



GMS Retailer and Owner Management User Guide

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USER GUIDE

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SECTION 1

INTRODUCTION

1.1 Purpose

The purpose of this document is to define the Game Management System (GMS) Retailer Management and Owner Management modules. It provides detailed information about the screens in the modules, what they represent, and how to navigate them.

1.2 Definition, Acronyms, and Abbreviations

The following table contains the items relevant to this document.

| Term or Acronym | Meaning |
|-----------------|----------------------------------------------------------------------------------------|
| Data | Information interpreted, processed, and stored by the system. |
| Database | Collection of logically related files or records. |
| EFT | Electronic Funds Transfer. |
| GMS | Game Management System. |
| Module | Management module available within GMS application (for example: Retailer Management). |
| Rep or DSR | District Sales Representative. |

1.3 References

GMS Functional Specification

SECTION 2

OVERVIEW

2.1 **GMS Overview**

The Games Management System (GMS) is the master control center for the lottery. It provides the lottery with its retailer management and owner management functions. These functions allow you to control lottery retailers and store owners.

The following graphic displays the functions in GMS.



2.1.1 **Modules and Options**

The GMS Module groups the functions into modules. Modules are comprised of options and sub-options. The list of links to the GMS modules appear in the top section of the navigation panel on each GMS screen.

When you select a module, a list of links to its options appear on the lower section of the navigation panel.

When you select an option, either a screen for that option displays or a list of links to its sub-options displays in the lower section of the navigation panel.

2.1.2 **GMS Screens**

Screens either display information or allow the user to input or modify information or specify a search query. Typically, a search query asks the user to specify the type of information that he or she is looking for, then submit or search to perform the query. The information that was queried then displays on the screen.

2.1.3 **Location**

GMS is located on the lottery Intranet, using the technology of the World Wide Web. To access GMS, enter the URL (Universal Resource Locator) for the server into the address field on your web browser (for example, Microsoft Internet Explorer).

2.2 GMS Users

GMS access and permission levels are established by the lottery, then programmed into GMS by developers. Additions or modifications to user information must be given to lottery operations, which makes the appropriate changes.

2.3 Logging into the GMS Application

To log into the GMS application,

1. Open your web browser.
2. Enter the GMS application link in the browser address bar.
3. The Authentication Required pop-up displays.
4. Enter your user ID and password.
5. Click OK. The GMS home screen displays on a successful logon.

NOTE: An error message displays on an unsuccessful logon.

2.4 Navigation Panel and Display Area

2.4.1 Navigation Panel

The navigation panel is located on the left side of the GMS screen. The upper section of the navigation panel lists all of the GMS modules. When you click a module, the lower section lists its corresponding functions. When you click a function name, the GMS screen for the function displays in the display area. When you click a function that contains sub-functions, a list of the sub-functions replaces the list of functions.

2.4.2 Display Area

The display area is located on the right side of the GMS screen. It contains the data fields and command buttons required to perform the functions available for a selected option/sub-option.

Fields and buttons can be selected by clicking on them with a mouse. The TAB key on your keyboard can also be used to move from field to field.

Display area field data can be either editable or non-editable:

- Editable data displays in black.
- Non-editable data displays in blue.

NOTE: Some options are different only because their display area field data is editable or non-editable.

Use the scroll bar (if displayed) to display information that does not fit on the current window. A scroll bar can display to the right and/or bottom of the screen.

2.5 Common Buttons

The following table describes the buttons that display most frequently in the GMS screens:

| Button | Description |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cancel | Cancels the current operation and returns to the previous screen. |
| Get Map | This button displays next to address information. Click this button to display Google maps to allow you to find locations and directions. |
| Submit Changes | Saves all entered data and updates the appropriate GMS database. |
| >> | Copies data from one section of the screen (for example: address information) to another section of the screen containing the same type of fields (for example: mailing address). |
| OK | Continues the current action, generally by saving your work and proceeding to the next step or returning to a previous screen. |

2.6 Sorting Information Displayed in a Table

You can sort information displayed in a table by clicking on the column header you want to sort by. GMS uses the following sort orders.

| Sort Order | Description |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ascending | <ul style="list-style-type: none">Numbers are sorted from smallest to largest.Alphanumeric text is sorted left to right, character by character. For example, if a cell contains the text <i>Retailer B</i>, GMS places the cell after a cell that contains the entry <i>Retailer A</i> and before a cell that contains the entry <i>Retailer C</i>. |
| Descending | <ul style="list-style-type: none">Numbers are sorted from largest to smallest.Alphanumeric text is sorted right to left, character by character. For example, if a cell contains the text <i>Retailer B</i>, GMS places the cell before a cell that contains the entry <i>Retailer A</i> and after a cell that contains the entry <i>Retailer C</i>. |

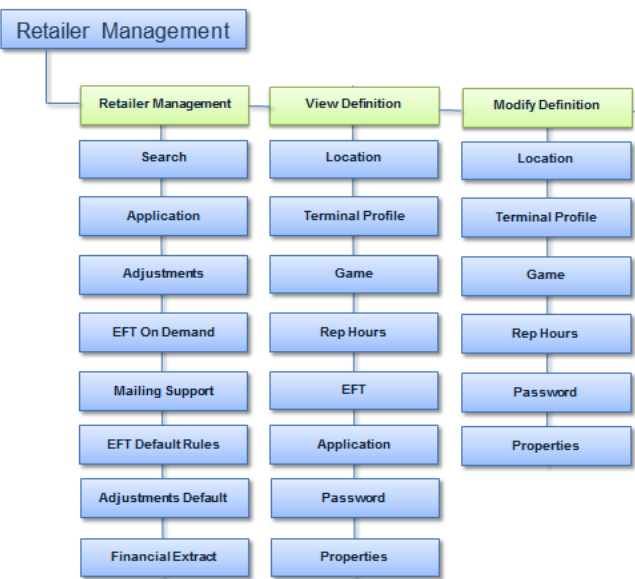
SECTION 3

RETAILER MANAGEMENT

3.1 Overview

The Retailer Management module is the main tool for administration of retailers and lottery terminals within GMS. It lets you create applications for new retailers, view and modify existing retailers, create adjustments, and send messages to retailer terminals.

The following graphic displays the functions of the Retailer Management module.



3.1.1 Retailer Management Functions

Use the Retailer Management function to perform the following tasks.

| Function | Task |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Retailer Management | Allows you create applications for new retailers, view and modify existing retailers, create adjustments, and send messages to retailer terminals. |
| Search | Allows you to search and select a retailer. |
| Application | Allows you to create and submit a business application for a retailer on the retailer application. |
| Adjustments | Allows you to enter an adjustment for a specified retailer. |

| Function | Task |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| EFT on Demand | Allows you to create and monitor Electronic Funds Transfer (EFT) activity for retailers. |
| Mailing Support | Allows printing of address labels on the Mailing Support screen and setting printing options on the Printing Options popup. |
| EFT Default Rules | Allows you to define the default attributes of the EFT rules. THIS FUNCTION IS NOT USED BY YOUR LOTTERY. |
| Adjustments Default | Allows you to define the default for debit and credit charges for retailers. |
| Financial Extract | Allows you to create EFT files for a retailer. |
| View Definition – Allows you to view information about the selected retailer and lottery terminal. | |
| Location | Allows you to view personal and address information about the selected retailer. |
| Terminal Profile | Allows you to display information about the terminal, the status, and the status history of the selected retailer. |
| Game | Allows you to display auto ordering for instant game. |
| Rep Hours | Allows you to view information about the district sales representative (DSR) assigned to the selected retailer, as well as the store opening hours. |
| EFT | Allows you to view information about the Electronic File Transfer accounts of the selected retailer. |
| Application | Allows you to view information about the selected retailer application. |
| Password | Allows you to view information about the selected retailer's terminal, including the retailer's passwords used to log on. |
| Properties | Allows you to view the selected retailer's properties. |
| Modify Definition – Allows you to modify information about the selected retailer and lottery terminal. | |
| Location | Allows you to view personal and address information about the selected retailer. |
| Terminal Profile | Allows you to modify part of the terminal profile and the status of the selected retailer. |
| Game | Allows you to display auto ordering for instant game. |

| Function | Task |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Rep Hours | Allows you to modify information about the district sales representatives assigned to the selected retailer, as well as the store opening hours. |
| Password | Allows you to modify information about the selected retailer's terminal, including the retailer's passwords used to log on. |
| Properties | Allows you to modify the selected retailer's properties. |

3.2 Retailer Management Module

The Retailer Management module is the main tool for administration of retailers and lottery terminals within GMS.

3.2.1 Select Retailer Screen

To search and select a retailer,

1. Click Retailer Management in the navigation panel. The Retailer Management functions display in the bottom portion of the navigation panel and the following Select Retailer screen displays.

Menu GMS Home

Select Retailer

Retailer Number:

Phone Number:

Name Search:

City Search:

County:

Territory:

SIC:


Owner Search:

Field Rep:

Search

2. Do one of the following:
 - If you know the retailer's identification number, enter it in the Retailer Number field and click . The Retailer Information: Location screen for that retailer displays.
 - Enter or select search criteria in one or more fields and click to search for the retailer(s) that match the selected criteria.

NOTE: If your search found a single retailer, the Retailer Information: Location screen for that retailer displays. However, if you enter criteria that matches more than one retailer, first a summary list of those retailers displays. For example, if the only criteria that you enter is a County, a list of all owners in that county displays.

NOTE: A quick way to look up a list of retailers is to enter the first two letters of the owner you are searching for in the Name Search field, then click  or the Enter (or Return) key on your keyboard. You are then prompted with a list of retailers. See image below. For a brief description of each field, see [Select a Retailer Screen Field Descriptions](#).

