RTT Web Application

User's Manual

Rev. 01/06/15

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RTT Web Application
Introduction

Illinois Gaming Board

Username [*Email Address*]

Password [   ]

1. Insert your email address as your Username.

2. Insert the default password given to you in your introduction email.

[Login] Forgot Password?

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Your first time into the RTT Web Application; you will need to update your default password, given to you in your introduction email, to a personal (private) password.

Illinois Gaming Board

New Request Reports User Admin

Welcome, Gary Distributor - Log Out

1. To change your default password select the "User Admin" on the Menu Bar

REQUESTS

IGB License Number: [   ] 🔍

Status: ☐All ☐Approved ☐Pending ☐Disapproved ☐Saved

From Date: [   ] To Date: [   ]

	Transaction ID	Terminal Operator Number	License Number From	Name From	License Number To	Name To	Date Of Delivery	Status
Select	2324	100100008	100100008	American Vending Sales, Inc.	100100008	American Vending Sales, Inc.	7/24/2012 12:00:00 AM	A
Select	2344	110600570	110600570	American Video Gaming, LLC	110600570	American Video Gaming, LLC	8/31/2013 12:00:00 AM	P
Select	2346	100100008	100100008				8/29/2013 12:00:00 AM	S
Select	2348	100600270	100100008	American Vending Sales, Inc.	100600270	Morris Gaming, Inc.	8/30/2013 12:00:00 AM	S

Status: A - Approved, P - Pending, S - Saved, D - Disapproved

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Done   🌐 Internet   🔍 ▼ 🔍 100% ▼

As a Distributor, Terminal Operator, or a Supplier, your screens will have differences.

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RTT Web Application
User Administration (Super User)

As a "Super User", you can update your own information as well as add, edit and delete "General Users".

1. Find your user information and select the edit icon. Do not select the "X" icon unless you wish to delete that user.

If you add a "Super User" or "General User", you will need to inform that user of the assigned password and, for security reasons, request that they change it as soon as they log on.

1. You will need to add a "First Name", "Last Name" and "Password"

2. Left click the save icon after you are done.

3. You can add a new user by left clicking the "+" icon or go back to the previous screen.

Illinois Gaming Board

<- Back   Welcome, Gary Investigator - Log Out

First Name: Gary
Last Name: Investigator
Email Address: gary.cooper@igb.illinois.gov
Password: gary3
User Type: 3
Terminal Operator Number: All   [Update]

1. On this screen you can change your own personal information only.

As a "General User", you can update your own personal information.

RTT Web Application
Distributor

By default, Distributor RTT forms are listed. By entering a License Number in the IGB License Number field, you may view Terminal Operator requests instead. Terminal Operator requests may include RTT forms others have entered.

1. Select the RTT request you wish to modify OR select "New Request" on the Menu Bar to create a new RTT request.

2. You will be able to see all the Approved (A), Pending (P), Saved (S) and Disapproved (D) RTT requests.

When selecting an Approved (A) request, you will be able to see the request information, but will not be able to make changes to the request.

When selecting a Pending (P) request, you will be able to undo the submittal and edit the request again OR you can delete the entire request.

1. As a Supplier or Distributor, you can streamline your request list to see All, Approved, Pending, Disapproved, or Saved requests.

2. As a Supplier or Distributor, you can streamline your request list by selecting a specific date range for your request list.

1. Everything on this page is fairly self-explanatory. It is similar to the paper forms you may be used to already.

Illinois Gaming Board

Welcome, Gary Operator - Log Off

Request to Transport Video Gaming Terminals and Redemption Devices
Please completely fill out this form and submit for IGB approval no less than 14 days prior to transportation.

2. Here are the numbers of each type of device.

Check applicable box:
☑ Shipment of [0] VGTs, [0] Redemption Devices within Illinois

This form is *not* to be used for transportation of a VGT that has been inoperable pursuant to Section 1800.250.

