



SKIDATA Parking.Logic System Software User Guide®



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1. Document History

1.1. General

- The software used in the preparation of the document is the SKIDATA PARKING.LOGIC Parking System, Version R18.00.03. There may be slight variations or discrepancies when using this guide with alternative versions of SKIDATA software.
- This document is intended as a guide only and not as a complete system description, and should therefore be used only by suitably trained staff. Wilson Technology Solutions accepts no responsibility for any damage caused to the parking system or vehicles through incorrect usage of this manual or the information contained herein.
- This documentation may contain representations of registered product or service trademarks owned by Wilson Technology Solutions and/or SKIDATA AG, as well as references to proprietary know how protected by copyright laws or other legal provisions. In all cases the intellectual property rights remain exclusively with their respective owners. This document is subject to change without notice. This document cannot form part of a binding contract.

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WTS/SKD- 0601	Version 4.0	2 June 2009	Released	Dave Kar

1.2. Previous Training Required

- It is recommended that users of this guide have used the SKIDATA APT450 Parking System for at least 3 months and have read and understood the associated documentation. It is also recommended that users of this guide do so in conjunction with a formal Training Course presented by SKIDATA qualified Customer Service staff.

1.3. Feedback

- Please send all comments with regard to errors, omissions, recommendations or requests to;

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2. Introduction

2.1. General

This document is to serve as a guide for the users of the SKIDATA APT450 Parking System. In particular it is an aid in the use of the functions and operations typically required to be understood by a Car Park Manager in the day to day operation of a car park equipped with SKIDATA Access Control.

The writer acknowledges that depending upon the size of the Car Park Operator the Car Park Managers duties may vary quite significantly. In order to accommodate most circumstances, this Guide has been prepared for an Operator where a Car Park Manager may be required to perform most functions within the Car Park. Other Operators may find this Guide contains too much information and should attempt to customise what is distributed if they feel it is more appropriate.

3. Terms and Definitions

3.1. General Computer Terms

- **Mouse**
 - ... *Moving the Mouse will correspondingly move a "Pointer" (typically a small white arrow) on the computer screen. You can move the Pointer to icons and text on the computer screen for the purpose of quickly selecting the car park system features that are available*
- **Mouse Buttons**
 - ... *There are two buttons available on the Mouse. They will be referred to as "Right-Click" and "Left-Click"*
 - ... *The Left-Click is used for starting features on the computer screen after the Mouse Pointer has been placed on the desired icon and is achieved by pressing the left mouse button once quickly*
 - ... *The Right-Click is not normally used as often, but can be used when you need "Tool Tips" (i.e. displays a description of an onscreen icon without actually starting that feature) and is achieved by pressing the right mouse button once quickly*
 - ... *The Right-Click may also provide a short list of functions that an icon can perform by firstly selecting the icon then selecting a function to perform through the Pull down menus*
 - ... *A Double-Click is clicking the Left Mouse button twice quickly. This is used to start some applications*
- **Tab Key**
 - ... *Using the "Tab" Key will often highlight or select the next icon or selection in the screen that you are working on. This enables you to navigate quickly around the screen without using the Mouse to select something. Once the selection is made, you can use the "Enter" Key to start the application instead of Left-Clicking the Mouse*
- **Esc Key**
 - ... *Using the "Esc" Key will often cancel a task that has been started and return you to the beginning of the task. Particularly useful if an error has been made and you wish to return to the start without saving any of the changes*

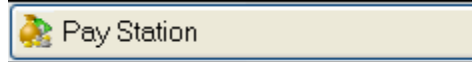


- **Enter Key**
... Using the “Enter” Key will confirm a selection that has been made and or save changes that have been entered. The Enter Key will typically activate a task that is highlighted
- **Alt + Tab Keys**
... Pressing and holding the “Alt” Key and then by pressing and letting go of the “Tab” Key simultaneously allows you to quickly navigate from one open screen to the next without using the Mouse
- **Pull down Menu**
... Normally located near the top of the screen on a “Toolbar” there are various menus that can be expanded by positioning the Mouse Pointer over them and Left-Clicking the Mouse. When expanded, these Pull down Menus reveal a list of functions that can also be selected with a Left-Click of the Mouse
- **Dropdown Arrow**
... Typically appearing like a small black triangle facing down the screen and positioned to the right of an input field, the Dropdown Arrow is very similar to a Pull down Menu. When activated by positioning the mouse Pointer over the Dropdown Arrow and Left-Clicking, the input field will expand showing a list of available options to select from by again moving the Mouse Pointer over the required option and Left-Clicking

3.2. SKIDATA Terms

- **Icon**
... A small picture on the screen that represents a feature of the car park system. For example, a picture of an open door at the bottom of the screen represents “Exit” from the current application
- **The Cashier Screen**
... The Cashier screen is the screen most often used by cashiers. This is because all car park transactions occur with the use of this program. This Cashier screen may be selected by Left-Clicking on the Icon showing “a bag of money” at the top left of any screen you may be using. The Cashier screen is automatically selected when you insert a ticket into the “Coder” and may also be accessed by using the Alt + Tab keys
- **The Control Screen**
... The Control Screen is the screen that is used to control any of the entry or exit columns from the booth, or to identify faults in the car park hardware. The Control screen may be selected by Left-Clicking on the Icon showing “a ship’s steering wheel” at the top left of any screen you may be using. The Control screen may also be accessed by using the Alt + Tab keys
- **The Main Menu Screen**
... The Main Menu Screen is the screen that is used to access other car park applications such as Customer information or Reports etc. The Main Menu Screen may be selected by Left-Clicking on the Icon showing “three pieces of paper” at the top left of any screen you may be using. The Main Menu Screen may also be accessed by using the Alt + Tab keys

4. **Cashier Screen → Getting Started**



4.1. **General**

Sections 4.2 to 4.6 below describe the most common functions required to initiate a Cashier shift, process casual parking tickets and log off, leaving the Cashier Station ready for the next Cashier.

4.2. **“Logging On” a shift at the Workstation**

- Step 1. You will see a window that is prompting you for user data inputs
- Step 2. Select your Name from the list that appears in the top box. To do this...
- ➔ Move the mouse to the Dropdown Arrow on the right hand side of the box
 - ➔ Left-Click on the Dropdown Arrow
 - ➔ Move the mouse to your cashier login user name in the window that appears onscreen
 - ➔ Select your user name by Left-Clicking on your name.
- Step 3. Enter your PIN number. To do this...
- ➔ Left-Click inside the window labeled “PIN-Code”

NOTE 1: Ensure that the “Num Lock” light is glowing over the small numeric keypad on the right hand side of the keyboard (pressing the Key labeled “Num Lock” at the top left of the small numeric keypad enables this feature)

- ➔ Enter your 4-digit PIN number by using the numeric keypad

WARNING: Entering an incorrect PIN number for a user more than three times will lock you out of the system for one hour

- Step 4. Ensure that the “Operator” button is selected from the three options available at the bottom of the window. If not, position the mouse over this circle and Left-Click.
- Step 5. Press the Enter Key or Left-Click on the Green Tick
- Step 6. You are now logged into the car park system



Figure 4.2 – Step 1 to Step 2



Figure 4.2 – Step 3 to Step 6

4.3. Entering a “Shift Float”

- Step 1. Select the Cashier Screen
- Step 2. Select “Inpayment...” from the Pull down menu labeled “Pay Station”. To do this...
- ➔ Move the Mouse over the word “Pay Station” at the top left of the screen
 - ➔ Using the Mouse, Left-Click on the word “Pay Station”
 - ➔ Move the Mouse down the menu over the word “Inpayment...”
 - ➔ Using the Mouse, Left-Click on the word “Inpayment...”

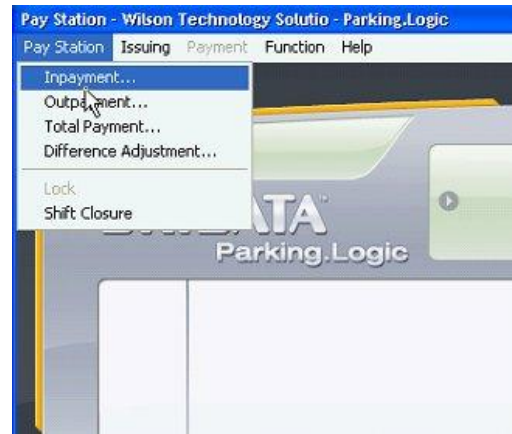


Figure 4.3 – Step 2

- Step 3. The “Amount” window is already pre-selected for input figures. Enter the amount of float that you are putting into the cash drawer for your shift by using the numeric keypad
- Step 4. Left-Click the “Remarks” window if appropriate, and write a description of the type of Inpayment in here (e.g. Float)
- Step 5. Press the Enter Key or Left-Click on the Green Tick
- Step 6. The system will print a receipt for your records

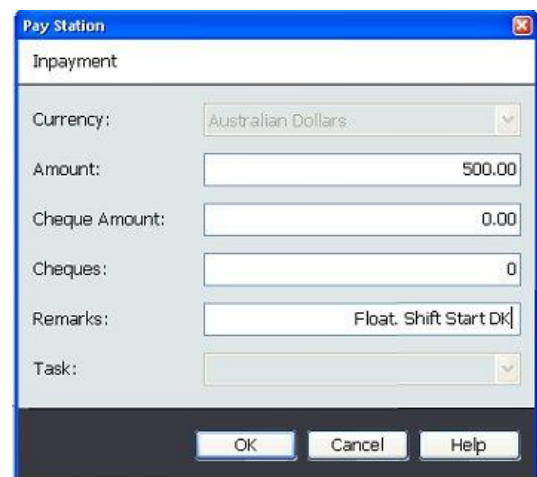


Figure 4.3 – Step 3 to Step 5

4.4. Processing a Parking Ticket

- Step 1. Select the Cashier Screen
- Step 2. Insert the customers ticket into the Coder in the direction of the arrow with the barcode facing upwards

NOTE 1: The PC will automatically switch to the Cashier Screen from any other application that is being used at the time
- Step 3. The PC will calculate the standard parking fee for that ticket
- Step 4. To calculate change, the "Amount Tendered" window is already pre-selected, simply type in the amount given to you by the customer, this will appear in the "Amount Tendered" field.
- Step 5. Press the Enter Key, the amount in change will now be displayed in the "Change" field
- Step 6. Press the Enter Key to process the ticket
- Step 7. The ticket will now be processed and returned to the operator

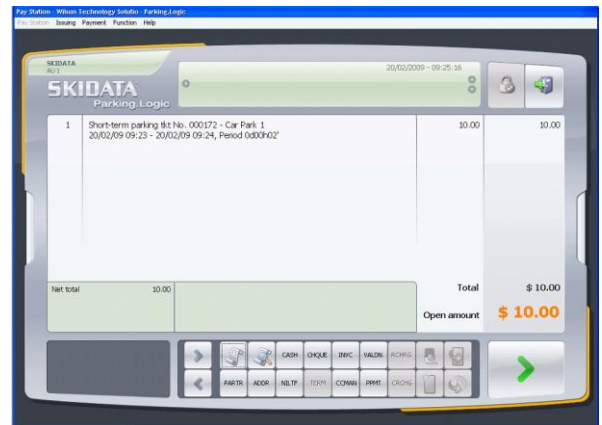


Figure 4.4 – Step 2 to Step 4

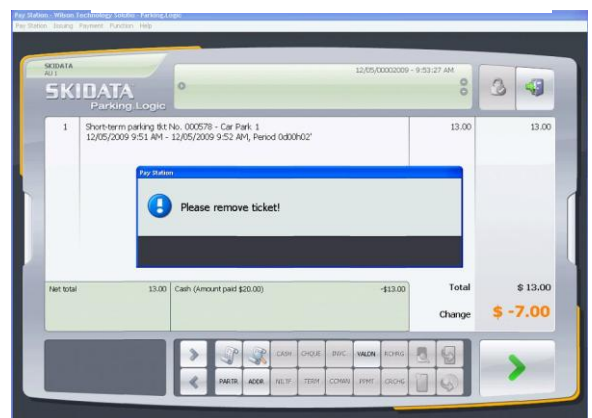


Figure 4.4 – Step 5 to Step 7

- Step 8. To produce a receipt, move the Mouse over the receipt button and Left-Click while the transaction is still on the screen.

NOTE 1: A receipt can be belatedly issued up to 365 days prior, using the ticket data or a search criteria such as date & time of payment. See Section 4.5 below for further details.

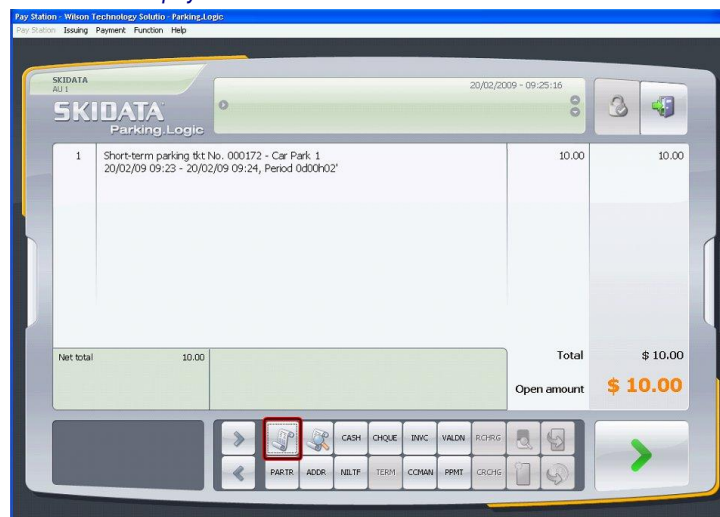


Figure 4.4 – Step 8

4.5. Issuing a Belated Receipt

- Step 1. Select the Cashier Screen
- Step 2. Left Click on the Receipt button



Figure 4.5 – Step 2 to Step 3

- Step 3. The system will ask “Would you like to read in card data”, if you have the ticket available press Enter or Left Click on the OK button and proceed to Step 5. If not, Left Click on NO and proceed to Step 10



Figure 4.5 – Step 4

- Step 4. Insert the ticket into the coder and the system will read data from the ticket and present all transactional data related to the Ticket number
- Step 5. Select the transaction that a receipt is required for and Press the Enter Key or Left Click on the green arrow

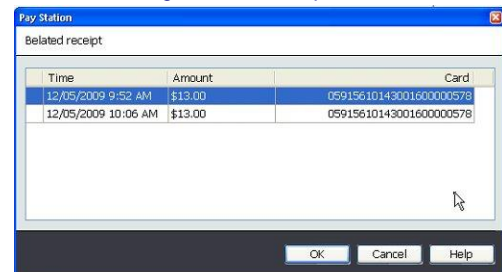


Figure 4.5 – Step 5 to Step 6

- Step 6. Enter all necessary information and Press the Enter Key or Left Click on the OK button

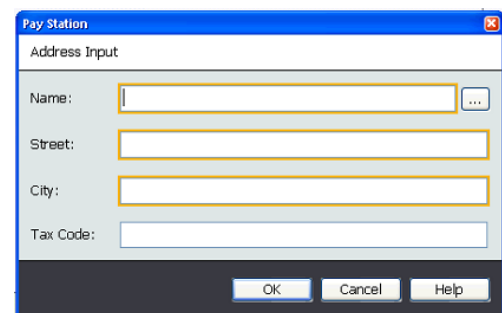


Figure 4.5 – Step 7

- Step 7. *Confirm the details are correct, enter the desired number of receipts and Press the Enter key or Left Click on the Print button.*
- Step 8. *The receipt and ticket will now be processed and returned to the operator*



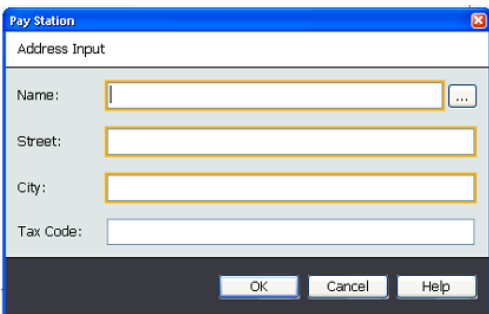
The screenshot shows a 'Pay Station' window with a 'Related receipt' section. The receipt details are as follows:

Wilson Technology Solutions	
Cook Street Port Melb.	
AU-3000 Melbourne	
AU 1	20/02/09 09:24
Cashier 9999	
Receipt 70	
Dave Kar	
x Street	
Melbourne	
Short-term parking tkt	
1 - No. 000172	
20/02/09 09:23 -	
20/02/09 09:24 -	
Period 0d0h2'	
(Ust.)	\$10.00

At the bottom, there is a 'Quantity:' field with a value of 1, and buttons for 'Print', 'Cancel', and 'Help'.

Figure 4.5 – Step 8 to Step 9

- Step 9. *Enter the necessary information, in particular the approximate time of payment of the original transaction and Press Enter or Left Click on the OK button*



The screenshot shows a 'Pay Station' window with an 'Address Input' section. The form contains the following fields:

- Name: [Text Field]
- Street: [Text Field]
- City: [Text Field]
- Tax Code: [Text Field]

At the bottom, there are buttons for 'OK', 'Cancel', and 'Help'.

Figure 4.5 – Step 10

- Step 10. *Return to Step 5 above and follow through to Step 9 in order to finish processing. The receipt and ticket will now be processed and returned to the operator*

4.6. Clearing the Daily Takings

Before “Logging-off” your daily shift, it is necessary to make a “Total Payment” of all the daily takings.

- Step 1. Select the Cashier Screen
- Step 2. Select “Total Payment” from the Pulldown menu labeled “Pay Station”. To do this....
- ➔ Move the Mouse over the word “Pay Station” at the top left of the screen
 - ➔ Using the Mouse, Left-Click on the word “Pay Station”
 - ➔ Move the Mouse down the menu over the word “Total Payment”
 - ➔ Using the Mouse, Left-Click on the word “Total Payment”

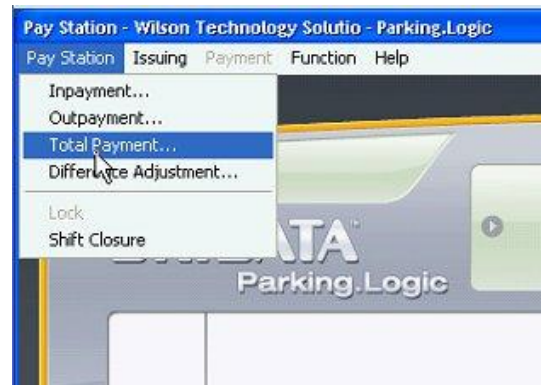


Figure 4.6 – Step 2

- Step 3. Confirm the prompt to “Disburse entire cash balance” by pressing the Enter Key or Left-Click on the Green Tick
- Step 4. The computer automatically calculates all the takings and inpayments from the shift, and disburses the amount
- Step 5. The Coder will print a transaction record which is to be included with your shift report
- Step 6. You may now “Log Off” your shift

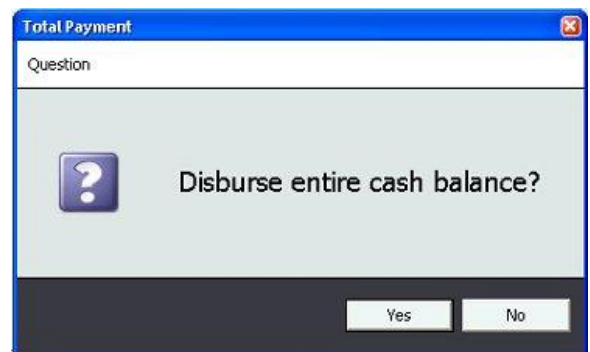


Figure 4.6 – Step 3

4.7. “Logging Off” a shift at the Workstation

Ensure that you have printed any reports or cleared any daily takings (refer Section 4.5 above). There are two possible methods to log-off – via the Main Menu Screen or using the Shift Closure menu option.

Method 1

Step 1. Go to the Main Menu Screen. To do this...

- ➔ Move the mouse to the icon at the top right of the Cashier Screen showing “3 pieces of paper”, and Left-Click.

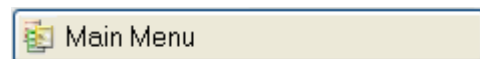


Figure 4.7 – Step 1

Step 2. Click on the Log Off button

- ➔ Move the mouse to the icon at the bottom right of the Main Menu Screen showing “a yellow key design”, and Left-Click.

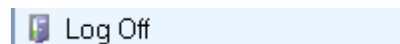


Figure 4.7 – Step 2

Step 3. Confirm the prompt “Do you really want to log-off” by pressing the Enter Key or Left-Click on the Green Tick.

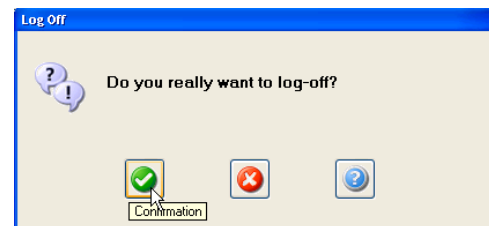


Figure 4.7 – Step 3

Step 4. The Coder will produce a “Shift Closure” receipt for you to include with your shift report

Step 5. The car park system is now ready for the next operator to Log On

Method 2

Step 6. At the Pay Station Screen, select Shift Closure option from the drop down menu. To do this...

- ➔ Move the Mouse over the word "Pay Station" at the top left of the screen
- ➔ Using the Mouse, Left-Click on the word "Pay Station"
- ➔ Move the Mouse down the menu over the word "Shift Closure"
- ➔ Using the Mouse, Left-Click on the word "Shift Closure"

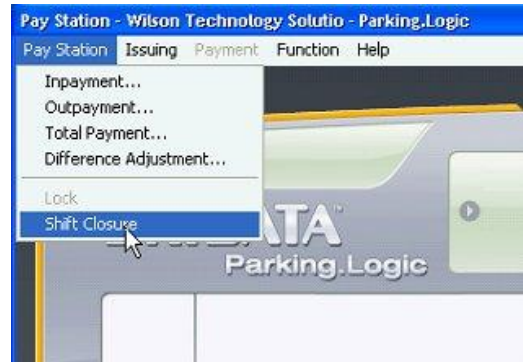


Figure 4.7 – Step 6

Step 7. The alternate method is to click on the Shift Closure button on the pay station screen.

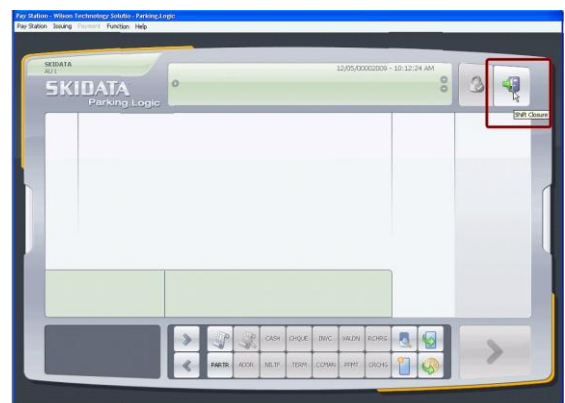


Figure 4.7 – Step 7

Step 8. Confirm the prompt "Proceed with Shift Closure" by pressing the Enter Key or Left-Click on the OK button.

Step 9. The Coder will produce a "Shift Closure" receipt for you to include with your shift report

Step 10. The car park system is now ready for the next operator to Log On

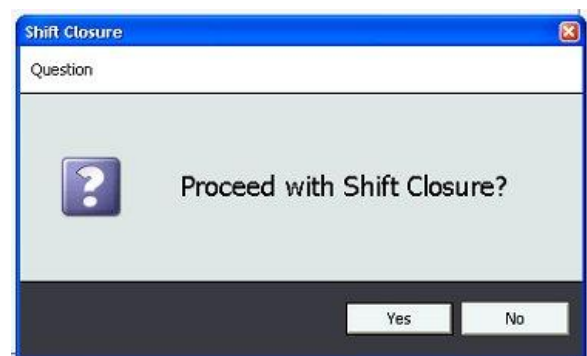
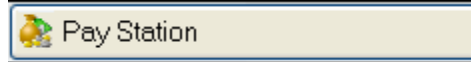


Figure 4.7 – Step 8

5. Cashier Screen → Advanced Functions



5.1. General

Sections 5.2 to 5.8 below describe the advanced functions most frequently used by a Cashier, e.g. issue of Lost Tickets, replacement of Damaged Tickets etc.

Section 5.9 lists all of the menu options available under the Main Cashier Screen with a very brief description of their purpose.

It is assumed that users of this manual have read and fully understood “Section 4. Cashier Screen → Getting Started” before attempting the more advanced procedures as outlined in this Section.

5.2. Manually Selecting a Different Rate Structure

- Step 1. Select the Cashier Screen
- Step 2. Insert the customers ticket into the Coder in the direction of the arrow with the barcode facing upwards

NOTE 1: The PC will automatically switch to the Cashier Screen from any other application that is being used at the time
- Step 3. The PC will calculate the standard parking fee for that ticket

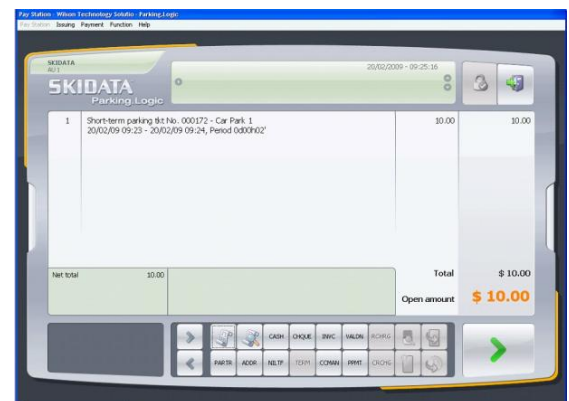


Figure 5.2 – Steps 2 to Step 3

- Step 4. Press the VALDN (Validation) button on the on-screen keypad. The available validation list will pop up.
- Step 5. Using the Mouse, Left-Click the validation button that relates to the tariff that you are wanting to apply, e.g. “\$1 Discount”

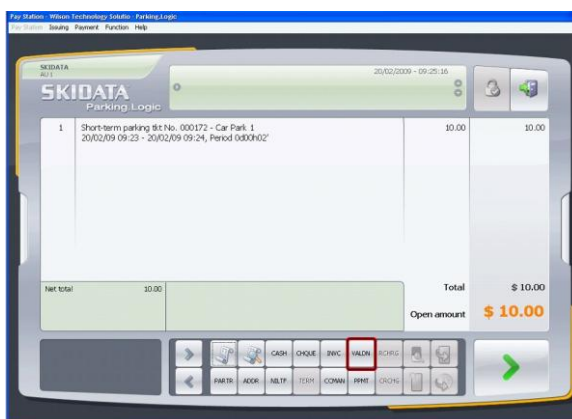


Figure 5.2 – Steps 4 to Step 5

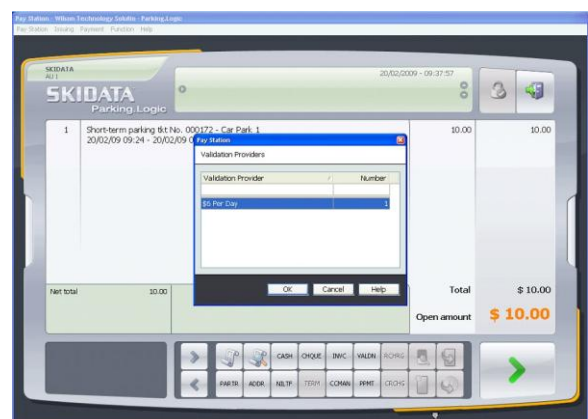


Figure 5.3 – Steps 4 to Step 5

Step 7. To calculate change, the "Amount Tendered" window is already pre-selected, simply type in the amount given to you by the customer, this will appear in the "Amount Tendered" field

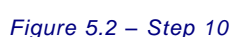


Step 8. Press the Enter Key, the amount in change will now be displayed in the "Change" field

Step 9. Press the Enter Key to process the ticket



Step 11. NOTE 1: This procedure must be executed within 20 seconds of the transaction taking place



5.3. Producing a New “Short-Term Ticket”

- Step 1. Select the Cashier Screen
- Step 2. Left-Click on the button labeled “SPT” (Short-term parking ticket)

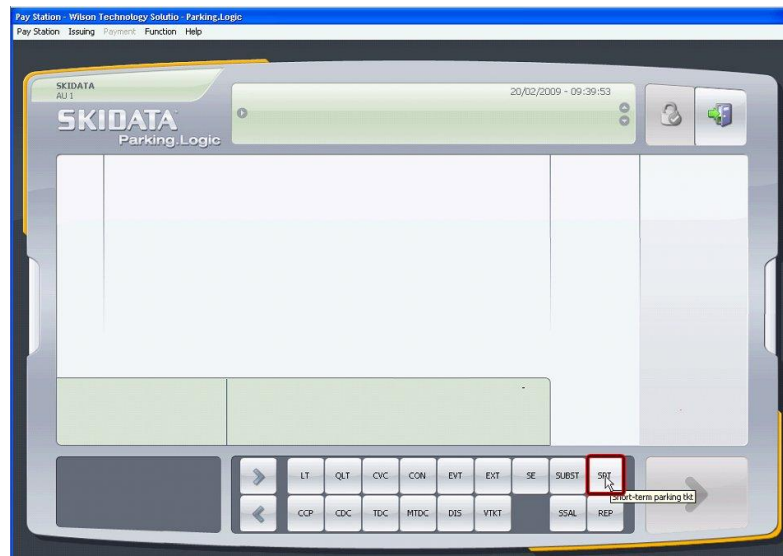



Figure 5.3 – Steps 2

- Step 3. Enter the Date and Time for the Parking Ticket. To do this...

- ➔ Press the Tab Key once, this will move the cursor to the “Time of Entry” date field
- ➔ Type in the date in the format: “ddmmyyyy” by using the numeric keypad (you do not need to enter the “/”, these will be entered automatically)
- ➔ Press the Tab Key again, this will move the cursor to the “Time of Entry” time field
- ➔ Type in the time of the customer’s entry in the format “hhmm” by using the numeric keypad (you do not need to type the “:”, this will be entered automatically)

NOTE 1: Ensure the Num Lock has been selected otherwise the information may not be entered.

- Step 4. Press the Enter Key or Left-Click on the OK button.



The screenshot shows the 'Pay Station' dialog box with the 'Article Sale' tab selected. It contains a table with two columns: 'Article Designation' and 'Article Number'. The first row shows 'Short-term parking tkt' with a quantity of '1'. Below the table, there are fields for 'Car Park' (set to 'Car Park 1'), 'Time of entry' (set to '20/02/09' and '09:40'), 'Quantity' (set to '1'), and 'Ticket feed' (set to 'Manual'). At the bottom are 'OK', 'Cancel', and 'Help' buttons.

Figure 5.3 – Step 3 to Step 5

- Step 5. This will return you to the main Cashier Screen and will display the details (date and time) you have just entered. If you are happy with the details, press the Enter Key to produce a ticket. If the details are incorrect press the Esc Key to cancel.

NOTE 1: If blank tickets are inserted into the back of the Coder, the ticket will be produced automatically

NOTE 2: If blank tickets are not inserted into the back of the Coder, you will be prompted to insert a blank ticket into the front of the Coder.

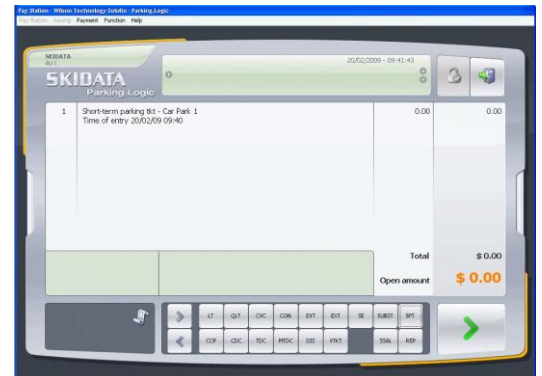


Figure 5.3 – Step 6

- Step 6. The ticket will be produced and returned to you
- Step 7. The Coder will automatically print a transaction record which is to be included with your shift report
- Step 8. If the customer wishes to leave immediately, re-insert the ticket into the Coder and process the ticket for payment as per Section 4.4 above, otherwise return the ticket to the customer

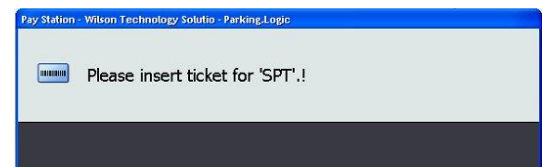


Figure 5.3 – Step 6 (NOTE 2)

5.4. Producing a “Lost Ticket”

- Step 1. Select the Cashier Screen
- Step 2. Left-Click the button labeled “REP” (Lost Ticket)

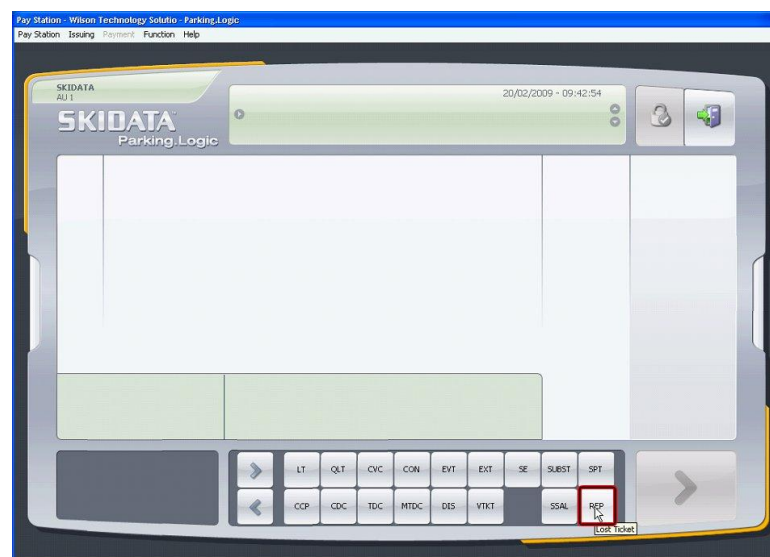


Figure 5.4 – Steps 2 to Step 3

- Step 3. A screen will appear confirming the request to produce 1 Lost Ticket. The value of the Lost Ticket is set up separately under the "Settings → Articles" section and can only be changed here if the relevant setting ('Variable Price') is configured under 'Settings → Articles'. Press the Enter Key or Left-Click on the OK button.

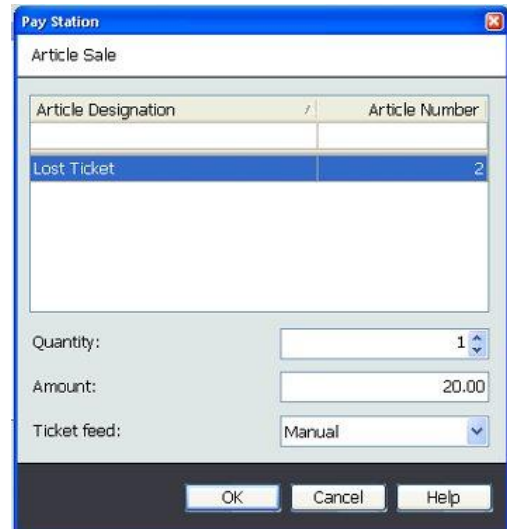


Figure 5.4 – Step 4

- Step 4. You will be returned to the main Cashier Screen with a request for payment of the value of the Lost Ticket. This should be processed as per a normal ticket
- Step 5. To calculate change, the "Amount Tendered" window is already pre-selected, simply type in the amount given to you by the customer, this will appear in the "Amount Tendered" field
- Step 6. Press the Enter Key, the amount in change will now be displayed in the "Change" field

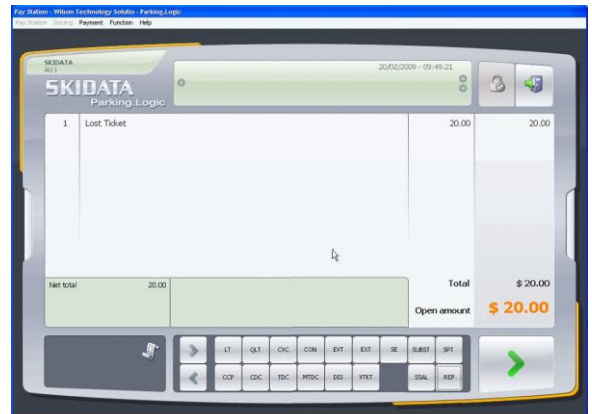


Figure 5.4 – Step 5 to Step 7

- Step 7. Press the Enter Key to produce a ticket
- NOTE 1: If blank tickets are inserted into the back of the Coder, the ticket will be produced automatically*
- NOTE 2: If blank tickets are not inserted into the back of the Coder, you will be prompted to insert a blank ticket into the front of the Coder.*

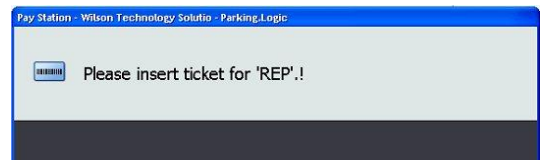


Figure 5.4 – Step 8

- Step 8. The ticket will be produced, validated and returned to you
- Step 9. The Coder will automatically print a receipt

5.5. Reading a Ticket or Permanent Card

- Step 1. Select the Cashier Screen
- Step 2. Left-Click the button labeled "RDTKT" (Read ticket)

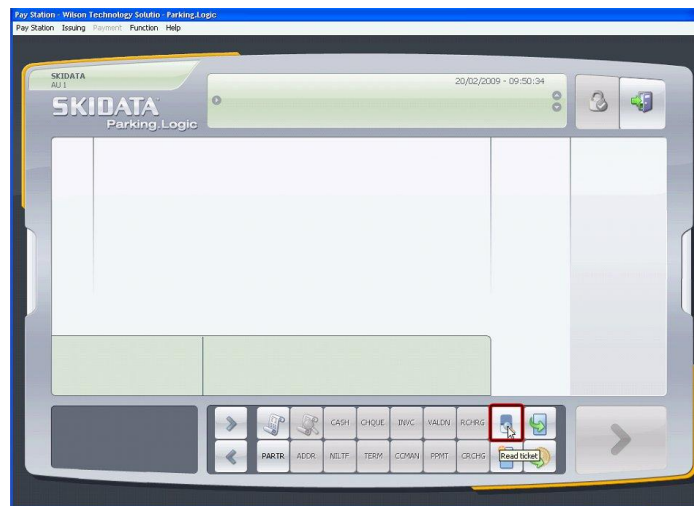


Figure 5.5 – Steps 2 to Step 3

- Step 3. The system requests you to present a Ticket or Permanent Card to the Coder
- Step 4. Insert the Ticket in the Coder (in the direction of the arrow, barcode facing up) or place the Permanent Card on the Coder aerial (yellow circle or orange flat panel on top of the Coder)

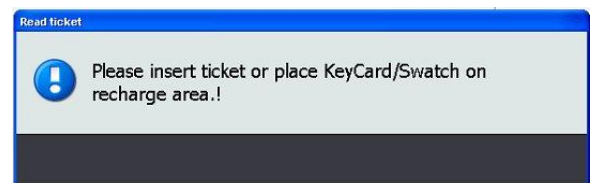


Figure 5.5 – Step 4

- Step 5. The Ticket or Permanent Card details are displayed

NOTE 1: If a Permanent Card is presented to the Coder, and the prompt to insert card does not disappear from the screen, it is likely that the Card is faulty (or perhaps the Coder aerial has been removed), please refer to your local Service Technician.

- Step 6. Search in the window by using the Scroll Bar. To do this...
- ➔ Place the Mouse on the Up or Down Arrow and hold down the Left Mouse button, release the button when the required information is displayed
- Step 7. The information can be useful in determining a number of things, for example by looking at the "Rejection Details", this will tell you if the Ticket/Permanent Card is still valid etc. For instance...

