



PKMS Drawings User Guide

March 2021

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Version History

Version History			
Date	Revision History	Revision Class	Comments
05/27/2015	1.0	Major	First tracked version
10/1/2020	2.0	Major	Reformatted to Everi document style and updated content per version 2.25.002032 of PKMS
11/9/2020	2.1	Minor	Corrected verbiage in Pick Prizes section regarding prize values for Konami, Scientific Games (Bally), and Aristocrat
12/14/2020	2.2	Minor	Updated Copyright Information and Limitation of Liability section.
3/26/2021	3.0	Major	Updated to reflect changes due to Flash End of Life and incorporate various suggested improvements.

Overview

The *PowerKiosk Management System* (PKMS) is a robust engine that consists of multiple modules. Each module serves a specific core function within the PKMS. The focus of this guide is the Drawings module.

While integrated with PKMS, the Drawings module can operate as a standalone system. When connected with the Promotions module, PKMS lets users integrate drawing entries as promotion prizes.

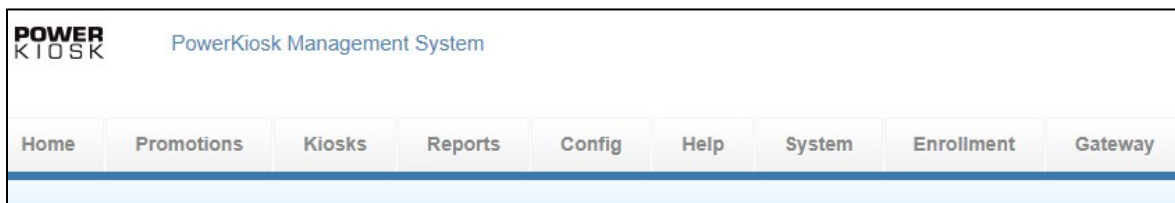
Ensure all host system upgrades, migrations, or changes are communicated to Loyalty Support so Everi can determine if further action is required.

PKMS User Interface and Navigation

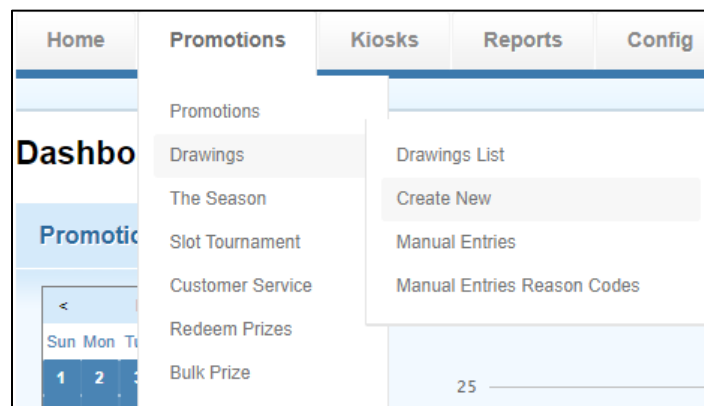
- PKMS is a web-based application. The application is accessed by opening a customer-specific URL within a web browser.

Note: PKMS is optimized for use with Google Chrome.

- The user interface is organized by tabs displayed across the top of the PKMS application.
- PKMS allows the user to manage all drawings, prizes, and prize distribution, as well as the assets and language that display on the kiosks.



- By hovering the mouse cursor over a specific tab, additional options display related to each selection. In this example, the mouse hovers over the **Promotions** tab, and the **Drawings** option displays **Drawings List**, **Create New**, **Manual Entries**, and **Manual Entries Reason Codes**.



Drawings

Drawings are either Single-Screen Drawings or Standard Drawings.

Single-Screen Drawings

Drawings where no actual game is presented. This type allows the patron to enter a drawing immediately after selecting the tile.

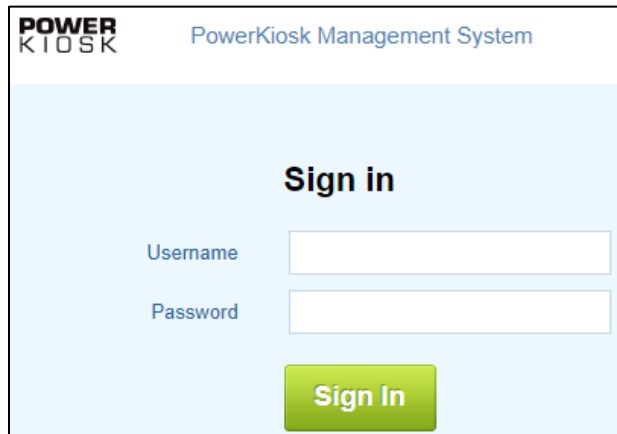
Standard Drawings

Drawings where a patron receives drawing entries as a promotion prize.

Accessing PKMS

The user must access and sign in to the PKMS prior to creating a new drawing.

1. Navigate to the URL provided for PKMS access.
2. In the **Username** field, enter the username.
3. In the **Password** field, enter the password.
4. Click **Sign In**.



The screenshot shows the 'PowerKiosk Management System' login interface. At the top left is the 'POWER KIOSK' logo, and at the top right is the text 'PowerKiosk Management System'. The main heading is 'Sign in'. Below this are two input fields: 'Username' and 'Password'. At the bottom is a green 'Sign In' button.

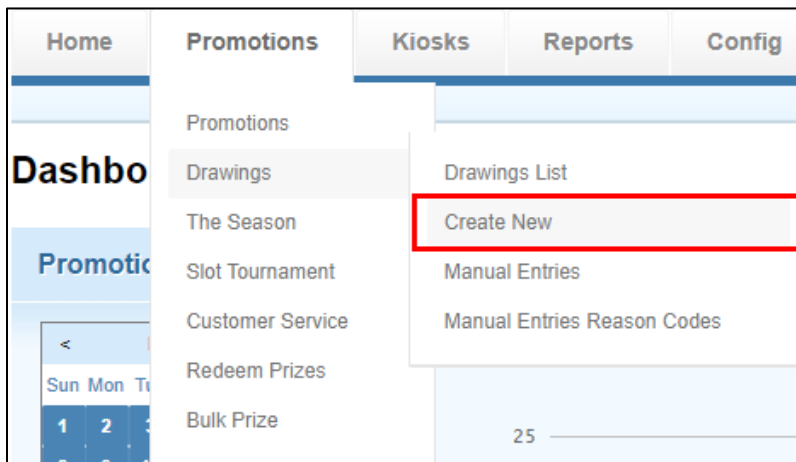
Create a New Drawing

This section of the guide defines and describes each step required to configure a new drawing.

The drawing creation process is broken down into six sections. Each of the below sections are covered in detail in this guide:

- [General Information](#)
- [Sessions & Prizes](#)
- [Assets](#)
- [Activation](#)
- [Entries](#)
- [Advanced Configuration](#)

1. Hover over the **Promotions** tab.
2. In the drop-down list, hover over the **Drawings** option.
3. Click **Create New**.



General Information

Selecting **Create New** opens the **General Information** page of the new drawing.



This page contains the general details (name, description, timeframe, etc.) of the drawings.

General Information	
Name	<input type="text"/>
Comments	<input type="text"/>
Time to Display Winner	<input type="text" value="8"/> seconds
Number of wins	<input type="checkbox"/> Win More Than Once Per Session
	<input type="checkbox"/> Win More Than Once Per Drawing Day
	<input type="checkbox"/> Win More Than Once Per Drawing
Contestant Count	<input type="checkbox"/> This drawing does not redraw disqualified names
	<input type="checkbox"/> Post to Calendar
	<input type="checkbox"/> Archived

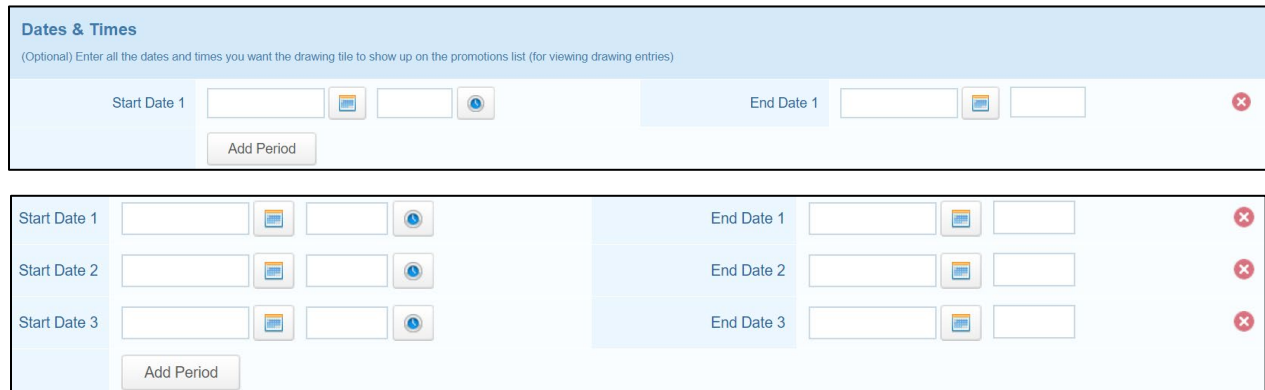
Number of wins	<input checked="" type="checkbox"/> Win More Than Once Per Session	Max # of Wins	<input type="text" value="1"/>
	<input checked="" type="checkbox"/> Win More Than Once Per Drawing Day	Max # of Wins	<input type="text" value="1"/>
	<input checked="" type="checkbox"/> Win More Than Once Per Drawing	Max # of Wins	<input type="text" value="1"/>


General Information User Interface Elements	
Name	Enter the name of the drawing.
Comments	Enter the description of the drawing. This description should contain information about all key aspects of the promotion. If applicable, this may be the same description as submitted to the Gaming Commission. Comments are internal only and are never displayed to the patron.
Time to Display Winner	While running a virtual drawing through the PKMS, each patron's name displays on the external monitor when drawn. The number of seconds entered in this field determines the amount of time each patron's name displays.

General Information User Interface Elements (continued)	
Number of Wins	<p>The three boxes allow control over the number of wins each patron can achieve. Once a box is selected, a Max # of Wins field displays in the same row, allowing users to specify the quantity of wins based on the selected criteria.</p> <ul style="list-style-type: none"> • Win More Than Once Per Session: Selecting this box allows a patron to win multiple times during a drawing session. The number of wins is restricted to the quantity entered in the Max # of Wins field. • Win More Than Once Per Drawing Day: Selecting this box allows a patron to win multiple times during a drawing day. The number of wins is restricted to the quantity entered in the Max # of Wins field. • Win More Than Once Per Drawing: Selecting this box allows a patron to win multiple times during a drawing. Winning may occur during multiple drawing sessions or multiple drawing days. The number of wins is restricted to the quantity entered in the Max # of Wins field. <p><i>Example:</i></p> <p>A drawing that takes place over five days, has five sessions per drawing day, and allows patrons to win once per session (remaining eligible for every session thereafter) uses all three boxes.</p> <ul style="list-style-type: none"> • For the Win More Than Once Per Session box, type 1 in the Max # of Wins field. • For the Win More Than Once Per Drawing Day box, type 5 in the Max # of Wins field. • For the Win More Than Once Per Drawing box, type 25 in the Max # of Wins field.
Contestant Count	<p>The This drawing does not redraw disqualified names box determines whether a new name is drawn if a winner does not claim their prize.</p> <p><i>Example:</i></p> <p>A drawing pulls five patron names to win the prize, but only four of the patrons successfully claim it. If this box is checked, the drawing does not pull a new fifth winner, and the fifth prize is forfeited for this drawing. If this box is unchecked, administrators can pull as many names as needed.</p>
Post to Calendar	<p>Selecting the Post to Calendar box causes a Calendar Description field to display. The description entered in the Calendar Description field displays on the built-in PKMS promotional calendar for patrons and administrators. The promotional tile image, if configured, also displays.</p>
Archived	<p>Selecting the Archived box causes the drawing to not display on the kiosk, regardless of the configuration settings established.</p> <p>Note: For the best management of drawings in PKMS, archive seasonal or recurring drawings after they are complete. For example: an annual drawing can be archived at the end of the year, then reactivated next year without having to recreate the drawing.</p>

Dates & Times

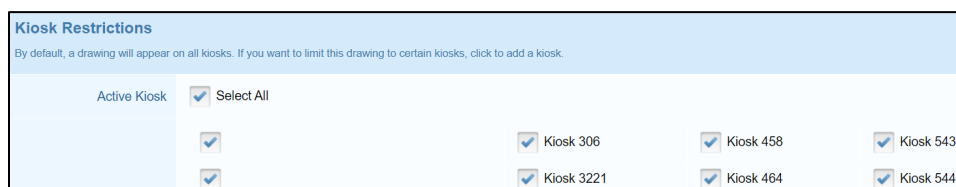
This section controls when the drawing tile displays for patrons on the kiosk. By default, the date and time fields are not populated; if these periods are left empty, the tile does not display on the kiosk. When one or more periods are defined, the drawing only displays within the specified time frame.



