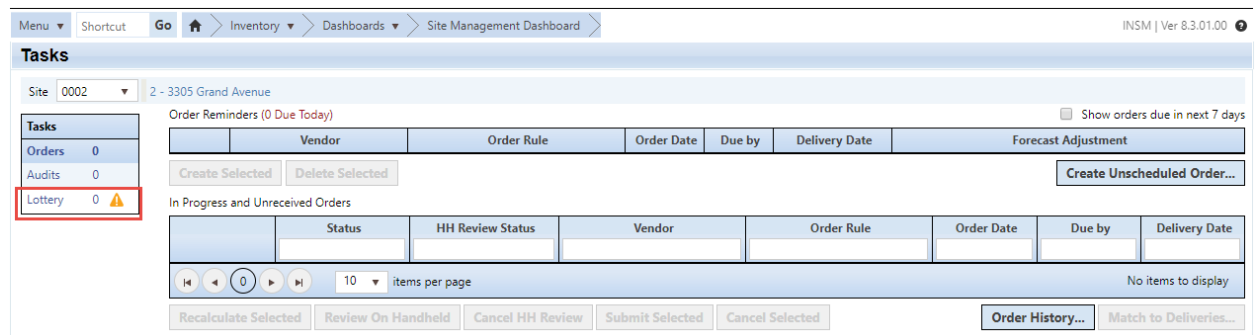**13.** Your count will now show posted on the handheld, and you are now ready to review the count in the Site Management Dashboard on the backoffice PC:

Lottery Count Process- BackOffice Computer / Enterprise Site Management Dashboard

1. Log in to the backoffice computer, and click on the Site Management Dashboard button to launch Enterprise Web.

2. When the dashboard appears, select the Lottery task:

3. Click on the edit icon for the count to be reviewed:

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

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

6. 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:

7. 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":

8. 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:

9. When finished reviewing Prior Count Comparison variances, click Next:

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:

11. The Lottery Count will now show posted:

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':
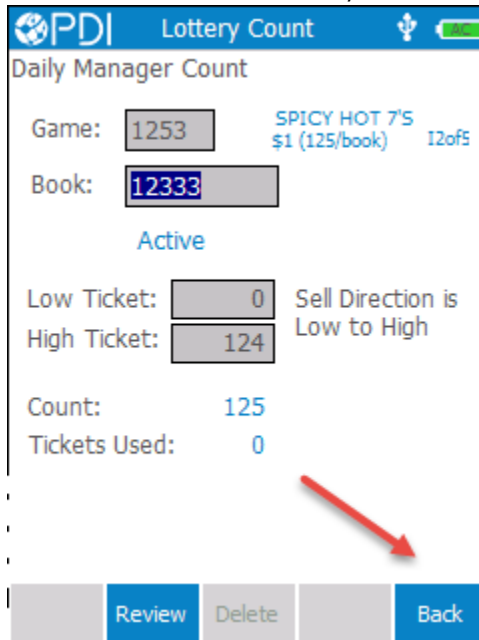
2. The handheld will then prompt you to save the last game you scanned, click Yes:
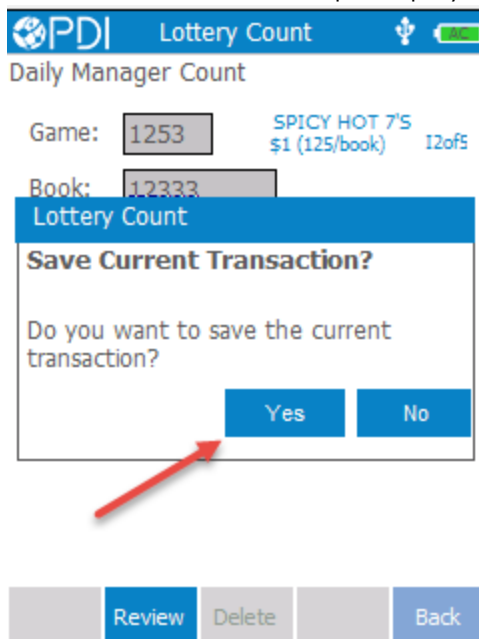
3. If there are any books you did not count, the handheld will alert you. Click 'Yes' to continue:

