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Parking

Introduction

ARMS Parking provides a comprehensive system to automate and manage all aspects of parking operations, increasing productivity and revenue. This guide will help you navigate through its features and functionalities.

Parking Home Screen

There are three sections on the parking home screen:

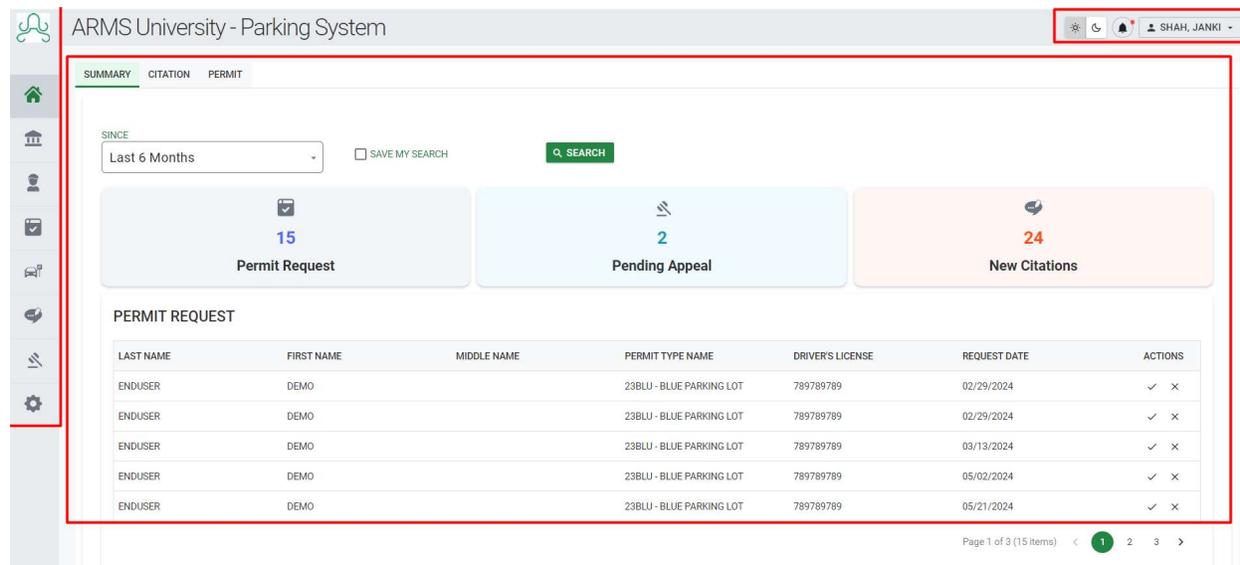


Figure 1 Parking Home Screen

1. Department's Logo & Side Menu

This section includes the department's logo and a side menu with multiple options.

2. Theme, Notification & Profile Menu

In the top right corner, you'll find the light/dark theme, notifications, and profile menu options.

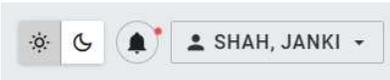


Figure 2 Theme, Notification & Profile Menu

Theme – ☀️ 🌙 These buttons allow user to set the theme of the Parking site to either Light or Dark based on their selection.

