



NEXTGEN LOTTO APP

Instructions

- Step 1 Registration**

"Go to www.NextGLotto.com and sign up using your registered email, entering all necessary account details. After you submit your information, check your inbox for the account activation link and click the 'Activate your account' button. Once your account is activated, please complete the form to add your store."
- Step 2 Add Employee**

"To add an employee, select the 'Stores' tab and choose the specific store location. Next, select 'Employees' from the left-hand menu and click 'Add Employee' in the top right corner. Provide the necessary details to generate a unique Employee ID, which the staff member will use to log in to the app."
- Step 3 Download App**

"Download the NextGen Lotto app from the Apple App Store or the Google Play Store to begin managing your lottery inventory."
- Step 4 Login to App**

"Open the NextGen Lotto app, select your state, and enter your Agent ID, Employee Code, and password. Tap 'Sign In' to begin."
- Step 5 Start Shift (Existing Store)**

When you have to start the shift in the morning. After clicking **START SHIFT** here you'll receive one screen with the last **End shift** data. You can check it if everything looks good, you can continue with the last shift data as you start your shift. If you're not sure, then click cancel and start scanning the last ticket of each book. Here you have to scan all tickets from each book. Once you finish scanning, click on the **START SHIFT** button.
- Step 6 Add Book(s)**

Scan the Last Ticket of each book. For example, in a book that has tickets from 1 to 250, scan ticket #250 when adding the book. Once you finish, choose **ADD ALL** and the scanned books will be saved as Idle Inventory. Until Idle Inventory is Activated, the books are not ready for sale.
- Step 7 Activate Book(s)**

To move books from Idle Inventory to Active Inventory, select the **ACTIVATE BOOK** option and start scanning the Last Ticket of each book(s) you wish to activate. Once you finish, select the **ACTIVATE ALL** button and these books are ready for sale.
Note to add: Make sure to activate all the books in the Lotto Terminal as well.
- Step 8 Return Book(s) (If necessary)**

When returning books to the Lotto Agency, make sure to return them on your NextGen Lotto App to maintain an accurate track of inventory. You can return books by choosing **RETURN BOOK** and scanning the Last Ticket of each book(s) you are returning. Next, select Confirm to move forward.
- Step 9 End Shift**

At the end of each employee's shift, select **END SHIFT** and scan the Last Ticket of each book. Once you finish, upload the Lotto Terminal Receipt.
- Step 10 Upload Receipt**

Click "**Upload Receipt**" and take a picture of the receipt. If it has been done properly, the application will calculate the terminal gross sales automatically. Otherwise, you must enter this number manually as well as total cash on hand and Credit / Debit card sales. Once you finish, click the "**END SHIFT**" button. You will get the end of shift summary details. If everything is accurate, then click the "**confirm**" button.
- Step 11 End Day**

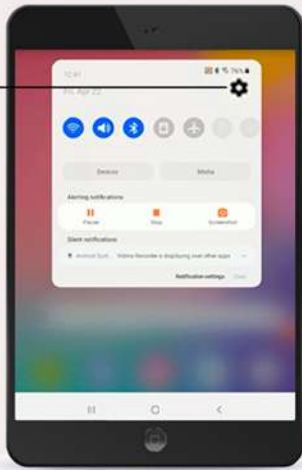
click the "**END DAY**" button, you will see the shift wise scratch-off sales details. You must enter manually the terminal gross sales, Total Cash on hand and Credit / Debit card sales. Then click "**END DAY**." It will show you the end of day summary details.



