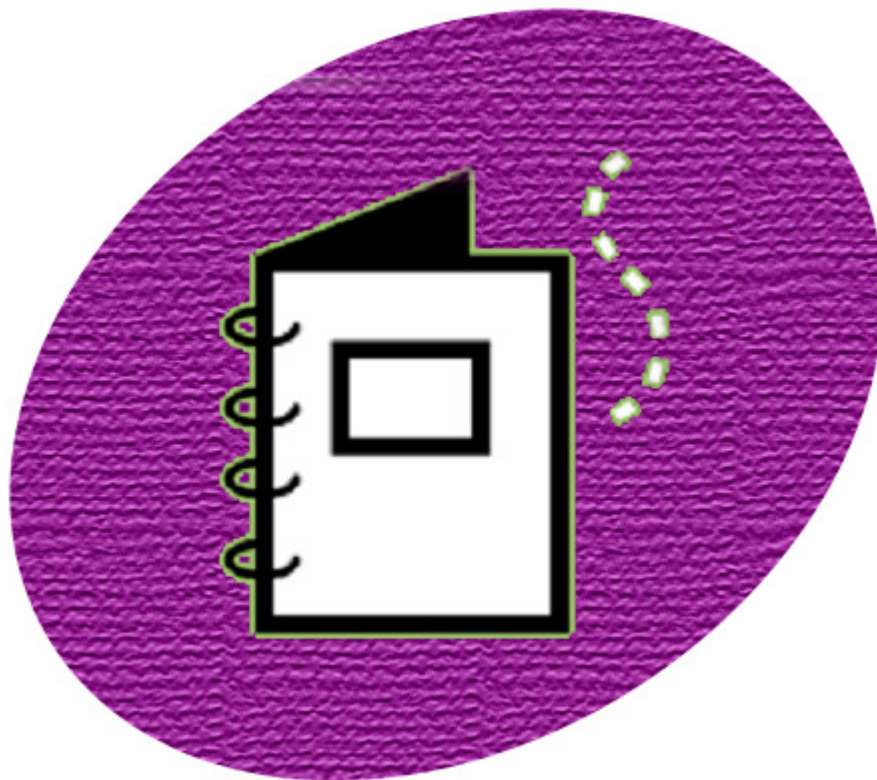


Tab Wizard User Manual


Alaska Version



Wizstar - Food & Beverage



CashWiz Programming

All programming starts by touching   and the appropriate setup Screen. The setup screens are used as follows;

Location Setup

Sets up name of business, sales tax rate and whether or not to print receipts.

Clerk Setup

Sets up names of clerks for tracking sales or shifts.

Department Setup

Sets up departments to break down sales for product, sales and x-z reports.

Product Setup

Main key for adding or editing product items. Changes name, price, department, modifiers and taxes for individual items. Sets up groups of modifiers which can then be assigned to a particular item key.

Sets up the days and times for the two happy hours.

Note: Happy hour prices are set up under the product setup menu.

Modifier Setup

Sets up passwords for reports and specific areas of programming.

Happy Hour Setup

Sets up inventory items and units for tracking inventory.

(Currently under construction.)

Password Setup

Sets up hardware configurations for printers, cash drawers etc.

Inventory Setup

Special Setup

Setting Up Departments



In this mode you can    departments.

Adding or Editing a Product Item



Select main and/or submenu key and hit .

In this mode you can add a new item and change the following.

- the name of the item
- the department of the item
- the price of the item
- the price from fixed to open
- the item from tax included to tax not included
- the tax type
- the happy hour prices
- the modifiers for the item

Edit Product

Editing Product Key: BREAKFAST SIRLOIN EGG

Inventory Item	Units
Name: SIRLOIN EGG	
Department: FOOD	
Price: \$9.95	
Fixed Price ? Yes	
Tax Type: Tax Type 1	
Tax Included ? No	
Print Receipt ? Do Not Print	
Happy Hour 1: No	
Happy Hour 2: No	

#	Modifier Group
1	SIDE
2	< No Group Selected >
3	< No Group Selected >
4	< No Group Selected >

Buttons: Add, Clear, Edit, Clear, DOWN, Exit, Accept

Setting Up Modifiers



In this mode you can    departments.