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

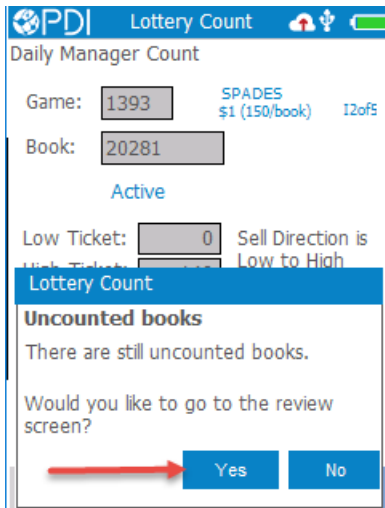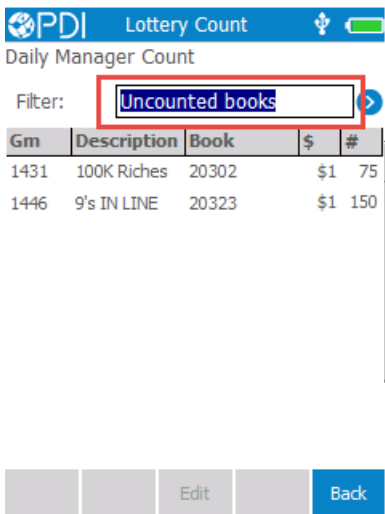**5.** Select the missing book, and click 'Edit':

6. You can then click 'Sold Out':
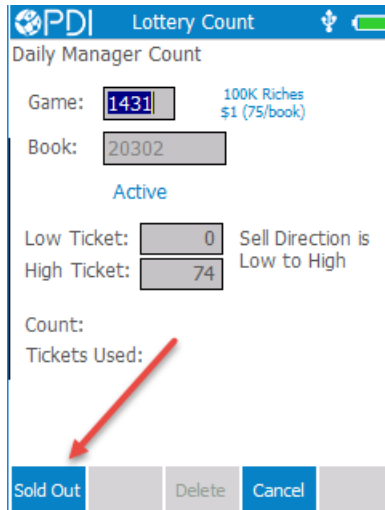
7. Click 'Yes' to confirm the status change:

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

9. Click 'Post':

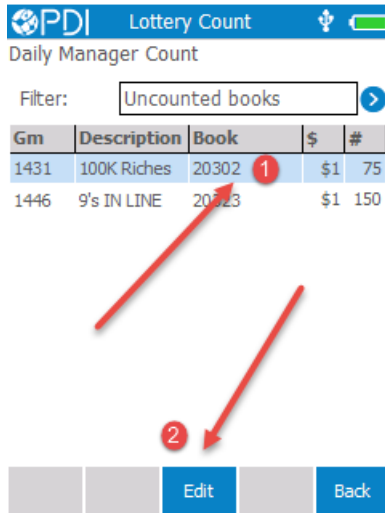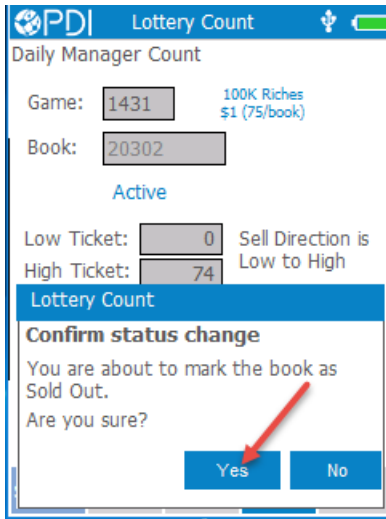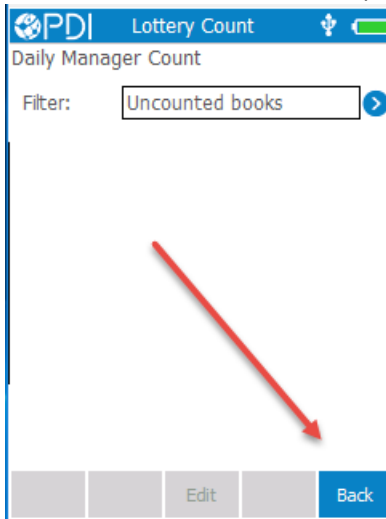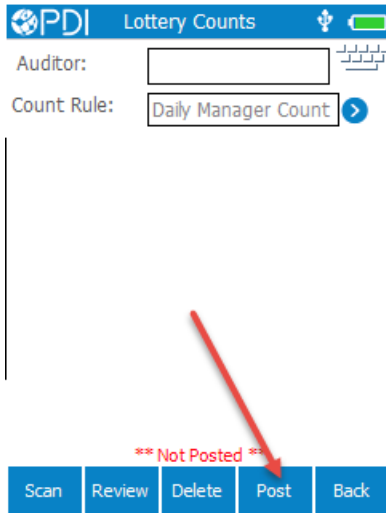**10.** The count will show posted on the handheld, and you can now resume the reviewing process from the **Site Management Dashboard**.