Dates & Times User Interface Elements	
Start Date 1	Determines the date and time when the drawing tile begins to display on the kiosks.
End Date 1	Determines when the drawing tile no longer displays on the kiosks. Note: Drawings that are only valid for a single day are entered using the same date in both the Start Date 1 and End Date 1 fields. To confine the promotion to a single, valid viewing period, only configure one Start Date and End Date range.
Add Period	A period can refer to a single date, or a date range. There is no limit to the number of periods each drawing can be made available to be viewed at a kiosk. <ul style="list-style-type: none">To manually add an additional period to the drawing, click Add Period. Each time Add Period is selected, another period to configure displays.Drawings may require additional periods in cases where the drawing is available only during specific date ranges. For example, a drawing is open at the kiosk from May 1–15, and again from June 1–15. During the period of May 16–31, the drawing does not display at the kiosk.To remove a period from the drawing, click the Delete () icon in the period row.

Kiosk Restrictions

The **Kiosk Restrictions** section determines which kiosk(s) display the drawing when all established conditions are met. When the drawing is created, all kiosks are selected by default.



To quickly adjust which kiosks display the drawing, follow the procedure below.

1. Clear the **Select All** box at the top of the section.
2. Select the desired **[Kiosk Name]** boxes.

Example:

Placing a kiosk inside a special event location and making the drawing available only at that kiosk limits the ability to view the drawing information tile to only the patrons who physically attend the event.

Promotional List Tile

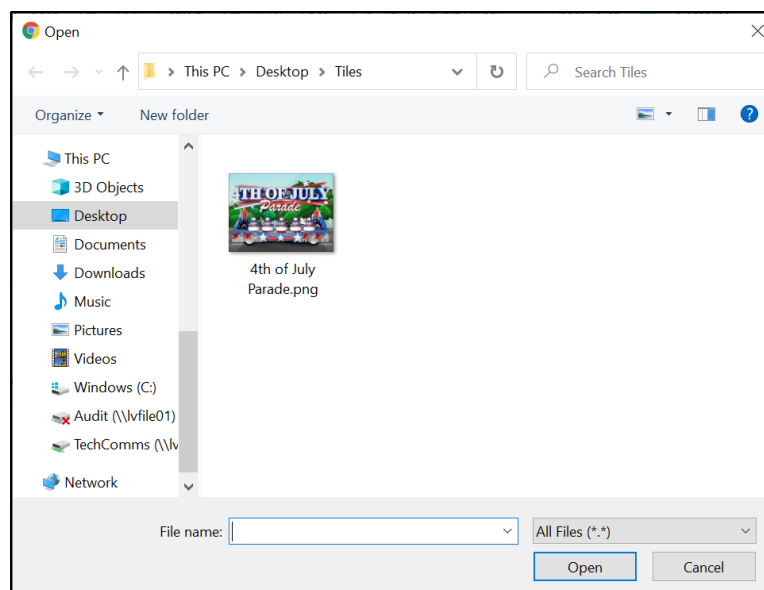
The **Promotion List Tile** section determines the tile (i.e., interactive image) used to represent the drawing on the kiosk. For the best image quality, verify the tile is a PNG file with a 320x217 resolution prior to beginning this process. To upload a tile for the drawing, follow the procedure below.

1. In the **Upload** column, click **Choose File**.

Promotion List Tile	
(Optional) Upload an image to appear on the graphical version of the Promotion List the guest will see after swiping at the kiosk.	
Thumbnail	Upload
	Upload image: <input type="button" value="Choose File"/> No file chosen

The **Open** window displays.

2. Navigate to and select the image.
3. Click **Open**.



Entries Action

The **Entries Action** section determines which default action(s) take place at the end of a drawing and which action executes after a drawing concludes.

Entries Actions
The action you select below will automatically occur when you click "Finish" on the drawing control panel. You can also click execute now below to have this action occur immediately.

Select Action

☒ Keep entries in this drawing as is
☐ Remove only the drawing entries that were activated
☐ Remove only the drawing entries that were not activated
☐ Remove **ALL** entries (with this option, none of the entries used in today's drawing will be available for the next drawing).

Do Action Now

Re-insert all entries

☐ Exclude Disqualified
☐ Exclude Confirmed

Put all entries back in drum
When this option is selected, all entries go back into the drum.

Clear Activated Status

Clear Activated Status

Delete Entries

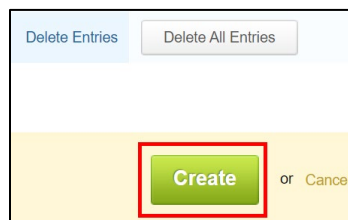
Delete All Entries

Entries Actions User Interface Elements	
Select Action	<p>Determines the action presented to the drawing administrator at the end of the drawing.</p> <ul style="list-style-type: none"> Keep Entries in this drawing as is: For every drawing, each entry goes into the virtual barrel. At the end of the drawing, the entries can remain in the drawing unchanged. <p><i>Example:</i></p> <p>All patrons with activated entries for Friday's drawing are eligible to win the drawing during each session. If the Friday drawing has four sessions (5:00 PM, 6:00 PM, 7:00 PM, and 8:00 PM), this option is available at the end of the 5:00 PM, 6:00 PM, and 7:00 PM sessions. This guarantees the eligible contestant's drawing entries are kept "as is" for the subsequent drawing times.</p> <ul style="list-style-type: none"> Remove only the drawing entries that were activated: Selecting this option removes all picked entries at the end of the drawing. Use this option in cases where activated entries are only eligible for one drawing, and any entries not picked are eligible for future drawings. Remove only the drawing entries that were not activated: Selecting this option removes all entries not picked at the end of the drawing. Use this option in cases where future drawings require that the patron participated in earlier drawings.
	<ul style="list-style-type: none"> Remove ALL entries: Selecting this option removes all entries from the virtual barrel. This option should be used in cases where all entries are only valid for one drawing session. Do Action Now: Click this button if the action selected above should occur outside of the end of a drawing (which is when the options are presented to the drawing administrator). This is useful when the drawing administrator forgets to take an action when the options are presented at the end of a drawing.

Entries Actions User Interface Elements (continued)	
Re-insert All Entries	<p>If an action selected above is unintentionally selected by the drawing administrator at the end of the drawing (or clicking Do Action Now), use the options below.</p> <ul style="list-style-type: none"> • Exclude Disqualified: Selecting this box prevents disqualified contestants from returning to the virtual barrel. Contestants can be disqualified based on restrictions set in the Number of wins section or by not claiming their prize before the drawing ends. <p>Note: Within PKMS, disqualification can refer to a patron who has reached the maximum number of wins per drawing, drawing date, or drawing session. Disqualification can also refer to a patron who wins per the virtual drawing but does not attend the drawing in time to confirm the prize win.</p> <ul style="list-style-type: none"> • Exclude Confirmed: Selecting this box prevents any previously confirmed contestants from returning to the barrel. • Put all entries back in drum: This button returns all entries moved to the archive table by the action performed in the Select Action section, except those excluded by either box selected above, back into the virtual barrel.
Clear Activated Status	Click this button to set all activated entries to a non-active status.
Delete All Entries	<p>Click this button to delete all current entries.</p> <p>Caution: Administrators cannot recover entries deleted this way.</p>

Concluding the General Information Page

When finished with the **General Information** page, click **Create** at the bottom of the page.



Sessions & Prizes

To open the **Sessions & Prizes** page, select the **Sessions & Prizes** option in the navigation bar. The **Sessions & Prizes** page allows the user to configure the dates, session specifications, and prizes for the drawing.

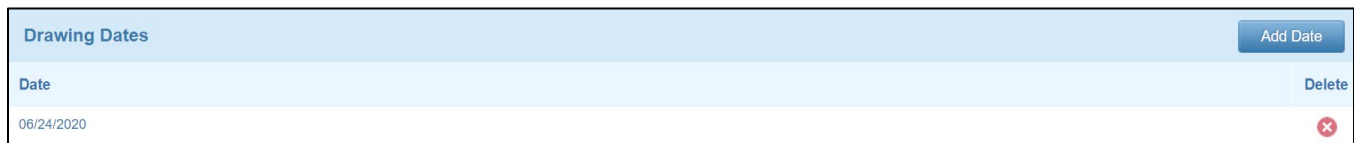


Drawing Dates

To configure the specific dates for drawing, follow the procedure below.

1. In the upper-right corner of the **Drawing Dates** section, click **Add Date**.

The **Drawing Dates** section updates to display the day after the current date.

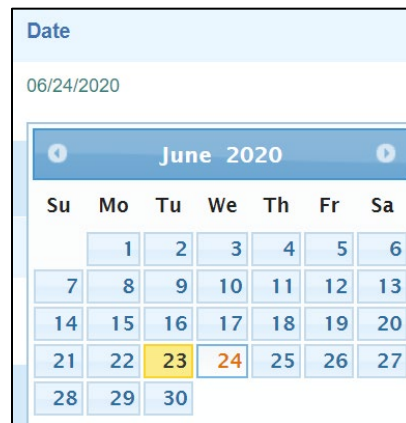


Drawing Dates		Add Date
Date		Delete
06/24/2020		

2. Select the **Date** option.

The **Date** option updates to display a calendar field.

3. Using the calendar field, select the actual drawing date.



Date						
06/24/2020						
June 2020						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Note: For each additional date option added to the drawing, the default date for subsequent **Date** options becomes one day after the previous date. For example, clicking **Add Date** in the example above will generate a date option of 6/25/2020.

4. (Optional) Repeat steps 1–3 for any additional dates required for the drawing.

Sessions

To configure the number of drawing sessions per date established above, follow the procedure below.

1. Select the **Number of Winners** field.

A text field displays.

2. Type the number of patrons drawn for the session.


3. Select the **Time** field.

A text field displays.

4. Type the starting time of the session.

5. To add additional sessions to the drawing, select **Add Session**.

Note: The **Time** field for subsequent sessions is set to 30 minutes after the previous session. If the time is manually adjusted to one hour after the previous session (e.g., Session 1 at 12:00 AM and Session 2 at 1:00 AM), the next session follows the new pattern (i.e., Session 3 starts at 2:00 AM).

