

Ezi-Balance™ Monthly Procedure

Monthly Procedure

This procedure does the hard meter verification required for Internal Affairs reporting and needs to be done monthly.

TAKE NOTE: This procedure can only be initiated after the daily and weekly procedures have been completed.

- Press the **'Monthly'** button when **Ezi-Balance™** is open.

This opens the Edit Meters screen (Right).

- Select **'Print Meters'** to print a 'Meter Verification Report'.
- Take the 'Meter Verification Report' to the gaming machines and verify the hard meter readings.
- Transfer the readings of the 'Meter Verification Report' to the 'Edit Meters Screen' if they differ.
- Use the **'Next EGM'** and **'Previous EGM'** to move between gaming machines
- **'Accept All'** only when all of the meter readings have been verified.


If you require a copy of the Gaming Machine Analyst reports they can be printed from the reports menu.

Click on the reports menu and select Gaming Machine Analyst.

This opens the 'Gaming Machine Analyst Start Dates screen' (Below).

- Select the start date for the Gaming Machine Analyst reports and then **'OK'**.
- Select the end date for the Gaming Machine Analyst reports and the **'OK'**.

Ezi Balance will now print a copy of the 'Gaming Machine Analyst Report' for each gaming machine

- Sign these reports and file them with the other gaming room reports.
- Exit the program (**'Exit'** Button).
- Click on the **'Ezi Send'** icon  on the desktop to send data and backup.
- If you have any Problem or Questions please give use a call on 0800 436 788.