

# User Manual

**GLC**

**PROJECT: Georgia COAM**

**COAM Portal -  
Manufacturers**

Version 1.0

Confidential | External

## Table of Contents

<b>1</b>	<b>INTRODUCTION .....</b>	<b>3</b>
1.1	<i>Intended Audience.....</i>	3
1.2	<i>Scope of the Manual.....</i>	3
1.3	<i>How this User Manual is Organized .....</i>	4
1.4	<i>Conventions Used in this Manual.....</i>	4
1.5	<i>Abbreviations and Acronyms.....</i>	5
<b>2</b>	<b>ACCESSING COAM REPORTING PORTAL .....</b>	<b>7</b>
2.1	<i>Applications .....</i>	8
<b>3</b>	<b>REPORTS .....</b>	<b>9</b>
3.1	<i>Software Sets Report.....</i>	9
3.2	<i>COAM Performance Report .....</i>	13

# 1 Introduction

This User Manual provides you with detailed instructions for operating the Georgia COAM Reporting Portal. The COAM Reporting Portal is a web application used to generate reports related to COAM activity.

## Important

Please also note that PORTAL is tested and recommended to work under Internet Explorer (Depending on the version of Internet Explorer, application may need to run in Compatibility Mode). INTRALOT is not responsible for any issues that might arise with the use of other products.

The screens depicted in this document are used for reference purposes and may vary from the application in use. Please note that possible future expansions or amendments will be included in updated versions of this document.

### ***1.1 Intended Audience***

This manual is addressed to users of the INTRALOT Georgia Coin Operated Amusement Machine (COAM) system. COAM Reporting Portal users are required to be familiar with the operation of the COAM business and games.

To read this document, basic technical knowledge on information systems communication, interfacing and interacting with GUI and web applications are all required.

### ***1.2 Scope of the Manual***

This manual identifies the standard procedures, functions and conventions used within the COAM Reporting Portal application. No attempt is made to detail basic engineering and programming techniques.

### ***1.3 How this User Manual is organized***

**COAM Reporting Portal User Manual** can take you from raw beginner to full-fledged expert if read page by page. However, you are more likely to read each section as needed, obtaining the necessary information and using it as a reference.

After you are familiar with the COAM Reporting Portal application, feel free to skip around the manual, using it as a reference guide as you increase your own knowledge base.

All chapters contain clearly written steps for the tasks you need to perform. In most chapters, you encounter a “focus to action” logic, which means that you are provided with step-by-step instructions for accomplishing specific tasks.

### ***1.4 Conventions Used in this Manual***

To get the most from this manual, you need to understand the following conventions:

- The mouse pointer appears as an arrow and serves two purposes. First, you use the mouse to select data (text, numbers, etc.) to change. Second, you use the mouse pointer to tell to the system which commands you want to apply to the data you selected.
- When instructed to click an item, move the mouse pointer to the specified item and click the mouse button once. Windows users use the left mouse button unless otherwise instructed. Double-click means clicking the mouse button twice in rapid succession.
- When instructed to select or choose an item, you can click it once as previously described. If you are selecting text or multiple objects, click the mouse button once, press **Ctrl**, and then move the mouse to a new location and click again.
- We use **boldface** type for the buttons that you need to click and ***italic boldface*** type for the fields (textboxes and dropdown lists) that appear in a screen.
- Each chapter and section begins with an overview of its information.

- Various signposts and icons are located throughout **Portal User Manual** for your assistance. Icons appear in the text to indicate important or especially helpful items. Here is a list of the icons and their functions:

-  **Tips** provide you with extra knowledge that can save you time or make it easier for you to do something.
-  **Notes** provide additional or critical information and technical data on the current topic.
-  The **Warning** icon is your warning for avoiding a potential problem or pitfall.
-  The **Important** icon emphasizes information that can be helpful when using the System.
- [Cross-Reference](#) hyperlinks indicate places where you can find more information on a particular topic.

 **Important**

The screenshot field names in **red** indicate the mandatory fields.

### **1.5 Abbreviations and Acronyms**

Throughout this user manual, the following abbreviations and acronyms are used:

Abbreviation/Acronym	Description
SC	Site Controller
COAM	Coin Operated Amusement Machine
EOD	End of Day