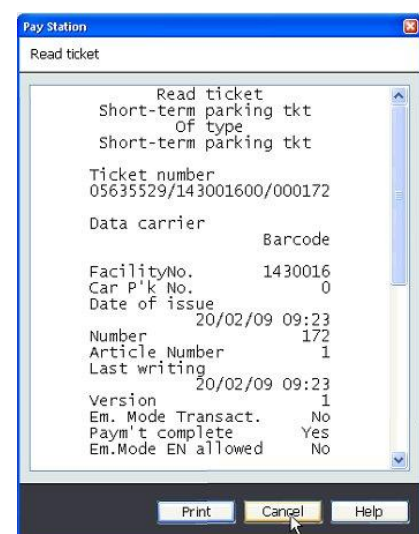
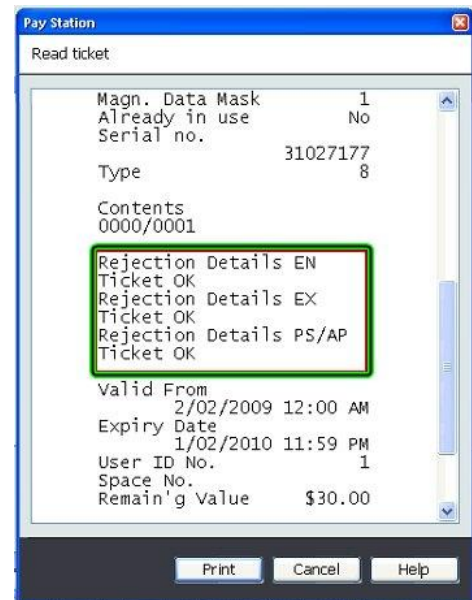


Figure 5.5 – Step 5 to Step 7

- If a customer complains that their Ticket/Permanent Card won't let them into the car park and the "Rejection Details EN" say "Ticket Already Present" then it is probable that the customer had not exited with the Ticket/Permanent Card the last time he was parking in the car park
- If a customer complains that their Ticket/Permanent Card won't let them into the car park and the "Rejection Details EN" or "Rejection Details EX" says "Ticket Blocked" then they need to contact the car park operator to have their Ticket/Permanent Card re-instated
- If a customer complains that their Ticket/Permanent Card won't let them into the car park and the "Rejection Details EN" says "Wrong Car Park" then the customer is trying to enter using a card from another SKIDATA car park



- Step 8. When finished, remove the Ticket/Permanent Card from the Coder and Left-Click the Mouse on the Cancel button to cancel the Read Ticket Function

Figure 5.5 – Step 9

5.6. Replacing a Damaged Ticket

- Step 1. Select the Cashier Screen
- Step 2. Left-Click the button that has a picture of a new ticket with the orange star on it (Ticket New)

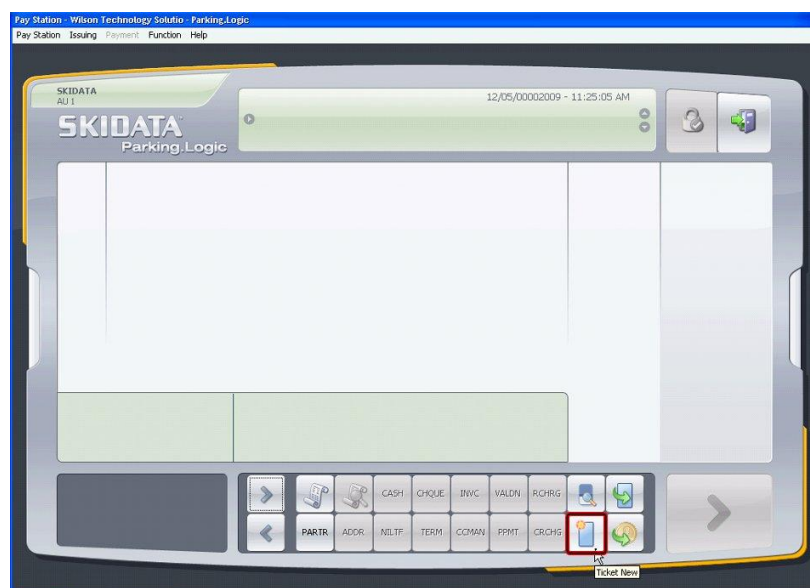


Figure 5.6 – Step 2 to Step 3

- Step 3. Using the scroll left or right buttons select the key pad with the SPT button.
- Step 4. Left-Click on the button labeled "SPT" (Short-term parking ticket)

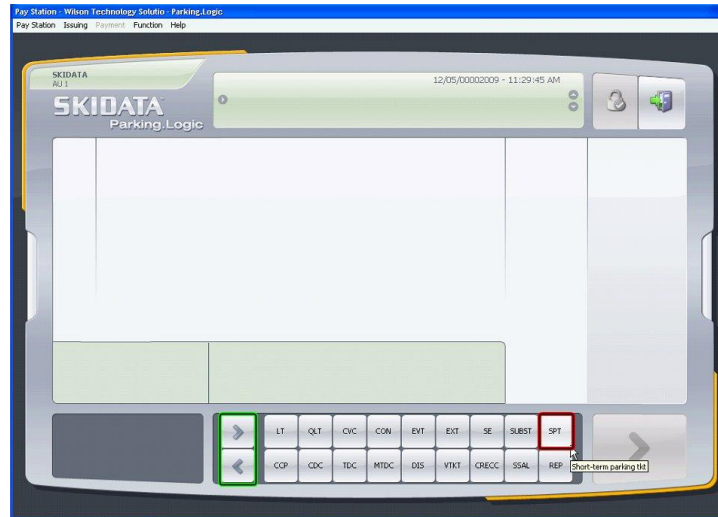


Figure 5.6 – Step 3 to Step 4

- Step 5. Press the Enter Key or Left-Click on the OK button to confirm that you wish to produce a new ticket

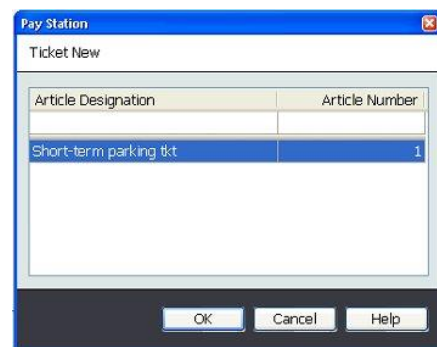


Figure 5.6 – Step 5

- Step 6. The next screen will prompt for a ticket number
- Step 7. Using the original ticket, enter the long string of numbers (directly under the barcode) from the front of the ticket in the boxes provided on the screen and press the Enter Key or Left-Click on the OK button.
- Step 8. A Replacement new ticket will now be produced

NOTE 1: If blank tickets are inserted into the back of the Coder, the ticket will be produced automatically

NOTE 2: If blank tickets are not inserted into the back of the Coder, you will be prompted to insert a blank ticket into the front of the Coder. The ticket



Figure 5.6 – Step 6 to Step 7

must be inserted with the “bite” mark facing you and to the right hand side

- Step 9. The Coder will automatically print a transaction record which should be attached to the damaged ticket and included with your shift report
- Step 10. If the customer wishes to leave immediately, process the ticket (which is still inside the Coder) for payment as per Section 4.4 above, otherwise retrieve the ticket from the Coder by pressing the Esc Key and return the ticket to the customer

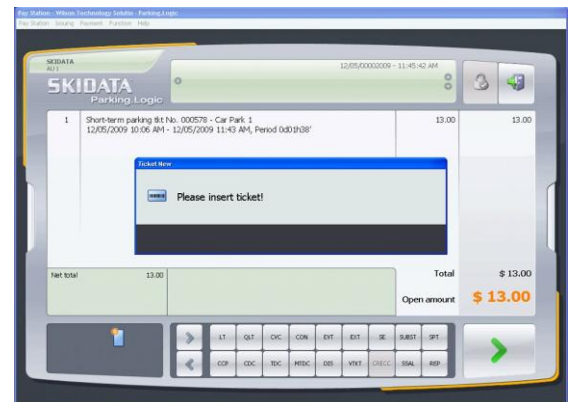


Figure 5.6 – Step 10 (NOTE 2)

5.7. Processing a No Charge “Short-Term Ticket”

- Step 1. Select the Cashier Screen
- Step 2. Insert the customers ticket into the Coder in the direction of the arrow with the barcode facing upwards
- NOTE 1: The PC will automatically switch to the Cashier Screen from any other application that is being used at the time*
- Step 3. The PC will calculate the standard parking fee for that ticket



Figure 5.7 – Step 3

- Step 4. Left-Click the button with the text 'NILTF' (Nil Forced Ticket)

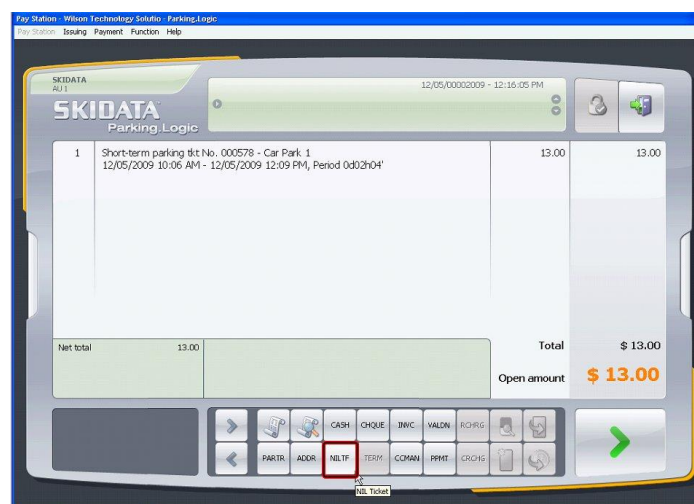


Figure 5.7 – Step 4 to Step 5

- Step 5. Type in explanation (Staff or Service Technician name etc)
- Step 6. Press the Enter Key or Left-Click on the OK button to confirm

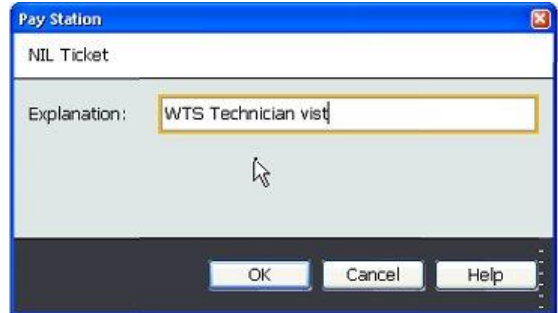


Figure 5.7 – Step 6 to Step 7

- Step 7. The explanation will be shown with the ticket details and the amount owing will be shown as \$0.00
- Step 8. Press Enter to process the Ticket
- Step 9. The ticket will be produced, validated and returned to you
- Step 10. The Coder will automatically print a receipt

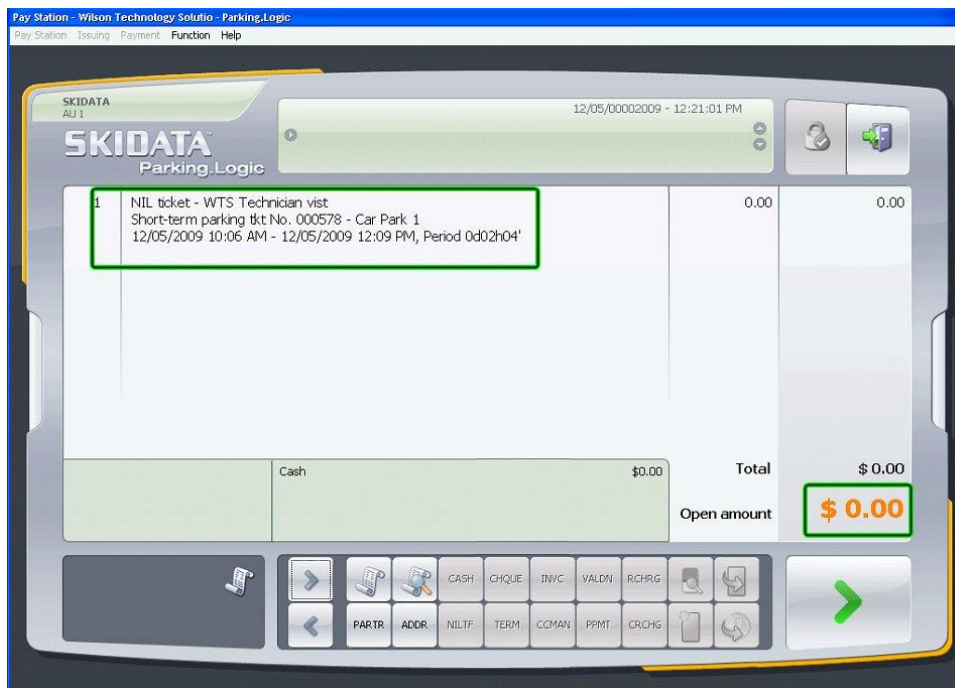


Figure 5.7 – Step 8 to Step 11



5.8. Menu Options

5.8.1. Pay Station → Inpayment...

- *These options designate supported types of monetary movement (i.e., cash flow). Menu access is subject to the system access privileges of the operator*
- *An Inpayment is typically used at the commencement of a shift when an attendant is adding his float to the till. Refer to Section 4.3 above*

5.8.2. Pay Station → Outpayment...

- *These options designate supported types of monetary movement (i.e., cash flow). Menu access is subject to the system access privileges of the operator*
- *An Outpayment allows the legitimate decrease of cash takings from the system reports (e.g. opposite to Inpayment). Staff lower than Car Park Manager should not have access to this functionality*

5.8.3. Pay Station → Total Payment

- *These options designate supported types of monetary movement (i.e., cash flow). Menu access is subject to the system access privileges of the operator*
- *A Total Payment is typically used at the end of a Cashier shift and will clear the balance of takings for the next attendant to log on. Refer to Section 4.5 above*

5.8.4. Pay Station → Difference Adjustment...

- *These options designate supported types of monetary movement (i.e., cash flow). Menu access is subject to the system access privileges of the operator*
- *Similar to Outpayment above, this option allows for the easy modification of reported takings from an attendant's shift. Staff lower than Car Park Manager should not have access to this functionality*

5.8.5. Pay Station → Lock

- *Lets you temporarily suspends all input functions of the Cashier without interrupting the running shift (e.g. an attendant going to lunch can lock the terminal so it is not used until his return)*
- *Only the same operator who locked it can unlock unit*

5.8.6. Pay Station → Shift Closure



- *Concludes the running shift and performs an automatic Logoff of the Cashiers shift, refer Section 4.6 above*

5.8.7. Issuing → Contract...F11

- *Initiates the issuing of a Contract Parker Card (card parameters are to be configured beforehand)*
- *Shortcut Key F11*

5.8.8. Issuing → Staff Permit...F12

- *Initiates the issuing of a Staff Pass (card parameters are to be configured beforehand)*
- *Shortcut Key F12*

5.8.9. Payment → Cash

- *Lets you specify the basic method of payment. The method of payment will be reported on system reports and end of shift reports allowing a more accurate reconciliation of shift takings*
- *Only available if the charge is not \$0*

5.8.10. Payment → Cheque

- *Lets you specify the basic method of payment. The method of payment will be reported on system reports and end of shift reports allowing a more accurate reconciliation of shift takings*
- *Only available if the charge is not \$0*

5.8.11. Payment → Invoice

- *Lets you specify the basic method of payment. The method of payment will be reported on system reports and end of shift reports allowing a more accurate reconciliation of shift takings*
- *Only available if the charge is not \$0*

5.8.12. Payment → Initial Use

- *Price of Long-Term Tickets and Charter/Visitor Cards must be paid upon first use on an Automatic Payment Machine, Pay Station or Exit Column terminal*



5.8.13. Payment → Ticket Return

- *Price/value of different parking and debit cards is charged after the customer has used them*

5.8.14. Payment → Terminal

- *Credit Card/Electronic Purse terminal for payment by credit card or ec-card is activated automatically if card is inserted immediately after parking ticket*

5.8.15. Function → System Journal

- *Displays the journal (i.e., system log) of the Sales Centre program*

5.8.16. Function → Status

- *Indicates error and warning messages as well as Pay Station status information*

5.8.17. Function → Partial Rates

- *Gives a breakdown of defined tariff specifications*

5.8.18. Function → Cash up Terminal

- *Lets you cash up an Electronic Purse terminal (this is necessary e.g. before changing the Dealer Card*

5.8.19. Function → Unlock Terminal

- *Lets you resume all input functions of the currently locked Cashiering shift (e.g. an attendant returns from lunch to resume his shift.) Only the same operator who locked it can unlock unit.*

5.8.20. Function → Terminal Service

- *Lets you cash up an Electronic Purse terminal (this is necessary e.g. before changing the Dealer Card*

5.8.21. Function → Test Printout

- *Lets you run a test printout to confirm the Desktop Coder attached to the Pay Station is printing correctly*



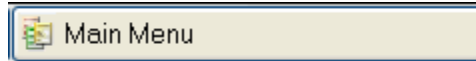
5.8.22. Help Screen

- Switches to the Help Screen
- Shortcut Button



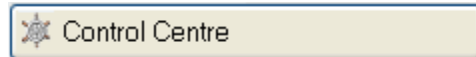
5.8.23. Main Menu Screen

- Switches to the Main Menu Screen
- Shortcut Button

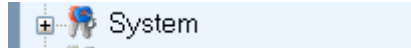


5.8.24. Control Centre Screen

- Switches to the Control Centre Screen
- Shortcut Button



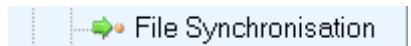
6. Main Menu Screen → System



6.1. General

Sections 6.2 to 6.5 below are the main System Software Modules utilised to handle the ever-changing daily requirements of the car park. Within each Section are detailed descriptions of the most frequently used functions and a brief summary of all menu options available.

6.2. File Synchronisation



6.2.1. General

File Synchronisation refers to the automatic transfer of system data to terminal devices, e.g., when changing the system date and time at the Administration Unit, the new settings are automatically transmitted to all terminal devices such as Automatic Payment Machines, Pay Stations, etc.

The Data Synchronisation program supports the following functions;

- Allows the for the monitoring of data transfers (synchronisations) between the Administration Unit and terminal devices
- Delays in the synchronisation procedure and terminated synchronisations are marked as such and therefore easy to recognise. If a synchronisation fails, the system will try to carry out the synchronisation at regular intervals.

6.2.2. To Confirm Changes have been Processed

Step 1. Select the System Program

Step 2. Left-Click on the File Synchronisation Application

Step 3. From the “Data Synchronisation Table” on the left-hand side of the screen, move the Mouse Pointer over the Software Application you wish to check and Left-Click the Mouse

NOTE 1: The list only shows 23 applications at a time. To select an application not displayed, use the scroll bar by placing the mouse on the up or down arrow (positioned on the right hand side of the User List) and hold down the Left Mouse button. Release the button when you have moved to the required software application

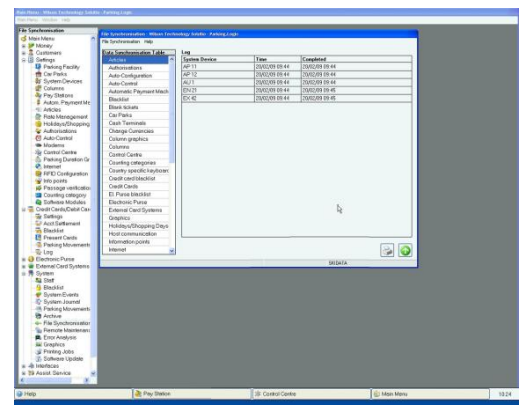


Figure 6.2.2 – Step 3

Step 4. When the relevant Software Application (e.g. Rates) has been selected from the "Data Synchronisation Table", the "Log" on the right hand side will change to show the current status of all the attached network devices. In this example it can be seen that 3 of the devices have been updated with the changes. The remaining 2 devices, the DO51 (Door Opener) and the EX41 (Exit Column) have **STOP** signs against them indicating the changes have not been processed

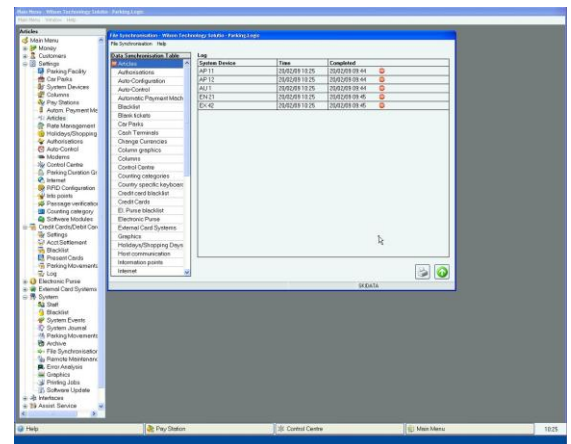


Figure 6.2.2 – Step 4

Step 5. The screen will automatically update every 30 seconds. That is to say the **STOP** signs will disappear as soon as the devices have been successfully updated. If all of the devices have been correctly updated there will be no **STOP** signs on either side of the screen.

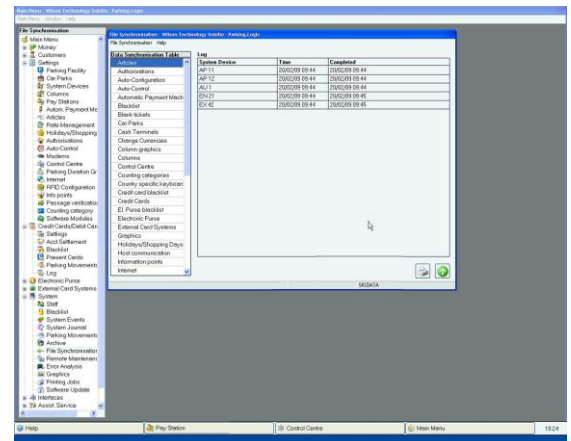


Figure 6.2.2 – Step 5

6.2.3. Menu Options

6.2.3.1. File Synchronisation → Print

- Generates a printout of the File Synchronisation Log
- Shortcut Button



6.2.3.2. File Synchronisation → Exit Alt+F4

- Terminates the File Synchronisation application
- Shortcut Button



6.3. Archive



6.3.1. General

The Archiving program provides the following functions;

- Preparing of a data carrier for the data backup procedure (formatting, etc)
- Creating of backups of report/journal data and car park settings (tariff, etc.) on the data carrier
- Protecting of the backups against manipulations through checksums and data compression
- Restoring of report and/or journal data from the backups (retrieved report and journal data can be viewed via the Reports and Journal windows)

Data archiving should be carried out often to prevent an accumulation of old data, which may lead to excessive delays when performing accounting procedures and evaluation routines. To free up storage space and improve the overall system performance it is therefore strongly recommended to archive old data at least once every month.

The types of data that can be Archived include;

- Credit card account settlement
- Customisable reports
- Daily reports
- Delayed payment reports
- Electronic purse settlement
- Monthly reports
- Statistics
- System journal
- Ticket return

It is not possible to Archive transactional data (e. g. system events, cash flow, etc.). Instead this data is backed up as part of the end of day process. The system will perform an automatic data dump of the complete contents of the database in a special format. This data is stored on the hard disc of the DAZ and if there is another PC at the car park (e.g. a cashier or APM) it will also be backed up to this PC. Ideally an external back up device should be configured into the system, that way the backed up data can be removed from site daily for safe keeping in the event of the DAZ being stolen or in some way destroyed.

6.3.2. How to Archive Data

- Step 1. Select the System Program
- Step 2. Left-Click on the Archive Application
- Step 3. Insert a blank floppy disk into the A drive of the PC
- Step 4. Select "Format" from the Pull down menu labeled "Data Carrier". To do this....
- ➔ Move the Mouse Pointer over the word "Data Carrier" at the top left of the screen
 - ➔ Using the Mouse, Left-Click on the word "Data Carrier"
 - ➔ Move the Mouse Pointer down the menu over the word "Format"
 - ➔ Using the Mouse, Left-Click on the word "Format"

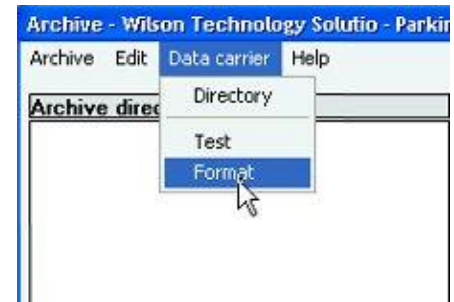


Figure 6.3.2 – Step 4

- Step 5. Select the desired destination drive for the Archive from the pull down menu –
- A: for the Floppy drive
- D: for an external drive

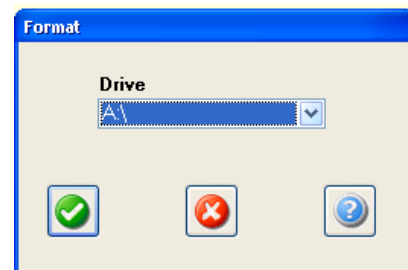


Figure 6.3.2 – Step 5

- Step 6. Press the Enter Key or Left-Click on the Green Tick button to confirm that all data on the floppy disk will be deleted.

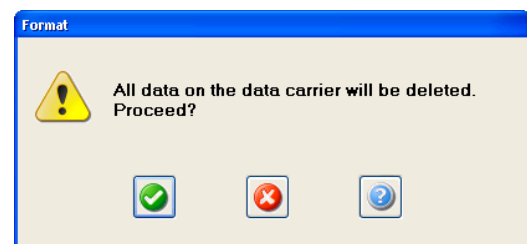


Figure 6.3.2 – Step 6

- Step 7. Select "Make Archive" from the Pulldown menu labeled "Edit". To do this....

- Move the Mouse Pointer over the word “Edit” at the top left of the screen
- Using the Mouse, Left-Click on the word “Edit”
- Move the Mouse Pointer down the menu over the word “Make Archive”
- Using the Mouse, Left-Click on the word “Make Archive”

Step 8. A new selection screen will appear. The cursor will automatically be positioned in the “From” date field

- Type in the date in the format: “ddmmyy” by using the numeric keypad (you do not need to enter the “/”, these will be entered automatically)
- Press the Tab Key once, this will move the cursor to the “Until” date field
- Type in the date in the format: “ddmmyy” by using the numeric keypad (you do not need to enter the “/”, these will be entered automatically)

Step 9. Using the Mouse you now need to select and/or deselect the Archive categories until only the categories of information you require to archive are selected (have a tick in the box in front of them). To do this....

- Move the Mouse Pointer over the small box in front of each Archive category
- Using the Mouse, Left-Click on this box and this will add or remove the tick (e.g. if there is a tick there, it will remove it, if there is no tick then it will add one)

Step 10. Press the Enter Key or Left-Click on the Green Tick button to confirm your selection

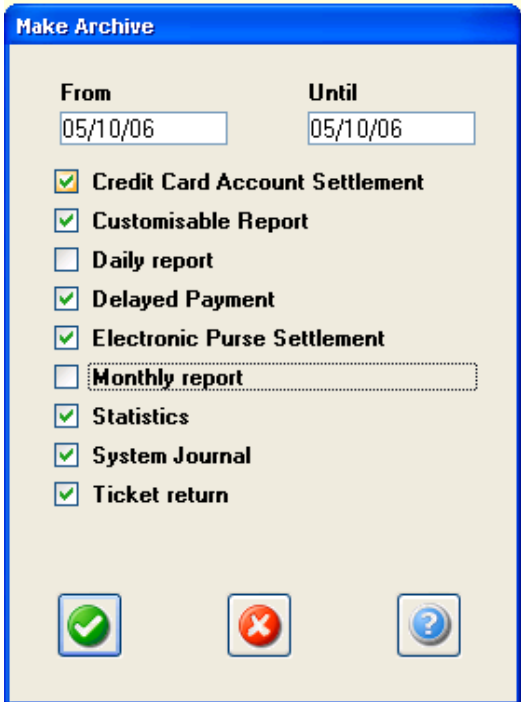
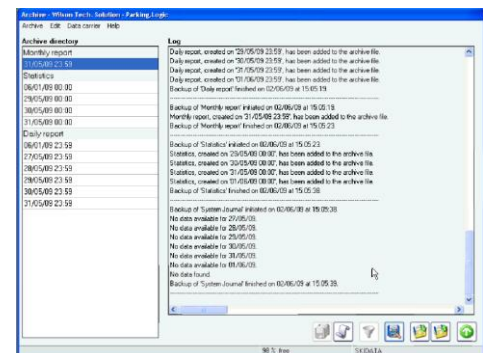



Figure 6.3.2 – Step 10

6.3.3. How to Read Archived Data

- Step 1. Select the System Program
- Step 2. Left-Click on the Archive Application
- Step 3. Insert the Archive floppy disk into the A drive of the PC
- Step 4. Select "Directory" from the Pull down menu labeled "Data Carrier". To do this....
 - ➔ Move the Mouse Pointer over the word "Data Carrier" at the top left of the screen
 - ➔ Using the Mouse, Left-Click on the word "Data Carrier"
 - ➔ Move the Mouse Pointer down the menu over the word "Directory"
 - ➔ Using the Mouse, Left-Click on the word "Directory"

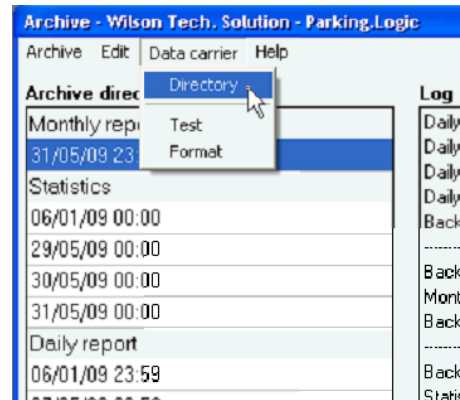


Figure 6.3.3 – Step 4

- Step 5. The system will read all archive data on the floppy disk and display it in the left archive directory window.
- Step 6. Select the desired archive data(s) from the available list and Left Click on the "Load Archive" option in the "Edit" menu.

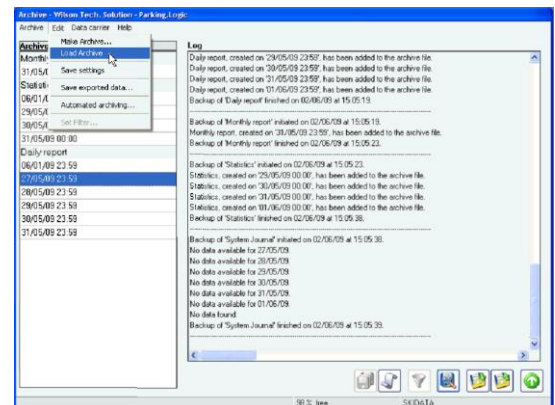


Figure 6.3.3 – Step 5 to Step 6

- Step 7. The system will begin loading the selected data(s) and will display a completion message in the Log window when finished.
- Step 8. The Selected archive data is now available for review.
- Step 9. Left Click on the Green Tick to exit the Archive Program.

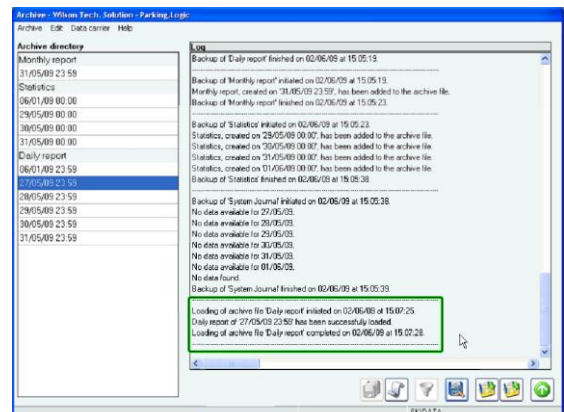


Figure 6.3.3 – Step 7

6.3.4. Menu Options

6.3.4.1. Archive → Archive

- Switches to the Archive Directory window
- Shortcut Button



6.3.4.2. Archive → Archive Log

- Switches to the Archive Log window
- Shortcut Button



6.3.4.3. Archive → Print

- Generates a printout of the Archive Log (data collected since the program was launched)

6.3.4.4. Archive → Exit **Alt+F4**

- Terminates the Archive application
- Shortcut Button



6.3.4.5. Edit → Make Archive...

- This option allows you to backup daily and monthly reports and journal records
- Shortcut Button



6.3.4.6. Edit → Load Archive

- Select this option to retrieve the selected data from the archive
- Shortcut Button



6.3.4.7. Edit → Save Settings

- Selecting this option will create a safety backup of the current Car Park System settings. The data from this backup can only be retrieved by SKIDATA Service Technicians



6.3.4.8. Edit → Save Exported Data...

- Lets you save system data for processing by other systems (statistics data, etc).

6.3.4.9. Edit → Automated Archiving...

- Lets you specify the data to be automatically archived during the Day Closure process.

6.3.4.10. Edit → Set Filter...

- Brings up a dialogue allowing you to specify data filter conditions
- Shortcut Button



6.3.4.11. Data Carrier → Directory

- Select this option to read in the directory of a data carrier
- Shortcut Button



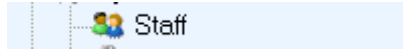
6.3.4.12. Data Carrier → Test

- This option allows you to perform an integrity test on a data carrier. If the data carrier is DOS formatted, the program will display information on the total storage capacity and available space on the disk, number of files stored on it, etc

6.3.4.13. Data Carrier → Format

- This option lets you format a data carrier, e.g. a floppy disk (the data carrier is prepared so as to allow the reading and writing of data to and from it)

6.4. Staff



6.4.1. General

The Staff program provides the following functions;

- Administration of personal records of authorised system operators (including operators at other car parks managed via the APT-450 System)
- Assigning of authorisations to system operators via a hierarchical system of authorisation levels
- Revoking of all authorisations of specific operators
- Assigning of individual access authorisations for all program functions

Staff members can only use their current Staff Permit (old ones are automatically voided when new ones are issued).

6.4.2. Adding a New Staff Log In

Step 1. Select the System Program

Step 2. Left-Click on the Staff Application

Step 3. Select "New" from the Pulldown menu labeled "Edit". To do this....

- ➔ Move the Mouse Pointer over the word "Edit" at the top left of the screen
- ➔ Using the Mouse, Left-Click on the word "Edit"
- ➔ Using the Mouse, Left-Click on the word "New"

Step 4. The main Staff Screen will now appear. All fields except the "First Name" must be completed in order to save the Staff details. It is recommended that all fields are completed, the cursor is automatically placed in the first field to be completed ("Staff Code"). Enter all of the information required pressing the Tab Key to move the cursor from field to field...

- ➔ Staff Code – The next available number will automatically be displayed, this can be overtyped if required
- ➔ Surname – Staff members Surname
- ➔ First Name – Staff members First Name
- ➔ Authorisation – It is most important that the correct authorisation level is selected for the Staff member being created. The authorisation level will determine the system access the Staff member will have. To change the Authorisation, Left-Click the Mouse

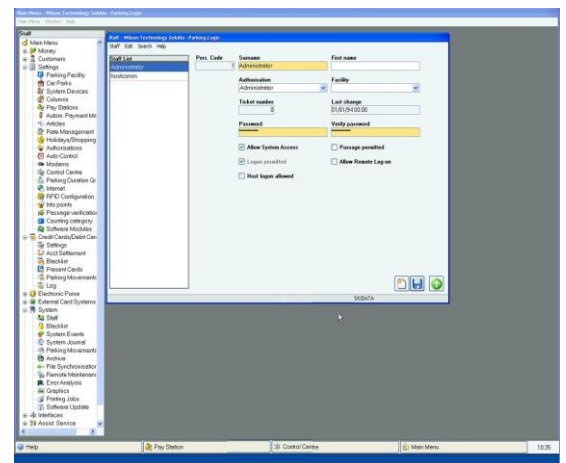


Figure 6.4.2 – Step 4 to Step 5

on the Dropdown Arrow under “Authorisation” and move the Mouse Pointer over the available options. When the required Authorisation level (e.g. Car Park Manager) is highlighted, Left-Click the Mouse again

- ➔ Facility – Lets you specify the facility where the Staff Permit (Access Card) for the employee in question is to be produced. If the employee's Permit is to be valid at remote facilities as well, the current car park must itself be registered as a remote facility at that other car park. To change the Facility, Left-Click the Mouse on the Dropdown Arrow under “Facility” and move the Mouse Pointer over the available options. When the required Facility is highlighted, Left-Click the Mouse again
- ➔ PIN Code – 4-Digit PIN as provided by the Staff member
- ➔ Ticket Number – This field is generated by the system and reflects the number of Staff Permits created for the Staff member
- ➔ Last Change – This field is generated by the system and shows the date and time the Staff members details were modified
- ➔ Allow System Access – Select this feature by pressing the Space Bar on the PC keyboard once. This allows the Staff member to log into the system via the PC at the car park
- ➔ Passage Permitted – Select this feature by pressing the Space Bar on the PC keyboard once. This allows the Staff member to use the Staff Permit to enter and exit the car park
- ➔ Allow Remote Log On – Select this feature by pressing the Space Bar on the PC keyboard once. This allows the Staff member to log into the system via an external Remote Workstation

Step 5. Press the Enter Key or Left-Click on the Save Icon to confirm

Step 6. The Staff member will now appear in the “Staff List” on the left hand side of the screen

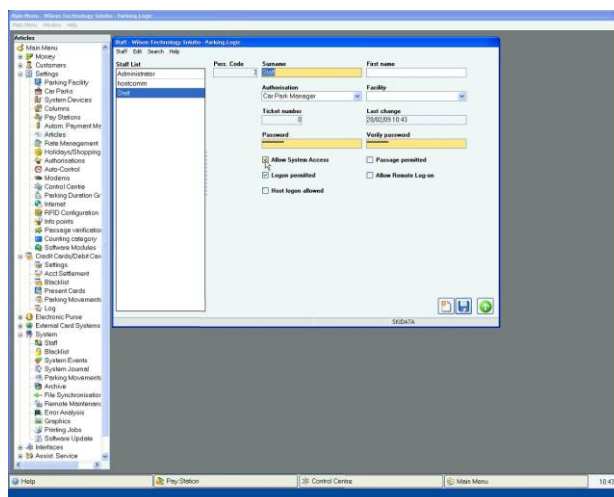
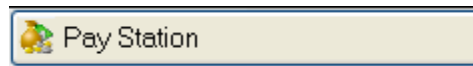


Figure 6.4.2 – Step 6

6.4.3. Creating a Staff Permit (Access Card)

After entering of data for a New Staff Log In (Sections 6.4.2 above), production of the Staff Permit (Access Card) is possible.

Step 1. Select the Cashier Screen



Step 2. Select “Staff Permit...” from the Pulldown menu labeled “Issuing”. To do this....

- Move the Mouse Pointer over the word “Issuing” at the top left of the screen
- Using the Mouse, Left-Click on the word “Issuing”
- Move the Mouse Pointer down the menu over the word “Staff Permit...”
- Using the Mouse, Left-Click on the word “Staff Permit...”

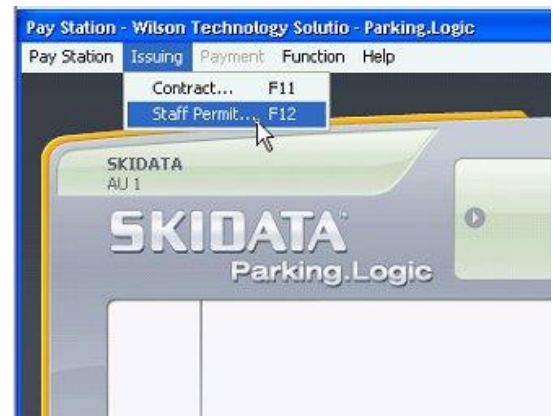


Figure 6.4.3 – Step 2

Step 3. The Staff member list window will open. Select the Staff member you wish to print a Staff Permit for.

Step 4. Press the Enter Key or Left-Click on the OK button

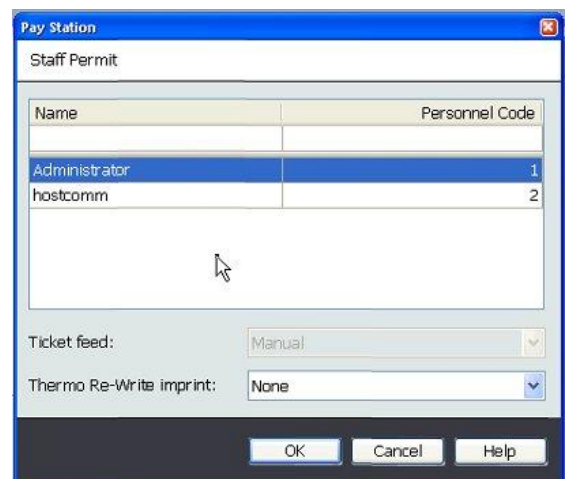


Figure 6.4.3 – Step 3 to Step 4

Step 5. System will display “Staff Permit – Please insert keycard or place swatch on Charging Point” on the centre of the Screen

Step 6. Ensure that a new thermal sticker has been placed on the KeyCard

Step 7. Insert the KeyCard into the front slot of the Coder (thermal label face up and on the left hand side)

NOTE 1: If the KeyCard has been programmed previously, the system will display “KeyCard/Swatch already charged. Overwrite Existing Data?”. If this is the case press the Enter Key or Left-Click on the OK button to confirm

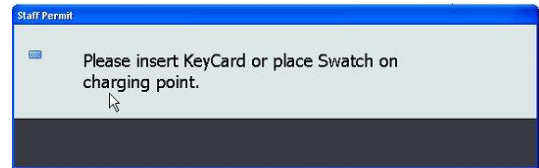


Figure 6.4.3 – Step 6 to Step 7



Figure 6.4.3 – Step 8 (NOTE 1)

Step 8. The Coder will then program and print the KeyCard

Step 9. Remove the KeyCard from the Coder

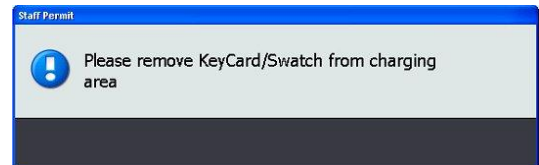


Figure 6.4.3 – Step 10

6.4.4. Deleting a Staff Log In

Step 1. Select the System Program

Step 2. Left-Click on the Staff Application

Step 3. From the “Staff List” on the left-hand side of the screen, move the Mouse Pointer over the required Staff name and Left-Click the Mouse

Step 4. Select “Delete” from the Pulldown menu labeled “Edit”. To do this....

→ Using the Mouse, Left-Click on the word “Edit”

→ Using the Mouse, Left-Click on the word “Delete”

Step 5. Press the Enter Key or Left-Click on the Green Tick to confirm

NOTE: A staff member can only be deleted if no transactions have been performed by that

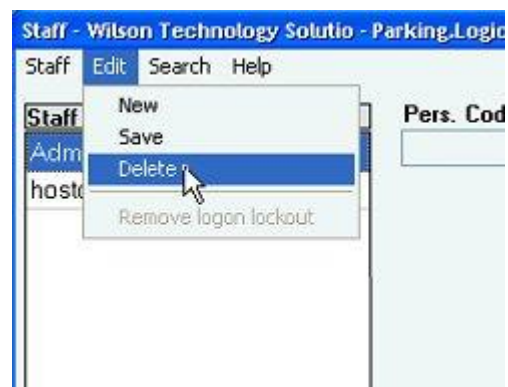


Figure 6.4.4 – Step 4



Figure 6.4.4 – Step 5

staff member within the last 92 days, as there will still be data stored in the database under that user.

6.4.5. Blocking a Staff Log In

- Step 1. *Select the System Program*
- Step 2. *Left-Click on the Staff Application*
- Step 3. *From the “Staff List” on the left-hand side of the screen, move the Mouse Pointer over the required Staff name and Left-Click the Mouse*
- Step 4. *Deselect the “Allow System Access” and “Logon permitted” checkboxes. To do this....*
 - ➔ *Move the Mouse Pointer over the small box to the left of the word “Allow System Access”. Left-Click the Mouse.*
- Step 5. *Press the Enter Key or Left-Click on the Save Icon to confirm*

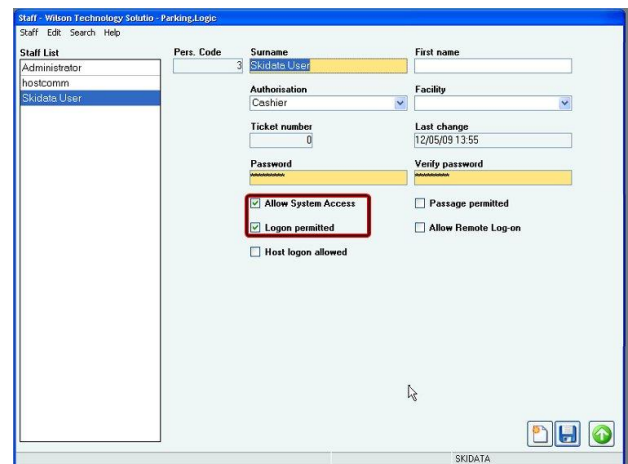


Figure 6.4.5 – Step 4 to Step 5



6.4.6. Menu Options

6.4.6.1. Staff → Print

- Generates a printout of the Staff records

6.4.6.2. Staff → Exit **Alt+F4**

- Terminates the Staff application
- Shortcut Button



6.4.6.3. Edit → New

- Lets you create a new Staff record
- Shortcut Button



6.4.6.4. Edit → Save

- Stores the staff data on hard disc
- Shortcut Button



6.4.6.5. Edit → Delete

- Select this option to erase the staff record of an employee. A warning message will be displayed asking you to confirm the deletion

6.4.6.6. Search → Personell Code...

- These options allow you to specify certain filter conditions in order to help you find specific staff records

6.4.6.7. Search → Operator...

- These options allow you to specify certain filter conditions in order to help you find specific staff records

6.4.6.8. Search → Find Next

- If the specified search conditions match more than one staff record, this option will bring up the next matching record

6.5. System Journal

6.5.1. General

The System Journal program provides the following functions;

- Central evaluation of the electronic journals (system logs) of all devices throughout the parking facility
- Journal entries of the previous three months are automatically stored locally on the PCs of the system devices and can be retrieved as desired. It is possible to configure the storage time of journal files up to a maximum of 12 months.
- Application of data filters to displayed information
- Searching for particular journal entries by input of a search pattern (any text; adjustable case sensitivity; whole word only option)
- Printing of evaluation overviews

6.5.2. To View the System Journal

- Step 1. Select the System Program
- Step 2. Left-Click on the System Journal Application
- Step 3. The Set Filter dialogue screen will appear. The cursor will automatically present in the "From" date/time field
- Step 4. Press the Tab Key to move the cursor from field to field and complete the information...

