LottoShield

Backstock Audit Procedure - LottoShield PDA Scanner

Backstock Audits must:

- Include **all backstock packs**
  (Unactivated/Activated full packs + activated partial packs not in display cases or vending)

- **Exclude damaged tickets** (they offset once returned to the state lottery)

Backstock Audits should:

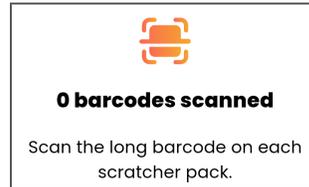- Be performed regularly, preferably once day/week

Important Notes:

- Partial packs **must** be scanned on the next ticket to be sold

  Example: A 100-ticket pack (0–99) with 20 sold → scan ticket 20, not 99

- Newly arrived scratcher inventory **should not need to be scanned into backstock** unless a complete backstock audit is performed
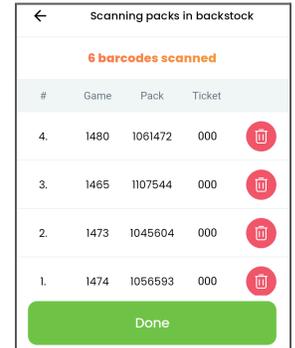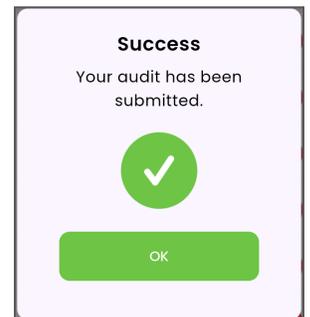
1. Tap **Audit Backstock**.

Scan packs in backstock
Audit Backstock

2. Begin scanning **all** packs.

0 barcodes scanned

Scan the long barcode on each scratcher pack.

3. The packs will begin listing on the scanner screen.

← Scanning packs in backstock

6 barcodes scanned

#	Game	Pack	Ticket	
4.	1480	1061472	000	🗑
3.	1465	1107544	000	🗑
2.	1473	1045604	000	🗑
1.	1474	1056593	000	🗑

Done

4. Tap **Done**, then **Submit**.

Success
Your audit has been submitted.

✓

OK

5. Success. Click **OK.**