[Menu](#) [GMS Home](#)

Select Retailer

Retailer Number:

Phone Number:

Name Search:

City Search:

County:

Territory:

SIC:

Owner Search:

Field Rep:

| Retailer # | Retailer Name | City | Phone | Status |
|------------|---------------------------------|----------------|----------------|------------|
| 10024 | Donut Patch Restaurant | Wilmington | (302) 656-8338 | Terminated |
| 10027 | Levan Liquors | Wilmington | (302) 656-2489 | Terminated |
| 10033 | Franklin News Agency | Wilmington | (302) 652-7801 | Terminated |
| 10339 | Franklin News Center | Wilmington | (302) 652-7801 | Terminated |
| 10344 | Lancaster Liquor, Inc. | Wilmington | (302) 658-2668 | Suspended |
| 10345 | Lancaster Court Delicatessen | Wilmington | (302) 994-0392 | Terminated |
| 10348 | Levan's Liquors | Wilmington | (302) 656-2489 | Active |
| 10623 | An's Deli | Camden | (302) 697-3338 | Terminated |
| 10641 | Dover Super Soda and Deli | Dover | (302) 735-9803 | Active |
| 10719 | B & D Deli Seafood Restaurant | Smyrna | (302) 653-6531 | Terminated |
| 10823 | Newark News Stand | Newark | (302) 368-8770 | Suspended |
| 11303 | Books & Tobacco, Lantana | Hockessin | (302) 239-4224 | Terminated |
| 11420 | Movieland, Inc. | Newark | (302) 368-1847 | Terminated |
| 11421 | Newsland | Newark | (302) 738-9616 | Terminated |
| 11510 | Bantam Market | New Castle | (302) 328-1396 | Terminated |
| 11530 | Joannon's Deli & Market | New Castle | (302) 328-7387 | Terminated |
| 11611 | Van's Liquors | Wilmington | (302) 478-1022 | Terminated |
| 11916 | Baton's Wines and Spirits, Inc. | Millsboro | (302) 934-6313 | Active |
| 12019 | Beau's Bar-B-Que Restaurant | Newark | (302) 292-2000 | Terminated |
| 12020 | Newsland | Newark | (302) 738-9616 | Terminated |
| 12029 | Super Spirits - Stanton | Stanton | (302) 998-7630 | Active |
| 12418 | The Liquor Exchange, Inc. | Middletown | (302) 378-7773 | Terminated |
| 12502 | Atlantic Liquors, Inc. | Rahoboth Beach | (302) 645-5229 | Terminated |
| 13004 | BJ's Restaurant | Wilmington | (302) 652-9961 | Terminated |
| 13009 | Stanton Eson | Wilmington | (302) 995-7167 | Terminated |
| 13145 | Milford News and Books | Milford | (302) 422-9399 | Terminated |
| 15015 | The News Stand | Wilmington | (302) 656-5313 | Terminated |
| 15022 | Mainstreet Exchange, Inc. | Wilmington | (302) 655-5940 | Terminated |
| 20024 | Spanky's | Wilmington | (302) 654-3663 | Terminated |

3. Click the link that represents the retailer you want to select in the Retailer # column. The Retailer Information: Location screen for that retailer displays. For a brief description of each field, see [Retailer Information: Location Screen Field Descriptions](#).

[Menu](#) [GMS Home](#)

Retailer

Name: Number: Phone:

AKA:

Address

Street1:

Street2:

City:

County:

State: Zipcode:

Mailing

Street1:

Street2:

City:

County:

State:

Zipcode:

Contact




Name: Alt Name:

Phone: Fax:

Email: Mobile:

Owner

Name: TIN:

4. To locate and get directions to a retailer's address (Street or Mailing), click . Google maps.
5. To view detailed information about the owner, click .
6. To view existing comments about the retailer, click . The Notes popup displays.

3.2.1.1 Select a Retailer Screen Field Descriptions

| Field | Description |
|----------------------|-------------------------------------------------------------------------------------------------------------------------|
| Retailer Number | Search criterion: Retailer's unique identification number. |
| Phone Number | Search criterion: Retailer's phone number. |
| Name Search | Search criterion: Retailer's name. |
| City Search | Search criterion: City in which the retailer store is located. |
| County | Search criterion: County in which the retailer store is located. |
| Territory | Search criterion: Territory in which the retailer store is located. |
| SIC | Search criterion: Retailer's Standard Industry Code. |
| Owner Search | Search criterion: Store owner's name. |
| Field Rep | Search criterion: Field representative's name. |
| Results Table | |
| Retailer # | Search result: Retailer unique identification number. (Displayed as link to the Retailer Information: Location screen.) |
| Retailer Name | Search result: Retailer's name. |
| City | Search result: City in which the retailer store is located. |
| Phone | Search result: Retailer's phone number. |

3.2.1.2 Retailer Information: Location Screen Field Descriptions

| Field | Description |
|-----------------------|--------------------------------------------------------------------------------------------|
| Retailer | |
| Name | Search criterion: Retailer's name. |
| Number | Search criterion: Retailer's unique identification number. |
| Phone Number | Search criterion: Retailer's phone number. |
| Address Street | |
| Street1 | Street address on which the retailer store is located. (ex. 123 Main St.) |
| Street2 | Continuation of the street address on which the retailer store is located. (ex. Suite 123) |
| City | City in which the retailer store is located. |

| Field | Description |
|------------------------|---------------------------------------------------------------------------------|
| County | County in which the retailer store is located. |
| State | State in which the retailer store is located. |
| Zip | Retailer's address postal code. |
| Address Mailing | |
| Street1 | Mailing street address in which the retailer receives mail. (ex. PO Box 123) |
| Street2 | Continuation of the mailing street address in which the retailer receives mail. |
| City | City in which the retailer receives mail. |
| County | County in which the retailer receives mail. |
| State | State in which the retailer receives mail. |
| Zip | Retailer's mailing address postal code. |
| Contact | |
| Name | Contact's name. |
| Phone Number | Contact's phone number. |
| Email | Contact's email. |
| Owner | |
| Name | Store owner's name. |

3.2.2 Application

Use the Application screen to create and submit a business application for a retailer.

To create a retailer application,

1. Click Retailer Management > Application in the navigation panel. The Retailer Application screen displays.

The screenshot shows the 'Retailer Application' screen. At the top left, there are links for 'Menu' and 'GMS Home'. The form is organized into several sections:

- Name:** Fields for Name, Number (containing 'TBD'), TelSel, Type, Terminal, Sales, and Territory.
- Address:** Fields for Street1, Street2, City, County, State (dropdown with 'DE' selected), and Zipcode. A 'Get Map' button is next to the Street1 field.
- Mailing:** Fields for Mailing address, City, County, State (dropdown with 'DE' selected), and Zipcode. A 'Get Map' button is next to the Mailing field.
- Application Status:** A list of checkboxes for various status items: ADA, Financial, DE, FBI, Out-of-State, Application, Agreement, EFT, and Business License. Each item has 'Pass' and 'Fail' options.
- License Info:** Fields for Lic Num (containing 'TBD'), Issued (12/19/2013), and Expires (12/19/2013).
- Contact:** Fields for Name and Phone.
- Owner:** A 'Select Owner' button, a Name field (containing 'Select / Create Owner'), a Phone field, a TIN field, and an SSN field.

Buttons for 'Submit Changes', 'Add Note', and 'Select Owner' are located at the bottom of the form.

2. Enter relevant data in the editable fields. For a brief description of each field, see [Application Screen Field Descriptions](#).
 3. To locate and get directions to a retailer's address (Street or Mailing), click **Get Map**. Google maps launch in your browser.
 4. Once you have entered the retailer's street address, you can copy the address to the retailer's mailing address by clicking **>>**.
 5. To select a store owner, click **Select Owner**. The Current Owner popup displays.
 6. Select a store owner from the dropdown list and click **Select Owner**.
- NOTE:** GMS updates all data in the Owner section of the screen.
7. If you want to add a comment about the application, click **Add Note**.
 8. To save and submit the application, click **Submit Changes**.

3.2.2.1 Application Screen Field Descriptions

| Field | Description |
|---------------------------|--------------------------------------------------------------------------------------------|
| Name | Retailer's name. |
| Number | Retailer's unique identification number. |
| TelSel | Name and code of the tsel. |
| Type | Application type. |
| Terminal | Terminal notification. |
| Sales | Sales person. |
| Territory | Retailer's territory code. |
| Address Streets | |
| Street1 | Street address on which the retailer store is located. (ex. 123 Main St.) |
| Street2 | Continuation of the street address on which the retailer store is located. (ex. Suite 123) |
| City | City in which the retailer store is located. |
| County | County in which the retailer store is located. |
| State | State in which the retailer store is located. |
| Zipcode | Retailer's street address postal code. |
| Address Mailing | |
| Street1 | Mailing street address in which the retailer receives mail. (ex. PO Box 123) |
| Street2 | Continuation of the mailing street address in which the retailer receives mail. |
| City | City in which the retailer receives mail. |
| County | County in which the retailer receives mail. |
| State | State in which the retailer receives mail. |
| Zipcode | Retailer's mailing address postal code. |
| Application Status | |
| Application Date | Date on which the application was submitted. |
| ADA | America Disability Act background check status. |
| Financial | Financial background check status. |
| State (DE) | Indicates whether the State background check was submitted. |

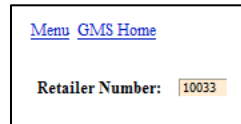
| Field | Description |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FBI | Indicates whether the FBI background check was submitted. |
| Out-of-State | Indicates whether the store owner's residence is out of state. |
| Application | Indicates whether the application was accepted by the lottery. |
| Agreement | Indicates whether the store owner completed and signed an agreement clause. |
| EFT | Indicates whether the store owner provided an EFT account. |
| Business License | Indicates whether the store owner's business license was verified. |
| Contact | |
| Name | Contact's name. |
| Phone | Contact's phone number. |
| Owner | |
| Name | Store owner's name. |
| Phone | Store owner's phone number. |
| TIN | Store owner's tax identification number. This number can be either the owner's FEIN or SSN. <ul style="list-style-type: none">• FEIN – Federal Employer Identification Number• SSN – Social Security Number |
| SSN | Indicates whether the tax identification number is the same as the store owner's social security number. |
| Type | Business type of the retailer store. |
| License Info | |
| Lic Num | Store owner's license number. |
| Issued | Date on which the license was issued. |
| Expires | License expiration date. |

3.2.3 Adjustments

Use the Adjustments screen to enter an adjustment for a specified retailer.

