

SHORT AUDIT PROCEDURE

At the end of each night, you **MUST** perform the SHORT AUDIT PROCEDURE for each Gaming Machine
 This is to be completed at the end of each shift while you are performing the Cash Clearance

Nightly Cash Clearance should be completed as follows:

- STEP 1 Close Gaming Room to the Public
- STEP 2 End Shift of QEC Unit and print Cash Clearance Summary Report
- STEP 3 Using Cash Clearance Summary Report, remove all Coins from Cashboxes and Bank note from Stackers. Record these on the Cash Clearance Summary Report as you go
- STEP 4 Print a SHORT AUDIT Ticket from each machine
- STEP 5 Scan all SHORT AUDIT tickets at the QEC unit

HOW TO PRINT A SHORT AUDIT TICKET

Open the EGM and locate the Phub (as shown on the right)

Audit Button



Image 2. Ticket2Go PHub

Press and hold the Audit Button on the side of the Phub for approx 6 seconds or until the SHORT AUDIT ticket is printed

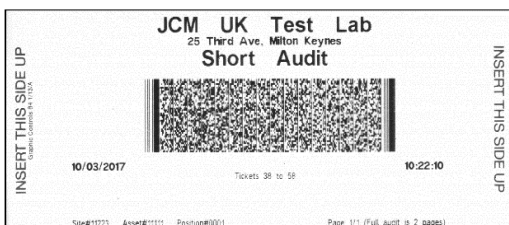


Image 1. Short Audit Ticket

Once you have printed a SHORT AUDIT ticket for each gaming machine, scan them individually at the QEC unit. The QEC will confirm after each scan that the SHORT AUDIT ticket has been scanned.

You can now discard of these Tickets. They do not have to be kept