

# QUARTER CLOSE GUIDE

## 1. Introduction

Before closing the quarter, please verify that the correct games have been selected on the game selection website (<https://nd.pulltabreports.com/>). After a location is quartered out, the game selection cannot be edited.

The Interim Period Report (IPR) runs during the Close Quarter process and does not need to run before performing the Close Quarter.

## 2. Quartering Out

After making the game selection on the Game Selection Site (<https://nd.pulltabreports.com/>) and the close quarter button appears on the POS manager menu, a location can close quarter.



### 3. Game Selection Confirmation

1. A screen will appear showing a summary of selected games for the next quarter. This can be used to verify the games selected for the new quarter.

## Selected Games

**The following games have been selected in the Portal:**

Cash Vault	\$0.25 at 90 %	\$0.50 at 90 %
Great American Racing	\$0.25 at 90 %	\$0.50 at 90 %

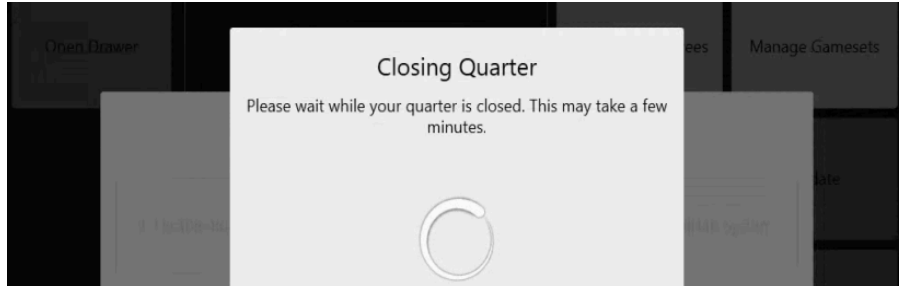
If this is **NOT CORRECT** select **NO** and make corrections on the portal. If these games **ARE CORRECT** select **YES**.

\* Denotes a top prize is selected for the denomination  
\$1.00 denomination = \$1000  
\$2.00 denomination = \$2000

Yes

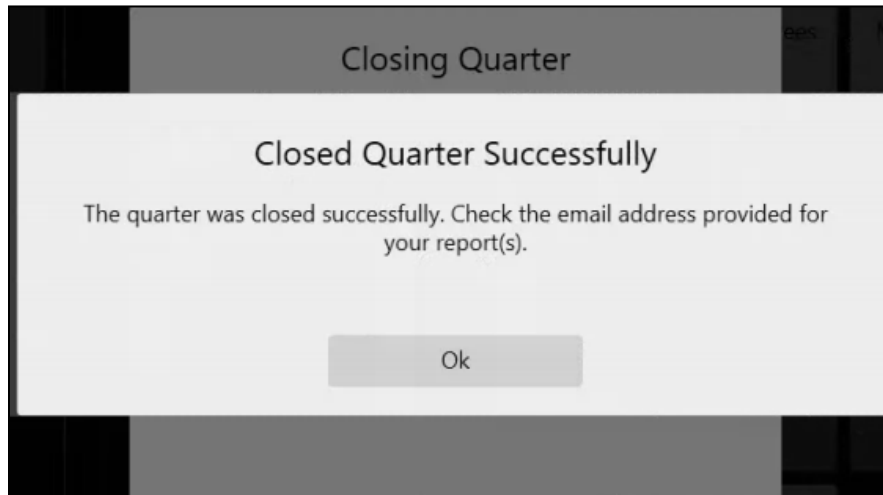
No

2. If the selected games are incorrect, select **No** and the game selection portal will launch for you to select this location's games.
3. If the games are correct, select **Yes** and a close quarter message box will pop up with the option to **Disable PullTab System**. This option turns the location off so that no play or changes can occur while reporting is being processed.
4. A new dialog box will pop up and allow for time to close periods and remove cash from all game terminals.
5. After pressing **Ok** to advance, the button to **Close Quarter** becomes active.
6. When the **Close Quarter** button is pressed an email verification or entry prompt will appear. It will ask either for the current email to be verified or a new one to be entered.
7. After entering or confirming the current email, a new dialog box will run. An IPR will run followed by a **Closing Quarter** dialog box.



**NOTE:** It can take a few minutes for the quarter out to process. Do not restart the POS or close the dialog box until it is complete.

8. A dialog will appear once the closing of the quarter is completed.
  - a. This process also orders all games for the new quarter. Games that the location already had will appear immediately on the game terminals.
  - b. Any new games ordered will not appear until they are fully downloaded. The time to download depends on connection speeds and pending requests from other stores.



9. The Close Quarter dialog will then be accessible again. Click **Enable PullTab System** to re-enable the store.



10. The IPR will be emailed but the close of the quarter report is only available on the reporting website. The report is in *Reporting > Electronic Pulltab Close Game Summary Report* on the reporting website.

