

sweb.Validate 2022.06 - Validation Provider

PDF Manual based on Online Help
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PDF Manual based on Online Help – sweb.Validate

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Technical Documentation

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Application version

This document is based on version: 5.11

Contents

1	About this documentation	5
1.1	Not Optimized for PDF	5
1.2	Print layout	5
1.3	Symbols	5
1.4	Warranty and liability	5
2	Overview	7
2.1	Intended Audience	7
2.2	New in Version 5.11	7
2.3	New in Version 5.9	7
2.4	Purpose of sweb.Validate	7
2.5	User Roles	8
2.5.1	User Role Hierarchy	8
2.6	Multi-Facility Validation Providers	9
2.7	Super Administrator	10
2.7.1	Super Administrator Rights and Responsibilities	10
2.8	Facility Manager	11
2.8.1	Facility Manager Rights/Responsibilities	11
2.9	Validation Administrator	11
2.9.1	Validation Administrator Rights/Responsibilities	11
2.10	Ticket Monitor	11
2.11	Ticket Monitor Rights/Responsibilities	12
2.12	Finding the Last 6 digits of Ticket	12
2.12.1	Crosswise Orientation	13
2.12.2	Lengthwise Orientation	13
2.13	Ticket Validation Behavior and Options	14
2.13.1	Validating Rates and Validation Type	14
2.13.2	Rate Changes	17
2.13.3	Multiple Validations	18
2.14	Login	18
3	Validation Administrators	19
3.1	Dashboard	19
3.2	Validate	19
3.2.1	Focused Validation Mode	20
3.3	Validation History	21
3.4	Fund Requests Validation Administrator	22
3.5	Kiosk Management	23
3.5.1	Attended Mode	25
3.6	Kiosk Themes	26
3.7	Events	28
3.8	Badges	30
3.9	Default Validation	31
3.10	CCV Ecom Autopay	32
3.11	Adyen Auto Pay	32
3.12	Manage Users	32
3.13	Ticket Book Request	34
3.14	External Tenant Link	34
3.15	Reports	35

4	Validation Associates	37
4.1	Validate	37
4.1.1	Focused Validation Mode	38
4.2	Validation History	39
4.3	Fund Requests Validation Associate	39
4.4	Ticket Book Request	39
4.5	Reports	40

1 About this documentation

This manual contains **software operating instructions** for this application. All program functions are described in this Manual.

The procedures described in this manual do not include troubleshooting. In case of problems, please send an accurate problem description to SKIDATA Customer Service.

1.1 Not Optimized for PDF



Important: The standard user manual for sweb.Validate is an online help system which is directly integrated in the software application.

The content is NOT optimized for publication as a PDF. Therefore, formatting issues may exist in this PDF and many of the links and cross-references which are available in the standard sweb.Validate online help do not work.

Please consider this when assessing the contents of this PDF.

1.2 Print layout

For optimum printing, set your printer to **Color** and **Double-Sided** Printing.

1.3 Symbols

Important text passages and notes are marked by symbols and special typefaces throughout this Manual.

The following symbols are used:



Hint: This document contains important information about the proper handling of the device and its software.



Example: Describes practical applications to illustrate features, functions, etc.

1.4 Warranty and liability

Notwithstanding all stipulated warranty and liability regulations, warranty and liability claims shall be excluded in the following instances:

- Misapplication (i.e., non-intended use) of the software

- Inappropriate installation
- Irregular or insufficient updating/upgrading
- Use of material not approved by SKIDATA
- Failure to apply error correction measures recommended by SKIDATA
- Insufficient training of operating personnel
- Minor errors that do not impair or limit the essential functions of the software
- Faults that do not fall within the liability of SKIDATA
- Non-required changes made to the software by the principal or third parties without the written approval from SKIDATA
- Failure to pay the full amount of the agreed-upon fee
- Damage caused by third parties, atmospheric discharges, instable networks, chemical influences or Acts of God

**Note on Data Protection**

Operators are exclusively responsible for ensuring compliance with applicable legal obligations arising from the use of the products. As an operator, be sure to follow applicable data protection regulations when configuring SKIDATA systems. If necessary, seek professional legal advice and obtain the express acknowledgment and approval of your customers/guests.

2 Overview

This section provides an overview of the purpose, user rolls and basic concepts which need to be understood to operate sweb.Validate.

2.1 Intended Audience

This help is intended for use for sweb.Validate Validation Administrators and Validation Associates. The Overview section describes general operating principals and user roles and responsibilities.

The User Interface and Common Workflows needed for Super Administrators and Facility Managers are described in their respective sections.

2.2 New in Version 5.11

- Activate Multi-Factor Authentication via Email
- Enable Attendend Mode Exclusive for a Kiosk (see **Kiosk Management** (Page 23))
- Additional Invoice report (see **Reports** (Page 35))
- Car park name and facility name are shown on the Kiosk / Mobile

2.3 New in Version 5.9

- Added display language **English (UK)** includes European date format (DD/MM/YY)
- New tab **Kiosk Themes**, customized kiosk themes (Super Administrator/Facility Manager and Validation Administrators, if enabled)
- sweb.Validate **mobile app** supports keychain (IOS) or keystore (Android) to retrieve password
- **Facility Settings - Login Attempts** (number of attempts and lockout period in minutes)
- **Validation Provider > Configurations**: deduct rate value (default not charged to validation provider)
- Starting with this version, in sweb.Validate (ticket books - mode) ticket **quantities** are deducted immediately upon applying validations (as to prevent over validation), but the **fund balance** is still updated after the exit

2.4 Purpose of sweb.Validate

sweb.Validate was designed to:

- Allow users to securely validate parking tickets using a standard web browser.
- Provide 100% accounting of all validation activity.
- Manage all cash accounting activity related to the validation process.
- Provide reporting on all validation and cash accounting activity.
- Prevent theft and fraud related to parking validation.
- Eliminate the need for validation stickers and paper validation tickets.
- Provide visitor tracking and reporting.

sweb.Validate provides parking facility managers the ability to sell electronic validation funds to tenant businesses. These funds can then be used to validate their customer's parking tickets using a standard web browser, kiosk, or mobile app.

sweb.Validate provides a wide variety of configuration and validation options. Please read the role guides for specific users for more information.

sweb.Validate is a role based application meaning sweb.Validate supports multiple user roles related to parking validation activities. Each user role has a different function and the sweb.Validate user application features are different for each role. sweb.Validate user roles are discussed in the following section.

2.5 User Roles

The sweb.Validate application is role based and has the following user roles:

- Super Administrator
- Facility Manager
- Ticket Monitor
- Validation Administrator
- Validation Associate

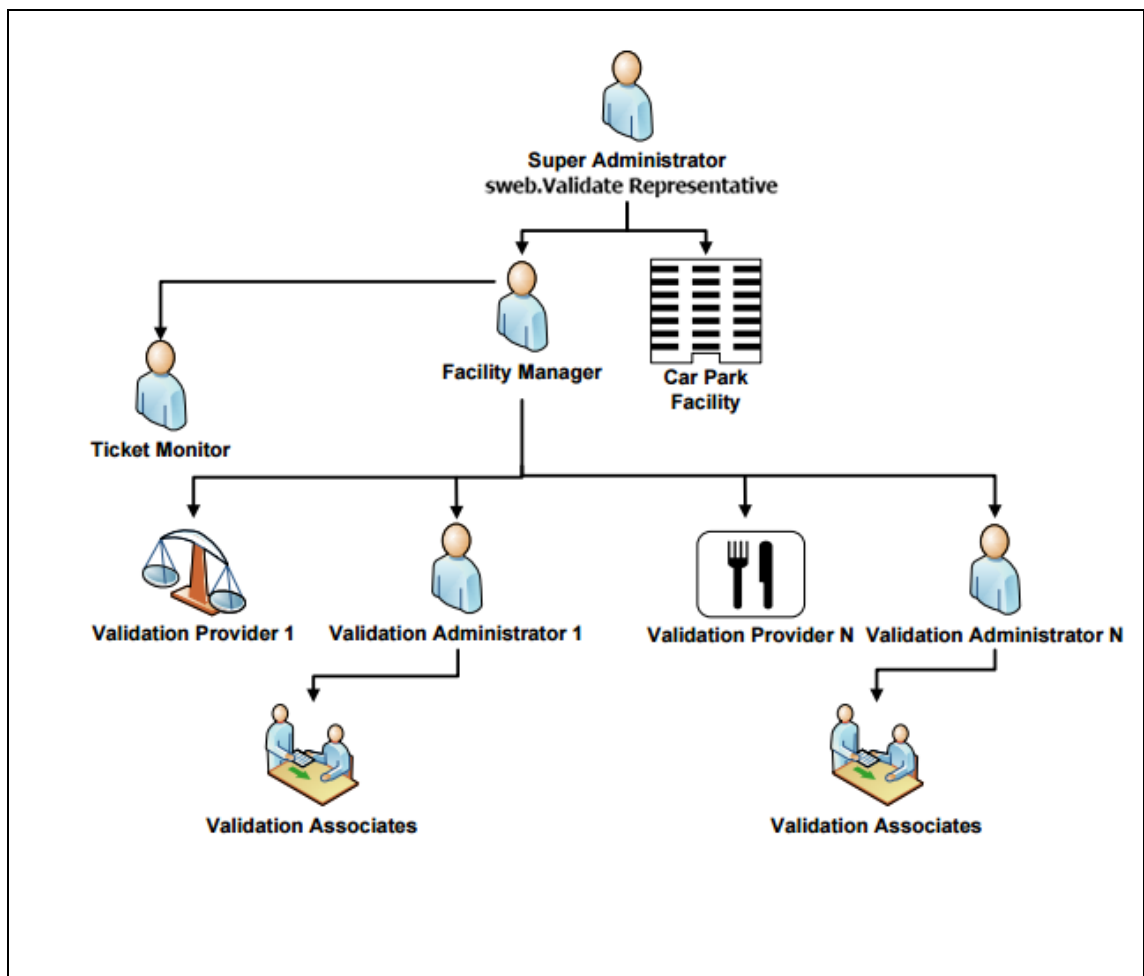
Because each of the user roles above has access to a distinct user interface and functionality, a separate user guide will be created for each of the roles above.

