



## Vending Machine Procedures

### Perform Vending Machine Audit at Shift Close

1. Tap **Audit Vending Machine** (2).
2. Scan the first ticket in each loaded pack in the vending machine. (bins may need to be unloaded to scan)
3. **Review** and **Submit Audit**.
4. Select **Photograph Report** (3) > **Vending Machine Shift Report** (4)
5. Capture a **clear photo** of the printed shift report. (5) **Review** and tap **Confirm**.

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Scan packs in backstock

**Audit Backstock**

2

Scan packs in the vending machine

**Audit Vending Machine**

3

Digitize printed reports by taking a photo

**Photograph Reports**

4

**Vending Machine Shift Report**

A report printed at the Lottery Vending Machine at the end of a shift, showing the start and end times of the shift, and an itemized sales summary. >

### Adding Packs to Vending Machine Between Shift Closes

1. Tap **Audit Vending Machine** (2).
  2. Scan the high number on each pack being added to the vending machine.
  3. **Review** and **Submit Audit**.
- Note:** When adding packs between shifts, you only need to scan the new packs being added, not the packs previously loaded in the bins.

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