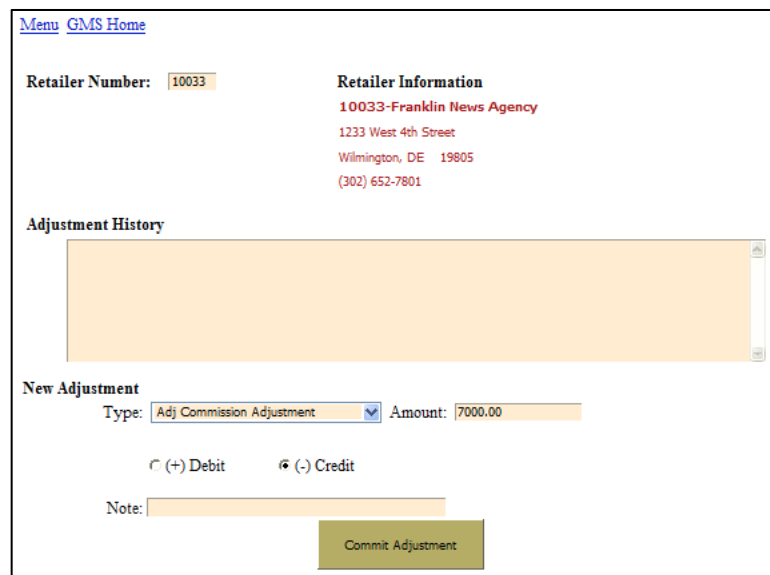
To create an adjustment,

1. Click Retailer Management > Adjustments in the navigation panel. The Retailer Adjustments screen displays.

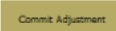


A screenshot of a web form titled "Menu GMS Home". It contains a label "Retailer Number:" followed by a text input field containing the value "10033".

2. Enter the retailer's unique identification number in the Retailer Number field and press the Enter (or Return) key on your keyboard. The retailer information and New Adjustment area display. For a brief description of each field, see [Adjustments Screen Field Descriptions](#).



A screenshot of the "Retailer Adjustments" screen. At the top, it says "Menu GMS Home". Below that, "Retailer Number: 10033" is displayed. To the right, under "Retailer Information", the following details are shown: "10033-Franklin News Agency", "1233 West 4th Street", "Wilmington, DE 19805", and "(302) 652-7801". Below this is an "Adjustment History" section with a large, empty, light-orange rectangular area. At the bottom is the "New Adjustment" section. It includes a "Type:" dropdown menu set to "Adj Commission Adjustment", an "Amount:" field with "7000.00", radio buttons for "(+) Debit" and "(-) Credit" (with "(-) Credit" selected), a "Note:" text field, and a green "Commit Adjustment" button.

3. Select an adjustment Type from the Type dropdown list.
4. Enter the amount of the adjustment in the Amount field.
5. Select (+) Debit or (-) Credit to define whether the new adjustment is a debit or credit.
6. If necessary, add a comment about the adjustment in the Note field.
7. To submit the adjustment, click . The adjustment displays in the Adjustment History field.

3.2.3.1 Adjustments Screen Field Descriptions


| Field | Description |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Retailer Number | Retailer's unique identification number. |
| Retailer Information | Retailer's street address and phone number. |
| Adjustment History | |
| Adjustment History | History information. |
| New Adjustment | |
| Type | Type of adjustment to be made. |
| Amount | Amount of the adjustment. |
| (+) Debit | If this radio button is selected, a debit adjustment is made. (A debit is a transaction amount added to the amount due the Lottery.) |
| (-) Credit | If this radio button is selected, a credit adjustment is made. (A credit is a transaction amount subtracted from the amount due the Lottery.) |
| Note | Additional information or comment about the adjustment. |

3.2.4 EFT on Demand

Use the EFT on Demand screen to create and monitor (EFT) activity for retailers.

To create an EFT activity,

1. Click Retailer Management > EFT on Demand in the navigation panel. The EFT on Demand screen displays.

2. Enter the retailer's unique identification number in the Retailer Number field and press the Enter (or Return) key on your keyboard. The Retailer Information displays the address and phone number of that retailer.
3. Enter the Amount.
4. Select (+) Credit or (-) Debit.
5. If necessary, add a comment about the retailer or transaction in the Note field.
6. To save and submit the information, click .

3.2.4.1 EFT on Demand Screen Field Descriptions

| Field | Description |
|----------------------|------------------------------------------------------------------------------------------|
| Retailer Number | Retailer's unique identification number. |
| Retailer Information | Retailer's address and phone number. |
| Amount | Amount to be credited or debited. |
| Credit | Select this radio button to apply the value entered in the Amount field as a credit. |
| Debit | Select this radio button to apply the value entered in the Amount field as a debit. |
| Note | Allows you to enter additional information or comment about the retailer or transaction. |

3.2.5 Mailing Support

Use the Mailing Support screen to print address labels and set printing options.

To print address labels and set printing options,

1. Click Retailer Management > Mailing Support in the navigation panel. The Mailing Support screen displays.

The screenshot shows the 'Enter Criteria to Select Mailing Destination(s)' screen. It includes a navigation bar with 'Menu' and 'GMS Home'. The main area contains several input fields and dropdown menus for selection criteria: Retailer Number, City, Business Type, Owner, County, Territory, Chain, Sort By, SIC, ZipCode, and Field Rep. Below these, there are radio buttons for 'Address on Label' (Street Address or Mailing Address) and a checkbox for 'Override Retailer Property' (Check to also include retailers with property set to 'False'). A summary line states 'Criteria evaluates to a Retailer Count of: 554' with an 'Evaluate' button. At the bottom, there are three buttons: 'Print Labels', 'Print Envelopes', and 'Print Configure'.

2. Enter and select criteria for identifying the retailers for which you want to print addresses on address labels.
3. Click **Evaluate**.
4. To print labels, click **Print Labels**.
5. To print envelopes, click **Print Envelopes**.

3.2.5.1 Mailing Support Screen Field Descriptions

| Field | Description |
|-----------------|------------------------------------------------|
| Retailer Number | Retailer's unique identification number. |
| City | City in which the retailer receives mail. |
| Business Type | Business type of the retailer store. |
| Owner | Store owner's information. |
| County | County in which the retailer receives mail. |
| Territory | Territory in which the retailer receives mail. |
| Chain | Chain code assigned to the retailer. |
| Sort By | Sort by retailer information. |
| SIC | Retailer's Standard Industry Code. |
| ZipCode | Retailer address postal code. |
| Field Rep | Field representative. |

| Field | Description |
|--------------------------------------------------------------|---------------------------------------------------------------------|
| Address on Label | |
| Street Address | Retailer's street address. |
| Mailing Address | Retailer's mailing address. |
| Override Retailer Property | |
| Check to also include retailers with property set to "False" | False retailer Properties. |
| Criteria evaluates to a Retailer Count of | Counter which shows how many retailers match the selected criteria. |
| Print Labels | Print address labels. |
| Print Envelopes | Envelopes to be printed. |
| Print Configure | Configure printing. |

3.2.6 Adjustments Default

Use the Adjustments Default screen to select the default adjustments charge for retailers.

To select the default transaction charge for retailers,

1. Click Retailer Management > Adjustments Default in the navigation panel. The Adjustments Default screen displays.

| Default Debit/Credit | Type |
|----------------------------------------------------------------|------------------------------------------|
| <input type="radio"/> (+) <input type="radio"/> (-) | Adj Attorney General Accounts/Payable |
| <input type="radio"/> (+) <input type="radio"/> (-) | Adj Attorney General Accounts/Receivable |
| <input checked="" type="radio"/> (+) <input type="radio"/> (-) | Adj Cash Drawer Charge |
| <input checked="" type="radio"/> (+) <input type="radio"/> (-) | Adj Commission Adjustment |
| <input type="radio"/> (+) <input checked="" type="radio"/> (-) | Adj Credit |
| <input type="radio"/> (+) <input checked="" type="radio"/> (-) | Adj Credit Balance |
| <input type="radio"/> (+) <input checked="" type="radio"/> (-) | Adj Defective Tickets |
| <input checked="" type="radio"/> (+) <input type="radio"/> (-) | Adj Float Advance |
| <input checked="" type="radio"/> (+) <input type="radio"/> (-) | Adj Insufficient Funds |
| <input checked="" type="radio"/> (+) <input type="radio"/> (-) | Adj Line Charge |
| <input type="radio"/> (+) <input checked="" type="radio"/> (-) | Adj Misc |
| <input checked="" type="radio"/> (+) <input type="radio"/> (-) | Adj On-Demand EFT Transaction |
| <input type="radio"/> (+) <input checked="" type="radio"/> (-) | Adj Partial Payment on Account |
| <input type="radio"/> (+) <input checked="" type="radio"/> (-) | Adj Promotional Bonus |
| <input checked="" type="radio"/> (+) <input type="radio"/> (-) | Adj Reject/Return Transaction |
| <input type="radio"/> (+) <input checked="" type="radio"/> (-) | Adj Retailer Coupon Credit |
| <input type="radio"/> (+) <input checked="" type="radio"/> (-) | Adj Sales Adjustment |
| <input type="radio"/> (+) <input checked="" type="radio"/> (-) | Adj Special Reversing Transaction |
| <input type="radio"/> (+) <input checked="" type="radio"/> (-) | Adj Stolen Tickets |
| <input type="radio"/> (+) <input checked="" type="radio"/> (-) | Adj Tax Payment for Form 945 |

2. Select the Default (-) Debit or (+) Credit of your choice for each line item.
3. To save and submit changes, click **Submit Changes**.

