

Retailer Wizard

RETAILER QUICK REFERENCE

4.1

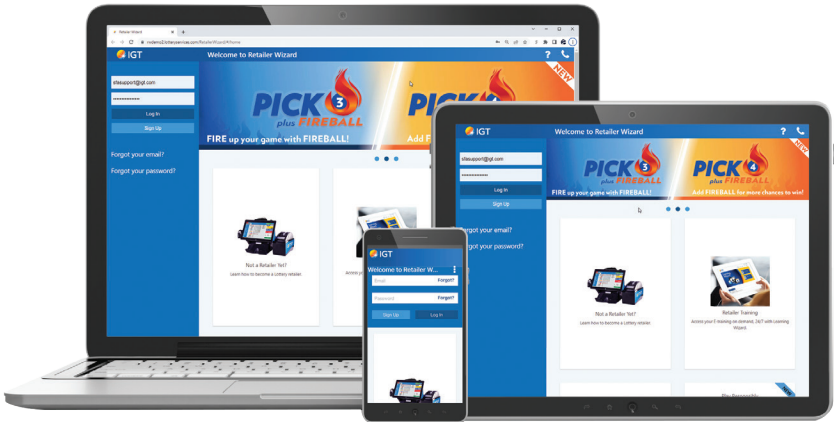


Benefits

Retailer Wizard is the one-stop-shop for managing your lottery business. This all-new, user-friendly website provides access to important Lottery reports and information via desktop, laptop, tablet, or smartphone. Manage and grow your lottery business – whenever and from wherever you choose!

RETAILER WIZARD INCLUDES:

- Stay informed of your sales, commissions, and trends at your location(s).
- Know exactly how much money is due on the next sweep (EFT Amount).
- Receive alerts about issues occurring in your location that may be affecting your sales.
- Access detailed reports on your lottery business at any time without being tied to your lottery terminal.
- And much, much more!

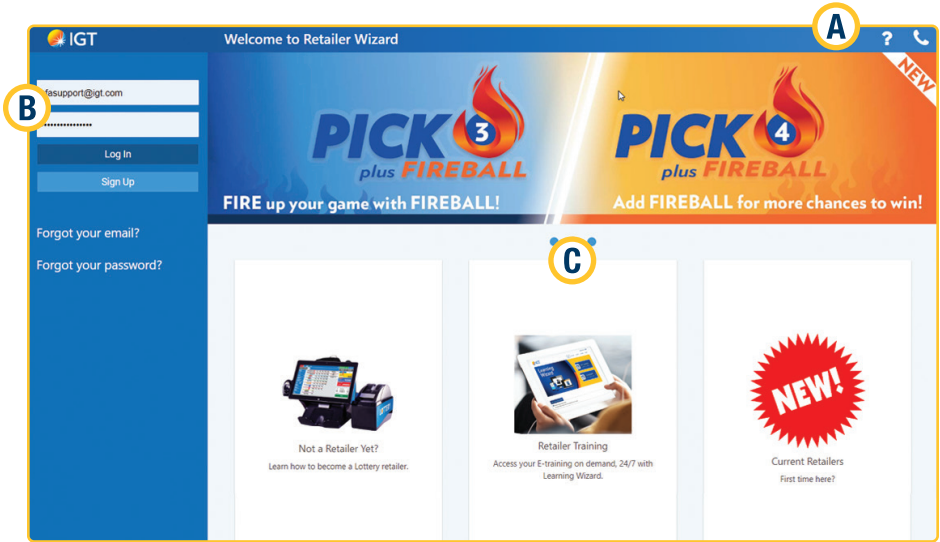


**TO ACCESS RETAILER WIZARD
from your browser, navigate to:**

<https://cl.lotteryservices.com/RetailerWizard/#/home>

Home Page

- A Top Menu Navigation
- B Login / Sign Up
- C Lottery Information



TOP MENU NAVIGATION: PRIOR TO LOGGING IN



- A Frequently Asked Questions (FAQ)
- B Contact Us

TOP MENU NAVIGATION: AFTER LOGGING IN



- A Main Menu
- B Messages
- C FAQ
- D Contact Us
- E Settings

Via the Settings icon:

- Change personal information (My Account)
- Logout from Retailer Wizard

Home Page

SIGNING UP

To Sign Up for a Retailer Wizard Account, from your browser go to:
<https://clc.lotteryservices.com/RetailerWizard/#/home>

Click **Sign Up**. The Sign Up for Retailer Wizard dialogue box will display.
Enter your Retailer Number, then click **Submit**.

