Video Transcript - TITO Troubleshooting including EGM and CRT

Metropolis – Ticket Trace Report

Overview

Using the **Metropolis Floor** application all TITO ticket transactions that have occurred and are under investigation can be viewed.

Process



1. Open the Floor application - select the Reports menu

2. Followed by the **Audit Report**.





- 3. The **Audit Report** allows a user to select multiple fields to narrow down their search which will assist to pinpoint the time of the error.
- 4. If known, select the report **start date**, by selecting the drop arrow, and navigating to the required date.
- 5. Then following the same process select the report **end date**.

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Setup	Code Event Description ^ 1 Online			
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- 6. Next, place your cursor in the **Ticket Filter** field labelled **barcode** and **scan the barcode on the ticket** using the barcode scanner.
- 7. Once scanned, press **enter** on the keyboard. This will automatically populate the area with the affected barcode and reduce the potential for human error.

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_	Member Filter . Badge Card Number					
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	Event Filter V All Events Keyword					
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- 8. As we only want to view **ticket events**, let's use the **Event Filter** option. A user will place their curser in the box and untick **All Events**.
- 9. To narrow down the list of event descriptions, to only display ticket options, type the word **ticket** in the **keyword field** box.
- 10. To display only ticket events in the audit, select **code 190**, **ticket events**, from the **Event Description** list. Select the **run** icon which is located at the top of the screen this will generate the report.

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Options		🙎 EPS System User	15/06/2020	3:25 PM 🙀 1/1:1	炎 Version 4.3.27

11. The **events, sub type** box will then display. As we do not want to filter the report any further, just select **OK**.

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This will then open an **Audit Report** on the ticket which can be printed, exported into excel or previewed for review.

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