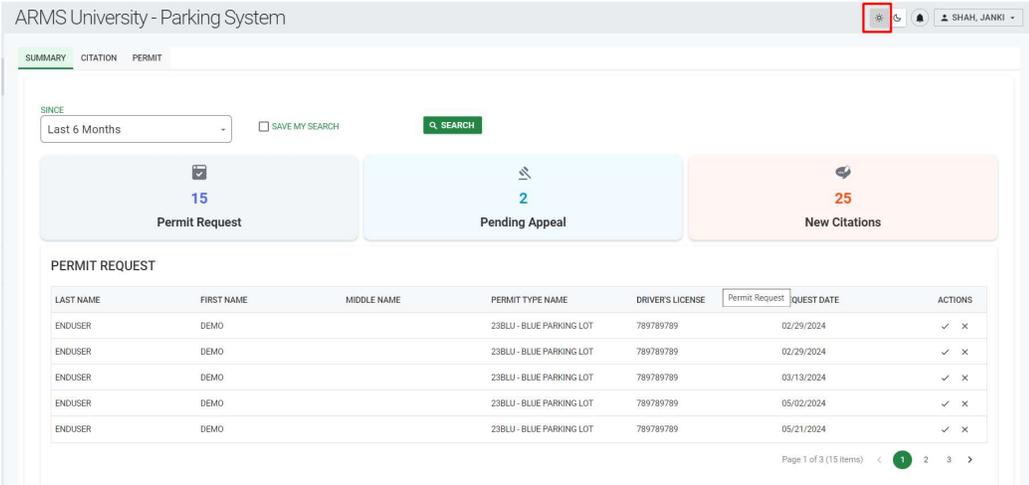


Figure 3 Light theme

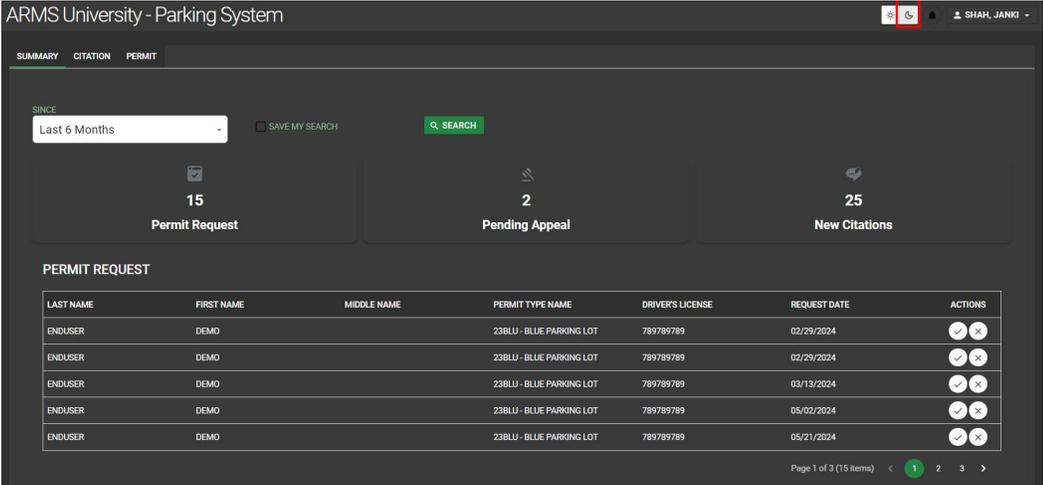


Figure 4 Dark Theme

Notification Bell – The notification bell 🛎 will display notifications for Citations, Appeals, and Import Person. When a citation is created, the notification bell will alert anyone associated with it and those assigned to it. It will also notify the designated reviewer of an appeal that requires their attention.

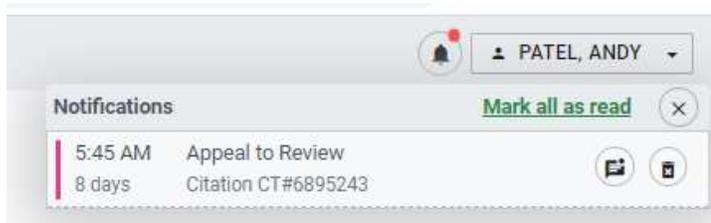


Figure 5 Notification Bell

Profile Menu - It can be accessed by selecting the ▼ icon next to the user’s name in the upper right corner of the screen. Once selected, the menu displays options for:

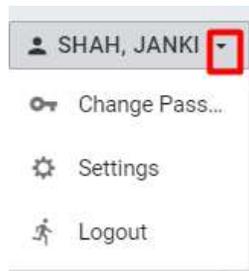


Figure 6 Profile Menu

- **Change Password** 🔑 – This option allows an Admin or any user to change their password. Their old password is required.

Home / Change Password

OLD PASSWORD *

NEW PASSWORD *

CONFIRM NEW PASSWORD *

Password requirements:

- Minimum 6 characters long
- At least one number
- At least one lowercase letter
- At least one uppercase letter
- At least one special character

Figure 7 Change Password



- **Settings** ⚙️ - This option displays all setup sections available for an Admin, organized into sections for Department Setup, Permits & Code Setup, and Citation Setup.