Please review the Glossary at the end of this document for an explanation of the terms used in this document and the role specific user guide documents.

2.5.1 User Role Hierarchy

The Super Administrator account is the only user account that is preconfigured. All other users of the system must be added by other users of the system. The hierarchy detailing relationships and responsibilities between the roles is shown below:

- **Super Administrator** users create/manage all types of users. This account is typically managed by SKIDATA.
- The **Facility Manager** users create/manage all types of users besides a Super Administrator. Facility Manager is an administrator account for the parking facility.
- **Validation Administrator** users create/manage users in the **Validation Associate** role.
- **Validation Associate** user does not create or manage other user accounts.
- **Ticket Monitor** user does not create or manage other user accounts.



2.6 Multi-Facility Validation Providers

Starting with sweb.Validate 4.0, Multi-Facility Validation Providers (MVPs) have been enabled. An MVP is simply a Validation Provider that is able to validate parking at any parking facility they have been linked to.

For example, picture this section of a city with a large shopping center with four independent parking facilities near it. Customer to the shopping center may park at any of those parking facilities and visit any store in the shopping center:



With MVP support for sweb.Validate 4.0, the stores within this shopping center can now validate parking at any parking facility that uses sweb.Validate.

Parking Facility Operators maintain complete control over their own facility settings.

- Can allow/disallow validation types and values
- Can allow/disallow kiosks to be used to validate parking

Validation Providers are still created exactly the same as before: by a Facility Manager at a single parking Facility. Multi-Validation Providers are created at normally for the first facility and then linked to additional facilities with an External Tenant Link Code. This process is described in the Facility Manager and Validation Administrator manuals.

Hint:

Configuration of Multi-Facility Validation Providers requires the proper settings in multiple types of accounts (i.e Super Admin, FM and VP). The required settings to create a Multi-Facility Validation Providers are described in the respective manual for each user.

2.7 Super Administrator

The sweb.Validate web application is pre-configured with a user account assigned to the Super Administrator role. The user in the Super Administrator role will be a sweb.Validate representative who is an expert in the configuration and maintenance of the sweb.Validate web application system.

The Super Administrator user creates the Facility profile and the Facility Manager user for the system.

2.7.1 Super Administrator Rights and Responsibilities

The primary rights/responsibilities for the Super Administrator user are as follows:

- Configure global settings that apply to the system.
- Add and Manage Facility profile information.
- Create Facility Manager user account.
- Edit personal information.
- View reports on all system activity.

2.8 Facility Manager

The Facility Manager user is created by the Super Administrator user or another Facility Manager. The sweb.Validate web application does not come pre-configured with a user in the Facility Manager role.

Note:

A sweb.Validate portal may have as many users with the Facility Manager role as desired but they have to be assigned to a facility.

2.8.1 Facility Manager Rights/Responsibilities

The primary rights/responsibilities for the Facility Manager user are as follows:

- Create and Manage Validation Provider profiles.
- Create and Manage Validation Administrator user accounts.
- Create and Manage Ticket Monitor user accounts.
- Sell Validation Funds to Validation Providers and approve/deny Validation Fund requests from Validation Administrators.
- Generate reports on all validation and cash management activity.

2.9 Validation Administrator

Validation Administrator users are created by a Facility Manager or another Validation Administrator. The sweb.Validate web application does not come preconfigured with user accounts in the Validation Administrator role.

Each Validation Administrator can be assigned to only one Validation Provider. In order for a Validation Provider to be managed, it must have at least one Validation Administrator assigned to it.

2.9.1 Validation Administrator Rights/Responsibilities

The primary rights/responsibilities for the Validation Administrator user are as follows:

- Create and Manage Validation Associate users.
- Issue parking validations to customers.
- Approve Validation Fund requests from Validation Associate users.
- Request Validation Funds from the Facility Manager user.
- Generate reports on cash management and validation activity for their Validation Provider.

2.10 Ticket Monitor

Ticket Monitor users are created by the Facility Manager. The sweb.Validate web application does not come pre-configured with user accounts in the Ticket Monitor role.

Ticket Monitor users are able to log in to the sweb.Validate web application and search for parking tickets to determine if a number is valid and/or if the particular parking ticket has been validated by one or more validation providers.

The sweb.Validate web application can support an unlimited number of users in the Ticket Monitor role.

It is not required that a user in the Ticket Monitor role be created.

2.11 Ticket Monitor Rights/Responsibilities

The rights/responsibilities for the Ticket Monitor user are as follows:

- Search for the presence of a parking ticket number in the facility and determine if parking ticket has been validated.

2.12 Finding the Last 6 digits of Ticket

To validate a ticket using the web application, you need to enter the last 6-digits of the ticket number. This section describes where to find the last 6-digits of the ticket number on various ticket types.

2.12.1 Crosswise Orientation

If you are using a sweb.Validate Kiosk, you can simply scan the ticket to perform a validation. Otherwise, the last 6 digits of the ticket number need to be located and entered into the sweb.Validate web application manually. In this example, the last 6-digits are **001036**.

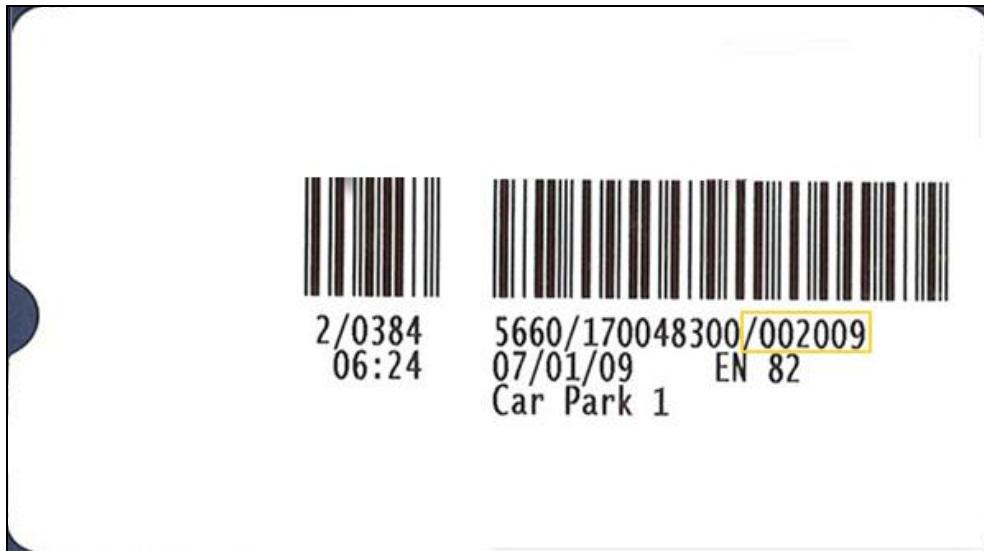
Fig. 1: Finding the last 6-Digits of a Ticket Number



2.12.2 Lengthwise Orientation

If you are using a sweb.Validate Kiosk or mobile application, you can simply scan the ticket to perform a validation. Otherwise, the last 6 digits of the ticket number need to be located and entered into the sweb.Validate web application manually. In this example, the last 6-digits are **002009**.

Fig. 2: Finding the last 6-Digits of a Ticket Number



2.13 Ticket Validation Behavior and Options

In order to configure the swb.Validate for to satisfy the needs of a particular facility, it is important to understand the ticket validation behavior of swb.Validate and the validation options that are provided.

This chapter provides a detailed description of what happens when a ticket is validated and the validation options that can be configured.

2.13.1 Validating Rates and Validation Type

When a Validation Provider validates a ticket, **both** of the following things happen:

- A Validation Rate is assigned to the ticket.
and
- One of the following Validation Types is provided:
 - **Time Value**
 - **Percentage**
 - **Cash Value**
 - **Rate Change**
 - **Facility Defined**

Note:

If a Rate Change Validation Type is applied, essentially the only thing that happens is that the Validation Rate is applied and no additional validation is given by the Validation Provider.

Validation Rate

Validation Rate

The Validation Rate is the parking rate that will be applied to a ticket that has been validated. It can be either the default rate that would be assigned regardless of the ticket validation **or** a different defined Validation Rate.

Note:

If a different Validation Rate is assigned, the parking rate assigned to the ticket is changed. Even if the rate is lower than what the default rate would have been, the Validation Provider's Validation Funds are not impacted.

For more information about how to configure Validation Rates, see Validation Rates.

Validation Types

In addition to the Validation Rate, there are several Validation Types that the Validation Provider can give based on the configuration of sweb.Validate.

Here is a description of all Validation Types with examples:

- **Time Value:** Time Value validations are a period of time expressed in hours and minutes. The Validation Administrator and Associate users will give validations of this type by selecting an hour value and minute value from provided drop down lists.

sweb.Validate does not store or manage parking rate information. The cost/value of the validation will be calculated only when the parking patron exits the facility.

Example:

A 2 hour validation is given. If the patron leaves the car park within 2 hours, they will not have to pay a parking fee.

If they stay longer than 2 hours, the patron will only pay the 1 hour rate.

- **Calculated Time:** This validation type is the same as a Time Value validation. However, the pre-populated values on the validation form will match how long the vehicle has been in the car park.

Example:

A vehicle has been in the car park for 45 minutes. When the user enters the ticket number and clicks Verify Ticket on the validation form, the Validation Type selected will say Time Value, the hours to validate will be 0 and the minutes to validate will be 45. If the user enters the ticket number and simply clicks One-Click Validate, then the ticket would be validated for 45 minutes because that is how long the vehicle has been in car park.

