CASINO E-Z FILE SYSTEM

Personnel Tracking and

Device Tracking
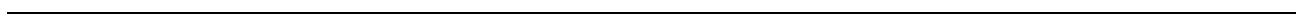
Manual

COLORADO DIVISION OF GAMING

TABLE OF CONTENTS

System Overview

The Personnel Tracking and Device Tracking modules of Casino E-Z File System were designed to provide casinos in the State of Colorado a convenient and secure environment to file personnel lists in accordance with Gaming Regulation 47.1-404 and to file slot machine movement notifications in accordance with Gaming Regulation 47.1-405(5).

- Point of Contact for assistance with the filing of a tax return, financial statements or personnel tracking
  - Contact Name: Michele List
  - Telephone Number: 303.205.1304
  - E-mail address: casinos@spike.dor.state.co.us

- Point of Contact for assistance with the device tracking
  - Contact Name: Terri Feagans
  - Telephone Number: 303.205.1308
  - E-mail address: tfeagans@spike.dor.state.co.us

Getting Started

The Casino E-Z File System is accessed through the Division of Gaming's home page:
http://www.revenue.state.co.us/Gaming/home.asp

Click on Casino E-Z File under Online Services. Scroll down to the Casino E-Z File System icon and click on the icon.

Casino E-Z File System Log In

How to use:

1. Type in Casino License Number (for example license #L10-12345-0001 would type in 10123450001), press **TAB** key;

2. Type in User ID, press **TAB** key;

3. Type in Password;

4. Click on OK

TIPS:

- User ID is a system generated number, three or four characters long.

- On first instance of entering the Casino E-Z File System, the system will prompt the user to change their password.

- Passwords can be eight (8) to fifteen (15) characters in length, must utilize both alpha and numeric characters, and should not be a word.

- If a user does not remember their password, contact the Casino System Administrator. The Casino System Administrator will need to contact the Division of Gaming System Administrator and request to have the password re-set. See System Security section of this manual.

Main Menu

From the main menu, a user will be able to select the function to be performed. In addition, the Division of Gaming will post important dates and information on the notice page.

- To exit the Casino E-Z File System. **MUST SELECT "Log Out " TO PROPERLY END SESSION.**

Personnel Tracking

From the main menu, select Personnel Tracking.

Add a New Employee

After clicking on Add Employee, a data entry screen will appear. Data entry should be in all CAPITAL LETTERS and should adhere to the instructions for each field below. SSN and Start date are required fields.

- Full Name—Last, First, MI with no commas

- Title—Use suggested titles from linked page whenever possible. NOTE: If Employee has more than one job title, use only title for primary job responsibility.

- SSN—No dashes, *Cannot modify SSN once Employee is added*

- DOB—i.e. 06/21/1963

- License Type—Support, Key, or Unlicensed

- Gaming License #—5-digit number only, leave blank if unlicensed

- County—County of residence, select OTHER if county not listed. (Pressing the key of the first letter of the county name will scroll you through the list until you reach the county name you want.) **CLICK HERE FOR A LIST OF COUNTY AND CITY COMBINATIONS. PLEASE DO NOT USE COMBINATIONS NOT INCLUDED ON LIST.**

- City—City of residence, select UNINCORPORATED if not in incorporated city, select OTHER if in OTHER county. (Pressing the key of the first letter of the city name will scroll you through the list until you reach the city name you want.)

- Start Date—i.e. 06/21/2003, *Cannot Modify Start Date once Employee is added*

- End Date-i.e. 06/21/1963, *Once End Date entered and accepted, employee will not appear on Employee List*

View Employee List

After clicking on View Employees, user can view list of current employees in pages of 50 employees. To scroll through the pages use the arrows or the drop downs at the top and bottom of the list. By clicking on an employee's name, the user can Modify or Terminate an employee.

Search Employees

After clicking on Search Employees, user can search the current employee list by either Name, SSN or License #. The Name search allows for a * wildcard search, meaning the user can search by a partial name if a * is inserted at the end of the partial name. SSN has no dashes. License # has no K or S indicator.