- From – Enter the date and time in the format "ddmmyy" and "hhmm" by using the numeric keypad (you do not need to enter the "/" or ":", these will be entered automatically)
- Until – Enter the date and time in the format "ddmmyy" and "hhmm" by using the numeric keypad (you do not need to enter the "/" or ":", these will be entered automatically)
- Device Type – Using the Mouse, select and/or deselect the Device Types until only the Devices you require to view are selected (have a tick in the box in front of them). Notice that selecting and

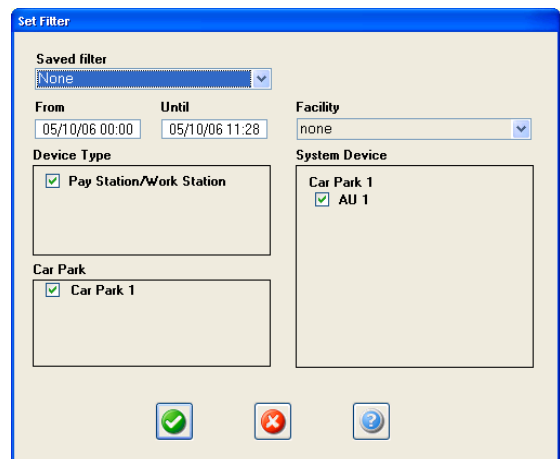


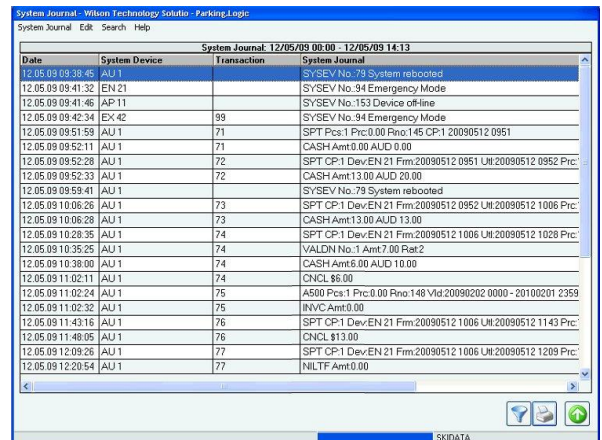
Figure 6.5.2 – Step 3 to Step 5

deselecting Device Types will add or remove individual Units from the list of available Units to interrogate

- ➔ Car Park – Using the Mouse, select and/or deselect the Car Parks until only the Car Parks you require to view are selected (have a tick in the box in front of them)
- ➔ Unit – Using the Mouse, select and/or deselect the Units (specific devices) until only the Units you require to view are selected (have a tick in the box in front of them)

WARNING 1: Please note that the data must be downloaded from the respective devices and that this may take some time, depending on the amount of data requested. To reduce download times, it is recommended to avoid specifying very long periods

- Step 5. Press the Enter Key or Left-Click on the Green Tick to confirm
- Step 6. The resultant screen will display the System Journal details as per the Filter criteria selected. Additional sorting features are also available by simply moving the Mouse Pointer over the table heading (e.g. Unit, Transaction etc) and Left-Click the Mouse. Clicking the same column title twice will again reverse the sorting order (ascending <--> descending). Date/time is always used as a secondary sorting criterion by default



System Journal: 12/05/09 00:00 - 12/05/09 14:13			
Date	System Device	Transaction	System Journal
12.05.09 09:38:45	AU 1		SYSEV No: 79 System rebooted
12.05.09 09:41:32	EN 21		SYSEV No: 94 Emergency Mode
12.05.09 09:41:46	AP 11		SYSEV No: 153 Device off-line
12.05.09 09:42:34	EX 42	99	SYSEV No: 94 Emergency Mode
12.05.09 09:51:59	AU 1	71	SPT Pcs:1 Prc:0.00 Pno:145 CP:1 20090512 0951
12.05.09 09:52:11	AU 1	71	CASH Amt:0.00 AUD:0.00
12.05.09 09:52:28	AU 1	72	SPT CP:1 Dev:EN 21 Frm:20090512 0951 Unit:20090512 0952 Prc:
12.05.09 09:52:33	AU 1	72	CASH Amt:13.00 AUD:20.00
12.05.09 09:59:41	AU 1		SYSEV No: 79 System rebooted
12.05.09 10:06:26	AU 1	73	SPT CP:1 Dev:EN 21 Frm:20090512 0952 Unit:20090512 1006 Prc:
12.05.09 10:06:28	AU 1	73	CASH Amt:13.00 AUD:13.00
12.05.09 10:28:35	AU 1	74	SPT CP:1 Dev:EN 21 Frm:20090512 1006 Unit:20090512 1028 Prc:
12.05.09 10:35:25	AU 1	74	VALDN No:1 Amt:7.00 Rat:2
12.05.09 10:38:00	AU 1	74	CASH Amt:6.00 AUD:10.00
12.05.09 11:02:11	AU 1	74	CNCL \$6.00
12.05.09 11:02:24	AU 1	75	A500 Pcs:1 Prc:0.00 Pno:148 Vld:20090202 0000 - 20100201 2359
12.05.09 11:02:32	AU 1	75	RVC Amt:0.00
12.05.09 11:43:16	AU 1	76	SPT CP:1 Dev:EN 21 Frm:20090512 1006 Unit:20090512 1143 Prc:
12.05.09 11:48:05	AU 1	76	CNCL \$13.00
12.05.09 12:09:26	AU 1	77	SPT CP:1 Dev:EN 21 Frm:20090512 1006 Unit:20090512 1209 Prc:
12.05.09 12:20:54	AU 1	77	NILTF Amt:0.00

Figure 6.5.2 – Step 6

6.5.3. Menu Options

6.5.3.1. System Journal → Print

- Generates a printout of the selected journal
- Shortcut Button



6.5.3.2. System Journal → Exit **Alt+F4**

- Terminates the System Journal application
- Shortcut Button



6.5.3.3. Edit → Set Filter...

- Brings up a dialogue allowing you to specify data filter conditions
- Shortcut Button



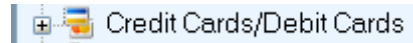
6.5.3.4. Search → Text...

- Lets you enter text to search for

6.5.3.5. Search → Find Next

- If the specified search conditions match more than one Journal record, this option will bring up the next matching record

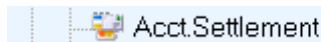
7. Main Menu Screen → Credit Cards/Debit Cards



7.1. General

Sections 7.2 to 7.4 below are the main Credit Card Software Modules utilised to handle the ever-changing daily requirements of the car park. Within each Section are detailed descriptions of the most frequently used functions and a brief summary of the menu options available.

7.2. Account Settlement



7.2.1. General

The Account Settlement program provides the following functions;

- Listing of Daily batched Credit Card transactions at the car park, including number of and value of transactions
- Filtering of credit card transaction data based on date criteria
- Manual creation of Credit Card Batch files

NOTE: When NOT using an online method for clearing Credit Card transactions to the bank, the system will default to allocating all credit card transactions for each business day into a "Batch File" which is then stored on the DAZ. This "Batch File" then needs to be sent to the bank for clearing and reconciliation of the enclosed credit card funds, and this is the responsibility of the Car Park Operator. The system does not do this automatically. For further assistance with clearing online or via batch file methods, please contact your nearest Wilson Technology Solutions representative.

7.2.2. To Manually create a Credit Card Batch File

Step 1. Select the Credit Cards Program

Step 2. Left-Click on the Account Settlement Application.

NOTE: In this window, all previous batch files are shown by date, including number of credit card transactions within the selected file and the total value, along with transfer date and file name. "Current Data" contains all transactions between last known file creation and current date and time.

Step 3. Select the desired file and Left-Click on the "Process to Bank" icon

Step 4. Left-Click on the Green Tick or press the Enter key to continue.

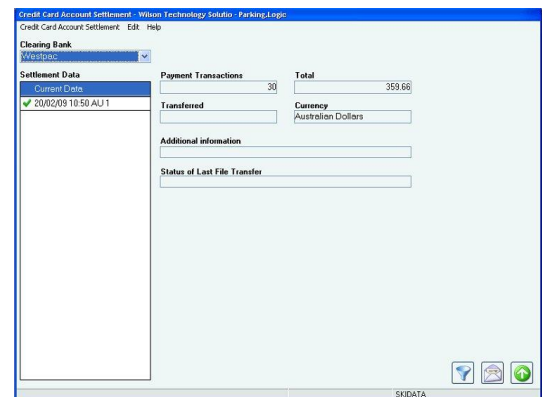


Figure 7.2.2 – Step 1 to Step 3

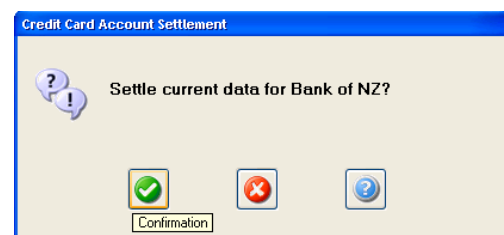


Figure 7.2.2 – Step 4

Step 5. Confirm or Cancel the option to backup to a floppy disk.

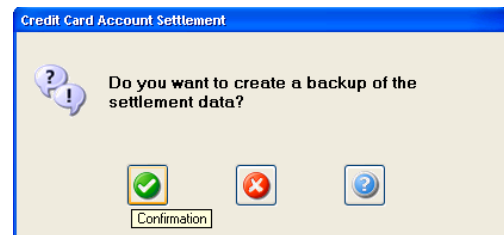


Figure 7.2.2 – Step 5

Step 6. The batched file will now appear in the list with a Green tick next to it to indicate a successful file creation. This .TSN file can now be sent to the bank for clearing.

Step 7. The “Current Data” list is now clear and will begin accumulating transactions from this point forward, until either the next automatic file generation (during day closure process) or manual batch file creation is performed.

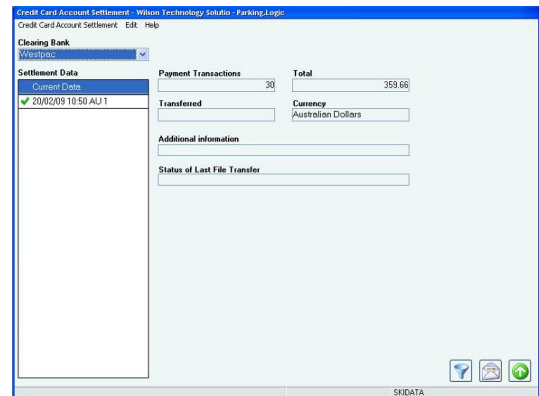


Figure 7.2.2 – Step 6 to Step 7

7.2.3. Menu Options

7.2.3.1. Credit Card Account Settlement → Print

- Generates a printout of the selected data list

7.2.3.2. Credit Card Account Settlement → Exit **Alt+F4**

- Terminates the Account Settlement application
- Shortcut Button



7.2.3.3. Edit → Process to Bank

- Brings up a dialogue allowing you to create or re-create batch files
- Shortcut Button



7.2.3.4. Edit → Set Filter...

- Brings up a dialogue allowing you to specify data filter conditions
- Shortcut Button



 Present Cards

7.3.1. General

The Present Credit Cards program provides the following functions:

- Listing of Credit Cards currently “present” (i.e., in use) at the car park
- Filtering of credit card transaction data based on various criteria
- Manual Opening of entry & exit gate barriers for individual credit card users

7.3.2. To View all Credit Card Parkers in the Car Park

Step 8. Select the Credit Cards Program

Step 9. Left-Click on the Present Credit Cards Application

Step 10. The Set Filter dialogue screen will appear. There are a number of optional Filters (search options) available. Depending on which Filter is selected will determine which of the other fields are able to be changed. To select the Filter, Left-Click the Mouse on the Dropdown Arrow to the right of the "Filter" field and move the Mouse Pointer over the available options. When the required Filter type is highlighted, Left-Click the Mouse again. Options include; All, Credit Card/ec. Car Park

Step 11. Press the Tab Key to move the cursor from field to field and complete the remaining information...

- ➔ *Credit Card Number* – Lets you set the data filter to a specific Credit Card
- ➔ *Credit Card Company* – Lets you select specific credit card companies to set the filter to credit cards issued by this company



Figure 7.3.2 – Step 3 to Step 10

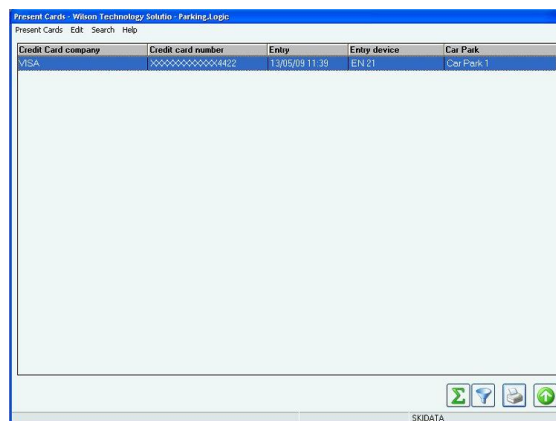


Figure 7.3.2 – Step 13

- ➔ **Entry Before** – Restrict search to users who have entered the car park by the specified time. Enter the date and time in the format “ddmmyy” and “hhmm” by using the numeric keypad (you do not need to enter the”) or “:.”, these will be entered automatically)
- ➔ **Car Park** – Select a car park to restrict the search to this specific facility

Step 12. Press the Enter Key or Left-Click on the Green Tick to confirm

Step 13. The resultant screen will display the present Credit Cards as per the Filter criteria selected. Additional sorting features are also available by simply moving the Mouse Pointer over the table heading (e.g. Credit Card Number, Car Park etc) and Left-Click the Mouse. Clicking the same column title twice will again reverse the sorting order (ascending <--> descending). Date/time is always used as a secondary sorting criterion by default

7.3.3. Manually Entering or Exiting a Credit Card Parker

Step 1. Select the Credit Cards Program

Step 2. Left-Click on the Present Credit Cards Application

Step 3. Press the Enter Key or Left-Click on the Green Tick to confirm with the Filter already selected on "All".

Step 4. Select the required Credit Card Parker by moving the Mouse Pointer over the number and Left-Click.

Step 5. Select "Manual Entry or Exit" from the Pulldown menu labeled "Edit". To do this....

- ➔ Move the Mouse Pointer over the word "Edit" at the top left of the screen
- ➔ Using the Mouse, Left-Click on the word "Edit"
- ➔ Move the Mouse Pointer down the menu over the word "Manual Exit"
- ➔ Using the Mouse, Left-Click on the word "Manual Exit".

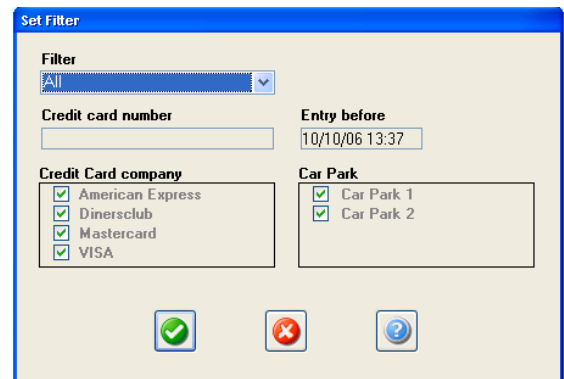


Figure 7.3.3 – Step 3

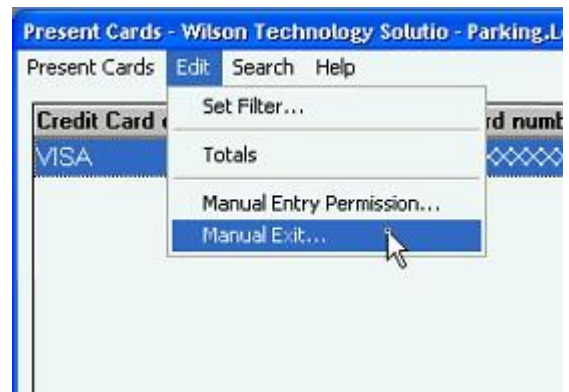
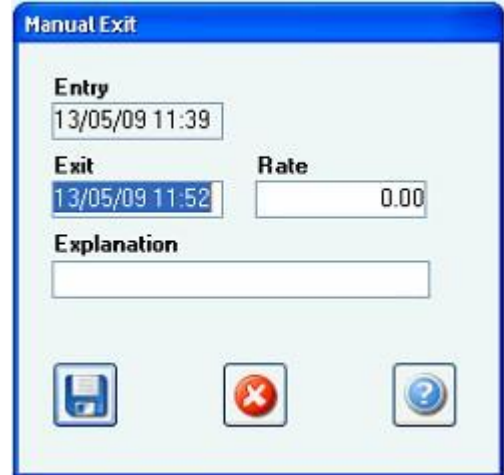


Figure 7.3.3 – Step 5

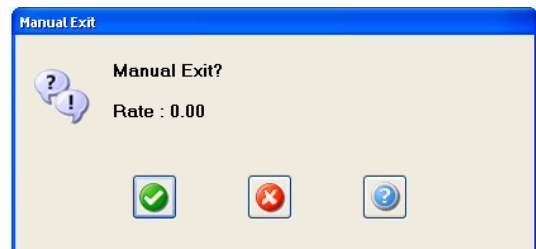
Step 6. The cursor will be placed automatically in the "Exit" date/time field (the entry time is retrieved by the System and cannot be changed). Enter the date and time in the format "ddmmyy" and "hhmm" by using the numeric keypad (you do not need to enter the "/" or ":", these will be entered automatically). The exit time entered here is used for the calculation of the parking duration only. The program will use the current system time as the time of exit and payment (this is to ensure that these dates are indicated in the current report). Press the Tab Key once to move to the "Rate" field and enter the fee payable.



The "Manual Exit" dialog box has a blue title bar. It contains three main sections: "Entry" with a text box showing "13/05/09 11:39", "Exit" with a text box showing "13/05/09 11:52", and "Rate" with a text box showing "0.00". Below these is an "Explanation" label followed by an empty text box. At the bottom are three buttons: a blue button with a document icon, a red button with a white 'X', and a blue button with a question mark.

Figure 7.3.3 – Step 6

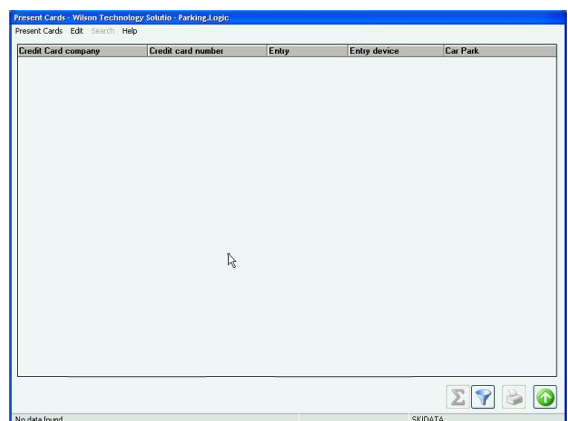
Step 7. Press the Enter Key or Left-Click on the Green Tick to confirm



The "Manual Exit" dialog box now has a yellow background. It features a question mark icon with an exclamation mark inside a speech bubble. The text "Manual Exit?" is displayed above "Rate : 0.00". At the bottom are three buttons: a green button with a white checkmark, a red button with a white 'X', and a blue button with a question mark.

Figure 7.3.3 – Step 7

Step 8. The resultant screen will display the remaining Present Credit Card Parkers



The "Present Cards" screen has a blue title bar and a menu bar with "Present Cards", "Edit", "Search", and "Help". Below the menu bar is a table with columns: "Credit Card company", "Credit card number", "Entry", "Entry device", and "Car Park". The table area is currently empty. At the bottom, there is a status bar that says "No data found." and "SKIDATA". On the right side of the status bar are four icons: a magnifying glass, a printer, a green arrow, and a green circle.

Figure 7.3.3 – Step 8

7.3.4. Menu Options

7.3.4.1. Present Credit Cards → Print

- Generates a printout of the "Presence List" (i.e., list of present Credit Cards)
- Shortcut Button



7.3.4.2. Present Credit Cards → Exit **Alt+F4**

- Terminates the Present Credit Cards application
- Shortcut Button



7.3.4.3. Edit → Set Filter...

- Brings up a dialogue allowing you to specify data filter conditions
- Shortcut Button



7.3.4.4. Edit → Totals

- Displays a tabulated view of Credit Card transaction totals
- Shortcut Button



7.3.4.5. Edit → Manual Entry Permission...

- Allows you to open the entry gate manually to allow a Credit Card parker to enter the car park. The Credit Card specified will be added to the presence list and a reason for entry can be inserted.

7.3.4.6. Edit → Manual Exit...

- Allows you to open the exit gate manually to allow a Credit Card parker to leave the car park. The Credit Card specified will be deleted from the presence list, a reason for exit can be inserted and the specified fee will be charged

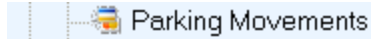
7.3.4.7. Search → Ticket Number...

- Lets you search the data base for a user record based on the number of the parker's Credit Card

7.3.4.8. Search → Find Next

- If the more than one record is found, you can use this option to skip ahead to the next matching record (this applies only in case you have not specified a complete credit card number)

7.4. Parking Movements



Parking Movements

7.4.1. General

The Credit Card Parking Movements program provides the following functions;

- Display of transaction details for credit cards and ISO-compliant discount cards (the transaction log covers the last six months)
- Filtering of transaction details in accordance with various criteria; display of transaction totals via Totals function
- Printing of a transaction list

7.4.2. Viewing Parking Movements

Step 1. Select the Credit Cards Program

Step 2. Left-Click on the Parking Movements Application

Step 3. The Set Filter dialogue screen will appear. The Filter can be set to restrict the list of transactions to those of a particular Credit Card. Specifying only part of a Credit Card number will cause the program to display matching transaction records for all cards whose number starts with the digits specified. Leaving this input box empty will cause all matching transaction records to be displayed. Enter the Credit Card number

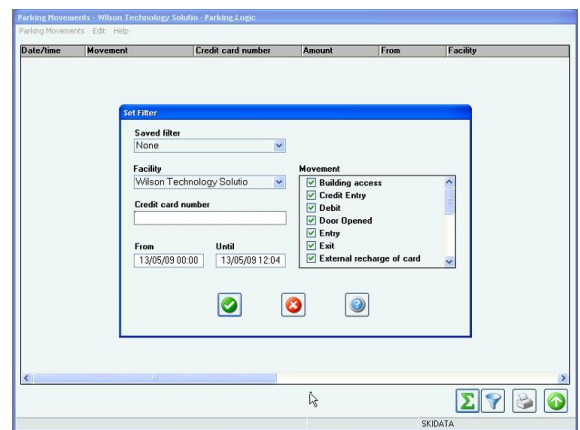
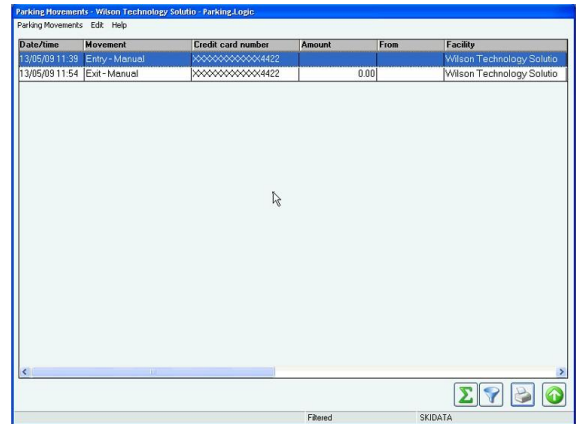


Figure 7.4.2 – Step 3 to Step 5

Step 4. Press the Tab Key to move the cursor from field to field and complete the remaining information...

- ➔ From – Enter the date and time in the format “ddmmyy” and “hhmm” by using the numeric keypad (you do not need to enter the “/” or “:”, these will be entered automatically)
- ➔ Until – Enter the date and time in the format “ddmmyy” and “hhmm” by using the numeric keypad (you do not need to enter the “/” or “:”, these will be entered automatically)
- ➔ Movements – Using the Mouse, select and/or deselect the Movement types until only the types of information you require to view are selected (have a tick in the box in front of them)

- Step 5.** Press the Enter Key or Left-Click on the Green Tick to confirm
- Step 6.** The resultant screen will display the movements as per the Filter criteria selected. Additional sorting features are also available by simply moving the Mouse Pointer over the table heading (e.g. Movement, Credit Card Number etc) and Left-Click the Mouse. Clicking the same column title twice will again reverse the sorting order (ascending <--> descending). Date/time is always used as a secondary sorting criterion by default



The screenshot shows a window titled "Parking Movements - Wilson Technology Solutions - Parking.Logic". It contains a table with the following data:

Date/Time	Movement	Credit card number	Amount	From	Facility
13/05/09 11:39	Entry - Manual	XXXXXXXXXXXX4422			Wilson Technology Solutions
13/05/09 11:54	Exit - Manual	XXXXXXXXXXXX4422	0.00		Wilson Technology Solutions

Below the table is a large empty area with a mouse cursor. At the bottom right, there are icons for Sum, Filter, Print, and Refresh. The status bar at the bottom shows "Filtered" and "SKIDATA".

Figure 7.4.2 – Step 6

7.4.3. Menu Options

7.4.3.1. Parking Movements → Print

- Generates a printout of the "Presence List" (i.e., list of present credit cards)
- Shortcut Button



7.4.3.2. Parking Movements → Exit Alt+F4

- Terminates the Parking Movements application
- Shortcut Button



7.4.3.3. Edit → Set Filter...

- Brings up a dialogue allowing you to specify data filter conditions
- Shortcut Button

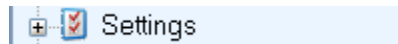


7.4.3.4. Edit → Total

- Displays a tabulated view of credit card transaction totals
- Shortcut Button



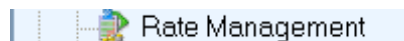
8. Main Menu Screen → Settings



8.1. General

Sections 8.2 to 8.6 below are the main Settings Software Modules utilised to handle the ever-changing daily requirements of the car park. Within each Section are detailed descriptions of the most frequently used functions and a brief summary of all menu options available.

8.2. Rate Management



8.2.1. General

The Rate Management window allows you to set up rate profiles for short-term parking. The following functions are provided;

- Configuration of Tariff structures
- Setting of rate periods
- Definition of rate schemes and fixed rates
- Setting of maximum daily rates
- Definition of flat rates

8.2.2. Creating a New Rate

Step 1. Select the Settings Program

Step 2. Left-Click on the Rate Management Application

Step 3. Select the Rates icon. To do this move the Mouse Pointer over the Rates icon at the middle bottom of the screen (looks like 2 coloured tickets). Left-Click the Mouse

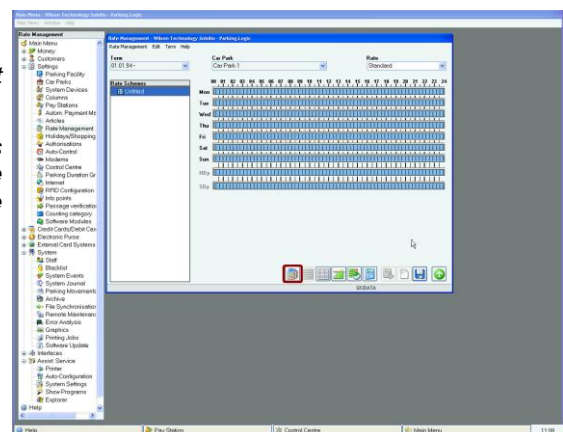


Figure 8.2.2 – Step 3

- Step 4. Select the New icon. To do this move the Mouse Pointer over the New icon at the bottom right of the screen (looks like a white page with a turned down corner). Left-Click the Mouse*
- Step 5. The cursor will automatically appear in front of the default rate name in the "Rate" field. Delete the default name by repeatedly pressing the Del Key on the keyboard and type in new rate name*
- Step 6. Press the Enter Key or Left-Click on the Save Icon to confirm*
- Step 7. Select the new Rate created from the list of Rates on the left side of the screen. Do this by moving the Mouse Pointer over the Rate and Left-Click the Mouse*

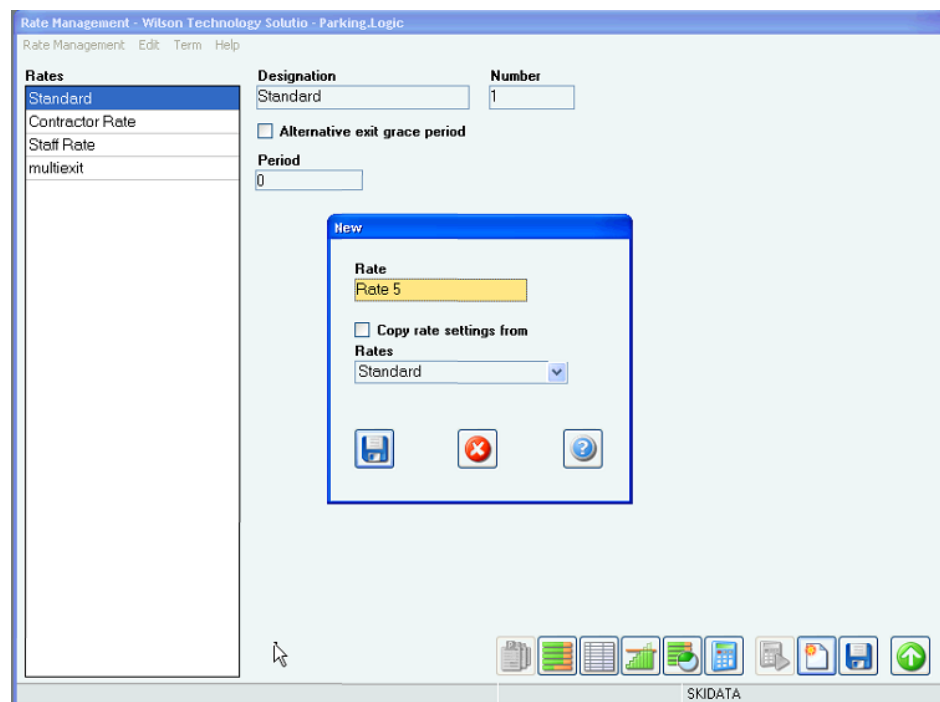


Figure 8.2.2 – Step 4 to Step 7

NOTE 1: If the new rate is similar to an existing rate, considerable time can be saved by copying the settings from the existing rate to your new rate. This can be done by positioning the Mouse Pointer over the check box in front of the text "Copy Rate Settings From", and Left-Click the Mouse. This will activate the "Rates" Dropdown Box immediately below. The Dropdown Box will contain a list of all existing rates from which to choose. Move the Mouse Pointer over the Dropdown Arrow and Left-Click the Mouse. Move the Mouse Pointer down the list until the Rate to copy is found, Left-Click the Mouse again

- Step 8. Select the Rate Schemes icon. To do this move the Mouse Pointer over the Rate Schemes icon at the bottom right of the screen (looks like a brown table with 3 columns and 5 rows). Left-Click the Mouse
- Step 9. Enter the Rate Schemes. The first is already created and is called "Untitled". To rename this position the Mouse Pointer over the word "Untitled" (in the Designation field) and Left-Click. This will highlight the word. Type in the name of the new Rate Scheme and this will overwrite the word "Untitled"
- Step 10. Press the Enter Key or Left-Click on the Save Icon to confirm

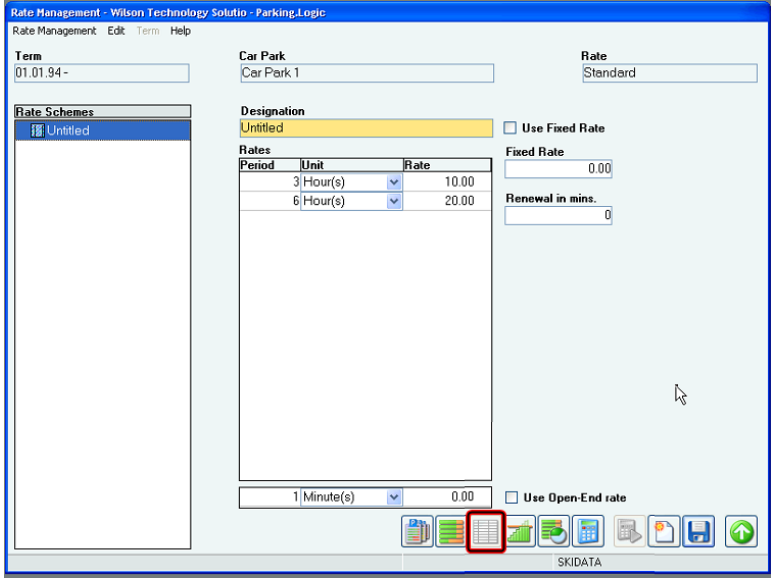


Figure 8.2.2 – Step 8 to Step 14

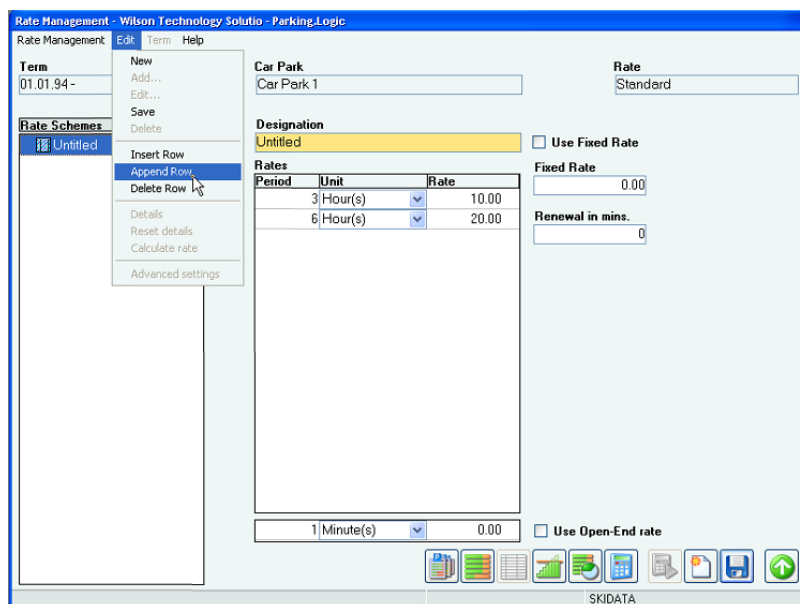
- Step 11. Create any additional Rate Schemes required for this Rate. To do this move the Mouse Pointer over the Create icon at the bottom right of the screen (looks like a white page with a turned down corner). Left-Click the Mouse
- Step 12. The cursor is automatically positioned in the "Designation" field. Type in the name of the new Rate Scheme
- Step 13. Press the Enter Key or Left-Click on the Save Icon to confirm
- Step 14. Repeat Steps 11 to 13 as needed until the required number of Rate Schemes has been added

Step 15. The next steps required will vary significantly depending on the type of charging structure that is applicable to each Rate Scheme. Typically a "Monday to Friday" rate will be a stepped structure, whilst a "Weekend" rate would be a flat rate. This instruction will continue along those lines, but be aware that there are many different ways that Rate Schemes can be set up. If there is any uncertainty then contact the local SKIDATA Customer Service staff member for further guidance

Step 16. Select one of the new Rate Schemes from the list on the left side of the screen. Do this by moving the Mouse Pointer over the Rate Scheme and Left-Click the Mouse

Step 17. In this example we will be creating a stepped charging structure. To do this we will need a number of "Rates" lines to enter the information. The default is to have a single line only which is not sufficient. Therefore to add further Rates lines to our Rate Scheme select "Append Rate" from the Pulldown menu labeled "Edit". To do this....

- ➔ Move the Mouse Pointer over the word "Edit" at the top left of the screen
- ➔ Using the Mouse, Left-Click on the word "Edit"
- ➔ Move the Mouse Pointer down the menu over the word "Append Rate"
- ➔ Using the Mouse, Left-Click on the word "Append Rate"



The screenshot shows the 'Rate Management' window for 'Wilson Technology Solutions - Parking.Logic'. On the left, the 'Rate Schemes' list has 'Untitled' selected, and the 'Edit' menu is open with 'Append Row' highlighted. The main area shows details for 'Car Park 1' with a 'Standard' rate. The 'Rates' table has two rows: '3 Hour(s)' at '10.00' and '6 Hour(s)' at '20.00'. Below the table, a new row is being added with '1 Minute(s)' and a rate of '0.00'. The 'Use Fixed Rate' checkbox is checked, and the 'Fixed Rate' is set to '0.00'. The 'Renewal in mins.' is set to '0'. The 'Use Open-End rate' checkbox is unchecked. The bottom status bar shows 'SKIDATA'.

Period	Unit	Rate
3 Hour(s)		10.00
6 Hour(s)		20.00
1 Minute(s)		0.00

Figure 8.2.2 – Step 15 to Step 20

Step 18. Repeat Step 17 as needed until the required number of Rates lines have been added to the Rate Scheme to accommodate the proposed stepped rate structure

Step 19. Notice that the Rates lines are all empty, e.g. showing "blank" in Period, "Hours" in Unit and "0" in Rate (all except our default line which has a "1" in the Period). The Cursor is automatically placed in the "Period" field of the last Rate line listed. Using the Tab Key move from field to field and complete the Rates lines by typing in the number of hours against the applicable rate, e.g. 1 Hour parking is to be charged \$2.50 etc

Step 20. Press the Enter Key or Left-Click on the Save Icon to confirm



Step 21. Select another of the new Rate Schemes from the list on the left side of the screen. Do this by moving the Mouse Pointer over the Rate Scheme and Left-Click the Mouse

Step 22. In this example we will be creating a fixed rate charging structure. To do this....

- ➔ Move the Mouse Pointer over the check box to the left of the text "Use Fixed Rate", Left-Click the Mouse
- ➔ Left-Click the Mouse in the "Fixed Rate" field immediately below this, type in the amount to be charged to the customer (do not enter "\$" signs, e.g. for "\$5.00", simply enter the number "5")

Step 23. Press the Enter Key or Left-Click on the Save Icon to confirm

Step 24. Repeat Steps 16 to 23 as needed until all Rate Schemes have had the appropriate charging structure entered

Step 25. Select the Time Window icon. To do this move the Mouse Pointer over the Time Window icon at the bottom right of the screen (looks like 4 green and blue coloured rows). Left-Click the Mouse

Step 26. The System must be instructed when (time and day) each of the new Rate Schemes is to apply. By default the whole Time Window will be Blue, corresponding to the first Rate Scheme shown in the list on the left hand side of the screen. This must be modified to reflect the time and day each Rate Scheme is to apply. Since the screen is by default the same as the first Rate Scheme, we do not need to create a Time Window for this Scheme. By creating Time Windows for the other Schemes will automatically modify the first rate Scheme

Step 27. Select a Rate Schemes (other than the first) from the list on the left side of the screen. Do this by moving the Mouse Pointer over the Rate Scheme and Left-Click the Mouse

Step 28. Select "New" from the Pulldown menu labeled "Edit". To do this....

- ➔ Move the Mouse Pointer over the word "Edit" at the top left of the screen
- ➔ Using the Mouse, Left-Click on the word "Edit"
- ➔ Move the Mouse Pointer down the menu over the word "New"
- ➔ Using the Mouse, Left-Click on the word "New"

Step 29. The cursor will be positioned in the "From" time field. Using the Tab Key move from field to field completing the necessary details

- ➔ From – Enter the time in the format "hhmm" by using the numeric keypad (you do not need to enter the ".", these will be entered automatically) from when the rate Scheme should start
- ➔ Until – Enter the time in the format "hhmm" by using the numeric keypad (you do not need to enter the ".", these will be entered automatically) until when the rate Scheme should finish
- ➔ Day – Using the Space Bar, select and/or deselect the Days until only the Days you require are selected (have a tick in the box in front of them)

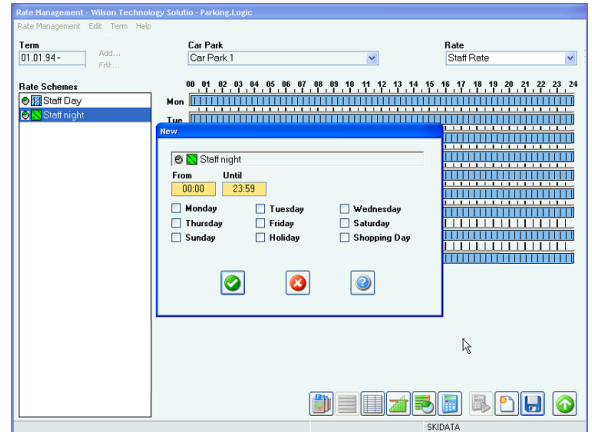


Figure 8.2.2 – Step 21 to Step 29

Step 30. Press the Enter Key or Left-Click on the Green Tick to confirm

Step 31. Press the Enter Key or Left-Click on the Save Icon to save the changes

Step 32. Repeat Steps 27 to 31 until all rate Schemes have been entered into the Time Window accurately reflecting the Times and Days when they are to apply

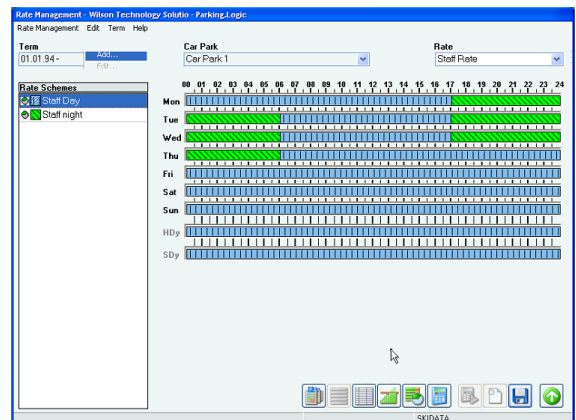
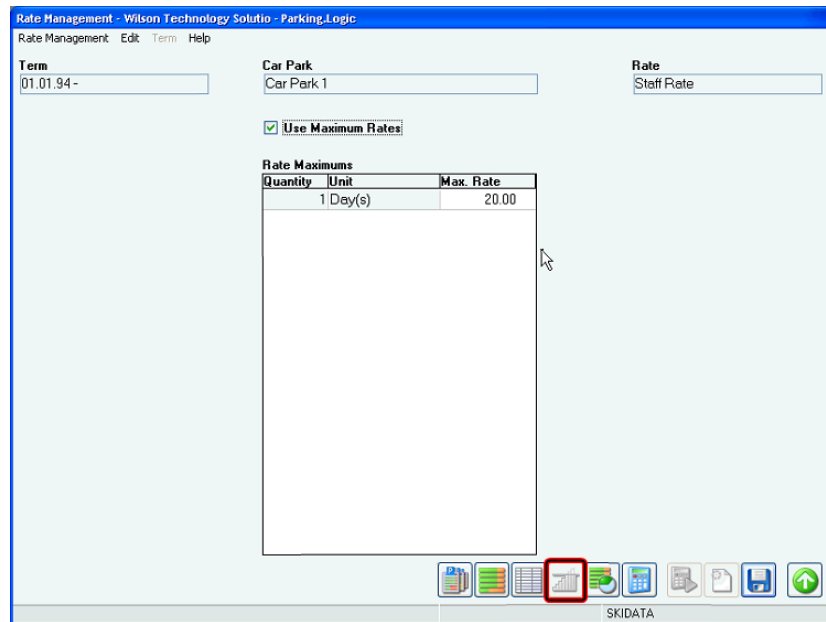


Figure 8.2.2 – Step 29 to Step 32

Step 33. Select the Rate Maximums icon. To do this move the Mouse Pointer over the Rate Maximums icon at the bottom right of the screen (looks like a green bar graph with 6 columns). Left-Click the Mouse



Quantity	Unit	Max. Rate
1 Day(s)		20.00

Figure 8.2.2 – Step 33 to Step 35

Step 34. The purpose of this screen is to limit the daily fee payable by a parker (e.g. if they were to stay all day and night).

- ➔ *The cursor is positioned in the “Max Rate” field. Type in the maximum fee to be paid by a customer for parking 24 hours (do not enter the “\$” sign, e.g. if “\$17.50” then simply enter “17.5”)*
- ➔ *Move the Mouse Pointer over the check box to the left of the text “Use Maximum Rates”, Left-Click the Mouse*

Step 35. Press the Enter Key or Left-Click on the Save Icon to confirm

8.2.3. Menu Options

8.2.3.1. Rate Management → Rates

- Switches to the Rates window
- Shortcut Button



8.2.3.2. Rate Management → Time Window

- Switches to the Time Window window
- Shortcut Button



8.2.3.3. Rate Management → Rate Schemes

- Switches to the Rate Schemes window
- Shortcut Button



8.2.3.4. Rate Management → Rate Maximums

- Switches to the Rate Maximums window
- Shortcut Button



8.2.3.5. Rate Management → Flat Rate

- Switches to the Flat Rate window
- Shortcut Button



8.2.3.6. Rate Management → Rate Calc

- Switches to the Rate Calculation window
- Shortcut Button



8.2.3.7. Rate Management → Print

- Generates a printout of the entire tariff table

8.2.3.8. Rate Management → Exit **Alt+F4**

- Terminates the Rate Management program
- Shortcut Button

**8.2.3.9. Edit → New...**

- Lets you create one or more new rate periods (or rates)
- Shortcut Button

**8.2.3.10. Edit → Add...**

- Brings up a dialogue allowing you to add a rate period to the rate structure

8.2.3.11. Edit → Edit...

- Brings up a dialogue allowing you to change the specifics of a rate period. You can do this also by double-clicking on the bar graph of the rate period you wish to edit

8.2.3.12. Edit → Save

- Stores the rate structure on the hard disc
- Shortcut Button

**8.2.3.13. Edit → Delete**

- Removes the selected rate period (or rate) from the structure

8.2.3.14. Edit → Insert Row

- Inserts a rate into the rate scheme or list of rate maximums above the selected line

8.2.3.15. Edit → Append Rate

- Adds a rate at the bottom of the rate scheme or list of rate maximums

8.2.3.16. Edit → Delete Row

- Removes the selected rate or rate maximum

8.2.3.17. Edit → Details

- *Allows for the use of the rate Calculator based on individual devices and flat rate time windows*

8.2.3.18. Edit → Reset Details

- *Returns the Rate Calculator window to default values*

8.2.3.19. Edit → Calculate Rate

- *Calculates the Rate based on the parameters defined in the Rate Calculator window*
- *Shortcut Button*

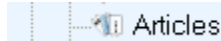
**8.2.3.20. Term → New...**

- *This option can only accessed when a rate period is selected*
- *Lets you define a new rate period*

8.2.3.21. Term → Delete

- *This option can only accessed when a rate period is selected*
- *Removes a rate period from the scheme*

8.3. Articles



8.3.1. General

The term "Articles" is used as a generic term for all ticket types (parking tickets, debit cards, etc.) and special sales items (Special Turnover). The Articles program provides the following functions;

- Administration of Articles settings
- Administration of Article time windows
- Designing ticket layouts
- Adding of up to 500 new articles based on existing definitions
- Printing off a summary of the current settings

As there are more than 30 different article types, it is impractical to try and offer full guidance on creating and editing this number of innately different articles. Consequently the instruction below will be based around the creation of a new Contract Parker (by far the most common type of article issued, excluding of course the short term parking ticket). Further assistance in creating & customising articles can be obtained from your local Wilson Technology Solutions representative.

