

# Create Coin-op Machine Registration (CMR)

## Quick Reference Guide

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### Overview

Use **Create Coin-op Machine Registration (CMR)** to create an application for Coin-op Machine Registration.

**1** ▶ Select **License** → **Application** → **Start License**.

**2** ▶ Enter **CMR** into the **License Type** field and then the applicable **Primary Site** fields.

A screenshot of a web form. At the top, there is a 'License Type\*' dropdown menu with a search icon. Below it are three tabs: 'Sites', 'Applicants', and 'License Information'. The 'Primary Site' dropdown is set to 'Address'. Below this is a 'Primary Site' section with a table of input fields. A blue circle with the number '2' is overlaid on the form, with arrows pointing to the 'License Type' field and the 'Primary Site' table.

Street #	Pre Dir	Street Name	Suffix	Post Dir	Subdesignation
Address					
Cross Street					
Cross Street					
City, State, ZIP					

**3** ▶ Click the **Applicants** tab.

A screenshot of the same web form, but with the 'Applicants' tab selected. The 'Primary Site' dropdown is still 'Address'. The 'Primary Site' section is filled with example data. A blue circle with the number '3' is overlaid on the form, with an arrow pointing to the 'Applicants' tab.

Street #	Pre Dir	Street Name	Suffix	Post Dir	Subdesignation
Address	715	1st	St		
Cross Street					
Cross Street					
City, State, ZIP	Baytown	TX	77520		

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- 4 ► Enter the **Capacity** for the person applying for the license. In this example, **Applicant** is selected.

Then, enter the last name of the applicant in the **Name** field and their first name in the **First** field.

The screenshot shows a web form for license registration. At the top, 'License Type' is set to 'CMR'. Below this are tabs for 'Sites', 'Applicants', and 'License Information'. The 'Applicants' tab is active. In the 'Capacity' dropdown menu, 'Applicant' is selected. A blue circle with the number '4' is overlaid on the form, highlighting the 'Capacity' dropdown and the 'Name' and 'First, MI' input fields. The 'Name' field contains 'Miser' and the 'First, MI' field contains 'Sharon'. Other fields include 'Effective Date', 'Expire Date', 'Title', 'Contact Type', 'Address', 'City', 'State/Province', 'ZIP/PC', 'Country', 'Mobile', 'Other Phone', 'E-mail', 'Company Name', 'Internet ID Type 1', 'ID 1', 'Internet ID Type 2', and 'ID 2'.

- 5 ► Click the **Name** popup button to search for an existing record for the same applicant.

The screenshot shows the same web form as in step 4. The 'Capacity' dropdown is now set to 'Applicant'. A blue circle with the number '5' is overlaid on the form, highlighting the 'Name' input field which contains 'Miser'. A small popup button is visible next to the 'Name' field. The 'First, MI' field contains 'Sharon'. All other fields are the same as in the previous screenshot.

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- 6** ► IPS displays any existing contacts that may exist for your search criteria. In this example, the contact already exists. Click the checkbox on the left, then click the **Select** button.

**Note:** If the contact does not exist, click the **\*Add new Contact** link to create a new contact.

Search Contact

Name  First Name   
Professional ID   Is Agency Contractor DBA   
License Type   Is Licensed  
Contact Type   Foreign Mobile ( ) - x  Otr  
Address  E-mail   
City  State/Province  Company Name   
ZIP/PC  Country  Internet ID Type 1   
Internet ID Type 2

[\\* Add new Contact](#)

Contacts (1 records)

	Name	First Name	Contact	Address	City	State/Pr...	ZIP/PC	Col
▼ Miser (1 items)								
<input type="checkbox"/>	Miser	Sharon		1511 10th Street	Baytown	TX	77520	

Displaying: 1 - 1

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**7** ▶ Click the **License Information** tab.

