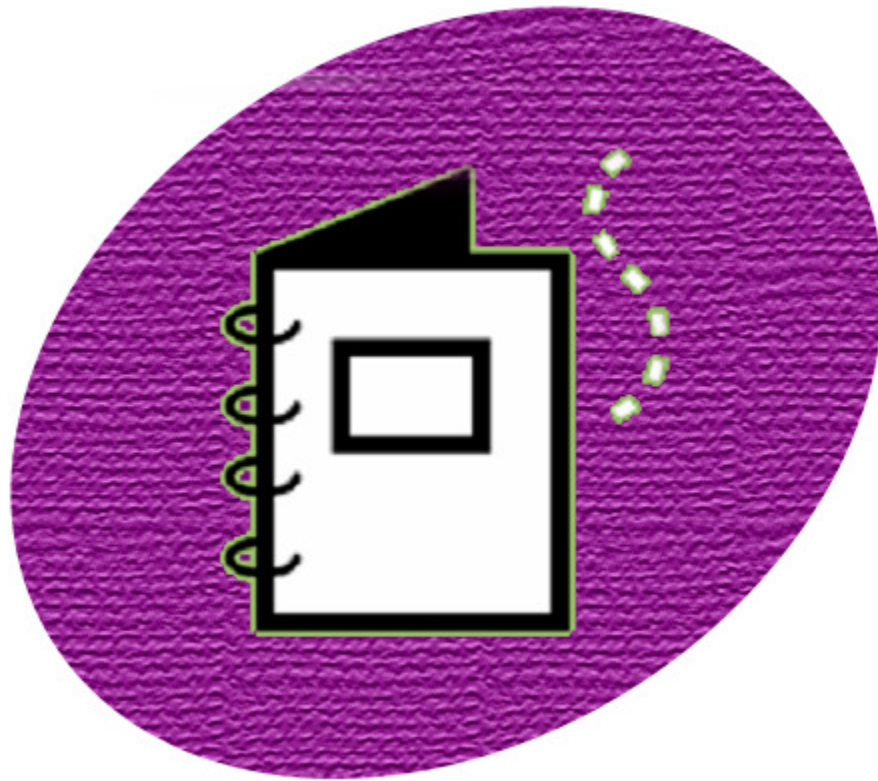


# Tab Wizard User Manual

Washington 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

Name: SIRLOIN EGG Inventory Item Units

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 >

  DOWN  

## 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


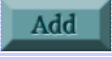
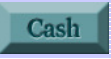





Select **Tax Rate 1:** or **Tax Rate 2:** and type rate.



## 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 . For fixed price items.
6. Touch  to finalize sale or select another product item  and  to finalize sale for multiple items.

**Note:** For determining change for the customer; recording checks; or recording credit cards, touch  after  enter amount tendered and select   or  before touching .

## Voiding Sales

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

## Refunding Money

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

## Promo's or Combs

Ring in a transaction substituting the  key for the  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  OK Is this a base unit?  Yes



### Setting up a Unit other than a Base Unit



1. Type name of new unit  OK Is this a base unit?  No

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

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




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 remaining 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 Commission 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

- From Disk through a distributor.



- From scanner through a distributor.



- 2-1. Select distributor



- 2-2. Enter invoice #



- 2-3. Enter invoice date



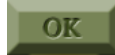
- 2-4. Enter total invoice amount



- 2-1. Scan form #. Scan WSGC #



- 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.

- 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  
 26312889 3  
 SERIAL # 404650 2  
 SERIAL # 404650D  
 COLOR RED

GAMBLING COMMISSION

### TRADE (TP)

**2160 TICKETS** DATE IN \_\_\_\_\_  
 DATE OUT \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_  
 NUMBER FLYING ACES

MFG. IO PART NBR 1  
 TP 7068-I  
 PINK EZ\$

SERIES.NBR 2  
**603209**

26810692 3  
 GAMBLING COMMISSION  
 TP7068

### SPECIALTY (AN)

RED 2399 CT 1  
 AN 30371

**2399 TICKETS**

MFG ID PART# SERIAL# 3992611  
 AN 30371 3992611

AN370371 AN370371 0  
 26635706 2  
 GAMBLING COMMISSION  
 DATE IN \_\_\_\_\_  
 DATE OUT \_\_\_\_\_  
 COLOR \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

### BONANZA PRESS (BP)

BP 055 215291 C1 40.0  
 1  
 WILD CHERRIES  
 55 - 1130 TICKETS  
 \$0.25 EACH - CHIPS

27463965 2  
 GAMBLING COMMISSION

**215291**

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 1  
 BKGC01-WA  
 GOLD

SERIES.NBR 2  
**1001348**

00194989 3  
 GAMBLING COMMISSION  
 BKGC01 1

### ARROW/CAPITAL (AI)

26452924 2  
 GAMBLING COMMISSION

CAPITAL GAME  
 © 1998  
 Capital Game Mfg.,  
 Cleveland, Ohio

**2399 TICKETS**

AI 2200 RED 2399 CT 1  
 MFG. IO PART # SERIAL# 850110  
 AI 2200 850110

### DOUGLAS (DP)

Date in: \_\_\_\_\_ Date out: \_\_\_\_\_ 652  
 Signature \_\_\_\_\_  
 © Douglas Press Inc. 1996 Bellwood IL 60104

**CARD PAYS** Quick & Easy Payout

MFG ID 3  
 DP  
 03948 TKTS

PART # 2  
**1844 - 00A - WA1**  
 RED

SERIAL # 490083

25839933  
 GAMBLING COMMISSION

### INT'L GAMCO (IG)

**7862807** 2 **On Bag**

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

1 **FORM 815**  
 IG815

25839933 3  
 GAMBLING COMMISSION

# Pull Targets





# Tab Wizard Pull Targets

Increase your profit with this chart.

Cost of Tickets	Top Tier Prizes	Ticket Count	Target after Cost
\$1.00	3/500 or 2/599	6000	\$300.00
\$1.00	1/750 or 1/599	6000	\$350.00
\$1.00	5/350	6000	\$170.00
\$1.00 Pic a Play	1/599	6000	\$240.00
\$1.00	Gold Crown	All	\$200.00
\$1.00	2/250	1180	\$100.00
\$1.00 Bundled	10/100	3120	\$100.00
\$1.00 Bundled	8/100	3120	\$110.00
\$1.00 Bundled	6/100	3120	\$120.00
50¢	2/500	6000	\$175.00
50¢	1/500 or 1/400	6000	\$300.00
50¢ Pic a Play	1/500	6000	\$200.00
50¢	1/500/400/300	6000	\$200.00
50¢	4/300 or 4/350	6000	\$175.00
50¢	2/347 step up	6000	\$180.00
50¢	4/225 or 4/250	6000	\$160.00
50¢	4/200 3w	4000	\$140.00
50¢	8/200 or 8/175	6000	\$160.00
50¢	8/150 or 8/125	6000	\$130.00
50¢	8/100 3w	4000	\$110.00
50¢	4/100	2160	\$110.00
25¢	1/500	9998	\$250.00
25¢	1 top tier 103 to 250	6000	\$125.00
25¢	1/125	6000	\$110.00
25¢	2/125 step up	6000	\$135.00
25¢	8/75	6000	\$70.00
25¢	8/50	4000	\$70.00
25¢	4/50 or 4/60	4000	\$80.00
25¢	8/35 or 8/25 3w	2400	\$60.00
25¢	machines 5w	2400	\$60.00
10¢	8/25 or 4/40	6000	\$50.00



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