Getting Started with Tab Wizard Lite

Minimum System Requirements
Computer: IBM or Compatible Laptop or Desktop Computer   **Operating System:** XP or Higher
Memory: 512 MB   **Free hard disk space:** 20MB   **Monitor:** super VGA (1024x768) resolution with 256 colors
USB Drive: For downloading invoice disks   **Counting scale:** 25 to 60 pounds capacity   **Printer:** For Windows
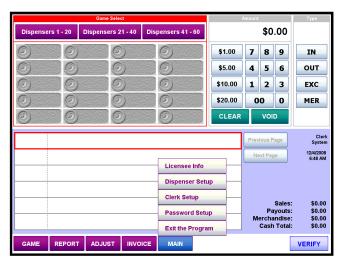
Optional
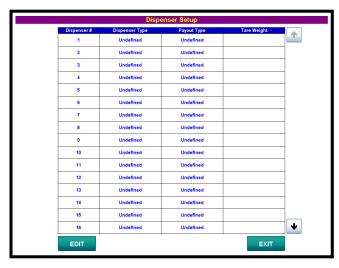Handheld CCD scanner
Elo resistive touch screen monitor 15 to 19 inch

1. INITIAL SETUP

➢ Install Program by clicking on setup icon and following prompts.

➢ Start program by clicking on the TabWizard Lite Icon on the desktop.

➢ Enter Registration key #.

➢ Select your state from the Select Region box.

➢ Enter a manager password.

➢ Re-enter the manager password when prompted for a clerk password.

- Select **MAIN** ---> **CLERK SETUP** ---> **ADD** and follow prompts to setup your new personal password and passwords for additional employees.

- Select **MAIN** ---> **LICENSEE INFO** and enter appropriate information regarding state fees and taxes.

- Go to **MAIN** ---> **PASSWORD SETUP** and enter passwords for individual functions or reports using the **EDIT** or **EDIT ALL** buttons.

- Go to **MAIN** ---> **DISPENSER SETUP** and select the type of game, the type of prize payouts, and the tare weight (empty bowl weight) of each dispenser. This is done by touching or clicking on a dispenser number and then choosing **EDIT** and following the prompts.

- When all dispensers have been setup select **EXIT**.

Note: To set a report or feature to have no password, select the item; and when prompted to enter a new password just leave it blank and hit **OK**.
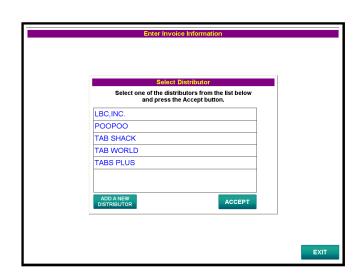
2. PUTTING GAMES INTO INVENTORY

Without Disk >>>>>

- Choose **INVOICE** ---> **LOAD GAME WITHOUT DISK** ---> **ENTER INVOICE INFORMATION** ---> follow prompts and **ACCEPT** ---> **OK** and go back to **LOAD GAME WITHOUT DISK**.

- Select **SCAN GAMES** or **ENTER FROM KEYBOARD** and follow prompts ---> **ACCEPT**.

With Disk >>>>>

- **INVOICE** ---> **LOAD GAME FROM DISK** ---> insert invoice floppy disk from distributor ---> **START** ---> **ACCEPT**

3. PUTTING GAMES INTO PLAY (with Bowl Weights)

- Choose **GAME** ---> **ADD GAME**.

- Select the game you want to start by touching or clicking on the game name and hit **ACCEPT**.

- The game will default to loading into the lowest numbered open dispenser. If you wish to put it in a different dispenser touch Dispenser on the first line of the menu items and select a different empty bowl number.

- Next select Start Weight from the menu and enter the weight of the loaded bowl. For states using pull targets follow up by selecting target type "Tab Wizard" or "custom" and enter a pull target. Finish up with **ACCEPT**.

Note: *Understanding pull targets.*

Indiana
If you enter $100 as your pull target that means if at any time during the sales of the game the profit swings an extra $100 your way based on the odds Tab Wizard will alert you with a purple line on the Game Status report.

This should be considered a Bonus Profit because if the game is left to completion this extra $100 will ultimately have to be paid out as the odds swing back to normal.

Washington
If you enter $100 as your pull target that means once your profit (after the cost of the game) reaches $100 Tab Wizard will alert you with a purple line on the game report.

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4. PUTTING GAMES INTO PLAY (with using QUICK ADD)

The Quick Add feature is provided for those operators (usually bingo operations or fraternals) who wish to accept the ideal sales or payouts for closed games without going through the audit process of entering weights. Adjustments to the sales and payouts can be made at the time the game is closed.