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:
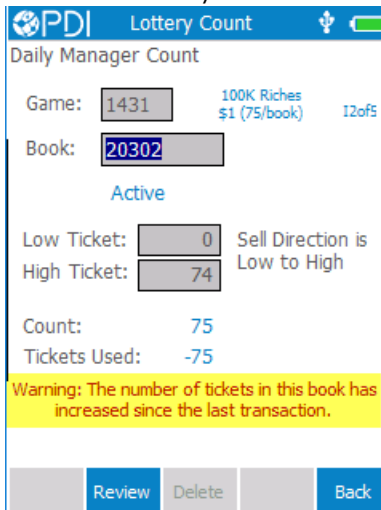
Receiving and Activating Lottery Books

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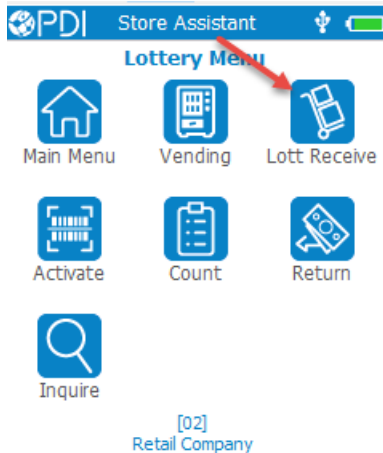
2. Click 'New':
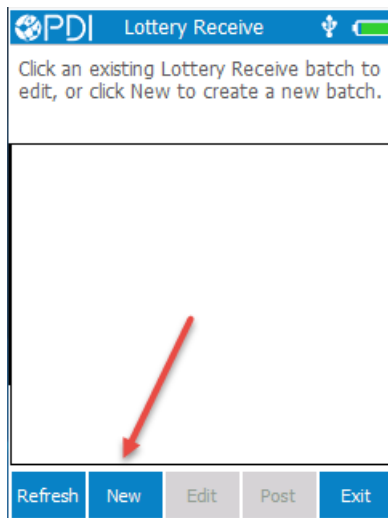
3. Enter the 'Reference #' and '# of Books received'. Then click 'Scan':
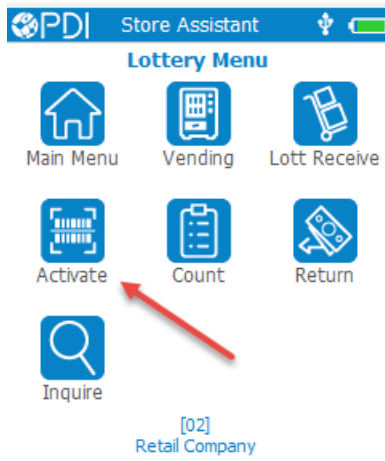

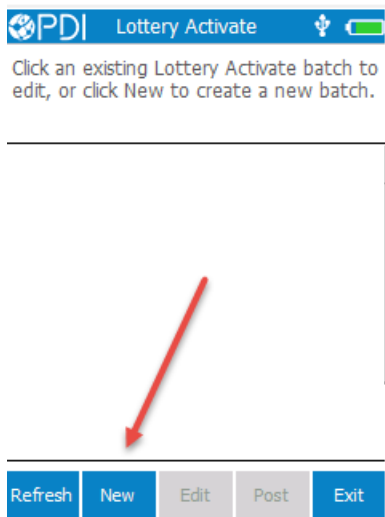**4.** Proceed to scan all books and then post the transaction.

