

# An Introduction to TITO – Supporting Document

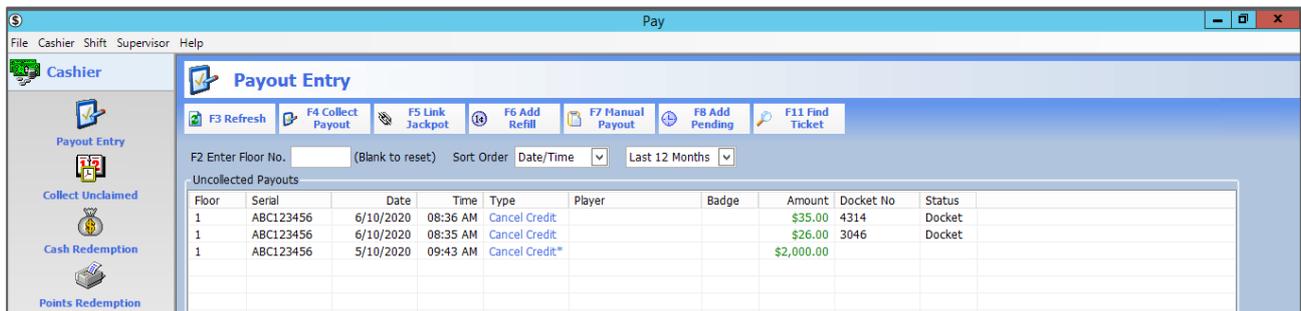
## Metropolis – TITO at the Cashier

### Overview

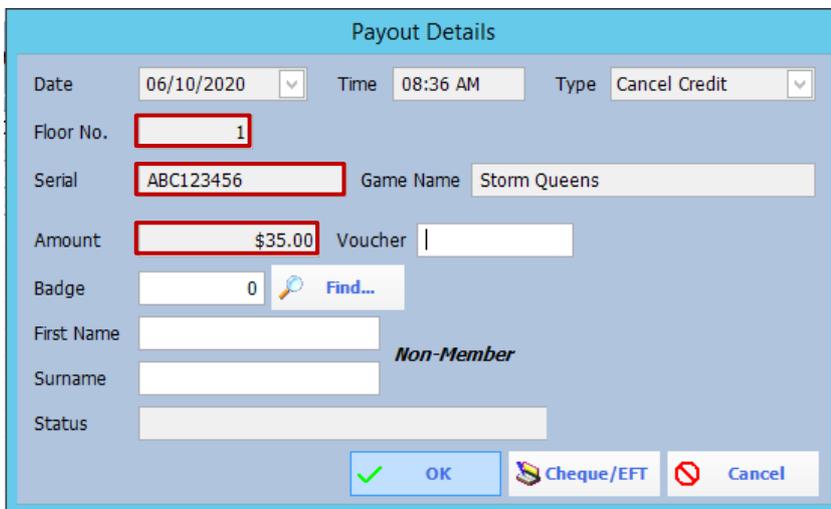
The following will demonstrate what the cashier will experience when using the Pay application to process a TITO ticket.

### Process

1. The patron will present their TITO ticket to the cashier
2. From the **Payout Entry** screen, scan the TITO ticket



3. Check the payout details and press **OK**



- The cashier will have the option to verify the amount prior to taking the funds out of the cashier till. By default – the dollar amount will be set to auto populate – however if required – this can be customised and can be changed to be a manual process. Once the value is entered or checked select **OK**.

**Payout Details**

Date: 06/10/2020 Time: 08:36 AM Type: Cancel Credit

Floor No.: 1

Serial: ABC123456 Game Name: Storm Queens

Amount: \$35.00 Voucher:

Badge:

First Name:

Surname:

Status:

**Verify Amount**

\$35.00

- When the ticket has been paid, the ticket will be removed from the **Payout Entry** screen leaving only unpaid tickets.