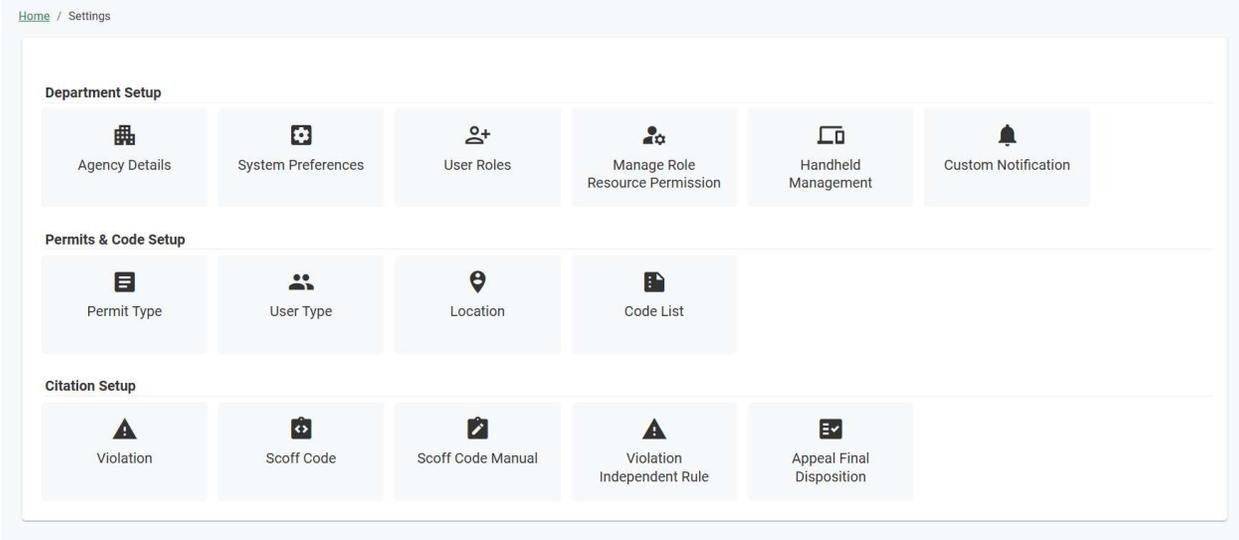


Figure 8 Settings

- **Logout** 🚪 – This option logs Admin or any user out of ARMS Parking.

3. Search and Statistics

Search - The top bar of the home screen displays the 🔍 Search Option. This option allows an Admin to filter what data is displayed for Permit Request, Pending Appeal, and New Citations.

They can filter data to display from the Last 1 Year, 6 months, 3 months, month, or customize it for a specific date range.

Clicking the checkbox “SAVE MY SEARCH” saves users search parameters until they are changed, even if they logout.

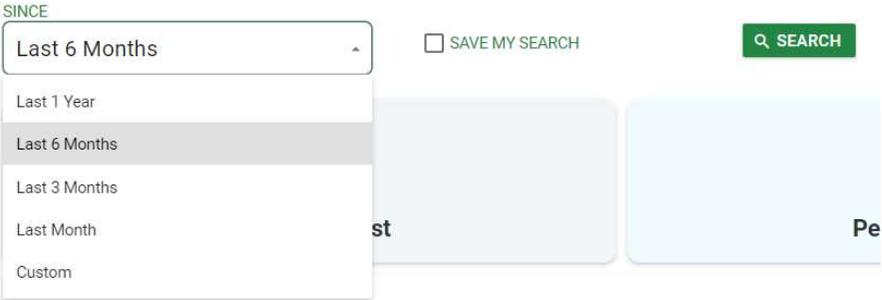


Figure 9 Search Option



Summary:

It displays statistics about current permit requests, pending appeals, and new citations as per the selected time range.

The screenshot shows the ARMS Summary Tab with three main statistics: 15 Permit Request, 2 Pending Appeal, and 24 New Citations. Below these is a table of Permit Requests with the following data:

LAST NAME	FIRST NAME	MIDDLE NAME	PERMIT TYPE NAME	DRIVER'S LICENSE	REQUEST DATE	ACTIONS
ENDUSER	DEMO		23BLU - BLUE PARKING LOT	789789789	02/29/2024	✓ ✕
ENDUSER	DEMO		23BLU - BLUE PARKING LOT	789789789	02/29/2024	✓ ✕
ENDUSER	DEMO		23BLU - BLUE PARKING LOT	789789789	03/13/2024	✓ ✕
ENDUSER	DEMO		23BLU - BLUE PARKING LOT	789789789	05/02/2024	✓ ✕
ENDUSER	DEMO		23BLU - BLUE PARKING LOT	789789789	05/21/2024	✓ ✕

Figure 10 Home Screen >> Summary Tab

From this screen, the Admin can take actions like accepting or rejecting single or multiple permit requests.

The screenshot shows the same Permit Request table as in Figure 10. A red box highlights the 'ACTIONS' column, which contains checkmarks and 'X' icons for each row, indicating that the Admin can perform actions on these requests.

Figure 11 Approve or Reject Permit Request

Admin can view pending appeals directly from the Home Screen and can take the actions like View, Edit, Print and Delete.

The screenshot shows the ARMS Pending Appeal table with the following data:

APPEAL #	APPEALED DATE	CITATION #	CITATION DATE	HEARING DATE	REVIEWING PARTY	ACTION
<input checked="" type="checkbox"/> 0293739293	05/02/2024	0293739293	05/02/2024 12:37 PM			...
<input type="checkbox"/> 5678765567	06/20/2024	5678765567	06/20/2024 04:52 PM			...

A dropdown menu is open for the first row, showing the following actions: View, Edit, Print, and Delete.

Figure 12 Pending Appeal

From the Home Screen, Admin can directly print the receipt of new citations, view, edit, print and Delete the new citations.

