

1. This form should be used for changes to multiple EGMs or bulk movements in the venue.
2. If you are installing new games or jackpots you will need to complete the details on the New Game Form (QCOM or VLC) and the Jackpot Change Form and send to Intralot with this form.
3. If you are planning major changes for your venue you should contact Intralot at helpdesk@igsmonitor.com.au as soon as possible. Intralot will contact Tatts and you will be able to discuss the deployment. You will also need to co-ordinate timeframes with your Field Service provider.
4. Complete the details on the form for the Floor Position details that are changing, make sure you attach a copy of the before and after Floor Plan and send to Intralot at helpdesk@igsmonitor.com.au or fax 03 9637 3999 allowing notice of at least 20 business days.
- 5. Technicians must start the deployment wrap up no later than 2:30pm, with door time checks no later than 3:00pm and signed off no later than 3:30pm. Tatts Customer Support may bring these times forward to allow for troublesome equipment or slow technician work.**
- 6. The venue entitlement holder or delegate must be present at the venue to sign off the GIE/EH form when the venue works are completed.**

Venue Details:

1. Complete your **venue** and **contact details** and the name of your **Field Service provider**.
2. Provide your **time frame and preferred date**.
3. If this is a **new Floor Plan** then tick the **New Floor Plan Box**
4. If this is a **Floor Plan Renumber** then tick the **Floor Plan renumber box**

Venue Equipment

1. Provide the details for any moves of **Site Controller, Jackpot Controller and/or Cashier Validation Station** equipment.

Remarks – Provide any comments, instructions or other information.

Floor Details Changes

If you are changing the Floor position:

1. Find the New Floor position in the far left column and fill in the **Current Floor position** of the EGM to be moved
2. If the EGM move is a renumber, then check the **Renumber box**
3. Check the **Return to warehouse** box if the EGM is to be returned to the warehouse.
4. Check the **New EGM** box for a new EGM.

If the Floor Position is not changing but there is a change to the EGM or game:

1. Fill in the **Current Floor Position** which will be the same as the New Floor Position and provide the changed details for the EGM/Game.

New EGMs, EGM Changes and Game Changes

1. Select the **Manufacturer** name for the EGM.
2. Provide the **Manufacturer serial number** for the EGM.
3. Provide the **Licence Plate number** for new EGMs
4. Provide the **PAL ID** for new EGMs. The EGM manufacturer will be able to give you this number.
5. Select the EGM **Protocol**. The EGM manufacturer will be able to provide this information if you are unsure.
6. If there is a Game change or if it is a new EGM, find the **new Tatts Game Set Number** on the Tatts Game Reference list and copy it in **New Game Set Number**.

If the new Game is not in the Tatts Game Reference then the Tatts New QCOM Game (TNQ) or the Tatts New VLC Game (TNV) form must be completed and sent with the EGM Movements Form.

6. Select the **Model name** for a new EGM or a Model change
7. Select the **Top box name** from the list for a new EGM or a top box change.
8. Check the **Multigame box** if the EGM has multi games for new EGMs or an EGM change.
9. Check the **SAPJ** box if the new EGM or the EGM change has a Standalone Progressive jackpot/s.
10. Check the **EGMT Jackpot** Box if the EGM has an EGM Triggered jackpot game.
10. Select the **Credit value** for a new EGM or if you are changing the credit value for an existing EGM.
11. If your jackpot provider advises you that you will need a JIB added to a VLC EGM in order to include the EGM in a linked jackpot then check the **ADD JIB box**.