

# SHIFT REPORT *Quick Reference Guide*

Retain for store personnel reference. Retailer Information Only. Please do not post or distribute.

The Photon's Terminal ID is in the information section after the retailer ID at the top center after the dash.

The Win30 Terminal ID is the last two numbers of the "Serial Number" in the upper right corner on the Service Mode screen. **Serial Number: 22233302**

The Financial Reports tab contains all the available financial reports for the retailer.

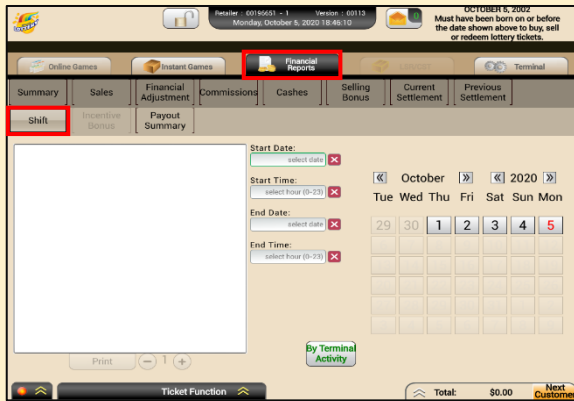
The screenshot shows the terminal interface with the following elements:

- Top status bar: Retailer : 00196651 - 1, Version : 00113, Monday, October 5, 2020 18:46:10, OCTOBER 5, 2002, Must have been born on or before the date shown above to buy, sell or redeem lottery tickets.
- Navigation tabs: Online Games, Instant Games, **Financial Reports**, LSR/CST, Terminal.
- Sub-menu: Summary, Sales, Financial Adjustment, Commissions, Cashes, Selling Bonus, Current Settlement, Previous Settlement.
- Selected report: **Shift**, Incentive Bonus, Payout Summary.
- Form fields: Start Date (select date), Start Time (select hour (0-23)), End Date (select date), End Time (select hour (0-23)).
- Calendar: October 2020, with dates 1-5 highlighted.
- Buttons: Print, - 1 +, **By Terminal Activity**.
- Bottom bar: Ticket Function, Total: \$0.00, Next Customer.

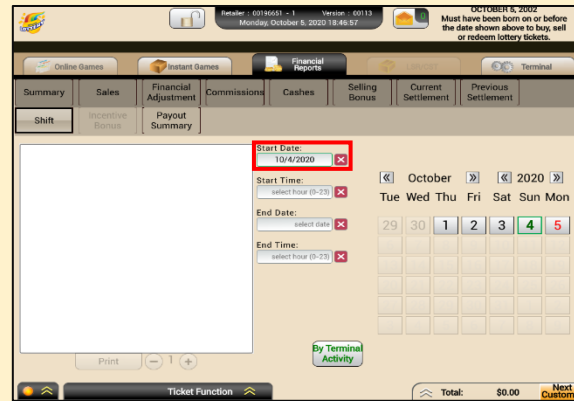
The Shift Report provides retailers with sales information such as the number of online and instant games and the dollar amount sold, the number and dollar amount of settles, cashes, returns, cashless instant sales, adjustments, promotions, sales commissions, and cashing bonuses during a specific time period of a specific day.

The **By Terminal Activity** button, when pressed, produces a keypad to enter a terminal ID. This allows the user to view report information exclusive to the specified terminal.