As a Distributor you enter the License number of the entity's inventory that you are moving the VGT from.

Terminal Operator License Number: **Accel Entertainment Gaming, LLC**	100600345 (If Applicable)
License Number	100600345
Name Transporting From:	Accel Entertainment Gaming, LLC
DBA:	
Address Transporting From:	1DW267 101st Street, Unit C
License Number Transporting To:	120701205
Licensee Name Transporting To:	Boss', Inc
DBA: Boss' Lounge	
Address Transporting To:	144 155th Street
Reason for Transportation:	Delivery to Terminal Operator
Transportation Carrier:	
Carrier Address:	
Method of Transportation:	
Expected Date of Delivery:	01/01/1900
Notes:	

3. The Information on who and where the devices are coming from and going to.

4. The individual devices and their information.

You can either "Save" the RTT for later updates or "Submit" it for Approval by our Manager(s).

Information on VGTs and/or Redemption Devices to be Transported.

	IGBNum	Manufacturer	Model	SerialNum	Device Identifier (Optional)
	509026	100200014	485	70802	
	509040	100200014	489	70803	
	508153	100200020	146	3300001672	
	504108	110300551	251	WN64AB120600424	
	504460	100200014	489	70649	
	504461	100200014	489	70651	

5. You can edit or delete individual device information.

6. To insert a device you must click the "+" icon.

[Save] [Submit]

The lifecycle of a VGT from a Distributor's point of view;

1. Distributor establishes their inventory, with an RTT, when a new VGT comes in from the Manufacturer.
2. Distributor acts as the Terminal Operator, by placing the Terminal Operator's number in the first box, sending it to the Licensed Location with another RTT.

As a Terminal Operator, you can view only your own RTTs.

1. Select the request you wish to modify OR select "New Request" on the Menu Bar to create a new request.

2. You will be able to see all the Approved (A), Pending (P), Saved (S) or Disapproved (D) requests.

When selecting an Approved (A) or a Pending (P) request, you will be able to see the request information, but will not be able to make changes to the request.

1. As a Terminal Operator, you can streamline your request list to see All, Approved, Pending, Disapproved, or Saved requests.

2. As a Terminal Operator, you can streamline your request list by selecting a specific date range for your request list.

RTT Web Application
Terminal Operator

1. Everything on this page is fairly self-explanatory. It is similar to the paper forms you may be used to already.

2. Here are the Shipment types and numbers of each type of device.

As a Terminal Operator your number will be automatically placed in this field. And you will not be able to change it.

3. The Information on who and where the devices are coming from and going to.

4. The individual devices and their information.

5. You can edit or delete individual device information.

6. To insert a device you must click the "+" icon.

You can either "Save" the request for later updates or "Submit" it for Approval by our Manager(s)

This is the Reports Menu. This is where the Suppliers, Distributors, and/or Terminal Operators will see different reports based on their requirements.

This is the Device Inventory Log Report. This report is required by the Illinois Gaming Board by the 5th of every month.

By checking the "Un-Confirmed Devices", you are viewing all devices that have been transported or changed for the last month that have not been confirmed for the current month.

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By checking the "Devices Confirmed Last Month", you are viewing all the devices that have been confirmed in the months prior to the current month.

1. The "Confirm All?" is a convenient way to confirm all of your prior months devices that have not been transported or changed.

By checking the "All Confirmed Devices This Month", you are viewing all the devices that have been confirmed in the current month.

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You can export your Inventory Log to Excel by clicking the "Export to Excel" in the menu bar.
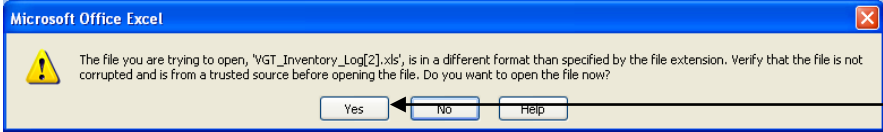
Due to Microsoft Issues, you will receive this message. Just click "Yes" and it will display the information. Microsoft does not plan on addressing this issue.

