

## SMART COUNT LOTTERY PROCEDURE - NON 24 HOUR STORE

### START OF DAY

- Scratch
- Smart Count
- **START DAY**
- AUDIT? – YES
- Use scanner to scan the next ticket in each pack- when done – SEND
- If all packs update successfully, proceed with sales.

### CHANGE SHIFT

- Scratch
- Smart Count
- **CHANGE SHIFT**
- Change shift
- Use scanner to scan the next ticket in each pack- when done – SEND
- Print Report (Reports, Shift Detail, Print “current” Shift)

### LAST CHANGE SHIFT BEFORE MIDNIGHT

- Scratch
- Smart Count
- **END OF DAY**
- End Current Day
- Use scanner to scan the next ticket in each pack- when done – SEND  
\*for ascending scan lowest, for descending scan highest
- Print Report (Reports, Shift Detail, Print “current” Shift)



**MINNESOTA  
LOTTERY**

Questions? Call Customer Support Monday-Friday 8AM-4:30PM  
1-651-635-8273 or 1-800-657-3644 (Option #1)  
**MUST ACTIVATE, SETTLE, AND RETURN PACKS AS NORMAL**

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