

## ePARCVAL

The eParcValidation feature ‘virtually’ validates a ticket through the web- interface. For example, a facility can have a customer approach a site employee to validate their ticket. The eParcVal feature adds a validation to the ticket using the ticket number, entry date, and entry time of the entry ticket. eParcVal finds the ticket in the database and allows the site employee to add a validation to the ticket.

A patron gets a ticket as they enter and brings the ticket to the department. Authorized users log on to the iParcProfessional site (<https://validations.uwm.edu/olv>).

### 5.1 Adding a Validation to a Ticket

1. Click the **eParcVal** tab.
2. Enter the *Ticket Number*, *Entry Date*, and *Entry Time* located on the ticket.
3. Click **Find** once the fields contain the correct values.
4. If a ticket is found, the webpage displays the ticket number, entry time and time, and the ability to add a validation to the ticket. To add a validation, select the eParc group, the validation desired, and number of validations the ticket will have.
5. Click **Add Validation**.

The screenshot shows a web interface titled "Ticket Validations". On the left, there is a box containing "Ticket: 1" and "Entry Time: 1/1/2014 12:00 PM" with a "Find New Ticket" link below it. On the right, there is a form with three fields: "Group:" with a dropdown menu showing "Group Test", "Validation:" with a dropdown menu showing "Test", and "Count:" with a text input field containing "1". Below these fields is an "Add Validation" button. At the bottom of the interface, a message states "No validations exist on this ticket".

[Fig.5.1A] The Ticket Validations menu allows a user to add and view existing validations to a ticket

Once *Add Validation* is clicked, the validation is added to the ticket and the ticket appears where “No validations exist on this ticket” once was. To delete the validation, simply click the red X under the *Delete* column.

6. The ticket is now considered a validated ticket and can be used by the customer on exit.

## eFLEXPRINT

The eFlexPrint feature is responsible for printing off or emailing validations for parkers. eFlexPrint works similar to eParcVal, but rather than needing a ticket for validation, a barcode is created and assigned a validation. Facilities can create a large number of validations without having to receive the parker's ticket for every validation. Barcode can be printed via the three eParcSuite supported printer types or emailed to the group email; given the proper SMTP, settings are configured.

The Patron takes a ticket as they enter the facility. Authorized users log on to the iParcProfessional site (<https://validations.uwm.edu/oly>). After choosing the eFlexPrint option, the authorized user creates validations and sets the validation value and valid dates and assigns the validations to specific user groups. Listed below are the steps:

### 6.1 Creating a Barcode Validation

1. Click the **eFlexPrint** tab.

The *eFlexPrint* page is responsible for creating a validation barcode and assigning the barcode to a desired group. When the barcode is added, the number of barcodes printed/emailed, the lot number, the amount of uses per barcode, and the amount of uses per transaction may be configured.

Quantity	Idle	Description	Created By	Create Date	Delete	Email	Print
1	1	Test   6/17/2014	TestSuper	6/17/2014 6:06 PM	✖	✉	🖨

[Fig. 6.1A] Added barcodes can be emailed, printed, or deleted through the eFlexPrint menu

2. Select the *Validation Group* dropdown and select the eParc/PK # group desired to assign the barcode to.
3. Click **Add Barcode** after the group is selected.
4. Enter the desired data into the fields:
  - **Quantity**- The amount of barcodes emailed/printed
  - **Validation**- Validation associated with the barcode
  - **Start Date**- Start of the valid date range the barcode is usable.
  - **End Date**- End of the valid date range the barcode is usable. NEVER CHOOSE 'NO END DATE'. Our current system is not configured for this feature.

- **Lot Number-** The lot the barcode will work in
  - NEVER CHOOSE 'ALL LOT'. You can choose more than one lot by headlining the secondary lot by CTRL left click.
  - 3-Lubar
  - 10-Pavilion
  - 22-Union
  - 33-Northwest Quad Garage
- **Uses-** Number of times a barcode can be used. Do not choose UNLIMITED. This feature is not enabled.
- **Uses Per Transaction-** Number of times the validation can be used for a single transaction.

Note: Quantity, Uses, and Uses Per transaction are often confused when creating a barcode. This confusion can cause operational issues at the facility.

5. Click **Add Barcodes** when finished.

### 6.1.1 Emailing a Barcode

1. Click the *e-mail*  icon
2. Enter the e-mail address of the recipient and enter a message if necessary.
3. Click **Email Barcode**.

### 6.1.2 Printing the Barcode

1. Click the *print*  icon. A pop-up window is displayed.

The printer selected in the user's profile determines the layout of the print page.

Note: Please disable the browser's pop-up blocker, if necessary.

To view additional information for the barcode, click the highlighted *Quantity* number. The alphanumeric text of the barcode, the validation name, the activation/expiration dates, the uses, and the last use fields are displayed.

At the exit, the patron inserts the entry ticket (A) for fee calculation and the scans the validation barcode (face up) in the FlexScan reader (C) to receive the discount. If there is any remaining balance, it can be paid with a credit card (E).