Activate Lottery Books

When you are ready to sell a lottery book, you will need to Active 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':

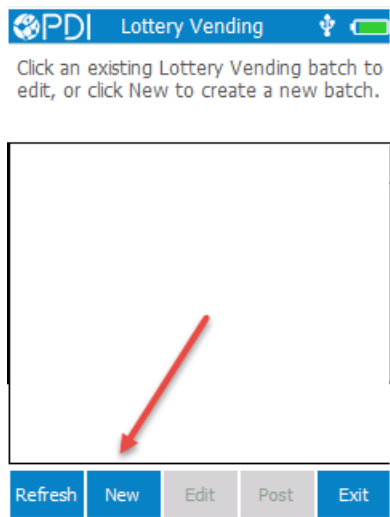**4.** Proceed to scan all books and then post the transaction.

Load and Unload Lottery Books into a Vending Machine

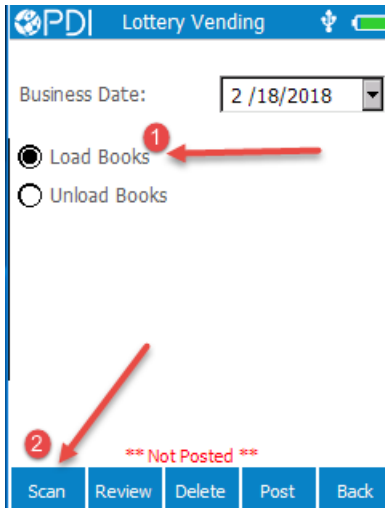To load books in to your Lottery Vending Machine, you will follow the following process.

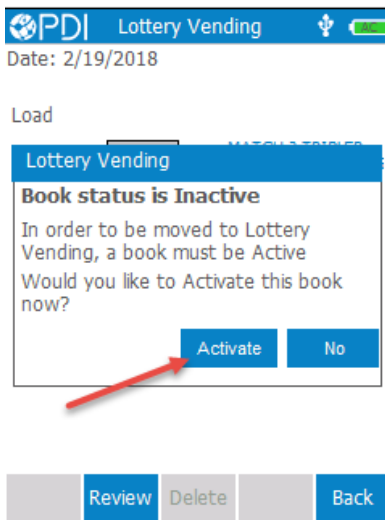1. On the handheld, select the Lottery Menu, and then Vending:
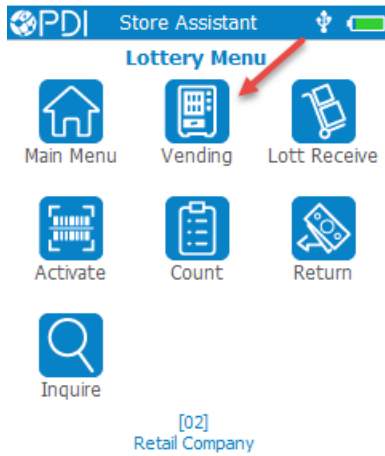
2. Click 'New':

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

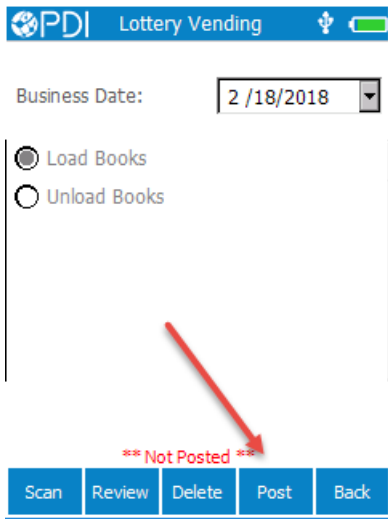**4.** If the book is not already active, the handheld will prompt you to activate the book. Click 'Activate':