License Type\* CMR

Sites Applicants License Information

Capacity\* Applicant

Effective Date //

Expiration Date //

Contact

Name\* Miser First, MI Sharon

Title

Contact Type  Foreign Mobile (773)235-8946 Other Phone ( ) - x

Address 1511 10th Street E-mail

Company Name

City Baytown State/Province TX Internet ID Type 1 ID 1

ZIP/PC 77520 Country Internet ID Type 2 ID 2

**8** ▶ Enter the **Type of Business, Business Name, and DBA Name.**

License Type\* CMR

Sites Applicants License Information

Type Of Business\* None

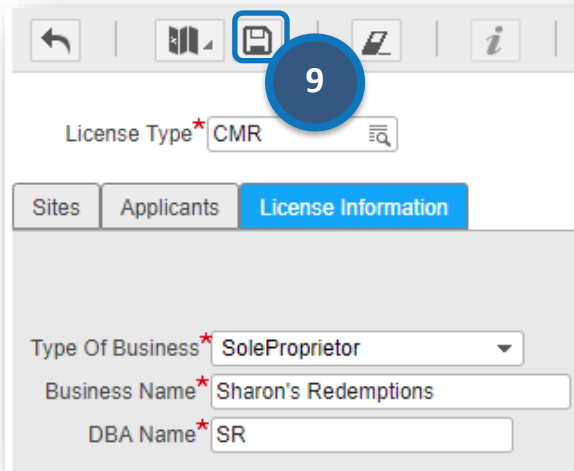
Business Name\*

DBA Name\*

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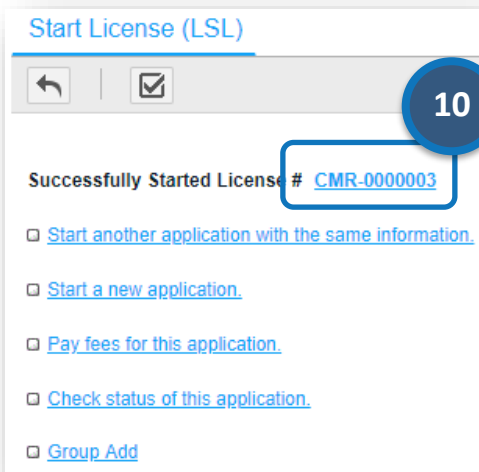
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9 ► Click the **Save** button.



A screenshot of a web application interface. At the top, there is a navigation bar with icons for back, list, save, edit, and info. The 'save' icon is highlighted with a blue circle containing the number '9'. Below the navigation bar, the 'License Type' is set to 'CMR'. There are three tabs: 'Sites', 'Applicants', and 'License Information', with 'License Information' being the active tab. Below the tabs, there are three input fields: 'Type Of Business' with a dropdown menu set to 'SoleProprietor', 'Business Name' with the text 'Sharon's Redemptions', and 'DBA Name' with the text 'SR'.

10 ► Click the **License #** link.



A screenshot of a web application interface titled 'Start License (LSL)'. The page shows a confirmation message: 'Successfully Started License # CMR-0000003'. The license number is highlighted with a blue box and a blue circle containing the number '10'. Below the message, there are several links with checkboxes: 'Start another application with the same information.', 'Start a new application.', 'Pay fees for this application.', 'Check status of this application.', and 'Group Add'.

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- ▶ The license is now at the **Application Review** milestone. Validate the application is complete and all necessary information provided. Click the **Reviews** tab.

INFORMATION - LICENSE # CMR-0000003

License Type: CMR, Coin-Op Machine Registration

Primary Applicant: Sharon Miser

Address\*: 1511 10TH ST BAYTOWN TX 77520

Location: [Redacted]

Category: [Redacted]

License Description | License Details | **Reviews** | Inspections | Conditions | Fees | Applicants | Sites | Employees

License is Processing.  
 Current milestone is Application Review.  
 Current unpaid amount of \$0.00.  
 Account: [A-00014861](#)

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- ▶ Click the checkbox to the left of the **Review #** and then click the **Record Results** link.