**Table 1: Abbreviations and Acronyms table**

## 2 Accessing COAM Reporting Portal

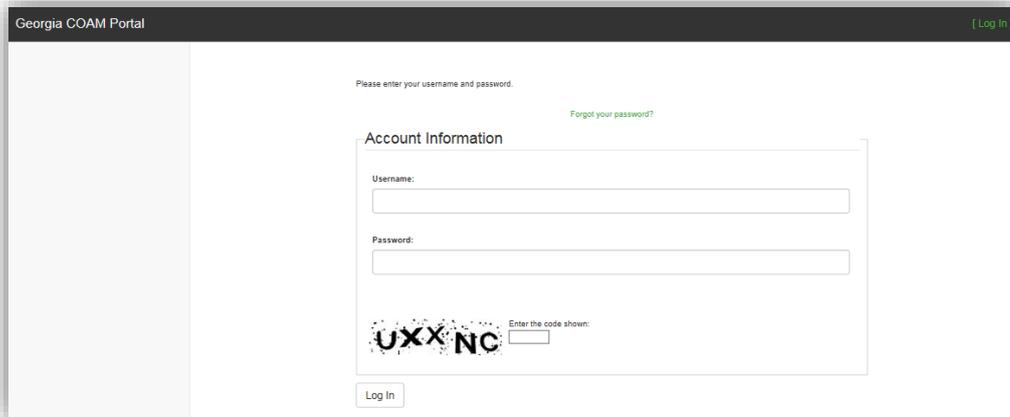


Figure 1: Login Screen

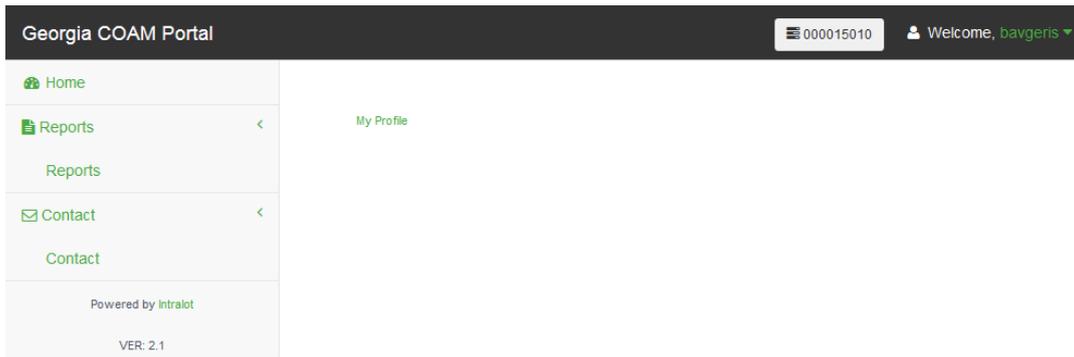


### To access the Portal application:

1. Enter the Login screen (**Figure 1**), where you must complete the following fields:
  - **Username:** The unique name you enter to access the application.  
**Note:** The same username that you use to login to the Georgia Lottery Corporation (GLC) COAM Licensing System.
  - **Password:** The password you enter to access the application.  
**Note:** The same password that you use to login to the Georgia Lottery Corporation (GLC) COAM Licensing System.
  - **Code:** Enter the code displayed on the screen into the input box.

After the above parameters have been specified, click the **Login** button. The procedure of validating your login credentials and providing you access to the Portal initiates.

When a successful login has been achieved, you will be redirected to the main screen of the Portal Application (**Figure 2**). This is where the system management is initialized.



**Figure 2: Portal Home Screen**

## ***2.1 Applications***

The Portal applications are located on the left hand side of the screen as seen in **Figure 2**.

- **Home**: Returns user to the home screen.
- **Reports**: Directs you to all the available reports.
- **Contact**: Contact for support.



**Note:** For support, please click on the **Contact** link listed with the applications on the left hand side of the **Home** screen (Error! Reference source not found.). This will provide the 24 hour Intralot Hotline number for any questions or concerns about reports and the Portal web application in its entirety. For login, username and password questions the user must contract the Georgia Lottery Retailer Service Hotline.

For Reporting portal related questions and assistance please contact the Intralot hotline at: 877-261-6242

For COAM related questions and assistance please contact your Master License Holder.

For Financial or COAM licensing related questions and assistance, please contact Georgia Lottery Retailer Services Hotline at 800-746-8546, Option 6, Option 3.

## 3 Reports

**Reports** provide manufacturers with information on the available software sets and performance of the COAMs.

 **To access the Reports application element:**

Click the **Reports** application hyperlink at the Portal main screen.