6. To restrict a session to a specific drawing date, click the **Checkmark** () icon in the session row.

Sessions						Add Session	
Session	Number of Winners	Time	All Dates	Prizes (if applicable)	Delete		
Session 1	1	12:00 AM		<input type="button" value="Prizes"/>			
Session 2	1	12:30 AM		<input type="button" value="Prizes"/>			
Session 3	1	01:00 AM		<input type="button" value="Prizes"/>			

The **Session Date** window displays.

7. Clear the checkbox for the date(s) from which the session does not apply.





8. Click **Save**.

Session Dates
Uncheck any drawing dates you would like to **exclude** this session from

<input checked="" type="checkbox"/>	Date
<input checked="" type="checkbox"/>	07/06/2020
<input checked="" type="checkbox"/>	07/07/2020
<input checked="" type="checkbox"/>	07/08/2020

or

The **Sessions & Prizes** page updates, and the **All Dates** field for the session displays a **Line** () icon.

Session 1	1	12:00 AM		Prizes	
Session 2	1	12:30 AM		Prizes	

Session Prizes

To randomly award prizes when names are drawn, or to automatically award prizes in the order they were configured, Everi recommends assigning the prizes directly to a drawing session. When determining how prizes are awarded, only configure session prizes or Pick Prizes; configuring both options simultaneously causes errors with prize distribution. To configure session prizes, follow the procedure below.

1. In a session row, click **Prizes**.

Session 4	5	07:00 PM		Prizes	
-----------	---	----------	---	------------------------	---

The **Prizes** window displays.

Note: The number of winners configured for the session determines the number of prize rows that display.

2. In the **Prize Name** field, type an easily recognizable name for the prize.
3. In the **Prize Type** drop-down box, select the **Cash**, **Other**, **Points**, **Prizes**, **Coupons**, and **Vouchers**, **Promotion List**, or **Free Play** option.

Note: Since **Promotion List** enters the winner into a promotion as a drawing prize, selecting this option changes the **Prize Value** field to a drop-down box listing all available promotions.

#	Prize Name	Prize Type
1	\$5	Cash
2	\$10	Cash
3	\$15	Cash

4. In the **Prize Value** field, type the value of the prize, in USD.

Note: This value is for internal use only.

5. In the **Redemption Code or Value** field, type the value designated by the patron management system.
 - For Scientific Games, Konami, or Aristocrat systems, enter the exact redemption amount as an integer. If the redemption amount is \$5.00, type 5 in this field.

Note: Some player management systems do not recognize decimal values (e.g., typing 5.00 converts to 500). This decimal creates an unintended high-value prize(s) for issuance, leading to unintended consequences. Always test and confirm the functionality of a drawing before making it available for use by patrons.

- For IGT, redemption codes are typically three to five digits in length. Once the code is generated in IGT, type the code in this field.

6. Repeat steps 2–5 to configure the remaining prizes.

Alternatively, click **Repeat All** to populate the remaining prizes with the options selected in the first prize.

Prizes							Add Prize
#	Prize Name	Prize Type	Prize Value	Redemption Code or Value		Delete	
1	\$5	Cash	5.00	5	Repeat All	×	
2	\$10	Cash	10.00	10		×	
3	\$15	Cash	15.00	15		×	
4	\$15 Free Play	Free Play	15.00	15		×	
5	100 Slot Points	Points	100.00	100		×	

7. Click **Save Prizes**.

The **Prizes** window closes automatically, and the **Prizes** button updates to display the number of prizes configured in the session.

8. Repeat steps 1–7 to configure prizes for the remaining sessions.

Sessions							Add Session
Session	Number of Winners	Time	All Dates	Prizes (if applicable)	Delete		
Session 1	5	04:00 PM	✓	Prizes (5)	×		
Session 2	5	05:00 PM	✓	Prizes (5)	×		
Session 3	5	06:00 PM	✓	Prizes (5)	×		
Session 4	5	07:00 PM	✓	Prizes (5)	×		

9. In the **How do you want to distribute prizes** section, choose whether prizes are awarded randomly or in the order they're won.

How do you want to distribute prizes?

Prize Distribution

☐ Distribute prizes in the order they are entered

☒ Distribute prizes randomly to randomly selected winners

Pick Prizes

To configure a drawing where the drawing administrator determines what prizes are awarded when names are drawn, Everi recommends configuring Pick Prizes. When determining how prizes are awarded, only configure session prizes or Pick Prizes; configuring both options simultaneously causes errors with prize distribution. To configure Pick Prizes, follow the procedure below.

1. In the **Prize Name** field, type the specified name of the prize.
2. In the **Prize Type** drop-down box, select the **Cash, Other, Points, Prizes, Coupons, and Vouchers, Promotion List**, or **Free Play** option.

Note: Since **Promotion List** enters the winner into a promotion as a drawing prize, selecting this option changes the **Prize Value** field to a drop-down box listing all available promotions.

3. In the **Prize Value** field, type the value of the prize, in USD.

Note: This value is for internal use only.

4. In the **Redemption Code or Value** field, type the value designated by the patron management system.

- For Scientific Games, Konami, or Aristocrat systems, enter the exact redemption amount as an integer. If the redemption amount is \$5.00, type 5 in this field.

Note: Some of these systems do not recognize decimal values (e.g., typing 5.00 converts to 500). This decimal creates an unintended high-value prize(s) for issuance, leading to unintended consequences. Always test and confirm the functionality of a drawing before making it available for use by patrons.

- For IGT, redemption codes are typically three to five digits in length. Once the code is generated in IGT, type the code in this field.





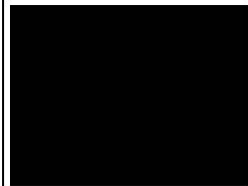
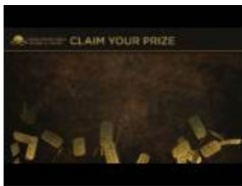


5. Select **Insert**.
6. To add another prize to the drawing, select **Add Prize**.
7. Repeat steps 1–5 to configure the additional prize.






Pick Prizes						Add Prize	
Create prizes here only when you want to enter prizes after names have been drawn and no prizes have been associated with a session.							
#	Prize Name	Prize Type	Prize Value	Redemption Code or Value			
1	\$5 Prize	Cash	5	5	Update	Cancel	

Assets

To open the **Assets** page, select the **Assets** option from the navigation bar. The **Assets** page controls the image and flash files used to represent the drawing in PKMS. While default assets are often used across multiple drawings, the backgrounds can be changed creating a custom theme for the drawing.

The seven configurable drawing asset types are described in the following table.



Assets Drawing Types		
Drawing Waiting to Begin	<p>This asset displays when the patron opens an active drawing before the event begins.</p> <div> <div>Asset</div> <div>Background</div> <div>Name</div> </div> <div>   <div> Drawing Waiting To Begin <input type="button" value="Use Default"/> </div> </div>	
Drawing Process	<p>This asset displays when the drawing is ongoing.</p> <div>   <div> Drawing Process <input type="button" value="Use Default"/> </div> </div>	
Drawn Names	<p>This asset displays automatically when all winner names are drawn based on the number of contestants for the session.</p> <div>   <div> Drawn Names <input type="button" value="Use Default"/> </div> </div>	
Drawing Winners List	<p>This asset displays when the drawing administrator selects the option to display the drawing winners list on the Control Panel page.</p> <div>   <div> Drawing Winners List <input type="button" value="Use Default"/> </div> </div>	

Assets Drawing Types (continued)	
Drawing Thank You	<p>This asset displays when the drawing administrator selects the option to display the message on the Control Panel page.</p> <div>   <div> <p>Drawing Thank You</p> <p>Use Default</p> </div> </div>
Drawing Framework	<p>This asset supports the Drawings module functionality in PKMS. Users must never change this asset; if questions or issues persist with regards to this asset, contact Loyalty Support.</p> <div>  <div> <p>Not available</p> </div> <div> <p>Drawing Framework</p> <p>Use Default</p> </div> </div>
Kiosk View Entries	<p>This asset displays the number of entries a patron has in the drawing.</p> <div>   <div> <p>Kiosk View Entries</p> <p>Use Default</p> </div> </div>

Note: Default assets are uploaded to the PKMS system by Everi (with customer participation) during the PKMS product installation.

To add or change assets for the drawing, follow the procedure below.

1. In the row for the asset type requiring changes, click **Edit Asset**.

Assets				
#	Asset	Background	Name	Edit
1			<p>Drawing Waiting To Begin</p> <p>Use Default</p>	<p>Edit Asset</p> <p>Visual Editor</p>

The **Edit Asset** window displays.

2. In the **Upload Background** row, click **Choose File**.

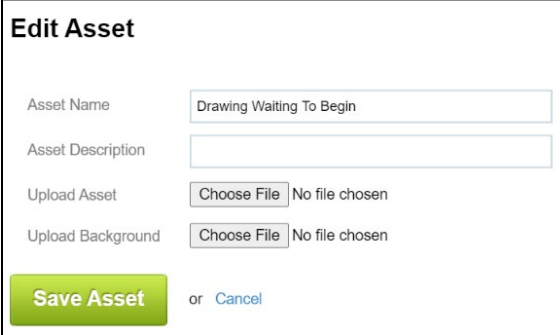
A **File Explorer** window displays.

3. Select the new PNG file.

4. Click **Open**.

Note: Do not use the **Upload Asset** field unless provided assets by Everi.

5. Click **Save Asset**.



Edit Asset

Asset Name

Asset Description

Upload Asset No file chosen

Upload Background No file chosen

or [Cancel](#)

6. (Optional) To return the background image to the default, select **Use Default**.

Activation

To open the **Activation** page, select the **Activation** option in the navigation bar. The **Activation** page determines if the drawing requires any prerequisite conditions before sending a patron's entry into the virtual drum and allows the administrator to configure the specific conditions. Any drawing with earned entries must have activation conditions configured.



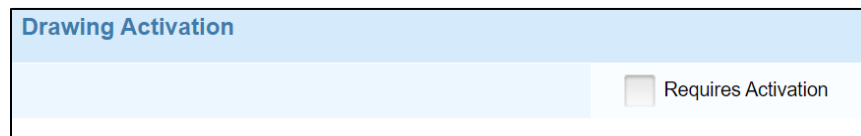
Activation conditions are comprised of two components: the action required to add entries into the drum and the time frame in which the patron must perform the activation action.

Drawing Activation

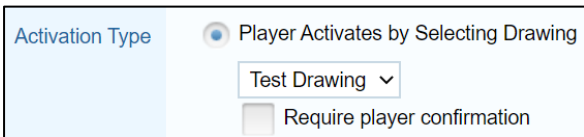
To establish the activation conditions for the drawing, follow the procedure below.

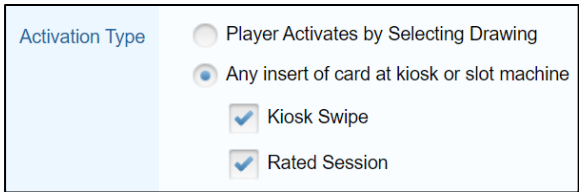
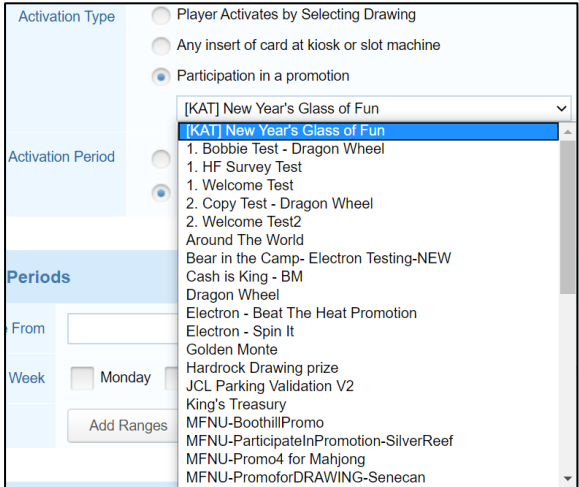
1. In the **Drawing Activation** section, select the **Requires Activation** box.