The search results will produce a list of employees that meet the search criteria. The user can click on the name to Modify or Terminate the employee.

Modify or Terminate Employees

After clicking on an Employee's name in Employee List or Search Employee results, user can modify any information except for SSN or Start Date. Adding an End Date and clicking Update will remove an Employee from the Employee List.

If user needs to modify SSN or Start Date, the user should change Title to WRONG SSN or WRONG START DATE and then add the same End Date as Start Date. The user should then Add the employee again with the corrected information. NOTE: If user attempts to Add an employee with the same combined SSN and Start Date, system will not allow it. Start Date will need to be one day earlier or later.
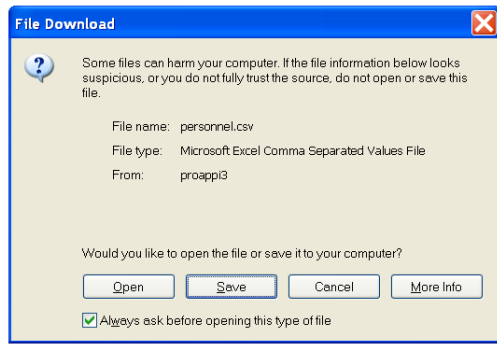
Employee History
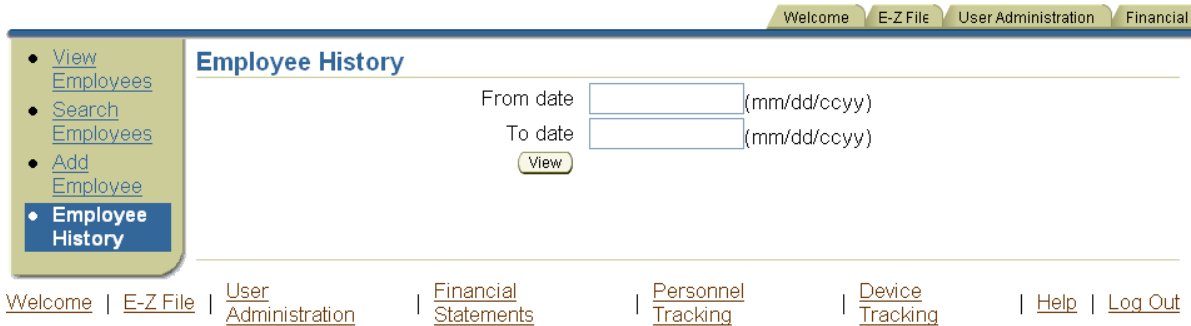
After clicking on Employee History, user can enter date parameters for the date range in which the user wants to view all employee hires and terminations

A listing of employee hires and terminations during that date range will appear in pages of 50 employees. To scroll through the pages use the arrows or the drop downs at the top and bottom of the list.