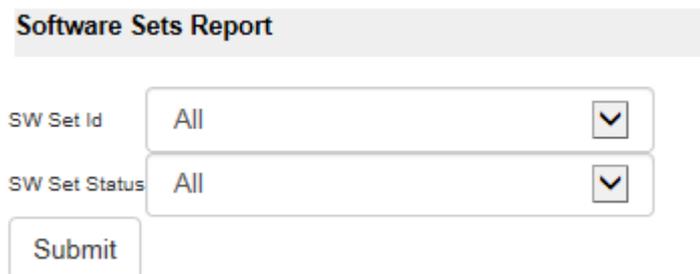
1. The **Reports** list will appear:



2. The screen that appears provides you with access to the following accounting reports:
  - **Software Sets Report**
  - **COAM Performance Report**

### ***3.1 Software Sets Report***

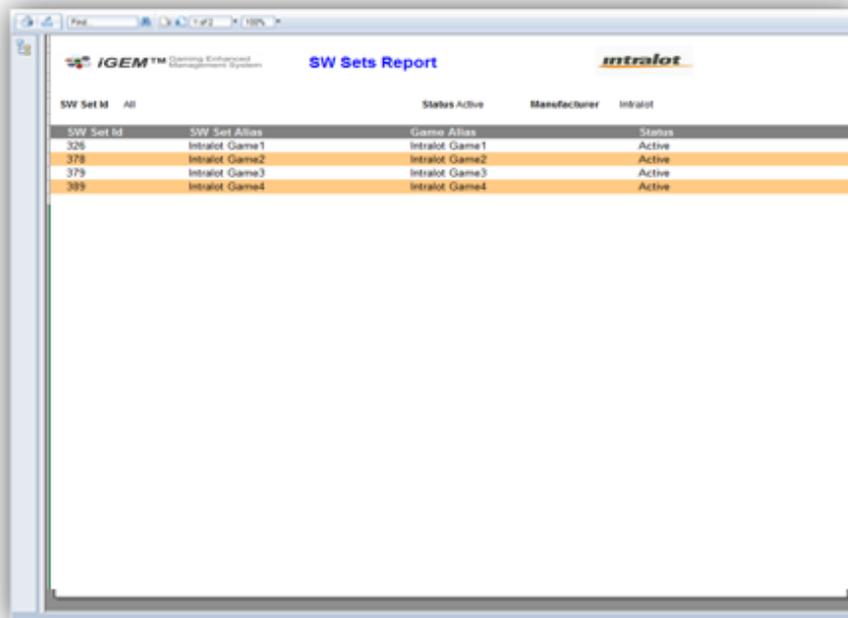
The **Software Sets Report** presents all the information of the software sets that have been approved by the certification labs and Georgia Lottery.



▶ **To retrieve the report,**

1. Select the **Software Sets Report** application element.
2. At the criteria screen, provide the following information for the report:
  - **SW Set ID:** The ID of the available software sets
  - **SW Set Status:** Filters the report by the state in which the software set(s) is/are set. Available options are:
    - *All*
    - *Not Active*
    - *Active*

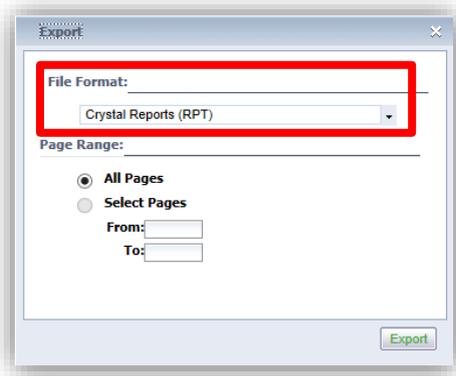
▶ **To view, print, export the report:**



SW Set Id	SW Set Alias	Game Alias	Status	Manufacturer	Intralot
326	Intralot Game1	Intralot Game1	Active		
378	Intralot Game2	Intralot Game2	Active		
379	Intralot Game3	Intralot Game3	Active		
389	Intralot Game4	Intralot Game4	Active		

1. Click the **Submit** button to display the report.
2. Click on the print icon  to print the report.
3. Click on the export icon  to export the report.

- a. The **Export** screen will populate. Select the **File Format** from the drop down menu (e.g. PDF file, Excel spreadsheet, etc.).
- b. Select pages to be exported:
  - i. **All Pages**
  - ii. **Select Pages**
- c. Click **Export**.



4. To export the file into an **Adobe PDF** format:
  - a. Select **PDF** and click **Export**. Then select **Open** to view the report:
5. To export the file into an **Excel spreadsheet** format:
  - a. Select **Microsoft Excel Workbook Data-only** and click **Export**. Then select **Open** to view the report:
6. To search for a particular section of the report:
  - a. Click the field   to enter in the criteria to search, then click the binoculars icon .
7. To navigate between pages use the   icons or use the  field to select the page number. The drop down can also be used to skip to the first or last pages. The  field can be used to zoom in & out on the current page.



### 3.2 COAM Performance Report

The **COAM Performance Report** shows the performance of the selected COAMs.

Note: Report is not real-time. Report is populated when the daily procedures are completed by Intralot Operations.