8.3.2. Creating a New Article

- Step 1. Select the Settings Program
- Step 2. Left-Click on the Articles Application
- Step 3. From the "Article List" on the left-hand side of the screen, move the Mouse Pointer over one of the Articles of the type you wish to create and Left-Click the Mouse

NOTE 1: The list only shows 23 Articles, to select others you will have to use the Scroll Bar by placing the Mouse Pointer on the Up Arrow and hold down the Left Mouse button. Release the button when you have found the required Article

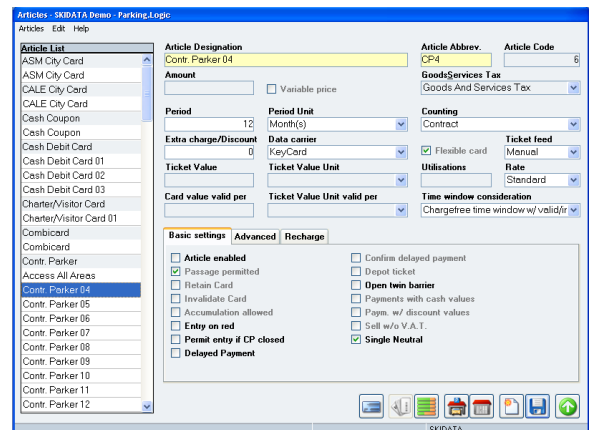


Figure 8.3.2 – Step 3

Step 4. Select the New icon. To do this move the Mouse Pointer over the New icon at the bottom right of the screen (looks like a white page with a turned down corner). Left-Click the Mouse



Figure 8.3.2 – Step 4

Step 5. The cursor will default to the “Article Code” field with the next available Article number displayed. If this is acceptable press the Tab Key to proceed to the next field, otherwise use the numeric keypad to enter the Article number you wish to assign to this Article. Press the Tab Key to move from field to field and complete as required

→ **Ticket Type** – Select the type of Article (Ticket Type) that you wish to create. If you completed Step 3 above as written then this field should default to the Article type you are creating. If you wish to change this, move the Mouse Pointer over the Dropdown Arrow at the right of the Ticket Type field and Left-Click. Using the Mouse Pointer over the Scroll Bar, find the Article Type you require, move the Mouse Pointer over the Article and Left-Click

→ **Articles** – Move the Mouse Pointer over the Dropdown Arrow at the right of the Articles field and Left-Click. Using the Mouse Pointer over the Scroll Bar, find the specific Article from which you wish to copy settings from, move the Mouse Pointer over the Article and Left-Click



Figure 8.3.2 – Step 4 to Step 6

Step 6. Press the Enter Key or Left-Click on the Save Icon to confirm

Step 7. The cursor will be automatically positioned in the “Article Designation” field, with the default name highlighted. To accept this name as the new Article name, simply press the Tab Key to move to the next field, otherwise type in the name of the new Article. Press the Tab Key to move from field to field and complete as required

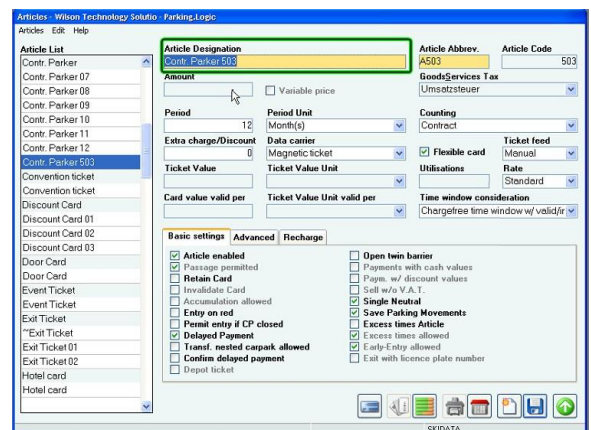


Figure 8.3.2 – Step 7



Step 8.

- **Article Abbrev.** – This abbreviation is used for key allocations in keyboard-based dialogues and on the Control Console. The default Code is “New”, to accept this, simply press the Tab Key to move to the next field, otherwise type in the name of the new Article Abbreviation.
- **Amount** – Specifies either a fixed price or a suggested Amount (depending on the state of the checkbox next to this input box). This Amount will be charged as a Sale each time an Article of the type specified is produced. The default value is “0.00”, to accept this Amount, simply press the Tab Key to move to the next field, otherwise type in the Amount you wish to charge
- **Period** – Lets you specify the validity Period that the Article will be able to be used. The default Period is “12”, to accept this Period, simply press the Tab Key to move to the next field, otherwise type in the validity Period required
- **Period Unit** – This field is the second half of the Period field. You have specified the numerical value of the validity Period, now you must select the Units. Type in “W” for Weeks, “D” for Days, or “M” for Months
- **Counting** – Allows you to allocate the new Article to a counting category. To select, move the Mouse Pointer over the Dropdown Arrow at the right of the Counting field and Left-Click. Using the Mouse Pointer over the Scroll Bar, find the Counting Category you require, move the Mouse Pointer over this category and Left-Click. Standard options include None, Short Term, Contract and any other optional categories created
- **Extra Charge/Discount** – The default value is “0.00”, to accept this Amount, simply press the Tab Key to move to the next field, otherwise type in the Extra Charge/Discount you wish to charge
- **Data Carrier** – Lets you specify which form of Card or Ticket on which you wish to produce the Article. This setting is linked to the Ticket Feed parameter. Certain combinations of Data Carrier and Ticket Feed are not permitted (e.g. KeyCard and Roll Feed are not possible). To change this setting, move the Mouse Pointer over the Dropdown Arrow at the right of the Data Carrier field and Left-Click. Using the Mouse Pointer over the Scroll Bar, find the Data Carrier you require, move the Mouse Pointer over this carrier and Left-Click. Standard options include KeyCard, Barcode and Magnetic Ticket
- **Flexible Card** – This setting allows for the definition of a non-flexible Mag Stripe card when being used for a stored value type article. If the card (such as an Airmiles or Travelcard) is a standard plastic card and not a paper or light card version, this box has to be unticked so that upon recharging or payment of this article type, the card is kept in the straight position and not bent up into a park position.
- **Ticket Feed** – Lets you specify which method will be used to feed the Data Carrier into the Coder. This setting is linked to the Data Carrier parameter. Certain combinations of Data Carrier and Ticket Feed are not permitted (e.g. KeyCard and Roll Feed are not possible). To change this setting, move the Mouse Pointer over the Dropdown Arrow at the right of the Ticket Feed field and Left-Click. Using the Mouse Pointer over the Scroll Bar, find the method of Ticket Feed you require, move the Mouse Pointer over this method and Left-Click. Standard options include Manual, External and Roll



- ➔ *Ticket Value – Specifies the initial card value for stored value cards (such as PCDC Personalised Cash Debit Card) which will be programmed onto the card upon first issue.*
- ➔ *Ticket Value Unit – Specifies the type of stored value card units e.g Cash Credit, Percentage or Time Credit.*
- ➔ *Utilisations – Specifies the maximum number of times a card may be used for recharging.*
- ➔ *Rate – Lets you specify the desired Rate structure for payment of (excess) parking charges by means of the article in question. To change this setting, move the Mouse Pointer over the Dropdown Arrow at the right of the Rate field and Left-Click. Using the Mouse Pointer over the Scroll Bar, find the Rate you require, move the Mouse Pointer over this Rate and Left-Click. Standard options include all of the rates as defined in the Rate Management software module.*
Ticket Value – Specifies the initial card value for stored value cards (such as PCDC Personalised Cash Debit Card) which will be programmed onto the card upon first issue.
- ➔ *Card Value Valid Per – Specifies the time when the card is valid e.g. 3 hours per day. ONLY for Quota Based Card types.*
- ➔ *Ticket Value Unit Valid Per – Specifies the time period in Days, Weeks or Months when the Card Value Valid Per setting is applicable. ONLY for Renewable Quota Based Card types.*
- ➔ *Tme Window Consideration – Allows for the setting of time windows in which the article will be verified.*
- ➔ *Entry on Red – This feature can only be set for Articles where the Passage Permitted check box is ticked. It allows or disallows holders of this Article type to enter the car park while the traffic signal is red (indicating there are no more vacant spaces available). Press the Space Bar to activate this function (places a tick in the check box in front of the Entry while Red field). Press the Space Bar again to remove if not required*
- ➔ *Permit Entry if CP closed – Allows this card type to be able to enter even if the Car Park has been set to Closed.*
- ➔ *Delayed Payment – Contract parkers are billed for excess parking times in the form of a monthly statement. The details required for preparing invoices are provided by the Delayed Payment program. Press the Space Bar to activate this function (places a tick in the check box in front of the Delayed Payment field) Press the Space Bar again to remove if not required*
- ➔ *Confirm Delayed Payment – Specifies whether the fee is automatically calculated on exit or if the parker is required to press the ticket button in order to calculate the fee to be sent to delayed payment.*
- ➔ *Open Twin Barrier – Opens both barriers controlled by the same parking column. Typically used for articles relating to larger vehicles such as busses, trucks etc.*
- ➔ *Single Neutral – Allows the first use of this article at either the Entry or Exit columns i.e. Anti-Passbck is disabled for the first use only.*
- ➔ *Article Enabled – Allows or disallows Article production (e.g. the Contract Parking Card will/will not be selectable from the Customer Administration program). Press the Space Bar to activate this function (places a tick in the check box in front of the Article Enabled field) Press the Space Bar again to remove if not required.*

Step 9. Press the Enter Key or Left-Click on the Save Icon to confirm



Step 10. Select the Card Imprinting icon. To do this move the Mouse Pointer over the Card Imprinting icon at the bottom right of the screen (looks like a SKIDATA casual parker ticket). Left-Click the Mouse

Step 11. The Card Imprinting screen allows you modify the physical layout of the specified article (e.g. what is written on the face of the KeyCard or Ticket). This option is available only if the layout of the selected article is editable. The cursor defaults to the first line of text. Type in information to be printed onto the Article, pressing the Tab Key to move from line to line. Continue to complete the remaining settings by pressing the Tab Key to move from field to field

Figure 8.3.2 – Step 10 to Step 11

- ➔ Arrow – Allows for the printing of a directional Arrow on the Ticket, assisting parkers to insert the Ticket into the Coder in the correct direction and way up. Press the Space Bar to activate this function (places a tick in the check box in front of the Arrow field) Press the Space Bar again to remove if not required
- ➔ Article Designation – Allows for the printing of the Article Name onto the Ticket/KeyCard. Press the Space Bar to activate this function (places a tick in the check box in front of the Article Designation field) Press the Space Bar again to remove if not required
- ➔ Customer Name – Allows for the printing of the Customer Name onto the Ticket/KeyCard. Press the Space Bar to activate this function (places a tick in the check box in front of the Customer Name field) Press the Space Bar again to remove if not required
- ➔ Door Code – Allows for the printing of the Door Code name onto the Ticket/KeyCard. This Door Code can be used at access points controlled by KeyDetectors to open doors. Press the Space Bar to activate this function (places a tick in the check box in front of the Door Code field) Press the Space Bar again to remove if not required
- ➔ Facility – Allows for the printing of the Facility (car park) Name onto the Ticket/KeyCard. Press the Space Bar to activate this function (places a tick in the check box in front of the Facility Name) Press the Space Bar again to remove if not required
- ➔ Space No. – Allows for the printing of the customers parking Space Number onto the Ticket/KeyCard. Press the Space Bar to activate this function (places a tick in the check box in front of the Space Number field) Press the Space Bar again to remove if not required
- ➔ User Name – Allows for the printing of the User Name onto the Ticket/KeyCard. Press the Space Bar to activate this function (places a tick in the check box in front of the User Name field) Press the Space Bar again to remove if not required.

- ➔ **User Number** – Allows for the printing of the User Number onto the Ticket/KeyCard. Press the Space Bar to activate this function (places a tick in the check box in front of the User Number field) Press the Space Bar again to remove if not required.

Step 12. Press the Enter Key or Left-Click on the Save Icon to confirm

Step 13. Select the Time Window icon. To do this move the Mouse Pointer over the Time Window icon at the bottom right of the screen (looks like 4 green and blue coloured rows). Left-Click the Mouse

Step 14. By default the Article will be Valid at all times of all days. If the access of the Article is to be restricted, then Invalid periods must be created. Select Invalid from the Validity List on the left hand side of the screen by moving the Mouse Pointer over the word invalid and Left-Click the Mouse.

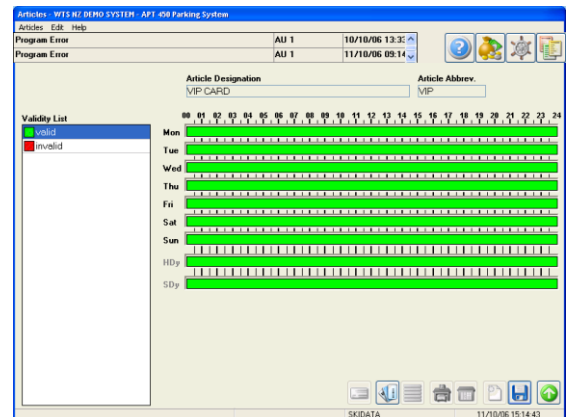


Figure 8.3.2 – Step 13 to Step 14

Step 15. Select “New” from the Pulldown menu labeled “Edit”. To do this...

- ➔ Move the Mouse Pointer over the word “Edit” at the top left of the screen
- ➔ Using the Mouse, Left-Click on the word “Edit”
- ➔ Move the Mouse Pointer down the menu over the word “New”
- ➔ Using the Mouse, Left-Click on the word “New”.

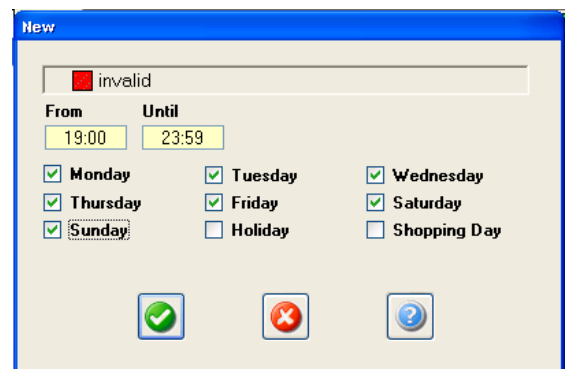


Figure 8.3.2 – Step 15 to Step 16

Step 16. The cursor will be positioned in the “From” time field. Using the Tab Key move from field to field completing the necessary details

- ➔ **From** – Enter the time in the format “hhmm” by using the numeric keypad (you do not need to enter the “:”, these will be entered automatically) from when the Invalid period should start
- ➔ **Until** – Enter the time in the format “hhmm” by using the numeric keypad (you do not need to enter the “:”, these will be entered automatically) until when the Invalid period should finish
- ➔ **Day** – Using the Space Bar, select and/or deselect the Days until only the Days you require are selected (have a tick in the box in front of them)

Step 17. Press the Enter Key or Left-Click on the Green Tick to confirm

Step 18. Press the Enter Key or Left-Click on the Save Icon to confirm.

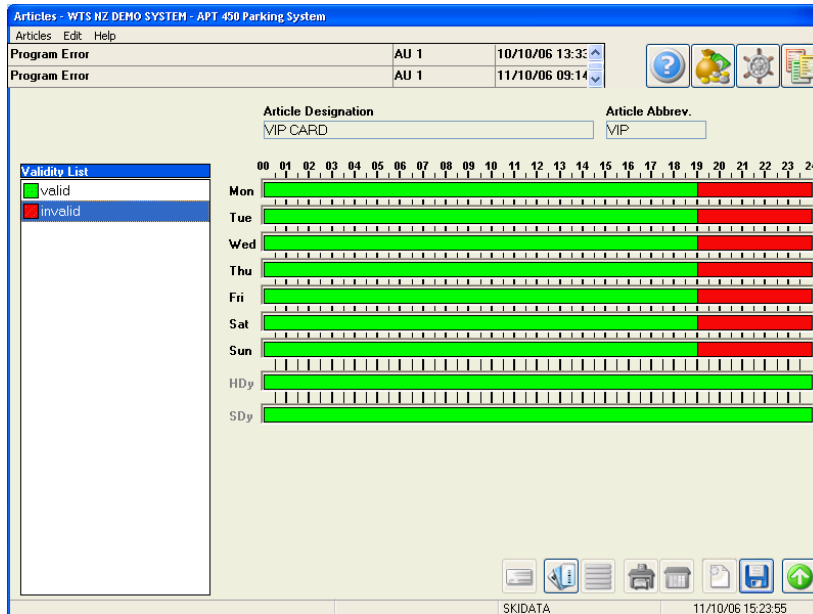


Figure 8.3.2 – Step 17 to Step 18

Step 19. Select the Articles icon. To do this move the Mouse Pointer over the Articles icon at the bottom right of the screen (looks like 3 tickets fanned out over each other). Left-Click the Mouse.

Step 20. Select the Car Parks icon. To do this move the Mouse Pointer over the Car Parks icon at the bottom right of the screen (looks like a small garage with a red roof). Left-Click the Mouse.

Step 21. Select the Facilities that the Article will be valid for. Press the Space Bar to insert and remove the tick from the checkbox. Press the Tab Key to move from field to field until only the Facilities required are selected

Step 22. Press the Enter Key or Left-Click on the Save Icon to confirm

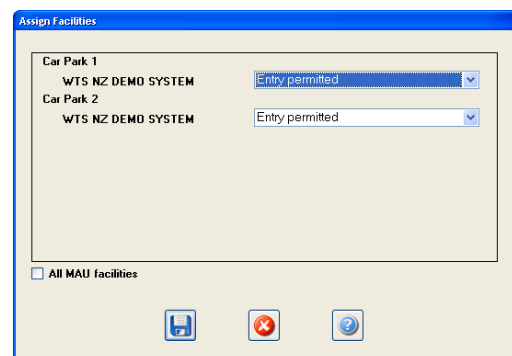


Figure 8.3.2 – Step 19 to Step 22

Step 23. Select the Sections icon. To do this move the Mouse Pointer over the Sections icon at the bottom right of the screen (looks like a small garage with a red roof and 3 vertical lines through it). Left-Click the Mouse.

Step 24. Select the Sections that the Article will be valid for. Press the Space Bar to insert and remove the tick from the checkbox. Press the Tab Key to move from field to field until only the Sections required are selected

Step 25. Press the Enter Key or Left-Click on the Save Icon to confirm.

Step 26. Press the Enter Key or Left-Click on the Save Icon to confirm

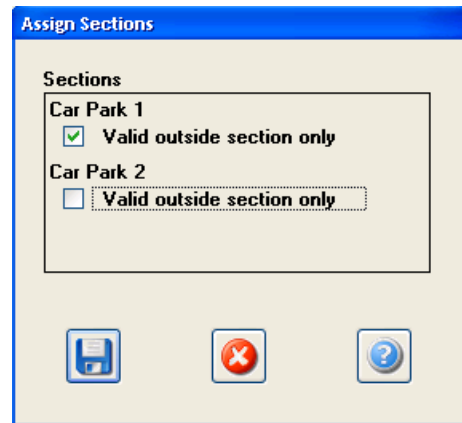


Figure 8.3.2 – Step 23 to Step 26

8.3.3. Configuring a Stored Value Card (for Recharge)

Step 1. Select the Settings Program

Step 2. Left-Click on the Articles Application

Step 3. From the "Article List" on the left-hand side of the screen, move the Mouse Pointer over one of the stored value articles, such as the Personalised Cash Debit Card (PCDC) and Left-Click the Mouse.

Step 4. Configure all required settings under the Basic Settings window

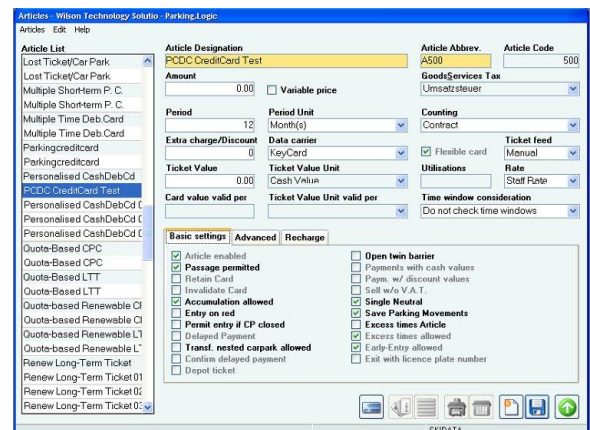


Figure 8.3.3 – Step 1 to Step 4

Step 5. Left-Click on the Advanced Tab

Step 6. Configure all required settings by pressing the Tab key to move from field to field.

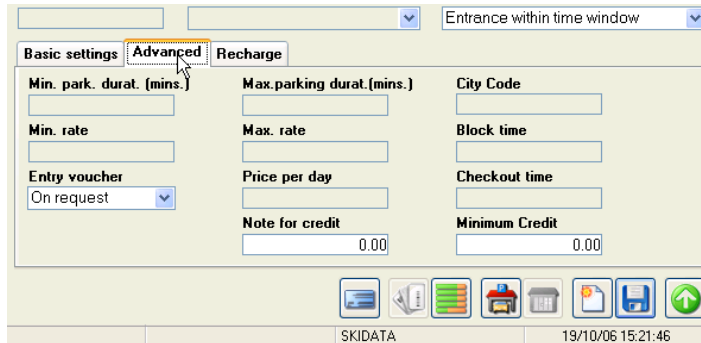


Figure 8.3.3 – Step 5 to Step 6

- **Min. park. Durat.** – Sepcifies the minimum parking duration required to be able to pay with this article type.
- **Max. park. Durat.** – Sepcifies the maximum parking duration required when using this article type.
- **City Code** – This unique card number is specified by the card issuer, when City Cards are in use.
- **Min. rate** – Specifies the minimum fee payable when using this article type
- **Max. rate** – Specifies the maximum fee payable when using this article type.
- **Block time** – Specifies a waiting time required between two utilisations.
- **Entry voucher** – Defines the conditions for the issue of an entry voucher (receipt). Never, Always, Only on request, or Only in conjunction with a reservation
- **Price per day** – Option not available.
- **Checkout time** – Option not available.
- **Note for credit** – Specifies the value at which a message will be displayed to the customer indicating a recharge is necessary, as long as this defined value is higher than the remaining value stored on the card. *NOTE: For PCDC articles only.*
- **Minimum Credit** – Speficies the minimum amount which must be available on the card before it can enter the parking facility (e.g if the remaining value is \$20 and this setting is \$25, the card will not be allowed to enter the car park). *NOTE: For PCDC articles only.*

Step 7. Left-Click on the Recharge Tab

Step 8. Configure all required settings by pressing the Tab key to move from field to field

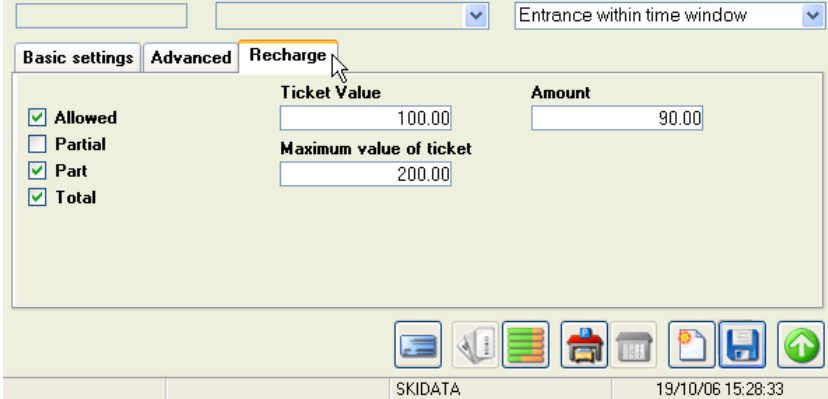


Figure 8.3.3 – Step 7 to Step 8

- **Ticket Value** – Specifies the value amount which will be credited to the article during the recharge step(s)
- **Amount** – Specifies the price which the customer will be required to pay for the Ticket Value. This can be the same as the Ticket Value or can be higher or lower, allowing for a surcharge or discount to be applicable to the customer
- **Maximum value of ticket** – Specifies the maximum amount to which this article can be recharged to
- **Allowed** – Specifies whether recharging is allowed or not.
- **Partial** – The recharge process can only be performed to the maximum amount
- **Part** – The recharge process can be performed in steps of either the specified amount (e.g \$90 as above) or in amount steps relating to how much the customer wants to recharge by (e.g only \$120 as that is all they have on them.)
- **Total** – The recharge process can only be performed to the maximum amount

8.3.4. Menu Options

8.3.4.1. Articles → Articles

- Switches to the Articles window
- Shortcut Button



8.3.4.2. Articles → Time Window

- Switches to the Time Window window (applies only to time window based articles)
- Shortcut Button



8.3.4.3. Articles → Print

- Prints a summary of Article definitions

8.3.4.4. Articles → Exit **Alt+F4**

- Terminates the Articles program
- Shortcut Button



8.3.4.5. Edit → New

- Lets you define new Article Time Windows or Articles
- Shortcut Button



8.3.4.6. Edit → Add

- Adds a new Article Time Window to the database

8.3.4.7. Edit → Edit...

- Lets you modify the settings for the Article Time Window currently selected. This function has the same effect as double-clicking on the Time Bar of the Article Time Window



8.3.4.8. Edit → Save

- Stores the Article settings on the hard disc
- Shortcut Button



8.3.4.9. Edit → Delete

- Removes the selected Article Time Window or Article from the database

8.3.4.10. Edit → Assign Facilities...

- Articles originating from the specified parking facilities will be accepted at the local facility. The list shows the facilities mapped to the Article in question
- Shortcut Button



8.3.4.11. Edit → Assign Sections...

- Lets you assign sections to the Article currently selected
- Shortcut Button



8.3.4.12. Edit → ISO ID Tag

- Allows for the configuration of external ISO Cards Tag numbers – only available with the ISO Card option

8.3.4.13. Edit → Ticket Imprinting

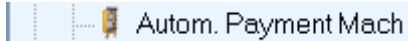
- Lets you modify the imprint layout for the specified ticket
- Shortcut Button



8.3.4.14. Edit → Advanced Settings

- Option Not Available

8.4. Automatic Payment Machines



8.4.1. General

The Automatic Payment Machines program provides the following functions;

- Administration of Automatic Payment Machine settings
- Printing a list of current settings

8.4.2. Changing Maximum Levels

- Step 1. Select the Settings Program
- Step 2. Left-Click on the Automatic Payment Machines Application
- Step 3. Select the "Hopper/Dispenser" icon at the lower right of the screen. To do this move the Mouse Pointer over the picture of the small black box with coins and Left-Click the Mouse

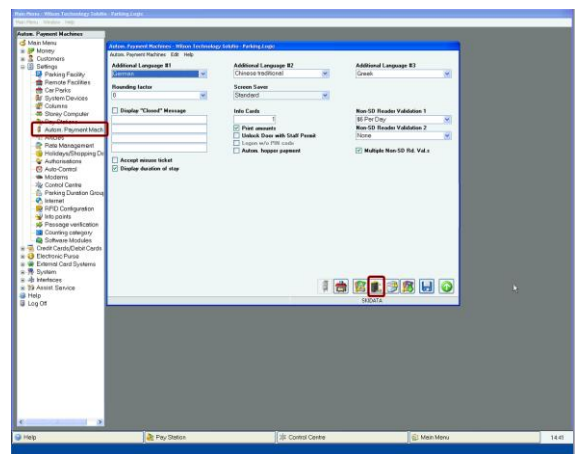
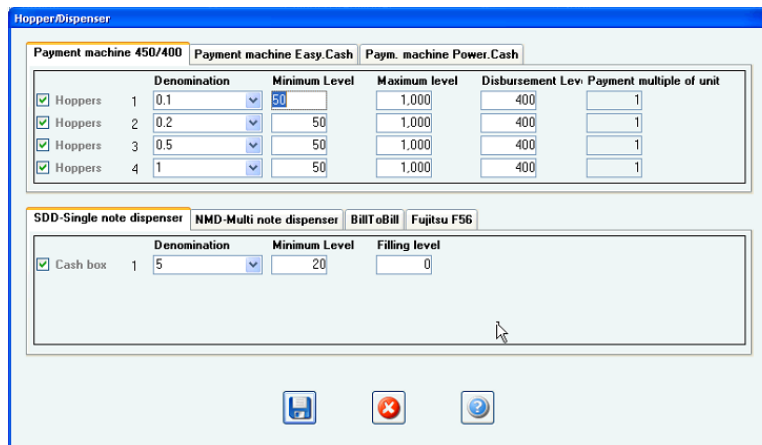


Figure 8.4.2 – Step 3

- Step 4. **Payment Machine type tab** - The cursor will default to the "Denomination" field of the first Hopper. Using the Tab Key and the Mouse move from field to field completing all available fields

NOTE 1: A Denomination can only be defined if a network connection with all Automatic Payment Machines exists and the specified hopper (or the dispenser) is empty in all Automatic Payment Machines



	Denomination	Minimum Level	Maximum level	Disbursement Lev	Payment multiple of unit
<input checked="" type="checkbox"/> Hoppers 1	0.1	50	1,000	400	1
<input checked="" type="checkbox"/> Hoppers 2	0.2	50	1,000	400	1
<input checked="" type="checkbox"/> Hoppers 3	0.5	50	1,000	400	1
<input checked="" type="checkbox"/> Hoppers 4	1	50	1,000	400	1

	Denomination	Minimum Level	Filling level
<input checked="" type="checkbox"/> Cash box 1	5	20	0

Figure 8.4.2 – Step 4

- **Denomination** – Lets you allocate cash denominations to individual hoppers and to the dispenser. Left-Click the Mouse on the Dropdown Arrow to the right of the “Denomination” field and move the Mouse Pointer over the available options. When the Mouse Pointer is over the required Denomination, Left-Click the Mouse again
- **Minimum Level** – If the actual coin/banknote level reaches or falls below the predefined minimum, a system event message will be transmitted to the Data Administration Unit, where it will appear in the Console area. Value range: 0 - 9,999 for Hoppers, 0 – 1,000 for Dispenser. Simply Left-Click the Mouse Pointer in this field and type over the existing value with the required value
- **Maximum Level** – If the actual coin/banknote level reaches the predefined maximum, a system event message will be transmitted to the Data Administration Unit, where it will appear in the Console area. Coins inserted by users will drop directly into the Main Coin Container. Value range: 0 - 9,999. Simply Left-Click the Mouse Pointer in this field and type over the existing value with the required value
- **Disbursement Level** – These levels determine the cash filling levels requiring the manual emptying of the respective hopper or the dispenser. Value range: 0 - 9,999. Simply Left-Click the Mouse Pointer in this field and type over the existing value with the required value.
- **Payment Multiple** – If the Automatic Hopper payment option is selected in the main APMs window, this setting defines the number of times the disbursement, into the main coin or banknote container, will occur in order to reach the maximum hopper level.

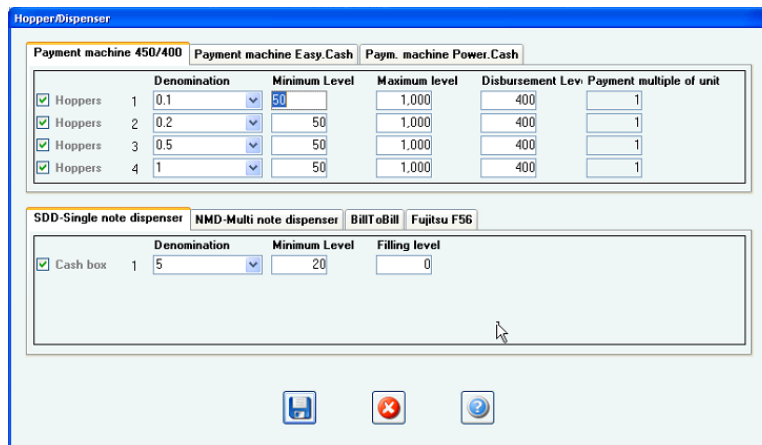


Figure 8.4.2 – Step 5

- Step 5. **Note Dispenser type tab** – This area of the window allows for the denomination configuration of any note dispensers which may be fitted, including single note, multi-note and bill to bill type dispensers.
- Step 6. Press the Enter Key or Left-Click on the Save Icon to confirm

8.4.3. Menu Options

8.4.3.1. Automatic Payment Machines → Automatic Payment Machines

- Switches to the Automatic Payment Machine Settings window
- Shortcut button



8.4.3.2. Automatic Payment Machines → Car Parks

- Switches to the Car Parks Settings window
- Shortcut button



8.4.3.3. Automatic Payment Machines → Print

- Prints a summary of global Automatic Payment Machine settings

8.4.3.4. Automatic Payment Machines → Exit **Alt+F4**

- Terminates the Automatic Payment Machines application
- Shortcut button



8.4.3.5. Edit → Save

- Stores the settings of the Automatic Payment Machines on the hard disc
- Shortcut button



8.4.3.6. Edit → Allowed Cash Denominations...

- This setting determines which cash denominations the Automatic Payment Machine will accept
- Shortcut button



8.4.3.7. Edit → Hopper/Dispenser...

- Brings up a dialogue allowing you to;
 - Define cash denominations for the hoppers and the dispenser
 - Define minimum and maximum filling levels and the disbursement filling level
- Shortcut button



8.4.3.8. Edit → Main Payment Stations

- *Allows for the configuration of maximum level and warning level for each type of payment station. For example, when the specified warning level is reached an alarm is shown in the Control Panel to indicate that the Main Coin Container or Banknote box etc is approaching the full level. Upon reaching the specified Maximum level, the payment station will no longer be able to accept Coins or Notes relative to which payment station is full.*

- *Shortcut button*



8.4.3.9. Edit → Control of Change

- *Lets you specify the maximum number of coins or banknotes the unit is allowed to return as change per transaction.*

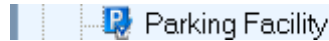
- *Shortcut button*



8.4.3.10. Edit → Load Screen Saver

- *Lets you load a bitmap image (BMP file) for the screen saver of the Automatic Payment Machine*

8.5. Parking Facility



8.5.1. General

The Parking Facility program provides the following functions;

- Administration of a variety of system specific settings
- Setting of the system date and time
- Configuration of a data archive drive
- Setting of local currency specifications
- Configuration of counting categories
- Setting of facility specific configurations
- Printing of a summary of relevant system settings
- Configuration of automatic receipt issuing
- Licence Plate Recognition System configuration
- Setting of Ticket Imprinting dependent on Coder type – Lengthwise or Crosswise
- Configuration of Dual Pricing – two currencies e.g EURO & GBP
- Administration of access permissions for software modules

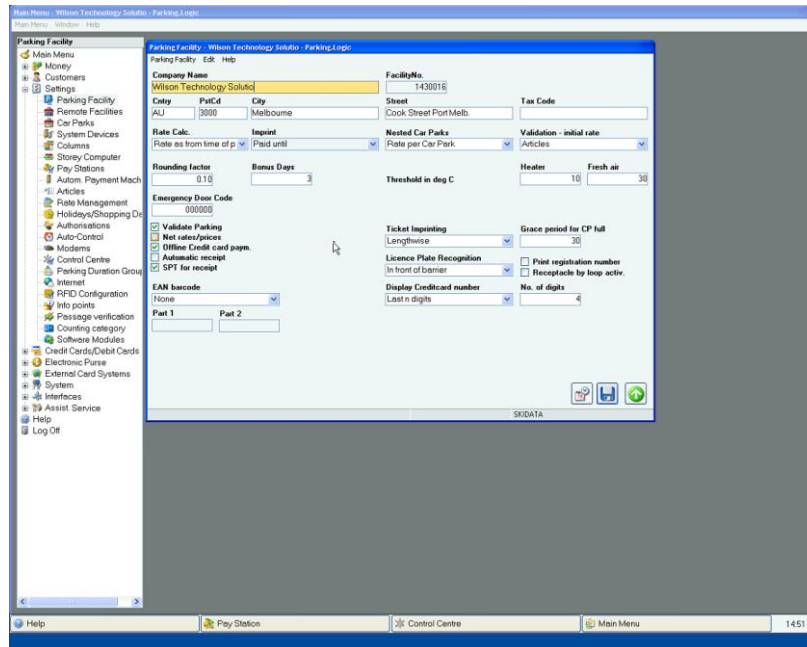


Figure 8.5.2 – Step 2

8.5.2. Setting the System Date and Time

- Step 1. Select the Settings Program
- Step 2. Left-Click on the Parking Facility Application click on the button with the calendar & clock logo OR
- Step 3. Select “Date/Time” from the Pulldown menu labeled “Edit”. To do this....
- ➔ Move the Mouse Pointer over the word “Edit” at the top left of the screen
 - ➔ Using the Mouse, Left-Click on the word “Edit”
 - ➔ Move the Mouse Pointer down the menu over the word “Date/Time”
 - ➔ Using the Mouse, Left-Click on the word “Date/Time”
- Step 4. The cursor will automatically be positioned in the “Date” field. Change the date and time as required. To do this...
- ➔ Type in the date in the format: “ddmmyy” by using the numeric keypad (you do not need to enter the “/”, these will be entered automatically). The date settings can only be adjusted by up to three days in either direction.
 - ➔ Type in the time in the format “hhmm” by using the numeric keypad (you do not need to type the “:”, this will be entered automatically)
- NOTE 1:** Ensure the Num Lock has been enabled otherwise the information may not be entered.
- Step 5. Press the Enter Key or Left-Click on the Green Tick.

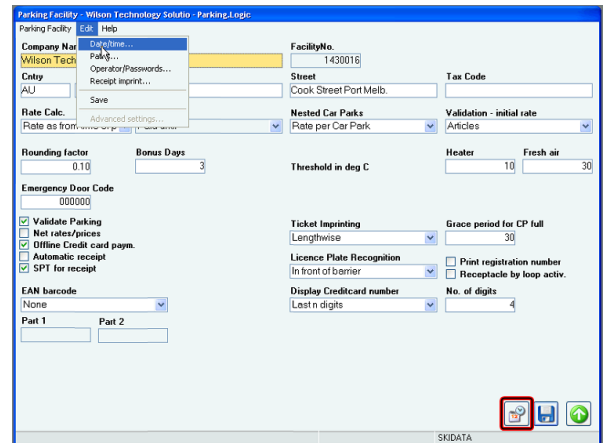


Figure 8.5.2 – Steps 2 & 3

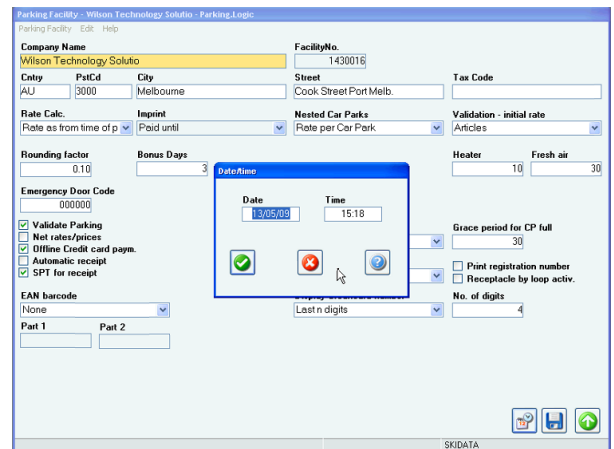


Figure 8.5.2 – Steps 4

8.5.3. Menu Options

8.5.3.1. Parking Facility → Parking Facility

- Switches to the Parking Facility Settings window
- Shortcut button



8.5.3.2. Parking Facility → Software Modules

- Switches to the Software Module Settings window
- Shortcut button



8.5.3.3. Parking Facility → Counting Categories

- Switches to the Counting Categories Settings window
- Shortcut button



8.5.3.4. Parking Facility → Print

- Prints a summary of Parking Facility and Software Module settings

8.5.3.5. Parking Facility → Exit **Alt+F4**

- Terminates the Parking Facility program
- Shortcut button



8.5.3.6. Edit → Date/Time...

- Lets you set the Date and Time for the entire System
- Shortcut button



8.5.3.7. Edit → Paths

- Lets you specify an archive device and archive drive, and set a directory path to an additional database backup file

8.5.3.8. Edit → Currency

- Lets you set the local currency for the entire Parking Facility
- *NOTE: When changing currency specifications, please refer to the appropriate section in the Online Help and Operating Manual*

8.5.3.9. Edit → Licenses

- Lets you unlock additional system device licences and specific software modules for extended functionality.
- *NOTE: To unlock further devices or functionality additional licences must be purchased via your local SKIDATA authorised representative.*

8.5.3.10. Edit → Operator/Passwords...

- Allows you to set passwords for Internet based system access or access to the data exchange directory

8.5.3.11. Edit → Load footer graphics

- Allows you to load, from a floppy disk, customer specific graphics for printing onto the receipt footer area.

8.5.3.12. Edit → Receipt imprint

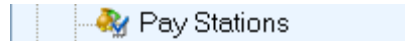
- Allows you to specify what information is printed on the standard receipt.

8.5.3.13. Edit → Save

- Stores the current Parking Facility settings
- Shortcut button



8.6. Pay Stations



8.6.1. General

The Pay Stations program provides the following functions;

- Administration of Pay Station settings
- Configuration of the extension keyboard (Control Console or keyboard dialogue)
- Printing of a summary of Pay Station settings

8.6.2. Assigning a Validation to the Keyboard

- Step 1. Select the Settings Program
- Step 2. Left-Click on the Pay Stations Application
- Step 3. Select the "Keys" icon at the lower right of the screen. To do this move the Mouse Pointer over the picture of the small blue keyboard and Left-Click the Mouse.