Floor	Serial	Date	Time	Type	Player	Badge	Amount	Docket No	Status
1	ABC123456	6/10/2020	08:35 AM	Cancel Credit			\$26.00	3046	Docket
1	ABC123456	5/10/2020	09:43 AM	Cancel Credit*			\$2,000.00		

- Moving to the **Shift** menu

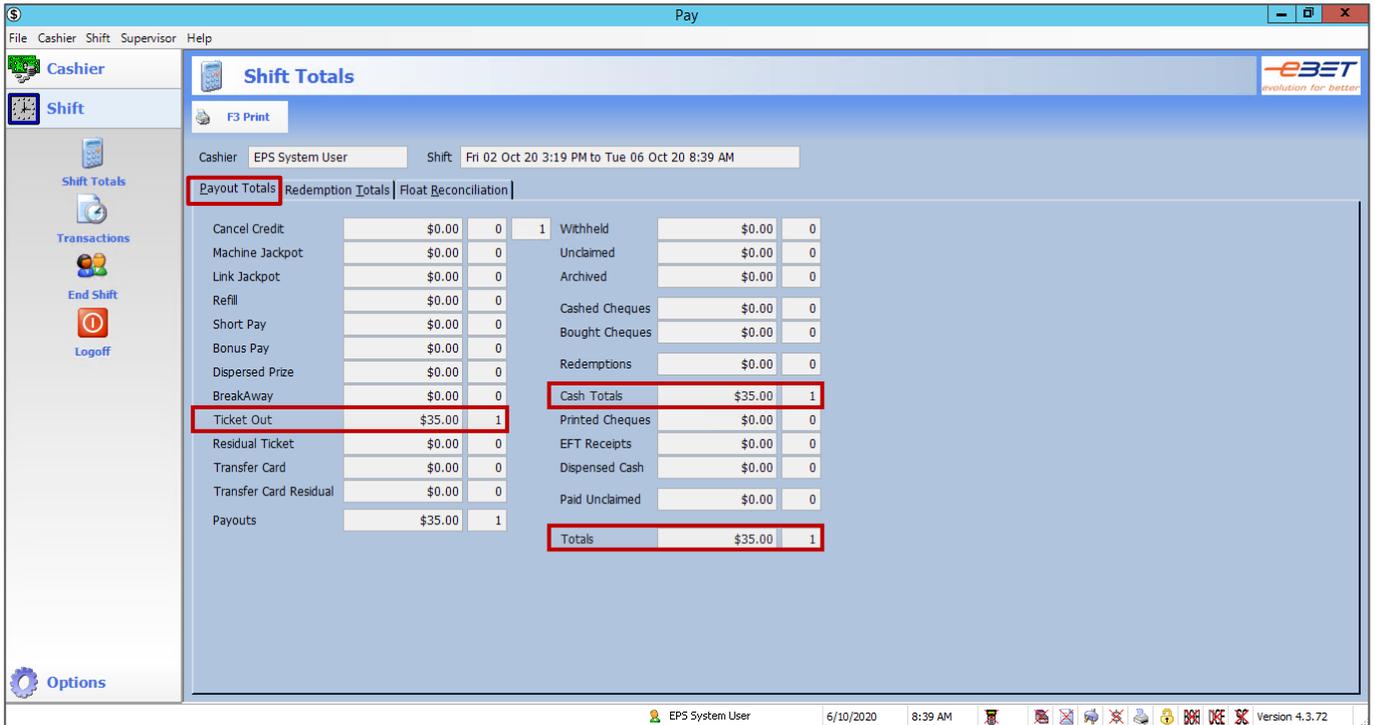
Floor	Serial	Date	Time	Type	Player	Badge	Amount	Docket No	Status
1	ABC123456	6/10/2020	08:35 AM	Cancel Credit			\$26.00	3046	Docket
1	ABC123456	5/10/2020	09:43 AM	Cancel Credit*			\$2,000.00		

- Shift Totals**

Floor	Serial	Date	Time	Type	Player	Badge	Amount	Docket No	Status
1	ABC123456	6/10/2020	08:35 AM	Cancel Credit			\$26.00	3046	Docket
1	ABC123456	5/10/2020	09:43 AM	Cancel Credit*			\$2,000.00		

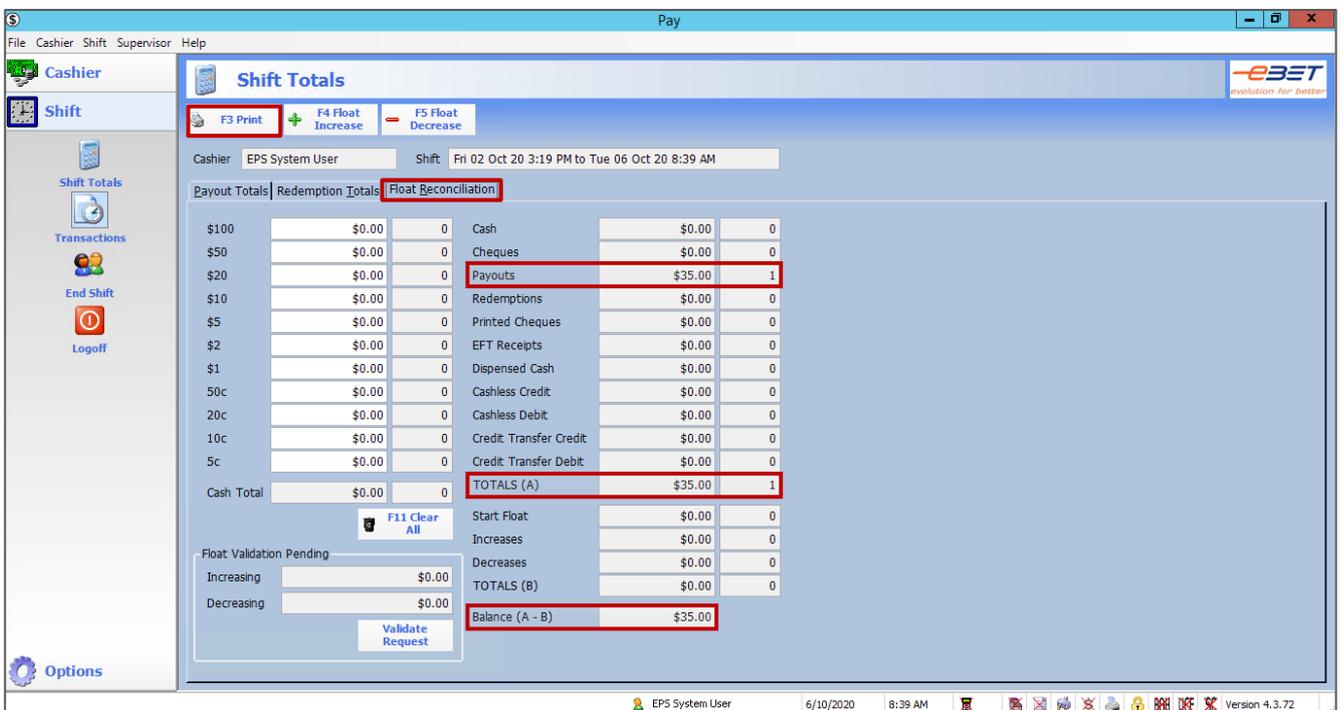


- And then **Payout Totals, - Ticket Out** will now include the ticket that was paid by the Cashier and the relevant **Cash Totals** will also be updated.

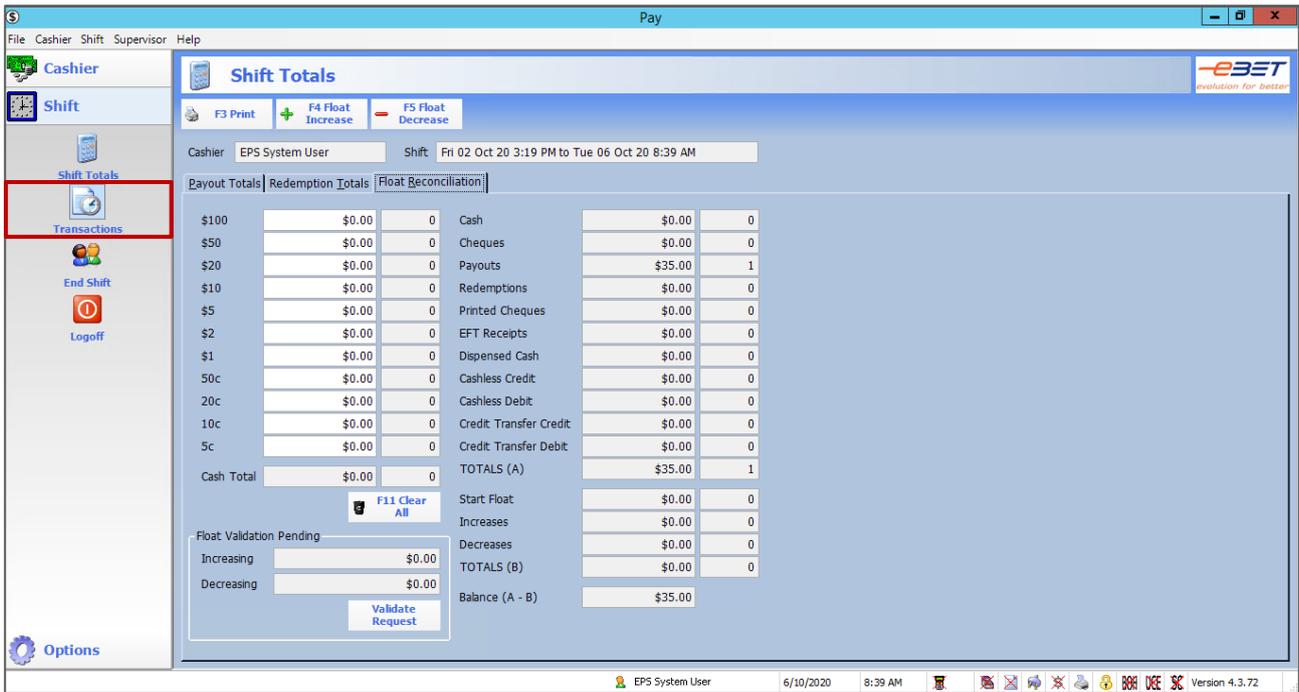


- In the **Float Reconciliation** tab,

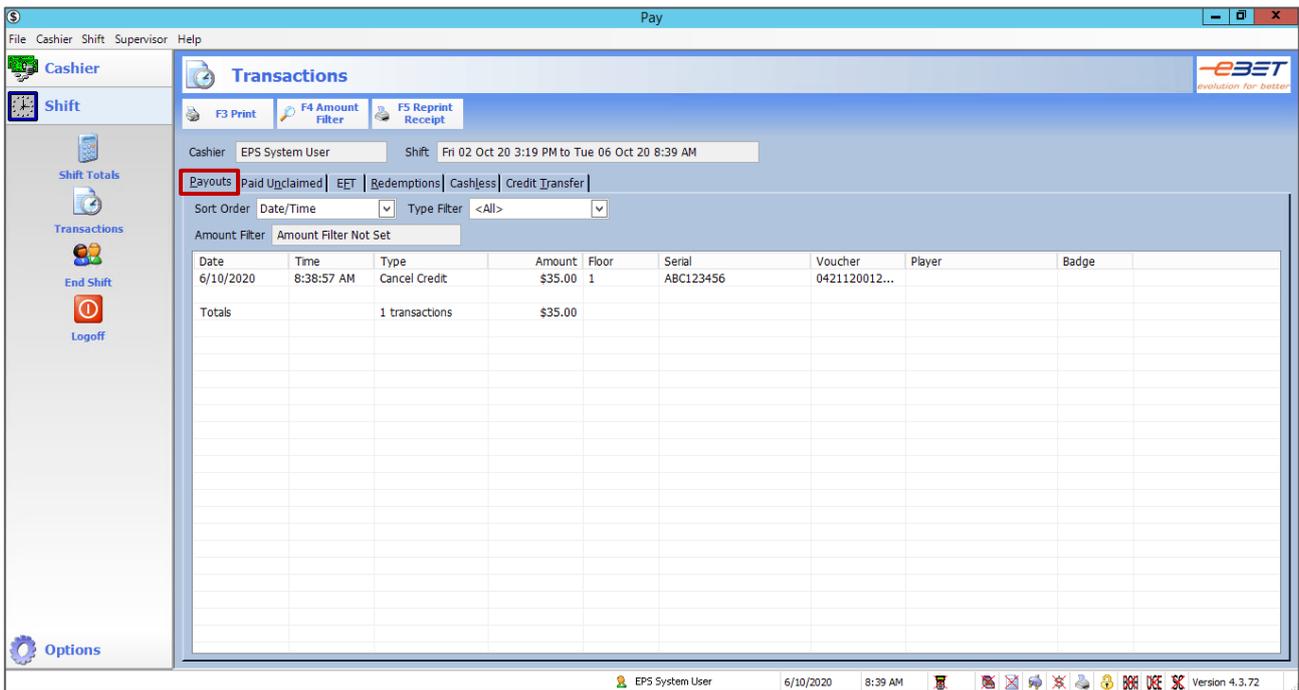
- The float values will also be updated. This information can be reviewed and printed as part of the end of shift procedures.



11. In addition to the **Shift Totals** and under **Transactions**



12. And then the **Payouts** tab, the cashier will be able to view details of ALL payouts that have been processed as part of their shift. This screen is also able to be printed for reconciliation requirements.



For safe practice, we recommend that the barcode scanner be positioned to face the patron which will allow them to scan their ticket. Once the ticket is scanned, the patron can then place the ticket in a tray located next to the scanner for the venue to process later during reconciliation and reduce the need for additional manual handling.



This document should be read in conjunction with any government or regulatory guidelines to ensure all requirements are met.

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