Once the Retailer Number has been submitted, the following registration screen will display. Enter all of the required information to sign up for an account, and then click **Submit**. **YOU WILL RECEIVE A VERIFICATION EMAIL THAT WILL ALLOW YOU TO ACTIVATE YOUR ACCOUNT.**

IGT Sign Up for Retailer Wizard

To sign up, you will first need to enter your Retailer Number, which can be found on any terminal report, or your Chain ID. If your business does not currently sell Lottery products, you may sign up as a prospective retailer instead. If you have any questions, [please contact us](#). If you are the owner of multiple lottery locations, you will have the opportunity to add additional stores after registration.
** Indicates a required field*

Retailer Number / Chain ID*
144590

Personal Information

Registration Pin* (?)

First Name* Last Name*

Email Address (You will use this to login)* Confirm Email Address*

Mobile Phone


Business Phone

Security Information
Password must include 6 characters as minimum and a maximum of 32, at least a capital letter, one number and one special character.

Set Password* Confirm Password*

Security Question 1* Answer to Security Question 1*

Security Question 2* Answer to Security Question 2*

I'm not a robot  [Privacy - Terms](#)

I agree to the [Terms of Use*](#)

NOTE:

Only store owners can create the initial Primary Account.
After registering, the Primary User can then create an unlimited number of Secondary Users through the Manage User feature.

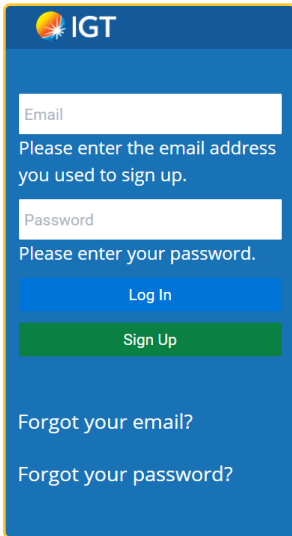
Home Page

LOGGING IN

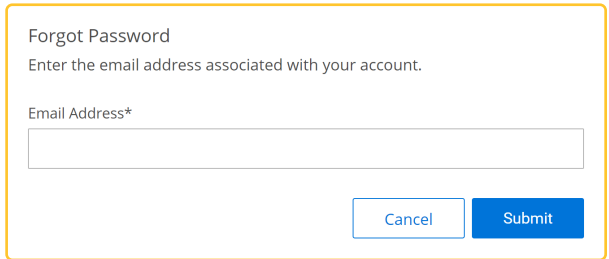
- From your browser, go to:
<https://clc.lotteryservices.com/RetailerWizard/#/home>
- Simply enter the Email address you used to sign up, and the Password and the password you selected during sign up, then click **Log In**.

FORGOT PASSWORD

Click **Forgot Password**, and the Forgot Password dialogue box displays. Enter your Email Address, then click **Submit**. You will be presented with a security question you answered when you signed up. Once you correctly answer the security question, a temporary password will be emailed to you. After you log in with the temporary password, you will need to reset your password to access your account.



The screenshot shows the IGT login interface. At the top left is the IGT logo. Below it are two input fields: 'Email' and 'Password'. Under the 'Email' field is the text 'Please enter the email address you used to sign up.' Under the 'Password' field is the text 'Please enter your password.' Below these fields are two buttons: a blue 'Log In' button and a green 'Sign Up' button. At the bottom of the login area are two links: 'Forgot your email?' and 'Forgot your password?'.