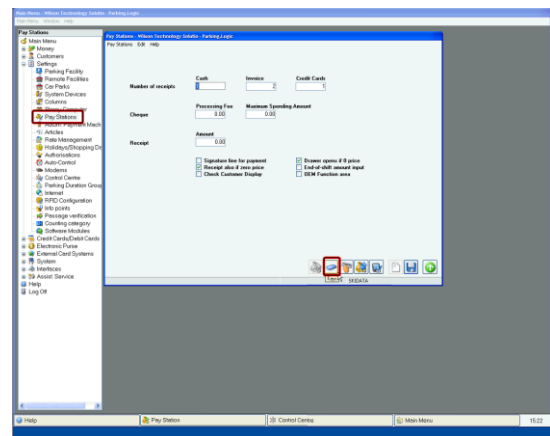


Figure 8.6.2 – Step 3

- Step 4. From the Keyboard Type dropdown list, select Action Pad

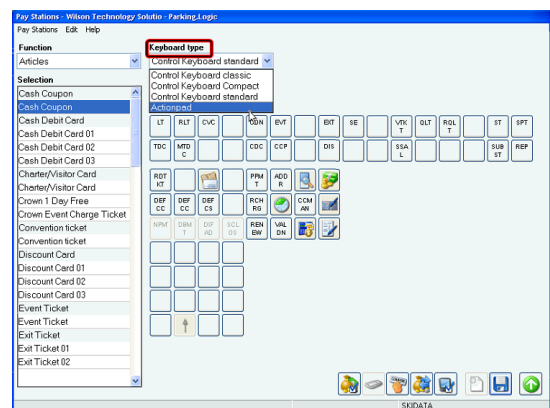


Figure 8.6.2 – Step 4

- Step 5. The on screen keyboard layout will change to the one similar to the Pay Station key pad

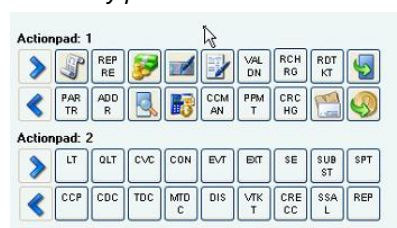


Figure 8.6.2 – Step 5

- Step 6. Select "Validation" from the "Function" Dropdown box. To do this Left-Click the Mouse on the Dropdown Arrow to the right of the "Function" field and move the Mouse Pointer over the available options. When "Validation" is highlighted, Left-Click the Mouse again
- Step 7. The "Selection" panel will display the available Validations that can be assigned to the unused Keyboard Key. Press and HOLD down the Left Mouse Button. Move the Mouse Pointer (which will turn into a hand) over the Keyboard Key where the Validation is to be placed and release the Left Mouse Button
- Step 8. Drag the required Validation type from the Selection panel onto the Keyboard Key. To do this, move the Mouse Pointer over the Validation type. Press and HOLD down the Left Mouse Button. Move the Mouse Pointer (which will turn into a hand) over the Keyboard Key where the Validation is to be placed and release the Left Mouse Button

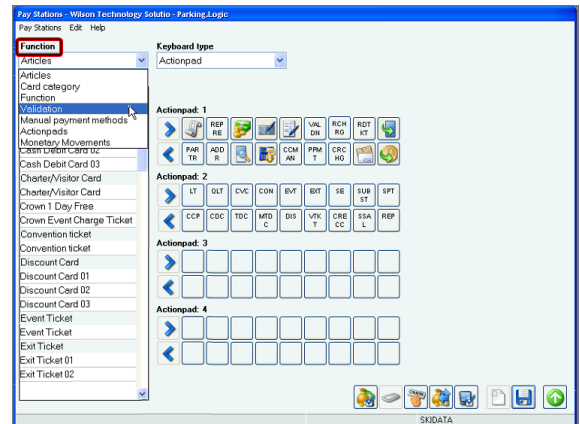


Figure 8.6.2 – Step 6

- Step 9. The Validation abbreviation name will now appear on the Keyboard Key and the Validation name will appear when the Mouse Pointer is moved over the Key
- Step 10. Press the Enter Key or Left-Click on the Save Icon to confirm

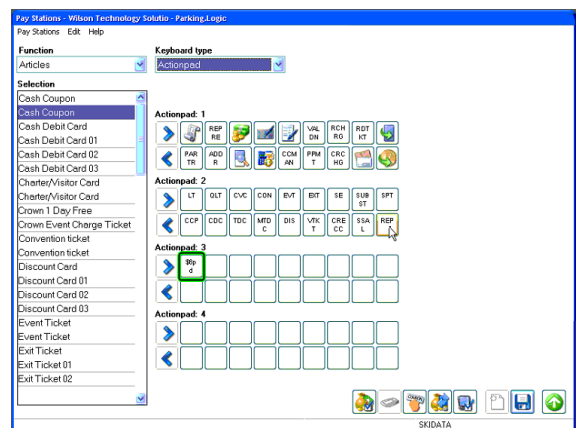


Figure 8.6.2 – Step 7

8.6.3. Clearing an assigned key from the Keyb

- Step 1. Select the Settings Program
- Step 2. Left-Click on the Pay Stations Application
- Step 3. Move the Mouse over the assigned key which you want to remove
- Step 4. Select "Unallocate Key" from the "Edit" Dropdown box. To do this Left-Click the Mouse on the Dropdown Arrow to the right of the "Edit" field and move the Mouse Pointer over the available

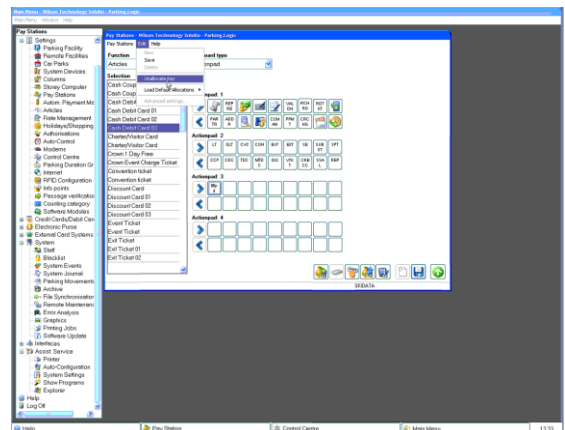


Figure 8.6.3 – Step 3 to Step 4

options. When “Unallocate Key” is highlighted, Left-Click the Mouse

Step 5. Press Enter or Left-Click on the Green Tick to confirm

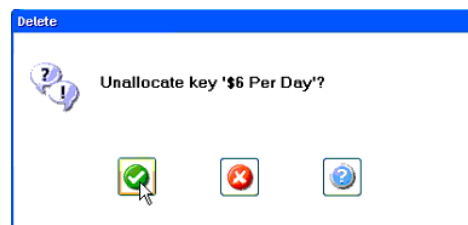


Figure 8.6.3 – Step 5

Step 6. Once the Key has been unassigned, Left Click on the Blue disk to save and on the Green Arrow to exit

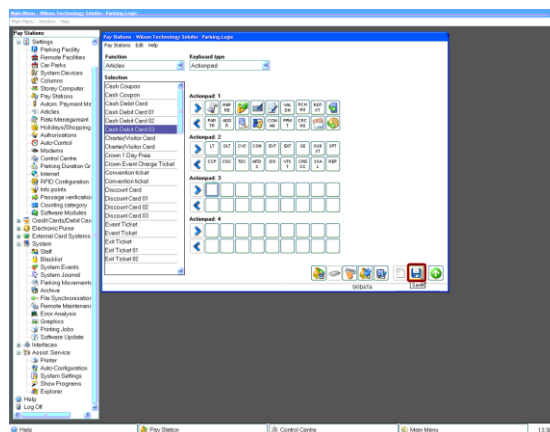


Figure 8.6.3 – Step 6

8.6.4. Menu Options

8.6.4.1. Pay Stations → Pay Stations

- Switches to Pay Station Settings window
- Shortcut button



8.6.4.2. Pay Stations → Keys

- Switches to Key Allocation Settings window
- Shortcut button



8.6.4.3. Pay Stations → Manual Payment Methods

- Switches to Manual Payment Methods window
- Shortcut button



8.6.4.4. Pay Stations → Monetary Movements

- Switches to Monetary Movements window
- Shortcut button



8.6.4.5. Pay Stations → Print

- Generates a printout of the Pay Station or keyboard allocation settings (depending on the currently selected page)

8.6.4.6. Pay Stations → Exit **Alt+F4**

- Terminates the Pay Stations application
- Shortcut button



8.6.4.7. Edit → New

- Option Not Available

8.6.4.8. Edit → Save

- This will store the Pay Station settings on your hard disk
- Shortcut button





8.6.4.9. Edit → Delete

- *Option Not Available*

8.6.4.10. Edit → Unallocate Key

- *Removes the allocation of the selected key*

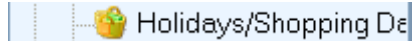
8.6.4.11. Edit → Load Default Allocations

- *Removes all current key allocations and loads the default key allocation table*

8.6.4.12. Edit → Advanced Settings

- *Option Not Available*

8.7. Holidays/Shopping Days



8.7.1. General

The Holidays/Shopping Days program provides the following functions;

- Setting of upcoming Holidays and special Shopping days
- Setting of recurrence of Holidays and Shopping days

8.7.2. Setting a Holiday

Step 1. Select the Settings Program

Step 2. Left-Click on the Holidays/Shopping Days Application

Step 3. Select Holiday from the two available options. To do this move the Mouse Pointer over the Holiday icon and Left-Click the Mouse.

Step 4. Type in the required information for the Holiday under the Designation (Name), Recurs, Date, Day, Recurrence Cycle and Quantity boxes.

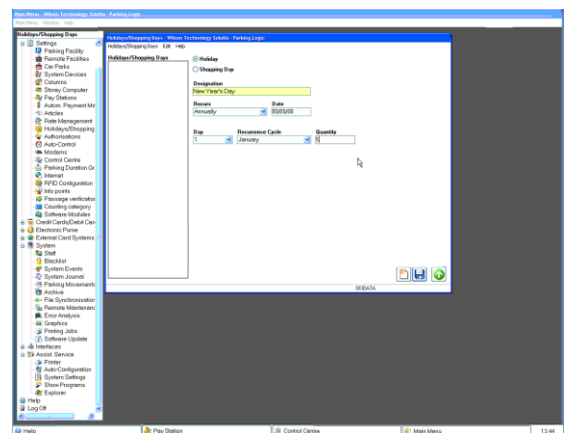


Figure 8.7.2 – Step 2 to Step 4

Step 5. Press the Enter Key or Left-Click on the Save Icon to confirm.

Step 6. The selected Holidays will be visible down the left hand side of the screen in the programmed Holidays/Shopping Days list.

Step 7. You can now confirm the selection or delete one or all of the selection as required.

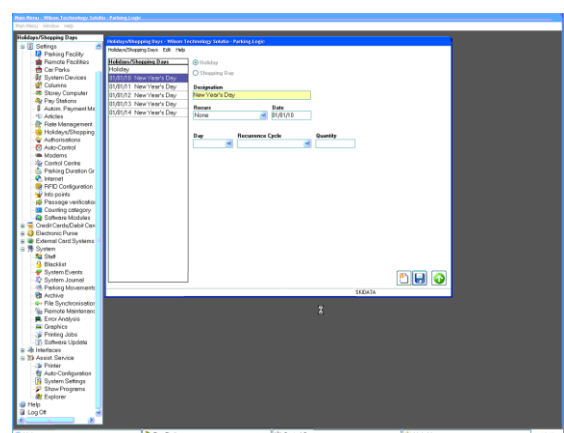


Figure 8.7.2 – Step 5 to Step 7



8.7.2.1. Holidays/Shopping Days → Print

- Generates a printout of the Holidays/Shopping Days configured

8.7.2.2. Holidays/Shopping Days → Exit **Alt+F4**

- Terminates the Holidays/Shopping Days application
- Shortcut button



8.7.2.3. Edit → New

- Allows for creating of new Holidays/Shopping Days

8.7.2.4. Edit → Save

- This will store the Pay Station settings on your hard disk
- Shortcut button



8.7.2.5. Edit → Delete

- Allows for deletion of new Holidays/Shopping Days



9. Main Menu Screen → Money



9.1. General

Sections 9.2 to 9.6 below are the main Money Software Modules utilised to handle the ever-changing daily requirements of the car park. Within each Section are detailed descriptions of the most frequently used functions and a brief summary of all menu options available.

9.2. Reports



9.2.1. General

The Reports Application allows for the following information to be produced;

- Preparing of Daily and Monthly Reports (these are stored and remain available for two years, the data of the previous twelve months can be broken down by certain definable filter criteria)
- Daily and monthly Interim Reports
- Report printing and on-screen print preview
- Compilation of customised reports
- Consolidation of reports from a definable time period
- Revenue Report covering all car parks connected to the system (data can be broken down by car park, operator and payment facility)
- Itemised Sales Report covering all car parks connected to the system (data can be broken down by operator and payment facility)
- Payment Method Report, i.e. summary of turnover totals, broken down by means of payment
- Overall Revenue Report, i.e. detailed summary of turnover totals for each car park connected to the system
- Detailed Parking Duration Report and System Activity Report covering either individual car parks or all car parks connected to the system
- Evaluation and accounting of the overall car park turnover as well as turnover from short-term parking fees and ticket sales

9.2.2. Viewing Monthly Reports

- Step 1. Select the Money Program
- Step 2. Left-Click on the Reports Application

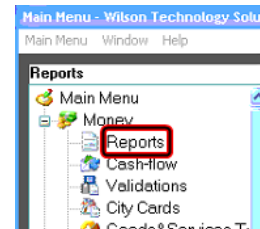


Figure 9.2.2 – Steps 1 & 2

- Step 3. Select “Monthly Report” from the Pulldown menu labeled “Reports”. To do this....
- Move the Mouse Pointer over the word “Reports” at the top left of the screen
 - Using the Mouse, Left-Click on the word “Reports”
 - Move the Mouse Pointer down the menu over the word “Monthly Report”
 - Using the Mouse, Left-Click on the word “Monthly Report”

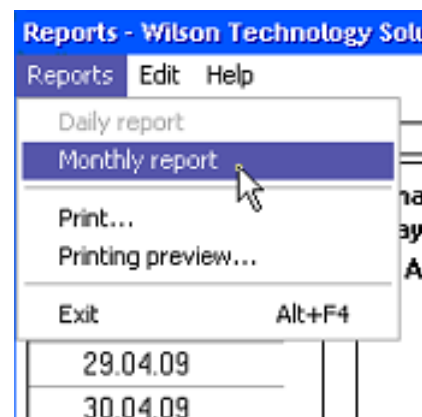


Figure 9.2.2 – Step 3

- Step 4. From the list on the left hand side of the screen, Left-Click on the appropriate Month to select it's Report
- Step 5. Wait patiently until the Report information is downloaded

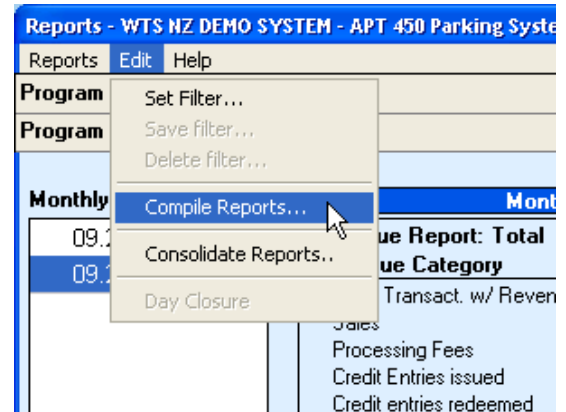


Figure 9.2.2 – Step 4

Step 6. The information may now be customised to provide only the information that you are wanting

Step 7. Select "Compile Reports..." from the Pulldown menu labeled "Edit". To do this....

- ➔ Move the Mouse Pointer over the word "Edit" at the top left of the screen
- ➔ Using the Mouse, Left-Click on the word "Edit"
- ➔ Move the Mouse Pointer down the menu over the word "Compile Reports..."
- ➔ Using the Mouse, Left-Click on the word "Compile Reports..."



Step 8. Left-Click to check the boxes of only the information that you want to view

Figure 9.2.2 – Step 6 to Step 7

NOTE 1: Once set, this feature normally would not need to be changed again.

NOTE 2: Information is not often required for each car park and each device and is also provided as a whole under the information for the entire facility. For a further description of the reports, see Appendix B.

Step 9. Press the Enter Key or Left-Click on the Save Icon to confirm

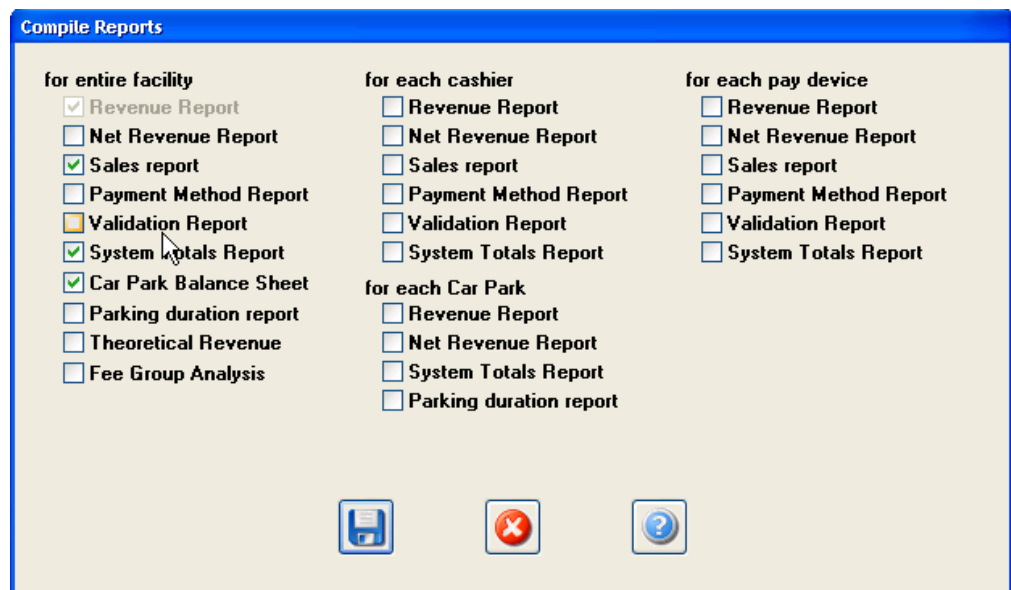


Figure 9.2.2 – Step 8 to Step 9

Step 10. Either view the entire report or you can further customise the information by using the "Filter" function. This enables the data to be modified further by specific "Devices", "Staff", or "Periods"

Step 11. Select "Set Filter..." from the Pulldown menu labeled "Edit". To do this....

- ➔ Move the Mouse Pointer over the word "Edit" at the top left of the screen
- ➔ Using the Mouse, Left-Click on the word "Edit"
- ➔ Move the Mouse Pointer down the menu over the word "Set Filter..."
- ➔ Using the Mouse, Left-Click on the word "Set Filter..."

NOTE 1: Alternatively move the Mouse Pointer over the "Set Filter" Icon at the bottom right of the Screen and Left-Click the Mouse

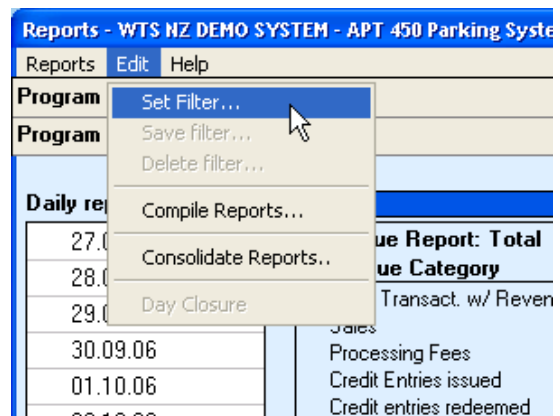


Figure 9.2.2 – Step 10 to Step 11



Step 12. A screen will appear displaying the current Filter selections

Step 13. To change the "Term" or time period the Report has been generated for, Left-Click the Mouse on the Dropdown Arrow under "Term" and move the Mouse Pointer over the available options. When the required time period is highlighted, Left-Click the Mouse again

Step 14. Depending on the selection you have chosen, the date/time fields "From" and "Until" may have changed and/or may need to be modified. To do this...

- ➔ Press the Tab Key once, this will move the cursor to the "From" field
- ➔ Type in the date in the format: "ddmmyy" by using the numeric keypad (you do not need to enter the "/", these will be entered automatically). Then type in the time in the format "hhmm" by using the numeric keypad (you do not

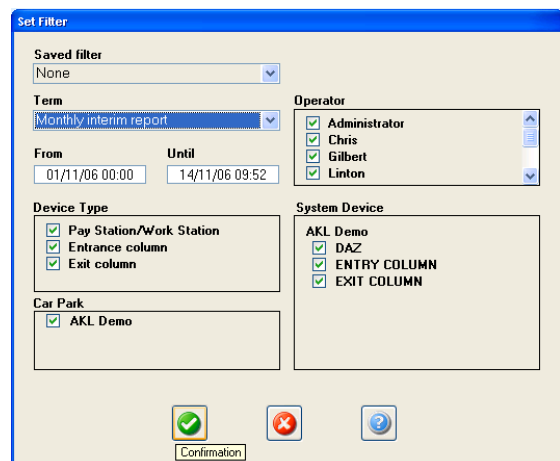


Figure 9.2.2 – Step 12 to Step 16

need to type the “.”, this will be entered automatically)

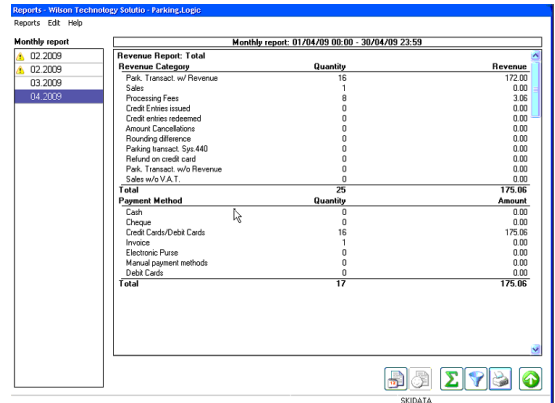
→ Press the Tab Key once, this will move the cursor to the “Until” field

→ Type in the date in the format: “ddmmyy” by using the numeric keypad (you do not need to enter the “/”, these will be entered automatically). Then type in the time in the format “hhmm” by using the numeric keypad (you do not need to type the “.”, this will be entered automatically)

Step 15. There are now 4 other sections that can be customised. These include “Device Types”, “Car Parks”, “Operators”, and “Units”. Left-Click on the Check Boxes to select or deselect each field within each section

Step 16. Press the Enter Key or Left-Click on the Green Tick to confirm

Step 17. The Monthly Report will now be displayed as per the requested parameters



Monthly report: 01/04/09 00:00 - 30/04/09 23:59

Revenue Category	Quantity	Revenue
Park Transact w/ Revenue	16	172.00
Sales	1	0.00
Processing Fees	8	3.00
Credit Entries issued	0	0.00
Credit entries redeemed	0	0.00
Amount Cancellations	0	0.00
Rounding difference	0	0.00
Parking transact. Sys 440	0	0.00
Refund on credit card	0	0.00
Park Transact w/o Revenue	0	0.00
Sales w/o V.A.T.	0	0.00
Total	25	175.00

Payment Method	Quantity	Amount
Cash	0	0.00
Cheque	0	0.00
Credit Cards/Debit Cards	16	175.00
Invoice	1	0.00
Electronic Phrase	0	0.00
Manual payment methods	0	0.00
Debit Cards	0	0.00
Total	17	175.00

Figure 9.2.2 – Step 17

9.2.3. Viewing Daily Reports

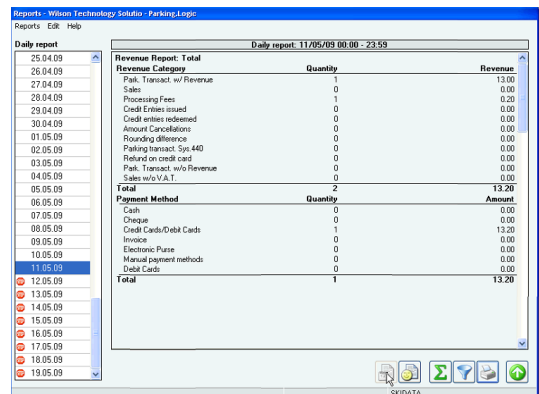
Step 1. Select the Money Program

Step 2. Left-Click on the Reports Application

Step 3. From the “Daily report” list on the left-hand side of the screen, move the Mouse Pointer over the required date and Left-Click the Mouse

NOTE 1: The list only shows the most recent 22 days reports, to go further back you will have to use the Scroll Bar by placing the Mouse Pointer on the Up Arrow and hold down the Left Mouse button. Release the button when you have moved to the required date

Step 4. Wait patiently until the Report information is downloaded



Daily report: 11/05/09 00:00 - 23:59

Revenue Category	Quantity	Revenue
Park Transact w/ Revenue	1	13.00
Sales	0	0.00
Processing Fees	1	0.20
Credit Entries issued	0	0.00
Credit entries redeemed	0	0.00
Amount Cancellations	0	0.00
Rounding difference	0	0.00
Parking transact. Sys 440	0	0.00
Refund on credit card	0	0.00
Park Transact w/o Revenue	0	0.00
Sales w/o V.A.T.	0	0.00
Total	2	13.20

Payment Method	Quantity	Amount
Cash	0	0.00
Cheque	0	0.00
Credit Cards/Debit Cards	1	13.20
Invoice	0	0.00
Electronic Phrase	0	0.00
Manual payment methods	0	0.00
Debit Cards	0	0.00
Total	1	13.20

Figure 9.2.3 – Step 3

- Step 5. The information may now be customised to provide only the information that you are wanting
- Step 6. Select "Compile Reports..." from the Pulldown menu labeled "Edit". To do this....
- ➔ Move the Mouse Pointer over the word "Edit" at the top left of the screen
 - ➔ Using the Mouse, Left-Click on the word "Edit"
 - ➔ Move the Mouse Pointer down the menu over the word "Compile Reports..."
 - ➔ Using the Mouse, Left-Click on the word "Compile Reports..."

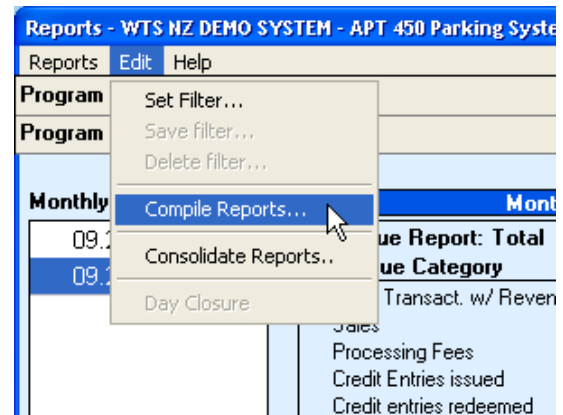


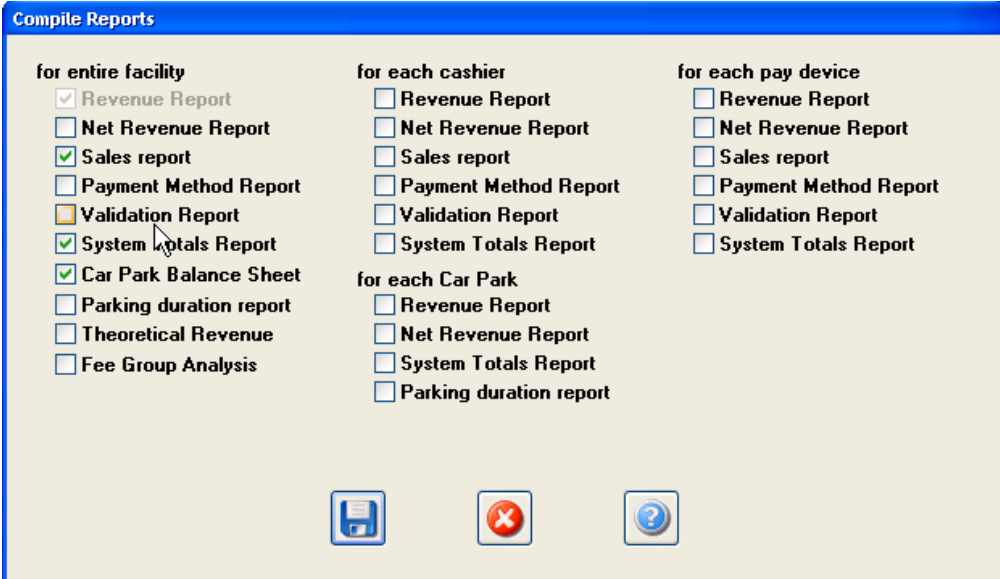
Figure 9.2.3 – Step 6 to Step 7

- Step 7. Left-Click to check the boxes of only the information that you want to view

NOTE 1: Once set, this feature normally would not need to be changed again

NOTE 2: Information is not often required for each car park and each device and is also provided as a whole under the information for the entire facility

- Step 8. Press the Enter Key or Left-Click on the Save Icon to confirm



for entire facility	for each cashier	for each pay device
<input checked="" type="checkbox"/> Revenue Report	<input type="checkbox"/> Revenue Report	<input type="checkbox"/> Revenue Report
<input type="checkbox"/> Net Revenue Report	<input type="checkbox"/> Net Revenue Report	<input type="checkbox"/> Net Revenue Report
<input checked="" type="checkbox"/> Sales report	<input type="checkbox"/> Sales report	<input type="checkbox"/> Sales report
<input type="checkbox"/> Payment Method Report	<input type="checkbox"/> Payment Method Report	<input type="checkbox"/> Payment Method Report
<input type="checkbox"/> Validation Report	<input type="checkbox"/> Validation Report	<input type="checkbox"/> Validation Report
<input checked="" type="checkbox"/> System Totals Report	<input type="checkbox"/> System Totals Report	<input type="checkbox"/> System Totals Report
<input checked="" type="checkbox"/> Car Park Balance Sheet		
<input type="checkbox"/> Parking duration report	<input type="checkbox"/> Revenue Report	
<input type="checkbox"/> Theoretical Revenue	<input type="checkbox"/> Net Revenue Report	
<input type="checkbox"/> Fee Group Analysis	<input type="checkbox"/> System Totals Report	
	<input type="checkbox"/> Parking duration report	

Figure 9.2.3 – Step 8 to Step 9

Step 9. Either view the entire report or you can further customise the information by using the "Filter" function. This enables the data to be modified further by specific "Devices", "Staff", or "Periods"

Step 10. Select "Set Filter..." from the Pulldown menu labeled "Edit". To do this....

- ➔ Move the Mouse Pointer over the word "Edit" at the top left of the screen
- ➔ Using the Mouse, Left-Click on the word "Edit"
- ➔ Move the Mouse Pointer down the menu over the word "Set Filter..."
- ➔ Using the Mouse, Left-Click on the word "Set Filter..."

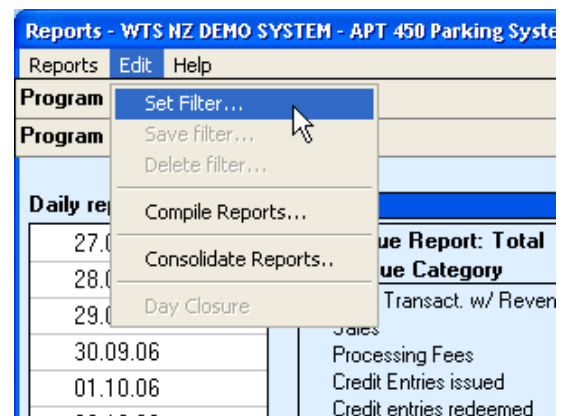


Figure 9.2.3 – Step 10 to Step 11



NOTE 1: Alternatively move the Mouse Pointer over the "Set Filter" Icon at the bottom right of the Screen and Left-Click the Mouse

Step 11. A screen will appear displaying the current Filter selections

Step 12. To change the "Term" or time period the Report has been generated for, Left-Click the Mouse on the Dropdown Arrow under "Term" and move the Mouse Pointer over the available options. When the required time period is highlighted, Left-Click the Mouse again

Step 13. Depending on the selection you have chosen, the date/time fields "From" and "Until" may have changed and/or may need to be modified. To do this...

- ➔ Press the Tab Key once, this will move the cursor to the "From" field

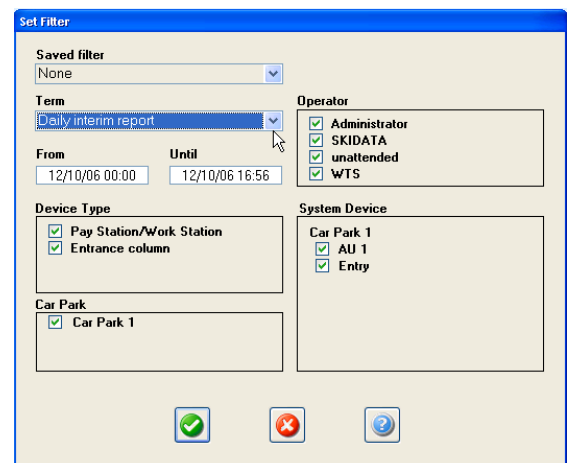


Figure 9.2.3 – Step 12 to Step 15

- Type in the date in the format: “ddmmyy” by using the numeric keypad (you do not need to enter the “/”, these will be entered automatically). Then type in the time in the format “hhmm” by using the numeric keypad (you do not need to type the “:”, this will be entered automatically)
- Press the Tab Key once, this will move the cursor to the “Until” field
- Type in the date in the format: “ddmmyy” by using the numeric keypad (you do not need to enter the “/”, these will be entered automatically). Then type in the time in the format “hhmm” by using the numeric keypad (you do not need to type the “:”, this will be entered automatically)

Step 14. There are now 4 other sections that can be customised. These include “Device Types”, “Car Parks”, “Operators”, and “Units”. Left-Click on the Check Boxes to select or deselect each field within each section

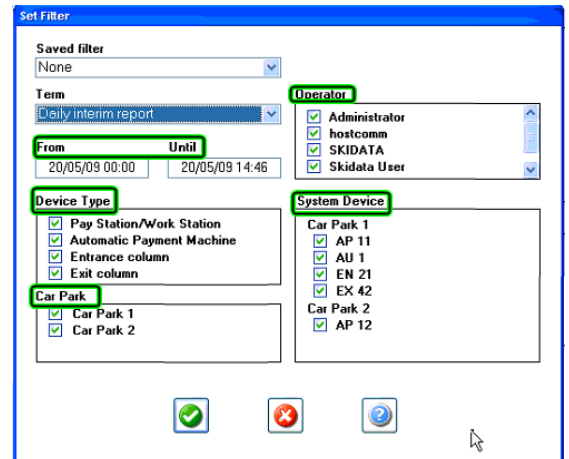


Figure 9.2.3 – Step 14

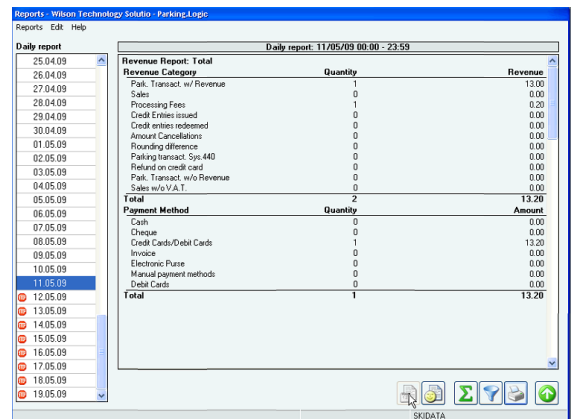
Step 15. Press the Enter Key or Left-Click on the Green Tick to confirm

Step 16. The Daily Report will now be displayed as per the requested parameters.

9.2.4. Printing Reports

Step 1. Select the required Daily or Monthly Report

Step 2. Left-Click on the Print Key



Revenue Category	Quantity	Revenue
Park Transact. w/ Revenue	1	13.00
Sales	0	0.00
Processing Fees	1	0.20
Credit Entries issued	0	0.00
Credit entries redeemed	0	0.00
Amount Cancellations	0	0.00
Rounding difference	0	0.00
Parking transact. Sys 440	0	0.00
Refund on credit card	0	0.00
Park Transact. w/o Revenue	0	0.00
Sales w/o V.A.T.	0	0.00
Total	2	13.20
Payment Method	Quantity	Amount
Cash	0	0.00
Cheque	0	0.00
Credit Cards/Debit Cards	1	13.20
Invoice	0	0.00
Electronic Pulse	0	0.00
Manual payment methods	0	0.00
Debit Cards	0	0.00
Total	1	13.20

Figure 9.2.4 – Step 2

NOTE: For both Daily & Monthly report printing you will be asked to “Start Backup?” You can choose to ignore this backup for Daily Reports by Left Clicking on the Red Cross icon, but a backup to a floppy disk must be made in order to print Monthly Reports.

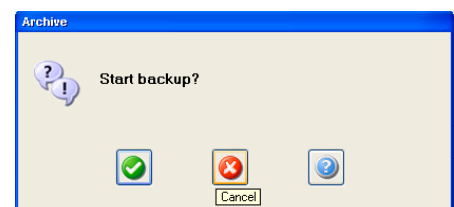


Figure 9.2.4 – NOTE

9.2.5. Menu Options

9.2.5.1. Reports → Daily Report

- Switches to the Daily Reports window
- Shortcut Button



9.2.5.2. Reports → Monthly Report

- Switches to the Monthly Reports window
- Shortcut Button



9.2.5.3. Reports → Print

- Generates a printout of the displayed Report
- Shortcut Button



9.2.5.4. Reports → Exit **Alt+F4**

- Terminates the Reports application
- Shortcut Button



9.2.5.5. Edit → Set Filter...

- Brings up a dialogue allowing you to specify data filter conditions
- Shortcut Button



9.2.5.6. Edit → Save Filter...

- Brings up a dialogue allowing you to save the selected filter conditions

9.2.5.7. Edit → Delete Filter...

- Brings up a dialogue allowing you to delete the selected filter conditions

9.2.5.8. Edit → Compile Reports...

- Brings up a dialogue allowing you to add or remove various Report sections



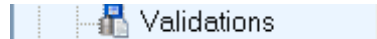
9.2.5.9. Edit → Consolidate Reports...

- *Brings up a dialogue allowing you to consolidate various reports from different days or months into one on screen report*

9.2.5.10. Edit → Day Closure

- *This is only available in case one or more Reports are incomplete (e.g., due to a device running in Emergency Mode while Reports were generated)*

9.3. Validations



9.3.1. General

This application evaluates the number of issued validations, thus allowing for accurate monthly accounting, and allows for the following;

- Automatic Settlement via Month Closure (issuing of Monthly Report)
- Detailed account of all validations issued during the last twelve months
- List of Validations, broken down by validation provider (identified by validation stamp or Validation Card) and calendar day
- Printing of validation details

9.3.2. Viewing Validation Reports

- Step 1. Select the Money Program
- Step 2. Left-Click on the Validations Application
- Step 3. From the list of Monthly Reports on the left hand side of the screen, Left-Click on the appropriate Month to select it's Report
- Step 4. Wait patiently until the Report information is downloaded
- Step 5. Either view the entire report or you can further customise the information by using the "Filter" function. This enables the data to be filtered based on Validation Providers

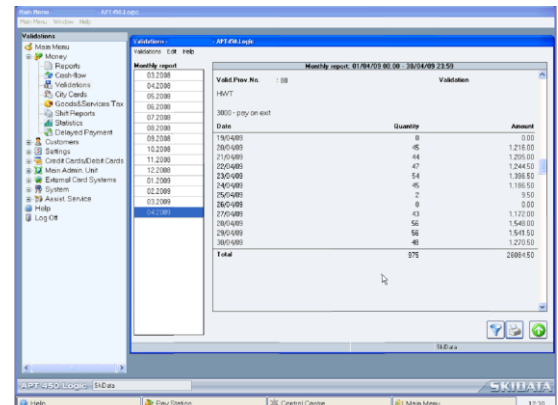


Figure 9.3.2 – Step 3 to Step 4

- Step 6. Select "Set Filter..." from the Pulldown menu labeled "Edit". To do this....
 - ➔ Move the Mouse Pointer over the word "Edit" at the top left of the screen
 - ➔ Using the Mouse, Left-Click on the word "Edit"
 - ➔ Move the Mouse Pointer down the menu over the word "Set Filter..."
 - ➔ Using the Mouse, Left-Click on the word "Set Filter..."

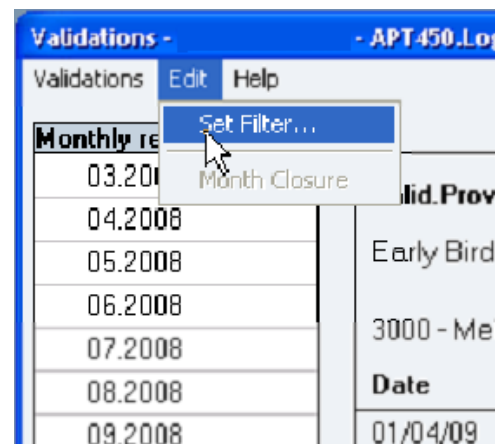


Figure 9.3.2 – Step 6

Step 7. A screen will appear displaying the Validation Providers that can be filtered

Step 8. Using the Mouse you now need to select and/or deselect the Validation Providers until only the Validation Providers you require to view are selected (have a tick in the box in front of them). To do this....

- ➔ Move the Mouse Pointer over the small box in front of each Archive category
- ➔ Using the Mouse, Left-Click on this box and this will add or remove the tick (e.g. if there is a tick there, it will remove it, if there is no tick then it will add one)

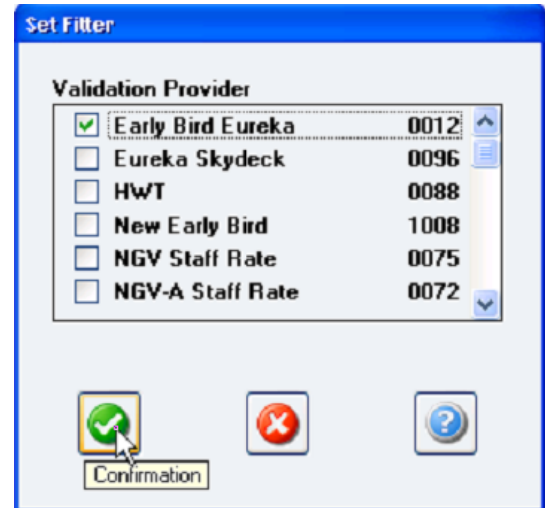
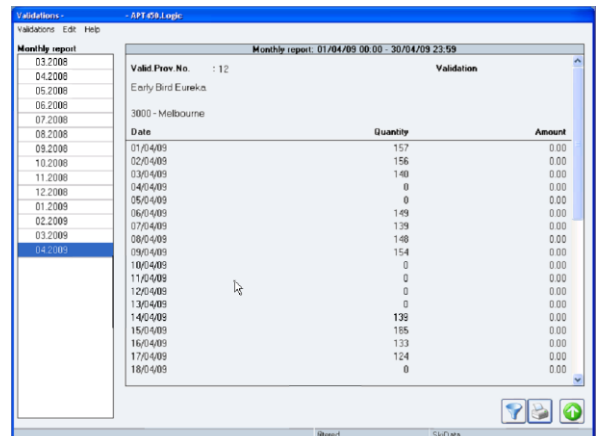


Figure 9.3.2 – Step 7 to Step 9

Step 9. Press the Enter Key or Left-Click on the Green Tick to confirm

Step 10. The Monthly Report will now be displayed as per the requested parameters



Date	Quantity	Amount
01/04/09	157	0.00
02/04/09	156	0.00
03/04/09	140	0.00
04/04/09	0	0.00
05/04/09	0	0.00
06/04/09	149	0.00
07/04/09	139	0.00
08/04/09	140	0.00
09/04/09	154	0.00
10/04/09	0	0.00
11/04/09	0	0.00
12/04/09	0	0.00
13/04/09	0	0.00
14/04/09	139	0.00
15/04/09	165	0.00
16/04/09	133	0.00
17/04/09	124	0.00
18/04/09	0	0.00

Figure 9.3.2 – Step 10

9.3.3. Menu Options

9.3.3.1. Validations → Print

- Generates a printout of the displayed Report
- Shortcut Button



9.3.3.2. Validations → Exit **Alt+F4**

- Terminates the Validations application
- Shortcut Button



9.3.3.3. Edit → Set Filter...

- Brings up a dialogue allowing you to specify data filter conditions
- Shortcut Button



9.3.3.4. Edit → Month Closure

- This option will be disabled unless one or more of the stored Reports are incomplete (e.g., due to a system device running in Emergency Mode while the report was generated)

9.4. Statistics



9.4.1. General

This application allows you to generate graphical charts reflecting various car park specific operating details, in particular;

- *Display of transaction data, parking activity details, etc in the form of 3-D bar graphs*
- *Evaluation criteria for different time periods (can be combined as desired)*
- *Printing of statistical charts*

Chart types available include;

Occupancy Statistics

- *Shows the maximum number of vehicles present per time unit*
- *Details do not include open transactions*

Applications

- *Detection of slumps in the rate of utilisation*

Results may reveal a need to

- *amend Article definitions*
- *adjust the tariff structure*

Passage Statistics

- *Shows the number of entry/exit movements per time unit*
- *Details do not include open transactions*

Applications

- *Detection of utilisation rates of individual entrance/exit gates*
- *Statistical basis for maintenance scheduling*

Results may reveal a need to

- *change the signpost placement strategy or adjust the traffic guidance system*
- *increase the maintenance or inspection frequency for system devices showing a high rate of utilisation*

Payment Revenue Statistics

- *Shows the total turnover achieved through payments for Short-Term Parking Tickets, top-up payments for expired Contract Parking Cards, Long-Term Tickets and Convention Tickets, etc*
- *Sales figures are not included in this chart*

Applications

- *Detection of the rate of utilisation of individual pay devices*



- *Cross-referencing of turnover figures and payment frequencies (see Payment Frequency Statistics) for individual pay devices*
- *Statistical basis for maintenance scheduling*

Results may reveal a need to

- *change the signpost placement strategy*
- *reposition specific devices*
- *increase the maintenance or inspection frequency for system devices showing a high rate of utilisation*

Payment Transactions Statistics

- *Shows the number of payments for Short-Term Parking Tickets, top-up payments for expired Contract Parking Cards, Long-Term Tickets and Convention Tickets, etc. In the case of contract parkers, NIL payments (i.e., 'nothing to pay' transactions) are automatically filtered out.*
- *This chart does not reflect the number of sales transactions.*

Applications

- *Detection of the rate of utilisation of individual pay devices*
- *Cross-referencing of turnover figures and payment frequencies (see Payment Frequency Statistics) for individual pay devices*
- *Statistical basis for maintenance scheduling*

Results may reveal a need to

- *change the signpost placement strategy*
- *reposition specific devices*
- *increase the maintenance or inspection frequency for system devices showing a high rate of utilisation*

Parking Duration Statistics

- *Shows the parking durations within each unit period*
- *"Parking duration" refers to the time period starting at the time the vehicle enters the car park and ending with the time it leaves (i.e., the time the parking ticket is used at the exit gate). The chart shows only complete transactions (full entry-exit cycles)*
- *Used grace period times are included in the parking duration readout*
- *Parking durations are broken down by the type of parking transaction (short-term parking and contract parking), as per Articles and Credit Cards settings (Counting parameter)*
- *Staggered parking duration periods: 20 mins; 40 mins; 1 hr; 1 hr 20 mins; 1 hr 40 mins; 2, 3 . . . 23 hrs; 1 day; 2, 3 . . . days*
- *Parking duration periods for which there are no matching parking transactions recorded will not be included in the chart (e.g., if there are no parking durations of up to 20 mins on record, the "20 mins" category will not be displayed)*

- Compilation of parking activity profiles for individual parkers or parker groups

Results may reveal a need to

- amend Article definitions
- adjust the tariff structure

9.4.2. Viewing Statistics Reports

Step 1. Select the Money Program

Step 2. Left-Click on the Statistics Application

Step 3. The Set Filter dialogue screen will appear with the cursor automatically in the "Term" field. There are a number of Terms available. To select the Term, Left-Click the Mouse on the Dropdown Arrow to the right of the "Term" field and move the Mouse Pointer over the available options. When the required Term is highlighted, Left-Click the Mouse again. Options include; Day, Week, Month and Year

Step 4. Press the Tab Key to move the cursor from field to field and complete the remaining information...

