

BOOKSALES

END OF THE SESSION

At the end of the session, customers will come to booksales to collect their prize winnings. You should make sure all customers have withdrawn their winnings before shutting down the system; a quick look in the hall or a check around the fruit machine area will help with this.

You will then need to print a set of reports or 'end of session printouts';

1. Open the **'Maintenance'** tab from the main screen
2. Select **'End of Session'**
 - Mark end of session then **'yes'**
3. Open the **'Reports'** tab from the main screen
 - Select **'Cash Reconciliation'** then print 2 copies of this
 - Select **'Main Session Audit Trail'** then print 1 copy of this
 - Select **'Credit List'** and print 1 copy (On Sundays you should print 2 copies)
 - o Some clubs may print additional reports such as 'Packages Purchased Summary' – your Team Leader will let you know if you need these.
4. Return to the **'Maintenance'** tab
 - Select **'Mark the End of a Session'**
 - o This will end the session and ensure figures do not carry over onto the next session
 - Then select **'Log Out all Terminals'**
 - o This will sign out any boards that customers have left logged in
 - Then select **'Unattach Coin Mechs'**
 - o This will unlink any boards which have been linked to coin mechs in the hall
 - Finally select **'Down System'**
 - o This will shut the system down completely – always make sure you have all required printouts before you do this.