- Select **GAME** ---> **QUICK ADD** and enter the serial number of the game you wish to close.

  Select **OK**.

- Adjust sales and payouts if necessary. And select **OK** again.

- Repeat the process for any other games you wish to close and select **ACCEPT** when all games have been entered.

- Confirm you wish to finalize everything by choosing **YES** and a report will print all games closed.

5. ENTERING SALES AND CLOSING OUT THE DAY

Data entry for closing out the day is entered into Tab Wizard Lite on the main screen.

For example: To ring in $10 sales in "Game 1".

1. Select **game #1** from the **Game Select** palette.

2. Enter a dollar amount "$10.00" from the **Amount** palette.

3. Select **IN** from the **transaction Type** palette.

Transaction type:

- **IN**: sales
- **OUT**: pay outs
- **EXC**: exchange, playbacks or replays
- **MER**: cost of merchandise won

Multiple transactions can be entered by repeating the process whereby each additional transaction becomes a new line on the transaction screen.

Odd Dollar Amounts can be entered by using the 10 key pad or using a multiple of the **$1.00**, **$5.00**, **$10.00** or **$20.00** keys.

For example; To enter $13.00 you can touch the **$10.00** once and the **$1.00** three times.

Wrong entries can be corrected by touching the transaction on the transaction grid and selecting **CLEAR**. This can be done anytime before touching the **FINALIZE** button. Finalizes transactions can only be cleared by using the **VOID** button.

To void a transaction simply redo the transaction choosing the **VOID** key after selecting the game; entering the dollar amount; and before selecting the **IN**, **OUT**, **EXC** or **MERCH** button.

For example: To void a $10 sale in Game #1.

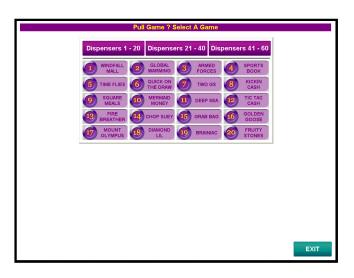Select Game 1 ---> Enter $10.00 ---> Select **VOID** ---> Select **IN**

Once all game transactions have been entered for the day or shift:

1. select **VERIFY** and **PRINT** to recheck your data input figures.

2. If the numbers are correct simply select **FINALIZE** and your report will print .

3. Select **REPORTS —> DAILY REPORTS ---> Z-REPORT** and **ACCEPT** to close out your day.

6. PULLING A GAME

- Select **GAME** ---> **PULL GAME**.

- Touch the game number or name you wish to pull.

- Enter the ending weight and **OK**. Enter the ending tare weight if it is different from the beginning weight or if it is the same just select **OK**.

- Tickets left and overages or shorts will show in the window. **ACCEPT** to finalize the process.

  Note: If the game is sold out the ending weight will be the same as the ending tare.

Pull Game ? Select A Game		
Dispensers 1 - 20	Dispensers 21 - 40	Dispensers 41 - 60

1 WINDFALL MALL 2 GLOBAL WARMING 3 ARMED FORCES 4 SPORTS BOOK
5 TIME FLIES 6 QUICK ON THE DRAW 7 TWO GS 8 KICKIN CASH
9 SQUARE MEALS 10 MERMAID MONEY 11 DEEP SEA 12 TIC TAC CASH
13 FIRE BREATHER 14 CHOP SUEY 15 GRAB BAG 16 GOLDEN GOOSE
17 MOUNT OLYMPUS 18 DIAMOND LIL 19 BRAINIAC 20 FRUITY STONES

EXIT

7. WEIGHING AND AUDITING GAMES

- You can audit a game anytime by weighing the game and going to **GAMES** ---> **WEIGH GAME** and selecting a game and entering the weight.

- To weigh all games go to **GAMES** ---> **WEIGH ALL GAMES** ---> select game number 1 and **EDIT**. Then enter the weight followed by **NEXT GAME**.

- Enter the weight of other games and finish with **OK** followed by **PRINT** to get a complete report.