License Description | License Details | **Reviews** | Inspections | Conditions

[Record Results](#)

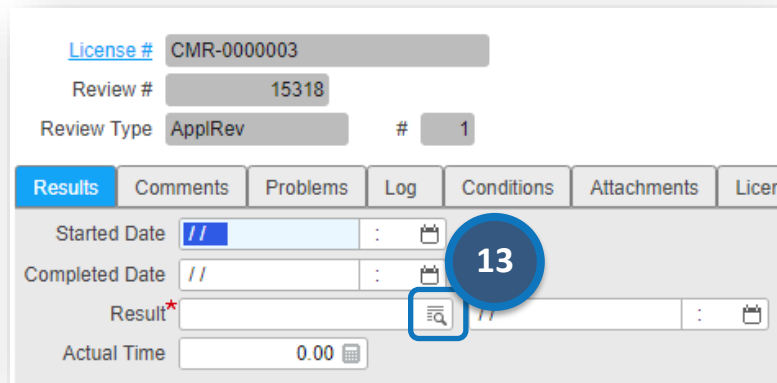
Reviews (1 records)

<input type="checkbox"/>	Review #	Review Type	#	Result	Result By	Result
<input type="checkbox"/>	<a href="#">15318</a>	ApplRev	1			

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**13** ▶ Click **Result** popup button.



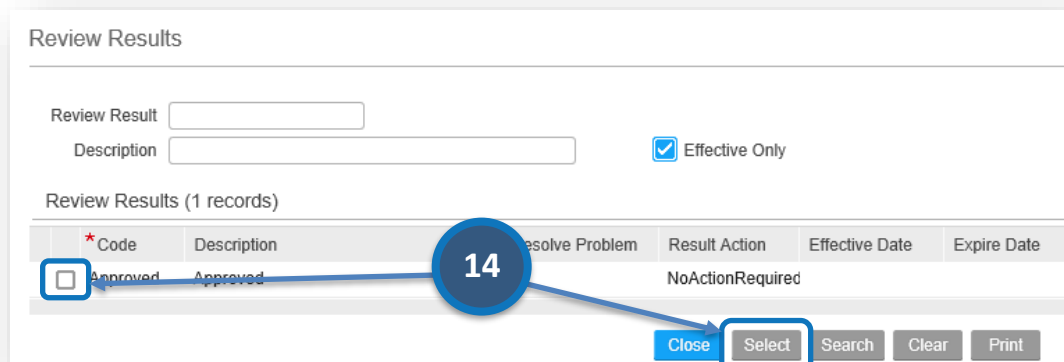
License # CMR-0000003  
Review # 15318  
Review Type ApplRev # 1

Results Comments Problems Log Conditions Attachments Licen

Started Date // :  
Completed Date // :  
Result\* // :  
Actual Time 0.00

A callout circle with the number 13 points to a magnifying glass icon in the Result field.

**14** ▶ Click the checkbox next to **Approved** and then click the **Select** button.



Review Results

Review Result  
Description  Effective Only

Review Results (1 records)

*Code	Description	Resolve Problem	Result Action	Effective Date	Expire Date
<input type="checkbox"/> Approved	Approved		NoActionRequired		

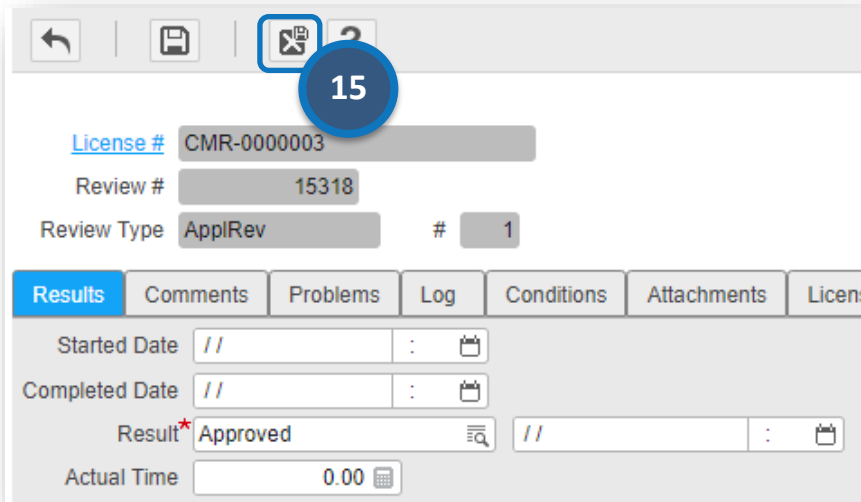
Close Select Search Clear Print

A callout circle with the number 14 points to the checkbox in the first row and the Select button.