3.2.6.1 Adjustments Default Screen Field Descriptions

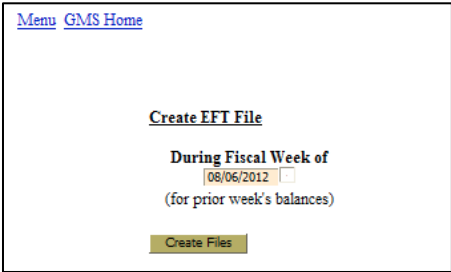
| Field | Description |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Default Debit/Credit | <p>If the (-) Debit radio button is selected, a debit charge is selected as the default adjustment.</p> <p>If the (+) Credit radio button is selected, a credit charge is selected as the default adjustment.</p> |
| Type | Displays the type of adjustment. |

3.2.7 Financial Extract

Use the Financial Extract screen to create EFT files for retailers.

To create EFT files for retailers,

- 1. Click Retailer Management > Financial Extract in the navigation panel. The Financial Extract screen displays.



- 2. Enter or select the date from the calendar provided.
- 3. Click **Create Files**.

3.2.7.1 Financial Extract Screen Field Descriptions

| Field | Description |
|-----------------------|----------------------------------|
| During Fiscal Week of | Provides the fiscal weekly date. |

3.3 View Definition

The View Definition option allows you to view information about the selected retailer.

3.3.1 Location

Use the Location screen to view information about the selected retailer.

To view information about the retailer,

1. Click Retailer Management > View Definition > Location in the navigation panel. The Location screen displays.

NOTE: All fields on this screen are read-only and cannot be edited.

Retailer

Name: Number: Phone:

AKA:

Address **Mailing**

Street1:

Street2:

City:

County:

State: Zipcode:

Contact

Name: Alt Name:

Phone: Fax:

Email: Mobile:

Owner

Name: TIN:

2. To locate and get directions to a retailer's address (Street or Mailing), click . Google maps launch in your browser.
3. To view information about the store owner, click . The Owner popup displays.
4. To view existing comments about the retailer, click . The Notes popup displays.

3.3.1.1 Location Screen Field Descriptions

| Field | Description |
|-----------------|------------------------------------------|
| Retailer | |
| Name | Retailer's name. |
| Number | Retailer's unique identification number. |
| Phone | Retailer's phone number. |

| Field | Description |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AKA | Retailer's also known as name. If the retailer has another name, it appears in this field. |
| Address Street | |
| Street1 | Street address on which the retailer store is located. (ex. 123 Main St.) |
| Street2 | Continuation of the street address on which the retailer store is located. (ex. Suite 123) |
| City | City in which the retailer store is located. |
| County | County in which the retailer store is located. |
| State | State in which the retailer store is located. |
| Zipcode | Retailer address postal code. |
| Address Mailing | |
| Street1 | Mailing street address in which the retailer receives mail. (ex. PO Box 123) |
| Street2 | Continuation of the mailing street address in which the retailer receives mail. |
| City | City in which the retailer receives mail. |
| County | County in which the retailer receives mail. |
| State | State in which the retailer receives mail. |
| Zipcode | Retailer's mailing address postal code. |
| Contact | |
| Name | Contact's name. |
| Phone | Contact's phone number. |
| Email | Contact's email address. |
| Alt Name | Contact's alternate name. |
| Fax | Contact's fax number. |
| Mobile | Contact's mobile number. |
| Owner | |
| Name | Store owner's name. |
| TIN | Store owner's tax identification number. This number can be either the owner's FEIN or SSN. <ul style="list-style-type: none"> • FEIN – Federal Employer Identification Number • SSN – Social Security Number |

3.3.2 Terminal Profile

Use the Terminal Profile screen to view information about the terminal, the status, and the status history of the selected retailer.

To view information about the terminal profile definition,

- 1. Click Retailer Management > View Definition > Terminal Profile in the navigation panel. The Terminal Profile screen displays.

NOTE: All fields on this screen are read-only and cannot be edited.

[Menu](#) [GMS Home](#)

Retailer
Name: Number: Phone:
AKA:

Terminal(s)

| ID | Type | Line | Poll | Enabled | Installed | Circuit |
|-----------|---------|------|------|-------------------------------------|------------|---------|
| 012019-01 | UNKNOWN | 0 | 0 | <input checked="" type="checkbox"/> | 10/31/2002 | |

Profile
Type: Secondary Terminal: ☐ Primary Retailer Number:

Status
History:

View Notes

| Property Name | Value | History (if available) |
|---------------------|---------------|------------------------|
| Tech Zone | No Assignment | |
| Communications Type | No Assignment | |
| Radio IP | No Assignment | |
| Primary CFE IP | No Assignment | |
| Secondary CFE IP | No Assignment | |
| Terminal IP | No Assignment | |
| CFE | No Assignment | |
| Leg | No Assignment | |
| Master | No Assignment | |
| Cell | No Assignment | |
| Sector | No Assignment | |
| T1 | No Assignment | |
| T1 Channel | No Assignment | |

- 2. To view existing comments about the terminal profile, click . The Notes popup displays.

3.3.2.1 Terminal Profile Screen Field Descriptions

| Field | Description |
|-----------------|--------------------------------------------------------------------------------------------|
| Retailer | |
| Name | Retailer's name. |
| Number | Retailer's unique identification number. |
| Phone | Retailer's phone number. |
| AKA | Retailer's also known as name. If the retailer has another name, it appears in this field. |

| Field | Description |
|-------------------------|------------------------------------------------------------|
| Terminal | |
| Id | The terminal's unique Identification number. |
| Type | Lottery terminal type. |
| Line | Line code. |
| Poll | Poll code. |
| Enabled | Indicates whether the terminal is enabled. |
| Installed | Date of the terminal installation. |
| Circuit | Terminal circuit. |
| Profile | |
| Type | Identifies the type of terminal. |
| Secondary Terminal | Identifies whether the terminal is the secondary terminal. |
| Primary Retailer Number | Retailer primary code. |
| Status | |
| History | History of terminal. |
| Property Name | Retailer's name property. |
| Value | Property value. |
| History (if available) | Information on property. |

3.3.3 Game

Use the Game screen to view auto ordering information for instant games.

To view information about the game definition,

1. Click Retailer Management > View Definition > Game in the navigation panel. The Game screen displays.

NOTE: All fields on this screen are read-only and cannot be edited.

Menu GMS Home

Retailer

Name: Beau's Bar-B-Que Restaurant Number: 12019 Phone: (302) 292-2000

AKA:

Instant Game(s)

| Instant | Commissions | | Cashing Limits | |
|---------|-------------|--|----------------|--------|
| | Sales | | Mid | High |
| Instant | 5.00 | | 99 | 599.00 |

Auto-Ordering

| | \$1.00 | \$2.00 | \$3.00 | \$5.00 | \$10.00 | \$20.00 |
|--------------|--------|--------|--------|--------|---------|---------|
| Initial Auto | 0 | 0 | 0 | 0 | 0 | 0 |
| Auto | 0 | 0 | 0 | 0 | 0 | 0 |

Unsettled Limit:

View Notes

2. To view existing comments about the game, click [View Notes](#). The Notes popup displays.

3.3.3.1 Game Screen Field Descriptions

| Field | Description |
|------------------------|------------------------------------------------------------------------------------------------------------------|
| Retailer | |
| Name | Retailer's name. |
| Number | Retailer's unique identification number. |
| Phone | Retailer's phone number. |
| AKA | Retailer's also known as name. If the retailer has another name, it appears in this field. |
| Instant Game(s) | |
| Instant Games | The type of game. |
| Commissions Sales | The amount of commissions the retailer earned for the game sales. |
| Cashing Limits | Displays the default cash limits. |
| Auto-Ordering | Displays the number of tickets ordered manually initiated by a user and automatically generated by the terminal. |
| Unsettled Limit | Displays the limits that are unsettled. |

3.3.4 Rep Hours

Use the Rep Hours screen to view information about the DSRs assigned to the selected retailer, as well as the store opening hours.

To view information about the DSR and store hours,

1. Click Retailer Management > View Definition > Rep Hours in the navigation panel. The Rep Hours screen displays.

NOTE: All fields on this screen are read-only and cannot be edited.

Menu GMS Home

Retailer
 Name: Beau's Bar-B-Que Restaurant Number: 12019 Phone: (302) 292-2000
 AKA:

Representatives
 District Sales Rep: (13) Barb/Tracy Milford Area
 TelSel Rep: (1) McGillick
 Next Call Date: 12/31/2099
 Call Cycle: 1

Retailer Hours

| | | |
|-----|-------|-------|
| Sun | 06:00 | 23:00 |
| Mon | 06:00 | 23:00 |
| Tue | 06:00 | 23:00 |
| Wed | 06:00 | 23:00 |
| Thu | 06:00 | 23:00 |
| Fri | 06:00 | 23:00 |
| Sat | 06:00 | 23:00 |

View Notes

2. To view existing comments about the DSR, click [View Notes](#). The Notes popup displays.

3.3.4.1 Rep Hours Screen Field Descriptions

| Field | Description |
|------------------------|--------------------------------------------------------------------------------------------|
| Retailer | |
| Name | Retailer's name. |
| Number | Retailer's unique identification number. |
| Phone | Retailer's phone number. |
| AKA | Retailer's also known as name. If the retailer has another name, it appears in this field. |
| Representatives | |
| District Sales Rep | DSR's unique identification number, name, and location. |
| TelSel Rep | Representative name. |
| Next Call Date | Date on which the telsel representative makes the next call. |
| Call Cycle | TelSel representative call log. |

| Field | | Description | |
|----------------|--|--------------|--|
| Retailer Hours | | | |
| Retailer Hours | | Store hours. | |

3.3.5 EFT

Use the EFT screen to view information about the Electronic File Transfer accounts of the selected retailer.

To view information about the EFT,

1. Click Retailer Management > View Definition > EFT in the navigation panel. The EFT screen displays.

NOTE: All fields on this screen are read-only and cannot be edited.