File/Document Upload is located in the "Reports" section of the RTT system. (*This feature is currently only available for Terminal Operators.*)

It allows you to upload files, view files that have been uploaded within the current 24 hour processing period, and delete any unwanted files that have been uploaded within the current 24 hour processing period.

Currently these are the only acceptable file types that will be allowed for upload; .xls, .xlsx, .xlsm, .pdf. All file sizes are limited to 10 megabytes or less.

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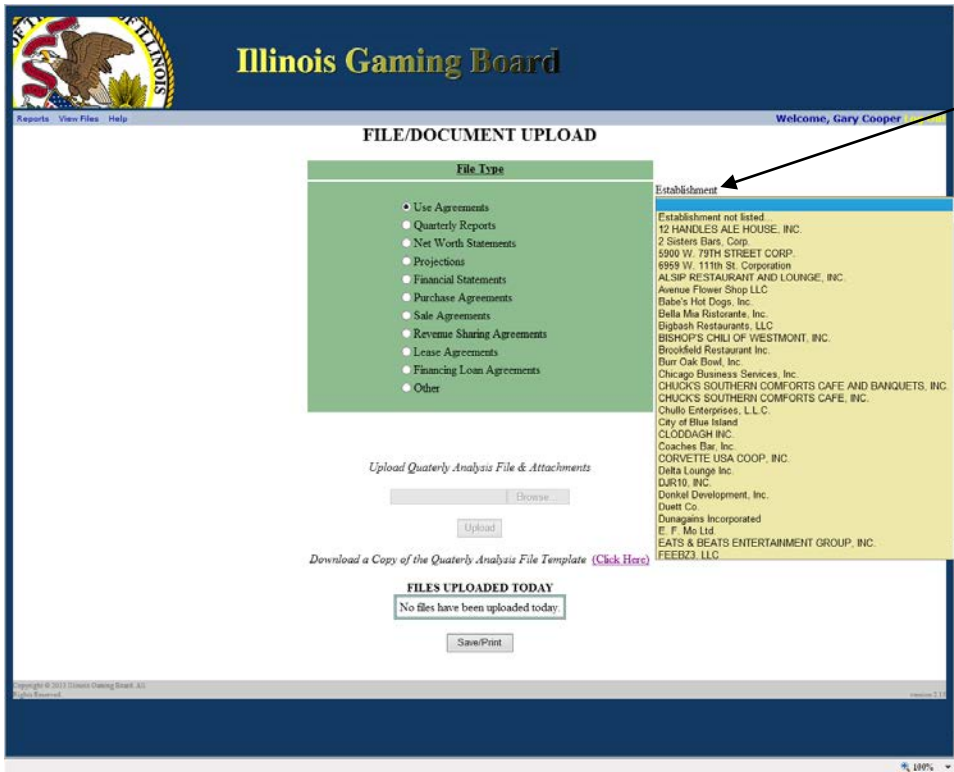
When selecting the "Use Agreements" file type, a list of establishments will appear. These establishments are known establishments that you specifically deal with as a T.O.

You must select an establishment before you will be able to select a file to upload.

You will not see establishments not associated to you.

If there is an establishment that you deal with that is not on the list, select the "Establishment no listed…" and you will be shown a message indicating your assigned agent and their supervisors' names and phone numbers to assist you in setting up that unlisted establishment.

"Use Agreements" can only be Adobe PDFs.

When selecting the "Quarterly Reports" file type, a list of selectable quarters will appear.

You must select a quarter before you will be able to select a file to upload.

"Quarterly Reports" can only be of Excel file formats; .xls, .xlsx, .xlsm

When selecting the "Net Worth Statements" file type, a text box will appear to enter a first name initial and full last name.

You must enter a first name initial and full last name before you will be able to select a file to upload.

