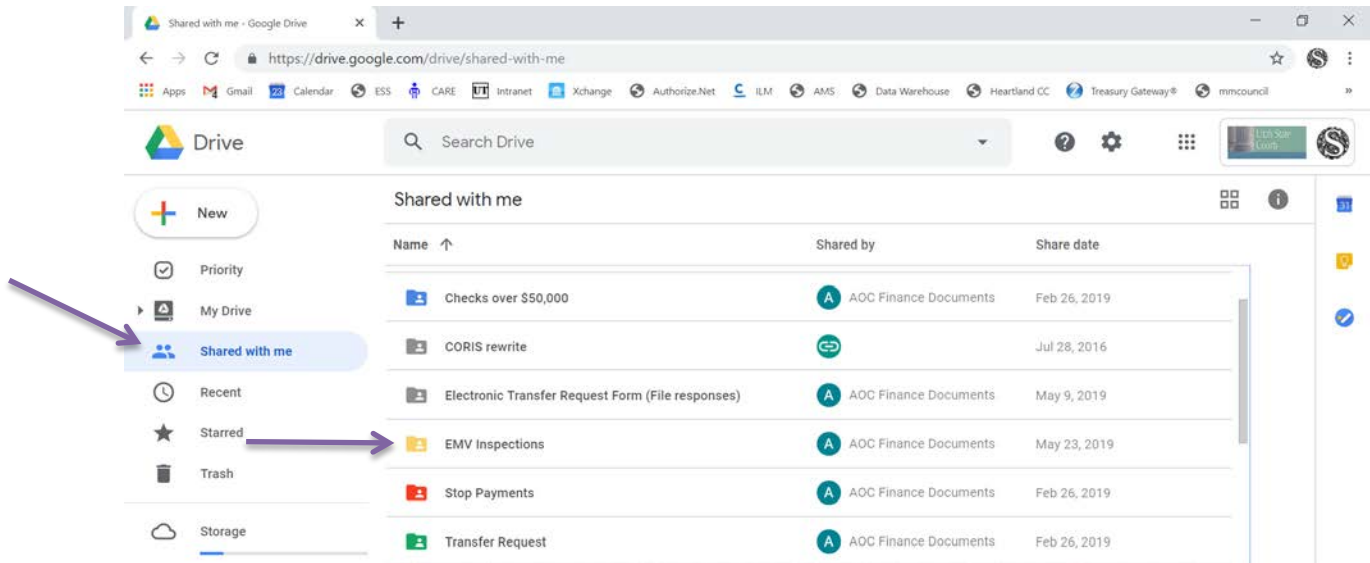


Updating EMV Inspection Form If a New Machine is Added or an Existing Machine is Replaced

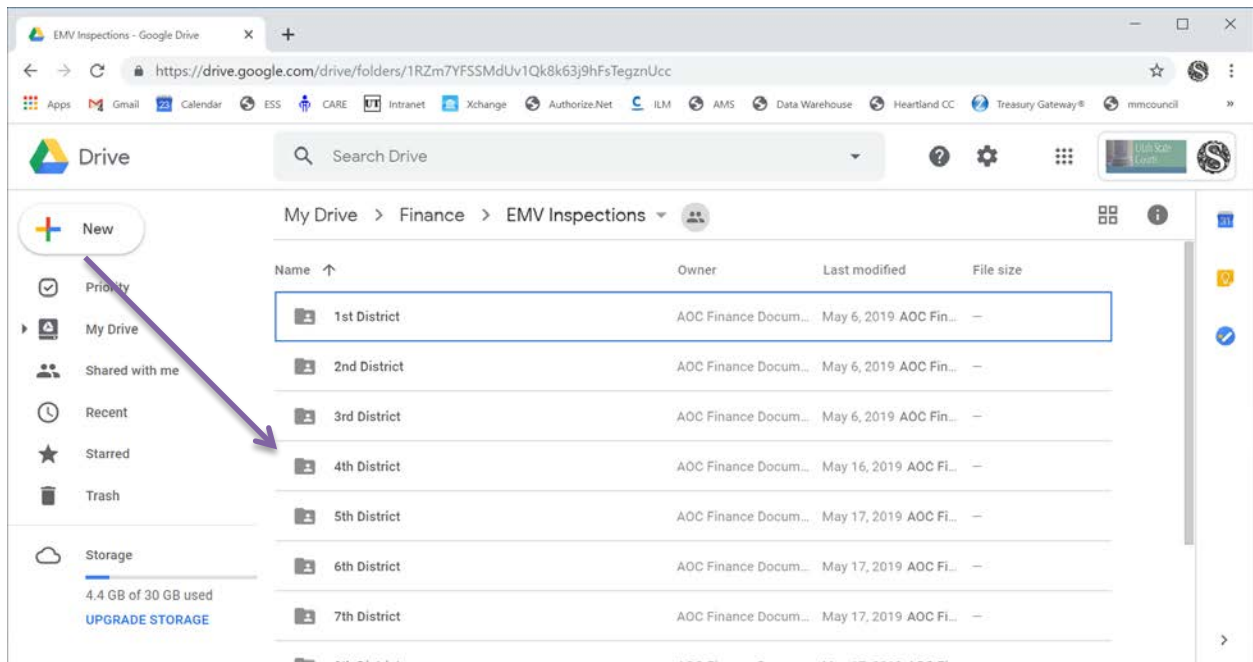
It is the responsibility of the court to update the form if a machine is added or replaced. If you have any questions or require help please contact Suzette Deans (801) 578-3862 or Julie Farnes (801) 578-3888.