The screenshot shows the EFT screen with the following information:

- Menu:** [GMS Home](#)
- Retailer:**
 - Name: Beau's Bar-B-Que Restaurant
 - Number: 12019
 - Phone: (302) 292-2000
 - AKA:
- EFT Account:**
 - Pay Type: Pay Credit&Debit Bt
 - Id: 031100131
 - Number: 05671574
 - Type: C
 - Modified: 7/1/2000
- [View Notes](#)

2. To view existing comments about the EFT account, click [View Notes](#). The Notes popup displays.

3.3.5.1 EFT Screen Field Descriptions

| Field | Description |
|---------------------|--------------------------------------------------------------------------------------------|
| Retailer | |
| Name | Retailer's name. |
| Number | Retailer's unique identification number. |
| Phone | Retailer's phone number. |
| AKA | Retailer's also known as name. If the retailer has another name, it appears in this field. |
| EFT Accounts | |
| Pay Type | Name and/or description of the bank account. |
| Id | Retailer's EFT identification number. |
| Number | EFT account number. |
| Type | Type of EFT account. |
| Modified | Date on which an adjustment was created. |

3.3.6 Application

Use the Application screen to view information about the selected retailer application.

To view information about the terminal profile,

1. Click Retailer Management > View Definition > Application in the navigation panel. The Application screen displays.

NOTE: All fields on this screen are read-only and cannot be edited.

Menu GMS Home

Name: Beau's Bar-B-Que Restaurant Number: 12019 TelSel: (1) McGillick
 Type: Generic Terminal: UNKNOWN Sales: (13) Barb/Tracy Milford Area
 Territory: 1

Address Street Get Map Mailing Get Map
 Street1: 14 Salem Village Square 14 Salem Village Square
 Street2:
 City: Newark Newark
 County: New Castle New Castle
 State: DE Zipcode: 19713 DE 19713

Application Status Application Date: 10/31/2002
 ADA # Pass ☐ Fail
 Financial # Pass ☐ Fail
 DE # Yes ☐ No
 FBI # Yes ☐ No
 Out-of-State # Yes ☐ No
 Application # Yes ☐ No
 Agreement # Yes ☐ No
 EFT # Yes ☐ No
 Business License # Yes ☐ No

Contact
 Name:
 Phone: (302) 292-2000

Owner
 Name: John F. Thompson
 Phone: (302) 292-2000
 TIN: 169-32-067 SSN: ☒
 Type: SOLE

License Info Lic Num: 12019
 Issued: 3/28/1991
 Expires: 5/22/1992

View Notes

2. To view existing comments about the application, click [View Notes](#). The Notes popup displays.

3.3.6.1 Application Screen Field Descriptions

| Field | Description |
|-----------------|------------------------------------------|
| Retailer | |
| Name | Retailer's name. |
| Number | Retailer's unique identification number. |
| TelSel | Name and code of telsel. |
| Type | Application type. |
| Terminal | Terminal notification. |
| Sales | Name and code of area. |
| Territory | Territory code. |

| Field | Description |
|---------------------------|--------------------------------------------------------------------------------------------|
| Address Street | |
| Street1 | Street address on which the retailer store is located. (ex. 123 Main St.) |
| Street2 | Continuation of the street address on which the retailer store is located. (ex. Suite 123) |
| City | City in which the retailer store is located. |
| County | County in which the retailer store is located. |
| State | State in which the retailer store is located. |
| Zipcode | Retailer address postal code. |
| Address Mailing | |
| Street1 | Mailing street address in which the retailer receives mail. (ex. PO Box 123) |
| Street2 | Continuation of the mailing street address in which the retailer receives mail. |
| City | City in which the retailer receives mail. |
| County | County in which the retailer receives mail. |
| State | State in which the retailer receives mail. |
| Zipcode | Retailer's mailing address postal code. |
| Application Status | |
| Application Date | Date on which the application was submitted. |
| ADA | America Disability Act background check status. |
| Financial | Financial background check status. |
| State (DE) | Indicates whether the State background check was submitted. |
| FBI | Indicates whether the FBI background check was submitted. |
| Out-of-State | Indicates whether the store owner's residence is out of state. |
| Application | Indicates whether the application was accepted by the lottery. |
| Agreement | Indicates whether the store owner completed and signed an agreement clause. |
| EFT | Indicates whether the store owner provided an EFT account. |
| Business License | Indicates whether the store owner's business license was verified. |
| Contact | |
| Name | Contact's name. |

| Field | Description |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Phone | Contact's phone number. |
| Owner | |
| Name | Store owner's name. |
| Phone | Store owner's phone number. |
| TIN | Store owner's tax identification number. This number can be either the owner's FEIN or SSN. <ul style="list-style-type: none">• FEIN – Federal Employer Identification Number• SSN – Social Security Number |
| SSN | Indicates whether the tax identification number is the same as the store owner's social security number. |
| Type | Business type of the retailer store. |
| License Info | |
| Lic Num | Store owner's license number. |
| Issued | Date on which the license was issued. |
| Expires | License expiration date. |

3.3.7 Password

Use the Password screen to view information about the selected retailer's terminal, including the retailer's passwords used to log on.

To view information about the password,

1. Click Retailer Management > View Definition > Password in the navigation panel. The Password screen displays.

NOTE: All fields on this screen are read-only and cannot be edited.

The screenshot shows the 'Password' screen in the GMS application. At the top, there are links for 'Menu' and 'GMS Home'. The 'Retailer' section contains fields for 'Name' (Beau's Bar-B-Que Restaurant), 'Number' (12019), and 'Phone' ((302) 292-2000). Below this is an 'AKA' field. The 'Password(s)' section has a 'Password' field (453678) and a 'Password Type' dropdown menu (Manager). There are buttons for 'Add Password', 'Remove Password', 'View Notes', 'Add Note', and 'Submit Changes'.

2. To remove an existing password, click **Remove Password**.
3. To add a password, click **Add Password**.
4. To view existing comments about the password, click **View Notes**. The Notes popup displays.
5. To add a comment about the password, click **Add Note**.
6. To save and submit your changes, click **Submit Changes**.

3.3.7.1 Password Screen Field Descriptions

| Field/Button | Description |
|--------------------|--------------------------------------------------------------------------------------------|
| Retailer | |
| Name | Retailer's name. |
| Number | Retailer's unique identification number. |
| Phone | Retailer's phone number. |
| AKA | Retailer's also known as name. If the retailer has another name, it appears in this field. |
| Password(s) | |
| Password | Password the retailer uses to log on to the terminal. |
| Password Type | Indicates which staff type uses the password to log on to the terminal. |

3.3.8 Properties

Use the Properties screen to view the properties of the selected retailer.

To view information about the properties,

- 1. Click Retailer Management > View Definition > Properties in the navigation panel. The Properties screen displays.

NOTE: All fields on this screen are read-only and cannot be edited.

[Menu](#) [GMS Home](#)

Retailer

Name:

Number:

Phone:

AKA:

Retailer Properties

Property Name

SIC

Territory

- 2. To print the screen, click .
- 3. To view existing comments about the retailer properties, click . The Notes popup displays.
- 4. To add a comment about the properties, click .

3.3.8.1 Properties Screen Field Descriptions

| Field | Description |
|---------------------|--------------------------------------------------------------------------------------------|
| Retailer | |
| Name | Retailer's name. |
| Number | Retailer's unique identification number. |
| Phone | Retailer's phone number. |
| AKA | Retailer's also known as name. If the retailer has another name, it appears in this field. |
| Retailer Properties | |
| SIC | Retailer's Standard Industry Code. |
| Territory | Retailer's territory code. |

3.4 Modify Definition

The Modify Definition option allows you to modify information about the selected retailer.

3.4.1 Location

Use the Location screen to modify information about the selected retailer.

To modify information about the retailer,

1. Click Retailer Management > Modify Definition > Location in the navigation panel. The Location screen displays. For a brief description of each field, see [Location Screen Field Descriptions](#).

The screenshot shows the 'Location' screen for a retailer named 'Beau's Bar-B-Que Restaurant'. The form is organized into four main sections: 'Retailer', 'Address', 'Mailing', and 'Contact'. The 'Retailer' section has fields for Name, Number, and Phone. The 'Address' section has fields for Street, City, County, and State, along with a 'Get Map' button. The 'Mailing' section has similar fields for Street, City, County, and State, also with a 'Get Map' button. The 'Contact' section has fields for Name, Phone, Fax, Pager, Mobile, and Email. At the bottom, there are buttons for 'View Notes', 'Add Note', and 'Submit Changes'.

2. Click in any editable field to enter or change information as needed.
NOTE: Fields with blue data are read-only and cannot be edited.
3. To locate and get directions to a retailer's address (Street or Mailing), click **Get Map**. Google maps launch in your browser.
4. If you made any changes to the retailer's street address, you can copy the updated address to the retailer's mailing address by clicking **>>**.
5. To view information about the store owner, click **View Owner Details**. The Owner popup displays.
6. To view existing comments about the retailer, click **View Notes**. The Notes popup displays.

3.4.1.1 Location Screen Field Descriptions

| Field | Description |
|-----------------|------------------------------------------|
| Retailer | |
| Name | Retailer's name. |
| Number | Retailer's unique identification number. |

| Field | Description |
|------------------------|--------------------------------------------------------------------------------------------|
| Phone | Retailer's phone number. |
| AKA | Retailer's also known as name. If the retailer has another name, it appears in this field. |
| Address Street | |
| Street1 | Street address on which the retailer store is located. (ex. 123 Main St.) |
| Street2 | Continuation of the street address on which the retailer store is located. (ex. Suite 123) |
| City | City in which the retailer store is located. |
| County | County in which the retailer store is located. |
| State | State in which the retailer store is located. |
| Zipcode | Retailer address postal code. |
| Address Mailing | |
| Street1 | Mailing street address in which the retailer receives mail. (ex. PO Box 123) |
| Street2 | Continuation of the mailing street address in which the retailer receives mail. |
| City | City in which the retailer receives mail. |
| County | County in which the retailer receives mail. |
| State | State in which the retailer receives mail. |
| Zipcode | Retailer's mailing address postal code. |
| Contact | |
| Name | Contact's name. |
| Phone | Contact's phone. |
| Email | Contact's email. |
| Alt Name | Contact's alternate name. |
| Fax | Contact's fax number. |
| Mobile | Contact's mobile number. |
| Owner | |
| Name | Store owner's name. |

| Field | Description |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TIN | <p>Store owner's tax identification number. This number can be either the owner's FEIN or SSN.</p> <ul style="list-style-type: none">• FEIN – Federal Employer Identification Number• SSN – Social Security Number |

3.4.2 Terminal Profile

Use the Terminal Profile screen to modify information about the terminal, the status, and the status history of the selected retailer.