The **Drawing Activation** section updates to display the **Activation Type** and **Activation Period** rows.



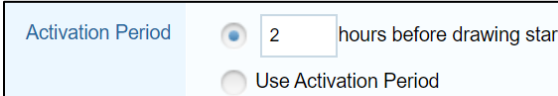
2. Use the following table to select the **Activation Type**.

Activation Types	
Player Activates by Selecting Drawing	<p>This option allows the patron to activate entries by selecting the drawing tile from the promotions list at the kiosk. The drawing tile presents the patron with information specific to the number of entries earned within the promotion. Selecting this option causes the Drawing Selection drop-down box and the Require player confirmation box to display.</p> <ul style="list-style-type: none"> • Drawing Selection: Select the name of the drawing the patron must select at the kiosk in order to activate their earned entries. • Require player confirmation: Selecting this box causes the kiosk to display a <i>Do you want to activate your Entries</i> message to display when the drawing is selected. Selecting the Yes option at the kiosk activates the earned entries. 

Activation Types (continued)	
Any insert of card at kiosk or slot machine	<p>This option allows the patron to activate the earned entries by inserting their loyalty card into a kiosk or generating a rating at a slot machine. Selecting this option causes the Kiosk Swipe and Rated Session boxes to display.</p> <ul style="list-style-type: none"> Kiosk Swipe: Selecting this box allows entries to activate when the patron swipes their loyalty card into a kiosk. Rated Session: Selecting this box allows entries to activate when the patron inserts their loyalty card into a slot machine and begins a rated session. Only available for closed rating sessions. 
Participation in a promotion	<p>This option allows the patron to activate entries by participating in a specific, external promotion. Selecting this option causes the Promotion List drop-down box to display.</p> <ul style="list-style-type: none"> Promotion List: For list-based or invite-only drawings, select the name of the promotion the patron must participate in to activate earned entries for the drawing. 

3. In the **Activation Period** section, select a radio button.

- hours before drawing start:** This option opens the drawing for entry submissions **X** hours before each drawing start time, where **X** is the number typed in the adjacent text field.



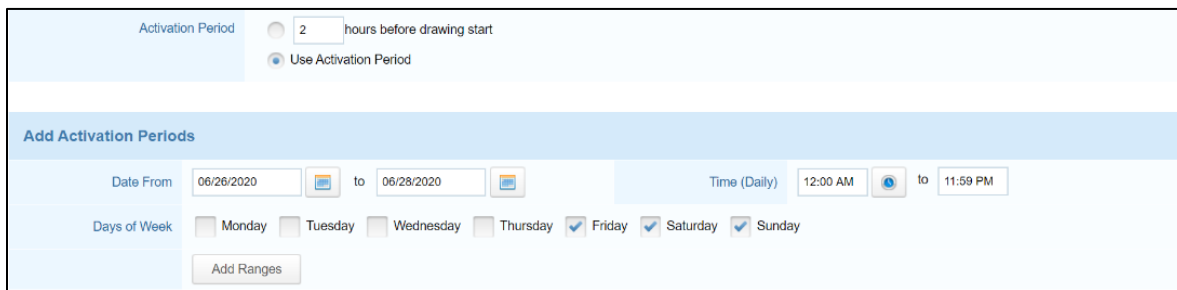
- Use Activation Period:** This option updates the page to display the **Add Activation Periods** and **Activation Periods** section.

Add Activation Periods

To specify the exact date and time conditions for the activation of the drawing, follow the procedure below.

1. In the **Date From** fields, type or select the date range for the drawing activation period.
2. In the **Time (Daily)** fields, type or select the time range for the drawing activation period.
3. In the **Days of Week** section, select the days of the week within the date range in which the drawing is active.
4. To add the specified activation periods to the drawing, click **Add Ranges**.

The **Activation Periods** section updates to display all periods generated by the specified criteria.



Remove Activation Periods

Activation periods may be removed from the drawing using the following methods:

Single Period

To remove a single period from the drawing, follow the procedure below.

1. Click the **Delete** (✖) icon in a period row.

Activation Periods					Remove Selected
<input type="checkbox"/>	Date	Day	Start Time	End Time	
<input type="checkbox"/>	06/26/2020	Friday, June 26, 2020	12:00 AM	11:59 PM	<input checked="" type="checkbox"/>

The period is removed from the drawing.

2. At the bottom of the page, click **Save**.

Multiple Periods

To remove multiple periods from the drawing, follow the procedure below.

1. Select the box in multiple period rows.

2. Click **Remove Selected**.

Activation Periods						Remove Selected
<input type="checkbox"/>	Date	Day	Start Time	End Time		
<input type="checkbox"/>	06/26/2020	Friday, June 26, 2020	12:00 AM	11:59 PM		✕
<input type="checkbox"/>	06/27/2020	Saturday, June 27, 2020	12:00 AM	11:59 PM		✕
<input type="checkbox"/>	06/28/2020	Sunday, June 28, 2020	12:00 AM	11:59 PM		✕

The selected periods are removed from the drawing.

3. At the bottom of the page, click **Save**.

Entries

The four types of entries are described in the following table.

Entry Types	
Manual Entries	PKMS allows administrators to manually add entries for patrons. This option can be used in conjunction with a promotion. For more information, refer to the Manual Drawing Entries section. <i>Example:</i> If a patron is awarded 10 entries for attending a sporting event, a staff member may configure a workstation that allows the entries to be added at the venue as the patrons qualify.
Uploaded Entries	PKMS allows administrators to upload large quantities of entries with a CSV file.
Promotional Entries	PKMS allows patrons to earn drawing entries by participating in a promotion, where the prize awarded is an entry into a drawing.
Earned Entries	Patrons can earn entries by meeting a defined set of requirements. If the Update Entries button is clicked during an active drawing, only the calculated earned entries enter the virtual barrel.

To open the **Entries** page, select the **Entries** option from the navigation bar. The **Entries** page allows administrators to configure how earned entries are awarded to patrons, manually upload entries, and review the number of participants and entries in the drawing.



Total Entries

The **Total Entries** section displays read-only content regarding the total number of participants and entries (earned, manual, uploaded), as well as how many entries are activated (if activation conditions were established) in the drawing.

Total Entries	
Total Entries in Drawing	3 participants / 365 entries
Total Activated Entries	Activation not required

Upload Entries

The **Upload Entries** section allows administrators to upload a list of patrons and awarded entries into the drawing with a CSV file.

To upload the patrons and awarded entries into the drawing, follow the procedure below.

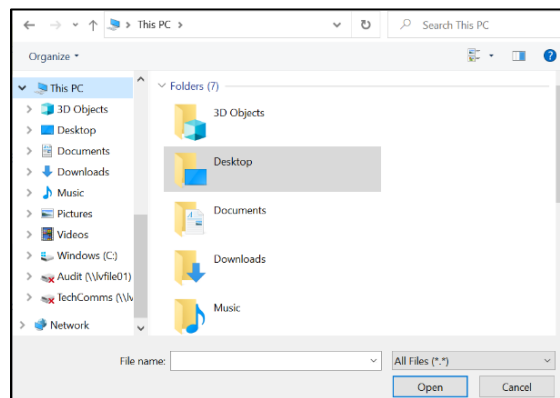
1. In the **Upload Participants** row, click **Choose File**.



An **Open** window displays.

Note: To properly upload into PKMS, name the CSV headers, in order, **FirstName, LastName, PlayerID, Entries**.

2. Select the entries CSV file.
3. Click **Open**.

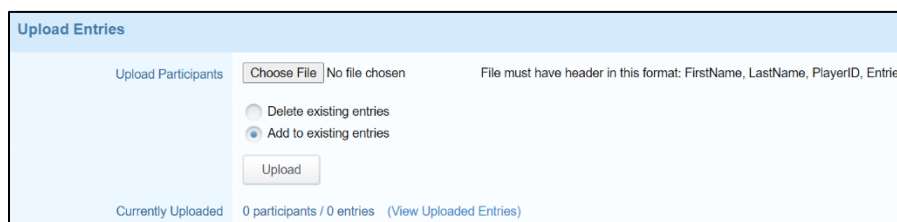


4. Select the **Delete existing entries** or **Add to existing entries** radio button.

Note: The **Delete existing entries** option removes the entries uploaded in the **Upload Participants** section.

5. Click **Upload**.

The **Currently Uploaded** section updates to display the number of entries and participants added to the drawing through the CSV file.

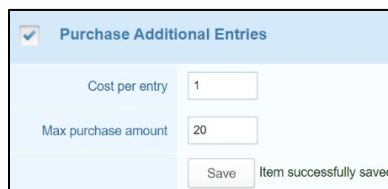


Purchase Additional Entries

Selecting the **Purchase Additional Entries** box allows administrators to configure how many drawing entries a patron can purchase and the price for each entry. To configure purchased entries, follow the procedure below.

1. In the **Cost per entry** field, type the cost, as an integer, of an individual drawing entry.
2. In the **Max purchase amount** field, type the total number of entries a single patron can purchase.
3. Click **Save**.

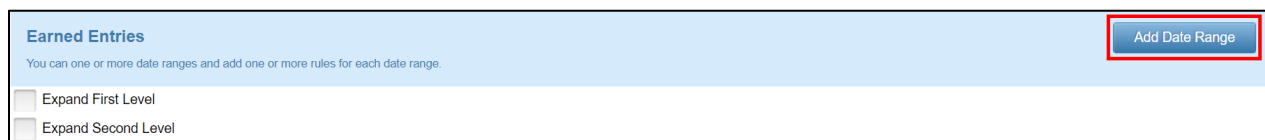
The *Item successfully saved* message displays.




Earned Entries

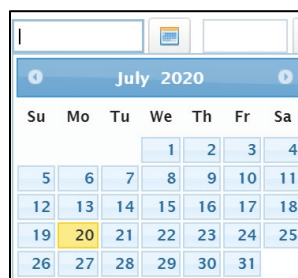
The **Earned Entries** section allows administrators to configure specific date ranges and conditions regarding how patrons can earn entries into the drawing. Any drawing with Earned Entries must also have activation conditions configured. To configure earned entry criteria, follow the procedure below.

1. Click **Add Date Range**.



The **Add Rule Date Range** window displays.

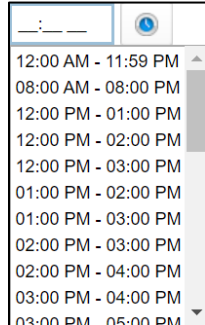
2. In the **Date From** row, select the first text field or calendar () icon.
3. In the calendar box, select the first date patrons can earn entries into the drawing.



The first **Date To** field automatically updates to display the selected date.

4. Type the time, in HH:MM AM/PM format, in the second **Date From** text field or select the time () icon.

Selecting the time icon displays a list box with suggested time ranges during which patrons can earn entries. Options in the list box populate the secondary **Date From** and **Date To** fields.





5. In the first **Date To** field, select the last date patrons can earn entries into the drawing.
6. (Optional) If the starting time was manually typed in the second **Date From** field, type the end time, in HH:MM AM/PM format, in the second **Date To** field.
7. (Optional) To award all participants free entries into the drawing, type the number of entries, as an integer, in the **Include** __ **free entries** field.


Note: Free entries configured through Earned Entries require the patron to have a rating to receive them; to award free entries without a rating requirement, configure a promotion with a drawing ticket prize.

Caution: Use the **Specific Drawing Dates** box and subsequent sub-steps only if drawing dates were configured on the [Sessions & Prizes](#) page. If the **Specific Drawing Dates** box is selected for one rule, all rules in the drawing must have the box selected for PKMS to pull data from the drawing.