COAM ID	Active Days	SW Set	Manufacturer	SW Set	Money Played		Money Won		GSP		Total Inserted		Total Out		An. Bet.	Act. RTP%	COAM Use (Days)		Games Played	
					Sum	Sub Average	Sum	Sub Average	Sum	Sub Average	Sum	Sub Average	Sum	Sub Average			Sum	Sub Average	Sum	Sub Average
224	128	Deer	intralot	intralot Game1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00%	0.00	0.00	0	0
238	82	To be	intralot	intralot Game2	296.01	3.22	138.00	1.47	161.01	1.75	201.00	2.18	39.00	0.43	2.39	45.01%	0.12	0.00	124	1
245	2	Deer	intralot	intralot Game3	11.50	5.75	7.50	3.75	4.00	2.00	132.00	66.00	132.00	64.00	0.25	65.22%	0.04	0.02	46	25
<b>Report Totals</b>					<b>307.01</b>	<b>5.39</b>	<b>143.00</b>	<b>0.84</b>	<b>166.01</b>	<b>0.74</b>	<b>333.00</b>	<b>1.68</b>	<b>167.00</b>	<b>0.76</b>	<b>1.81</b>	<b>46.24%</b>	<b>0.17</b>	<b>0.00</b>	<b>170</b>	<b>1</b>



**To retrieve the report,**

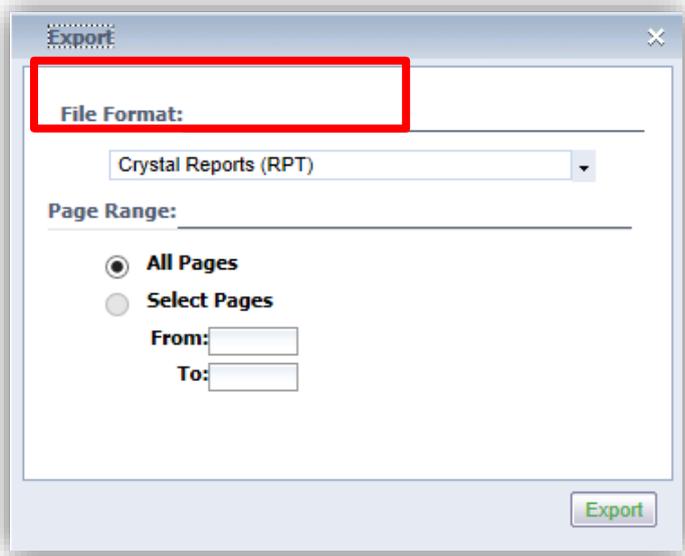
1. Select the **COAM Performance Report** application element.
2. At the criteria screen, provide the following information for the report:
  - **Date From/To:** The range of dates for which the report will be presented. Use the calendar icon  to enter the date.
  - **SW Set Selection:** Select the SW Set from the dropdown list.

▶ To view, print, export the report:

COAM ID	Active Days	Site	Standoff	Site Set	Money Played		Money Won		GMP	Return to Player		Total Booked		Total Out		An. Det.	Act. RTP%	COAM Use (Hrs)		Games Played	
					Sub	Debt_Amount	Sub	Debt_Amount		Sub	Debt_Amount	Sub	Debt_Amount	Sub	Debt_Amount			Sub	Debt_Amount	Sub	Debt_Amount
224	128	Deer	inval	inval	Genet1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00%	0.00	0.00	0	0
238	82	75	inval	inval	Genet1	286.01	3.22	138.00	1.47	161.01	1.75	201.00	2.18	38.00	0.43	2.38	45.81%	0.12	0.00	124	1
240	2	Deer	inval	inval	Genet1	11.50	5.75	7.50	3.75	4.00	3.00	120.00	60.00	120.00	64.00	0.25	65.22%	0.04	0.00	40	20
<b>Report Totals</b>																					

1. Click the **Submit** button to display the report.
2. Click on the print icon  to print the report.
3. Click on the export icon  to export the report.
  - a. The **Export** screen will populate. Select the **File Format** from the drop down menu (e.g. PDF file, Excel spreadsheet, etc.).
  - b. Select pages to be exported:
    - i. **All Pages**
    - ii. **Select Pages**

c. Click **Export**.



4. To export the file into an **Adobe PDF** format:

a. Select **PDF** and click **Export**. Then select **Open** to view the report:

5.

To export the file into an **Excel spreadsheet** format:

a. Select **Microsoft Excel Workbook Data-only** and click **Export**. Then select **Open** to view the report:

6. To search for a particular section of the report:
  - a. Click the field   to enter in the criteria to search, then click the binoculars icon .
7. To navigate between pages use the   icons or use the  field to select the page number. The drop down can also be used to skip to the first or last pages. The  field can be used to zoom in & out on the current page.

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