To modify information about the terminal profile definition,

1. Click Retailer Management > Modify Definition > Terminal Profile in the navigation panel. The Terminal Profile screen displays.

[Menu](#) [GMS Home](#)

Retailer
 Name: Number: Phone:
 AKA:

Terminal(s)

| ID | Type | Line | Poll | Enabled | Installed | Circuit |
|-----------|---------|------|------|-------------------------------------|------------|---------|
| 012019-01 | UNKNOWN | 0 | 0 | <input checked="" type="checkbox"/> | 10/31/2002 | |

Profile
 Type: Secondary Terminal: ☐ Primary Retailer Number:

Status
 History:

[View Notes](#)

| Property Name | Value | History (if available) |
|---------------------|---------------|------------------------|
| Tech Zone | No Assignment | |
| Communications Type | No Assignment | |
| Radio IP | No Assignment | |
| Primary CFE IP | No Assignment | |
| Secondary CFE IP | No Assignment | |
| Terminal IP | No Assignment | |
| CFE | No Assignment | |
| Leg | No Assignment | |
| Master | No Assignment | |
| Cell | No Assignment | |
| Sector | No Assignment | |
| T1 | No Assignment | |
| T1 Channel | No Assignment | |

2. Click in any editable field to enter or change information as needed.
NOTE: Fields with blue data are read-only and cannot be edited.
3. To view existing comments about the terminal profile, click [View Notes](#). The Notes popup displays.

3.4.2.1 Terminal Profile Screen Field Descriptions

| Field | Description |
|-----------------|--------------------------------------------------------------------------------------------|
| Retailer | |
| Name | Retailer's name. |
| Number | Retailer's unique identification number. |
| Phone | Retailer's phone number. |
| AKA | Retailer's also known as name. If the retailer has another name, it appears in this field. |

| Field | Description |
|-------------------------|------------------------------------------------------------|
| Terminal | |
| Id | The terminal's unique Identification number. |
| Type | Lottery terminal type. |
| Line | Line code. |
| Poll | Poll code. |
| Enabled | Indicates whether the terminal is enabled. |
| Installed | Date of the terminal installation. |
| Circuit | Terminal circuit. |
| Profile | |
| Type | Identifies the type of terminal. |
| Secondary Terminal | Identifies whether the terminal is the secondary terminal. |
| Primary Retailer Number | Retailer primary unique identification number. |
| Status | |
| History | History of terminal. |
| Property Name | Retailer's name property. |
| Value | Property value. |
| History (if available) | Information on property. |

3.4.3 Game

Use the Game screen to modify auto ordering information for instant games.

To modify information about the game definition,

1. Click Retailer Management > Modify Definition > Game in the navigation panel. The Game screen displays.

2. Click in any editable field to enter or change information as needed.

NOTE: Fields with blue data are read-only and cannot be edited.

3. To view existing comments about the game, click [View Notes](#). The Notes popup displays.

3.4.3.1 Game Screen Field Descriptions

| Field | Description |
|------------------------|------------------------------------------------------------------------------------------------------------------|
| Retailer | |
| Name | Retailer's name. |
| Number | Retailer's unique identification number. |
| Phone | Retailer's phone number. |
| AKA | Retailer's also known as name. If the retailer has another name, it appears in this field. |
| Instant Game(s) | |
| Instant Games | The type of game. |
| Commissions Sales | The amount of commissions the retailer earned for the game sales. |
| Cashing Limits | Displays the default cash limits. |
| Auto-Ordering | Displays the number of tickets ordered manually initiated by a user and automatically generated by the terminal. |
| Unsettled Limit | Displays the limits that are unsettled. |

3.4.4 Rep Hours

Use the Rep Hours screen to modify information about the DSRs assigned to the selected retailer, as well as the store hours of operation.

To modify information about the DSR and store hours,

1. Click Retailer Management > Modify Definition > Rep Hours in the navigation panel. The Rep Hours screen displays.

2. Click in any editable field to enter or change information as needed.

NOTE: Fields with blue data are read-only and cannot be edited.

3. To view existing comments about the DSR, click [View Notes](#). The Notes popup displays.

3.4.4.1 Rep Hours Screen Field Descriptions

| Field | Description |
|------------------------|--------------------------------------------------------------------------------------------|
| Retailer | |
| Name | Retailer's name. |
| Number | Retailer's unique identification number. |
| Phone | Retailer's phone number. |
| AKA | Retailer's also known as name. If the retailer has another name, it appears in this field. |
| Representatives | |
| District Sales Rep | DSR's unique identification number, name, and location. |
| TelSel Rep | Representative name. |
| Next Call Date | Date on which the telsel representative makes the next call. |
| Call Cycle | TelSel representative call log. |
| Retailer Hours | |
| Retailer Hours | Store hours of operation. |

3.4.5 EFT

Use the EFT screen to modify information about the Electronic File Transfer accounts of the selected retailer.

To modify information about the EFT,

1. Click Retailer Management > Modify Definition > EFT in the navigation panel. The EFT screen displays.

2. Click in any editable field to enter or change information as needed.

NOTE: Fields with blue data are read-only and cannot be edited.

3. To view existing comments about the EFT account, click [View Notes](#). The Notes popup displays.

3.4.5.1 EFT Screen Field Descriptions

| Field | Description |
|---------------------|--------------------------------------------------------------------------------------------|
| Retailer | |
| Name | Retailer's name. |
| Number | Retailer's unique identification number. |
| Phone | Retailer's phone number. |
| AKA | Retailer's also known as name. If the retailer has another name, it appears in this field. |
| EFT Accounts | |
| Pay Type | Name and/or description of the bank account. |
| Id | Transit number of the bank account. |
| Number | Bank account number the EFT accounts will be accessing. |
| Type | Type of bank account the EFT accounts will be accessing. |
| Modified | Date on which the EFT account was last modified. |

3.4.6 Application

Use the Application screen to modify information about the selected retailer application.

To modify information about the terminal profile,

1. Click Retailer Management > Modify Definition > Application in the navigation panel. The Application screen displays.

2. Click in any editable field to enter or change information as needed.

NOTE: Fields with blue data are read-only and cannot be edited.

3. To view existing comments about the application, click [View Notes](#). The Notes popup displays.

3.4.6.1 Application Screen Field Descriptions

| Field | Description |
|-----------------|------------------------------------------|
| Retailer | |
| Name | Retailer's name. |
| Number | Retailer's unique identification number. |
| TelSel | Name and code of tsel. |
| Type | Application type. |
| Terminal | Terminal notification. |
| Sales | Name and code of area. |
| Territory | Territory code. |

| Field | Description |
|---------------------------|--------------------------------------------------------------------------------------------|
| Address Street | |
| Street1 | Street address on which the retailer store is located. (ex. 123 Main St.) |
| Street2 | Continuation of the street address on which the retailer store is located. (ex. Suite 123) |
| City | City in which the retailer store is located. |
| County | County in which the retailer store is located. |
| State | State in which the retailer store is located. |
| Zipcode | Retailer address postal code. |
| Address Mailing | |
| Street1 | Mailing street address in which the retailer receives mail. (ex. PO Box 123) |
| Street2 | Continuation of the mailing street address in which the retailer receives mail. |
| City | City in which the retailer receives mail. |
| County | County in which the retailer receives mail. |
| State | State in which the retailer receives mail. |
| Zipcode | Retailer's mailing address postal code. |
| Application Status | |
| Application Date | Date on which the application was submitted. |
| ADA | America Disability Act background check status. |
| Financial | Financial background check status. |
| State (DE) | Indicates whether the State background check was submitted. |
| FBI | Indicates whether the FBI background check was submitted. |
| Out-of-State | Indicates whether the store owner's residence is out of state. |
| Application | Indicates whether the application was accepted by the lottery. |
| Agreement | Indicates whether the store owner completed and signed an agreement clause. |
| EFT | Indicates whether the store owner provided an EFT account. |
| Business License | Indicates whether the store owner's business license was verified. |
| Contact | |
| Name | Contact's name. |

| Field | Description |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Phone | Contact's phone number. |
| Owner | |
| Name | Store owner's name. |
| Phone | Store owner's phone number. |
| TIN | Store owner's tax identification number. This number can be either the owner's FEIN or SSN. <ul style="list-style-type: none">• FEIN – Federal Employer Identification Number• SSN – Social Security Number |
| SSN | Indicates whether the tax identification number is the same as the store owner's social security number. |
| Type | Business type of the retailer store. |
| License Info | |
| Lic Num | Store owner's license number. |
| Issued | Date on which the license was issued. |
| Expires | License expiration date. |

3.4.7 Password

Use the Password screen to modify information about the selected retailer's terminal, including the retailer's passwords used to log on.

To modify information about the password,

1. Click Retailer Management > Modify Definition > Password in the navigation panel. The Password screen displays.

The screenshot shows the 'Password' screen for a retailer. At the top left is a link 'Menu GMS Home'. The 'Retailer' section contains fields for 'Name' (Beau's Bar-B-Que Restaurant), 'Number' (12019), 'Phone' ((302) 292-2000), and 'AKA'. Below this is the 'Password(s)' section with a 'Password' field (453678) and a 'Password Type' dropdown menu (Manager). There are buttons for 'Add Password', 'Remove Password', 'View Notes', 'Add Note', and 'Submit Changes'.