8. (Optional) To determine the dates when patrons can earn entries for a specific drawing:
 - a. Select the **Specific Drawing Dates** box.

Add Rule Date Range

Date From  12:00 AM 

Date To  11:59 PM

Include free entries

☐ Specific Drawing Dates

Add Ranges
or [Cancel](#)

The window updates to display the **Drawing Dates** section.

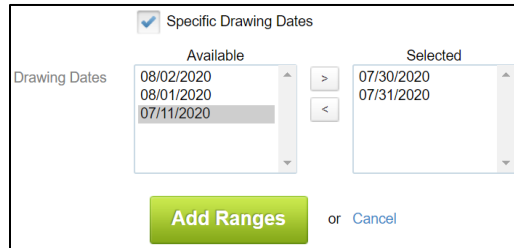
- b. Select one or more dates in the **Available** list box.

- c. Select the > button.
- d. The dates move from the **Available** list box to the **Selected** list box.



Example:

For a drawing only available Monday through Friday in the month of March in which the entries reset each week, configure a rule date range for each week. Then, select the **Specific Drawing Dates** box in each range and move that week's Friday date into the **Selected** list box.

9. Click **Add Ranges**.



The **Earned Entries** section updates to display the options configured in the **Add Rule Date Range** window.

Earned Entries							Add Date Range
You can one or more date ranges and add one or more rules for each date range.							
<input type="checkbox"/> Expand First Level							
<input type="checkbox"/> Expand Second Level							
Unique ID	Date From	Date To	Free Entries	Is Drawing Specific	Rule	Delete	
 281	07/30/2020 12:00 AM	08/30/2020 11:59 PM	1	Yes (2)	Add Rule		

Date Range Rules

Adding earned entry dates also requires administrators to configure activation rules for the specified date ranges.

Failure to add activation rules for entry dates causes the entire drawing to malfunction.

To configure the activation rules, follow the procedure below.

1. Click **Add Rule**.

Unique ID	Date From	Date To	Free Entries	Is Drawing Specific	Rule	Delete
 281	07/30/2020 12:00 AM	08/30/2020 11:59 PM	1	Yes (2)	Add Rule	

The **Edit** window displays.

2. In the **Earnings Criteria** drop-down box, select the method through which patrons earn the drawing entries.

3. In the **Amount** row, type the quantity of the chosen criteria a patron must obtain to receive entries in the **Get** field.
4. In the **entries** field, type the number of drawing entries a patron receives for obtaining the value typed in the **Get** field.

Edit

Earnings Criteria All-Points

Amount Get 10 = 1 entries

5. (Optional) To restrict the earned entries rule to a specific patron rewards level, select an option in the **Tier** drop-down box.

Note: When restricting date range rules by tier, a separate rule is required for each additional tier of patrons who can participate.

6. (Optional) To remove archived entries from the drawing as part of the date range rule, select the **Subtract Archived Entries** box.

Note: Entries are archived when they are removed from a drawing using the **Select Action** feature. Use the **Subtract Archived Entries** box for any drawing where entries are not used again after being archived or removed.

Caution: Subtract Archived Entries is considered a global feature; when selected, it applies to the entirety of the drawing not just the dates in the configured rule. If this feature is used, only select the box once. Selecting this feature across multiple rules removes the number of entries multiple times.

Tier GOLD

☒ Subtract Archived Entries

7. To determine which day(s) of the week this rule applies:

- Select the corresponding **[Day]** box(es).
- Select the **Select All** box.

8. Click **Save**.

Edit

Earnings Criteria All-Points

Amount Get 10 = 1 entries

Tier GOLD

☒ Subtract Archived Entries






☐ Select All ☒ Su ☐ Mo ☐ Tu ☒ We ☐ Th ☒ Fr ☒ Sa

Save

 or [Cancel](#)

The **Earned Entries** section updates to display the configured rule.

9. For more information, select the **Expand First Level** and **Expand Second Level** boxes.

Earned Entries						
You can one or more date ranges and add one or more rules for each date range.						
<input checked="" type="checkbox"/> Expand First Level						
<input checked="" type="checkbox"/> Expand Second Level						
Unique ID	Date From	Date To	Free Entries	Is Drawing Specific	Rule	Delete
281	07/30/2020 12:00 AM	08/30/2020 11:59 PM	1	Yes (2)	Add Rule	
Days		Subtract Archive Entries		Edit Rule		Delete
All	No		Edit Rule/Add Amount			
Earnings Criteria		Amount	Drawing Tickets	Tier	Edit	Delete
All-Points		25	1		Edit Rule/ Amount	
Tuesday	No		Edit Rule/Add Amount			
Earnings Criteria		Amount	Drawing Tickets	Tier	Edit	Delete
All-Points		25	4		Edit Rule/ Amount	

Note: When finalizing rules, verify rule dates don't overlap. Overlapping rules (e.g., a rule set from Monday through Friday and another rule set from Friday through Sunday) cause both rules to activate on the overlap day (Friday). This overlap may cause unintended behavior in a live environment.




Adding Rules to Same Day Range

When adding multiple earning criteria to the same date range, users can repeat the procedure above and ensure the same [Day] boxes are selected. However, the procedure below outlines a quicker way to add another rule in the same day range.

1. Click **Edit Rule/Add Amount** in a [Day] row.

Example:

If an additional rule is needed for Tuesday, click **Edit Rule/Add Amount** in the **Tuesday** row.

	Tuesday	No	<div>Edit Rule/Add Amount </div>			
Earnings Criteria		Amount	Drawing Tickets	Tier	Edit	Delete
Points - Slot		25	4		Edit Rule/ Amount	

The **Edit** window displays with the **Earnings Criteria** drop-down box and [Day] boxes populated based on the selected rule.

Note: The [Day] boxes must remain unchanged.

- In the **Earnings Criteria** drop-down box, select the method through which patrons earn the drawing entries.
- In the **Amount** row, type the quantity of the chosen criteria a patron must obtain to receive entries in the **Get** field.
- In the **entries** field, type the number of drawing entries a patron receives for obtaining the value typed in the **Get** field.

Edit

Earnings Criteria

All-Points

Amount

Get

10

=

1

entries

- (Optional) To restrict the earned entries rule to a specific patron rewards level, select an option in the **Tier** drop-down box.
- (Optional) To remove archived entries from the drawing as part of the date range rule, select the **Subtract Archived Entries** box.
- Click **Save**.

Tuesday	No	Edit Rule/Add Amount			
Earnings Criteria	Amount	Drawing Tickets	Tier	Edit	Delete
Points - Slot	25	4		Edit Rule/ Amount	
Points - Table	10	1		Edit Rule/ Amount	

Editing an Existing Rule

To edit an existing rule, follow the procedure below.

- Click the **Edit Rule/Amount** link in a **[Rule]** row.

Tuesday	No	Edit Rule/Add Amount			
Earnings Criteria	Amount	Drawing Tickets	Tier	Edit	Delete
All-Points	25	4		Edit Rule/ Amount	

The **Edit** window displays with the fields and boxes populated when the rule was established.

- In the **Earnings Criteria** drop-down box, select the method through which patrons earn the drawing entries.
- In the **Amount** row, type the quantity of the chosen criteria a patron must obtain to receive entries in the **Get** field.

4. In the **entries** field, type the number of drawing entries a patron receives for obtaining the value typed in the **Get** field.

Edit

Earnings Criteria Points - Table +Slot ▼

Amount Get 25 = 4 entries

5. (Optional) To restrict the earned entries rule to a specific patron rewards level, select an option in the **Tier** drop-down box.
6. (Optional) To remove archived entries from the drawing as part of the date range rule, select the **Subtract Archived Entries** box.


Tier GOLD ▼

☒ Subtract Archived Entries

7. To determine which day(s) of the week this rule applies:

- Select the corresponding **[Day]** box(es).
- Select the **Select All** box.

8. Click **Save**.

	Days	Subtract Archive Entries			Edit Rule	Delete
	Tuesday	No			<div>Edit Rule/Add Amount</div>	<div>✖</div>
	Earnings Criteria	Amount	Drawing Tickets	Tier	Edit	Delete
	Points - Table +Slot	25	4		<div>Edit Rule/ Amount</div>	<div>✖</div>

Advanced Configuration

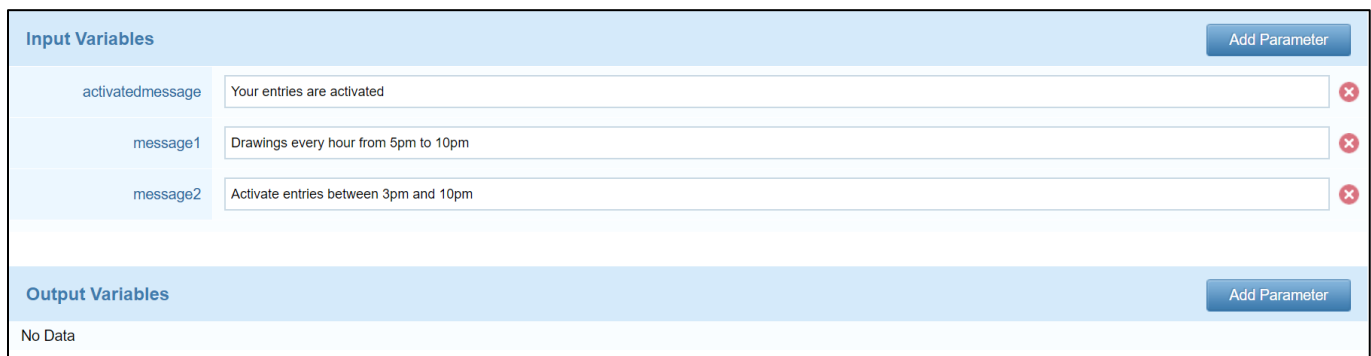
To open the **Advanced Configuration** page, select the **Advanced Configuration** option in the navigation bar. This page allows the drawing administrator to create custom text and design elements for the tile the patron uses to interface with the drawing on a kiosk. Everi recommends using the Input Variables feature only; please contact Loyalty Support when output variables are required.



Input Variables

Input variables are administrator-configured responses that display when a patron engages with the drawing tile in specific ways. To establish an input variable, follow the procedure below.

1. In the **activatedmessage** field, type a message to display when the patron activates entries into the drawing.
2. In the **message1** and **message2** fields, type a message or messages to display when the patron selects the drawing tile.
3. To add a new variable to the drawing, click **Add Parameter**.



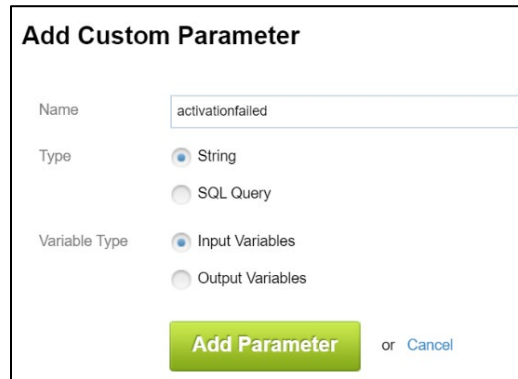
The screenshot shows the 'Input Variables' section of the configuration page. It has a header 'Input Variables' and an 'Add Parameter' button. Below the header, there are three input fields: 'activatedmessage' with the value 'Your entries are activated', 'message1' with the value 'Drawings every hour from 5pm to 10pm', and 'message2' with the value 'Activate entries between 3pm and 10pm'. Each field has a red 'X' icon to its right. Below the input fields, there is a section for 'Output Variables' with an 'Add Parameter' button and the text 'No Data'.