- **Percentage:** Percentage type validations reduce the parking fee by a selected percentage. A 100% validation is also possible. Since the actual cost of the parking fee is not known until the parking patron exits the facility the cost/value of the validation is not known at the time the validation is given.

Example:

A 50% validation is given. This reduces the patron's parking fee by 50%.

- **Cash Value:** Cash validations reduce the parking fee by a provided cash amount. When the Validation Administrator and Associate users give a cash value validation they must enter a specific cash amount.
The amount charged to the Validation Administrator or Associate user's Validation Provider Fund account depends on whether the Charge Tenant for Over Validating? option is checked.

Example:

A \$20.00 validation is given and the parking patron's parking fee is only \$10.00 and the Charge Tenant for Over Validation is enabled the Validation Provider will be charged the full \$20.00. If the option is not checked the Validation Provider will only be charged the \$10.00 amount.

In all cases the Validation Provider is never charged more than the amount entered by the Validation Administrator or Associate user even if the parking fee exceeds the entered amount.

- **Rate Change:** Every validation issued will use the rate that is configured under Validation Rate. In most cases validations will use the standard, default rate of the facility.
When a non-standard rate is specified the Facility Manager user has the ability to allow a Validation Provider's Administrator and Associate users to issue a Rate Change validation. When a parking patron receives a Rate Change validation only the parking rate is changed and no other validation is given.

Example:

A Rate Change validation is given and the assigned Validation Rate is \$1.00. The patron will be charged \$1.00 regardless of the normal rates in the car park as long as the validation has not expired. If the validation expires before they leave the car park, they will pay the standard rate for the car park based on the entire parking duration.

See **Rate Changes** (Page 17) For a more detailed description.

- **Facility Defined:** The most important aspect of Facility Defined validations is that this type of validation is processed exactly as a Cash type validation. In some cases giving Validation Administrator and Associate users the ability to enter a cash amount is "too flexible" and more control is needed.
The Facility Defined validation feature provides the Facility Manager user the ability to define a small set of cash validations with a user friendly label that can then be used by Validation Administrator and Associate users of the Validation Provider.

Example:

Facility Defined validations are often used given the name which corresponds to the rate the cash value would pay in the parking facility.

If the parking facility has a standard half-day rate that costs \$10, the name given to a \$10 Facility Defined validation might be Half-Day.

If it costs \$2 to park in the parking facility for 1 hour, a good name for a \$2 facility defined validation might be, 1-hour.

As mentioned Facility Defined validations are processed as cash validations and the Over Validating setting applies.

The example above shows a time period associated with a cash amount. This is not a requirement and it should also be completely understood that the Facility Defined validation is a **Cash Value** validation and the sweb.Validate system does not in any way process the validation using any time information.

2.13.2 Rate Changes

A Rate Change is a validation type which changes the rate in Parking.Logic that is used to calculate the cost of parking. As explained in ***Ticket Validation Behavior and Options*** (Page 14) a Validation Rate is always applied when a ticket is validated. Giving a Rate Change validation means the only thing that is applied is the Validation Rate and no additional validation is given by the Validation Provider.

Note:

For Rate Changes to work, parking rates must be set up in Parking.Logic and also mapped to a corresponding Validation Rate (i.e. the Validation Rate ID must match the parking rate number) by the sweb.Validate Super Administrator. See Validation Rates.

Note:

Rate Changes are typically used to offer parkers a reduced rate at no cost to the Validation Provider. Therefore, Rate Changes can impact the revenue of a Parking.Facility.

Setting up Rate Change Validations

In order for Validation Providers to be able to offer Rate Change validations, the following settings must be configured:

- Parking rates which will be used as Validation Rates must be setup in Parking.Logic
- Validation Rates, which correspond to the parking rates in Parking.Logic, must be configured
- Rate Changes must be enabled by the Super Administrator under **Facility > Enabled Validation Types**
- Rate Changes must be enabled by the Facility Manager for all Validation Providers who should be able to offer Rate Changes under **Validation Provider > Enabled Validation Types**.

Enabling/Disabling Rate Changes

The ability to for Validation Providers to select a Rate Change validation type can be enabled/disabled globally by the Super Administrator under **Facility > Master Validation Options > Enable Rate Change**. Additionally, the Rate Change validation type can be enabled/disabled for each individual Validation Provider by the Facility Manager under **Validation Provider > Enabled Validation Types**.

Note:

The Enable Rate Change field only impacts the availability of the Rate Change Validation Type for the Validation Provider. If the Facility Manager assigns a different Validation Rate to the Validation Provider a Rate Change will still occur even if Enable Rate Change has been deactivated. To truly prevent a Rate Change Validation Rate must be set to Default.

2.13.3 Multiple Validations

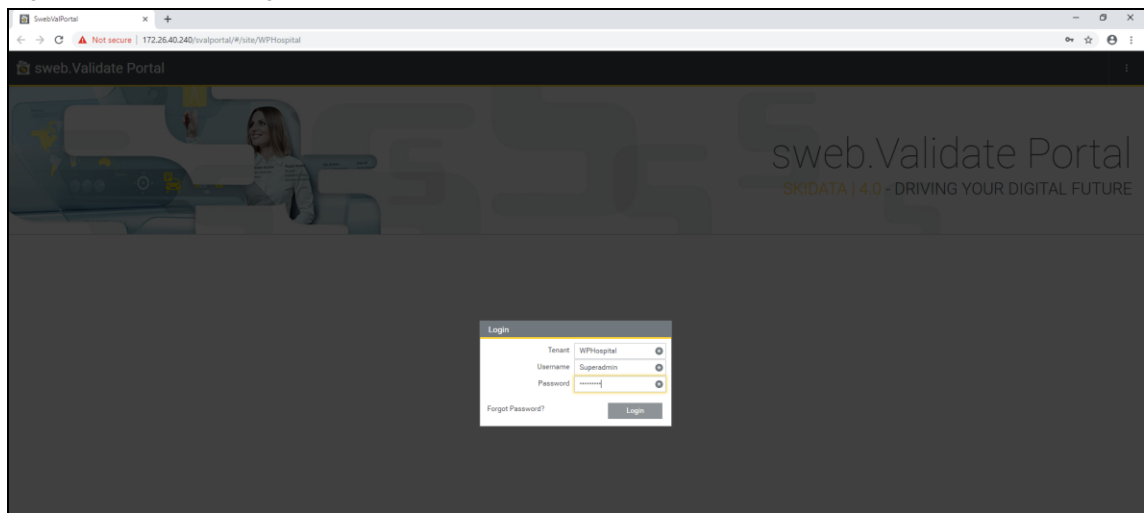
When multiple Validations are applied to the same parking ticket, the behavior is as follows:

- The first Validation Rate is applied and subsequent Validation Rates are ignored.
- If the value of the combined validations exceeds the total parking fee, one of two things can happen:
 - If Over Validation is enabled, the complete amount of each individual validation is deducted from each Validation Provider's validation funds.
 - If Over Validation is disabled, the parking fee is split between the Validation Providers and deducted from the Validation Provider's validation funds. The amount deducted for an individual Validation Provider will never exceed the validation given by the Validation Provider.

2.14 Login

Before you can start using the sweb.Validate application you will need to know your login **URL**, **Tenant**, **User Name**, and **Password**. If you do not have this information, please contact your sweb.Validate representative.

Fig. 3: sweb.Validate Login



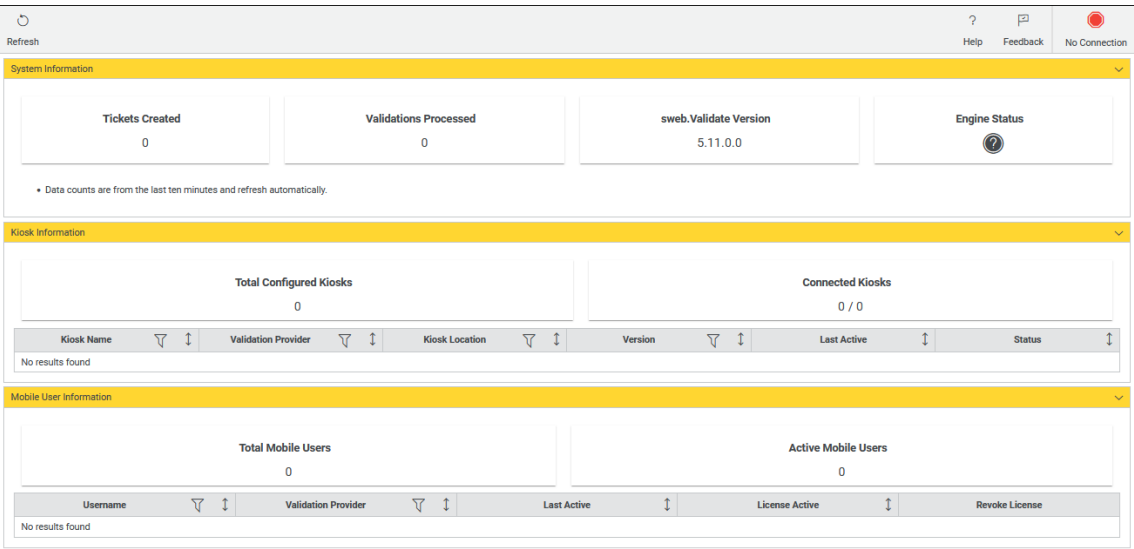
3 Validation Administrators

In this section, the user interface for the Validation Administrator is described along with the most common tasks that are performed under each tab.

Note:
Some of the Tabs described in the help will not appear if the parking facility has not enabled this functionality.