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**15** ▶ Click the **Save and Close** button.

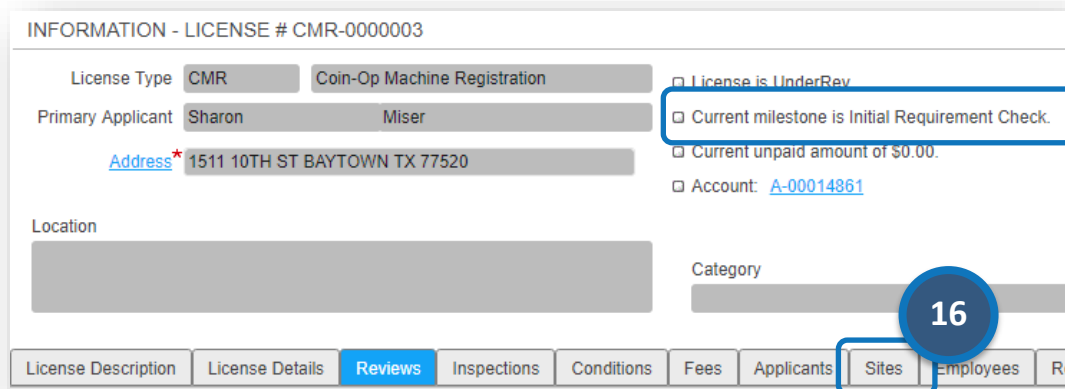


License # CMR-0000003  
Review # 15318  
Review Type ApplRev # 1

Results Comments Problems Log Conditions Attachments Licens

Started Date // :   
Completed Date // :   
Result\* Approved  // :   
Actual Time 0.00

**16** ▶ The license is now at the **Initial Requirement Check** milestone. Click the **Sites** tab.



INFORMATION - LICENSE # CMR-0000003

License Type CMR Coin-Op Machine Registration  License is UnderRev  
Primary Applicant Sharon Miser  Current milestone is Initial Requirement Check.  
 Current unpaid amount of \$0.00.  
 Address\* 1511 10TH ST BAYTOWN TX 77520  Account: A-00014861

Location  Category

License Description License Details **Reviews** Inspections Conditions Fees Applicants **Sites** Employees Re



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- 17** ▶ Click the **Add** button under the **Associated Sites** section to **Select an Associated Site**.

**Note:** This is where additional sites are added to indicate other locations where machines will be deployed.

Type	Description	Relationship	Status	Start	End	Comme...
------	-------------	--------------	--------	-------	-----	----------

- 18** ▶ Enter the Associated Site's address and click the **Save** button. Repeat this step for each associated address required for your Registration. In this example, we are adding one address.

Select an Associated Site

Site Type: Address

Relationship: [Field]

Status: [Field]

Start: // : [Calendar]

End: // : [Calendar]

Comments: [Rich Text Editor]

Site:

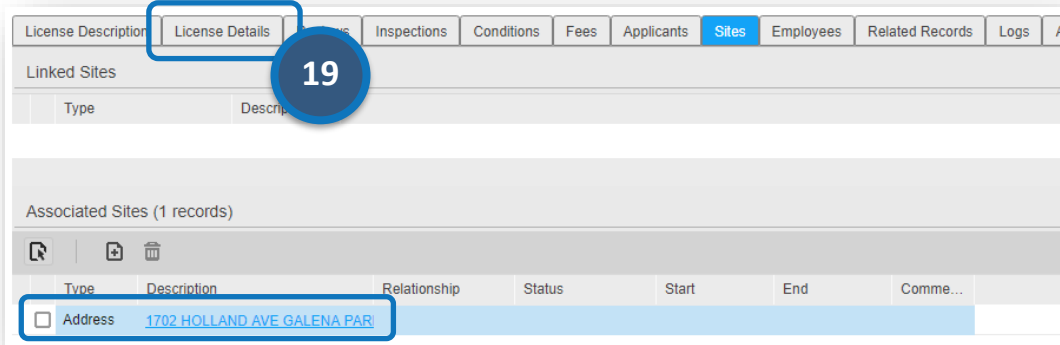
Street #	Pre Dir	Street Name	Suffix	Post Dir	Subdesignation
Address	[Field]	[Field]	[Field]	[Field]	[Field]
Cross Street	[Field]	[Field]	[Field]	[Field]	[Field]
Cross Street	[Field]	[Field]	[Field]	[Field]	[Field]
City, State, ZIP	[Field]	[Field]	[Field]	[Field]	[Field]