The **Add Custom Parameter** page displays.

Note: Variable names are lower case with no spaces between words.

4. In the **Name** field, type the name of the variable.
5. In the **Type** section:
 - To display a static message, select the **String** radio button.
 - To configure an SQL query to the PKMS database, select the **SQL Query** radio button.

6. Click **Add Parameter**.



Add Custom Parameter

Name:

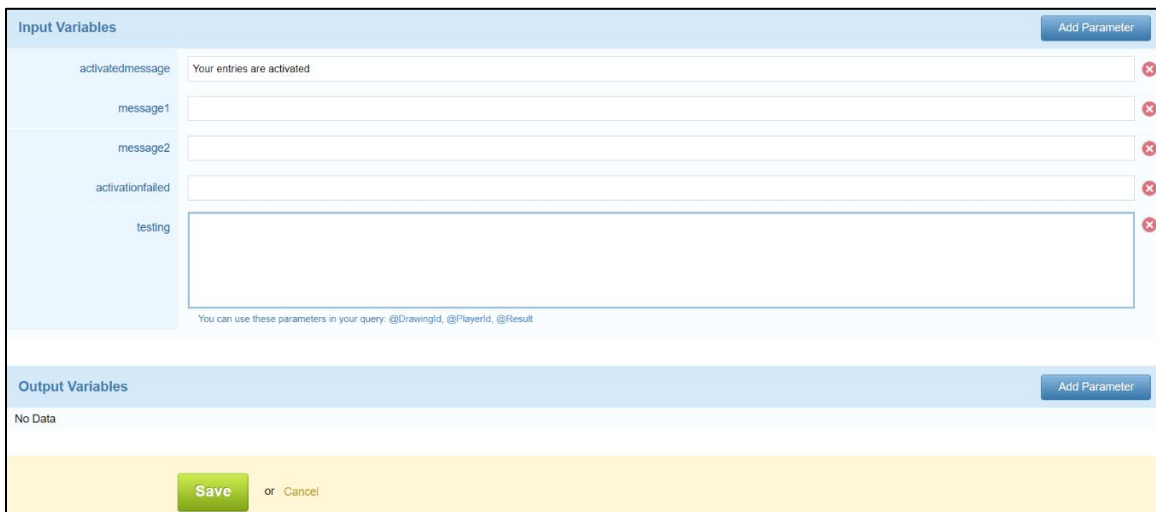
Type: ☒ String ☐ SQL Query

Variable Type: ☒ Input Variables ☐ Output Variables

Add Parameter or **Cancel**

The **Input Variable** section updates to display the new variable.

7. Click **Save**.



Input Variables Add Parameter

activatedmessage	Your entries are activated	✕
message1		✕
message2		✕
activationfailed		✕
testing		✕

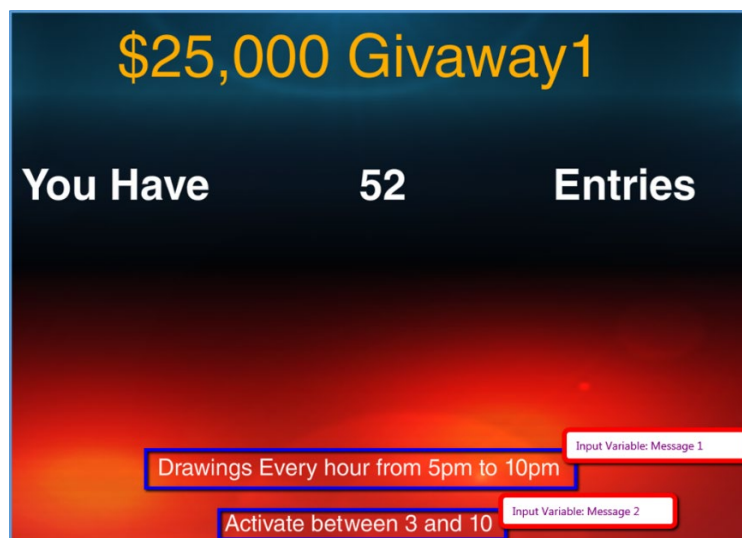
You can use these parameters in your query: @DrawingId, @PlayerId, @Result

Output Variables Add Parameter

No Data

Save or **Cancel**

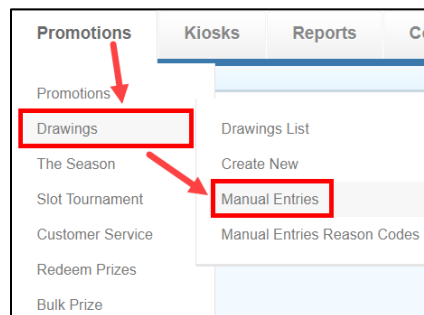
The following image demonstrates how input variables display on the drawing tile.



Manual Drawing Entries

Administrators can directly add entries into a drawing through two methods: a manual entry or through an entry-reason code. Neither method can be used in conjunction in PKMS; the use of an entry-reason code prevents the use of manual entries, and the use of manual entries prevents the use of entry-reason codes. To add entries manually, follow the procedure below.

1. On the PKMS home page, move the cursor over the **Promotions** tab.
2. In the drop-down list, move the cursor over the **Drawings** option.
3. Click **Manual Entries**.

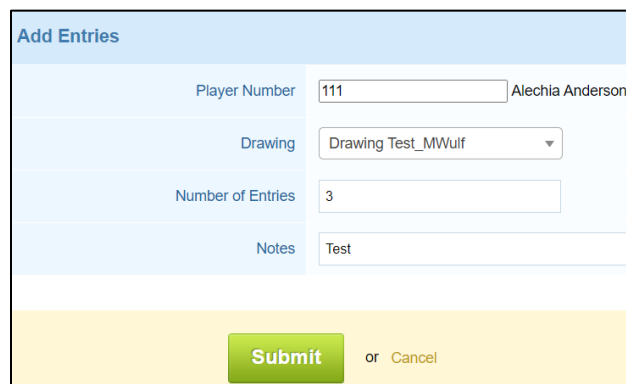


The **Add Entries** page displays.

4. In the **Player Number** field, type the patron's player tracking number.
5. In the **Drawing** drop-down box, select the drawing receiving the manual entries.
6. In the **Number of Entries** field, type the quantity of entries, in integers, added to the drawing.

Note: By default, administrators can add up to 1000 entries per transaction. To adjust this value, contact the property's IT department.

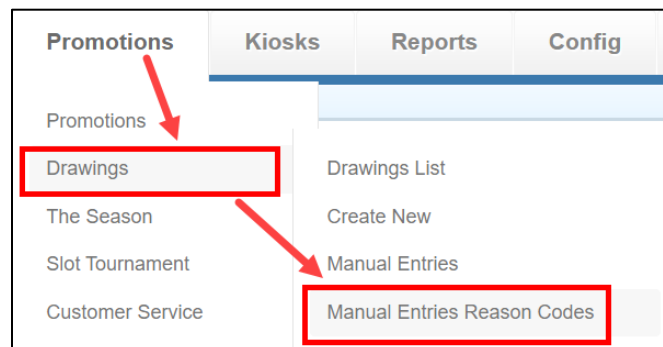
7. In the **Notes** field, type the reason for the manual entries for the patron.
8. Click **Submit**.

A screenshot of the 'Add Entries' form. The form has a light blue header with the title 'Add Entries'. Below the header, there are four rows of input fields. The first row is 'Player Number' with a text input containing '111' and a label 'Alechia Anderson'. The second row is 'Drawing' with a dropdown menu showing 'Drawing Test_MWulf'. The third row is 'Number of Entries' with a text input containing '3'. The fourth row is 'Notes' with a text input containing 'Test'. At the bottom of the form, there is a yellow bar with a green 'Submit' button and a link 'or Cancel'.

Manual Entry Reason Codes

Alternatively, administrators can require a permission-based reason code to allot a predetermined number of manual entries. To configure a manual entry using reason codes, follow the procedure below.

1. On the PKMS home page, move the cursor over the **Promotions** tab.
2. In the drop-down list, move the cursor over the **Drawings** option.
3. Click **Manual Entries Reason Codes**.



The **Manual Entries Reasons** page displays on the **Active** tab.

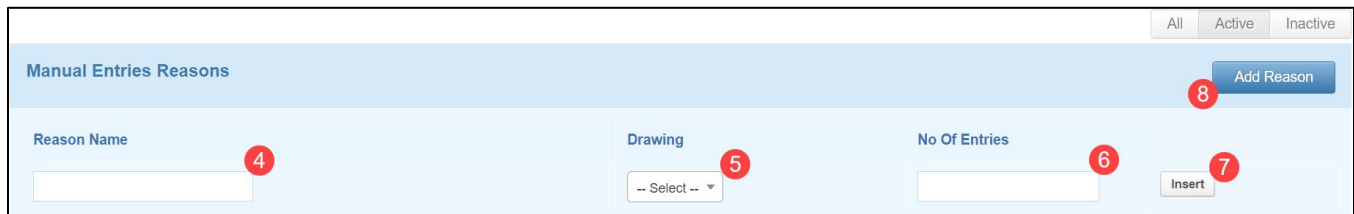
4. In the **Reason Name** field, type a name for the reason code.
5. In the **Drawing** drop-down box, select a drawing.
6. In the **No Of Entries** field, type the number of entries awarded by this reason code.

Note: By default, a code can add up to 1000 entries per transaction. To adjust this value, contact the property's IT department.

7. Click **Insert**.

The reason code is added to the list of manual entry reasons. If the drawing is active, the reason code is found in the **Active** tab. If the drawing is inactive, the reason code is found in the **Inactive** tab. All reason codes display in the **All** tab.

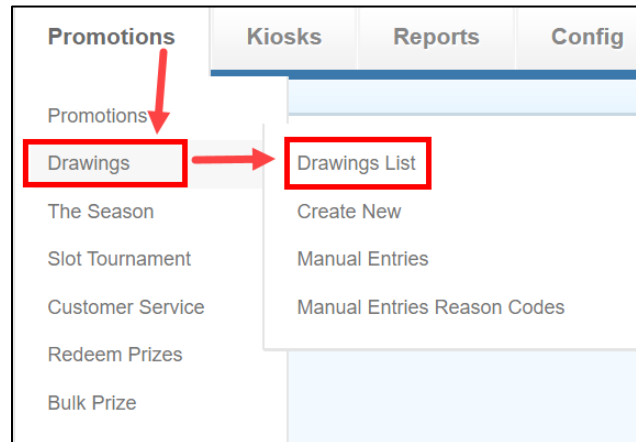
8. To add another reason code, click **Add Reason**.

A screenshot of the 'Manual Entries Reasons' form. At the top right, there are tabs for 'All', 'Active', and 'Inactive'. Below the tabs is a blue header bar with the title 'Manual Entries Reasons' and an 'Add Reason' button. The form contains three main fields: 'Reason Name' (labeled with a red circle 4), 'Drawing' (a dropdown menu labeled with a red circle 5), and 'No Of Entries' (labeled with a red circle 6). There is an 'Insert' button (labeled with a red circle 7) and an 'Add Reason' button (labeled with a red circle 8) at the bottom right.

Search for Existing Drawings

To locate specific active, inactive, and archived drawings in PKMS, follow the procedure below.

1. On the PKMS home page, move the cursor over the **Promotions** tab.
2. In the drop-down list, move the cursor over the **Drawings** option.
3. Click **Drawings List**.



The **Drawings** page displays with the **Active** option selected.

Note: Any drawing not yet run displays **None** in the **Status** column.

4. To adjust which type of drawing displays on the page, choose one of the following options:
 - Select **All** to display all drawings in PKMS.
 - Select **Active** to display all drawings with active date ranges.
 - Select **Inactive** to display drawings with no active date ranges.
 - Select **Archive** to display drawings with the **Archived** box selected on the **General Information** page.
5. To access the details of a drawing, click a **[Drawing Name]** link.