Setting Up Happy Hours



1. Select **Happy Hour 1:** or **Happy Hour 2:** and choose time.
2. Select days for happy hours by choosing YES for days desired.

Setting Up Clerks



In this mode you can **Add** **Delete** **Edit** clerk names.

Setting Up Passwords



1. Select report or item to password protect and hit **Edit**
2. Type password and hit **OK**
3. Type password again and hit **OK** **Exit**

Changing Passwords



1. Select item and hit **Edit**
2. Type old password and hit **OK**
3. Type new password again and hit **OK**
4. Type new password again and hit **OK** **Exit**






Changing Sales Tax


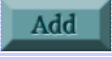
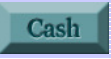





Select **Tax Rate 1:** or **Tax Rate 2:** and type rate.



Selling Products





1. Select clerk.
2. Select main product key.
3. Select product item key.
4. Select quantity by touching 
5. Enter product cost by using 10 key pad for open price items or touch  Add
For fixed price items.
6. Touch  Accept to finalize sale or select another product item  Add and  Accept to finalize sale for multiple items.

Note: For determining change for the customer; recording checks; or recording credit cards, touch  Tender after  Add enter amount tendered and select  Cash  Check or  Charge before touching  Accept

Voiding Sales

Re-ring the original transaction substituting the  Void key for the  Add key.

Refunding Money

Re-ring the original transaction substituting the  Refund key for the  Add key.

Promo's or Combs

Ring in a transaction substituting the  Promo key for the  Add key.

CashWiz Inventory System

Before starting inventory tracking you must first decide several things.

1. You must decide which product items you want to track.
2. You must decide what **Base Unit** to use for each product you track. (The base unit is the smallest portion or size of the product item. For example, a single can could be the base unit for a case of beer. Likewise, an eighth ounce of liquor could be the base unit for tracking a bottle of vodka.)
3. You must also decide which sizes, other than the base unit, you wish to use to track your purchases and sales. (For example, for beer you may have a base unit of a can, but buy and sell by can, 6pk, 12pk or case. You could also have a base unit for liquor of an eighth ounce, yet sell it by an ounce shot.)
4. You must decide what **Report Unit** you want your inventory report to show. (Do you want your beer in inventory reported by the can or by the case?)
5. Finally, you must decide whether you want to use the **Quick Add** and **Quick Adjust** features to track your inventory. Those features are designed for those who want speed and are only interested in tracking quantities not cost averages or inventory values.

Setting up a Base Unit

A base unit is the smallest size or portion of a product item.



Type name of new unit Is this a base unit?



Setting up a Unit other than a Base Unit



1. Type name of new unit Is this a base unit?

2. Select a **base unit** from the list by touching the name as

3. Enter the multiplier (# of base units in the new unit)




4. Press  to add another unit item or 

Setting up Product Items to Track








2. Select a **base unit** from the list by touching the name and press 
1. Type name of new item 

Adding Items into Inventory through Quick Add

3. Select a **report unit** from the list by touching the name and press 
4. Press  for another new item or 

Quick Add is a fast and easy way to enter items into inventory for those who want to track quantities only and are not concern with inventory value.





1. Select item from the list by touching the name or the first letter of the name to scroll to The item and press 
2. Type # of units purchased  Touch name of next item 
3. Enter # of units purchased  

Applying Inventory Items to a Product Key

This process starts the inventory tracking.