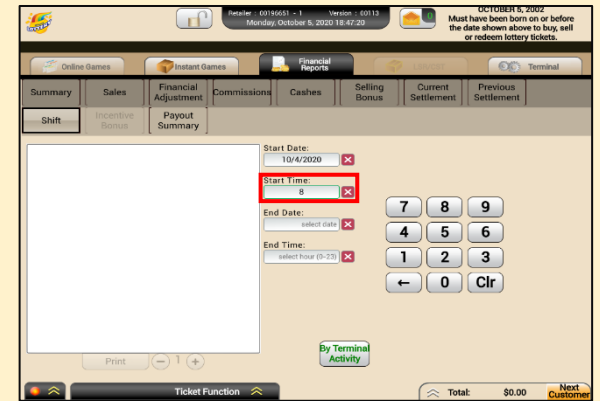




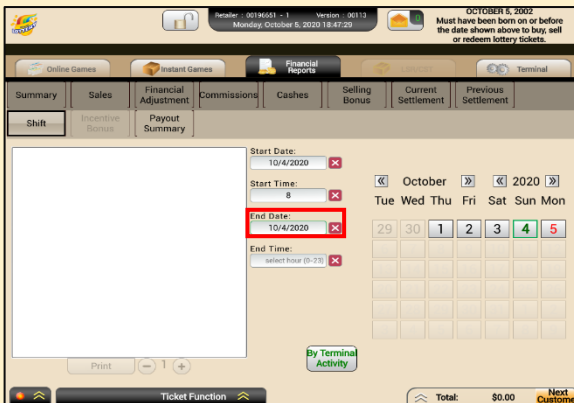
**Step 1:** Select the Financial Reports tab, then select the Shift Report button.



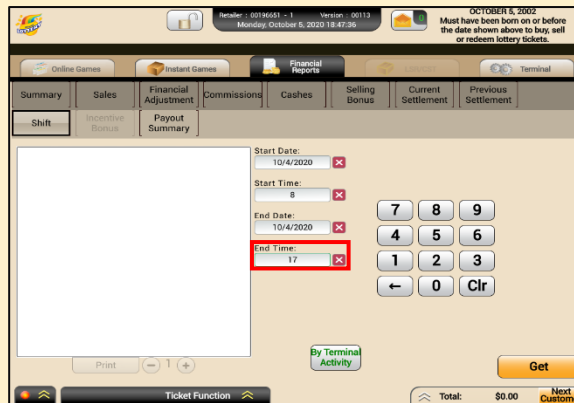
**Step 2:** Enter the Start Date for the report. A calendar will display on the right of the window so that you can select a date. (**Note:** Users can go 12 months back to retrieve data.)



**Step 3:** Enter the Start Time for the report. A keypad will display on the right of the window so that you can select a date. (**Note:** Time must be entered in a 24-hour clock style. For example, 10:00 AM – 5:00 PM must be written as 10 – 17.)

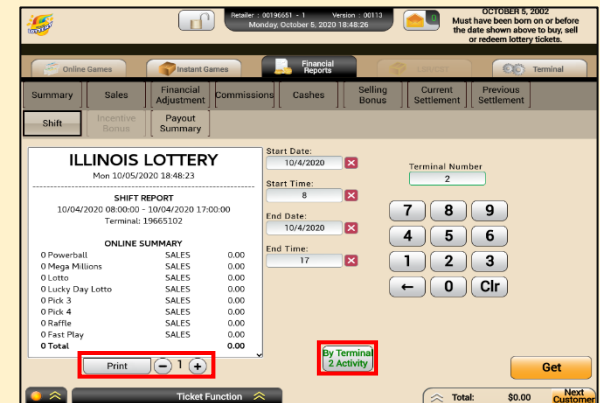


**Step 4:** Enter the End Date for the report. A calendar will display on the right of the window so that you can select a date. (**Note:** Users can go 12 months back to retrieve data.)



**Step 5:** Enter the End Time for the report. A keypad will display on the right of the window so that you can select a date. (**Note:** The time entered must be in a 24-hour clock style. For example, 10 AM – 5 PM must be written as 10 – 17. Time is on the hour only--there are no 15- or 30-minutes increments.)

After the End Time is selected, the "Get" button appears. The preview window will display the Shift Report for the date and time selected.



**Step 6:** Select "By Terminal Activity" to produce a report for a specific terminal.

Select the Print button under the Preview window to print the report. If multiple copies are desired, press the "+" or "-" to increase or decrease the number of reports printed by "1". Up to 10 reports can be printed at one time.