Downloading Employee History

At the bottom of the employee history listing is a "Download employee history" link. Click on that link and select the Save option to save the file to your computer (see above). If you want to view the file after it is saved to your computer, select the Open option when the Download complete box appears (see below). Otherwise, select Close and you can open the file later in Microsoft Excel. When doing so, you will need to change the file types at the bottom of the Open dialogue box to Text Files (*.prn; *.txt; *.csv).
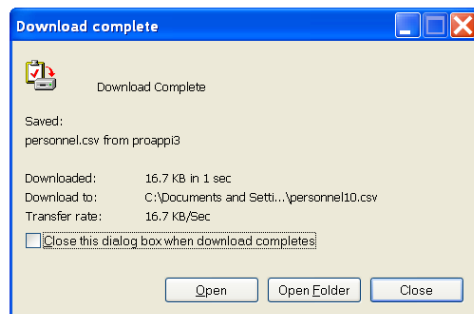
NOTE: If a value in a field, such as License number, starts with a 0 or a series of 0's, the 0 or 0's will drop off (i.e. 00215 will appear as 215). To fix this problem when saving the file to your computer, change the Save as type to All Files and save the file with a .txt extension (i.e. personnel.txt). In Microsoft Excel, choose Open and change Files of type to Text Files (*.prn; *.txt; *.csv) and find the file on your computer. A three-step Text Import Wizard box will appear. On page 1, make sure "Delimited" is checked and click on Next button. On page 2, uncheck the Tab box and check the Comma box under Delimiters. On page 3, click on any column that contains values that start with 0 and change the Column data format to Text (see below). The inventory will appear in Microsoft Excel format.
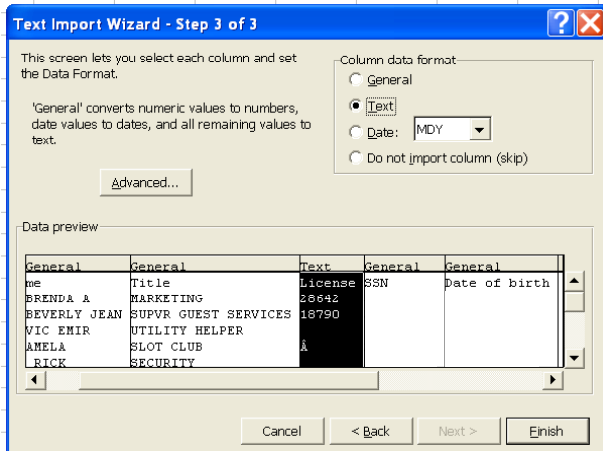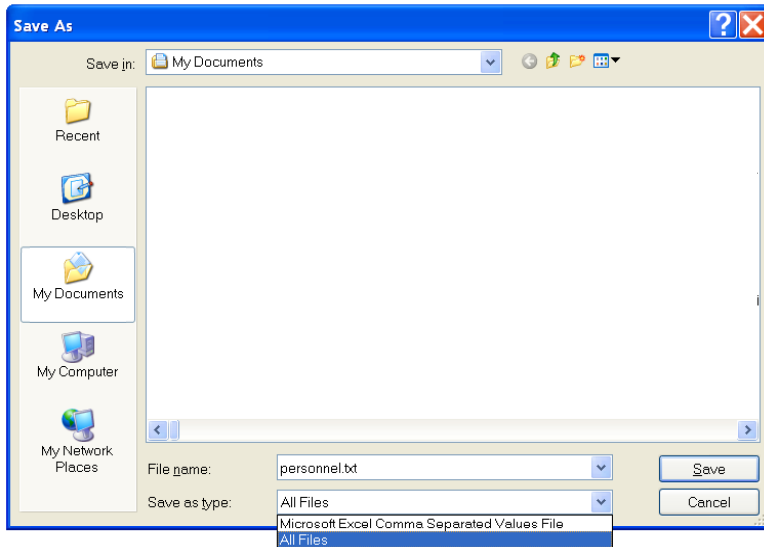
Device Tracking for Casinos

From the main menu, select Device Tracking.

Receive Devices

After clicking on Receive Devices, completing following fields on the first screen:

- # of Devices: Enter number of devices received

- Receipt Date: Enter receipt date in mm/dd/yyyy (07/01/2003) format. Cannot enter future date.

- Make/Manufacturer: Choose from drop down list that is provided

- Type: Choose "video" or "reel" from drop down list

- Received from: List source of devices received (up to 30 characters)

After selecting Continue, complete the following fields on the second screen:

- Model: Enter Model information for each individual device

- Serial #: Enter Serial Numbers for each individual device

- Edit Data – Make, Type, Receipt Date and Received from are editable fields

- Storage Flag – Unchecked=On Floor, Checked=In Storage

Once information is complete and correct, click on Add button. A page confirming the devices were received will appear, and the devices will appear in either the On Floor or Storage View Devices lists.