1. Select the product key you want to add inventory tracking to 
2. Touch  for the inventory item.

Quantity:

4. Enter quantity of Base Units that you want taken out of inventory with each purchase



5. You can add a second inventory item by touching **Add** again or exit by touching **Accept**

Adjusting Quantities of Items in Inventory through Quick Adjust



1. Select item from the list by touching the name or the first letter of name to scroll to the item.

2. Press **Adjust Quantity** and enter new quantity **OK**

3. Touch name of the next item to adjust **Adjust Quantity** Enter new quantity **OK** **Accept**

Adding Items into Inventory with Invoice Information



1. Select distributor **Accept**

2. Enter invoice # **OK** and enter invoice date **OK**

3. Enter invoice amount **OK** **Accept** **OK**

4. Select name and size of purchased item.

5. Touch **Quantity:** and enter # of items purchased **OK**

6. Touch **Price Per Item:** and enter item price **OK** **Accept**

7. Touch **Add** to continue with additional items or **Exit**


Adjusting Quantity of Items in Inventory that have cost averages

For those not using Quick Adjust or Quick Add



1. Select item  and enter adjustment date  and enter new quantity



2. Select new item or 

Inventory Report

Count Sheet



This report gives you a list of all items being tracked and allows you to take inventory counts from 3 locations.

Note: If items are entered into inventory through Quick Add there will be no dollar values!

Summary Report



This report shows quantities, units, average cost and total value of items being tracked.

Pull Tabs




Taking a Sample Count

It is important that if you pull a game and the TabWizard shows your game is over or short by \$20.00 or more you take a sample count to verify that the remaining number of tickets is correct.

How to take a sample count:

1. Zero out your scale.
2. Count out 100 tickets.
3. Place the tickets on the scale.
4. Press 100 and push the **[sample]** button.
5. Take the tickets off the scale.
6. Place the empty bag that you are going to put the tickets into on the scale.
7. Press the **[tare]** button.
8. Fill the bag with all tickets and place on scale.
9. In the “count” window the remaining number of tickets will show.

If the scale shows a different number then you should pull the game and adjust the number as outlined below:

1. Go to  
2. Scan or type in the Washington State Gambling ID number.
3. Go to the line that says **[Tickets Left]** and back space and enter the number of remaining tickets as determined by the sample count.
4. After entering the tickets left hit 

Note: If the scale number matches the TabWizard number then pull the game and you are done.



Dry Out Factor

Since pull tabs come in sealed boxes or logs there is a weight loss when first opened. This dry out takes place the first 24 to 30 hours after opening. To compensate for this drying out; when we audit or pull a game we will add that weight loss back into the process.

What we add is:













- .030 to the weight of tabbies
- .015 to the weight of paper or jar tickets
- Nothing to 3 window or 5 window tickets.

Note: This factor is not added to the beginning weight when putting a game into play.



Closing Out The Day

Choose   and:

1. Look at big plays for over-rings.
2. Ring in sales and pay outs for machine and secondary locations.
3. Take X-report.
4. Do a shift change.  
5. Count pay outs and adjust using  or  key.
 - A. If counted winners are more than recorded enter difference as
 $[\text{Game \#}] \rightarrow \$ amount \rightarrow$  
 - B. If counted winners are less than recorded enter difference as
 $[\text{Game \#}] \rightarrow \$ amount \rightarrow$   
6. Print SHIFT report (Last SHIFT will be adjustments you made to original x-report).
7. Z-out day.
8. Print game status.   
9. Change games * on game status indicates game is at pull target.
10. Save Z report and game status for backup records.
11. Backup files using Backup Data button and disk.



Putting Machine Games Into Play

1. Select game from New Game menu.
2. Put into play same way as a fishbowl except use the following calculations to determine beginning weight.
 - (a) Take and wrapper, flare loose packing from box.
 - (b) Weigh box with tickets inside.
 - (c) Load machine.
 - (d) Re-weigh empty box with any packing left over.
 - (e) Subtract weight of (d) from weight of (b).
 - (f) Add weight of bag to (e) and enter (f) as beginning weight.
 - (g) For ending weight: Pull game; put tickets into bag; and weigh.