The **General Information** page for the drawing displays.

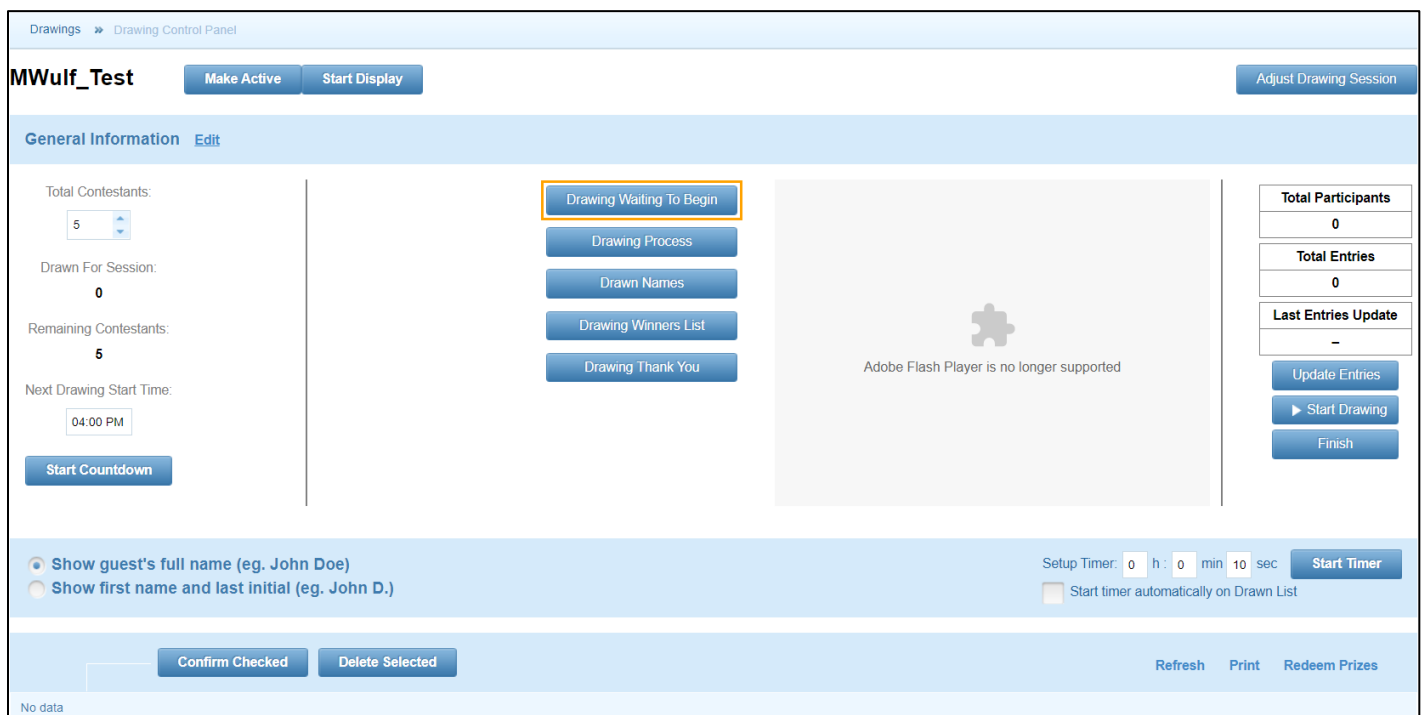
Create New						
All Active Inactive Archive						
ID	Drawing Name	Date Range	Status	Control	Display	
547	Drawing Test_MWulf	07/10/2020 12:00 AM - 01/31/2021 11:59 PM 02/01/2021 12:00 AM - 02/26/2021 11:59 PM	None	Control Panel	Display	✖
548	IGT Test Drawing	07/01/2020 12:00 AM - 07/31/2020 11:59 PM	None	Control Panel	Display	✖
546	Sam Test 20200709	07/05/2020 12:00 AM - 07/10/2020 07:55 PM	None	Control Panel	Display	✖
549	Test	07/16/2020 12:00 AM - 07/28/2020 11:59 PM	None	Control Panel	Display	✖

Drawings Control Panel

The administrator uses the PKMS drawing **Control Panel** and **Display** options to run and project the drawing for patrons. Actions performed in the **Control Panel** have a direct effect on what appears in the patron-facing display.

Control Panel User Interface

This section describes the functionality of each object an administrator needs to successfully manage a drawing session through the **Control Panel**.



The screenshot shows the 'Drawing Control Panel' for a drawing named 'MWulf_Test'. At the top, there are buttons for 'Make Active', 'Start Display', and 'Adjust Drawing Session'. Below this is a 'General Information' section with an 'Edit' link. The left sidebar contains fields for 'Total Contestants' (set to 5), 'Drawn For Session' (0), 'Remaining Contestants' (5), and 'Next Drawing Start Time' (04:00 PM), with a 'Start Countdown' button. The main area has a central column of buttons: 'Drawing Waiting To Begin' (highlighted with an orange border), 'Drawing Process', 'Drawn Names', 'Drawing Winners List', and 'Drawing Thank You'. To the right of these buttons is a large placeholder area with a puzzle piece icon and the text 'Adobe Flash Player is no longer supported'. On the far right, there is a summary table with 'Total Participants' (0), 'Total Entries' (0), and 'Last Entries Update' (-), along with buttons for 'Update Entries', 'Start Drawing', and 'Finish'. At the bottom, there are radio buttons for 'Show guest's full name' and 'Show first name and last initial', a 'Setup Timer' section with a timer set to 0h 0min 10sec and a 'Start Timer' button, and a checkbox for 'Start timer automatically on Drawn List'. At the very bottom, there are buttons for 'Confirm Checked', 'Delete Selected', 'Refresh', 'Print', and 'Redeem Prizes'.

Control Panel User Interface Elements	
Make Active	Activates the drawing, allowing the display system (desktop app, Flash framework, etc.) to recognize it.
Deactivate Drawing	Moves the drawing to an inactive state. Only displays when Make Active is clicked.
Start Display	Due to Flash End of Life, this button no longer functions.
Adjust Drawing Session	Allows the administrator to change the current session to another in the drawing. If a session was completed previously, it does not display using this option.
Edit	Returns the administrator to the General Information page of the drawing. Caution: Do <u>not</u> change a drawing in the middle of a session.
Total Contestants	Determines how many winners will be pulled during this session. This field is adjustable.

Control Panel User Interface Elements (continued)	
Drawn For Session	Displays the current number of winners drawn for the session.
Remaining Contestants	Displays the number of winners remaining for the session. This number decreases as the number of winners are drawn and confirmed.
Next Drawing Start Time	This field defaults to the next scheduled drawing session per the sessions configured in the Sessions & Prizes section of the drawing configuration. This field is adjustable.
Start Countdown	Displays a countdown timer to the next session on the display system. The timer directly corresponds to the time typed in the Next Drawing Start Time field. This feature is for display purposes only; the drawing session does not automatically start when the timer reaches zero.
Drawing Waiting to Begin	Select this button to display the Drawing Waiting to Begin asset.
Drawing Process	This button displays the Drawing Process asset and is automatically selected when the drawing session begins.
Drawn Names	This button displays the Drawn Names asset and is automatically selected when all winner names are drawn based on the number of contestants for the session.
Drawing Winners List	Select this button to display the Winners Names asset.
Drawing Thank You	Select this button to display the Drawing Thank You asset at the end of the drawing session.
Total Participants	This field displays the total number of participants in the session.
Total Entries	This field displays the total number of entries in the session across all participants.
Update Entries	Select this button to add earned entries in the session to the PKMS drawing database. This button does not display if earned entries are not configured for the drawing.
Last Entries Update	Displays the last date and time the Update Entries button was selected.
Activate Entries	If the drawing is not configured with Earned Entry rules, this button displays instead of the Update Entries button. Select this button to activate any patron entries matching the drawing criteria.
Start Drawing	Select this button to begin the drawing session.
Finish	Select this button to end the drawing session.
Name Display Radio Buttons	These options determine how a patron's name displays in the drawing session.
Allow tickets from all sessions to participate	<p>This checkbox allows previously excluded winners to participate in this session.</p> <p><i>Example:</i> Patrons may win only once during the preliminary drawings but are then eligible for a Grand Finale drawing.</p> <p>This checkbox overwrites the Number of wins option set in the General Information tab and includes all eligible players with any remaining tickets in this current drawing session. By default, this checkbox is unchecked.</p>
Setup Timer	These fields determine how long a patron has to confirm their status as a winner.
Start Timer and Start timer automatically on Drawn List	Select the Start Timer button to begin the countdown established in the Setup Timer . Selecting the Start timer automatically on Drawn List box begins the countdown timer when the Drawn Names asset displays.

Pre-Drawing Control Panel Checklist


Prior to starting a drawing session, complete the following tasks:

- Select **Drawing Winners List** to verify no names display.
- Select **Drawing Waiting to Begin**.
- Configure the **Setup Timer** fields in HH:MM:SS format.
- Verify at least one contestant is listed in the **Total Contestants** field.
- Verify the drawing displays properly on the patron-facing display.

Complete a Drawing

To complete a drawing through the **Control Panel**, follow the procedure below.

1. Using steps 1–4 of [Search for Existing Drawings](#), locate the drawing in PKMS.
2. In the **[Drawing]** row, click **Control Panel**.

Drawings					
Create New		All Active Inactive Archive			
ID	Drawing Name	Date Range	Status	Control	Display
547	Drawing Test_MWulf	07/10/2020 12:00 AM - 01/31/2021 11:59 PM 02/01/2021 12:00 AM - 02/26/2021 11:59 PM	None	Control Panel	Display 

The **Drawing Control Panel** page displays.

3. Run the **DrawingDesktop** application.

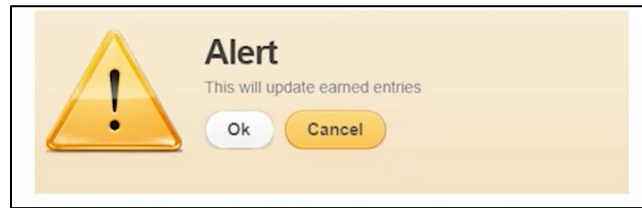
Note: When running the drawing through a Flash framework file or HTML assets, run the alternate display method instead of following step 3.

4. If activation conditions were established for the drawing:
 - a. Click **Update Entries** in the Drawing Control Panel.


Total Participants
2
Total Entries
4
Last Entries Update
—
Update Entries
▶ Start Drawing
Finish

The **Alert** window displays.

- b. Click **OK**.



5. Select **Start Countdown**.
6. When the countdown timer reaches zero, click **Start Drawing**.

Total Participants
7
Total Entries
69
Last Entries Update
-
 Start Drawing
Finish

The drawing session begins, displaying the **Drawing Process** asset to the patrons.

Note: If the **Start timer automatically on Drawn List** box is selected, the claim prize countdown begins automatically.

7. When a winner is drawn, click **Start Timer**.

Note: If session prizes were configured, the winners receive prizes randomly or in the order the prizes were configured.

8. In a **[Winner Name]** row, click **Confirm**.

<div> <div>Confirm Checked</div> <div>Delete Selected</div> <div>Refresh Print Redeem Prizes</div> </div>									
#		Prize	Account Number	Name	Date Drawn	Session	Confirm	Disqualify	
1	<input type="checkbox"/>	<Select Prize>	222	Jane Doe	07/27/2020 04:54:17 PM	1	Confirm	Disqualify	✖
2	<input type="checkbox"/>	<Select Prize>	333	John Doe	07/27/2020 04:54:02 PM	1	Confirm	Disqualify	✖

The **[Winner Name]** row updates and changes from yellow to green.