NOTE: If receiving a large number of devices or if interrupted while completing the list, click on the Save Session button, which will save the data entered to that point. The Save Session will even save the data if the user logs out and then logs back in.

Remove Devices

NOTE: Do not move devices to and from storage using the Remove Devices option. This will remove them from the inventory. Use the Move To/From Storage option.

After clicking on Remove Devices, enter data in the Removal date and Removed to fields. Select one of three options:

- Enter # of devices to enter the Serial #s of the devices to be removed;

- Choose from Floor List; or

- Choose from Storage List.

If the Serial #s of the devices to be removed are known, enter that number of devices in the # of Devices box and press Enter or click on Enter Serial #s box. Enter the Serial #s in the entry screen and press Enter or click on Remove button. A page will appear showing the Serial #s to be removed. Click on Confirm button if the information is correct. A message confirming the devices were removed will appear, and the devices will no longer appear on either the On Floor or Storage View Device lists.

To remove devices from either the on floor or storage device lists, click on either the Choose from Floor List or the Choose from Storage List buttons. On the device lists highlight the button in the Remove field for the device(s) that are to be removed. Press Enter or click on the Remove button at the bottom to remove the device(s). A message confirming the devices were removed will appear, and the devices will no longer appear on either the On Floor or Storage View Device lists. ***NOTE: Devices can only be removed from one page at a time.***

Move To/From Storage

After clicking on Move To/From Storage, select one of three options:

- Enter # of devices to enter the Serial #s of the devices to be removed;

- Choose from Floor List; or

- Choose from Storage List.

If the Serial #s of the devices to be moved are known, enter that number of devices in the # of Devices box and press Enter or click on Enter Serial #s box. Enter the Serial #s in the entry screen and press Enter or click on Move button. A page will appear showing the Serial #s to be moved, along with a Storage flag field. To move a device to storage, check the Storage box. To move a device to the floor, uncheck the Storage box. A message confirming the devices were moved will appear, and the devices will appear in the appropriate device lists.

To move devices from either the on floor or storage device lists, click on either the Choose from Floor List or the Choose from Storage List buttons. On the device lists, check or uncheck the Storage field flag (checked=storage, unchecked=floor) the device(s) that are to be moved. Press Enter or click on the Move button at the bottom to move the device(s). A message confirming the devices were moved will appear, and the devices will appear in the appropriate device lists. ***NOTE: Devices can only be removed from one page at a time.***

NOTE: Devices can always also be moved to and from storage by clicking on a device serial number to pull up the Modify Device screen and checking or unchecking the storage flag.

Search/Modify Device Info

After clicking on Search/Modify Device Info, select one of three options:

- Enter # of devices to enter the Serial #s of the devices to be removed;

- Choose from Floor List; or

- Choose from Storage List.

If the Serial #s of the devices to be viewed/modified are known, enter that number of devices in the # of Devices box and press Enter or click on Enter Serial #s box. Enter the Serial #s in the entry screen and press Enter or click on View button. A page will appear showing the following information for the Serial #s selected: Make, Model, Serial #, Receipt date, Received from, Removal date, Removed to and Storage. All fields except Serial #, Receipt date and Received from can be modified. To modify information after it has been changed, press Enter or click on Modify button. A page verifying the devices have been modified will appear.

To view/modify devices from either the on floor or storage device lists, click on either the Choose from Floor List or the Choose from Storage List buttons. On the device lists, check the View button next to the device(s) that are to be viewed/modified. A page will appear showing the following information for the devices selected: Make, Model, Serial #, Receipt date, Received from, Removal date, Removed to and Storage. All fields except Serial #, Receipt date and Received from can be modified. To modify information after it has been changed, press Enter or click on Modify button. A page verifying the devices have been modified will appear.

View Devices (On Floor) and View Devices (Storage)

Click on View Devices (On Floor) or View Devices (Storage) to view inventories. Inventories will load on pages in 100-device increments. The top of the first page screen will show the number of devices in the inventory. To scroll through the pages use the arrows or the drop downs at the top and bottom of the list. To view/modify individual device information, click on the highlighted Serial # and follow instructions above on how to modify device information.