3.1 Dashboard

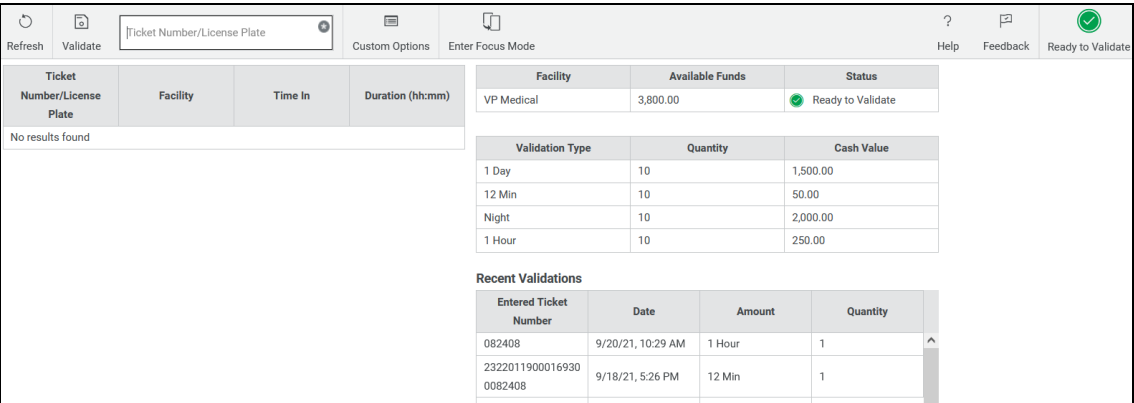
Under the **Dashboard** tab, important system, device and user status is displayed.



3.2 Validate

Under **Validate**, parking tickets can be validated and recent validations can be viewed.

Fig. 4: sweb.Validate Validate



Validating a ticket on the sweb.Validate Portal

Depending on how the facility has configured the Validation Administrator and Associates, the types of validations that can be given will vary.

To validate a ticket proceed as follows:

1. Enter the last 6 digits of the ticket in the **Ticket Number** field.
2. Configure the validation depending on available validation options.
3. You also have the option to enter Optional Details:
 - **Lawyer:** Field label and selections are configurable under Preferences
 - **Option 1:** Field label and selections are configurable under Preferences
 - **Option 2:** Field label and selections are configurable under Preferences
 - **Visitor First Name**
 - **Visitor Last Name**
 - **Reference #1**
 - **Reference #2**
 - **Details**
4. Click **Validate**.

Note

You can enter a simpler user interface and workflow processing validations by clicking **Enter Focus Mode** on the toolbar. This option is available if the Validation Provider has facility defined validations activated. See **Focused Validation Mode** (Page 20) for more information.

Note

Depending on how the validation system is configured by the Facility Manager, the selections under Validation Type and Expiration Type may vary. In some cases, only one option may be available or the one-click validation setting may automatically be applied after clicking Verify Ticket

Hint:

The sweb.Validate Portal is not the only tool sweb.Validate has for validating tickets. Tickets can also be validated using a mobile phone with the sweb.Validate Pro app or with a sweb.Validate Kiosk.

3.2.1 Focused Validation Mode

If you click **Enter Focus Mode** under **Validate**, you will have a simplified user interface and workflow for validating tickets.

This mode is only available if the Validation Provider has Facility Defined Validations enabled. You can enter full-screen mode by clicking the expanding arrows in the top right corner of the screen. Focus mode can be exited by clicking the **Exit Focus Mode** button in the top left corner of the screen.

Validating a ticket in Focused Validation Mode

To apply a facility defined validation in focused validation mode, proceed as follows:

1. Enter the last 6 digits of the ticket in the **Ticket Number** field.
2. Click **Submit**.
3. Choose which validation to apply.

3.3 Validation History

Under the **Validation History** tab, a list of issued validations is displayed and details can be added and adjusted.

Fig. 5: sweb.Validate Validation History

Entered Ticket Number	Ticket Number	Date	Validation Status
60013001712710005248	05509224170013700005248	4/5/19, 1:45 AM	Confirmed
60013001712710005248	05509224170013700005248	4/5/19, 1:45 AM	Confirmed
60013001712710005253	05539224170013700005253	4/5/19, 12:53 AM	Confirmed
60013001712713005259	05539224170013700005259	4/5/19, 12:02 AM	Confirmed
9U2WHT	05539224170013700005259	4/5/19, 12:01 AM	Confirmed
9U2WHT	05539224170013700005259	4/5/19, 12:00 AM	Confirmed
60013001712709005246	05499224170013700005246	4/5/19, 12:00 AM	Confirmed
60013001712709005246	05499224170013700005246	4/5/19, 12:00 AM	Confirmed
60013001712709005246	05499224170013700005246	4/5/19, 12:00 AM	Confirmed
60013001712709005246	05499224170013700005246	4/5/19, 12:00 AM	Confirmed
60013001712713005259	05539224170013700005259	4/4/19, 11:59 PM	Confirmed
9U2WHT	05539224170013700005259	4/4/19, 4:39 PM	Confirmed

Parking Facility: Example Parking Center

Entered Ticket Number: 60013001712710005248

Ticket Number: 05509224170013700005248

Time In: 04/04/2019 18:10

Time Out: 04/04/2019 18:10

Validation Status: Confirmed

Validation Rate: Default Rate

Validation Type: Time Value

Hour: 2

Minute: 30

Validation Date: 04/05/2019 01:45

Validated By: K001004002

Expiration Date: 04/06/2019 01:45

Option 1: Select

Option 2: Select

Visitor First Name:

Visitor Last Name:

Reference #1:

Reference #2:

Details:

3.4 Fund Requests Validation Administrator

Under the **Fund Requests** tab, Fund Requests can be managed.

Date	Amount	Status	Facility
3/16/19	\$99.00	Credit Pending	Example Parking Center
4/4/19	\$99.00	Funds Issued (Credit)	Example Parking Center
3/29/19	\$50.00	Cancelled	Example Parking Center
3/29/19	\$50.00	Cancelled	Example Parking Center
3/29/19	\$50.00	Cancelled	Example Parking Center
3/29/19	\$50.00	Cancelled	Example Parking Center
3/28/19	\$99.00	Funds Issued (Credit)	Example Parking Center
3/27/19	\$500.00	Funds Issued (Credit)	Example Parking Center
3/22/19	\$99.00	Funds Issued	Example Parking Center
3/22/19	\$55.00	Rejected (VP)	Example Parking Center
3/21/19	\$90.00	Funds Issued	Example Parking Center
3/21/19	\$120.00	Funds Issued	Example Parking Center
3/21/19	\$100.00	Pending VP Admin Approval	Example Parking Center

Fund Requests can be made by a Validation Associate or Validation Administrator. Fund Requests can only be approved by the Validation Administrator.

Making a Fund Request

Fund Requests can be made by a Validation Administrator and will be sent directly to the Facility Manager for approval. To make a Fund Request, proceed as follows:

- Under the **Fund Requests** tab, click **Add**.
- Complete the following fields:
 - Facility:** In the case of a multiple facility validation Provider select the facility that the fund request is for.
 - Payment Type**
 - Details** (optional)
- Under the **Approval Info** tab complete the following fields:
 - Amount**
 - Remarks** (optional)
- Click **Save**.

Note:

If credit was selected as the payment option, a payment window will open from the payment processor to complete the transaction.

Approving a Fund Request

Fund Requests made by a Validation Associate must be approved by the Validation Administrator. To do so, proceed as follows:

- Under the **Fund Requests** tab, select the Fund Request from the list. The **Status** should be, **Pending VP Admin Approval**.
- If the selected entry is **Pending VP Admin Approval**, the Fund Request can be Approved or Rejected. Click the **Approve** button.

3.5 Kiosk Management

Kiosks can be only added by the SuperAdmin.

For Facility Managers and Validation Administrators, Kiosks settings can be configured under **Kiosk Management**.

Fig. 6: Kiosk Management

The screenshot displays the Kiosk Management interface. On the left, a table lists kiosks with columns for Validation Provider, Kiosk Name, and Kiosk Status. The first row is highlighted in yellow. On the right, configuration options for the selected kiosk (g1) are shown, including fields for Kiosk Name, Kiosk Device ID, Username for Kiosk, Validation Provider, Kiosk Location, Display Message, Validation Type, Validation Rate, Allow Multiple Validations, Attended Mode, Exclusive, Attended Mode Validation Options, Badge Mode, and Use Event for Validation. A section for 2nd Generation Kiosks (NQUIRE 1000) includes options for Display Language, Enable Plate Number, Enable Ticket Number, Kiosk Unlock Code, Enable Advertisements, Advertisement List, and Kiosk Theme. An 'Unregister Device' button is at the bottom right.

Validation Provider	Kiosk Name	Kiosk Status
Administration	g1	Registered
Administration	g2	Unregistered
Administration	k1	Unregistered
Administration	T7	Unregistered
Ambulatory Surgery	T6	Registered
NICU	T5	Unregistered
Radiology	HSP	Registered
Radiology	test_4	Registered
Radiology	testtest	Registered

Configuration options for Kiosk g1:

- Enabled: ☒
- Kiosk Name: g1
- Kiosk Device ID: 50252d7651528cd9
- Username for Kiosk: KU10160049
- Validation Provider: Administration
- Kiosk Location: 1
- Display Message: Hello World
- Validation Type: Rate Change
- Validation Rate: \$1 Rate
- Allow Multiple Validations: ☒
- Attended Mode: ☐
- Exclusive: ☐
- Attended Mode Validation Options: 4 items selected
- Badge Mode: Off
- Use Event for Validation: ☐

2nd Generation Kiosks (NQUIRE 1000):

- Display Language: English (US)
- Enable Plate Number: ☒
- Input:
- Enable Ticket Number: ☒
- Input:
- Kiosk Unlock Code: UNLK
- Enable Advertisements: ☐
- Advertisement List: -- Click to select --
- Kiosk Theme: Default

Unregister Device

The table on the left displays a list of all Kiosks with the following details:

- **Validation Provider**
- **Kiosk Name**
- **Kiosk Status**

- Unregistered: The physical Kiosk has not yet been setup.
- Registered: The physical Kiosk has been setup.