Close Save

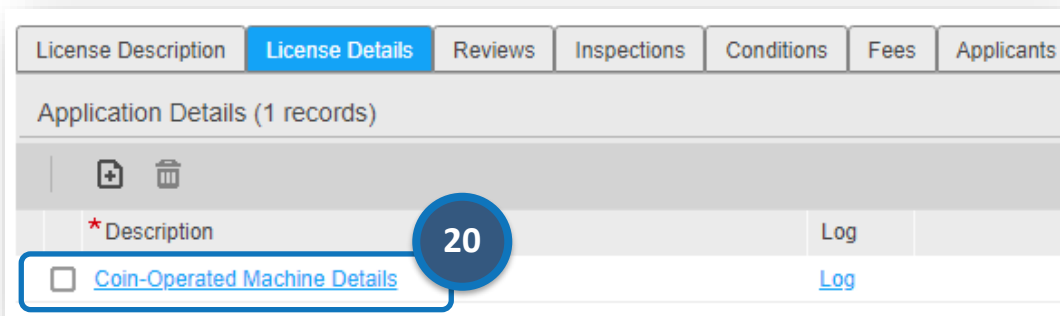
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- 19 ► The site has been added. Click the **License Details** tab.



- 20 ► Click the **Coin-Operated Machine Details** link.



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Enter the **Driver's License** and **Coin Operated State License** for the applicant. The application site and additional sites appear in your locations. If there is a Game Room License completed, the Has Game Room License checkbox will have a check in it.

Location #	Address	# on Current	Has Game Room License	Active Exhibited Amusement	Total # of Exhibited	Total # of Machines
1	1511 10TH ST BAYTOWN TX 77520	0	<input checked="" type="checkbox"/>	6	6	6
2	1702 HOLLAND AVE GALENA PARK	0	<input type="checkbox"/>	6	6	6

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In the **Define Machines in Bulk** section, click the checkbox next to **Add definitions to New Machines list**. Then, complete the **Location #**, **Type Code**, **Make and Model**, **Starting Decal #**, and **# of Decals** fields. IPS will search the system to confirm the Starting Decal # entered is not already used on other machines. The **Serial Number** field is not required, nor is the Exhibited or Displayed on Location checkbox required. In our example, we will also check the **Exhibited or Displayed on Location** checkbox. When you have entered all information click the checkbox next to **Add definitions to New Machines list** and then click the **Save** button. Repeat this steps 22 to add all Coin-Op Machines required to the **New Machines list**.

The screenshot displays the 'Coin-Operated Machine Details' page. At the top, there are tabs for 'Details' and 'Comments'. Below the tabs, the 'Coin-Operated Machine Details' section includes fields for 'Driver's License' (RS5690321) and 'Coin Operated State License' (ABC438729). A table titled 'Locations (2 records)' shows two entries:

Location #	Address	# on Current	Has Game Room License	Active Exhibited Amusement	Total # of Exhibited	Total # of Machines
1	1511 10TH ST BAYTOWN TX 77520	0	<input checked="" type="checkbox"/>	6	6	6
2	1702 HOLLAND AVE GALENA PAR	0	<input type="checkbox"/>	6	6	6

Below the table is the 'Define Machines in Bulk' section. It contains a checkbox for 'Add definitions to New Machines list' and a 'Decal Year' dropdown set to '2019'. There are also input fields for 'Location #', 'Make and Model', 'Starting Decal #', 'Type Code', 'Serial Number', and '# of Decals'. At the bottom of this section is a checkbox for 'Exhibited or Displayed on Location'. A blue callout box with the number '22' is positioned over the 'Add definitions to New Machines list' checkbox.