Downloading Device Lists
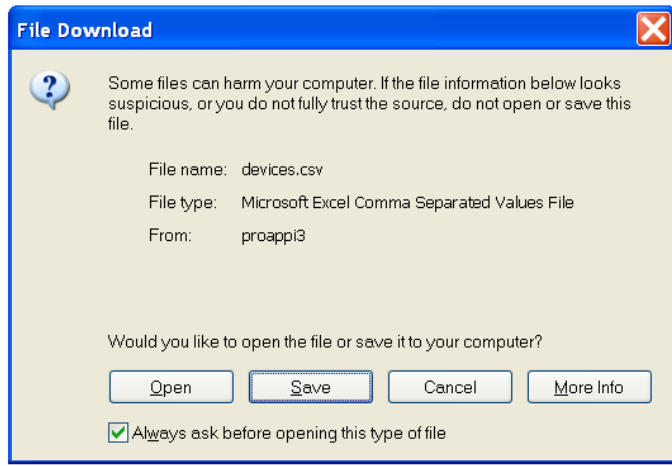
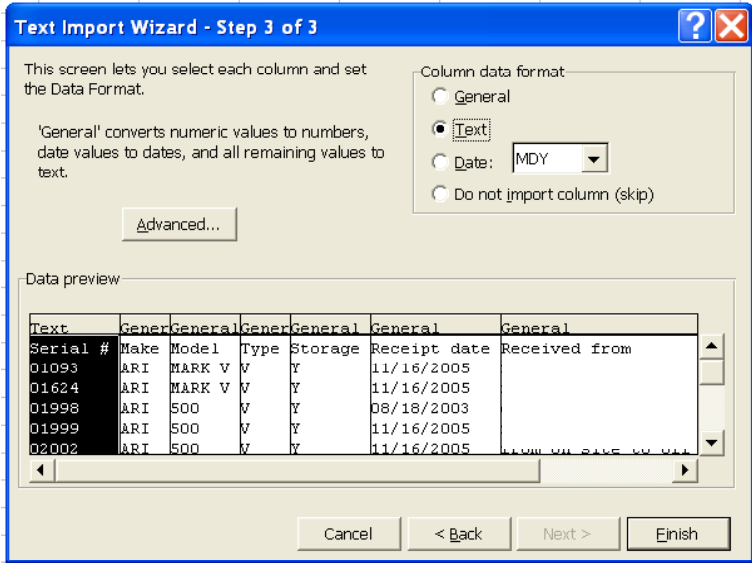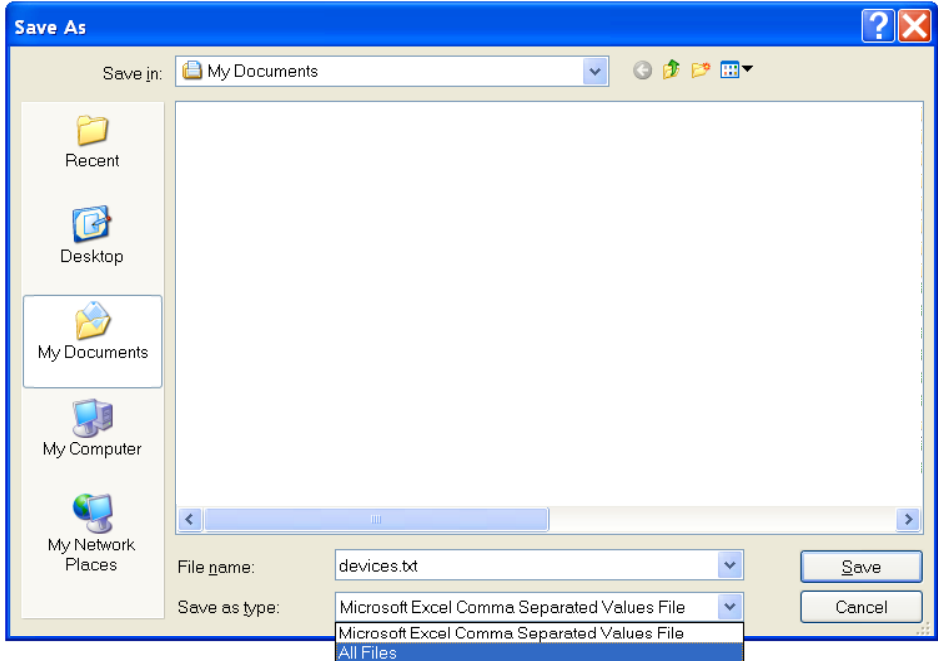At the bottom of the on floor and in storage devices lists are links to download all devices or on floor or in storage devices. Click on one of the links and select the Save option to save the file to your computer (see above). If you want to view the file after it is saved to your computer, select the Open option when the Download complete box appears (see below). Otherwise, select Close and you can open the file later in Microsoft Excel. When doing so, you will need to change the file types at the bottom of the Open dialogue box to Text Files (*.prn; *.txt; *.csv).
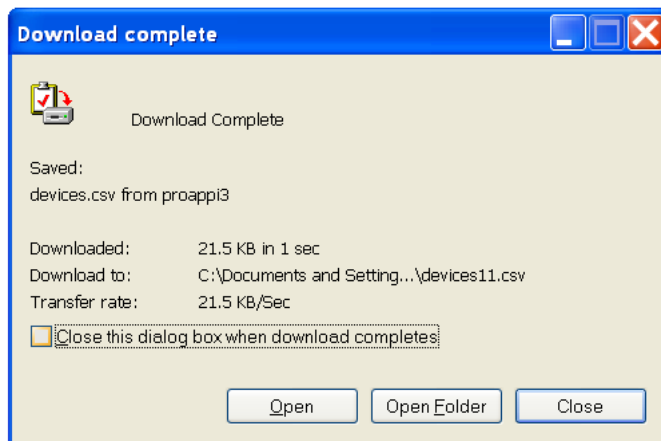
NOTE: If a value in a field, such as serial number, starts with a 0 or a series of 0's, the 0 or 0's will drop off (i.e. 00215 will appear as 215). To fix this problem when saving the file to your computer, change the Save as type to All Files and save the file with a .txt extension (i.e. device.txt). In Microsoft Excel, choose Open and change Files of type to Text Files (*.prn; *.txt; *.csv) and find the file on your computer. A three-step Text Import Wizard box will appear. On page 1, make sure "Delimited" is checked and click on Next button. On page 2, uncheck the Tab box and check the Comma box under Delimiters. On page 3, click on any column that contains values that start with 0 and change the Column data format to Text (see below). The inventory will appear in Microsoft Excel format.

