SMART COUNT LOTTERY PROCEDURE - 24 HOUR STORE

START OF DAY

- Scratch
- Smart Count
- ***START DAY***
- AUDIT? – NO
- Wait 10 minutes
- ***CHANGE SHIFT***
- Change shift
- Use scanner to scan the next ticket in each pack- when done – SEND
- Print Report (Reports, Shift Detail, Print Shift 1)
  *Shift 1 will reflect the previous shifts sales totals

CHANGE SHIFT

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- Smart Count
- ***CHANGE SHIFT***
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- Use scanner to scan the next ticket in each pack- when done – SEND
- Print Report (Reports, Shift Detail, Print "current" Shift)

LAST CHANGE SHIFT BEFORE MIDNIGHT

- Scratch
- Smart Count
- ***CHANGE SHIFT***
- Change shift
- Use scanner to scan the next ticket in each pack- when done – SEND
  *for ascending scan lowest, for descending scan highest
- Print Report (Reports, Shift Detail, Print "current" Shift)

MINNESOTA LOTTERY

Questions? Call Customer Support Monday-Friday 8AM-4:30PM
1-651-635-8273 or 1-800-657-3644 (Option #1)
MUST ACTIVATE, SETTLE, AND RETURN PACKS AS NORMAL

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