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- ▶ When all machines have been added click the checkbox to the left of **Create New Machines** under the **Add Machines** section, and then click the **Save** button.

Define Machines in Bulk

The Bulk Machine Definition queues machines to be added using a range of decals to be issued.

Add definitions to New Machines list

Location: 2    Make and Model: Pinball Games    Decal Year: 2019

Type: [Search]    Serial Number: [ ]    Starting Decal #: 23789

Exhibited / Displayed on Location    # of Decals: 5

Add Machines

Create New Machines

New Machines

*Location #	*Serial Number	*Make and Model	*Type	Type Desc	Exhibited /
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- ▶ The new machines have been created.

Manage Machines

Process Actions    Auto-Sequence Empty Decals - Year: [ ]    Start sequence at #: 0

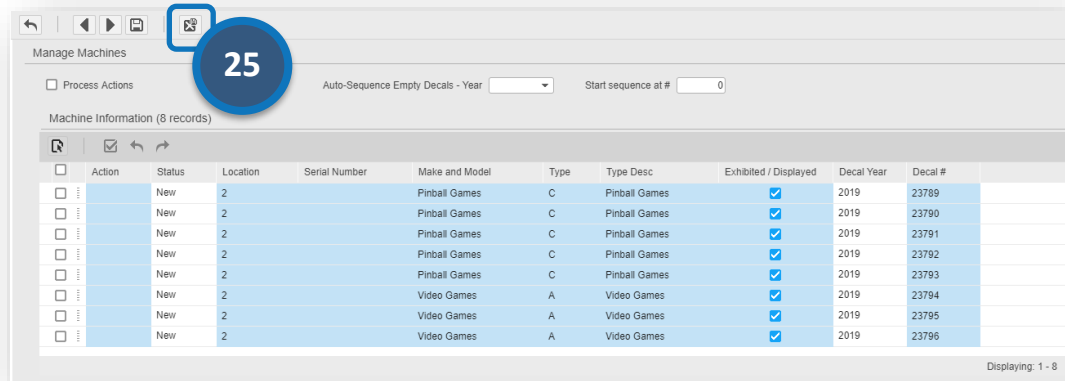
Machine Information (8 records)

Action	Status	Location	Serial Number	Make and Model	Type	Type Desc	Exhibited / Displayed	Decal Year	Decal #
<input type="checkbox"/>	New	2		Pinball Games	C	Pinball Games	<input checked="" type="checkbox"/>	2019	23789
<input type="checkbox"/>	New	2		Pinball Games	C	Pinball Games	<input checked="" type="checkbox"/>	2019	23790
<input type="checkbox"/>	New	2		Pinball Games	C	Pinball Games	<input checked="" type="checkbox"/>	2019	23791
<input type="checkbox"/>	New	2		Pinball Games	C	Pinball Games	<input checked="" type="checkbox"/>	2019	23792
<input type="checkbox"/>	New	2		Pinball Games	C	Pinball Games	<input checked="" type="checkbox"/>	2019	23793
<input type="checkbox"/>	New	2		Video Games	A	Video Games	<input type="checkbox"/>	2019	23794
<input type="checkbox"/>	New	2		Video Games	A	Video Games	<input type="checkbox"/>	2019	23795
<input type="checkbox"/>	New	2		Video Games	A	Video Games	<input type="checkbox"/>	2019	23796