2. Click in any editable field to enter or change information as needed.

NOTE: Fields with blue data are read-only and cannot be edited.

3. To remove an existing password, click **Remove Password**.
4. To add a password, click **Add Password**.
5. To view existing comments about the password, click **View Notes**. The Notes popup displays.
6. To add a comment about the password, click **Add Note**.
7. To save and submit your changes, click **Submit Changes**.

3.4.7.1 Password Screen Field Descriptions

| Field/Button | Description |
|--------------------|--------------------------------------------------------------------------------------------|
| Retailer | |
| Name | Retailer's name. |
| Number | Retailer's unique identification number. |
| Phone | Retailer's phone number. |
| AKA | Retailer's also known as name. If the retailer has another name, it appears in this field. |
| Password(s) | |
| Password | Password the retailer uses to log on to the terminal. |
| Password Type | Indicates which type of user uses the defined password to log on to the terminal. |

3.4.8 Properties

Use the Properties screen to modify the selected retailer's properties.

To modify information about the properties,

- 1. Click Retailer Management > Modify Definition > Properties in the navigation panel. The Properties screen displays.

Menu [GMS Home](#)

Retailer

Name: Beau's Bar-B-Que Restaurant Number: 12019 Phone: (302) 292-2000 [Print](#)

AKA: [View Notes](#) [Add Note](#)

Retailer Properties

SIC: 7221 - Rest./Bar Territory: 1

- 2. Click in any editable field to enter or change information as needed.
NOTE: Fields with blue data are read-only and cannot be edited.
- 3. To print the screen, click [Print](#).
- 4. To view existing comments about the retailer properties, click [View Notes](#). The Notes popup displays.
- 5. To add a comment about the retailer properties, click [Add Note](#).

3.4.8.1 Properties Screen Field Descriptions

| Field | Description |
|----------------------------|--------------------------------------------------------------------------------------------|
| Retailer | |
| Name | Retailer's name. |
| Number | Retailer's unique identification number. |
| Phone | Retailer's phone number. |
| AKA | Retailer's also known as name. If the retailer has another name, it appears in this field. |
| Retailer Properties | |
| SIC | Retailer's Standard Industry Code. |
| Territory | Retailer's territory code. |

SECTION 4

OWNER MANAGEMENT

4.1 Overview

The Owner Management module is the main tool for administration of retailer store owners. It allows the user to add a new owner, view and modify existing owners and their EFT accounts.

The following graphic displays the functions of the Owner Management module.



4.1.1 Owner Management Functions

Use the Owner Management function to perform the following tasks.

| Function | Task |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Search | Allows you to search and select a store owner. |
| View Owner | Allows you to display information about the store owners on the View Owner screen. |
| Modify Owner | Allows you to modify information about the selected owner. |
| New Owner | Allows you to add a new store owner to GMS. |
| EFT Accounts | Allows you to display Electronic File Transfer (EFT) accounts for the selected owner. |
| Owner Mailing Support | Allows printing of address labels on the Owner Mailing Support screen. This function also allows you to set printing options on the Printing Options popup. |

4.2 Owner Management Module

The Owner Management module is the main tool for administration of retailer store owners. It allows the user to add a new owner, view and modify existing owners and their EFT accounts.

4.2.1 Select Owner Screen

To search and select a store owner,

1. Click Owner Management in the navigation panel. The Owner Management functions display in the bottom portion of the navigation panel and the following Select an Owner screen displays.

Menu GMS Home

Select an Owner

Enter criteria to search on

Name Search:

Phone Number:

TIN:

Owner Status:

Business Type:

Search

2. Do one of the following:
 - If you know the owner's name, enter it in the Name Search field and click . The Owner Information: Location screen for that owner displays.
 - Enter or select search criteria in one or more fields and click to search for the owner(s) that match the selected criteria.

NOTE: If your search found a single owner, the Owner Information: Location screen for that owner displays. However, if you enter criteria that matches more than one owner, first a summary list of those owners displays. For example, if the only criteria that you enter is a County, a list of all owners in that county displays.

NOTE: A quick way to look up a list of owners is to enter the first two letters of the owner you are searching for in the Name Search field, then click **Search** or the Enter (or Return) key on your keyboard. You are then prompted with a list of retailers. See image below.

[Menu](#) [GMS Home](#)

Select an Owner

Name Search: **Search**

Phone Number: **Search**

TIN: **Search**

Owner Status: **Search**

Business Type: **Search**

| Owner Name | City | Phone | Status |
|-------------------------------------------------|-------------|----------------|----------|
| 7-11 NAAMANS RD 2ND TERMINAL | CLAYMONT | (302) 555-1212 | Inactive |
| A and A Company LLC | Dover | (302) 674-5799 | Inactive |
| Aatmann Inc. | Elsmere | (302) 994-7650 | Active |
| Abdo Alsharmani | Wilmington | (302) 777-5022 | Inactive |
| Abdo Norman Inc. | Wilmington | (302) 656-2650 | Active |
| Acme Market #1228-Lantana | Hockessin | (302) 234-9000 | Inactive |
| Adkins Management Co. | Harrington | (302) 398-3482 | Inactive |
| Alan-Shai Enterprises, Inc. | Wilmington | (302) 737-2800 | Inactive |
| Alikhan Urusa H | Wilmington | (302) 633-0405 | Inactive |
| Alsharmani Abdo L | Wilmington | (302) 426-1336 | Inactive |
| Amanv, Inc. | Wilmington | (302) 777-0763 | Inactive |
| American Discount Liquors LLC | Dover | (302) 531-2337 | Active |
| ANA Inc. | Newark | (302) 737-5680 | Active |
| Anami Inc. | Wilmington | (302) 656-0648 | Active |
| Anand Ishar, Inc. | New Castle | (302) 328-6028 | Inactive |
| Anand Ishar, Inc. | New Castle | (302) 328-6028 | Inactive |
| Anant, Inc. | Dover | (302) 674-0673 | Inactive |
| Anbill, Inc. | Wilmington | (302) 658-9900 | Inactive |
| Andrew's Market | Dover | (302) 674-3231 | Inactive |
| Andy's Diner | Bridgeville | (302) 337-3122 | Inactive |
| Angela's Pizza Shop | Wilmington | (302) 429-1856 | Inactive |
| Anik, Inc. | Dover | (302) 736-3333 | Active |
| Ankit, Inc. | New Castle | (302) 731-1266 | Active |
| Ann's Deli | Camden | (302) 697-3338 | Inactive |
| Annoying Oil Co. Inc. | New Castle | (302) 328-2400 | Active |
| Anoud Corporation | Newark | (302) 834-9833 | Active |
| Anup Gandhi | Wilmington | (302) 994-0392 | Inactive |
| Arjo Financial Services, Inc. | New Castle | (302) 322-7788 | Active |
| Atlantic Books - Delaware, Inc. | Dover | (302) 734-1699 | Inactive |

- Click the link that represents the owner you want to select in the Owner Name column. The Owner Information: Location screen for that owner displays.

4.2.2 Select an Owner Field Descriptions

| Field | Description |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name Search | Search criterion: Store owner's name. |
| Phone Number | Search criterion: Store owner's phone number. |
| TIN | Search criterion: Store owner's tax identification number. This number can be either the owner's FEIN or SSN. <ul style="list-style-type: none"> FEIN – Federal Employer Identification Number SSN – Social Security Number |
| Business Type | Search criterion: Business type of the retailer store. |
| Result Table | |
| Owner Name | Search result: Store owner's name. (Displays as link to the Owner Information: View screen.) |
| City | Search result: City in which the owner resides. |
| Phone | Search result: Owner's phone number. |

| Field | Description |
|--------|-----------------------------------------------------|
| Status | Search result: Owner's status (Active or Inactive). |

4.3 View Owner

Use the View Owner screen to view information about the selected owner.

To view information about the owner,

1. Click Owner Management > View Owner in the navigation panel. The View Owner screen displays.

NOTE: All fields on this screen are read-only and cannot be edited.

The screenshot shows the 'View Owner' screen with the following fields and buttons:

- Owner Section:** Name (Andy), Name Cont'd, ID, Tax, TIN (510-25-943), is SSN: (checked), Business Type (SOLE PROPRIETORSHIP).
- Address Section:** Street (Route 13 South), City (Bridgeville), County (Sussex), State (DE), Zipcode (19933). A 'Get Map' button is next to the Street field.
- Mailing Section:** R.D. 1, Box 20, City (Bridgeville), County (Sussex), State (DE), Zipcode (19933). A 'Get Map' button is next to the R.D. 1, Box 20 field.
- Contact Section:** Name, Alt Name (Andrew Cannon), Phone ((302) 337-3122), Fax, Mobile, Email.
- Status Section:** History (dropdown menu).
- Action Buttons:** View Notes, Get Retailer(s).

2. To locate and get directions to a store owner's address (Street or Mailing), click **Get Map**. Google maps launch in your browser.
3. To view existing comments about the owner, click **View Notes**. The Notes popup displays.
4. To view retailers associated with the selected store owner, click **Get Retailer(s)**. The Retailer popup displays.

4.3.1.1 View Owner Screen Field Descriptions

| Field | Description |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Owner | |
| Name | Store owner's name. |
| Name Cont'd | Store owner's name continued. |
| ID | Store owner's unique identification number. |
| TIN | Store owner's tax identification number. This number can be either the owner's FEIN or SSN. <ul style="list-style-type: none"> • FEIN – Federal Employer Identification Number • SSN – Social Security Number |

| Field | Description |
|------------------------|----------------------------------------------------------------------------------------------------------|
| Is SSN | Indicates whether the tax identification number is the same as the store owner's social security number. |
| Business Type | Business type of the retailer store. |
| Address Street | |
| Street1 | Street address on which the owner resides. (ex. 123 Main St.) |
| Street2 | Continuation of the street address on which the owner resides. (ex. Suite 123) |
| City | City in which the owner resides. |
| County | County in which the owner resides. |
| State | State in which the owner resides. |
| Zipcode | Owner street address postal code. |
| Address Mailing | |
| Street1 | Mailing street address in which the owner receives mail. (ex. PO Box 123) |
| Street2 | Continuation of the mailing street address in which the owner receives mail. |
| City | City in which the owner receives mail. |
| County | County in which the owner receives mail. |
| State | State in which the owner receives mail. |
| Zipcode | Owner mailing address postal code. |
| Contact | |
| Name | Contact's name. |
| Phone | Contact's phone. |
| Email | Contact's email. |
| Alt Name | Contact's alternate name. |
| Fax | Contact's fax number. |
| Mobile | Contact's mobile number. |
| Status | |
| History | Displays the store owner's activation status history. |

4.4 Modify Owner

Use the Modify Owner screen to modify information about the selected owner.