By selecting an entry in the list, the following settings can be configured for that Kiosk:

- **Enable:** Activate if the Kiosk should be able to issue validations.
- **Kiosk Name:** Enter the **Kiosk Name** here.
- **Kiosk Device ID:** For Kiosks that are Registered, the Kiosk Device ID is displayed here.
- **Username for Kiosk:** The Username for the Kiosk is displayed here. This is only needed to register 1st Generation Kiosks (MK500/590).
- **Kiosk Registration Code:** For unregistered Kiosks, the Kiosk Registration Code is displayed here. This needs to be entered in at 2nd Generation Kiosks (NQUIRE 1000) when setting them up.

- **Password:** This is needed to register 1st Generation Kiosks. This is only needed to register 1st Generation Kiosks (MK500/590).
- **Validation Provider:** The Validation Provider that the Kiosk is assigned to is displayed here.
- **Use Event for Validation:** Activate if the Kiosk is used for Event validations. More information regarding Event validations is included in the Validation Administrator and Associate manual.
- **Kiosk Location:** Enter a short description of where the Kiosk is located.
- **Display Message:** Enter a message that should be displayed on the Kiosk screen.
- **Validation Type:** Select a validation type. Based on the selection here, additional configuration options will appear. See the Validation Types listed under **Validation Types** (Page 15) for more details on the validation types.
- **Allow Multiple Validations:** Activate if multiple validations at the same Kiosk should be possible.
- **Attended Mode Exclusive:** The attended mode on the Kiosk will start automatically and there will be no session timeout or automatic log-out at the Kiosk.
- **Attended Mode Validation Options:** Select the Validations that should be available when the Kiosk is in Attended Mode. For more information see **Attended Mode** (see "**Attended Mode**" Page 25).
- **Badge Mode:** In Badge Mode a badge (e.g. ID Card, password) has to be scanned before a ticket can be validated. There are two types of Badge Modes:
 - **All Badges:** Any badge registered to the VP will be accepted.
 - **Whitelisted Badges:** Only badges from users who has been explicitly assigned to the selected Kiosk will be accepted.

Note:

Badges are assigned to Users by Validation Administrators under Badges.

- **Use Event for Validation:** Activate if the Kiosk is used for Event validations. More information regarding Event validations is included in the Validation Administrator and Associate manual.

Additional Settings which apply to the Newland Kiosks (NQuire 1000) can also be configured:

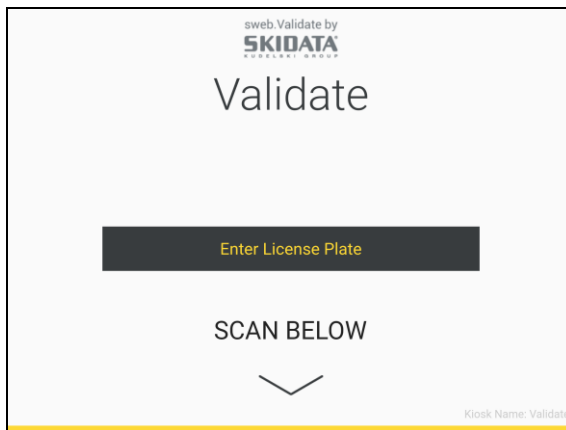
- **Display Language:** Select the display language for the Kiosk.
- **Enable Plate Number Input:** Activate if license plate entry should be possible at the Kiosk. This must be activated if the Kiosk is connected to a facility that has ticketless entry.
- **Enable Ticket Number Input:** Activate if the manual ticket entry should be enabled at the selected Kiosk.
- **Enable Advertisements:** Activate if advertisements should be enabled for the Kiosk.
- **Advertisement List:** Select the advertisement(s) that should be displayed on the Kiosk.
- **Kiosk Theme:** Select a customized theme for the kiosk (see **Kiosk Themes** (Page 26) to learn how to create customized themes). If none selected the default theme will be used at this kiosk. For validation providers this option is only available if enabled by the facility manager (see Configurations).

3.5.1 Attended Mode

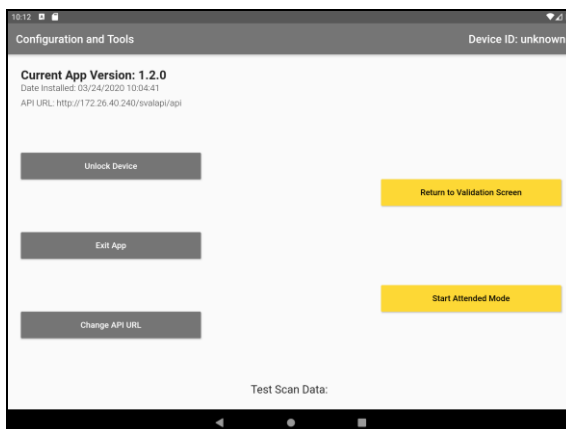
Attended Mode allows Facility Managers to assign multiple Facility Defined validations to a Kiosk. If the Kiosk is set to Attended Mode, the clerk will be able to select from those validations set in the **Attended Mode Validation Options** field before scanning a ticket or entering a plate. The selected validation will be applied instead of using the validation setting of the kiosk.

To open attended mode at the Kiosk and validate a ticket, proceed as follows:

1. Unlock the default validation screen by either:
 - Scanning a barcode/QR code of the unlock code, or
 - Clicking **Enter License Plate** and entering the unlock code



2. Click **Start Attended Mode**.



3. Select the validation that should be applied.



Note: The Validation which is set as default on this screen is the validation that will be used for one-time validations. The Default validation can be changed on this screen by clicking **Set Default** next to the desired validation.

4. Scan the Ticket or Enter a License Plate number to apply the Validation.

Note: Attended Mode will timeout after 30 seconds (except when **Attended Mode Exclusive** is activated) or the clerk can exit immediately by clicking **Exit Attended Mode**.

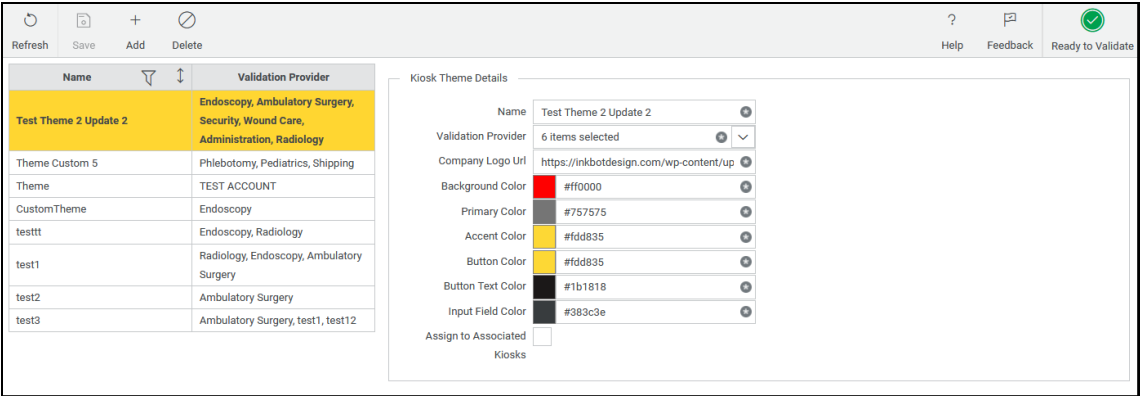
3.6 Kiosk Themes

Starting with **version 5.9**, customized kiosk themes can be created and assigned to validation providers and specific kiosks. As a Super Administrator or Facility Managers you are also able to allow Validation Providers to use this tab (see flag **Enable Kiosk Theme Customization** at Validation Providers).

Note:
The custom theme will be applied to all screens except the region-selection screen and the registration screen because the kiosk gets the configuration after registration. Until that moment, the system does not know which facility that kiosk belongs to.

Under the **Kiosk Themes** tab, Kiosk themes can be added, edited or deleted.

Fig. 7: Kiosk Themes



The table on the left displays a list of all themes currently configured and shows the following details:

- **Name:**
- **Validation Provider:** A list of the assigned validation providers.

By selecting an entry in the list, settings for that advertisement can be configured.