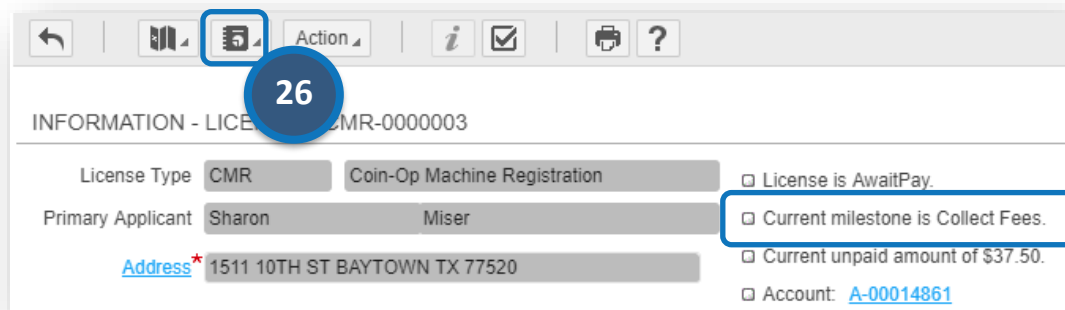
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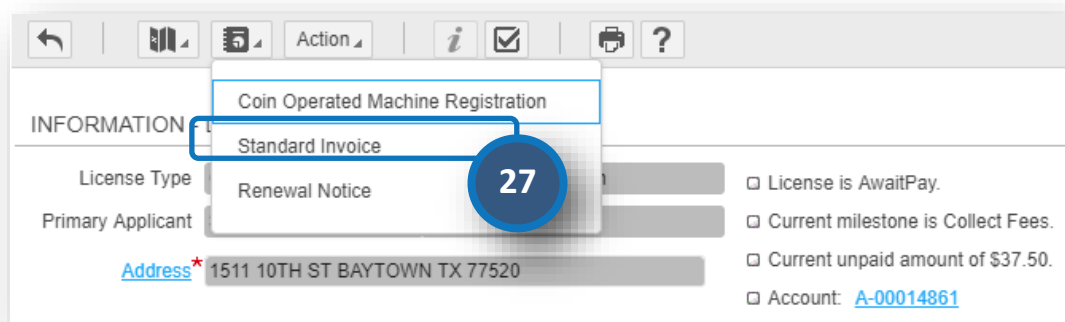
25 ► Click the **Save and Close** button.



26 ► The license is now at the **Collect Fees** milestone. Click the **Reports** button.



27 ► Select **Standard Invoice**.

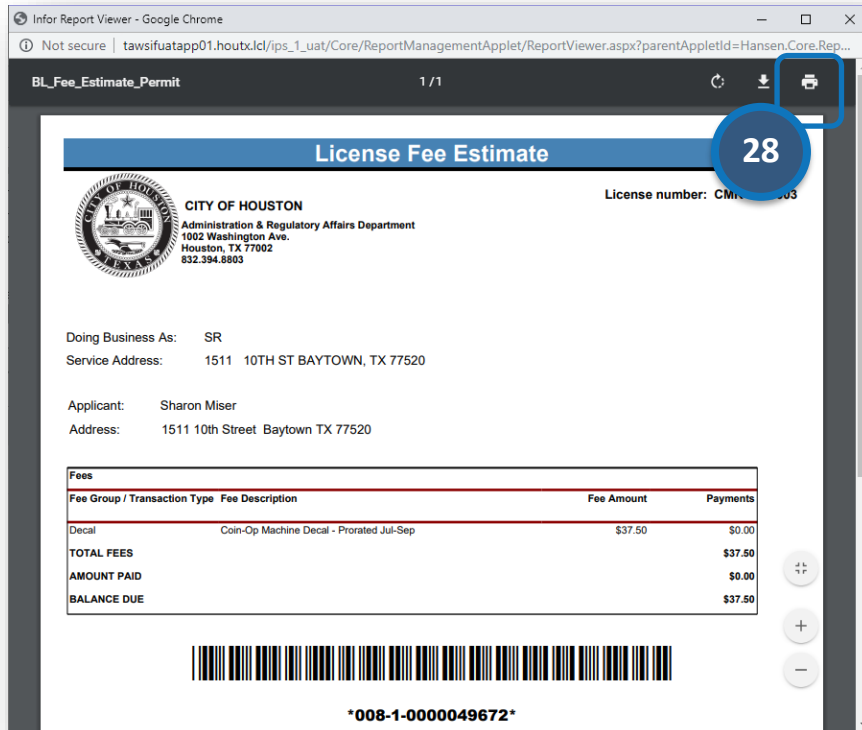


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▶ A separate window will open with the invoice. Click the **Print** button to print the invoice.



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▶ The applicant will take the invoice to the Cashier and pay the fees. The license is now at the **Issued** milestone.

