

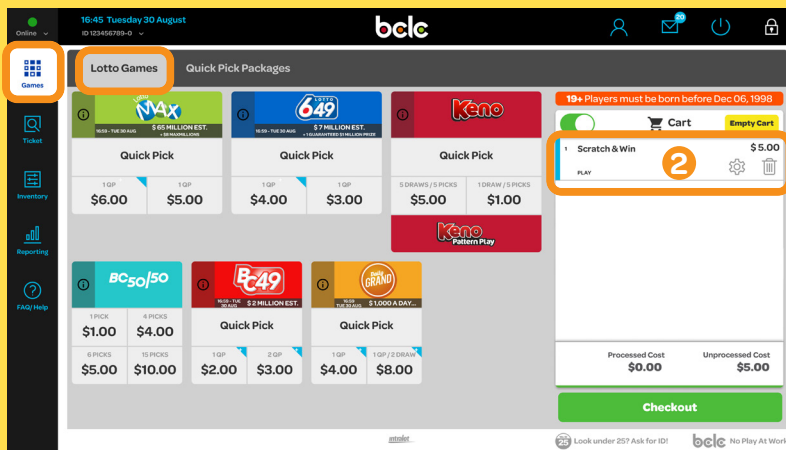
Quick Reference Guide: Selling Scratch & Win Tickets

This Quick Reference Guide will show you how to sell Scratch & Win Tickets in 3 easy steps. Be sure to follow the steps to ensure Tickets are available for game-play and validation.



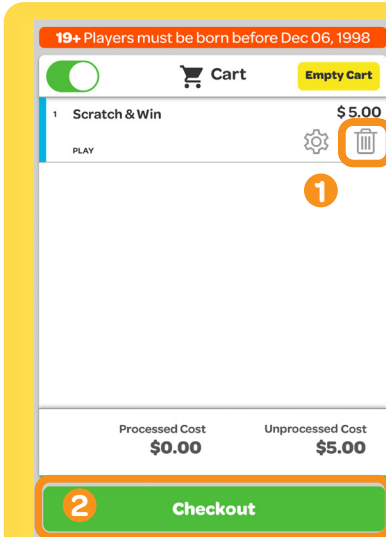
Follow these steps:

1 Scan the Ticket



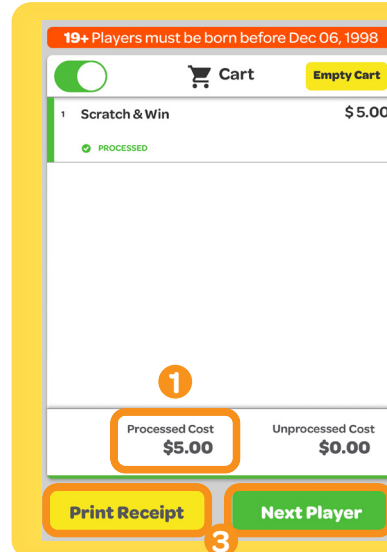
1. From the **Games** icon, scan the **Sales Matrix** on the back of the Ticket using the Ticket Tray or Lotto Scanner.
2. The Ticket is added to the Cart.

2 Complete the Sale



1. Confirm the item in the Cart is correct. If needed, remove the Ticket by using the **Trash** icon.
2. Tap **Checkout** to complete the sale.

3 Collect Payment




1. The **Processed Cost** is the final amount owing.
2. Collect Payment from the Player and hand them the Scratch & Win Ticket.
3. Tap on **Print Receipt** to print a receipt or **Next Player** for a new transaction.

Selling a Ticket Pack

Selling a Ticket Pack is just as easy as selling a single Ticket.

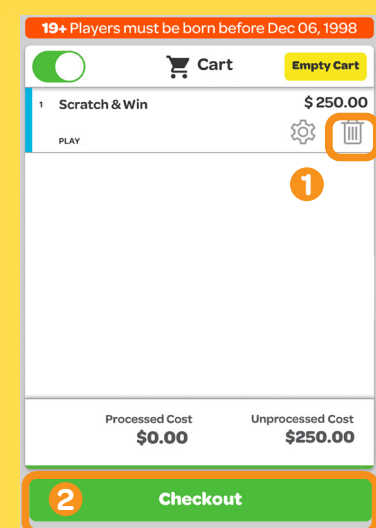
Follow these steps:

1 Scan the Ticket Pack



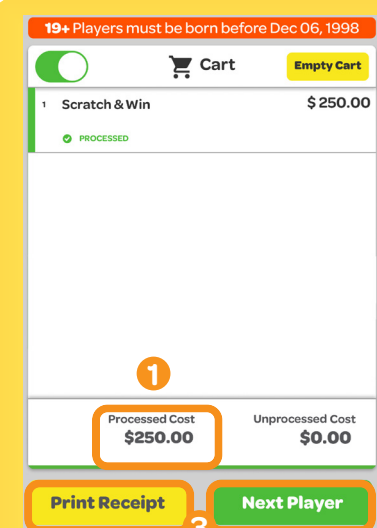
- From the Games Screen, scan the Barcode found on the insert under the cellophane wrap of the Ticket Pack using the Lotto Scanner.
- The Ticket Pack is added to the Cart.

2 Complete the Sale



- Confirm the item in the Cart is correct. If needed, remove the Ticket Pack by using the **Trash** icon.
- Tap **Checkout** to complete the sale.

3 Collect Payment



- The **Processed Cost** is the final amount owing.
- Collect payment from the Player and hand them the Scratch & Win pack.
- Tap on **Print Receipt** to print a receipt or **Next Player** for a new transaction.

Manually Enter the Ticket Sale if the Ticket or Pack Does Not Scan

- Tap on the **Inventory** icon.
- Select **Sell Ticket/Pack**.
- Enter in the number found below the Sales Matrix for a single Ticket, or the number below the Barcode on the package insert for a Ticket Pack.
- Tap **Add to Cart**.
- Return to the **Games** screen and tap **Checkout** to complete the sale.