- ➔ From – Enter the date in the format "ddmmyy" by using the numeric keypad (you do not need to enter the "/" or ".", these will be entered automatically)
- ➔ Statistics – This specifies the type of the Chart to be generated. Options include Occupancy, Passages, Payment Revenue, Payment Transactions and Parking Duration. Left-Click the Mouse on the Dropdown Arrow to the right of the "Statistics" field and move the Mouse Pointer over the available options. When the required Chart is highlighted, Left-Click the Mouse again. Changing this setting determines the range of selectable Units
- ➔ Distribute By – Lets you select a data breakdown category. Options include Electronic Purse, Ticket type, Credit Cards and Counting Category. Changing this setting determines which of the other 4 selection panels remains active to be changed. Left-Click the Mouse on the Dropdown Arrow to the right of the "Distribute By" field and move the Mouse Pointer over the available options. When the required Distributor is highlighted, Left-Click the Mouse again
- ➔ Counting – Using the Mouse, select and/or deselect the Counting Categories until only the Categories you require to view are selected (have a tick in the box in front of them)
- ➔ Unit – Using the Mouse, select and/or deselect the Units (specific devices) until only the Units you require to view are selected (have a tick in the box in front of them)
- ➔ Car Park – Using the Mouse, select and/or deselect the Car Parks until only the Car Parks you require to view are selected (have a tick in the box in front of them).

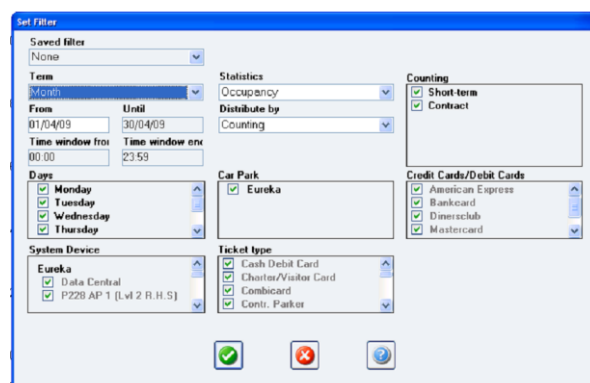


Figure 9.4.2 – Step 3 to Step 5

- Ticket Type – Using the Mouse, select and/or deselect the Ticket Types until only the Types you require to view are selected (have a tick in the box in front of them).
- Credit Card/ec – Using the Mouse, select and/or deselect the Credit Cards until only the Cards you require to view are selected (have a tick in the box in front of them)

Step 5. Press the Enter Key or Left-Click on the Green Tick to confirm

Step 6. The resultant screen will display the information as per the Filter criteria selected

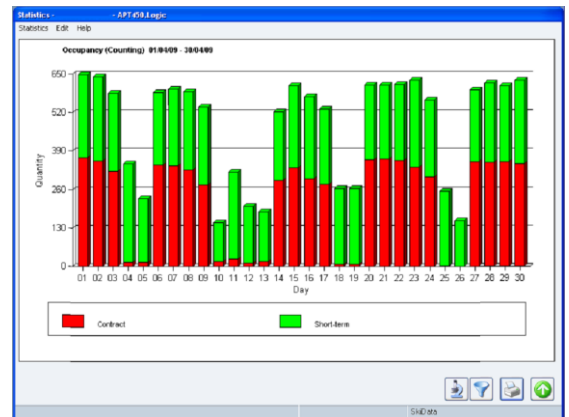


Figure 9.4.2 – Step 6

Step 7. Sometimes the scale of the graph may be clumsy or difficult to read precise numbers from. To obtain exact details of the information provided Select “Details” from the Pulldown menu labeled “Edit”. To do this....

- Move the Mouse Pointer over the word “Edit” at the top left of the screen
- Using the Mouse, Left-Click on the word “Edit”
- Move the Mouse Pointer down the menu over the word “Details”
- Using the Mouse, Left-Click on the word “Details”

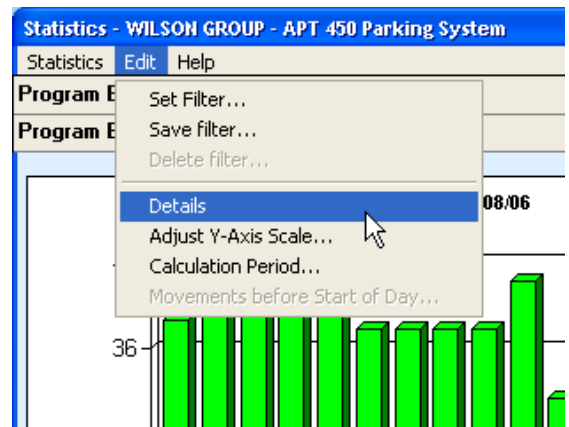
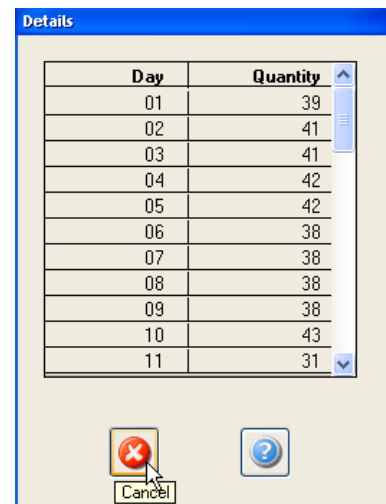


Figure 9.4.2 – Step 7

Step 8. Left-Click on the Red Cross to close the screen



Day	Quantity
01	39
02	41
03	41
04	42
05	42
06	38
07	38
08	38
09	38
10	43
11	31

Figure 9.4.2 – Step 8

9.4.3. Menu Options

9.4.3.1. Statistics → Print...

- Generates a printout of the displayed Chart
- Shortcut Button



9.4.3.2. Statistics → Exit **Alt+F4**

- Terminates the Statistics application
- Shortcut Button



9.4.3.3. Edit → Set Filter...

- Brings up a dialogue allowing you to specify data filter conditions
- Shortcut Button



9.4.3.4. Edit → Save Filter...

- Brings up a dialogue allowing you to save data filter conditions

9.4.3.5. Edit → Delete Filter...

- Brings up a dialogue allowing you to delete data filter conditions

9.4.3.6. Edit → Details

- Shows the chart bar sums per time unit
- Shortcut Button



9.4.3.7. Edit → Aadjust Y-Axis Scale...

- Allows you to set the scale of the y-axis manually (this setting overrides the automatic scale selection of the program)

9.4.3.8. Edit → Calculation Period...

- Lets you specify a calculation period for Occupancy Statistics

9.4.3.9. Edit → Movements before Start of Day...

- Option not available

9.5. Cash Flow



9.5.1. General

This application evaluates the cash balances in Automatic Payment Machines and Pay Stations and allows for the monitoring of monetary movements. At the Pay Station, shifts are initiated by an Open Shift and completed by a Shift Closure procedure. At an Automatic Payment Machine these functions are activated each time a main cash container is emptied. The program comprises the following functions;

- *Display of all monetary movements effected during the previous two months*
- *Dynamically combinable evaluation criteria (evaluation period, system devices, etc.)*
- *Printing of Shift Reports*

Monetary movements include the following;

- *Inpayment*
- *Outpayment*
- *Difference Adjustment*
- *Change of Hopper balance*
- *Change of Dispenser balance*
- *Difference Adjustment (Dispenser)*
- *Difference Adjustment (Hopper)*
- *Difference Adjustment (Main Coin Container)*
- *Difference Adjustment (Main Banknote Container)*
- *Emptying of the Main Coin Container*
- *Emptying of the Main Banknote Container*
- *Hopper Disbursements (individual Hoppers)*
- *Hopper Disbursement into Main Coin Container*
- *Receipts (i.e., income)*
- *Actual Cash Balance*
- *Cash Balance at specified times*
- *Conversion Rate Difference*
- *Deficit*

9.5.2. Viewing Cash Flow Reports

- Step 1. Select the Money Program
- Step 2. Left-Click on the Cash Flow Application
- Step 3. The Set Filter dialogue screen will appear with the cursor automatically in the "Term" field. There are a number of Terms available. To select the Term, Left-Click the Mouse on the Dropdown Arrow to the right of the "Term" field and move the Mouse Pointer over the available options. When the required Term is highlighted, Left-Click the Mouse again. Options include; Defined Period, Daily Interim Report, Monthly Interim Report
- Step 4. Press the Tab Key to move the cursor from field to field and complete the remaining information...
- From – Enter the date and time in the format "ddmmyy" and "hhmm" by using the numeric keypad (you do not need to enter the "/" or ":", these will be entered automatically)
 - Until – Enter the date and time in the format "ddmmyy" and "hhmm" by using the numeric keypad (you do not need to enter the "/" or ":", these will be entered automatically)
 - Device Type – Using the Mouse, select and/or deselect the Device Types until only the Devices you require to view are selected (have a tick in the box in front of them). Notice that when selecting and deselecting Device Types, will add or remove individual Units from the list of available Units to interrogate
 - Car Park – Using the Mouse, select and/or deselect the Car Parks until only the Car Parks you require to view are selected (have a tick in the box in front of them).

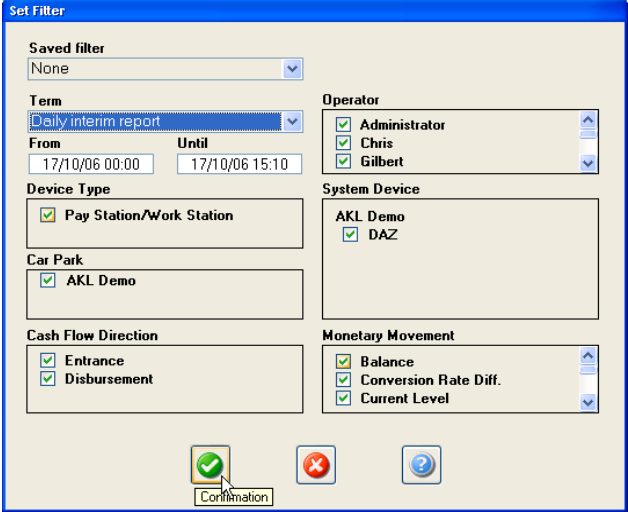
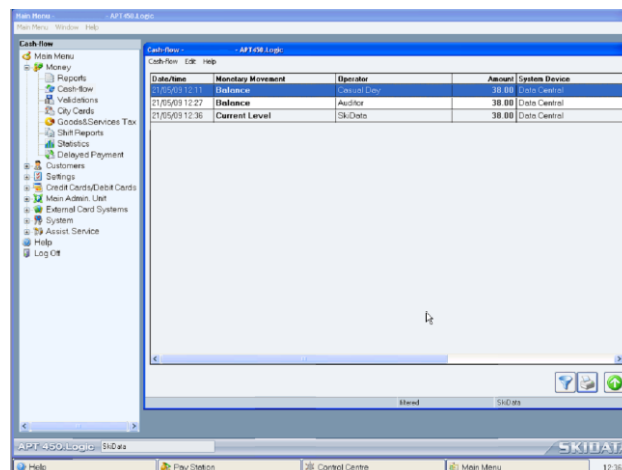


Figure 9.5.2 – Step 3 to Step 5

- ➔ *Cash Flow Direction – Using the Mouse, select and/or deselect the Cash Flow Directions until only the Cash Flow Directions you require to view are selected (have a tick in the box in front of them). One direction must be selected. The point of reference is the Car Park. Changing this setting determines the range of selectable monetary movements*
- ➔ *Operator – Using the Mouse, select and/or deselect the Operators (specific cashiers) until only the cashiers you require to view are selected (have a tick in the box in front of them)*
- ➔ *Unit – Using the Mouse, select and/or deselect the Units (specific devices) until only the Units you require to view are selected (have a tick in the box in front of them)*
- ➔ *Monetary Movement – Using the Mouse, select and/or deselect the Movement types until only the types of information you require to view are selected (have a tick in the box in front of them)*

Step 5. Press the Enter Key or Left-Click on the Green Tick to confirm

Step 6. The resultant screen will display the Cash Flows as per the Filter criteria selected



Step 7. Additional onscreen information is available by selecting a “Balance” line from the main screen. Place the Mouse Pointer over an entry on the screen that has the word “Balance” in the “Monetary Movement” column. Double Click the Mouse.

Step 8. The “Filling Level Properties” screen will be displayed. The screen shows the current amounts of cash stored in the various system devices and their components

Step 9. Left-Click on the Red Cross to close this screen

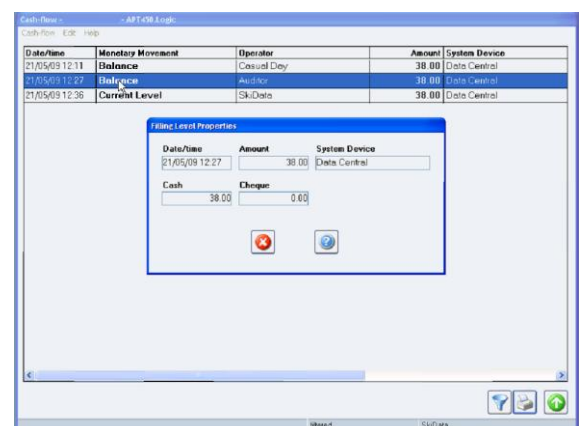


Figure 9.5.2 – Step 7 to Step 9

9.5.3. Menu Options

9.5.3.1. Cash Flow → Filling Level Properties

- Indicates the current amounts of cash stored in the various system devices and their components (a balance record must be selected before this option is activated)

9.5.3.2. Cash Flow → Print...

- Generates a printout of the Cash Flow Table
- Shortcut Button



9.5.3.3. Cash Flow → Exit **Alt+F4**

- Terminates the Cash Flow application
- Shortcut Button



9.5.3.4. Edit → Set Filter...

- Brings up a dialogue allowing you to specify data filter conditions
- Shortcut Button



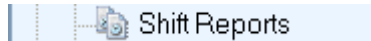
9.5.3.5. Edit → Save Filter...

- Brings up a dialogue allowing you to save data filter conditions

9.5.3.6. Edit → Delete Filter...

- Brings up a dialogue allowing you to delete data filter conditions

9.6. Shift Reports



9.6.1. General

This application evaluates the cash balances in Automatic Payment Machines and Pay Stations and allows for the monitoring of monetary movements. At the Pay Station, shifts are initiated by an Open Shift and completed by a Shift Closure procedure. At an Automatic Payment Machine these functions are activated each time a main cash container is emptied. The program comprises the following functions;

- *Display of all monetary movements effected during the previous two months*
- *Dynamically combinable evaluation criteria (evaluation period, system devices, etc.)*
- *Printing of Shift Reports*

Monetary movements include the following;

- *Inpayment*
- *Outpayment*
- *Difference Adjustment*
- *Change of Hopper balance*
- *Change of Dispenser balance*
- *Difference Adjustment (Dispenser)*
- *Difference Adjustment (Hopper)*
- *Difference Adjustment (Main Coin Container)*
- *Difference Adjustment (Main Banknote Container)*
- *Emptying of the Main Coin Container*
- *Emptying of the Main Banknote Container*
- *Hopper Disbursements (individual Hoppers)*
- *Hopper Disbursement into Main Coin Container*
- *Receipts (i.e., income)*
- *Actual Cash Balance*
- *Cash Balance at specified times*
- *Conversion Rate Difference*
- *Deficit*

9.6.2. Viewing Shift Reports

- Step 1. Select the Money Program
- Step 2. Left-Click on the Shift Reports Application
- Step 3. The Set Filter dialogue screen will appear with the cursor automatically in the "Unit" field. The Units available to select from will be all system devices where cash can be collected, e.g. Automatic Payment Machines, Cashier Stations etc. To select the required Unit, Left-Click the Mouse on the Dropdown Arrow to the right of the "Unit" field and move the Mouse Pointer over the available options. When the required Unit is highlighted, Left-Click the Mouse again

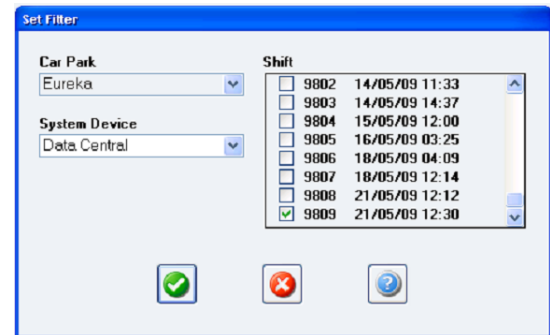


Figure 9.6.2 – Step 3 to Step 5

- Step 4. Press the Tab Key to move the cursor from field to field and complete the remaining information...

➔ Shift – Using the Mouse, select and/or deselect the Shifts until only the Shifts you require to view are selected (have a tick in the box in front of them). Shift information includes the Shift Number and Shift start time, sorted by date and time. Multiple selections are allowed

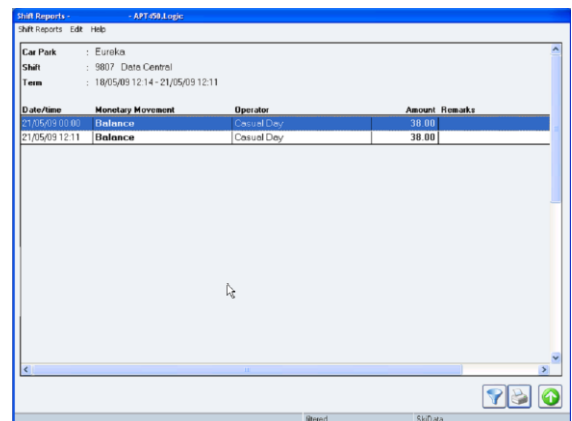


Figure 9.6.2 – Step 6

- Step 5. Press the Enter Key or Left-Click on the Green Tick to confirm
- Step 6. The resultant screen will display the Shift Reports as per the Filter criteria selected
- Step 7. Additional onscreen information is available by selecting a "Balance" line from the main screen. Place the Mouse Pointer over an entry on the screen that has the word "Balance" in the "Monetary Movement" column. Double Click the Mouse
- Step 8. The "Filling Level Properties" screen will be displayed. The screen shows the current amounts of cash stored in the various system devices and their components
- Step 9. Left-Click on the Red Cross to close this screen

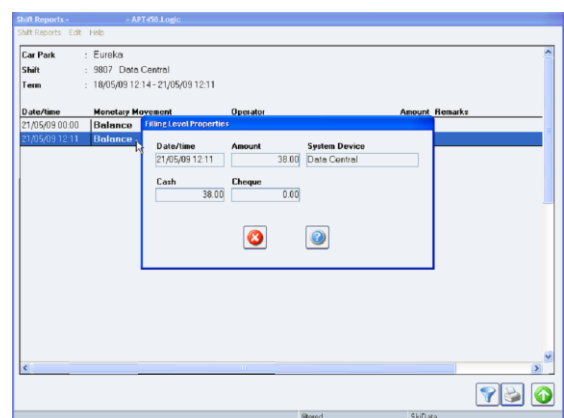


Figure 9.6.2 – Step 7 to Step 9



9.6.3. Menu Options

9.6.3.1. Shift Reports → Filling Level Properties

- Indicates the current amounts of cash stored in the various system devices and their components (a balance record must be selected before this option is activated)

9.6.3.2. Shift Reports → Print...

- Generates a printout of the Cash Flow Table. Include all cash balance details in the printout
- Shortcut Button



9.6.3.3. Shift Reports → Exit Alt+F4

- Terminates the Cash Flow application
- Shortcut Button

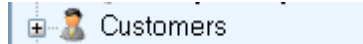


9.6.3.4. Edit → Set Filter...

- Brings up a dialogue allowing you to specify data filter conditions
- Shortcut Button



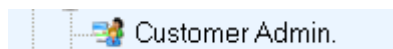
10. Main Menu Screen → Customers



10.1. General

Sections 10.2 to 10.5 below are the main Customer Software Modules utilised to handle the ever-changing daily requirements of the car park. Within each Section are detailed descriptions of the most frequently used functions and a brief summary of all menu options available.

10.2. Customer Administration



10.2.1. General

This application provides the features required for administering the customer database. The following functions are provided;

- Administration of customer database
- Administration of user and ticket details of holders of Contract Parking Cards, Renewable Contract Parking Cards and Personalised Money Debit Cards
- Configuration of ticket validities for individual tickets
- Mapping of existing cards (e.g., credit cards) to users. Once these so-called 'non-SKIDATA cards' have been mapped to their holders, they provide the same basic functionality as a Contract Parking Card. Some restrictions may apply, as these cards do not permit re-coding (this means, for example, that these cards cannot be used for entry if the entrance column is running in emergency mode)
- Definition of new tickets
- Production approval for issuing replacements for defective tickets
- Production clearance for the issuing of replacement tickets (lost tickets will be blocked automatically)
- Important: These tickets can be activated when first used at an entrance or exit column. If the first transaction effected with the new ticket is an exit, no group counting will be carried out
- Blocking of individual tickets
- Setup and administration of parker categories ('groups')
- Searching for specific customer/user data in accordance with various criteria
- Monitoring of entry/exit movements of individual ticket holders
- Evaluation of system totals and catchment areas
- Display of details on the 30 most recent parking movements effected by Contract Parking Card holders
- Data printout

10.2.2. Creating a Permanent Parker Customer

- Step 1. Select the Customers Program
- Step 2. Left-Click on the Customer Admin Application
- Step 3. Select "New" from the Pulldown menu labeled "Edit". To do this....
- ➔ Move the Mouse Pointer over the word "Edit" at the top left of the screen
 - ➔ Using the Mouse, Left-Click on the word "Edit"
 - ➔ Move the Mouse Pointer down the menu over the word "New"
 - ➔ Using the Mouse, Left-Click on the word "New"

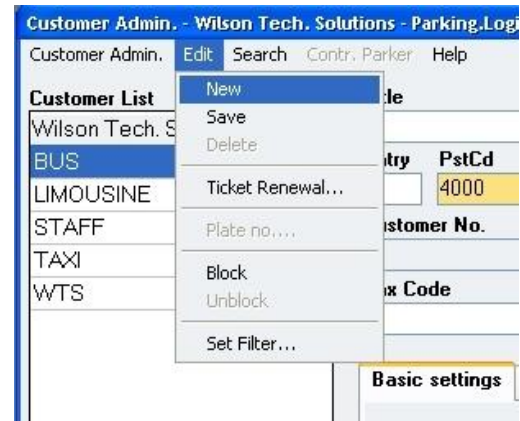
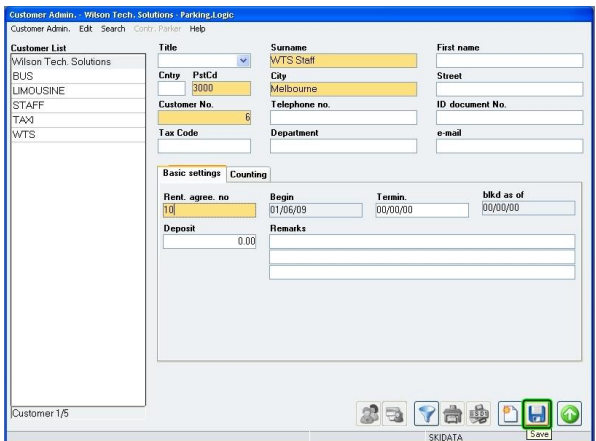


Figure 10.2.2 – Step 3

- Step 4. The main Customer Information Screen will now appear. A number of the fields will have a white background, these are not required to be filled in. There are also a number of cream coloured fields, these are required fields and must be completed in order to save the Customers details. It is recommended that as many fields as possible are completed, it is always better to have too much information. Press the Tab Key to move the cursor from field to field completing the following information...



The screenshot shows the main Customer Information Screen. It includes fields for 'Title', 'Surname', 'First name', 'Country', 'City', 'Street', 'Customer No.', 'Telephone no.', 'ID document No.', 'e-mail', 'Department', 'Tax Code', 'Rent. agree. no.', 'Begin', 'Termin', 'bld as of', 'Deposit', and 'Remarks'. The 'Basic settings' tab is selected, and the 'Counting' section is visible.

Figure 10.2.2 – Step 4 to Step 5

- ➔ Title – Customer salutation, e.g. Mr, Mrs
- ➔ Surname – Customer Surname (as it will appear on the card) or Trading Name if a company
- ➔ First Name – Customer First Name (as it will appear on the card) or leave blank if a company
- ➔ Country – Enter AUS for Australia
- ➔ Post Code – Enter Post Code
- ➔ City – Enter City name
- ➔ Street – Enter Street number and name

- *Customer Number* – This will be automatically generated by the system, but can be overtyped if required
- *Telephone Number* – Enter Customer Telephone Number
- *ID Document No* – Enter serial number of customer passport, driving licence or other unique identifier
- *Tax Code* – Enter Customer Tax number, if applicable
- *Department* – Enter Customer company department, if applicable
- *e-mail* – Enter Customer email address
- *Rent Agreement No* – Account Number
- *Begin Date* – Enter a date in the format: “ddmmyy” by using the numeric keypad (you do not need to enter the “/”, these will be entered automatically) if different to today’s date (today’s date will be inserted automatically as a default)
- *Termination Date* – Enter a date in the format: “ddmmyy” by using the numeric keypad (you do not need to enter the “/”, these will be entered automatically)
- *blkd as of* – date Customer contract blocked
- *Deposit* – amount of Customer deposit paid
- *Remarks* – If necessary

Step 5. Press the Enter Key or Left-Click on the Save Icon to confirm

10.2.3. Creating a Permanent Parker User

- Step 1. Select the Customers Program
- Step 2. Left-Click on the Customer Admin Application
- Step 3. From the “Customer List” on the left-hand side of the screen, move the Mouse Pointer over the required Customer and Left-Click the Mouse

NOTE 1: The list only shows 22 Customers at a time, to select a Customer not displayed use the Scroll Bar by placing the Mouse Pointer on the Up or Down Arrow (positioned on the right hand side of the Customer List) and hold down the Left Mouse button. Release the button when you have moved to the required Customer

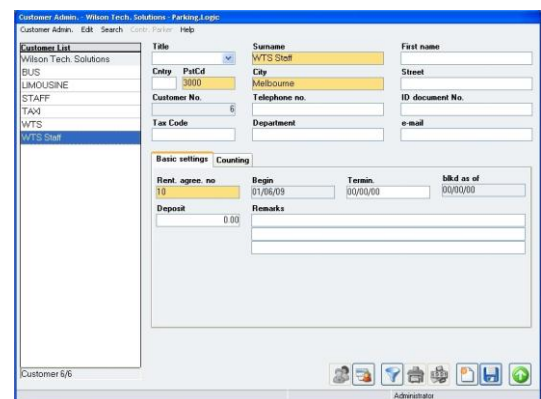


Figure 10.2.3 – Step 3

Step 4. Select “Users” from the Pulldown menu labeled “Customer Admin.” To do this....

- Move the Mouse Pointer over the word “Customer Admin.” at the top left of the screen
- Using the Mouse, Left-Click on the word “Customer Admin.”
- Move the Mouse Pointer down the menu over the word “Users”
- Using the Mouse, Left-Click on the word “Users”

NOTE 1: Alternatively move the Mouse Pointer over the “Users” Icon at the bottom right of the Screen and Left-Click the Mouse

NOTE 2: The setup of a User (Parker) is done in 2 stages. The first is to enter the Users personal details (Step 5 to Step 6) and the second is to attach or assign an Access Card (article) to the user (Step 7 to Step 11)

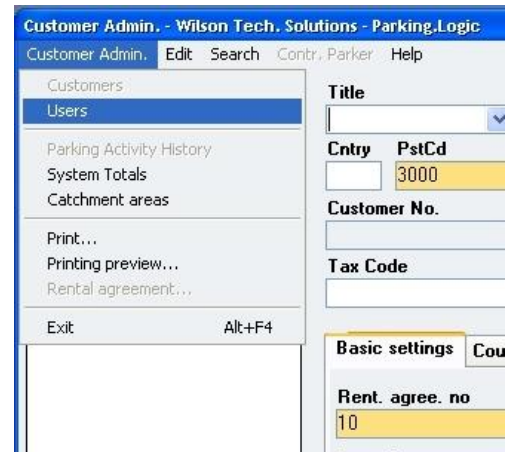


Figure 10.2.3 – Step 4



Figure 10.2.3 – Step 4 Note 1

Step 5. The main User Information Screen will now appear. A number of the fields will have a white background, these are not required to be filled in. There are also a number of cream coloured fields, these are required fields and must be completed in order to save the Users details. It is recommended that as many fields as possible are completed, it is always better to have too much information. Press the Tab Key to move the cursor from field to field completing the following information...

- Title – User salutation, e.g. Mr, Mrs
- Surname – User Surname (as it will appear on the card) or Trading Name if a company
- First Name – User First Name (as it will appear on the card) or leave blank if a company
- Date of Birth – Enter Users Date of Birth if known

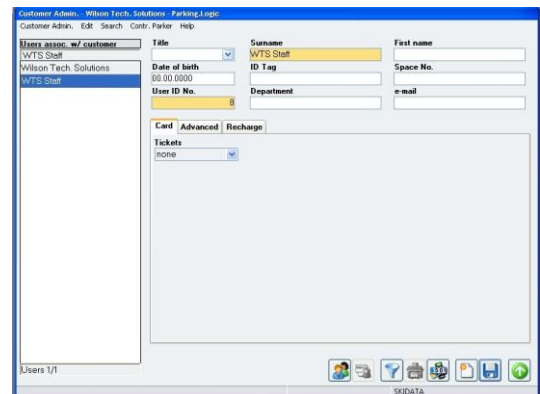


Figure 10.2.3 – Step 5 to Step 6

- Space Number – If a reserved parker, enter the bay number here
- User ID Number – This will be automatically generated by the system, but can be overtyped if required
- Remarks – If necessary

Step 6. Press the Enter Key or Left-Click on the Save Icon to confirm

Step 7. Select “New” from the Pulldown menu labeled “Contr. Parker”. To do this....

- Move the Mouse Pointer over the word “Contr. Parker” at the top left of the screen
- Using the Mouse, Left-Click on the word “Contr. Parker”
- Move the Mouse Pointer down the menu over the word “New”
- Using the Mouse, Left-Click on the word “New”



Figure 10.2.3 – Step 7

Step 8. The main User Information Screen will now have additional fields relating to the settings of the Access Card to be issued to the User. A number of the fields will have a white background, these are not required to be filled in. There are also a number of cream coloured fields, these are required fields and must be completed in order to save the Users details. It is recommended that as many fields as possible are completed, it is always better to have too much information

Step 9. First and most importantly the type of “Article” must be selected from the available list. To change the Article, Left-Click the Mouse on the Dropdown Arrow under “Article” and move the Mouse Pointer over the available options. When the required Article is highlighted, Left-Click the Mouse again

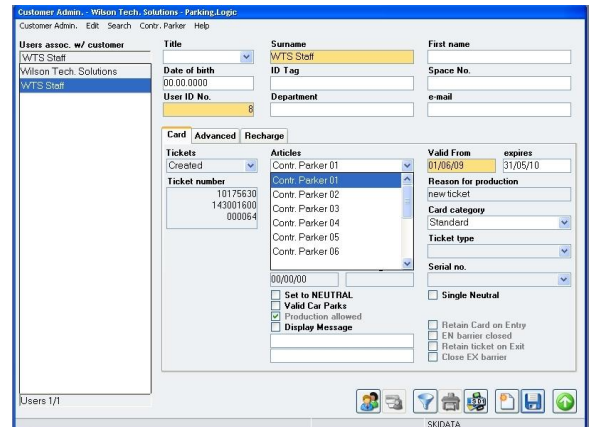
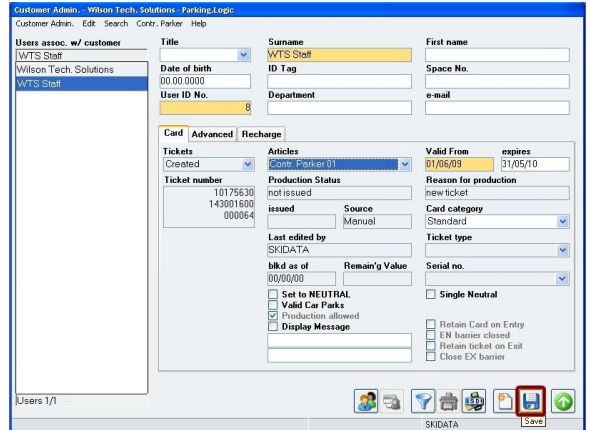


Figure 10.2.3 – Step 8 to Step 9

Step 10. Press the Tab Key to move the cursor from field to field and complete the remaining information...

- **Valid From** – Enter a date in the format: “ddmmyy” by using the numeric keypad (you do not need to enter the “/”, these will be entered automatically) if different to today's date (today's date will be inserted automatically as a default)
- **Set to Neutral** – Left-Click this check box if the User is permitted to perform multiple entry and exits without regard for standard anti-passback requirements
- **Single Neutral** – Left-Click this check box if the User is permitted a single “out of sequence” movement
- **Display Message** – Left-Click this check box if a message is to be displayed to the User at the entry and exit columns. The message must then be typed in the 2 lines immediately below. The same message will be displayed at the entry and exit

Step 11. Press the Enter Key or Left-Click on the Save Icon to confirm



The screenshot shows the 'Customer Admin' window for 'Wilson Tech. Solutions - Parking.Logic'. The 'Users assoc. w/ customer' list on the left includes 'WTS Staff', 'Wilson Tech. Solutions', and 'WTS Staff'. The main form displays details for a user with 'Surname: WTS Staff', 'First name: ', 'Date of birth: 00.00.0000', 'ID Tag: ', 'Department: ', 'Space No.:', and 'e-mail: '. The 'Valid From' field is set to '01/06/09' and 'Valid To' is '31/05/10'. The 'Production Status' is 'not issued'. The 'Reason for production' is 'new ticket'. The 'Card category' is 'Standard' and 'Ticket type' is 'Standard'. The 'Serial no.' is '10175630'. The 'bld as of' is '143001600' and 'Remain'g Value' is '000064'. The 'Last edited by' is 'SKIDATA'. The 'Set to NEUTRAL' checkbox is checked. The 'Valid Car Parks' checkbox is checked. The 'Production allowed' checkbox is checked. The 'Display Message' checkbox is checked. The 'Single Neutral' checkbox is unchecked. The 'Retain Card on Entry' checkbox is unchecked. The 'EN barrier closed' checkbox is unchecked. The 'Retain ticket on Exit' checkbox is unchecked. The 'Close EX barrier' checkbox is unchecked. The 'Save' icon is highlighted in the bottom right corner.

Figure 10.2.3 – Step 10 to Step 11

10.2.4. Producing the User Access Card (KeyCard)

After entering of data for a Customer and User (Sections 10.2.2 and 10.2.3 above), production of the Access Card (KeyCard) is possible.

Step 1. Select the Cashier Screen

Step 2. Select “Contract...” from the Pulldown menu labeled “Issuing”. To do this....

- ➔ Move the Mouse Pointer over the word “Issuing” at the top left of the screen
- ➔ Using the Mouse, Left-Click on the word “Issuing”
- ➔ Move the Mouse Pointer down the menu over the word “Contract...”
- ➔ Using the Mouse, Left-Click on the word “Contract...”



Figure 10.2.4 – Step 2

Step 3. The system will now scan and show all the user access cards that are witing to be issued on a pop up screen

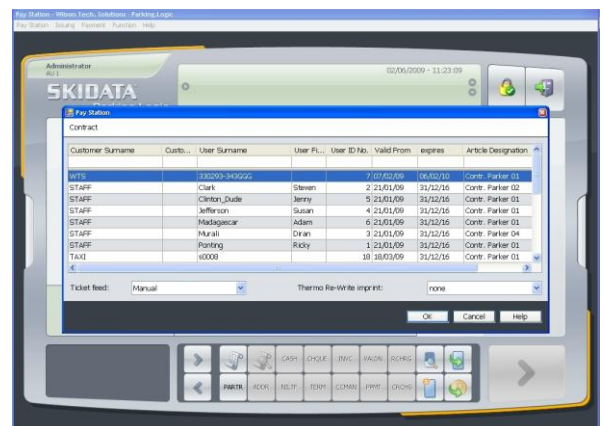


Figure 10.2.4 – Step 3

Step 4. If the User required is visible in the list, simply Left-Click on the User. If the list of Users is large, it may be necessary to use the Scroll Bar. Left-Click the Mouse Pointer on the Down Arrow under “User Name” until the required User is displayed. Move the Mouse Pointer over the User and Left-Click to select. If multiple random Users are required, repeat this

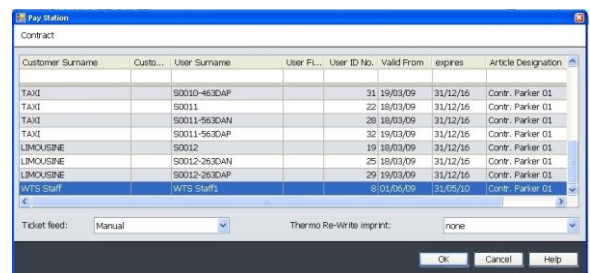


Figure 10.2.4 – Step 5 to Step 7

procedure while holding down the Ctrl Key, or if all Users are required, Left-Click the check box to the right that says "All"

Step 5. Press the Enter Key or Left-Click on the OK button to confirm

Step 6. Wait Patiently

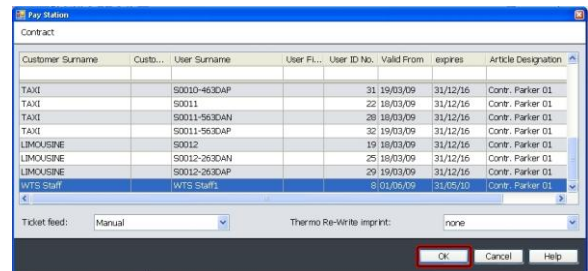


Figure 10.2.4 – Step 5 to Step 7

Step 7. System will display "Contract Parkers – Please insert KeyCard or place Swatch on Charging Point" on the centre of the Screen. The Main Cashier Screen will show specific details of the Customer and User you have selected to produce an Access Card for

Step 8. Ensure that a new thermal sticker has been placed on the KeyCard

Step 9. Insert the KeyCard into the front slot of the Coder (thermal label face up and on the left hand side)

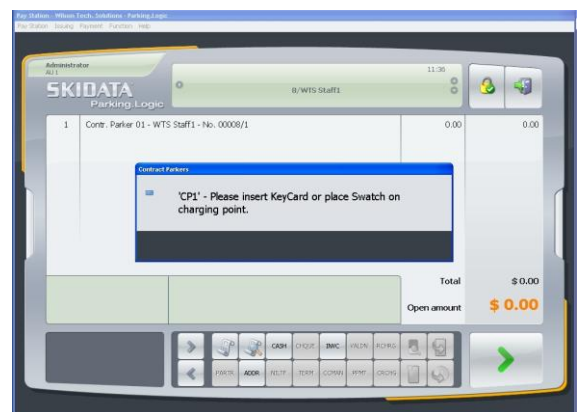


Figure 10.2.4 – Step 8 to Step 10

NOTE 1: If card has been programmed previously, system will display "KeyCard/Swatch already charged. Overwrite Existing Data?". If this is the case press the Enter Key or Left-Click on the Yes button to confirm



Figure 10.2.4 – Step 10 (NOTE 1)

Step 10. The Coder will then program and print the KeyCard

Step 11. Remove the KeyCard from the Coder

Step 12. System will then print 2 x Transaction receipts

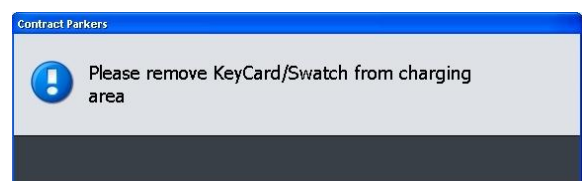


Figure 10.2.4 – Step 11 to Step 13

10.2.5. Blocking a Permanent Parker Customer

It is normally appropriate to block a Customer, not just individual users, (although this is also possible using a similar process), since card blocking is normally a result of a discontinued or unpaid account, which is normally linked to the Customer.