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

6. Click 'Yes' to save the transaction:
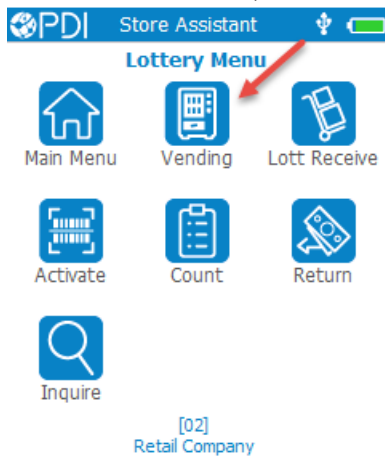
7. Click 'Post':
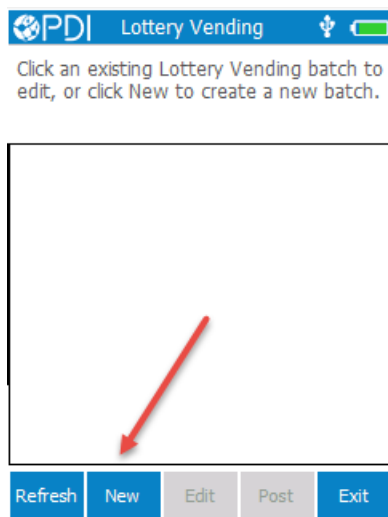

8. The Load process will now show posted:
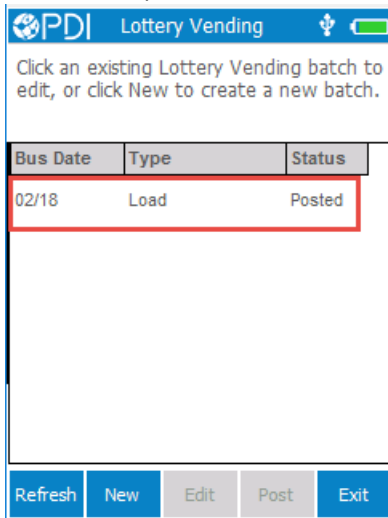
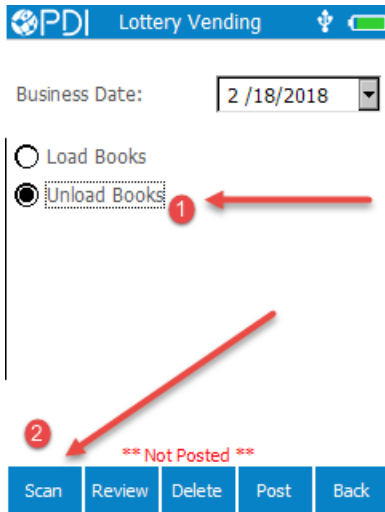**Unload Lottery Books into a Vending Machine**

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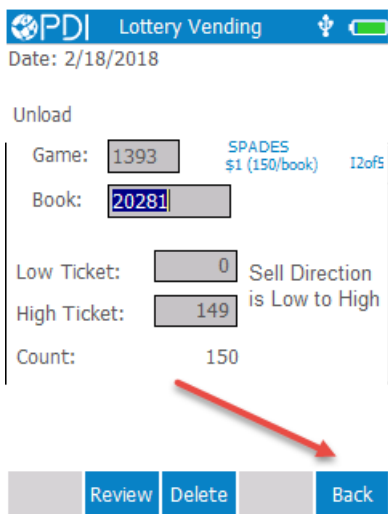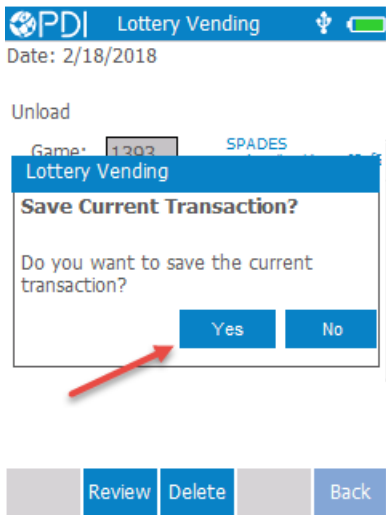

2. Click 'New':

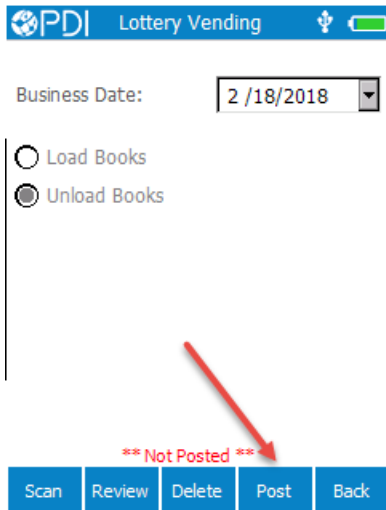**3.** Select 'Unload Books' and click 'Scan':

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: