# 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

	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	0 🔑 Find
First Name	Non-Member
Surname	
Status	
	V OK Scheque/EFT Cancel



4. 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 V Time 08:36 AM Type Cancel Credit V
Floor No.	1
Serial	ABC123456 Game Name Storm Queens
Amount	\$35.00 Voucher
Badge	Verify Amount
First Name	#25.00
Surname	\$33.00
Status	OK Cancel
	OK Scheque/EFT Scancel

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

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File Cashier Shift Supervisor	Help											
Cashier	🕑 Р	ayout Ent	rγ									
	🛃 F3 Ref	resh 🕑 F4 Co Payo	llect 🗞 F5 out 🕅 Ja	Link ckpot	) F6 Add Refill	Payout	F8 Add Pending	F11 Find Ticket				
Payout Entry	F2 Enter F Uncollecte	Floor No. ed Payouts	(Blank to res	et) Sort (	Order Date/Tim	ne 💌 Last 12	2 Months 🗸					
Collect Unclaimed	Floor	Serial	Date	Time	Туре	Player	Badge	Amount	Docket No	Status		
	1	ABC123456	6/10/2020	08:35 AM	Cancel Credit			\$26.00	3046	Docket		
Cash Redemption	1	ABC123456	5/10/2020	09:43 AM	Cancel Credit*			\$2,000.00				_
<b>\$</b>												

6. Moving to the **Shift** menu

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File Cashier Shift Supervisor	Help												
Cashier	🕑 F	Payout Enti	у										
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l 🔏 l	1	ABC123456	6/10/2020	08:35 AM	Cancel Credit				\$26.00	3046	Docket		
<b>W</b>	1	ABC123456	5/10/2020	09:43 AM	Cancel Credit*				\$2,000.00				
Cash Redemption													
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#### 7. Shift Totals

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File Cashier Shift Supervisor	Help											
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Shift	😰 F3 Re	fresh 📴 F4 Co Payo	llect 🗞 F! out 🕲 Ja	5 Link ckpot	) F6 Add Refill	F7 Manual Payout	F8 Add Pending	F11 Find Ticket				
Shift Totals	F2 Enter Uncollect	Floor No. ted Payouts	(Blank to res	set) Sort C	Order Date/Tin	ne 🔻 Last 12	Months 🗸					
2	Floor	Serial	Date	Time	Туре	Player	Badge	Amount	Docket No	Status		
	1	ABC123456	6/10/2020	08:35 AM	Cancel Credit			\$26.00	3046	Docket		
Transactions	1	ABC123456	5/10/2020	09:43 AM	Cancel Credit*			\$2,000.00				
<u>\$</u>												
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8. 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.

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File Cashier Shift Supervisor	Help							
Cashier	Shift Total	s						evolution for better
Shift	🍓 F3 Print							
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Shift Totals	Payout Totals Redemption	n <u>T</u> otals Float <u>R</u> econciliation						1
Transactions	Cancel Credit	\$0.00 0	1 Withheld	\$0.00	0			
89	Machine Jackpot	\$0.00 0	Unclaimed	\$0.00	0			
<b>5</b> 5	Link Jackpot	\$0.00 0	Archived	\$0.00	0			
End Shift	Refill	\$0.00 0	Cashed Cheques	\$0.00	0			
0	Short Pay	\$0.00 0	Bought Cheques	\$0.00	0			
Logoff	Bonus Pay	\$0.00 0	bought cheques					
	Dispersed Prize	\$0.00 0	Redemptions	\$0.00	0			
	BreakAway	\$0.00 0	Cash Totals	\$35.00	1			
	Ticket Out	\$35.00 1	Printed Cheques	\$0.00	0			
	Residual Ticket	\$0.00 0	EFT Receipts	\$0.00	0			
	Transfer Card	\$0.00 0	Dispensed Cash	\$0.00	0			
	Transfer Card Residual	\$0.00 0	Paid Unclaimed	\$0.00	0			
	Payouts	\$35.00 1						
			Totals	\$35.00	1			
Options								
			1	EPS System User	6/10/2020	8:39 AM 🛛 🦉	🛚 🛛 🖈 🗶	3 🕅 🕅 🌋 Version 4.3.72

- 9. In the Float Reconciliation tab,
- 10. The float values will also be updated. This information can be reviewed and printed as part of the end of shift procedures.

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File Cashier Shift Supervisor	Help										
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Shift	👌 F3 Print	F4 Float Increase	F5 Float Decrease	2							
	Cashier EPS	System User	Shift F	Fri 02 Oct 20 3:19 PM to T	ue 06 Oct 20 8:39 AM						
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Transactions	\$100	\$0.00	0	Cash	\$0.00	0					
	\$50	\$0.00	0	Cheques	\$0.00	0					
<b>2</b> 2	\$20	\$0.00	0	Payouts	\$35.00	1					
End Shift	\$10	\$0.00	0	Redemptions	\$0.00	0					
0	\$5	\$0.00	0	Printed Cheques	\$0.00	0					
Logoff	\$2	\$0.00	0	EFT Receipts	\$0.00	0					
	\$1	\$0.00	0	Dispensed Cash	\$0.00	0					
	50c	\$0.00	0	Cashless Credit	\$0.00	0					
	20c	\$0.00	0	Cashless Debit	\$0.00	0					
	10c	\$0.00	0	Credit Transfer Credit	\$0.00	0					
	5c	\$0.00	0	Credit Transfer Debit	\$0.00	0					
	Cash Total	\$0.00	0	TOTALS (A)	\$35.00	1					
			F11 Clear	Start Float	\$0.00	0					
			All	Increases	\$0.00	0					
	- Float Validatio	on Pending		Decreases	\$0.00	0					
	Increasing		\$0.00	TOTALS (B)	\$0.00	0					
	Decreasing		\$0.00	Balance (A - B)	\$35.00						
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#### 11. In addition to the Shift Totals and under Transactions

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Cashier	Shif	ft Totals											evolution	327 for better
Shift	🍓 F3 Print	+ F4 Float Increase	F5 Float Decrease	2										
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Transactions	\$100	\$0.00	0	Cash	\$0.00	0								
	\$50	\$0.00	0	Cheques	\$0.00	0								
<b>2</b> 2	\$20	\$0.00	0	Payouts	\$35.00	1								
End Shift	\$10	\$0.00	0	Redemptions	\$0.00	0								
	\$5	\$0.00	0	Printed Cheques	\$0.00	0								
Logoff	\$2	\$0.00	0	EFT Receipts	\$0.00	0								
	\$1	\$0.00	0	Dispensed Cash	\$0.00	0								
	50c	\$0.00	0	Cashless Credit	\$0.00	0								
	20c	\$0.00	0	Cashless Debit	\$0.00	0								
	10c	\$0.00	0	Credit Transfer Credit	\$0.00	0								
	5c	\$0.00	0	Credit Transfer Debit	\$0.00	0								
	Cash Total	\$0.00	0	TOTALS (A)	\$35.00	1								
		10	F11 Clear	Start Float	\$0.00	0								
			All	Increases	\$0.00	0								
	- Float Validatio	on Pending		Decreases	\$0.00	0								
	Increasing		\$0.00	TOTALS (B)	\$0.00	0								
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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.

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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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