  *Note: For single pull paper or jar tickets you should add **.015** to the weight when pulling or auditing a game to adjust for drying out of tickets.*
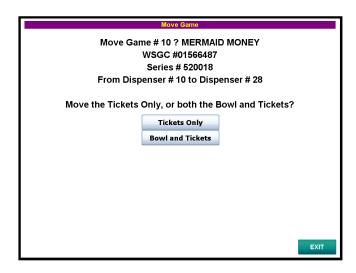
*For single pull tabbies you should add **.030**. Three and five window tickets need no adjustment.*

#	Game Name	Start Weight	Start Tare	End Weight	End Tare	Tickets Left	Over or Short
1	WINDFALL MALL	12.945	7.060		7.080		
2	GLOBAL WARMING	12.780	7.020		4.500		
3	ARMED FORCES	12.705	7.030		7.030		
4	SPORTS BOOK	12.760	7.030		7.030		
5	TIME FLIES	12.685	7.080		2.500		
6	QUICK ON THE DRAW	12.675	6.995		6.995		
7	TWO GS	12.000	6.975		6.975		
8	KICKIN CASH	10.725	7.050		6.502		
9	SQUARE MEALS	14.075	6.995		6.995		
10	MERMAID MONEY	8.535	7.040		0.005		
11	DEEP SEA	12.645	7.025		7.025		
12	TIC TAC CASH	18.820	7.000		0.000		
13	FIRE BREATHER	12.675	6.960		6.960		
14	CHOP SUEY	24.000	7.065		7.065		
15	GRAB BAG	12.895	7.070		7.070		
16	GOLDEN GOOSE	13.210	7.055		7.055		

EDIT   PRINT   CLEAR ALL   EXIT

8. MOVING GAMES

- To move a game select **GAME** ---> **MOVE GAME**

- Pick a game and select a destination dispenser.

- Choose **TICKETS ONLY** if you're emptying one bowl into another or **BOWL AND TICKETS** if you are just changing the number of the bowl.

  Note: You must have an empty dispenser in Tab Wizard Lite to be able to move a game.
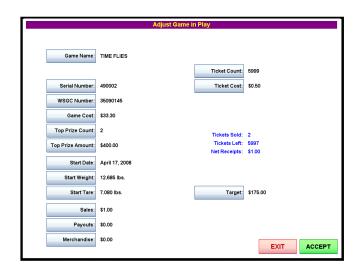
Move Game

Move Game # 10 ? MERMAID MONEY
WSGC #01566487
Series # 520018
From Dispenser # 10 to Dispenser # 28

Move the Tickets Only, or both the Bowl and Tickets?

Tickets Only

Bowl and Tickets

EXIT

9. ADJUSTING GAMES

Go to **ADJUST** and select from:

- **ADJUST GAME IN PLAY**
- **ADJUST PULLED GAMES**
- **ADJUST GAME IN INVENTORY**
- **ADJUST INVOICE INFORMATION**

Note: *Using the adjust game features only changes the final record of the game. It will not affect the daily x/z reports or the amount of money in the till. The expected money in the till is changed through use of the* **IN**, **OUT**, **EXC***, and* **VOID** *keys of the transaction process.*

Adjust Game in Play	
Game Name:	TIME FLIES
	Ticket Count: 5999
Serial Number:	490002
	Ticket Cost: $0.50
WSGC Number:	35090145
Game Cost:	$33.30
Top Prize Count:	2
	Tickets Sold: 2
Top Prize Amount:	$400.00
	Tickets Left: 5997
	Net Receipts: $1.00
Start Date:	April 17, 2008
Start Weight:	12.685 lbs.
Start Tare:	7.080 lbs.
	Target: $175.00
Sales:	$1.00
Payouts:	$0.00
Merchandise:	$0.00
	EXIT ACCEPT

10. Understanding Reports

Transaction Journal: Shows all activity for the day: sales, payouts, exchanges, voids, adding or pulling games, adjustments etc.

X Report: Shows sales, payouts, voids and overages or shortages on games for the day.

Z Report: Same as X report except it resets daily data to zero to start new day.

Game Status: Current real time totals for any game from its' start date—Also highlights games at pull target

Game Search: Allows you to find a game in the system by entering serial number. It will show whether it is in a bowl, inventory, pulled or returned to distributor.

Closed Games: Shows games closed during a particular time span and the shortages and payout discrepancies.

Games on Hand: Shows games on hand by date and whether the game is in play or in inventory.

> *Note: For real time inventory go to* **GAME**, **ADD GAME** *and sort by date, ticket cost, top prize or alphabetically.*

Monthly Profit Loss: Complete accounting report of sales, payouts, taxes, license fees and overages or shortages.

Daily Cash Receipts: Monthly sales and payouts on a daily basis listed by Z-reports

Profit Analysis: Numerous reports showing profits and payout percentages by game type, top tier prizes, cost of ticket, dispenser number or game form number

State Report: Comprehensive reports for regulatory agencies for some states requiring special reports AK, WA, OH, IN

Purchase Log: Bar coded report showing games purchased, dates and costs

Game History: Shows every transaction in a particular game from the day started until the day pulled.