The screenshot shows the 'Forgot Password' dialog box. The title is 'Forgot Password'. Below the title is the instruction 'Enter the email address associated with your account.' There is an input field labeled 'Email Address*'. At the bottom right of the dialog box are two buttons: a white 'Cancel' button and a blue 'Submit' button.

Main Menu



MENU OPTIONS INCLUDE:

- Summary Dashboard
- Instants Dashboard
- Reports
- Documents Library
- Manage Users
- Training

The screenshot shows a mobile application interface with a dark blue header. On the left is a close button (X) and on the right is the IGT logo. Below the header, the user's location is displayed: "Displaying data for SUN QUIKMART, 14 COMMERCE PL, TALLAPOOSA, NV 30176, Retailer No. 130729". A list of menu items follows, each with a small icon and text: "Summary Dashboard" (person icon), "Instants Dashboard" (calendar icon), "Reports" (bar chart icon), "Documents Library" (document icon), "Manage Users" (group of people icon), and "Training" (graduation cap icon).

Summary Dashboard

The Summary Dashboard displays all of the critical information needed to manage and grow Lottery sales at a glance.

SUMMARY DASHBOARD WIDGETS:

Lottery Announcements, Earnings, Net Sales, Alerts, EFT Amount, You Sold Big Winners!, Prizes Paid, Jackpots & Next Draws, and Your Lottery Representatives.

- A Never Miss A Beat:** Lottery Announcements display marketing news and important lottery information on your dashboard.
- B Drive Your Sales:** Actionable Alerts help combat Out-of-Stocks, ensure hot new games are on display, and more!
- C See What You're Making:** Earnings, Sales Data, and Trends at your fingertips.
- D What You Owe:** Instant access to your EFT amount, sweep date, and settlement details.

The screenshot displays the Summary Dashboard interface with the following widgets:

- Lottery Announcements (A):** A large text area with a blue header. It contains a welcome message and a celebratory announcement: "\$18 billion+ to education since inception!" and "The Lottery celebrates another record year with over \$1 billion transferred to education in FY2022, and more than \$18 billion since inception! We couldn't have done it without you, our amazing retailers!" Below this is a paragraph about scholarships and Pre-K programs.
- Alerts (B):** A table with 3 alerts:

Date	Alert Type	Action
12/01	License Expiring	Details...
03/18	Game Ending	Details...
11/22	Unconfirmed Order(s)	Details...
- Earnings (C):** A widget with two sections:
 - Earnings:** Shows "Week to Date Total Earnings" as \$1,377.08, a 102.39% increase from the previous period.
 - Net Sales:** Shows "Week to Date Net Sales" as \$18,081.50, a 37.72% increase.
- You Sold Big Winners!:** A list of three winners:
 - 100X THE CASH:** \$2,000 cashed on Jan 22, 2023.
 - Hit \$2,000:** \$10,000 cashed on Jan 14, 2023.
 - 100X CASH:** \$2,000 cashed on Jan 2, 2023.
- Historical Winners:** A section for past winners, currently empty.
- Jackpots & Next Draws:** A list of upcoming jackpots:
 - MEGA MILLIONS:** \$432,000,000 on 2/1/2023.
 - POWERBALL:** \$100,000 on 2/1/2023.
 - POWERBALL:** \$490,000,000 on 2/2/2023.
 - Pick 6:** \$7,000,000 on 2/3/2023.
- EFT Amount (D):** Shows a total EFT due of \$33,138.12, due by Friday, Jan 27, 2023.