- Step 1. Select the Customers Program
- Step 2. Left-Click on the Customer Admin Application
- Step 3. From the "Customer List" on the left-hand side of the screen, move the Mouse Pointer over the required Customer and Left-Click the Mouse

NOTE 1: The list only shows 22 Customers at a time, to select a Customer not displayed, use the Scroll Bar by placing the Mouse Pointer on the Up or Down Arrow (positioned on the right hand side of the Customer List) and hold down the Left Mouse button. Release the button when you have moved to the required Customer

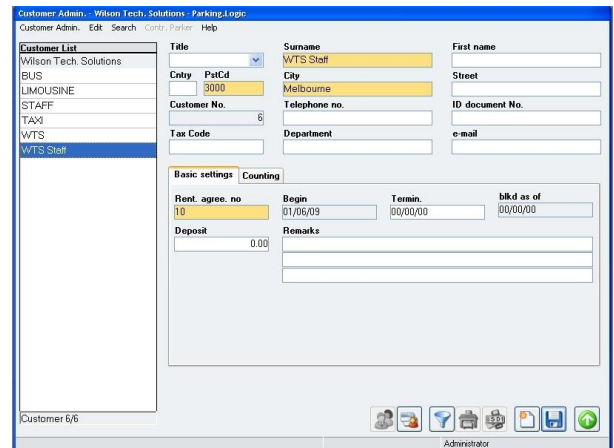


Figure 10.2.5 – Step 3

- Step 4. Select "Block" from the Pulldown menu labeled "Edit". To do this....
- Move the Mouse Pointer over the word "Edit" at the top left of the screen
 - Using the Mouse, Left-Click on the word "Edit"
 - Move the Mouse Pointer down the menu over the word "Block"
 - Using the Mouse, Left-Click on the word "Block"

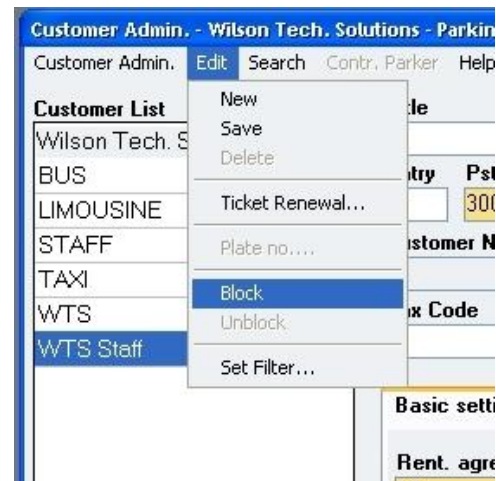


Figure 10.2.5 – Step 4

Step 5. Left-Click on the Save Icon at the bottom right of the Screen

NOTE 1: The "blkd as of" field now has today's date inserted and all Users under this Customer are now blocked from using their Access Card at the car park

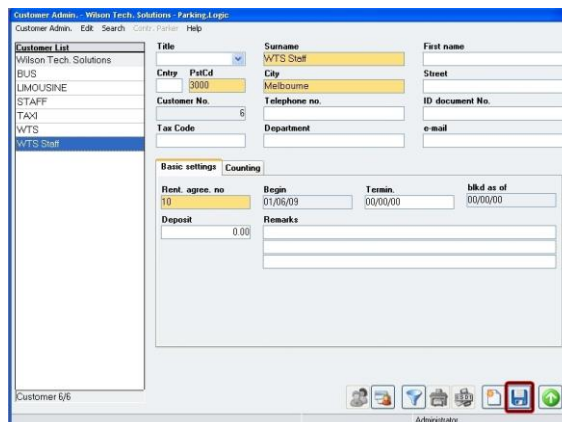


Figure 10.2.5 – Step 5

10.2.6. Un-Blocking a Permanent Parker Customer

It is often necessary to unblock a Customer if an unpaid account is paid up.

- Step 1. Select the Customers Program
- Step 2. Left-Click on the Customer Admin Application
- Step 3. From the "Customer List" on the left-hand side of the screen, move the Mouse Pointer over the required Customer and Left-Click the Mouse

NOTE 1: The list only shows 22 Customers at a time, to select a Customer not displayed, use the Scroll Bar by placing the Mouse Pointer on the Up or Down Arrow (positioned on the right hand side of the Customer List) and hold down the Left Mouse button. Release the button when you have moved to the required Customer

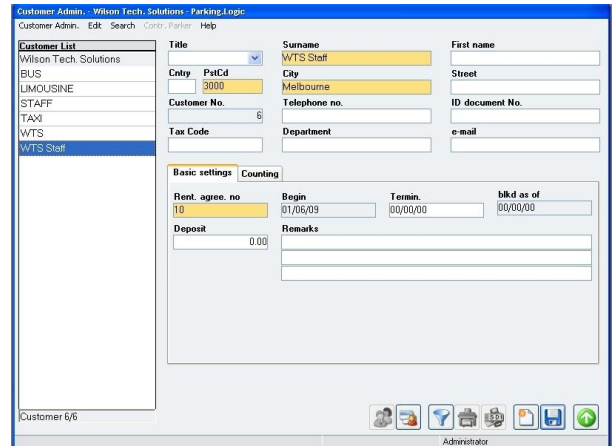


Figure 10.2.6 – Step 3

- Step 4. Select "Unblock" from the Pulldown menu labeled "Edit". To do this....
- Move the Mouse Pointer over the word "Edit" at the top left of the screen
 - Using the Mouse, Left-Click on the word "Edit"
 - Move the Mouse Pointer down the menu over the word "Unblock"
 - Using the Mouse, Left-Click on the word "Unblock"




Figure 10.2.6 – Step 4

- Step 5. Left-Click on the Save Icon at the bottom right of the Screen

NOTE 1: The "blkd as of" field now has defaulted back to "00/00/00" indicating the Customer is no longer Blocked and all Users under this Customer can resume using their Access Card at the car park

10.2.7. Blocking a Permanent Parker User

- Step 1. Select the Customers Program
- Step 2. Left-Click on the Customer Admin Application
- Step 3. From the "Customer List" on the left-hand side of the screen, move the Mouse Pointer over the required Customer and Left-Click the Mouse

NOTE 1: The list only shows 22 Customers at a time, to select a Customer not displayed, use the Scroll Bar by placing the Mouse Pointer on the Up or Down Arrow (positioned on the right hand side of the Customer List) and hold down the Left Mouse button. Release the button when you have moved to the required Customer

- Step 4. Select "Users" from the Pulldown menu labeled "Customer Admin.". To do this....

- ➔ Move the Mouse Pointer over the word "Customer Admin." at the top left of the screen
- ➔ Using the Mouse, Left-Click on the word "Customer Admin."
- ➔ Move the Mouse Pointer down the menu over the word "Users"
- ➔ Using the Mouse, Left-Click on the word "Users"

NOTE 1: Alternatively move the Mouse Pointer over the "Users" Icon at the bottom right of the Screen and Left-Click the Mouse

- Step 5. From the "User List" on the left-hand side of the screen, move the Mouse Pointer over the required User and Left-Click the Mouse

NOTE 1: The list only shows 22 Users at a time, to select a User not displayed, use the Scroll Bar by placing the Mouse Pointer on the Up or Down Arrow (positioned on the right hand side of the User List) and hold down the Left Mouse button. Release the button when you have moved to the required User

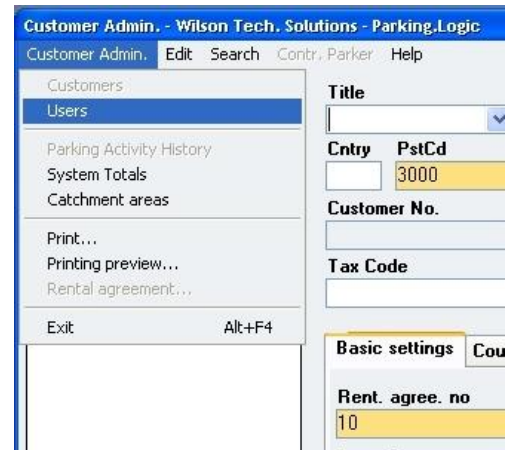


Figure 10.2.7 – Step 4

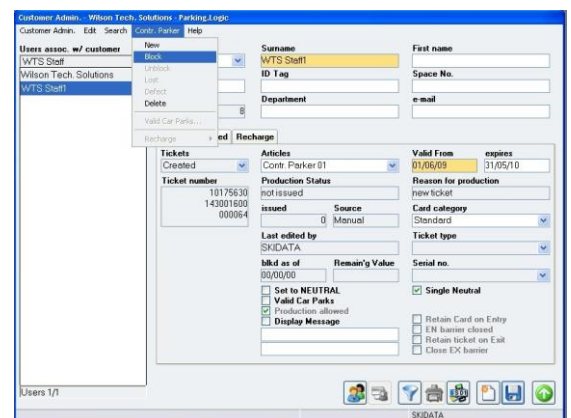


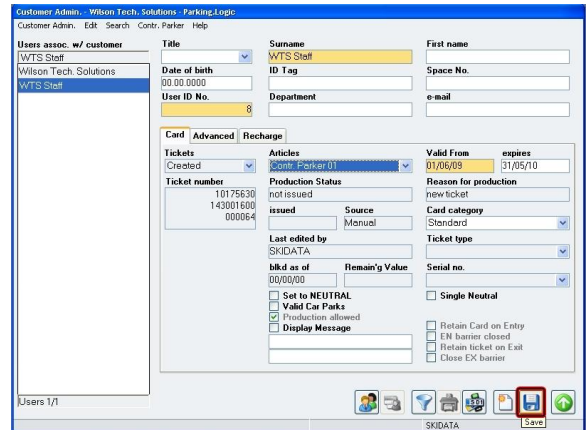
Figure 10.2.7 – Step 5 to Step 6

Step 6. Select “Block” from the Pulldown menu labeled “Contr. Parker”. To do this....

- ➔ Move the Mouse Pointer over the word “Contr. Parker” at the top left of the screen
- ➔ Using the Mouse, Left-Click on the word “Contr. Parker”
- ➔ Move the Mouse Pointer down the menu over the word “Block”
- ➔ Using the Mouse, Left-Click on the word “Block”

Step 7. Left-Click on the Save Icon at the bottom right of the Screen

NOTE 1: The “blkd as of” field now has today’s date inserted and this User is now Blocked from using their Access Card at the car park



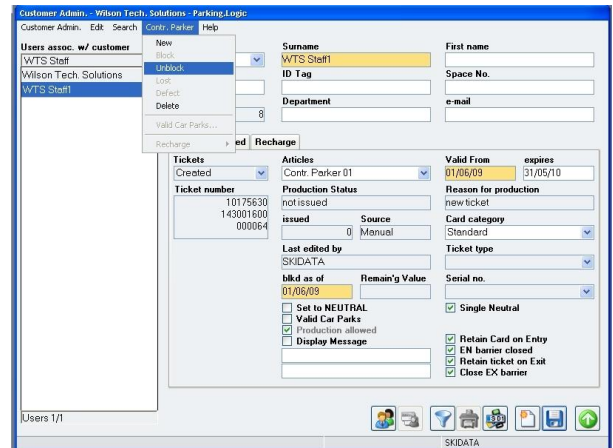
The screenshot shows the 'Customer Admin' window for 'Wilson Tech. Solutions - Parking.Logic'. The 'Users assoc. w/ customer' list on the left includes 'WTS Staff'. The 'Contr. Parker' menu is open, showing options like 'New', 'Block', 'Unblock', 'Lost', 'Defect', 'Delete', and 'Valid Car Parks...'. The 'Block' option is selected. The 'blkd as of' field is set to '01/06/09'. The 'Save' icon is visible at the bottom right.

Figure 10.2.7 – Step 7

10.2.8. Un-Blocking a Permanent Parker User

- Step 1. Select the Customers Program
- Step 2. Left-Click on the Customer Admin Application
- Step 3. From the “Customer List” on the left-hand side of the screen, move the Mouse Pointer over the required Customer and Left-Click the Mouse

NOTE 1: The list only shows 22 Customers at a time, to select a Customer not displayed, use the Scroll Bar by placing the Mouse Pointer on the Up or Down Arrow (positioned on the right hand side of the Customer List) and hold down the Left Mouse button. Release the button when you have moved to the required Customer



The screenshot shows the 'Customer Admin' window for 'Wilson Tech. Solutions - Parking.Logic'. The 'Users assoc. w/ customer' list on the left includes 'WTS Staff'. The 'Contr. Parker' menu is open, showing options like 'New', 'Block', 'Unblock', 'Lost', 'Defect', 'Delete', and 'Valid Car Parks...'. The 'Unblock' option is selected. The 'blkd as of' field is set to '01/06/09'. The 'Save' icon is visible at the bottom right.

Figure 10.2.8 – Step 3 to Step 6

Step 4. Select “Uusers” from the Pulldown menu labeled “Customer Admin.”. To do this....

- ➔ Move the Mouse Pointer over the word “Customer Admin.” at the top left of the screen
- ➔ Using the Mouse, Left-Click on the word “Customer Admin.”
- ➔ Move the Mouse Pointer down the menu over the word “Uusers”
- ➔ Using the Mouse, Left-Click on the word “Uusers”

Step 5. From the “User List” on the left-hand side of the screen, move the Mouse Pointer over the required User and Left-Click the Mouse

NOTE 1: The list only shows 22 Users at a time, to select a User not displayed, use the Scroll Bar by placing the Mouse Pointer on the Up or Down Arrow (positioned on the right hand side of the User List) and hold down the Left Mouse button. Release the button when you have moved to the required User

Step 6. Select “Unblock” from the Pulldown menu labeled “Contr. Parker”. To do this....

- ➔ Move the Mouse Pointer over the word “Contr. Parker” at the top left of the screen
- ➔ Using the Mouse, Left-Click on the word “Contr. Parker”
- ➔ Move the Mouse Pointer down the menu over the word “Unblock”
- ➔ Using the Mouse, Left-Click on the word “Unblock”

Step 7. Left-Click on the Save Icon at the bottom right of the Screen

NOTE 1: The “blkd as of” field now has defaulted back to “00/00/00” indicating the User is no longer Blocked from using their Access Card at the car park

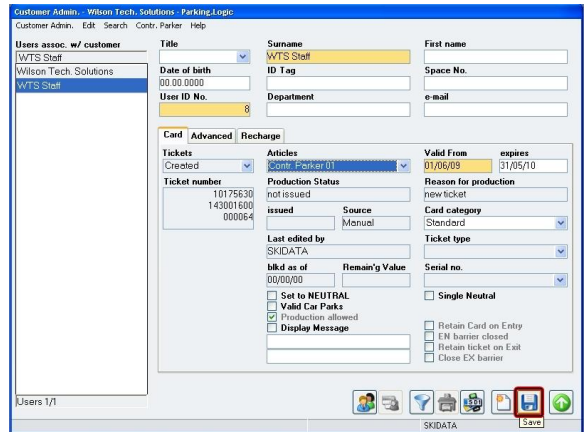


Figure 10.2.8 – Step 6 to Step 7

10.2.9. Replacing a Lost KeyCard

- Step 1. Select the Customers Program
- Step 2. Left-Click on the Customer Admin Application
- Step 3. From the "Customer List" on the left-hand side of the screen, move the Mouse Pointer over the required Customer and Left-Click the Mouse

NOTE 1: The list only shows 22 Customers at a time, to select a Customer not displayed, use the Scroll Bar by placing the Mouse Pointer on the Up or Down Arrow (positioned on the right hand side of the Customer List) and hold down the Left Mouse button. Release the button when you have moved to the required Customer

- Step 4. Select "Users" from the Pulldown menu labeled "Customer Admin.". To do this....

- ➔ Move the Mouse Pointer over the word "Customer Admin." at the top left of the screen
- ➔ Using the Mouse, Left-Click on the word "Customer Admin."
- ➔ Move the Mouse Pointer down the menu over the word "Users"
- ➔ Using the Mouse, Left-Click on the word "Users".

- Step 5. From the "User List" on the left-hand side of the screen, move the Mouse Pointer over the required User and Left-Click the Mouse

NOTE 1: The list only shows 22 Users at a time, to select a User not displayed, use the Scroll Bar by placing the Mouse Pointer on the Up or Down Arrow (positioned on the right hand side of the User List) and hold down the Left Mouse button. Release the button when you have moved to the required User

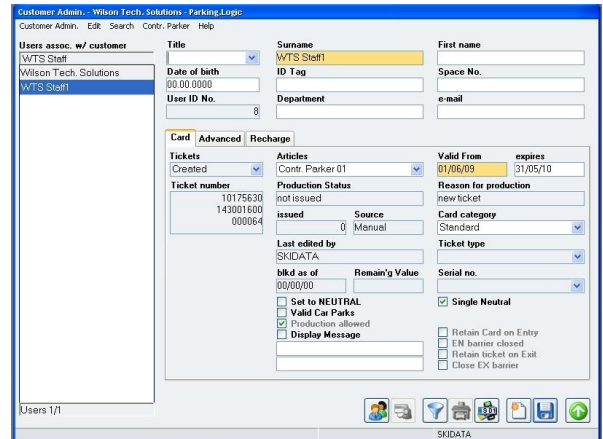


Figure 10.2.9 – Step 3 to Step 4

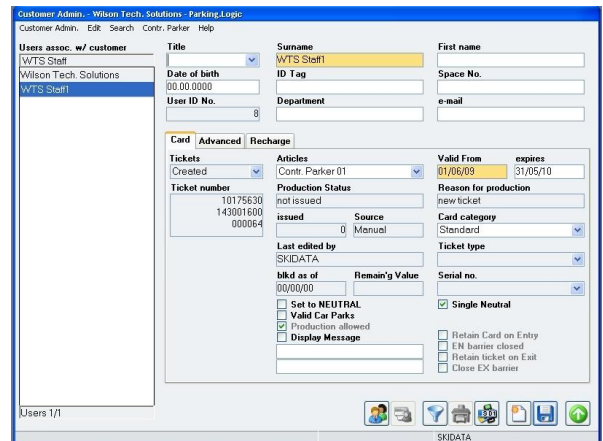


Figure 10.2.9 – Step 5

Step 6. Select "Lost" from the Pulldown menu labeled "Contr. Parker". To do this....

- ➔ Move the Mouse Pointer over the word "Contr. Parker" at the top left of the screen
- ➔ Using the Mouse, Left-Click on the word "Contr. Parker"
- ➔ Move the Mouse Pointer down the menu over the word "Lost"
- ➔ Using the Mouse, Left-Click on the word "Lost"

Step 7. Left-Click on the Save Icon at the bottom right of the Screen

NOTE 1: Four of the Users KeyCard settings have now changed. The "Tickets" field has changed from "Valid" to "Created". The "Ticket Number" field has changed and now shows the new system generated ticket number assigned to the Keycard. The "Production Status" field has changed from "Issued" to "Not Issued". The "Reason for Production" field has changed from "New ticket" to "Lost Ticket"

Step 8. Refer to Section 10.2.4 above to produce a new KeyCard

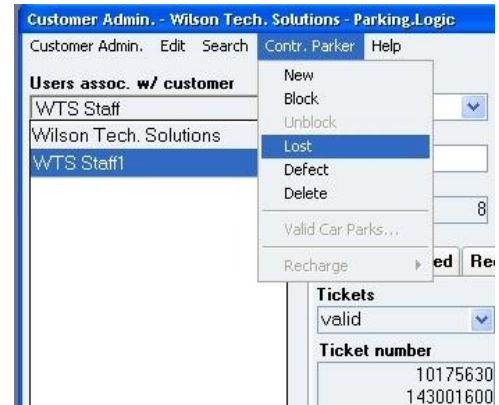


Figure 10.2.9 – Step 6

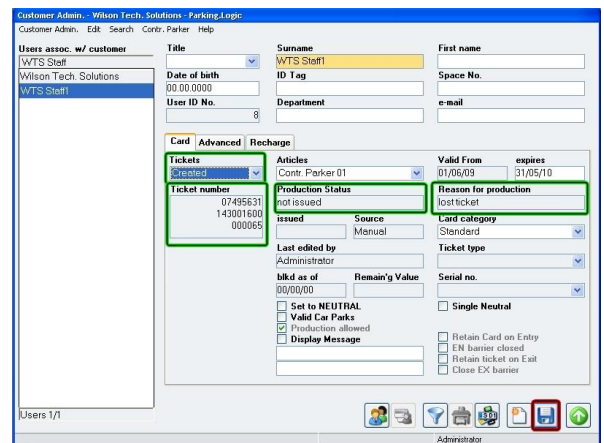


Figure 10.2.9 – Step 7



10.2.10. Menu Options

10.2.10.1. Customer Admin. → Customers

- Switches to the Customers window
- Shortcut Button



10.2.10.2. Customer Admin. → Users

- Switches to the Users window
- Shortcut Button

10.2.10.3. Customer Admin. → Parking Activity History

- Displays a list detailing the most recent parking movements (i.e. entries and exits) effected by Contract Parking Card holders

10.2.10.4. Customer Admin. → System Totals

- Displays Contract Parker Activity Totals in the form of a table

10.2.10.5. Customer Admin. → Catchment Areas

- Lists catchment areas of Contract Parkers

10.2.10.6. Customer Admin. → Print...

- Generates a printout of customer details in accordance with specified filter conditions

10.2.10.7. Customer Admin. → Rental Agreement...

- Prints out Rental Agreement forms (this option can also be used to print on existing forms)

10.2.10.8. Customer Admin. → Exit **Alt+F4**

- Terminates the Customer Administration application
- Shortcut Button

**10.2.10.9. Edit → New**

- Generates a new Customer or User record
- Shortcut Button

**10.2.10.10. Edit → Save**

- Stores the customer details on hard disc
- Shortcut Button

**10.2.10.11. Edit → Delete**

- Erases the selected customer/user record. A confirmation dialogue will be displayed
- A customer can only be deleted from the file if he has no users registered on his behalf. Users can only be deleted after all Contract Parking Cards registered in their name have been either blocked or the corresponding record entries deleted

10.2.10.12. Edit → Ticket Renewal...

- Allows for the renewal of Contract Parking Cards

10.2.10.13. Edit → Plate No...

- Lets you specify up to nine different vehicle registration numbers (i.e., license plate numbers)
- Shortcut Button





10.2.10.14. Edit → Block

- Block the record of the customers specified, including all assigned users/cards
- This option will only be available if the logged-in operator is sufficiently authorised
- Executing this function will be logged as a system event

10.2.10.15. Edit → Unblock

- Reactivates blocked tickets/cards (either individual tickets or all tickets of a Customer)
- This option will only be available if the logged-in operator is sufficiently authorised
- Executing this function will be logged as a system event

10.2.10.16. Edit → Set Filter

- Brings up a dialogue allowing you to specify data filter conditions
- Shortcut Button



10.2.10.17. Edit → Read in TagMaster serial numbers

- Allows for the auto import, from floppy drive, of TagMaster long range reader Tags serial numbers.

10.2.10.18. Search → Rental Agreement Number...

- These parameters can be used as search conditions for specific customer and user records

10.2.10.19. Search → Customer No...

- These parameters can be used as search conditions for specific customer and user records

10.2.10.20. Search → Customer...

- These parameters can be used as search conditions for specific customer and user records



10.2.10.21. Search → User Number...

- *These parameters can be used as search conditions for specific customer and user records*

10.2.10.22. Search → User...

- *These parameters can be used as search conditions for specific customer and user records*

10.2.10.23. Search → Ticket Number...

- *These parameters can be used as search conditions for specific customer and user records*

10.2.10.24. Search → Plate No...

- *These parameters can be used as search conditions for specific customer and user records*

10.2.10.25. Search → Serial No...

- *These parameters can be used as search conditions for specific customer and user records*

10.2.10.26. Search → Find Next

- *In case there is more than one customer/user record on file that matches the specified search condition(s), selecting this option will bring up the next matching record*

10.2.10.27. Contr. Parker → New

- *Creates a new Contract Parking Card*



10.2.10.28. **Contr. Parker → Block**

- *Allows you to specify a blocking date and handling options for blocked tickets*
- *This option will only be available if the logged-in operator is sufficiently authorised*
- *Executing this function will be logged as a system event*

10.2.10.29. **Contr. Parker → Unblock**

- *Select this option to reactivate a blocked Contract Parking Card*
- *This option will only be available if the logged-in operator is sufficiently authorised*
- *Executing this function will be logged as a system event*
- *This option will be disabled if the corresponding rental agreement has been terminated*
- *To unblock a blocked card it is necessary that ☐ the card/ticket in question is still valid, and ☐ the Valid Until date of the ticket is earlier or the same as the expiration date of the rental agreement*

10.2.10.30. **Contr. Parker → Lost**

- *Adds the selected Contract Parking Card to the list of lost tickets. A new ticket will be configured automatically and released for production*

10.2.10.31. **Contr. Parker → Defect**

- *Allows for the issuing of a duplicate to replace a defective Contract Parking Card. The Contract Parking Card to be duplicated must be valid*

10.2.10.32. **Contr. Parker → Delete**

- *This option can only be accessed as long as the Contract Parking Card has not been issued yet. The Day Closure procedure will delete expired Contract Parking Cards from the database automatically*

10.2.10.33. **Contr. Parker → Valid Car Parks**

- *Allows for the assigning of specific car park access rights to the selected Customer/User*

10.3. Present Cards



10.3.1. General

The Present Cards program provides the following functions;

- Displays a list of Permanent Parkers currently in the car park
- Setting of various data filters and Totals function parameters
- Manually removing a Permanent Parker from the car park
- Printing of the list of Permanent Parkers currently in the car park

10.3.2. To View all Permanent Parkers Currently in the Car Park

- Step 1. Select the Customers Program
- Step 2. Left-Click on the Present Contract Parkers Application

Step 3. The Set Filter dialogue screen will appear. There are a number of optional Filters (search options) available. Depending on which Filter is selected will determine which of the other fields are able to be changed. To select the Filter, Left-Click the Mouse on the Dropdown Arrow to the right of the "Filter" field and move the Mouse Pointer over the available options. When the required Filter type is highlighted, Left-Click the Mouse again. Options include; All, User ID No, Users, Car Park, Remote Facility

Step 4. Press the Tab Key to move the cursor from field to field and complete the remaining information...

- ➔ Customer Name – Enter a name here to search for a Customer (or Customers). Partial input is allowed
- ➔ User Name – Enter a name here to search for a User (or Users). Partial input is allowed
- ➔ User ID No – Enter a User Number to search for a specific User. The number must be specified in its entirety

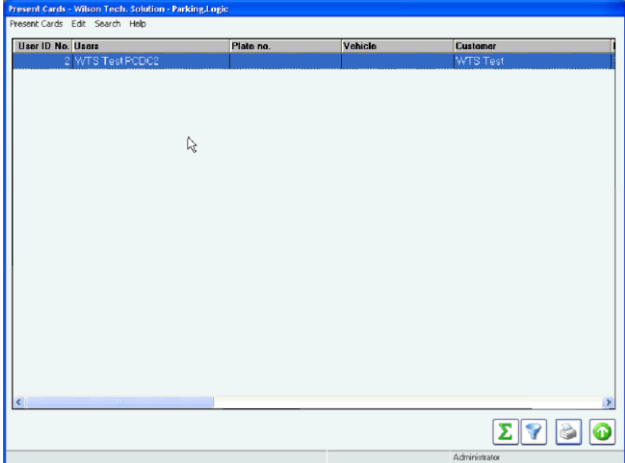


Figure 10.3.2 – Step 3 to Step 5

- **Entry Before** – Restrict search to Users who have entered the car park by the specified time. Enter the date and time in the format “ddmmyy” and “hhmm” by using the numeric keypad (you do not need to enter the “/” or “:”, these will be entered automatically)
- **Plate No** – Enter the registration no. to search for a vehicle (or vehicles). Delimiters and spaces will be ignored
- **Car Park** – Select a car park to restrict the search to this specific facility

Step 5. Press the Enter Key or Left-Click on the Green Tick to confirm

Step 6. The resultant screen will display the present Contract Parkers as per the Filter criteria selected. Additional sorting features are also available by simply moving the Mouse Pointer over the table heading (e.g. Customer, Vehicle etc) and Left-Click the Mouse. Clicking the same column title twice will again reverse the sorting order (ascending <--> descending). Date/time is always used as a secondary sorting criterion by default



User ID No.	User	Plate no.	Vehicle	Customer
2	WTS TestPCDC2			WTS Test

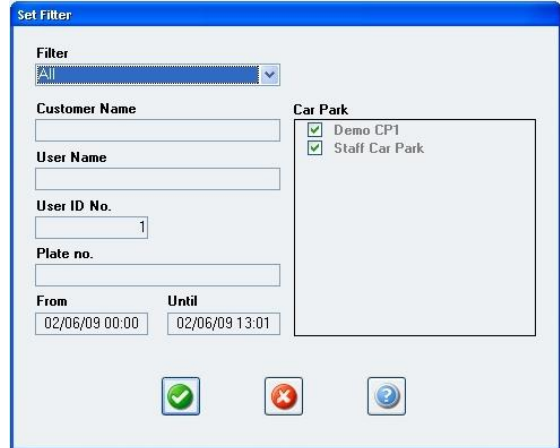
Figure 10.3.2 – Step 6

10.3.3. Manually Exiting a Permanent Parker

- Step 1. Select the Customers Program
- Step 2. Left-Click on the Present Contract Parkers Application
- Step 3. Press the Enter Key or Left-Click on the Green Tick to confirm
- Step 4. Select the required User by moving the Mouse Pointer over the name and Left-Click

NOTE 1: The list shows approximately 20 Users details at a time. To select a User not displayed, use the Scroll Bar by placing the Mouse Pointer on the Up or Down Arrow (positioned on the right hand side of the screen) and hold down the Left Mouse button. Release the button when you have moved to the required User

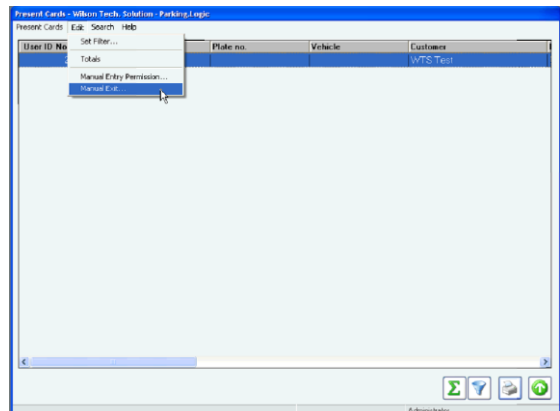
- Step 5. Select "Manual Exit" from the Pulldown menu labeled "Edit". To do this....
- ➔ Move the Mouse Pointer over the word "Edit" at the top left of the screen
 - ➔ Using the Mouse, Left-Click on the word "Edit"
 - ➔ Move the Mouse Pointer down the menu over the word "Manual Exit"
 - ➔ Using the Mouse, Left-Click on the word "Manual Exit"
 - ➔ Enter the required information, including an Explanation for the "Manual Exit"



The 'Set Filter' dialog box contains the following fields and controls:

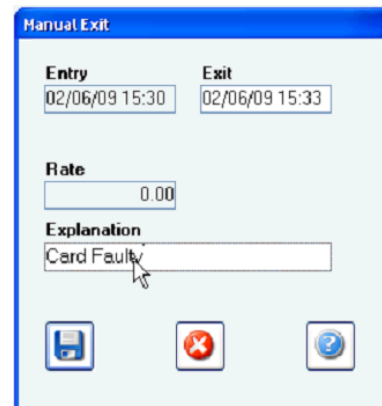
- Filter:** A dropdown menu currently set to 'All'.
- Customer Name:** A text input field.
- User Name:** A text input field.
- User ID No.:** A text input field with the value '1'.
- Plate no.:** A text input field.
- From:** A date/time field showing '02/06/09 00:00'.
- Until:** A date/time field showing '02/06/09 13:01'.
- Car Park:** A list box with two items: 'Demo CP1' and 'Staff Car Park', both of which have a green checkmark next to them.
- Buttons:** At the bottom, there are three buttons: a green checkmark (confirm), a red X (cancel), and a question mark (help).

Figure 10.3.3 – Step 3



The main application window displays a table with columns: 'User ID No.', 'Plate no.', 'Vehicle', and 'Customer'. The 'Customer' column contains the text 'WTS Test'. A context menu is open over the table, with the 'Edit' option selected. The 'Edit' menu has a sub-menu 'Manual Exit' which is highlighted. The table has a scroll bar on the right side.

Figure 10.3.3 – Step 4



The 'Manual Exit' dialog box contains the following fields and controls:

- Entry:** A date/time field showing '02/06/09 15:30'.
- Exit:** A date/time field showing '02/06/09 15:33'.
- Rate:** A text input field with the value '0.00'.
- Explanation:** A text input field containing the text 'Card Faulty'.
- Buttons:** At the bottom, there are three buttons: a floppy disk (save), a red X (cancel), and a question mark (help).

Figure 10.3.3 – Step 5

Step 6. Press the Enter Key or Left-Click on the Green Tick to confirm

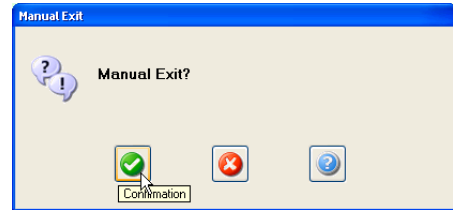


Figure 10.3.3 – Step 6

Step 7. The resultant screen will display the remaining Present Contract Parkers

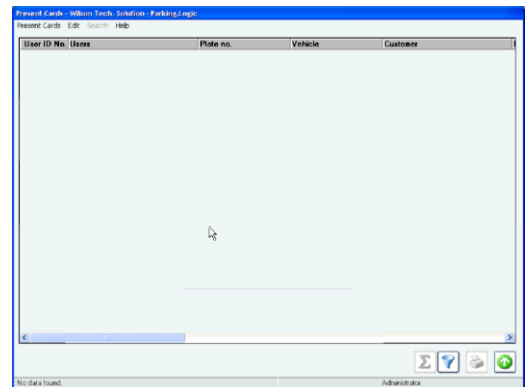


Figure 10.3.3 – Step 7

10.3.4. Menu Options

10.3.4.1. Present Contract Parkers → Print

- Generates a printout of the list of Present Contract Parkers
- Shortcut Button



10.3.4.2. Present Contract Parkers → Exit Alt+F4

- Terminates the Present Contract Parkers application
- Shortcut Button



10.3.4.3. Edit → Set Filter...

- Brings up a dialogue allowing you to specify data filter conditions
- Shortcut Button



10.3.4.4. Edit → Totals

- Displays a table of Article totals
- Shortcut Button

**10.3.4.5. Edit → Manual Entry Permission**

- Allows you to open the entry gate manually to allow a Perm Card parker to enter the car park. The Perm Card specified will be added to the presence list and a reason for entry can be inserted.

10.3.4.6. Edit → Manual Exit

- Deletes the selected Contract Parking Card or Personalised Cash Debit Card from the list and marks it as having "left" (i.e., having been used for leaving the car park)

10.3.4.7. Search → User Number...

- Lets you search for records matching specific user numbers and user names

10.3.4.8. Search → Uusers...

- Lets you search for records matching specific user numbers and user names

10.3.4.9. Search → Serial No...

- Lets you search for records matching specific user numbers and user names

10.3.4.10. Search → Ticket number...

- Lets you search for records matching specific user numbers and user names

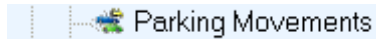
10.3.4.11. Search → Plate No...

- Lets you search for records matching specific user numbers and user names

10.3.4.12. Search → Find Next

- In case the search pattern matches more than one record, using this function will skip ahead to the next matching user record

10.4. Parking Movements



Parking Movements

10.4.1. General

The Contract Parker Movements program provides the following functions;

- Displaying a list of parking activities of holders of Contract Parking Cards and other card types available in the Customer Administration program (e.g., Personalised Cash Debit Card, Flexible Cards, etc); this list covers the previous six months
- Setting various data filters and Totals function parameters
- Printing a list of contract parker activities

10.4.2. Viewing Parking Movements

- Step 1. Select the Customers Program
- Step 2. Left-Click on the Parking Movements Application
- Step 3. The Set Filter dialogue screen will appear. There are a number of optional Filters (search options) available. Depending on which Filter is selected will determine which of the other fields are able to be changed. To select the Filter, Left-Click the Mouse on the Dropdown Arrow to the right of the "Filter" field and move the Mouse Pointer over the available options. When the required Filter type is highlighted, Left-Click the Mouse again. Options include; Users, All, User ID No
- Step 4. Press the Tab Key to move the cursor from field to field and complete the remaining information...
- ➔ Users – All Users from the selected facility will be displayed. Select the required User by name
 - ➔ User ID No – Enter the full User Number of the individual User required
 - ➔ Movements – Using the Mouse, select and/or deselect the Movement types until only the types of information you require to view are selected (have a tick in the box in front of them)

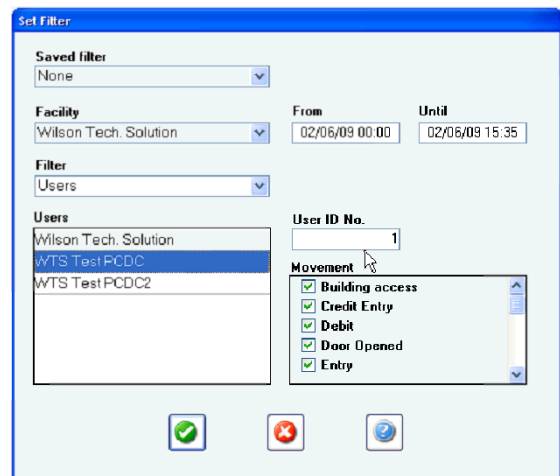


Figure 10.4.2 – Step 3 to Step 5



→ From – Enter the date and time in the format “ddmmyy” and “hhmm” by using the numeric keypad (you do not need to enter the “/” or “:”, these will be entered automatically)

→ Until – Enter the date and time in the format “ddmmyy” and “hhmm” by using the numeric keypad (you do not need to enter the “/” or “:”, these will be entered automatically)

Step 5. Press the Enter Key or Left-Click on the Green Tick to confirm

Step 6. The resultant screen will display the movements as per the Filter criteria selected. Additional sorting features are also available by simply moving the Mouse Pointer over the table heading (e.g. Movement, Card etc) and Left-Click the Mouse. Clicking the same column title twice will again reverse the sorting order (ascending <--> descending). Date/time is always used as a secondary sorting criterion by default

Date/Time	Movement	Card	Amount	Remaining Value	Facility
02/06/09 13:15	Debit	WTS Demo PCDC Test	13.00	682.00	Wilson Tr
02/06/09 13:16	Entry	WTS Demo PCDC Test			Wilson Tr
02/06/09 13:17	Exit	WTS Demo PCDC Test			Wilson Tr
02/06/09 13:17	Debit	WTS Demo PCDC Test	13.00	679.00	Wilson Tr
02/06/09 14:48	Entry	WTS Demo PCDC Test			Wilson Tr
02/06/09 14:48	Exit	WTS Demo PCDC Test			Wilson Tr
02/06/09 14:48	Transaction	WTS Demo PCDC Test	4.00		Wilson Tr
02/06/09 14:48	Debit	WTS Demo PCDC Test	4.00	616.00	Wilson Tr
02/06/09 14:48	Entry	WTS Demo PCDC Test			Wilson Tr
02/06/09 14:48	Exit	WTS Demo PCDC Test			Wilson Tr
02/06/09 14:48	Transaction	WTS Demo PCDC Test	0.00		Wilson Tr
02/06/09 15:29	Issuing	WTS Demo PCDC Test			Wilson Tr
02/06/09 15:30	Entry	WTS Demo PCDC Test			Wilson Tr
02/06/09 15:34	Exit - Manual	WTS Demo PCDC Test			Wilson Tr
02/06/09 15:34	Entry	WTS Demo PCDC Test			Wilson Tr
02/06/09 15:34	Exit	WTS Demo PCDC Test			Wilson Tr
02/06/09 15:34	Entry	WTS Demo PCDC Test			Wilson Tr
02/06/09 15:35	Exit	WTS Demo PCDC Test			Wilson Tr
02/06/09 15:35	Exit	WTS Demo PCDC Test			Wilson Tr
02/06/09 15:35	Transaction	WTS Demo PCDC Test	26.00		Wilson Tr
02/06/09 15:35	Debit	WTS Demo PCDC Test	26.00	551.00	Wilson Tr

Figure 10.4.2 – Step 6

10.4.3. Menu Options

10.4.3.1. Parking Movements → Print

- Generates a printout of the list of Contract Parker Movements
- Shortcut Button



10.4.3.2. Parking Movements → Exit **Alt+F4**

- Terminates the Parking Movements application
- Shortcut Button



10.4.3.3. Edit → Set Filter...

- Brings up a dialogue allowing you to specify data filter conditions
- Shortcut Button





10.4.3.4. Edit → Save Filter...

- *Brings up a dialogue allowing you to save data filter conditions*

10.4.3.5. Edit → Delete Filter...

- *Brings up a dialogue allowing you to delete data filter conditions*

10.4.3.6. Edit → Totals

- *Displays a table of Parking Movement totals by Movement type*
- *Shortcut Button*



10.4.3.7. Search → Ticket Number...

- *Lets you search for records matching specific user numbers and user names*

10.4.3.8. Search → Plate No...

- *Lets you search for records matching specific user numbers and user names*

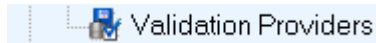
10.4.3.9. Search → Serial No...

- *Lets you search for records matching specific user numbers and user names*

10.4.3.10. Search → User number...

- *Lets you search for records matching specific user numbers and user names*

10.5. Validation Providers



10.5.1. General

The Validation Providers program provides the following functions;

- Administration of Validation Provider records
- Blocking of individual Validation Providers
- Compiling and printing of pertinent reports

10.5.2. Adding a New Validation Provider

- Step 1. Select the Customers Program
- Step 2. Left-Click on the Validation Providers Application
- Step 3. Select "New" from the Pulldown menu labeled "Edit". To do this....
- ➔ Move the Mouse Pointer over the word "Edit" at the top left of the screen
 - ➔ Using the Mouse, Left-Click on the word "Edit"
 - ➔ Move the Mouse Pointer down the menu over the word "New"
 - ➔ Using the Mouse, Left-Click on the word "New"

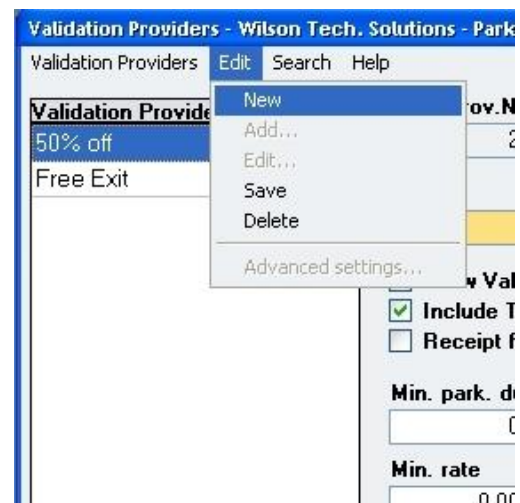


Figure 10.5.2 – Step 3

Step 4. The main Validation Information Screen will appear. The cursor will automatically be positioned in the "Valid Prov No" field. There will already be a number in this field, this is the next available Validation Provider Number. You can accept this number or if required (e.g. if adding a Thermal Validation Stamp the number must be the same as the number printed on the bottom of the stamp) type in the number required. Press the Tab Key to move the cursor from field to field completing the following information...

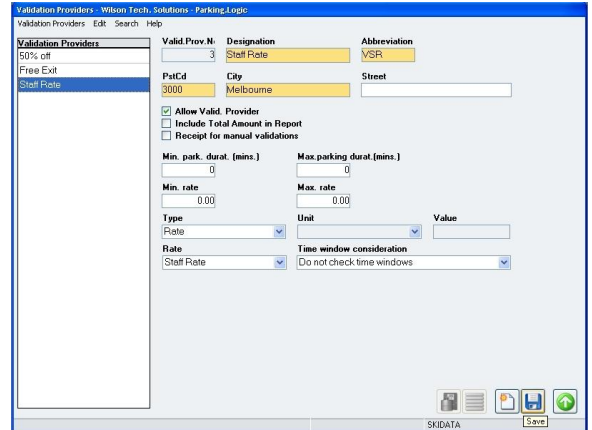


Figure 10.5.2 – Step 4 to Step 5

- ➔ **Description** – Enter a Description of the Validation.
- ➔ **Abbreviation** – This abbreviation is used e.g. for keyboard labels and the Control Console
- ➔ **Post Code** – Enter Post Code
- ➔ **City** – Enter City name
- ➔ **Street** – Enter Street number and name
- ➔ **Allow Valid Provider** – Lets you select whether to accept or disregard validation stamps or validation cards issued by this validation provider
- ➔ **Include Total Amount in Report** – Lets you select whether to show in the overview generated via the Validations program the number of validations issued and also the total amount redeemed
- ➔ **Receipt for Manual Validations** – Lets you select whether to print receipts for manual validations; these can be used for e.g., additional remarks, the operator's signature, etc. The Validation abbreviation is also printed on the receipt.
- ➔ **Min/Max Parking Duration** – Lets you specify a Minimum or Maximum Parking Duration that the parker must stay before the Validation will be allowed
- ➔ **Min/Max Rate** – Lets you specify a Minimum or Maximum Rate the parker must incur before the Validation will be allowed
- ➔ **Type** – Lets you select the type of validation, possible entries include; Cash value, Cash value as surcharge, Flat rate, Percentage, Percentage as surcharge, Rate, Time value
- ➔ **Unit** – This item can only be selected if the validation type is "Time Value". Lets you select time value in minutes, hours or days
- ➔ **Value** – Depending on the validation type selected, the following options are available; "not editable" in the case of a flat rate validation, Time value (value range: 1 - 999), Cash value (value range: 1 - 99,999.00), Percentage of amount due (1 - 100)

- *Rate* – Lets you select the desired tariff structure.
- *Time Window consideration* – Allows for the setting of time windows in which the validation will be verified.