To modify information about an existing store owner,

1. Click Owner Management > Modify Owner in the navigation panel. The Modify Owner screen displays.

The screenshot shows the 'Modify Owner' web form. At the top left is a 'Menu' link and 'GMS Home'. The form is organized into several sections: 'Owner' with fields for Name, Name Cont'd, ID, Tax (containing 'Andy's Diner'), TIN (containing '510-25-943'), a checkbox for 'is SSN', and a Business Type dropdown (set to 'SOLE PROPRIETORSHIP'); 'Address' with Street, City, County, State, and Zipcode fields, and a 'Mailing' section with its own R.D., City, State, and Zipcode fields. 'Get Map' buttons are next to the Street and Mailing fields. A '>>' button is between the City fields. 'Contact' information includes Name, Alt Name (containing 'Andrew Cannon'), Phone, Fax, Pager, Mobile, and Email fields. 'Status' has radio buttons for 'Active' and 'Inactive', and a 'History' dropdown. At the bottom are 'View Notes', 'Add Note', and 'Submit Changes' buttons.

2. Click in any editable field to enter or change information as needed.
NOTE: Fields with blue data are read-only and cannot be edited.
3. To locate and get directions to a store owner's address (Street or Mailing), click **Get Map**. Google maps launch in your browser.
4. If you made any changes to the owner's street address, you can copy the updated address to the owner's mailing address by clicking **>>**.
5. To view existing comments about the retailer, click **View Notes**. The Notes popup displays.
6. If you want to add a comment about the owner, click **Add Note**.
7. To save and submit your changes, click **Submit Changes**.

4.4.1.1 Modify Owner Screen Field Descriptions

| Field | Description |
|--------------|-------------------------------|
| Owner | |
| Name | Store owner's name. |
| Name Cont'd | Store owner's name continued. |

| Field | Description |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ID | Store owner's unique identification number. |
| TIN | Store owner's tax identification number. This number can be either the owner's FEIN or SSN. <ul style="list-style-type: none"> FEIN – Federal Employer Identification Number SSN – Social Security Number |
| Is SSN | Indicates whether the tax identification number is the same as the store owner's social security number. |
| Business Type | Business type of the retailer store. |
| Address Street | |
| Street1 | Street address on which the owner resides. (ex. 123 Main St.) |
| Street2 | Continuation of the street address on which the owner resides. (ex. Suite 123) |
| City | City in which the owner resides. |
| County | County in which the owner resides. |
| State | State in which the owner resides. |
| Zipcode | Store owner's street address postal code. |
| Address Mailing | |
| Street1 | Mailing street address in which the owner receives mail. (ex. PO Box 123) |
| Street2 | Continuation of the mailing street address in which the owner receives mail. |
| City | City in which the owner receives mail. |
| County | County in which the owner receives mail. |
| State | State in which the owner receives mail. |
| Zipcode | Store owner's mailing address postal code. |
| Contact | |
| Name | Contact's name. |
| Phone | Contact's phone. |
| Email | Contact's email. |
| Alt Name | Contact's alternate name. |
| Fax | Contact's fax number. |
| Mobile | Contact's mobile number. |

| Field | Description |
|---------------|-------------------------------------------------|
| Status | |
| History | Displays the owner's activation status history. |

4.5 New Owner

Use the New Owner screen to add a new store owner to GMS.

To add a new store owner,

- 1. Click Owner Management > New Owner in the navigation panel. The New Owner screen displays.

[Menu](#) [GMS Home](#)

Owner

Name:

Name Cont'd:

ID:

Tax:

TIN: is SSN:

Business Type:

Address

Street

Get Map

Street2:

City:

County:

State:

DE

Zipcode:

Mailing

Get Map

>>

Contact

Name:

Alt Name:

Phone:

Fax:

Mobile:

Email:

Submit

- 2. Click in any editable field to enter information as needed.
- 3. To locate and get directions to a store owner’s address (Street or Mailing), click **Get Map**. Google maps launch in your browser.
- 4. Once you have entered the owner’s street address, you can copy the address to the owner’s mailing address by clicking **>>**.
- 5. To save and submit your changes, click **Submit**.

NOTE: GMS will assign the Store Owner’s ID number once you click submit.

4.5.1.1 New Owner Screen Field Descriptions

| Field | Description |
|--------------|---------------------------------------------|
| Owner | |
| Name | Store owner’s name. |
| Name Cont’d | Store owner’s name continued. |
| ID | Store owner’s unique identification number. |

| Field | Description |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TIN | Store owner's tax identification number. This number can be either the owner's FEIN or SSN. <ul style="list-style-type: none"> FEIN – Federal Employer Identification Number SSN – Social Security Number |
| Is SSN | Indicates whether the tax identification number is the same as the store owner's social security number. |
| Business Type | Business type of the retailer store. |
| Address Street | |
| Street1 | Street address on which the owner resides. (ex. 123 Main St.) |
| Street2 | Continuation of the street address on which the owner resides. (ex. Suite 123) |
| City | City in which the owner resides. |
| County | County in which the owner resides. |
| State | State in which the owner resides. |
| Zipcode | Store owner's street address postal code. |
| Address Mailing | |
| Street1 | Mailing street address in which the owner receives mail. (ex. PO Box 123) |
| Street2 | Continuation of the mailing street address in which the owner receives mail. |
| City | City in which the owner receives mail. |
| County | County in which the owner receives mail. |
| State | State in which the owner receives mail. |
| Zipcode | Store owner's mailing address postal code. |
| Contact | |
| Name | Contact's name. |
| Phone | Contact's phone. |
| Email | Contact's email. |
| Alt Name | Contact's alternate name. |
| Fax | Contact's fax number. |
| Mobile | Contact's mobile number. |

4.6 EFT Accounts

Use the EFT Accounts screen to modify information about Electronic File Transfer (EFT) accounts for the selected owner.

To modify information about EFT accounts,

1. Click Owner Management > EFT Accounts in the navigation panel. The EFT Accounts screen displays.

The screenshot shows the EFT Accounts screen. At the top, there is a navigation bar with 'Menu' and 'GMS Home' links. Below this, the 'Owner' section contains fields for 'Name' (American Discount Liquors LLC), 'Name Cont'd' (empty), 'ID' (6748), 'Tax' (empty), 'TIN' (75-3209349), 'is SSN' (checkbox), and 'Business Type' (LIMITED LIABILITY CORPORAT). The 'EFT Account' section shows a dropdown menu with '031100636' and '0039475002' selected, an 'Add Account' button, and fields for 'Id' (03110063), 'Number' (0039475002), 'Type' (C), and 'Modified' (2006-05-31 08:29:15). At the bottom, there is a 'Submit EFT Changes' button.

2. Click in any editable field to enter or change information as needed.

NOTE: Fields with blue data are read-only and cannot be edited.

3. To add an additional account, click **Add Account**.
4. To save and submit your changes, click **Submit EFT Changes**.

4.6.1.1 EFT Accounts Screen Field Descriptions

| Field | Description |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Owner | |
| Name | Store owner's name. |
| Name Cont'd | Store owner's name continued. |
| ID | Store owner's unique identification number. |
| TIN | Store owner's tax identification number. This number can be either the owner's FEIN or SSN. <ul style="list-style-type: none"> • FEIN – Federal Employer Identification Number • SSN – Social Security Number |
| EFT Account | |
| Id | Transit number of the bank account. |
| Number | Bank account number the EFT accounts will be accessing. |

| Field | Description |
|----------|----------------------------------------------------------|
| Type | Type of bank account the EFT accounts will be accessing. |
| Modified | Date on which the EFT account was last modified. |

4.7 Owner Mailing Support

Use the Mailing Support screen to print address labels and set printing options.

To print address labels and set printing options,

1. Click Owner Management > Mailing Support in the navigation panel. The Mailing Support screen displays.

[Menu](#) [GMS Home](#)

Enter Criteria to Select Mailing Destination(s)

Owner Number: City:

County: Territory:

Sort By: ZipCode:

Address on Label:
☒ Street Address ☐ Mailing Address

Criteria evaluates to a Owner Count of **396** [Evaluate](#)

[Print Labels](#) [Print Envelopes](#) [Print Configure](#)

2. Enter and select criteria for identifying the owners for which you want to print addresses on address labels.
3. Click [Evaluate](#).
4. To print labels, click [Print Labels](#).
5. To print envelopes, click [Print Envelopes](#).

4.7.1.1 Mailing Support Screen Field Descriptions

| Field | Description |
|-------------------------|---------------------------------------------------|
| Owner Number | Store owner's unique identification number. |
| City | City in which the store owner receives mail. |
| County | County in which the store owner receives mail. |
| Territory | Territory in which the store owner receives mail. |
| Sort By | Sort by store owner information. |
| ZipCode | Store owner's address postal code. |
| Address on Label | |
| Street Address | Store owner's street address. |
| Mailing Address | Store owner's mailing address. |

| Field | Description |
|----------------------------------------|---------------------------------------------------------------------|
| Override Retailer Property | |
| Criteria evaluates to a Owner Count of | Counter which shows how many retailers match the selected criteria. |



1500 Bluegrass Lakes Parkway

Alpharetta, Georgia 30004

USA