Instants Dashboard

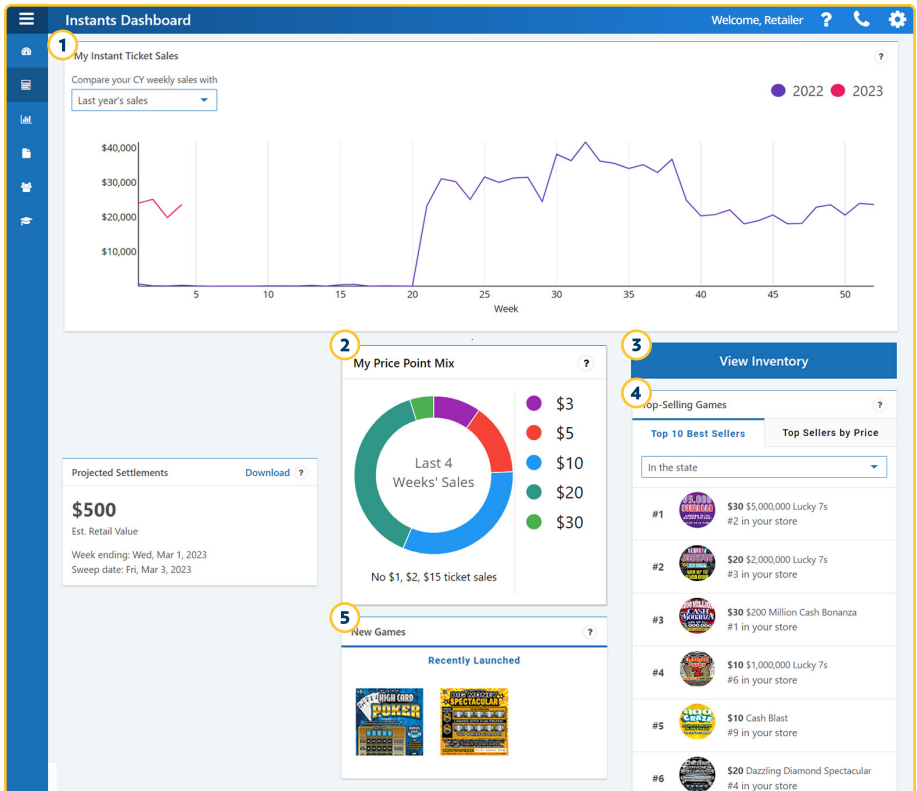
The Instants Dashboard displays information about your Scratch sales, inventory, and settlements. Widgets on the Dashboard include detailed reports as of the previous business day.

INSTANTS DASHBOARD WIDGETS:

My Instant Ticket Sales, View and Manage Inventory, Projected Settlements, My Price Point Mix, Top-Selling Games, New Games, and My Slow-Moving Games.

EVERYTHING YOU NEED TO DRIVE YOUR SCRATCH TICKET SALES!

- 1 Track your sales trends.
- 2 Analyze your price point mix for ways to drive additional sales.
- 3 View inventory information and history.
- 4 Identify your top-selling games and ensure you are carrying the newest and best-selling games.
- 5 Prepare space for new games that will soon be launched and activate new games that were recently launched.



Reports

Click **Reports** on the Main Menu to display the Reports section. All reports are automatically posted by date.

Select the desired report by going to the Search Options section, and selecting the report's **Name**, **From Date**, **To Date**, and **Category**. Click **Reset** to start search again.

Click the desired report name. Reports can be downloaded in the preferred file format.: .pdf, .csv, and .xlsx (Excel).

Reports Welcome, Retailer ? ☎ ⚙

Logged in as Retailer Independent A. You may only view and perform actions that are allowed by their permission level. [Return to My Account](#)

Retailer Reports [My Subscriptions](#)

Report Name From Date To Date Category [Search](#) [Reset](#)

Report Name	Date	Category	Description
Cashbox Detail Report	Sep 16, 2021	Sales & Earnings	
Cashbox Summary Report	Sep 16, 2021	Sales & Earnings	
Daily Instant Inventory Summary Report	Sep 16, 2021	Instant Inventory	
Daily Instant Ticket Inventory Report	Sep 16, 2021	Instant Inventory	
Gemini Events Report	Sep 16, 2021	Sales & Earnings	
Daily Instant Inventory Summary Report	Sep 15, 2021	Instant Inventory	
Daily Instant Ticket Inventory Report	Sep 15, 2021	Instant Inventory	
Gemini Events Report	Sep 15, 2021	Sales & Earnings	
Weekly Instant Inventory Summary Report	Sep 15, 2021	Instant Inventory	
Weekly Instant Ticket Inventory Report	Sep 15, 2021	Instant Inventory	