<i>Example:</i>	<i>Weight of box with tickets in it</i>	<i>10.00 (lbs)</i>
	<i>Weight of box without tickets</i>	<i>- 2.00 (lbs)</i>
		<i>+ .12 (lbs)</i>
	<i>Weight of bag the game will be put into after pulling games</i>	<i>= 8.12 (lbs)</i>
	<i>Beginning weight</i>	



Entering Invoice & Games into System

1. From Disk through a distributor.



2. From scanner through a distributor.



- 2-1. Select distributor



- 2-2. Enter invoice #



- 2-3. Enter invoice date



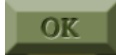
- 2-4. Enter total invoice amount



- 2-1. Scan form #. Scan State ID #



- 2-2. Enter game cost



- 2-3. After entering game cost enter all missing information, such as

Game name; number of top tier prizes; top tier amount; ticket count; ticket cost; ideal payouts , etc. Then press  and scan remaining games on invoice page in like manner.

IMPORTANT: After all games on first invoice page have been scanned you must enter invoice information for page 2 before scanning games on that invoice. Failure to do so will put games on wrong invoice.

3. From keyboard.



Follow prompts.

UNIVERSAL (UM)

© UNIVERSAL MFG. CO. 1987/'90/'93
 5450 DREAMUS KANSAS CITY, MO. 64120-1278
 SIZE 4160 SER. NO. ___ COI

1 UMC1 2
 SERIAL # 404650
 26312889 3 SERIAL # 404650D
 GAMBLING COMMISSION COLOR RED

TRADE (TP)

2160 TICKETS DATE IN _____ DATE OUT _____
 SIGNATURE _____ NUMBER FLYING ACES

MFG. IO PART NBR 1 TP 7068-I PINK EZ\$ 2
 SERIES.NBR 603209 3
 26810692 3
 GAMBLING COMMISSION TP7068

SPECIALTY (AN)

RED 2399 CT 1 3992611 2
 AN 30371 MFG ID PART# SERIAL# AN370371 AN370371 0
 AN 30371 3992611 26635706 2
 GAMBLING COMMISSION DATE IN _____ DATE OUT _____
 COLOR _____ SIGNATURE _____

BONANZA PRESS (BP)

BP 055 215291 C1 40.0 1 215291 2
 WILD CHERRIES 27463965 2
 55 - 1130 TICKETS
 \$0.25 EACH - CHIPS
 Date In _____ Date Out _____ Signature _____

ACCURATE PAY GAME 055

BINGO KING (BK)

3024 TICKETS DATE IN _____ DATE OUT _____
 SIGNATURE _____ NUMBER BACK TO BASICS

MFG. IO PART NBR 2 BKGC01-WA GOLD 3
 SERIES.NBR 1001348 1
 00194989 3
 GAMBLING COMMISSION BKGC01

ARROW/CAPITAL (AI)

26452924 2 2399 TICKETS 1 850110 3
 GAMBLING COMMISSION AI 2200 RED 2399 CT
 MFG. IO PART # SERIAL# AI 2200 850110
 CAPITAL GAME © 1998 Capital Game Mfg., Cleveland, Ohio

DOUGLAS (DP)

Date in: _____ Date out: _____ 652 **CARD PAYS Quick & Easy Payout**

Signature _____ 1 DP 3
 © Douglas Press Inc. 1996 Bellwood IL 60104
 DP1844 25839933 3 03948 TKTS
 PART # 1844 - 00A - WA1 2 SERIAL # 490083
 RED

INT'L GAMCO (IG)

7862807 2 On Bag 1 FORM 815 3
 SER. NO. _____ SIZE 2016 _____ COLOR _____
 DATE IN _____ DATE OUT _____
 SIGNATURE _____ PAYOUT 67.2%
 ©1998 INTERNATIONAL GAMCO INC. OMAHA NE ALL RIGHTS RESERVED REVISED 11-7-97
 GAMBLING COMMISSION 25839933



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