How to connect wireless barcode scanner to ANDROID DEVICE

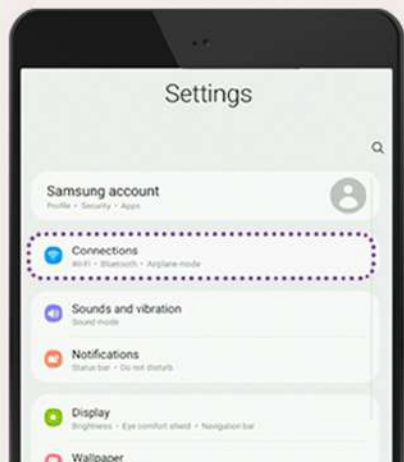
1

GO TO SETTINGS



2

SELECT CONNECTIONS



3

ENABLE WIFI &
ADD NETWORK



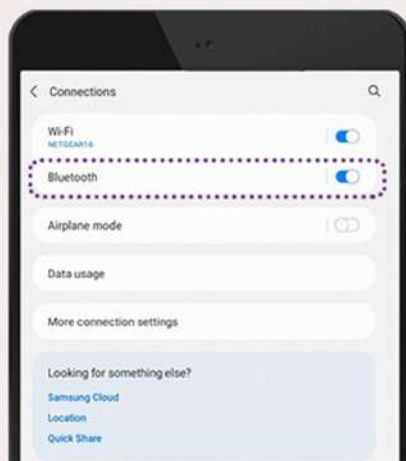
4

SELECT AVAILABLE
NETWORK



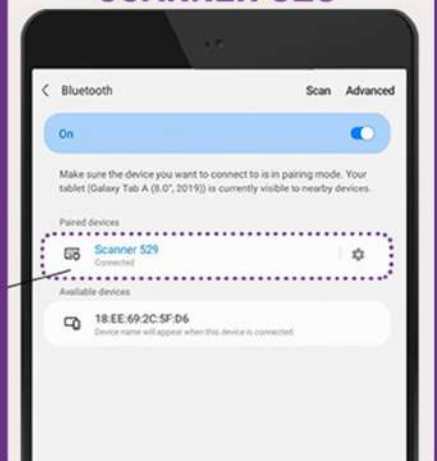
5

ENABLE BLUETOOTH



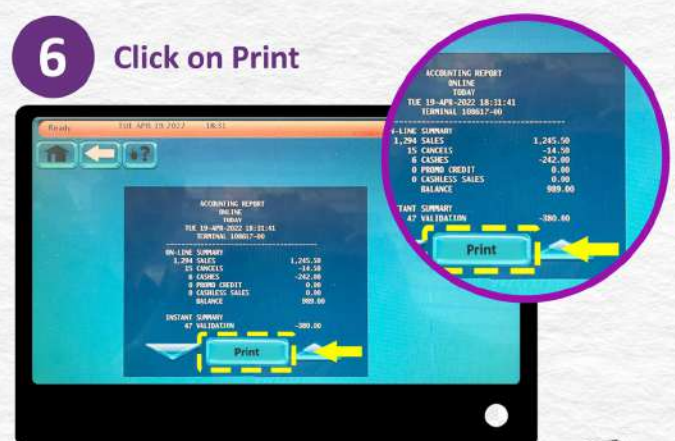
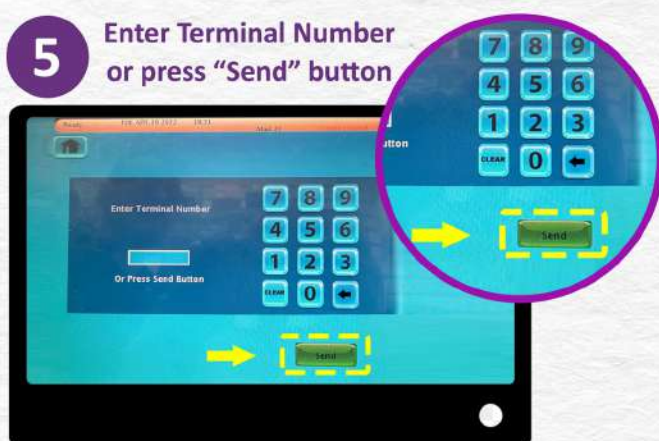
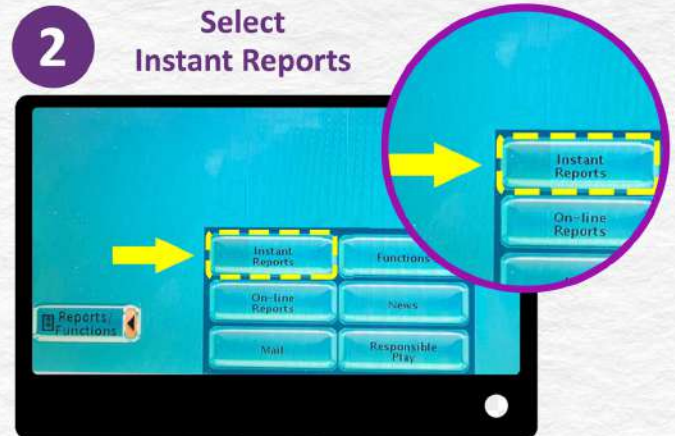
6

SELECT PAIRED DEVICE
"SCANNER 529"



"For more information please visit: www.NextGLotto.com"

Today's Online Terminal Report (NY)



Once click on print button
you will get the "Today's Online Terminal Report"