"Net Worth Statements" can only be of Excel file formats; .xls, .xlsx, .xlsm

When selecting the "Projections" file type, you will be able to select a file to upload immediately.

"Projections" can only be of Excel file formats; .xls, .xlsx, .xlsm

When selecting the "Financial Statements" file type, a text box will appear to enter an entity name.

You must enter an entity name before you will be able to select a file to upload.

"Financial Statements" can only be Adobe PDFs.

When selecting any of the following; "Purchase Agreements"," Sale Agreements", "Revenue Sharing Agreements", "Lease Agreements", or "Financing Loan Agreements" file types, a 3rd party textbox will appear.

You must enter a 3rd party before you will be able to select a file to upload.
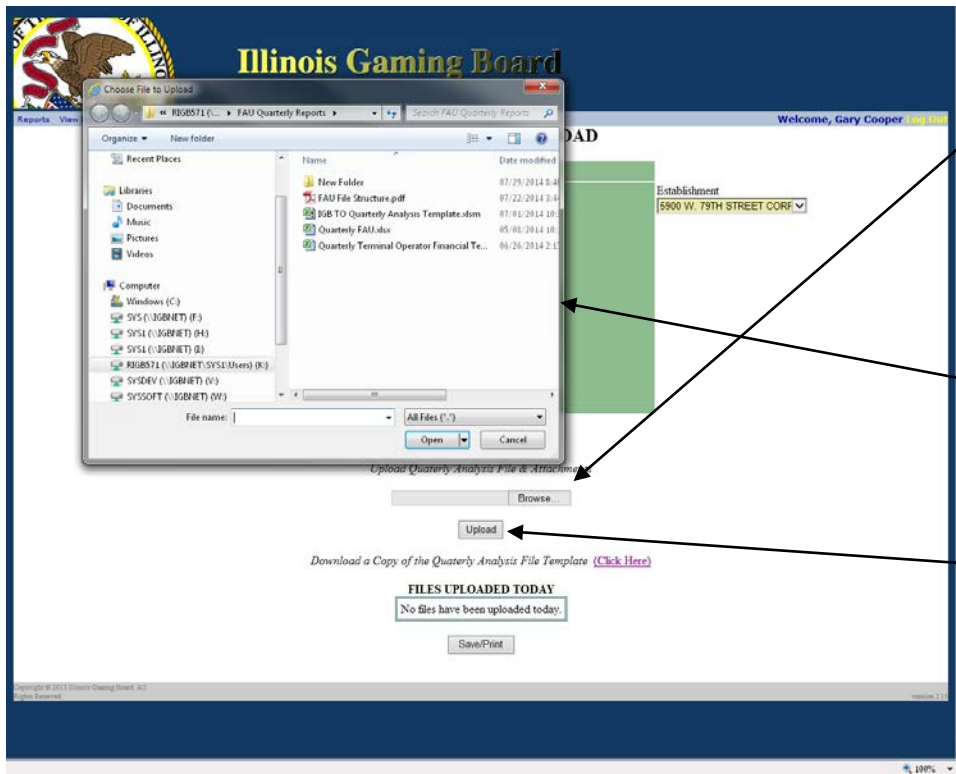
These can only be Adobe PDFs.

When selecting the "Other" file type, a text box will appear to enter a type of document.

You must type of document before you will be able to select a file to upload.

"Other" can only be Adobe PDFs.

To upload a document you must first select "Browse…" to find the file you want to upload.

Once found, double left click the file or single left click and then click the "Open" button.

Once you have selected the file, click the "Upload" button.

Once the file is uploaded, you will see it at the bottom of the page. You can delete this file if you choose to do so. This list is only visible for those files you have uploaded within the current 24 hour processing period.

You can also save a word document copy of this list or print it for your records.

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You can view all files that you have uploaded for your company by selecting the "View Files" from the title menu.

This screen will display all files that you have uploaded.

You can sort by any of the column headers.