Adding a Theme

To add a theme, proceed as follows:

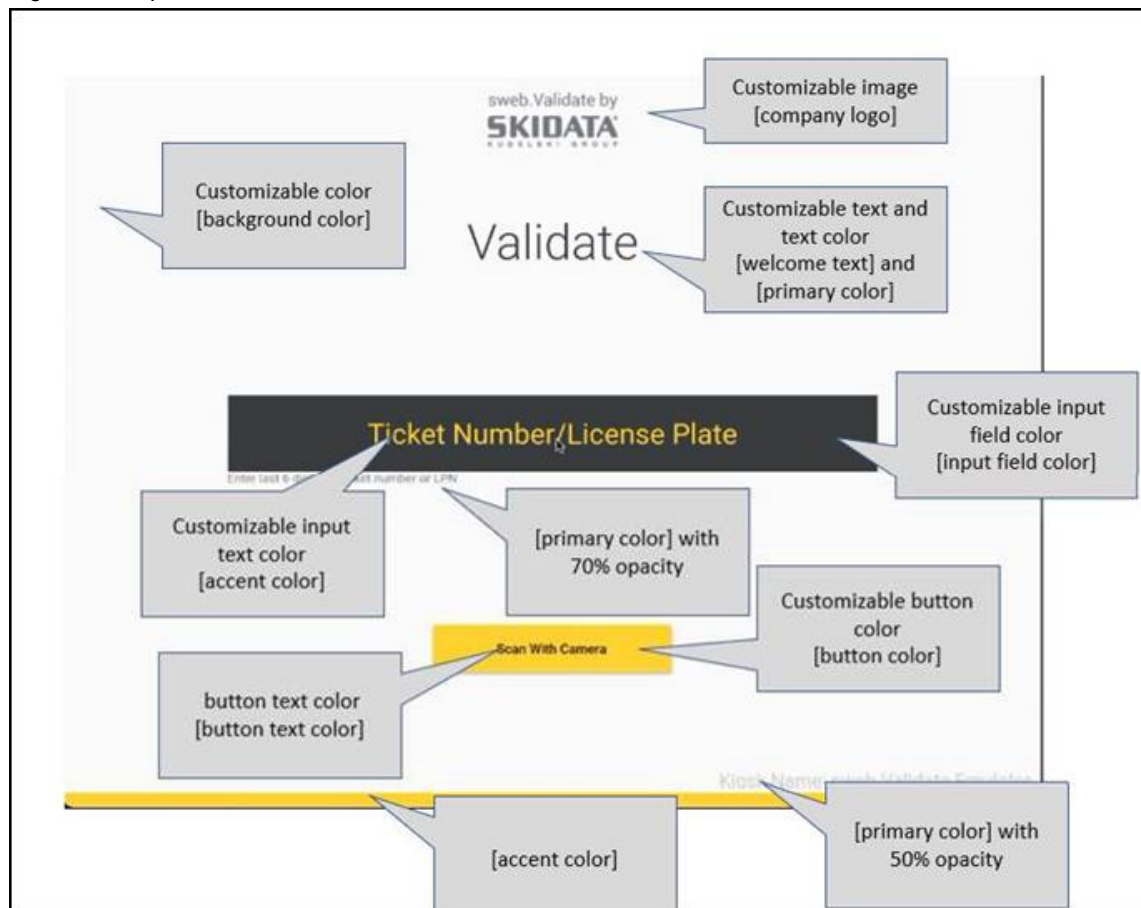
1. Click **Add**.
2. Complete the following fields:
 - **Name:**
 - **Validation Provider:** Select the validation providers.
 - **Company Logo Url:** Enter the web address to the location of the specific graphic file.
 - **Color (Background, Primary, Accent, Button, Button text, Input Field):** Pick the specific color from the pop up window. See below overview graphic to learn the specific GUI positions.
 - **Assign to Associated Kiosks:** This theme will be assigned to **all** associated kiosks of the above selected validation providers. To change a theme of one specific kiosk go to the **Kiosk Management** tab.
3. Click **Save**.

Result:

The new kiosk theme will now be appearing in the list and also be available in the **Kiosk themes List** dropdown menu and **Kiosk Management** tab.

Overview of the sweb.Validate GUI

Fig. 8: Description customizable sweb.Validate GUI



3.7 Events

Under the **Events** tab, Events can be managed.

When a kiosk is assigned to an event, it will only be able to issue validations within the defined time frame.

Fig. 9: Events

Event Name	Start Date	End Date
Weekday Event	9/16/20, 7:50 PM	9/16/20, 7:55 PM
default val	9/16/20, 9:25 PM	9/16/20, 9:29 PM
other val	9/17/20, 9:31 PM	9/17/20, 9:34 PM
Weekly Event	9/21/20, 7:00 PM	9/21/20, 7:45 PM
event test (expired)	9/15/20, 9:36 PM	9/15/20, 9:40 PM
other val-0001 (expired)	9/15/20, 9:31 PM	9/15/20, 9:34 PM
default val-0001 (expired)	9/15/20, 9:25 PM	9/15/20, 9:29 PM
Weekday Event-0002 (expired)	9/15/20, 7:50 PM	9/15/20, 7:55 PM
Weekday Event-0001 (expired)	9/14/20, 7:50 PM	9/14/20, 7:55 PM
One-time Event (expired)	9/14/20, 7:30 PM	9/14/20, 7:50 PM
Weekly Event-0001 (expired)	9/14/20, 7:00 PM	9/14/20, 7:45 PM

☒ Enabled
 Event Name: Weekday Event
 Event Code: Weekdays
 Assigned Kiosks: — Click to select —
 Validation Limit Count: (leave blank for no limit)
 Start Date: 9/16/20 07:50 PM
 End Date: 9/16/20 07:55 PM
 Repeat Event: 5 items selected
 Notes:
 Use Event Validation Se...

Adding an Event

To add an Event, proceed as follows:

1. Click **Add**.
2. Complete the following required fields:
 - **Event Name**
 - **Start Date**
 - **End Date**
3. Complete the following optional fields depending on requirements:
 - **Enabled:** Activate if the Event should be enabled
 - **Event Code:** This is a reference field provided for Validation Providers. Typically used for accounting purposes.
 - **Assigned Kiosk:** In order for the Event validation to be used, an Assigned Kiosk must be selected.
 - **Repeat Event:** If an event repeats on a weekly basis the days can be selected here. Once a repeating event expires, the next occurrence of the event is automatically scheduled. If weekly is selected, the next event will be scheduled for the same weekday and time. If one or more of the weekdays are selected, the next event will occur at the same time on the next selected day. If this field is left blank it will be a one off event. Past repeated events appear in the list and the Event-Name is appended with four digit number.

Hint:

The Event can be assigned to multiple Kiosks

- **Validation Limit Count:** Enter the maximum number of validations that can be issued for the Event. Leave it blank if there should be no limit.
- **Use Event Validation Settings:** Activate if the Event should issue a different validation than is configured for the Assigned Kiosk(s) under Kiosk Management. Activating **Use Validation Settings** will reveal additional fields to configure the validation.

Example:

There are 2 scheduled events in the example below. Both are listed on the left with the event name and the start/end dates for each event. Clicking on either will load the details on the right to be edited.

The screenshot shows the 'Event Management' interface. On the left, a table lists two conferences:

Event Name	Start Date	End Date
Conference #1	6/1/19, 8:00 AM	6/2/19, 5:00 PM
Conference #2	6/3/19, 1:00 PM	6/3/19, 5:00 PM

On the right, the details for 'Conference #1' are shown:

- Enabled: ☒
- Event Name: Conference #1
- Event Code: 3298
- Assigned Kiosks: SuperSuper88
- Validation Limit Count: (Leave Blank for no limit)
- Start Date: 06/01/2019 08:00
- End Date: 06/02/2019 17:00
- Notes: (Empty text area)
- Use Event Validation Settings: ☐

- Conference #1 starts on June 1st at 8:00am and ends on June 2nd at 5:00pm
- Conference #2 starts on June 3rd at 1:00pm and ends at 5:00pm
- Both Events are using the same Kiosk:

Behavior:

- The Kiosk will not be available to validate tickets before June 1st at 8:00am
- At 5:00pm on June 2nd, the Kiosk will stop validating tickets
- At 1:00pm on June 3rd, the Kiosk will be available to validate tickets again.
- At 5pm on June 3rd, the Kiosk will stop validating tickets.

3.8 Badges

Badges can be added and deleted under the **Badges** tab.

The screenshot shows the 'Badges Management' interface. On the left, a table lists several badges:

Barcode	First Name	Last Name	Enabled
00000001	badge-00000001	badge-badg-00000001	true
00000002	badge-00000002	badge-badg-00000002	true
00000003	badge-00000003	badge-badg-00000003	true
00000004	badge-00000004	badge-badg-00000004	true
00000005	badge-00000005	badge-badg-00000005	true
00000006	badge-00000006	badge-badg-00000006	true

On the right, the details for a selected badge are shown:

- Enabled: ☒
- Barcode: 00000001
- First Name: badge-00000001
- Last Name: badge-badg-00000001
- Assigned Kiosks: --- Click to select ---

Badges are used if a badge (e.g. ID Card, password) has to be scanned or entered before a ticket can be validated.

Badge mode is activated for a Kiosk under Kiosk Management where there are 2 Badge modes:

- **All Badges:** Any badge registered to the VP will be accepted.
- **Whitelisted Badges:** Only badges from users who have been explicitly assigned to the selected Kiosk will be accepted.

Adding a Badge

To add a Badge, proceed as follows:

1. Click **Add**.
2. Complete the following fields:
 - **Enabled:** Activate if the Badge should be enabled.
 - **Barcode:** This is the credential (password or barcode) for associated with the badge.
 - **First Name**
 - **Last Name**
 - **Assigned Kiosks:** Select the Kiosks where the badge should be accepted.

Hint:

Multiple Kiosk selection is possible. Only Kiosks which are configured for Badge Mode under Kiosk Management will appear in the list.

Hint:

It is possible to add a multiple badges at once using an excel file and the **Import** buttons.

Adding Multiple Badges from an Excel List

To add multiple badges using an excel list, proceed as follows:

1. Click **Export** to obtain an excel list to use as a template.
2. Add additional badge information for each new badge in a new row.
3. Save the excel file as an .xls to a location accessible by sweb.Validate.
4. In, sweb.Validate, click **Import**, navigate to the saved .xls file and click **Open**.
The import should start automatically.

3.9 Default Validation

Under **Default Validation**, the standard validation which will be used can be configured.

Fig. 10: Default Validation

Parking Facility	Validation Type	Fund Balance	Available Funds
Example Parking Center	Time Value	\$1,000.00	\$1,000.00

Parking Facility: Example Parking Center
 Expire Type: Variable
 Expiration Days: 1
 Calculated Time Max Hours: (Leave blank for no limit)
 Validation Rate: Rule 2
 Validation Type: Time Value
 Hour: 1
 Minute: 0

Ready to Validate

To configure the default validation, complete the fields and click **Save**:

- **Parking Facility:**
- **Expire Type:**
- **Expiration Days:**
- **Calculated Time Max Hours:**
- **Validation Rate:**
- **Validation Type:** Select the type of validation which should be given and enter values for the fields which are required for each validation type.
 - **For Calculated Time:** a maximum time should be entered under calculated time max hours (above).
 - **For Time Value:** enter number of hours and minutes to validate.
 - **For Percentage:** select the percentage (%) of the ticket to validate.
 - **For Cash Value:** enter the cash value amount (\$) to validate.
 - **For Facility Defined:** select the appropriate Validation amount from the drop-down menu.