## eFLEXPASS

The eFlexPass feature is responsible for creating a 'day-pass' for a parker. This feature is used to create a pass for a user-specified number of uses, or unlimited uses (within the valid date range) for a parker who will be in and out of the lot for a period of time. An eFlexPass is similar to creating a temporary access card, but using a barcode rather than having to give the parker an access card.

eFlexPass System accommodates patrons needing to use the parking facility for a short time frame. Authorized users log on to the iParcProfessional site (<https://validations.uwm.edu/olv>). After choosing the eFlexPass option, the authorized user can create:

- Day Pass Single Use — a one-time use pass
- Day Pass — valid for multiple days
- Exit Pass — valid for one exit only

### 7.1 Creating a Barcode Pass

1. Click the **eFlexPass** tab.
2. Click **Create Passes**. The *Create Flex Passes* page is displayed.
3. Enter the desired data into the fields:
  - **eParcGroup**- Group the pass/parker belongs to
  - **Start Date & Time**- Start of the valid date/time range for the pass
  - **End Date & Time**- End of the valid date/time range for the pass. NEVER CHOOSE 'NO END DATE'. Our current system is not configured for this feature.
  - **Uses**- Pass contains a set number of uses or an unlimited number of uses.
  - **Number of Uses**- Shown if uses are set to *limited*. Determines number of times the parker can use the pass. 99 is the maximum.
  - **Once Per Day**- Determines whether the parker can use the pass more than once per day.
  - **Over Stay Access Group**- If a patron exceeds their stay, this is the rate they are charged.

**CREATE FLEX PASSES** Cancel

eParc Group: group one ▼

Start Date & Time: 6/23/2014 12:00 AM

End Date & Time: 6/23/2014 11:59 PM

Uses: Limited ▼

Number of Uses: 1

Once Per Day:

Over Charge Rate: Debit Credit Card #1 ▼

Add Pass

No Passes

[Fig. 7.1A] FlexPasses allow for limited or unlimited uses within a valid date range

4. Click **Add Pass** once the desired information is entered.
5. Insert the parker's first/last name and email address.
6. Check the boxes beside whether it is desired to print and/or email the pass.
7. Click **Add Flex Pass** once the desired information is entered.
8. The summary of the FlexPass is displayed. Click **Create** if all information is correct.

A user can search for passes for groups, users, barcode numbers, first/last name, and email address. Note that the information needs to be entered exactly when searching or no results will be found. For example, a user with the name of "Nick" will not be found if the search entered for the first name is "Ni". The same rule applies to all available fields.

After the pass is created, it can be printed or emailed. Dept. is billed \$12 for each pass use. Once the patron has the pass, he/she does not take a ticket as they enter, upon entering or exiting the facility, patrons simply scan their eFlexPass at the FlexScan reader (D) for access. In the event that a patron overstays their allotted time frame, the pre-set overcharge rate will be applied prompting the patron to pay an overstay charge before exiting the facility.



## Offline Validator

A patron gets a ticket as they enter and brings the ticket to the department. Tickets are inserted into a small offline validator device, which then codes and validates the ticket. As patrons exit, they insert the ticket into the machine (A). After the ticket is read and validation applied, the charge is reduced to zero and the gate goes up. The charge is billed to the PK # that the device was coded to; each device can only have 1 PK #. Department is billed for tickets collected only. The device needs power, but does not need network access.



## ePARC REPORTS

Reports allow site employees to view the status of eParcValidations, eFlexPrint barcode validations, and eFlexPasses. Reports can be exported to a .pdf file for viewing and easy file transfer. Reports can assist technicians in troubleshooting issues involving eParcSuite.

### 8.1 Viewing a Report

1. Click the **Reports** tab.
2. Report options are changed depending on the eParc feature tab open. For example, if the *Ticket Validations* tab is currently selected, the *Activation* and *Expiration Date* fields corresponding to the *Barcode Validations* tab are NOT displayed.

Group	Ticket	Entry Time	#	Name	Type	Amount / Rate	Count	Status	Create Date	Created By
Group Test	-1	01/01/14 12:00PM	1	Test	Amount	\$1.00	1	Activated	05/17/2014	Administrator

[Fig. 8.1A] Reports can be generated and tailored to make for easier viewing

### Ticket Validations (eParcVal):

**Group**-Group the validation belongs to.

**Ticket**-The ticket number

**Entry Time**-Parker's entry time

**#**-Validation number

**Name**-Name of the validation

**Type**-Type of validation

**Amount/Rate**-The amount of money the validation subtracted. Also shows the rate that was switched to if using a rate switch validation.

**Count**-Number of times validated

**Status**-Shows whether the validation has been activated or used.

**Create Date**-When the validation was assigned

**Created By**-The user who created the validation for the ticket.

### **Barcode Validations (eFlexPrint):**

**Group**-Group the validation belongs to

**Barcode**-The actual alphanumeric text the QR code contains

**#**-Validation number

**Name**-Validation name

**Type**-Type of validation

**Amount/Rate**-The amount of money the validation subtracts. Also shows the rate that was switched to if using a rate switch validation.

**Uses Allowed**-How many times the parker may use the barcode.

**Start Date**-When the barcode starts being a valid barcode

**End Date**-When the barcode stops being a valid barcode

**Create Date**-When the barcode was created

**Created By**-The user who created the barcode

### **Flex Passes (eFlexPass):**

**Barcode**-The actual alphanumeric text the QR code contains

**Type**-Defines whether the pass is a day pass, or limited use pass.

**Over Charge**-Shows which credit card group rate will be applied if overusing a pass.

**Name**-Name of the pass

**Start Date**-When the pass starts being valid

**End Date**-When the pass stops being valid

**Create Date**-When the pass was created

**Created By**-The user who created the pass.