Device History

After clicking on Device History, user can enter date parameters for the date range in which the user wants to view all employee hires and terminations

A listing of device receipts and removals during that date range will appear in pages of 100 devices. To scroll through the pages use the arrows or the drop downs at the top and bottom of the list.

Downloading Device History

See instructions from Downloading Device Lists above.
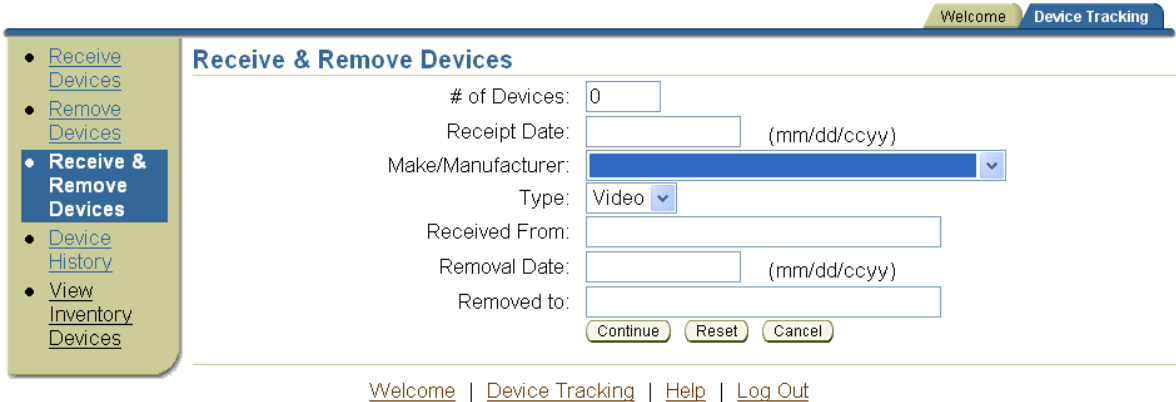
Device Tracking for Manufacturers

From the main menu, select Device Tracking.

NOTE: This section only describes the differences between the device tracking modules for casinos and manufacturers. It does not repeat instructions on receiving devices, removing devices, viewing inventory lists or downloading device lists and device histories.

Differences from Device Tracking for Casinos

- Must contact casinos@spike.dor.state.co.us or Michele List at 303.205.1304 to obtain log-on User ID and password.

- Only have Inventory devices to view and download, not separate on floor and storage device listings.

- As a result, do not have a storage flag and therefore the ability to move back and forth between floor and storage.

- Also only have two options when removing a device, not three.

- Have a separate function, Receive & Remove Devices, which allows a manufacturer to receive a device (i.e. from Nevada) and remove it (i.e. to a casino) in the same data entry screen.

- Receive & Remove Devices function has Save Session feature, not Receive Devices function.

Receive & Remove Devices

After clicking on Receive Devices, completing following fields on the first screen:

- # of Devices: Enter number of devices received

- Receipt Date: Enter receipt date in mm/dd/yyyy (07/01/2003) format. Cannot enter future date.

- Make/Manufacturer: Choose from drop down list that is provided

- Type: Choose "video" or "reel" from drop down list

- Received from: List source of devices received (up to 30 characters)

- Removal Date: mm/dd/yyyy

- Removed to: List location to where devices removed (up to 30 characters)

After selecting Continue, complete the following fields on the second screen:

- Model: Enter Model information for each individual device

- Serial #: Enter Serial Numbers for each individual device

- Edit Data – Make, Type, Receipt Date, Received from, Removal Date and Removed to are editable fields

Once information is complete and correct, click on Add button. A page confirming the devices were received and removed will appear.

NOTE: If receiving and removing a large number of devices or if interrupted while completing the list, click on the Save Session button, which will save the data entered to that point. The Save Session will even save the data if the user logs out and then logs back in.

Helpful Hints

If you receive an error on the log in page try the following:

- Make sure you use the **TAB** key when navigating between fields. Using the **ENTER** key may cause a log in error.

- The password is case sensitive. Make sure you type in the password correctly using upper or lower case in the exact same way you established the password.

- If the system indicates that you do not have a successful connection or the session is not established, try the browser "refresh" button. If you log into the Casino E-Z File System and then visit other web sites before ending your session, you will need to "refresh" upon returning to the Casino E-Z File System. If you have been on the Internet for a period of time prior to logging into the system, you may need to "refresh" upon logging into the system.

You must change your password every three months. Passwords cannot be a repeat of the last three.

When moving from screen to screen, ensure you use the Casino E-Z File System buttons, **do not** use the browser navigation buttons (back or forward). The system will not correctly record your information and will cause false errors if the navigation buttons are used. If this happens, end the session and log back in, try the refresh button, or try reloading the tax return.

If you are experiencing false errors try the "refresh" button to clear the system.

The system does have a time out feature. After 30 minutes of inactivity, the system will log you out and you will need to log back into the system. When this happens, the system will take you back to the log in screen. Any data that was not saved will be lost.