Go to Google Drive. Click on “Shared with me”

Open “EMV Inspections” (shared folder)

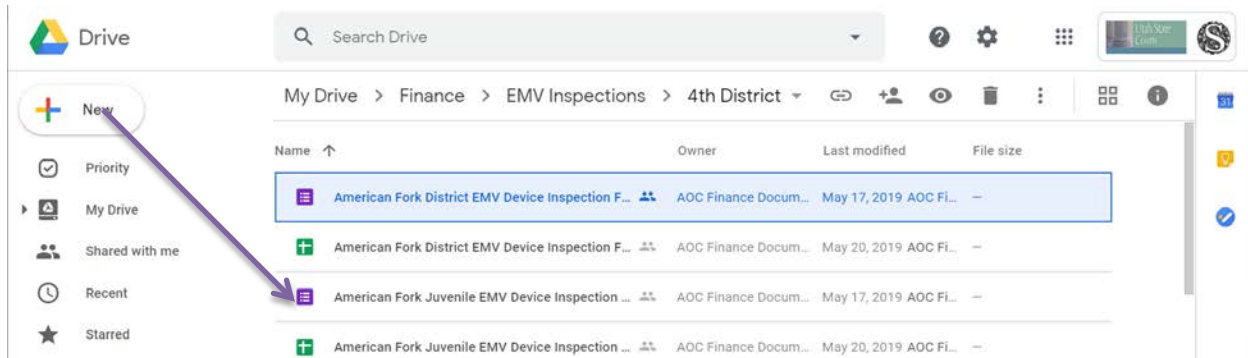


Choose your district folder



Updating EMV Inspection Form If a New Machine is Added or an Existing Machine is Replaced

Double click court location form to open.



If you are replacing or adding a machine, you will need to update it in two places.

First, scroll down to the “The Following EMV machines were inspected” section and click on it. You will see that the section looks active an you will be able to update the section with the new machine information.

If you are replacing a machine, choose the machine you are replacing and type the new EMV Serial Number and Computer Name on the line.

If you are adding a new additional machine click on “Add Option” and type the EMV Serial Number and Computer Name on the new line.

A screenshot of the 'EMV Device Inspection Form' in Google Forms. The form has two tabs: 'QUESTIONS' and 'RESPONSES'. The 'QUESTIONS' tab is active. The form title is 'EMV Device Inspection Form'. Below the title, there is a section titled 'The following EMV machines were inspected:'. This section contains a list of machines with checkboxes and an 'Add Option' button. The machines listed are: 221814PT014087 (AMECNT1PC), 2218145PT014894 (AMECNT2), 2218144PT014099 (AMECNT3PC), and 2218144PT013577 (AMFCNT4). A blue arrow points to the first machine, and a red arrow points to the 'Add Option' button. The 'Add Option' button is labeled 'Add option or ADD *OTHER*'. There is also a 'Checkboxes' dropdown menu next to the section title.

Updating EMV Inspection Form

If a New Machine is Added or an Existing Machine is Replaced

Second, scroll down to the “The Following EMV machines are secured and were not inspected” section and click on it. You will see that the section looks active and you will be able to update the section with the new machine information.

If you are replacing a machine, choose the machine you are replacing and type the new EMV Serial Number and Computer Name on the line.

If you are adding a new additional machine click on “Add Option” and type the EMV Serial Number and Computer Name on the new line.

The following machines are secure and were not inspected:

Check all serial #'s that apply.

| | | |
|--------------------------|---|---|
| <input type="checkbox"/> | 221814PTO14087 (AMECNT1PC) | X |
| <input type="checkbox"/> | 2218145PTO14894 (AMECNT2) | X |
| <input type="checkbox"/> | 2218144PTO14099 (AMECNT3PC) | X |
| <input type="checkbox"/> | 2218144PTO13577 (AMFCNT4) | X |
| <input type="checkbox"/> | N/A | X |
| <input type="checkbox"/> | Option 6 | X |
| <input type="checkbox"/> | Add option or ADD "OTHER" | |

Required ☒

If you have added a new machine, click on the left side of N/A, hold down the mouse button and drag to the bottom.

The following machines are secure and were not inspected:

Check all serial #'s that apply.

| | | |
|--------------------------|---|---|
| <input type="checkbox"/> | 221814PTO14087 (AMECNT1PC) | X |
| <input type="checkbox"/> | 2218145PTO14894 (AMECNT2) | X |
| <input type="checkbox"/> | 2218144PTO14099 (AMECNT3PC) | X |
| <input type="checkbox"/> | 2218144PTO13577 (AMFCNT4) | X |
| <input type="checkbox"/> | Option 6 | X |
| <input type="checkbox"/> | N/A | X |
| <input type="checkbox"/> | Add option or ADD "OTHER" | |

Once the changes are made close the Google Form, changes will automatically be saved.