WinTen 2+ allows for a **lottery system** that will feed into the applicant list from the **Applicant Access** product. Applicant Access assigns a lottery rank to each applicant if you choose the lottery option. The lottery rank is generated the time that the wait list was opened. From that point, the agency will communicate with Tenmast regarding how many total applicants the agency wants to pull from the total amount of applications received during the time that the wait list was opened. Each application is given a date and time stamp to show the ranking.

Some agencies may wish to open a new wait list for the lottery so they can finish the old wait list prior to beginning to house those from the lottery. Preferences will still apply to these applications, which leave the possibility of prioritizing a new lottery application higher on the wait list than someone who has been on the wait list longer.

To use a lottery system in WinTen 2+:

1. **Type “applicant” into the dynamic Search on the Home tab.**

   ![Search Window](search.png)

2. **Select Applicant Access Downloader.**

   ![Applicant Access Downloader](applicant_access.png)

3. **Right-click on any column header and select Column Chooser.**

   ![Column Chooser](column_chooser.png)
4. Click on **Lottery Rank** and drag and drop where you would like the column to appear.

Note: The lottery number column chooser can also be pulled into the following screens the same way:

- Application > Waiting List

5. View the **Head Last Name**, **Head First Name**, **Address**, **Phone**, and **Email** for other family information on this screen.
### Application Search — Waiting Lists tab

<table>
<thead>
<tr>
<th>Waiting List</th>
<th>Rank</th>
<th>Effective Date</th>
<th>Application</th>
<th>Status</th>
<th>Bedros</th>
<th>Lottery</th>
<th>Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Briarwood - MTW PH</td>
<td>4</td>
<td>1/1/2015 10:44</td>
<td>ELIGIBLE</td>
<td></td>
<td>3</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Mardi Gras - MTW ...</td>
<td>15</td>
<td>1/1/2015 10:44</td>
<td>Initial Application</td>
<td>3</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spiritwood - MTW P...</td>
<td>13</td>
<td>1/1/2015 10:44</td>
<td>INITIAL APPLICATION</td>
<td>3</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>