9. To award Pick Prizes:

- a. Click the **<Select Prize>** option.

#	<input checked="" type="checkbox"/>	Prize	Account Number	Name	Date Drawn	Session	Confirm	Disqualify	
1	<input checked="" type="checkbox"/>	<Select Prize>	222	Jane Doe	07/27/2020 04:54:17 PM	1	Cancel	Disqualify	✖
2	<input checked="" type="checkbox"/>	<Select Prize>	333	John Doe	07/27/2020 04:54:02 PM	1	Cancel	Disqualify	✖

The **Select Prize** window displays.

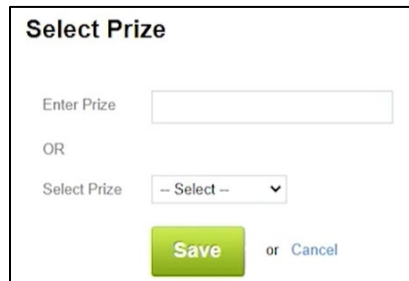
b. Determine the awarded prize using one of the following options:

- In the **Enter Prize** field, type the name of the prize awarded to the patron.

Note: Use this field when the prize is awarded outside of PKMS (e.g., a car) but wish to display the prize name to the winner.

- Select a configured prize option in the **Select Prize** drop-down menu.

c. Click **Save**.



The **Select Prize** dialog box contains two input methods. The first is a text field labeled 'Enter Prize'. Below it is the word 'OR'. The second is a dropdown menu labeled 'Select Prize' with a '-- Select --' option. At the bottom are two buttons: a green 'Save' button and a grey 'Cancel' button.

The **Prize** cell of the **[Winner Name]** row updates to display the typed prize name.

Prize
\$10
\$5

10. If a winner fails to claim their prize:

- a. In the **[Winner Name]** row, click **Disqualify**.

The **[Winner Name]** row updates and changes from yellow to red.

- b. (Optional) To undo a disqualification, click **Restore**.

- c. To draw a new winner, click **Start Drawing**.

The session draws only enough winners to replace the disqualified patrons.

#		Prize	Account Number	Name	Date Drawn	Session	Confirm	Disqualify	
1	<input checked="" type="checkbox"/>	\$10	222	Jane Doe	07/27/2020 04:54:17 PM	1	Cancel	Disqualify	✖
2	<input type="checkbox"/>	\$5	333	John Doe	07/27/2020 04:54:02 PM	1	Confirm	Restore	✖

11. Click **Redeem Prizes**.



The session control bar contains four buttons: 'Confirm Checked', 'Delete Selected', 'Refresh', and 'Print'. The 'Redeem Prizes' button is highlighted with a red border.

12. At the end of the session, click **Finish**.

The **Finish Session** window displays.

13. In the **Select Action** section, select an **[Entries Action]** radio button.

Note: The options presented in the **Select Action** section are identical to the options in the [Entries Action](#) portion of the **General Information** page.

Select Action Options	
Select Action	<p>Determines the action presented to the drawing administrator at the conclusion of the drawing.</p> <ul style="list-style-type: none"> • Keep Entries in this drawing as is: For every drawing, each entry goes into the virtual barrel. At the conclusion of the drawing, the entries can remain in the drawing unchanged. <p><i>Example:</i></p> <p>All patrons with activated entries for Friday’s drawing are eligible to win the drawing during each session. If the Friday drawing has four sessions (5pm, 6pm, 7pm, and 8pm), this option is available at the conclusion of the 5pm, 6pm and 7pm session. This guarantees the eligible contestant’s drawing entries are kept “as is” for the subsequent drawing times.</p> <ul style="list-style-type: none"> • Remove only the drawing entries that were activated: Selecting this option removes all activated entries at the end of the drawing. Use this option in cases where activated entries are only eligible for one drawing, and any remaining entries are eligible for future drawings. • Remove only the drawing entries that were not activated: Selecting this option removes all unused entries at the end of the drawing. Use this option in cases where future drawings require that the patron participated in earlier drawings. • Remove ALL entries: Selecting this option removes all entries from the virtual barrel. This option should be used in cases where all entries are only valid for one drawing session.

14. Click **Finish Session**.

Finish Session

Select Action

☒ Keep entries in this drawing as is
☐ Remove only the drawing entries that were activated
☐ Remove only the drawing entries that were not activated
☐ Remove **ALL** entries

or [Cancel](#)

15. After the final session of a drawing, deactivate the drawing to remove it from active listings.

Drawing Reports

For more information about the drawing reports available, refer to the *Reports and Customer Service* user guide.


Drawings Display

The PKMS drawing display feature works with digital signage and video distribution systems. Examples of compatible distribution systems include, but are not limited to, CoolSign, Four Winds, and Plantronics.

Digital Signage

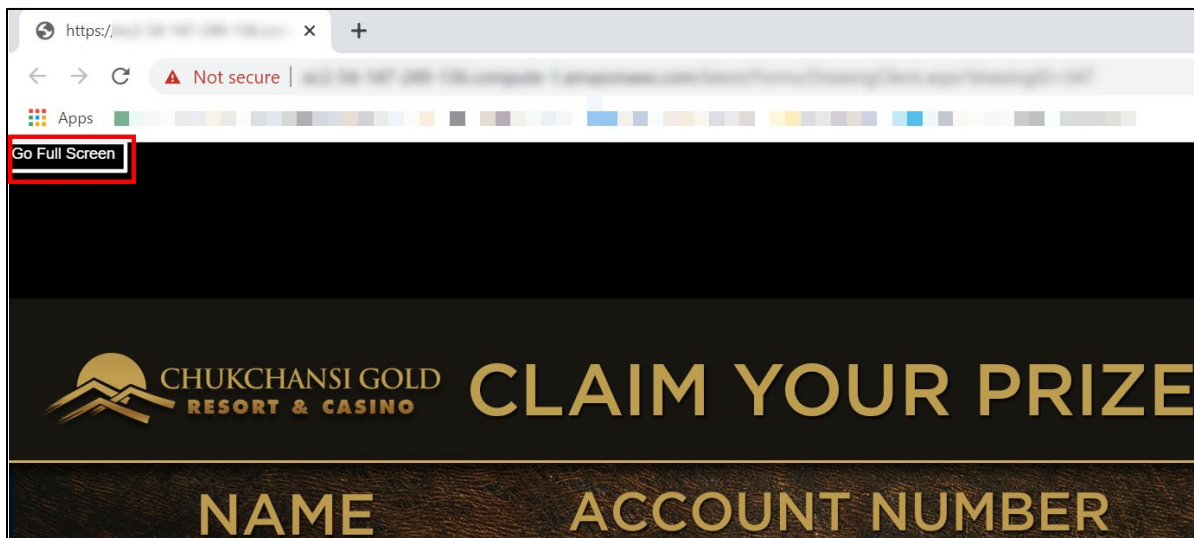
When using a designated television or monitor to display the drawing, follow the procedure below.

1. Using steps 1–4 of [Search for Existing Drawings](#), locate the drawing in PKMS.
2. In the **[Drawing]** row, click **Display**.

ID	Drawing Name	Date Range	Status	Control	Display	
547	Drawing Test_MWulf	07/10/2020 12:00 AM - 01/31/2021 11:59 PM 02/01/2021 12:00 AM - 02/26/2021 11:59 PM	None	Control Panel	Display	

A new tab in the browser displays.

3. Pull the new tab into a separate window.
4. Drag the display window to the television or monitor used as the digital signage.
5. Click **Go Full Screen**.



PKMS Start Display Using Stand-Alone File

In some cases, the computer containing the **Stand-Alone Framework** Flash file is not accessible by the administrator. After the drawing administrator selects **Make Active**, another button labeled **Start Display** displays. This button is used to remotely execute the stand-alone file from the server. For any questions on using this feature and the required setup, contact Everi support.

Glossary of Terms

Glossary of Terms	
Activated (Entry)	Within the PKMS, the term Activated refers to a drawing entry that has been “checked-in” or activated. Activation means that a drawing entry has been placed into the virtual drawing drum. Once an entry is activated in a drawing, the patron has a chance to win by having their name selected from the drum.
Activation Period	Within the PKMS, the term Activation Period refers to a specific time frame configured in the PKMS per drawing. The activation period(s) are the only timeframes in which a patron can activate or check-in their drawing entries.
Administrator	A drawing administrator is the resource who runs, presents, and manages the promotional drawing.
Asset	Within PKMS, the term “Assets” refers to any flash or image file uploaded as part of a drawing or prize configuration.
Carded (Kiosk Session)	A carded kiosk session is a kiosk session in which a patron is interacting with after swiping their Loyalty card. Specified kiosk tiles will require a card swipe before the patron can continue. Examples of kiosk tiles that require a card swipe are Promotions and My Account .
Confirmed (Contestant)	A confirmed contestant has been confirmed as a winner in a drawing. Within the PKMS, confirmation takes place after the patron has won and before the timer runs out. The patron must claim the prize and be confirmed by the drawing administrator.
Custom Query	A custom query is an advanced configuration option. Queries can be entered into the PKMS within several sections of promotion and drawing configuration. Queries allow database administrators to enter a custom query, which may perform actions such as pulling information from an external system (like a patron management system). Custom queries define custom criteria not included within the PKMS application. The query format is standard SQL.
Default Asset	A default asset is an asset configured within the PKMS that can be easily applied to multiple promotions or drawings. Default assets are used for commonly displayed information, such as qualifying requirements, communicating when a promotion is not available and communicating prior participation.
Disqualified (Contestant)	A disqualified contestant has been disqualified from a drawing. Within the PKMS, disqualification can refer to a patron who has reached the maximum number of wins per drawing, drawing date, or drawing session. Disqualification can also refer to a patron who wins per the virtual drawing but does not attend the drawing in time to confirm the prize win.
Inactive (Drawing)	An inactive drawing within the PKMS is a drawing that is configured but not sent to the kiosks. Promotional drawings can be made inactive during the creation process to allow time for completion and testing.
Kiosk	A touch-screen computer that resides on the casino floor or other areas within a gaming venue. The kiosk is the computer that the patrons use to interact with promotions and obtain prize vouchers (receipts).

Glossary of Terms (continued)	
Non-Carded (Kiosk Session)	A non-carded kiosk session is a kiosk session a patron interacts with prior to swiping their loyalty card. Specified kiosk tiles will be unavailable during a non-carded session. Examples of kiosk tiles that are restricted during a non-carded session are Promotions and My Account .
Patron	A patron is a customer of a client location. In this context, a patron is a gaming customer.
Patron Management System	A patron management system is a software utility that manages patron information. Examples of vendors who offer patron management systems are Konami, Scientific Games, Aristocrat, and IGT.
PKMS	PowerKiosk Management System
Promotion	A promotion is a tool used to advance an offer, gift, patronage incentive, or other reward to a patron.
Swipe	A Swipe is an action a patron takes at the kiosk. The patron swipes their Player's Club card to create a carded session at a kiosk.
Thumbnail (Image)	A thumbnail image is a smaller, sample image of an original image. Thumbnails are used to immediately identify selected assets.
Tier Restrictions	In some gaming environments, patrons can advance through a specific level of tiers, from lowest to highest. Generally, patrons with a higher tier are rewarded through better promotions or incentives. Tier restrictions within a drawing allow earned entries to be awarded based on the tier a patron has earned.
Tile	A kiosk asset that the patron can select to access a specific area of the kiosk functions. Functions such as promotions, the calendar, informational screens, and My Account are accessed by selecting a tile at the kiosk.