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Documents Library

Click **Documents Library** on the Main Menu to display documents and files—you can choose to view by grid (icons) or by table (file names). You can download information such as planograms, retailer newsletters, Order Forms and other Retailer related documents. Choose which type of documents to view under the search section; enter a **Name**; choose a **File Type**; choose a **Category** to view; and click **Reset** to start over. Click the name of the document to download.

The screenshot shows the 'Documents Library' interface. At the top, there is a blue header with the text 'Documents Library' on the left and 'Welcome, Retailer' on the right, along with a help icon, a phone icon, and a settings icon. Below the header, there is a search and filter section. It includes a 'Sort' dropdown menu set to 'Publish Date (descending)', a 'View' button with a grid icon, and three input fields for 'Name', 'File Type', and 'Category'. Below these fields are 'Search' and 'Reset' buttons. The main content area displays four document thumbnails in a grid view. Each thumbnail consists of an image and a text box below it. The first thumbnail shows a QR code icon with the text 'Gemini QRC .pdf' and the date 'Jan 20, 2022'. The second thumbnail shows a drawing of a box with the text 'Quick Draw Promotion... .jpg' and the date 'Aug 3, 2021'. The third thumbnail shows a 'NOT 18 YET NO BET' sign with the text 'Not 18 Yet No Bet .pdf' and the date 'Feb 23, 2021'. The fourth thumbnail shows a book cover with the text 'IT'S ONLY A GAME' and the text 'It's Only a Game Broch... .pdf' and the date 'Feb 23, 2021'.

Manage Users (Primary Users only)

If you are the Primary User for your store, you can perform functions like adding new users to your account and managing existing users.

Click **Manage Users** on the Main Menu to **Create User**, or to suspend or delete Users from Retailer Wizard. You can also update Account Details or Update Account Status for each User. First click **User Name** and then update each field or select an option from the drop-down menus.

The screenshot shows the 'Manage Users' interface. At the top, there is a blue header with 'Manage Users' on the left, 'Welcome, Retailer' in the center, and icons for help, phone, and settings on the right. Below the header, there is a 'Create User' button. A search section contains input fields for 'First Name', 'Last Name', 'Email', 'User Class', 'Role', and 'Retailer Type', along with 'Search' and 'Reset' buttons. Below the search section is a table with columns: Name, Retailer Type, Email, Mobile Phone, User Class, Role, and System Access. Two users are listed in the table, both with 'Active' status.

Name	Retailer Type	Email	Mobile Phone	User Class	Role	System Access
Independent A, Retailer	Independent	igt.biz.apps.sqa+319078@gmail.com	555-951-7493	RETAILER_PRIMARY	n/a	Active
Independent B, Retailer	Independent	igt.biz.apps.sqa+318529@gmail.com	555-555-5555	RETAILER_PRIMARY	n/a	Active

Training

Click **Training** on the Main Menu to display the Learner Center in a new browser tab where you can access the Learning Wizard retailer training website.

The screenshot displays the IGT Learning Wizard retailer training website interface. At the top left is the IGT logo. The top right corner shows the language set to English and a user ID of igtbizapps igtbizapps319078. A navigation menu includes HOME, MY COURSES, CALENDAR, TRANSCRIPT, WAIT LIST, and MORE. The main content area features a large image of a person holding a tablet displaying a course interface. To the right of this image are two buttons: 'MY COURSES' (Courses you are enrolled in) and 'TRANSCRIPT' (Summary of your courses). Below this is a 'Last Course Accessed' section showing 'Retailer Pro Retailer Training' with options to 'Launch Course' and 'View Details'. At the bottom center, there is a 'Contact Support' link.

Notes
