

# How to Activate or Deactivate Lottery Book

Lottery Book > Activate process makes the lottery book active for selling purposes. The items that are receive but not activated yet is being displayed in Inactive tab.

## Activate Books

1. From Lottery Book > Inactive tab, select the records that needs to be activated.
2. Enter the details needed such as Bin # and Count Direction. By default, Count Direction is set to Low to High.

Lottery Book

Receive Return **Activate** Undo Close

Books Audit Log

Active Inactive All

Return Filter (F3)

<input checked="" type="checkbox"/>	Store	Name	Game	Description	Book #	Bin #	Count Direction	Receipt Date	Ticket Value	Ticket Cost	Qty Remaining	Total Inventory Value	Total Inventory Cost	Activation Date
<input checked="" type="checkbox"/>	1001	1001 STELLHORN	G-01	Store Lottery 1	B001	123	Low to High	10/01/2019	1.100	0.910	20	22.000	18.200	
<input checked="" type="checkbox"/>	1001	1001 STELLHORN	G-02	Store Lottery 2	B002	456	High to Low	10/01/2019	1.200	0.920	30	36.000	27.600	

58.000 45.800

? 1.07s Edited Refr

3. Click **Activate** button. The records will be removed from Inactive tab and will be displayed under the Active tab. All tab will display the records with status = **Active**.

Activation Date will also display the date when it was activated. This date is not overridden if the ticket was previously activated.

Lottery Book

Receive Return Undo Close

Books Audit Log

Active Inactive All

Filter (F3)

<input type="checkbox"/>	Store	Name	Game	Description	Book #	Bin #	Count Direction	Receipt Date	Ticket Value	Ticket Cost	Qty Remaining	Total Inventory Value	Total Inventory Cost	Activation Date	Status
<input type="checkbox"/>	1001	1001 STELLHORN	G-01	Store Lottery 1	B001	123	Low to High	10/01/2019	1.100	0.910	20	22.000	18.200	10/22/2019	Active
<input type="checkbox"/>	1001	1001 STELLHORN	G-02	Store Lottery 2	B002	456	High to Low	10/01/2019	1.200	0.920	30	36.000	27.600	10/22/2019	Active

58.000 45.800

? 1.07s Ready Refr

## Deactivate Books

1. From Lottery Book > Active tab, select the records that needs to be deactivated.
2. Click **De-Activate** button.

**Lottery Book**

Receive Return **De-Activate** Undo Close

Books Audit Log

Active Inactive All

Return Filter (F3)

<input type="checkbox"/> Store	Name	Game	Description	Book #	Bin #	Count Direction	Receipt Date	Ticket Value	Ticket Cost	Qty Remaining	Total Inventory Value	Total Inventory Cost	Activation Date
<input type="checkbox"/> 1001	1001 STELLHORN	G-01	Store Lottery 1	B001	123	Low to High	10/01/2019	1.100	0.910	20	22.000	18.200	10/22/2019
<input checked="" type="checkbox"/> 1001	1001 STELLHORN	G-02	Store Lottery 2	B002	456	High to Low	10/01/2019	1.200	0.920	30	36.000	27.600	10/22/2019
											58.000	45.800	

? 1.07s Ready

This will remove the lottery book from Active tab and will be moved to Inactive tab. **Bin #** will also be cleared out.

**Lottery Book**

Receive Return Activate Undo Close

Books Audit Log

Active **Inactive** All

Return Filter (F3)

<input type="checkbox"/> Store	Name	Game	Description	Book #	Bin #	Count Direction	Receipt Date	Ticket Value	Ticket Cost	Qty Remaining	Total Inventory Value	Total Inventory Cost	Activation Date
<input type="checkbox"/> 1001	1001 STELLHORN	G-02	Store Lottery 2	B002	0	High to Low	10/01/2019	1.200	0.920	30	36.000	27.600	10/22/2019

The status of the record will be also set as **Inactive** in All tab.

**Lottery Book**

Receive Return Undo Close

Books Audit Log

Active Inactive **All**

Filter (F3)

<input type="checkbox"/> Store	Name	Game	Description	Book #	Bin #	Count Direction	Receipt Date	Ticket Value	Ticket Cost	Qty Remaining	Total Inventory Value	Total Inventory Cost	Activation Date	Status
<input type="checkbox"/> 1001	1001 STELLHORN	G-01	Store Lottery 1	B001	123	Low to High	10/01/2019	1.100	0.910	20	22.000	18.200	10/22/2019	Active
<input type="checkbox"/> 1001	1001 STELLHORN	G-02	Store Lottery 2	B002	0	High to Low	10/01/2019	1.200	0.920	30	36.000	27.600	10/22/2019	Inactive