



# Work Orders Process

## RAM Clears by facilities NOT IN THE PRESENCE of an Inspector:

Facility licensed technician completes form MGCB-2500 from our website (fill in), **save a copy to your computer, hit “Submit” button from your saved copy**, prints the form and RAM clears

*Note: There will be separate work orders for each facility on our website. As a part of the form there is a “submit” button. Inspectors and Vicki will receive the MGCB-2500 and prepare to work with the technician.*

RAM clear is completed, and all information associated will be documented which may include:

FBMS printout showing time and date of RAM clear,  
MGCB-2600 slot change log, or  
Progressive jackpot amounts.

Facility drops off form at state office or emails a copy to Vicki after RAM clear.  
Vicki assigns an inspector to verify the information and seal the machine.  
Vicki signs off on the information in the form as complete and files the form.

## RAM Clears WITH INSPECTOR PRESENT:

Facility licensed technician completes form MGCB-2500 from our website (fill in), **save a copy to your computer, hit “Submit” button from your saved copy**, prints the form. Technician and inspector complete the RAM clear, and all information associated will be documented which may include:

FBMS printout showing time and date of RAM clear,  
MGCB-2600 slot change log, or  
Progressive jackpot amounts.

The machine will be sealed.  
Signatures of Tech, Inspector and Inspector Supervisor to complete the Slot Machine Activity The inspector gives Vicki the completed form and she files the form.

## New installs or conversions in presence of inspector:

The software will be tested by an inspector for verification before installation.  
Facility licensed technician completes form MGCB-2500 from our website (fill in), **save a copy to your computer, hit “Submit” button from your saved copy**, prints the form. Facility will submit a “Slot Change Log” with changes, if appropriate.  
Install or conversion is completed.  
A bill test is completed before placing in service.  
Signatures of Tech, Inspector and Inspector Supervisor to complete the Slot Machine Activity The inspector gives Vicki the completed form and she files the form.