Note:

Depending on how the facility manager has validation options configured, many of the above fields, and the ability to edit them, will vary.

3.10 CCV Ecom Autopay

Under the **CCV Ecom Autopay** tab, you can set up automatic payments for additional Validation Funds.

To configure automatic payment of validation funds, complete the fields and click **Save**:

- **Amount:** The amount of funds that should be purchased each time the validation funds fall below the threshold.
- **Threshold:** The amount of validation funds that should trigger an automatic payment.
- **Enabled:** Check if the automatic payment should be activated.

3.11 Adyen Auto Pay

As a Validation Administrator, configuring Adyen Autopay allows automatic top-ups of the funds after the fund balance drops below the configured threshold. Using the **Adyen Autopay** tab, you can configure the amount that will be automatically added to the funds and the threshold value:

To configure automatic payment, complete the fields and click **Save**:

- **Amount:** The amount of funds that should be purchased each time the validation funds fall below the threshold.
- **Threshold:** The amount of validation funds that should trigger an automatic payment.
- **Enabled:** Check if the automatic payment should be activated.

Note:

By clicking the **Authorize** button, you will be redirected to the Adyen-hosted page, where you will need to pre-authorize the payment option which will be used for automatic top-ups by sweb.Validate.

3.12 Manage Users

Under **Manage Users**, users can be added, configured and deleted.

Username	Name	Tenant	Role
FM	Facility Manager	VP Medical	Facility Manager
FM2	FM 2	VP Medical	Facility Manager
tm	tm tm	VP Medical	Ticket Monitor
Administration	Admin Admin	Administration	Validation Admin
DHogg	Derron Hogg	Administration	Validation Associate
forefice	Francine Orefice	Administration	Validation Associate
HSzczerba	Helen Szczerba	Administration	Validation Associate
KCairney	Kathleen Cairney	Administration	Validation Associate
AMBULATORY SURGERY	ADMIN ACCOUNT	Ambulatory Surgery	Validation Admin
ANolan1	Alisa Nolan	Ambulatory Surgery	Validation Associate
CHair	Carolyn Hair	Ambulatory Surgery	Validation Associate
CKatsov	Carissa Katsov	Ambulatory Surgery	Validation Associate

Role	Validation Associate
Validation Provider	Administration
Username	KCairney
Password	
Confirm Password	
First Name	Kathleen
Last Name	Cairney
Email	KCairney@wphospital.org
Language	English
Allow multiple validations	<input checked="" type="checkbox"/>
Allow mobile registration	<input type="checkbox"/>
Enable Ticket Entry	<input type="checkbox"/>

To Validation Administrator can add the following types of users:

- Validation Administrator
- Validation Associate

Adding a User

To add a User, proceed as follows:

1. Click **Add**.
2. Complete the following fields for the User:
 - **Username**
 - **First Name**
 - **Last Name**
 - **Email**
3. Select the **Language** for the User. The user will be able to change this later under User Preferences.
4. Select the **Tenant for the User**. The Validation Provider should be preselected here.
5. Select the **Role** the User should be assigned. If either the Validation Administrator or Validation Associate Role is assigned, the following configuration options will also appear and need to be configured:
 - **Allow multiple validations:** Activate if the user should be able to issue multiple validations on the same ticket.
 - **Allow mobile registration:** Activate if the user should be able to register for the sweb.Validate Pro mobile application.
 - **Mobile 100% validation:** One-Click is enabled by default. Activate if the user should be able to issue 100% validation using the sweb.Validate Pro application.
6. Enter and confirm the **Password** for the User. The user will be able to change this later under User Preferences.
7. Click **Save**.

Hint:

The Password must be at least 7 characters in length. It is recommended to set the initial password to "password1" and then instructing users to change their password after logging into the sweb.Validate application for the first time.

3.13 Ticket Book Request

Under the **Ticket Book Requests** tab, ticket books requests can be viewed and created.

The screenshot shows the 'Ticket Book Requests' interface. On the left, a table lists existing requests with columns: Date, Price, Facility, and Status. The main area contains a form for creating a new request with fields for Facility (VP Medical), Payment Type (Cash), Status, and Details. Below this is the 'Approval Info' section with fields for Approved By, Date, Ticket Book (Super Bundle), and Remarks. At the bottom, a 'Ticket Book Summary' table shows the breakdown of the request.

Date	Price	Facility	Status
Sep 20, 2021	3,800.00	VP Medical	Funds Issued (Direct Sale)
Sep 20, 2021	200.00	VP Medical	Funds Issued
Sep 18, 2021	3,800.00	VP Medical	Funds Issued (Direct Sale)
Sep 18, 2021	3,800.00	VP Medical	Funds Issued (Direct Sale)
Sep 16, 2021	200.00	VP Medical	Funds Issued
Sep 16, 2021	3,800.00	VP Medical	Funds Issued (Direct Sale)
Sep 15, 2021	3,800.00	VP Medical	Funds Issued (Direct Sale)
Sep 14, 2021	3,800.00	VP Medical	Funds Issued (Direct Sale)
Sep 14, 2021	3,800.00	VP Medical	Funds Issued

Facility: VP Medical
Payment Type: Cash
Status:
Details:
Request Info:
Approval Info:
Issue Info:
Approved By:
Date:
Ticket Book: Super Bundle
Remarks:
Ticket Book Summary:
Validation Type: 12 Min, 1 Hour, 1 Day, Night, Total Price: 3800

Creating a Ticket Book Request

To create a Ticket Book Request, proceed as follows:

1. Click **Add**
2. Make selections for the following fields:
 - **Validation Provider:** The Validation Provider the funds should be issued to.
 - **Payment Type:** This field is completed by the Facility Manager.
 - **Details** (optional)
 - **Ticket Book:** The Ticket Book bundle the Validation Provider should be issued.
 - **Remarks** (optional)
3. Click **Save**.

Once **Save** is clicked, the Ticket Book Request needs to be approved by the Facility Manager before the Ticket Book bundle can be used for validations.

3.14 External Tenant Link

Under External Tenant Link, the linking of Multiple Facility Validation Providers (MVPs) is managed.

A Validation Provider can either:

- already exists at your facility and needs a Link Code for another facility
- or

- already exists at another facility and needs to be added to your facility

Creating a Link Code for a Validation Provider

To create a Link Code for an existing Validation Provider so they can link to another facility, proceed as follows:

1. Under **External Tenant Link**, click **Add**.
2. Enter the name of the Validation Provider in the **Tenant** field.
3. Enter the **VPID**.
4. Click **Save**. This generates a Link Code which should then be provided to the Validation Provider.

Hint:

The Validation Provider can create their own Link Code if the **Enable External Tenant Links** box is checked under **Validation Provider > Validation Options**.

3.15 Reports

Under **Reports**, Reports can be run and exported.

Fig. 11: sweb.Validate Reports

The screenshot shows the 'Reports' section of the sweb.Validate application. On the left is a sidebar menu with icons and labels for various reports: Validation, Validation Summary, Margin Summary, Fund Request, Fund Summary, Invoice, User, and Ticket Lookup. The main content area has a header with four buttons: 'Report', 'Run Report', 'Excel', and 'PDF'. Below the header, there are filter fields: 'Tenant' with a dropdown menu showing 'TEST ACCOUNT', 'Start Date' with a date picker showing '6/28/22', and 'End Date' with a date picker showing '7/5/22'.

The following reports can be filtered by **Tenant**, **Start Date** and **End Date**:

- **Validation:** Detailed report of Validation details
- **Validation Summary:** Summary of Validation Counts for each Validation Status and their total amount
- **Fund Request:** Detailed report of Fund Requests
- **Fund Summary:** Summary of Fund Requests by Payment Type including requested, approved and issued amounts.
- **User:** Includes all User Details besides Password

Running and Exporting a Report

To run and export one of the reports listed above, proceed as follows:

1. Click the **Report** button and select the desired report from the list.
2. Set the filters based for the desired report:
 - Tenant
 - Start Date
 - End Date
3. Click **Run Report** and the results will be displayed.

4. To export the results, click **Export**. An .xlsx file will be downloaded to your browsers default download folder.

Searching for a Ticket

In addition you can search for a ticket. To do so, proceed as follows:

1. Click the **Report** button and select **Ticket Lookup** from the list.
2. Enter the last 6 digits of the ticket number under **Search Text**.
3. Click **Run Report** and the details for matching tickets will be displayed.
4. To export the results, click **Export**. An .xlsx file will be downloaded to your browsers default download folder.

4 Validation Associates

In this section, the user interface for the Validation Associate is described along with the most common tasks that are performed under each tab.

Note:

Additional Tabs may appear in the screen shots. This is because the screens are from the Validation Administrator, but the functionality withing the tab is the same.

4.1 Validate

Under **Validate**, parking tickets can be validated and recent validations can be viewed.

Fig. 12: sweb.Validate Validate

The screenshot displays the 'Validate' tab in the sweb.Validate application. At the top, there is a search bar labeled 'Ticket Number/License Plate' with a refresh icon and a 'Validate' button. Below the search bar, there are tabs for 'Custom Options' and 'Enter Focus Mode'. The main content area is divided into several sections:

- Facility Information:** A table showing 'VP Medical' with 'Available Funds' of 3,800.00 and a status of 'Ready to Validate' (indicated by a green checkmark).
- Validation Options:** A table listing validation types and their corresponding cash values:

Validation Type	Quantity	Cash Value
1 Day	10	1,500.00
12 Min	10	50.00
Night	10	2,000.00
1 Hour	10	250.00
- Recent Validations:** A table showing the last three validations:

Entered Ticket Number	Date	Amount	Quantity
082408	9/20/21, 10:29 AM	1 Hour	1
2322011900016930	9/18/21, 5:26 PM	12 Min	1
0082408			

Validating a ticket on the sweb.Validate Portal

Depending on how the facility has configured the Validation Administrator and Associates, the types of validations that can be given will vary.