Step 5. Press the Enter Key or Left-Click on the Save Icon to confirm

Step 6. The new Validation Provider will now appear in the List of Validation Providers on the left hand side of the screen

Step 7. If the Time Window Consideration setting is activated, it is now possible to define the specific time windows during which the selected validation will be valid or invalid. To do this, Left Click on the Time Window menu option or shortcut button



Step 8. Left Click on the Add menu option to insert the required validity period

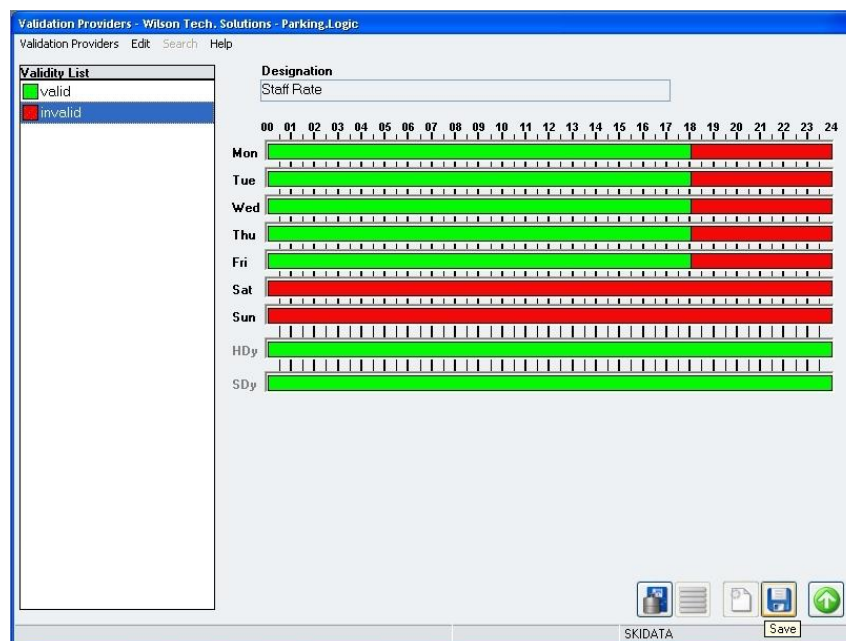


Figure 10.5.2 – Step 6 to Step 8

Step 9. Press the Enter Key or Left-Click on the Save Icon to confirm

10.5.3. Blocking a Validation Provider

- Step 1. Select the Customers Program
- Step 2. Left-Click on the Validation Providers Application
- Step 3. From the list of Validation Providers on the left-hand side of the screen, move the Mouse Pointer over the Provider you wish to edit and Left-Click the Mouse

NOTE 1: The list only shows 23 Validation Providers at a time. To select a Provider not displayed, use the Scroll Bar by placing the Mouse Pointer on the Up or Down Arrow (positioned on the right hand side of the User List) and hold down the Left Mouse button. Release the button when you have moved to the required Provider

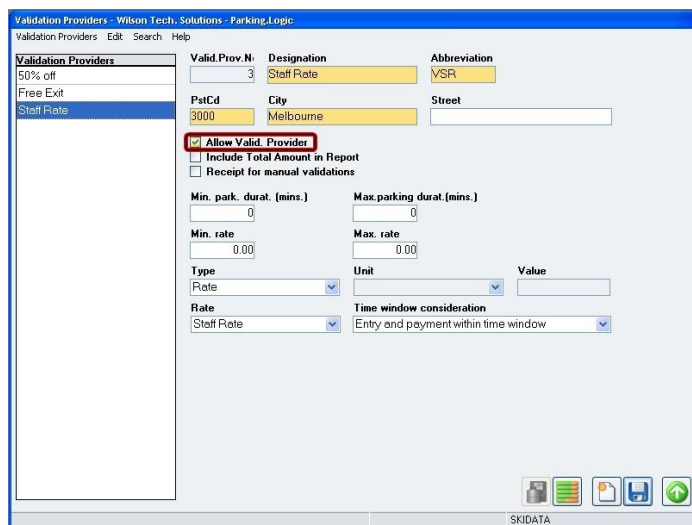


Figure 10.5.3 – Step 3 to Step 5

- Step 4. Using the Mouse, deselect the “Allow Valid Provider” checkbox. To do this....
- ➔ Move the Mouse Pointer over the small box in front of the text “Allow Valid Provider”. Using the Mouse, Left-Click on this box and this will add or remove the tick (e.g. if there is a tick there, it will remove it, if there is no tick then it will add one)
- Step 5. Press the Enter Key or Left-Click on the Save Icon to confirm

10.5.4. Menu Options

10.5.4.1. Validation Providers → Validation Providers

- Lets you specify the validation provider details
- Shortcut Button



10.5.4.2. Validation Providers → Time Window

- Lets you specify the applicable valid time windows
- Shortcut Button



10.5.4.3. Validation Providers → Print

- Generates a printout of the list of all Validation Providers

10.5.4.4. Validation Providers → Exit Alt+F4

- Terminates the Validation Providers application
- Shortcut Button



10.5.4.5. Edit → New

- Creates a new Validation Provider
- Shortcut Button



10.5.4.6. Edit → Add...

- Adds a new time window to the selected validation

10.5.4.7. Edit → Edit...

- Edit an existing time window for the selected validation

10.5.4.8. Edit → Save

- Stores the Validation Provider data file on hard disc
- Shortcut Button





10.5.4.9. Edit → Delete

- Erases the selected Validation Provider record. A confirmation dialogue will be displayed.

10.5.4.10. Edit → Advanced settings...

- Option not available

10.5.4.11. Search → Designation...

- Searches for Validation Providers based on the input of a designation or Validation Provider number

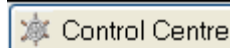
10.5.4.12. Search → Valid. Prov. No...

- Searches for Validation Providers based on the input of a designation or Validation Provider number

10.5.4.13. Search → Find Next

- Continues the search if there is more than one Validation Provider record matching the specified search conditions

11. Control Screen



11.1. General

The Control Centre program provides the following functions;

- Control of all terminal devices of the Parking System
- Monitoring and control of occupancy counters of storeys and car parks throughout the system
- Monitoring and control of signalling devices (traffic signals and signposts)
- Manual opening of gates and setting of gates to "Keep Open" position
- Display of error messages in case of system errors (to facilitate troubleshooting)
- Integration of wallpaper type background images for car park view and system device view (makes for improved display of device arrangements, etc), can be set for each Workstation individually
- Access permission for individual functions depends on the authorisation level of the logged on operator (can be set via the Authorisations program)
- Display of a comprehensive Car Park Overview Chart for large-scale facilities (i.e., facilities comprising up to 100 interconnected car parks)
- Automatic adaptation of the current screen resolution to optimise the display for a larger number of devices
- Manual deactivation/reactivation of the Remote Event Messaging service for a pre-definable period (e.g., in case a technician is already on location)

11.2. Remote Barrier Control

11.2.1. Opening a Barrier from the Booth

- Step 1. Select the Control Screen
- Step 2. Left-Click on the picture of the Entry/Exit you are wanting to control
- Step 3. Left-Click on the icon that shows a barrier halfway up



Figure 11.2.1 – Step 2 to Step 3

- Step 4. A confirmation dialogue will appear requesting selection of the specific device
- Step 5. Press the Enter Key or Left-Click on the Green Tick to confirm
- Step 6. Once the Car has passed under the barrier, the barrier will lower automatically

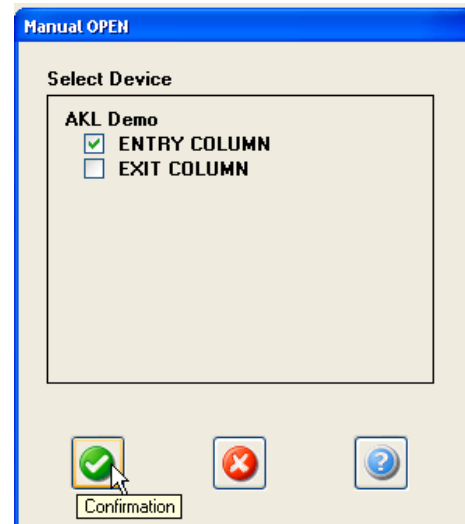


Figure 11.2.1 – Step 4 to Step 5

11.2.2. To Lock Open a Barrier

- Step 1. Select the Control Screen
- Step 2. Left-Click on the Entry/Exit you are wanting to control
- Step 3. Left-Click on the icon that depicts a barrier fully up or alternatively, you can use the drop down menu for the selected device by Right Clicking on the device image

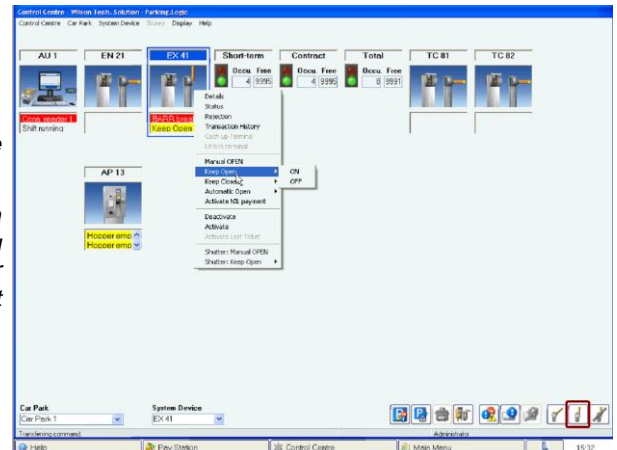


Figure 11.2.2 – Step 2 to Step 3

- Step 4. A yellow indicator is shown in the device window to confirm the operation
- Step 5. The Barrier will stay up until unlocked

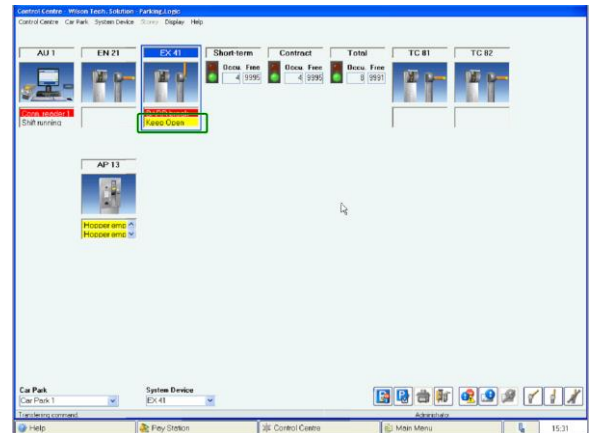


Figure 11.2.2 – Step 4 to Step 5

11.2.3. To Unlock an Open Barrier

- Step 1. Select the Control Screen
- Step 2. Left-Click on the Entry/Exit you are wanting to control
- Step 3. Left-Click on the icon that depicts a barrier fully up with a strike through it or alternatively, you can use the drop down menu for the selected device by Right Clicking on the device image

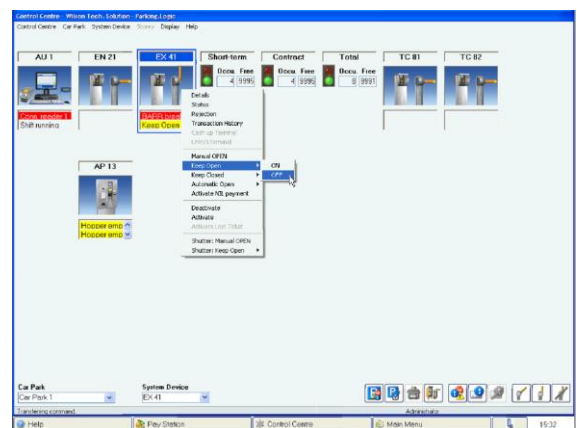


Figure 11.2.3 – Step 2 to Step 3

- Step 4. The Barrier will immediately lower and the yellow indicator will disappear to show a return to normal operation



Figure 11.2.3 – Step 4

11.3. Adjusting Car Park Counters

- Step 1. Select the Control Screen
- Step 2. Select "Counter..." from the Pulldown menu labeled "Car Park". To do this...
- Move the Mouse Pointer over the word "Car Park" at the top left of the screen
 - Using the Mouse, Left-Click on the word "Car Park"
 - Move the Mouse Pointer down the menu over the word "Counter..."
 - Using the Mouse, Left-Click on the word "Counter..."

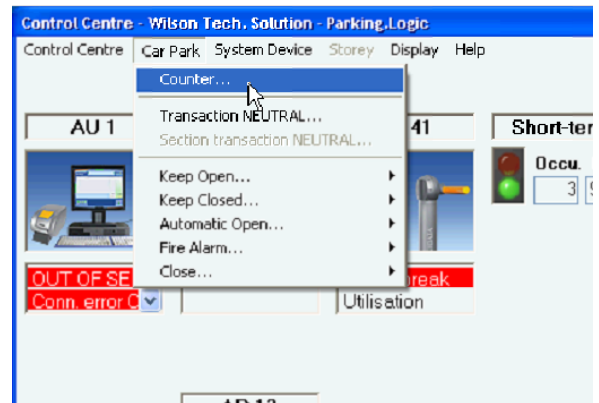


Figure 11.3 – Step 2

- Step 3. A screen will be displayed listing the Counters valid for the car park. Move the Mouse Pointer over the Counter you wish to change. Left-Click the Mouse, this will highlight the current number. Enter the correct figure using the numeric keypad
- Step 4. Press the Enter Key or Left-Click on Save folder

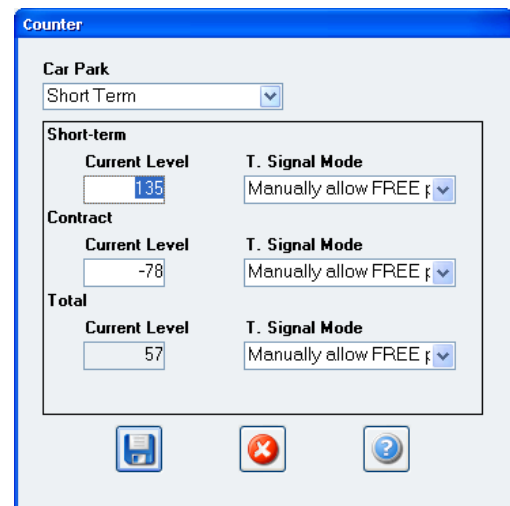


Figure 11.3 – Step 3 to Step 4

- Step 5. Note the Counter level has now changed to the new level set

NOTE 1: Any changes made to the Current Level for Contract type counting categories are recorded in the system journal for review, to prevent fraud issues

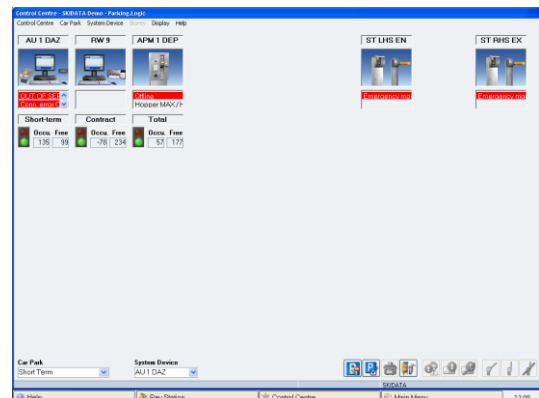


Figure 11.3 – Step 5



11.4. Menu Options

11.4.1. Control Centre → Facility Status

- Lets you see the status indicators for the facility or site as a whole

11.4.2. Control Centre → Car Park Overview

- Lets you see the overview of the entire car park

11.4.3. Control Centre → Car Parks

- Lets you select between the individual car parks within the overall facility, if applicable

11.4.4. Control Centre → System Devices

- Lets you select between the individual system devices within the overall facility, if applicable

11.4.5. Car Park → Counter...

- Lets you set the counter readings and the operating mode of the traffic signal for Global, Short-Term and Contract Parker counters, and any combination of them (via the Car Parks program). This item will not appear in the menu if both traffic signals in all car parks are configured as lane signals

11.4.6. Car Park → Transaction Neutral...

- Lets you set the entire car park (i.e. all devices) to 'neutral' for the duration of a single transaction. Tickets with an 'out-of-step' transaction sequence (caused e.g. by entering the car park via an entrance with a broken-off barrier arm) will receive a 'neutral' mark. In effect, this will allow the parker to enter/leave the car park despite inconsistencies in the transaction data

11.4.7. Car Park → Section Transaction Neutral...

- Lets you set all sections of the car park selected to 'neutral' for the duration of a single transaction. Tickets with an 'out-of-step' transaction sequence (caused e.g. by entering the car park via an entrance with a broken-off barrier arm) will receive a 'neutral' mark

11.4.8. Car Park → Keep Open...

- Lets you activate/deactivate "Keep Open" position of all exit barriers in specific car parks (barriers will remain open until the Keep Open command is revoked)

11.4.9. Car Park → Keep Closed...

- Lets you activate/deactivate "Keep Closed" position of all exit barriers in specific car parks (barriers will remain open until the Keep Closed command is revoked)

11.4.10. Car Park → Automatic Open...

- Lets you activate/deactivate opening of the barrier for all gates in specific car parks (barriers will open and close automatically whenever a vehicle passes over the vehicle detection loop)

11.4.11. Car Park → Fire Alarm...

- Allows you to close all entrance barriers and open all exit barriers in case of a fire

11.4.12. Car Park → Close

- Closes the Car Park selected to Short Term Parkers

11.4.13. System Device → Details

- Shows current information either for the device currently selected or for other system devices (can be specified via the dialogue window)

11.4.14. System Device → Status...

- Shows current status and error messages either for the device currently selected or for other system devices (can be specified via the dialogue window)
- Shortcut Button

**11.4.15. System Device → Rejection...**

- Brings up a list of the five most recent reasons for ticket rejections at selected devices. This option also allows you to activate the permanent display of rejection reasons for specific devices
- Shortcut Button

**11.4.16. System Device → Current Levels: Pay Stations...**

- Displays values of currency retained in each cash storage facility within each Pay Station within the facility



11.4.17. System Device → Shutdown

- Lets you shut down and reboot computer-controlled devices (e.g., Automatic Payment Machine)

11.4.18. System Device → Cash Up Terminal...

- This is necessary e.g., before changing the Retailer Card

11.4.19. System Device → Unlock Terminal

- This command must be executed to reactivate a terminal that was locked automatically due to a fault

11.4.20. System Device → Manual Open...

- Lets you open (a) specific barrier(s) for single passages through the gate currently selected or (a) gate(s) to be specified via the dialogue
- Shortcut Button



11.4.21. System Device → Keep Open...

- Lets you activate/deactivate long-term opening of (a) specific barrier(s)
- Shortcut Buttons



11.4.22. System Device → Keep Closed...

- Lets you activate/deactivate long-term closure of (a) specific barrier(s)

11.4.23. System Device → Automatic Open...

- Lets you activate automatic opening of (a) specific barrier(s) for approaching vehicles

11.4.24. System Device → Anti-Tailback Mode...

- Lets you activate anti-tailback mode for a specific entry column to enable pre-production of Short Term Parking tickets which are held in the column mouth to speed up entry times during peak periods



11.4.25. System Device → License Plate Recognition...

- Lets you activate and deactivate the licence plate recognition function

11.4.26. System Device → Deactivate...

- Allows you to deactivate the device(s) currently selected. The dialogue also allows you to select other devices

11.4.27. System Device → Activate...

- (Re)activates devices currently deactivated

11.4.28. System Device → Turn Off Alarm Siren...

- Lets you terminate security alarms at specific Automatic Payment Machine(s)

11.4.29. System Device → Shutter: Manual Open...

- Lets you open a specific (shutter) door for a single passage

11.4.30. System Device → Shutter: Keep Open...

- Lets you activate/deactivate the long-term opening of the door specified

11.4.31. Storey → Traffic Signal...

- Applies only to multiple-storey car parks
- This option is only visible if storeys have been defined for at least one car park within the system
- Lets you set vehicle counter readings and the operating mode of traffic signals for specific storeys

11.4.32. Remote Event Messaging → REM Automatic Mode - On

- Reactivates the Remote Event Messaging service (after completion of a servicing task)
- The REM service will be launched in accordance with the pre-defined configuration



11.4.33. Remote Event Messaging → Activate REM Manually

- *Allows you to activate the REM service for a certain time and make it available to a specific receiver*

11.4.34. Remote Event Messaging → Deactivate REM...

- *Deactivates the Remote Event Messaging service for the device in question*
- *This function can be useful when performing maintenance and servicing tasks, to avoid repeated system error messages caused by these activities*

11.4.35. Remote Event Messaging → Status...

- *Only available if the Administration Unit is configured as an REM receiver*
- *Lets you view and print a list of system event messages received*
- *Messages will be included in the list until they are deleted by way of the Clear Status command (see below); messages older than seven days will be removed from the list automatically*

11.4.36. Remote Event Messaging → Status Protocol...

- *Only available if the Administration Unit is configured as an REM receiver*
- *Allows you to view and print a list of all system event messages received over the past seven days*

11.4.37. Remote Event Messaging → Clear Status

- *Removes the selected event message entries from the status area*
- *Deleted messages will still be included in the status log*

11.4.38. Display → Background graphics

- *Allows for the import of customer specific background graphics which are shown in the control screens*

11.4.39. Display → Additional Car Parks

- *Allows activation and control of additional car parks not originally configured for control via this workstation – Option currently not available*

12. Hardware Directions

12.1. Intercom System (Standard Commend)

12.1.1. Receiving a Remote Intercom Call

- Step 1. When a customer presses an intercom button somewhere in the car park, the intercom communication to the booth is automatically initiated
- Step 2. At the booth, you will be able to hear the customer talking into the machine
- Step 3. To respond to this customer, press the "T" button on the intercom handset and talk while you are pressing this button down
- Step 4. To listen to the customer, release the "T" button on the intercom handset
- Step 5. To terminate the communication, press the "X" button on the intercom handset

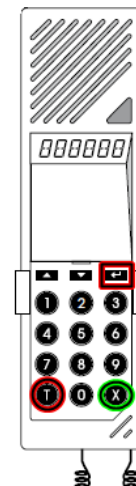


Figure 12.1 - Steps 3 thru 5

12.1.2. Initiating a Remote Intercom Call from the Booth to a Device

- Step 1. Press the button address of the device you wish to call. For example...
 - Entry 1 may have the button address: 01
 - Exit 4 may have the button address: 09
- Step 2. The intercom communication has been initiated with the device
- Step 3. Press the "T" button and hold down to talk to the remote device
- Step 4. Release the "T" button to listen to someone talking into the remote device
- Step 5. Press the "X" button to terminate the intercom communication



Figure 12.1.2 - Steps 3 thru 5

13. Appendix A – Screen Images

Figure 12.1 – Main Menu Screen

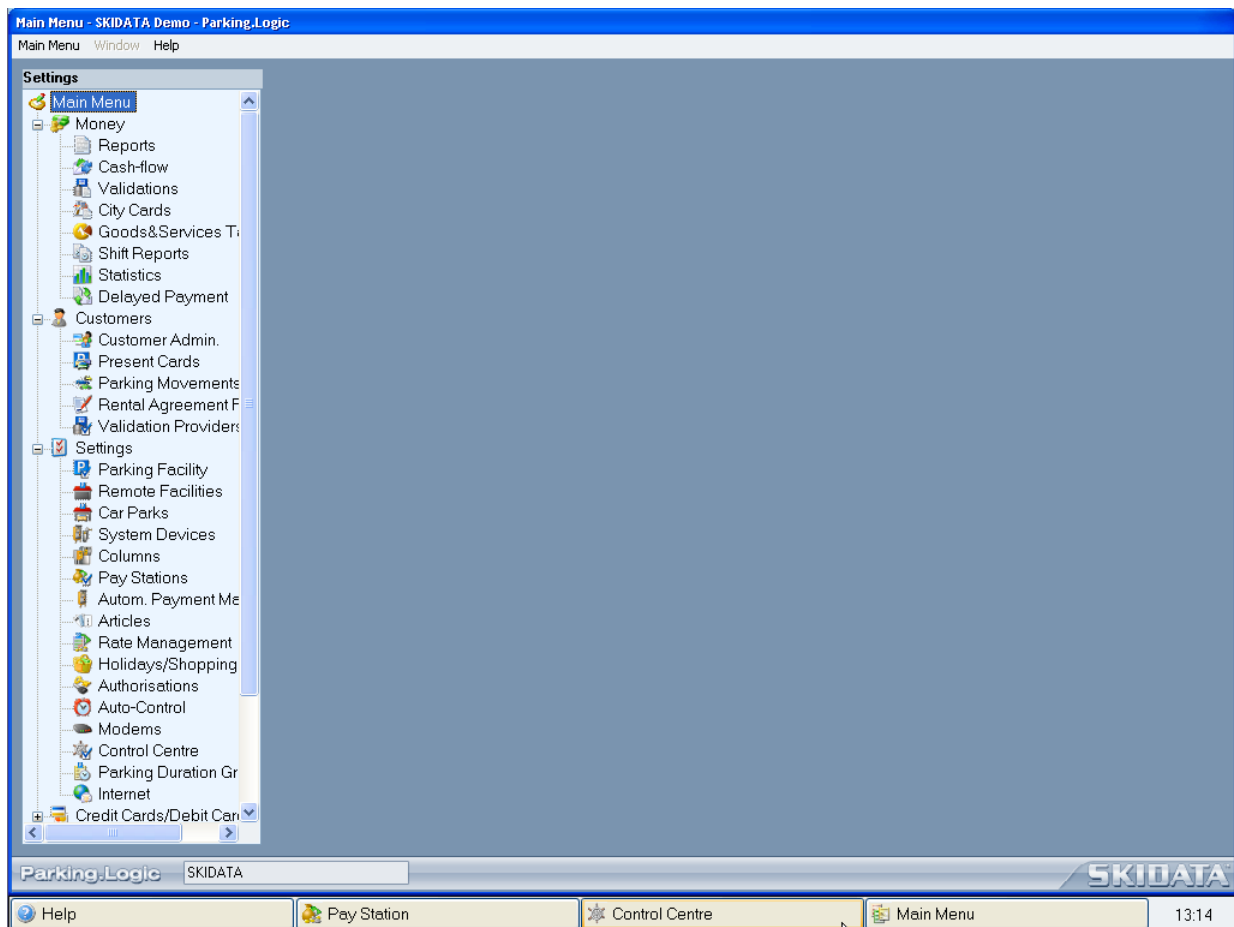


Figure 12.2 – Cashier Screen

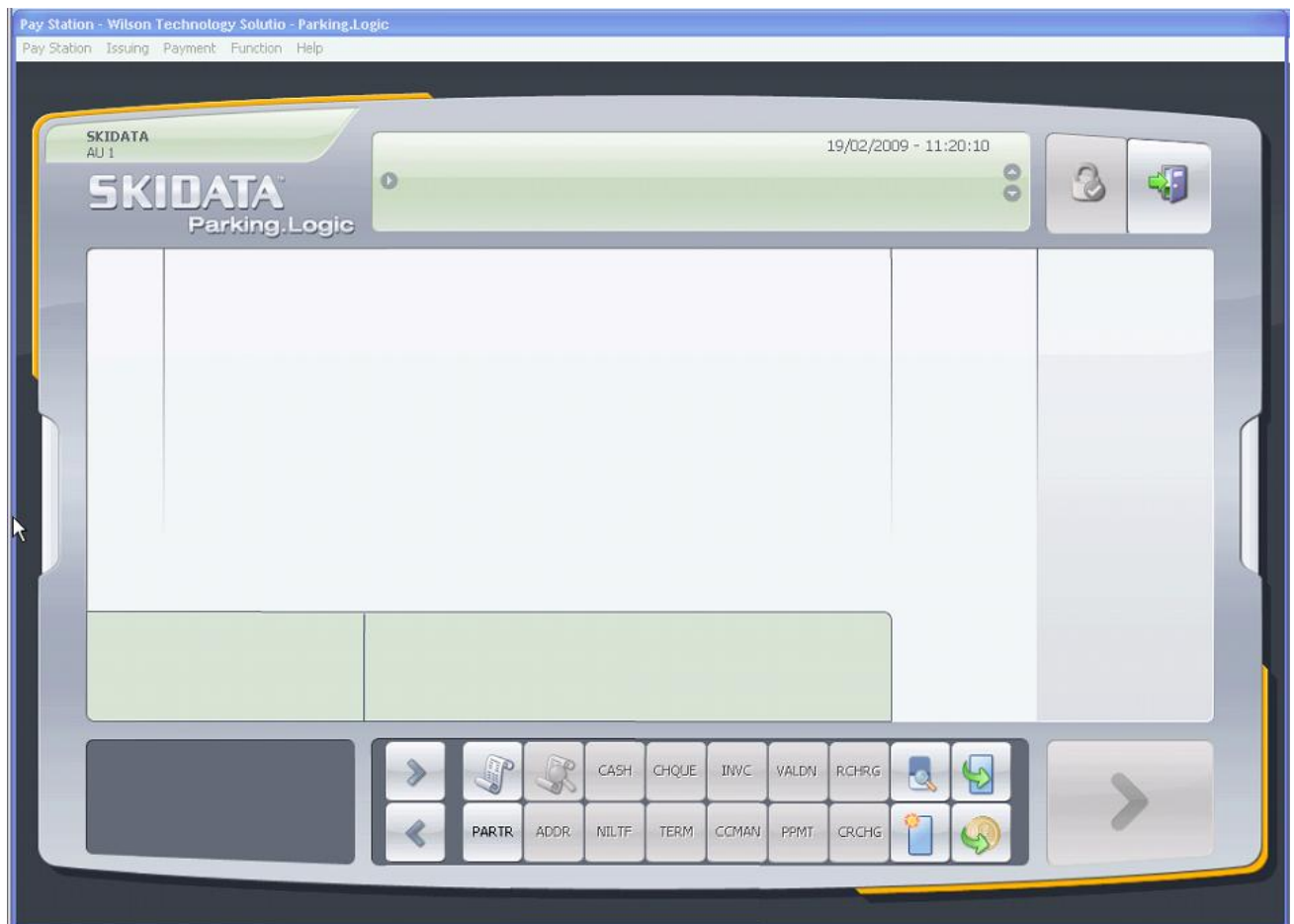


Figure 12.3 – Control Screen

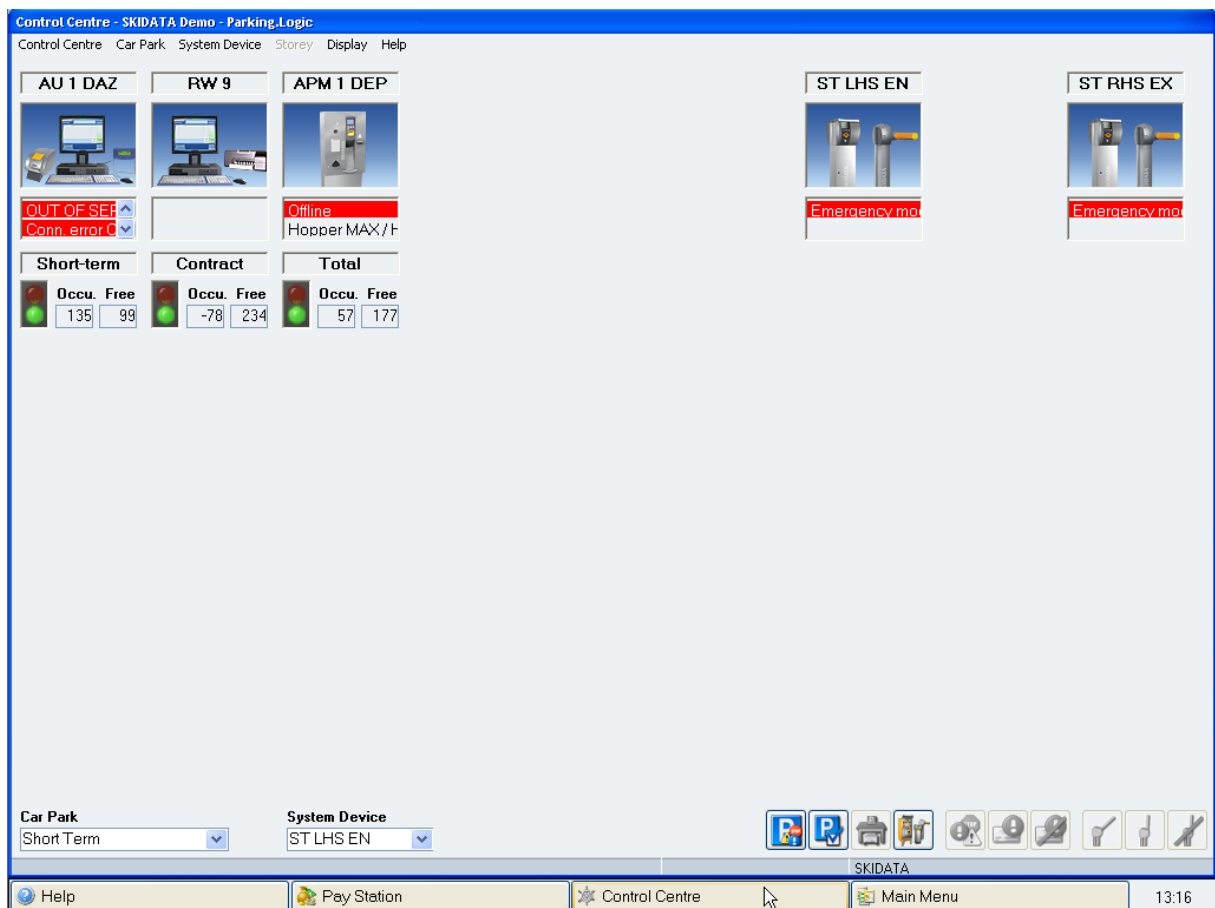
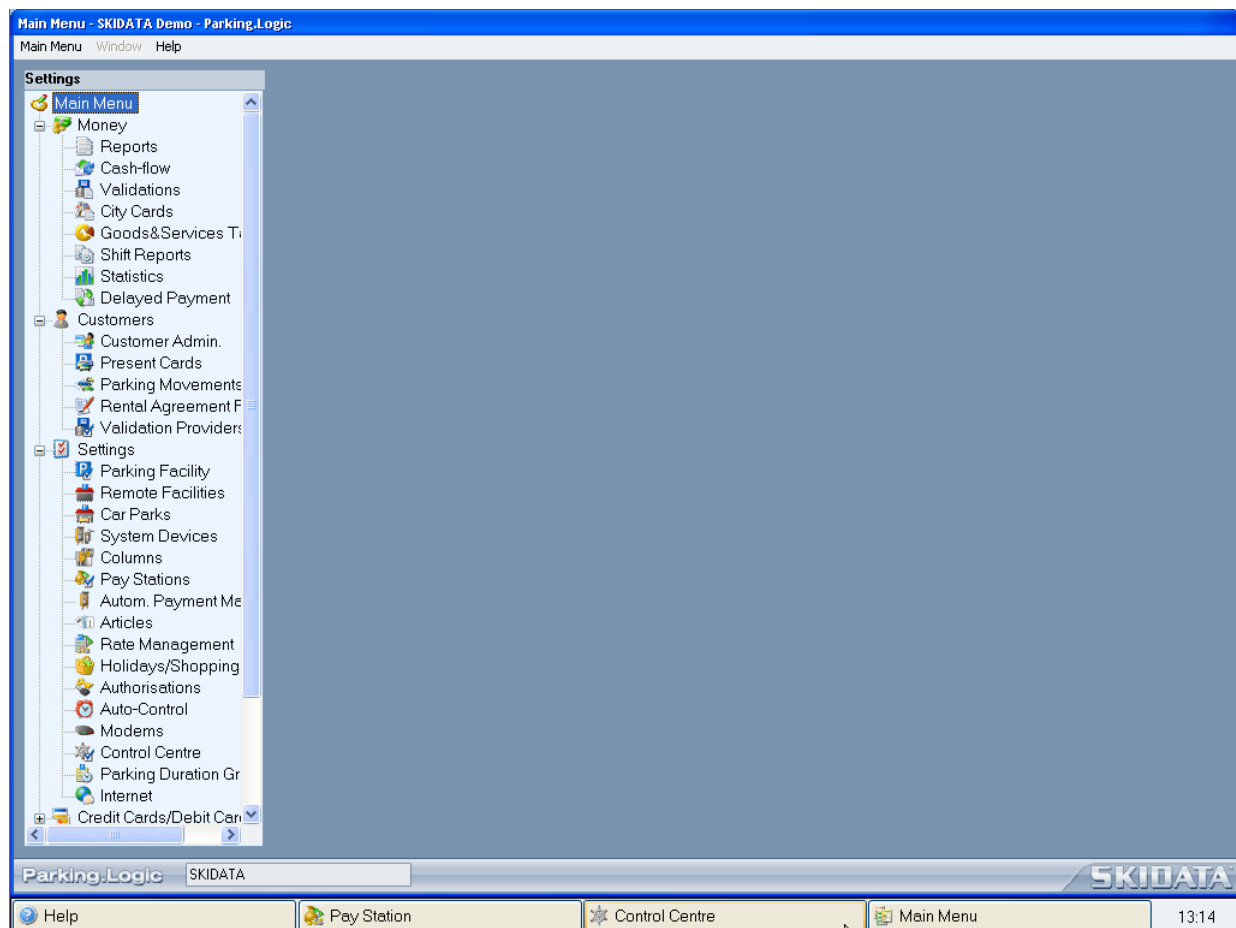


Figure 12.4 – Settings Screen






14. Appendix B – Reports

- *Revenue Report – Details total revenue and transactions including payment methods.*
- *Net Revenue Report – Details total net revenue and transactions, i.e. less any GST, VAT etc.*
- *Sales report – Details all new articles sold at the Pay Stations, i.e. where a customer has physically paid for a new card/article.*
- *Payment Method Report – Details totals for each payment type i.e. Credit cards, Cash, cheques etc.*
- *Validation Report – Details all validations processed for all validation providers.*
- *System Totals Report – Details how often specific system functions have been activated, including replacement tickets, irregularities such as manual open and passage numbers with allowed cards/articles.*
- *Car Park Balance Sheet – Details all payment totals taken at each car park within the parking facility.*
- *Parking duration report – Details all transaction totals by length of stay in the parking facility.*
- *Theoretical Revenue Report – Details theoretical revenue total if no reductions/rebates/discounts had been given (incl. GST)*
- *Fee Group Analysis – Details all transaction totals by rates paid.*

Compile Reports

for entire facility <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Revenue Report <input type="checkbox"/> Net Revenue Report <input checked="" type="checkbox"/> Sales report <input type="checkbox"/> Payment Method Report <input type="checkbox"/> Validation Report <input checked="" type="checkbox"/> System Totals Report <input checked="" type="checkbox"/> Car Park Balance Sheet <input type="checkbox"/> Parking duration report <input type="checkbox"/> Theoretical Revenue <input type="checkbox"/> Fee Group Analysis 	for each cashier <ul style="list-style-type: none"> <input type="checkbox"/> Revenue Report <input type="checkbox"/> Net Revenue Report <input type="checkbox"/> Sales report <input type="checkbox"/> Payment Method Report <input type="checkbox"/> Validation Report <input type="checkbox"/> System Totals Report for each Car Park <ul style="list-style-type: none"> <input type="checkbox"/> Revenue Report <input type="checkbox"/> Net Revenue Report <input type="checkbox"/> System Totals Report <input type="checkbox"/> Parking duration report 	for each pay device <ul style="list-style-type: none"> <input type="checkbox"/> Revenue Report <input type="checkbox"/> Net Revenue Report <input type="checkbox"/> Sales report <input type="checkbox"/> Payment Method Report <input type="checkbox"/> Validation Report <input type="checkbox"/> System Totals Report
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15. SKIDATA Operator Monthly Maintenance

The sections below detail the minimum required maintenance to be performed by the Car Park Operator as part of a scheduled monthly maintenance program

15.1. Data Central (DAZ) and Cashier Workstations

- Step 1. *Ensure that each PC has adequate airflow around it by removing any paper, books, or other obstructions from around it. This will ensure that the PC stays cool*
- Step 2. *Clean the PC, Keyboard, Monitor, Mouse, Coder and Customer Display with a clean, lint free cloth (See Section 4 in SKIDATA System Overview and Maintenance Instructions)*
- Step 3. *Use a cleaning card on the PC Coder using Isopropyl Alcohol as a solvent to slightly wet the card prior to insertion into the Coder (See Section 4.6 in SKIDATA System Overview and Maintenance Instructions)*
- Step 4. *Remove the print head from the Coder and inspect it for damage and soiling. Clean and replace (See Section 4.8 in SKIDATA System Overview and Maintenance Instructions)*
- Step 5. *Ensure the PC Coder is properly screwed into the base (See Section 4.10 in SKIDATA System Overview and Maintenance Instructions)*
- Step 6. *Ensure that all cables are securely fitted to the back of the PC*
- Step 7. *Test fixed or roaming Intercoms to ensure communication is possible with all devices*
- Step 8. *Check any warnings or alarms that are shown on the PC "Control Centre" screen of the system monitor*
- Step 9. *Report any defects to your local Wilson Technology Solutions representative*



SKIDATA Data Central/Manual Cashier



15.2. Entry and Exit Columns

- Step 1. *Inspect all Columns to ensure they are fixed securely to the ground*
- Step 2. *Use a cleaning card on the Column Coders using Isopropyl Alcohol as a solvent to slightly wet the card prior to insertion into the Coder (See Section 6.14 in SKIDATA System Overview and Maintenance Instructions)*
- Step 3. *Remove the print head from the Coder and inspect it for damage and soiling. Clean and replace (See Section 6.16 in SKIDATA System Overview and Maintenance Instructions)*
- Step 4. *Test all Column Intercoms to ensure communication is possible*
- Step 5. *Inspect all Columns for any broken hardware or cabling*
- Step 6. *Report any defects to your local Wilson Technology Solutions representative*



SKIDATA Entry/Exit Column



15.3. Barrier Units

- Step 1. *Ensure that the Barrier boom arms are tightly screwed onto the barrier shafts (See Section 7.4 in SKIDATA System Overview and Maintenance Instructions)*
- Step 2. *Inspect all Barriers to ensure they are fixed securely to the ground*
- Step 3. *Inspect all rubber strips on the bottom of the Barrier boom arms to ensure they are glued firmly in place*
- Step 4. *Test all Barrier manual open/close switches for correct operation*
- Step 5. *Inspect all Barriers for any broken hardware or cabling*
- Step 6. *Report any defects to your local Wilson Technology Solutions representative*



SKIDATA Barrier Unit

15.4. Automatic Payment Machines

- Step 1. *Clean the front door of the APM. Check if any of the "User Information" labels are worn and need replacing*
- Step 2. *Use a cleaning card on the APM Coder using Isopropyl Alcohol as a solvent to slightly wet the card prior to insertion into the Coder (See Section 5.10 in SKIDATA System Overview and Maintenance Instructions)*
- Step 3. *Remove the print head from the Coder and inspect it for damage and soiling. Clean and replace (See Section 5.11 in SKIDATA System Overview and Maintenance Instructions)*
- Step 4. *Inspect the illuminating lamp above the APM door. Ensure this is in good working order*
- Step 5. *Inspect the change compartment of the APM. Ensure that the illuminating lamp inside the change compartment flashes when a customers change is dispensed*
- Step 6. *Inspect the buttons on the APM door. Ensure all APM user functions are possible*
- Step 7. *Inspect the APM to ensure that the coin slot opens when a ticket is inserted for payment*
- Step 8. *Inspect the APM to ensure that the banknote reader is activated when a ticket is inserted for payment*
- Step 9. *Inspect the APM to ensure that payment is possible with a Credit Card when a ticket is inserted for payment*
- Step 10. *Test all the APM intercoms to ensure communication is possible*
- Step 11. *Inspect the general condition of the APM for any damage*
- Step 12. *Report any defects to your local Wilson Technology Solutions representative*



*SKIDATA Easy Cash
Automatic Payment Machine*



*SKIDATA Power Cash
Automatic Payment Machine*

[illegible]