To validate a ticket proceed as follows:

1. Enter the last 6 digits of the ticket in the **Ticket Number** field.
2. Configure the validation depending on available validation options.
3. You also have the option to enter Optional Details:
 - **Lawyer:** Field label and selections are configurable under Preferences
 - **Option 1:** Field label and selections are configurable under Preferences
 - **Option 2:** Field label and selections are configurable under Preferences
 - **Visitor First Name**
 - **Visitor Last Name**
 - **Reference #1**
 - **Reference #2**
 - **Details**
4. Click **Validate**.

Note

You can enter a simpler user interface and workflow processing validations by clicking **Enter Focus Mode** on the toolbar. This option is available if the Validation Provider has facility defined validations activated. See **Focused Validation Mode** (Page 20) for more information.

Note

Depending on how the validation system is configured by the Facility Manager, the selections under Validation Type and Expiration Type may vary. In some cases, only one option may be available or the one-click validation setting may automatically be applied after clicking Verify Ticket

Hint:

The sweb.Validate Portal is not the only tool sweb.Validate has for validating tickets. Tickets can also be validated using a mobile phone with the sweb.Validate Pro app or with a sweb.Validate Kiosk.

4.1.1 Focused Validation Mode

If you click **Enter Focus Mode** under **Validate**, you will have a simplified user interface and workflow for validating tickets.

This mode is only available if the Validation Provider has Facility Defined Validations enabled. You can enter full-screen mode by clicking the expanding arrows in the top right corner of the screen. Focus mode can be exited by clicking the **Exit Focus Mode** button in the top left corner of the screen.

The screenshot displays the sweb.Validate Portal interface in Focused Validation Mode. At the top, there is a dark header bar with the portal name 'sweb.Validate Portal' on the left and the user 'VPAdmin @ VPMedical (Validation Admin)' on the right. Below this is a yellow banner with the text 'sweb.Validate by SKIDATA'. The main content area is white and features a 'Ticket Search' section. This section includes a text input field labeled 'Ticket Number' and a 'Submit' button. In the top left corner of the main content area, there is a button labeled 'Exit Focus Mode'. The interface is clean and focused on the search functionality.

Validating a ticket in Focused Validation Mode

To apply a facility defined validation in focused validation mode, proceed as follows:

1. Enter the last 6 digits of the ticket in the **Ticket Number** field.
2. Click **Submit**.
3. Choose which validation to apply.

4.2 Validation History

Under the **Validation History** tab, a list of issued validations is displayed and details can be added and adjusted.

Fig. 13: sweb.Validate Validation History

Entered Ticket Number	Ticket Number	Date	Validation Status
60013001712710005248	0559224170013700005248	4/5/19, 1:43 AM	Confirmed
60013001712710005248	0559224170013700005248	4/5/19, 1:45 AM	Confirmed
60013001712710005253	0559224170013700005253	4/5/19, 12:53 AM	Confirmed
60013001712710005259	0559224170013700005259	4/5/19, 12:02 AM	Confirmed
9UZWHT	0559224170013700005259	4/5/19, 12:01 AM	Confirmed
9UZWHT	0559224170013700005259	4/5/19, 12:00 AM	Confirmed
60013001712709005246	05499224170013700005246	4/5/19, 12:00 AM	Confirmed
60013001712709005246	05499224170013700005246	4/5/19, 12:00 AM	Confirmed
60013001712709005246	05499224170013700005246	4/5/19, 12:00 AM	Confirmed
60013001712709005246	05499224170013700005246	4/5/19, 12:00 AM	Confirmed
60013001712710005259	0559224170013700005259	4/4/19, 11:59 PM	Confirmed
9UZWHT	0559224170013700005259	4/4/19, 6:39 PM	Confirmed

Parking Facility: Example Parking Center

Entered Ticket Number: 60013001712710005248

Ticket Number: 0559224170013700005248

Time In: 04/04/2019 18:10

Time Out: 04/04/2019 18:10

Validation Status: Confirmed

Validation Rate: Default Rate

Validation Type: Time Value

Hour: 2

Minute: 30

Validation Date: 04/05/2019 01:45

Validated By: KUS1004002

Expiration Date: 04/06/2019 01:45

Option 1: Select

Option 2: Select

Visitor First Name:

Visitor Last Name:

Reference #1:

Reference #2:

Details:

4.3 Fund Requests Validation Associate

Under the **Fund Requests** tab, Fund Requests can be managed.

Date	Amount	Status	Facility
4/4/19	\$99.00	Credit Pending	Example Parking Center
3/28/19	\$99.00	Funds Issued (Credit)	Example Parking Center
3/28/19	\$90.00	Cancelled	Example Parking Center
3/28/19	\$90.00	Cancelled	Example Parking Center
3/28/19	\$90.00	Cancelled	Example Parking Center
3/28/19	\$90.00	Cancelled	Example Parking Center
3/28/19	\$99.00	Funds Issued (Credit)	Example Parking Center
3/27/19	\$500.00	Funds Issued (Credit)	Example Parking Center
3/22/19	\$99.00	Funds Issued	Example Parking Center
3/22/19	\$55.00	Rejected (VP)	Example Parking Center
3/21/19	\$90.00	Funds Issued	Example Parking Center
3/21/19	\$120.00	Funds Issued	Example Parking Center
3/21/19	\$100.00	Pending VP Admin Approval	Example Parking Center

Facility: Example Parking Center

Payment Type: Credit

Status: Credit Pending

Details:

Request Info: Approval Info: Issue Info

Requested By: VPAdmin

Date: 04/06/2019 00:24

Amount: 99

Remarks:

Making a Fund Request

Fund Requests can be made by a Validation Associate. They will be sent to the Validation Administrator for approval. To make a Fund Request, proceed as follows:

- Under the **Fund Requests** tab, click **Add**.
- Complete the following fields:
 - Facility:** In the case of a multiple facility validation Provider select the facility that the fund request is for.
 - Details:** Optional reference field.
- Under the **Request Info** tab complete the following fields:
 - Amount**
 - Remarks:** Optional reference field.
- Click **Save**.

4.4 Ticket Book Request

Under the **Ticket Book Requests** tab, ticket books requests can be viewed and created.

Date	Price	Facility	Status
Sep 20, 2021	3,800.00	VP Medical	Funds Issued (Direct Sale)
Sep 20, 2021	200.00	VP Medical	Funds Issued
Sep 18, 2021	3,800.00	VP Medical	Funds Issued (Direct Sale)
Sep 18, 2021	3,800.00	VP Medical	Funds Issued (Direct Sale)
Sep 16, 2021	200.00	VP Medical	Funds Issued
Sep 16, 2021	3,800.00	VP Medical	Funds Issued (Direct Sale)
Sep 15, 2021	3,800.00	VP Medical	Funds Issued (Direct Sale)
Sep 14, 2021	3,800.00	VP Medical	Funds Issued (Direct Sale)
Sep 14, 2021	3,800.00	VP Medical	Funds Issued

Facility: VP Medical
Payment Type: Cash
Status:
Details:

Request Info
Approval Info
Issue Info

Approved By:
Date:
Ticket Book: Super Bundle
Remarks:

Ticket Book Summary

Validation Type	Quantity	Unit Price	Bundle Price
12 Min	10	5	50
1 Hour	10	25	250
1 Day	10	150	1500
Night	10	200	2000
Total Price			3800

Creating a Ticket Book Request

To create a Ticket Book Request, proceed as follows:

1. Click **Add**
2. Make selections for the following fields:
 - **Validation Provider:** The Validation Provider the funds should be issued to.
 - **Payment Type:** This field is completed by the Facility Manager.
 - **Details** (optional)
 - **Ticket Book:** The Ticket Book bundle the Validation Provider should be issued.
 - **Remarks** (optional)
3. Click **Save**.

Once **Save** is clicked, the Ticket Book Request needs to be approved by the Facility Manager before the Ticket Book bundle can be used for validations.

4.5 Reports

Under **Reports**, Reports can be run and exported.

Fig. 14: sweb.Validate Reports

Report
Run Report
Excel
PDF

Validation
Validation Summary
Margin Summary
Fund Request
Fund Summary
Invoice
User
Ticket Lookup

Tenant: TEST ACCOUNT
Start Date: 6/28/22
End Date: 7/5/22

The following reports can be filtered by **Tenant**, **Start Date** and **End Date**:

- **Validation:** Detailed report of Validation details
- **Validation Summary:** Summary of Validation Counts for each Validation Status and their total mount
- **Fund Request:** Detailed report of Fund Requests
- **Fund Summary:** Summary of Fund Requests by Payment Type including requested, approved and issued amounts.
- **User:** Includes all User Details besides Password

Running and Exporting a Report

To run and export one of the reports listed above, proceed as follows:

1. Click the **Report** button and select the desired report from the list.
2. Set the filters based for the desired report:
 - Tenant
 - Start Date
 - End Date
3. Click **Run Report** and the results will be displayed.
4. To export the results, click **Export**. An .xlsx file will be downloaded to your browsers default download folder.

Searching for a Ticket

In addition you can search for a ticket. To do so, proceed as follows:

1. Click the **Report** button and select **Ticket Lookup** from the list.
2. Enter the last 6 digits of the ticket number under **Search Text**.
3. Click **Run Report** and the details for matching tickets will be displayed.
4. To export the results, click **Export**. An .xlsx file will be downloaded to your browsers default download folder.