NEW CITATIONS

CITATION NO	DATE	OFFICER	PERSON	VEHICLE	PERMIT	LOCATION	ACTION
<input checked="" type="checkbox"/> 0998MBXSCSD	07/09/2024 04:36 AM	JAMES, JOHNSON		0998MB		0998MBXSCSD	...
<input type="checkbox"/> 23434234	07/08/2024 03:20 PM	WIRTH, JAYSON	CAREY, CARL JOE	129838		351 MOLLY BAR	View Edit Print Print Receipt Delete
<input type="checkbox"/> 5678765567	06/20/2024 04:52 PM	ADMIN, DEMO	ENDUSER, DEMO	3321BC	23BLU0765	620 ALL AMERICAN DR	
<input type="checkbox"/> 244A500011	05/29/2024 02:12 PM	ADMIN, DEMO		67446		751 ALL AMERICAN DR	
<input type="checkbox"/> 24A5000010	05/29/2024 02:11 PM	ADMIN, DEMO		6745788		751 ALL AMERICAN DR	

Page 1 of 5 (24 items) < 1 2 3 4 5 >

Figure 13 New Citations

Citation:

The Citation Tab enables users to access graphical representations of citations. It displays five distinct graphs based on the selected time frame, including Revenue by Month for the Current Year vs the Previous Year, the Top 10 Violations, the Top 10 Locations, the Top 10 Revenue per Officer, and Revenue per Handheld device.

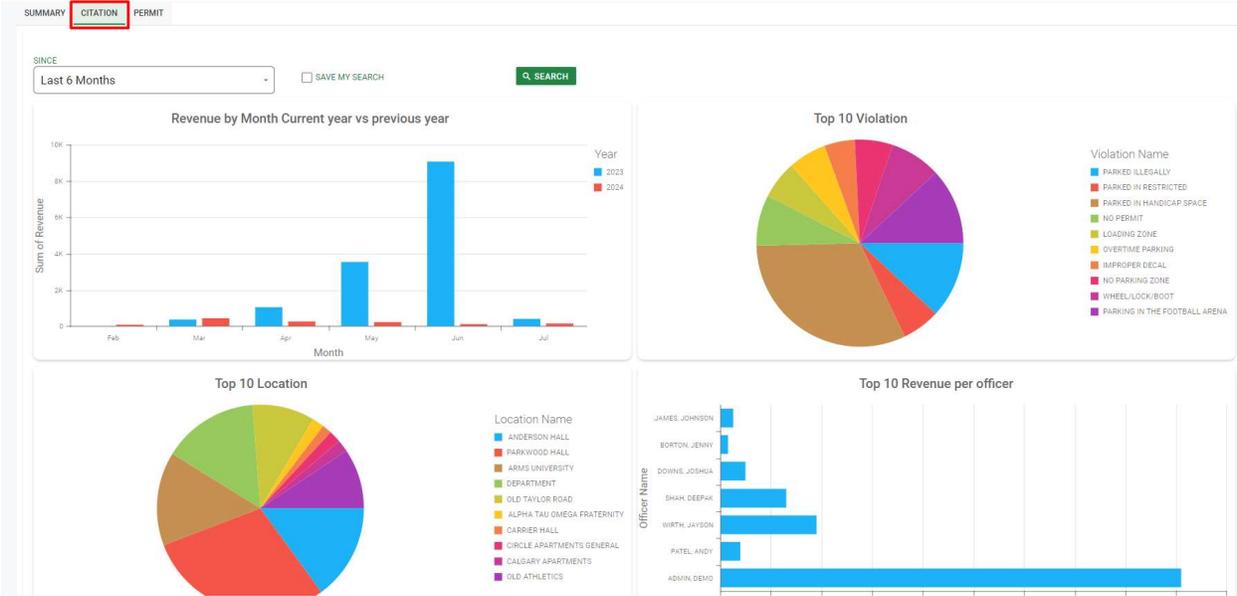


Figure 14 Graphical representation of Citations

Permit:

The Permit Tab enables users to access graphical representations of Permits. It displays four distinct graphs based on the selected time frame, including Revenue by Month for the Current

Year vs the Previous Year, Average Permit Amount, Revenue by Permit Type and Top 5 Count of Permit Type.



Figure 15 Graphical representation of Permit

Settings

An Admin can navigate to Settings by two ways:

1. By selecting the profile icon next to their username.



Figure 16 Settings through Profile Menu

2. Selecting the Settings icon from the navigational bar on the left side of screen.



Figure 17 Settings through Side Menu

The Settings menu allows Admin(s), or users with permission, to configure, update, or delete setup options throughout the entirety of ARMS Parking for their department.

Agency Details

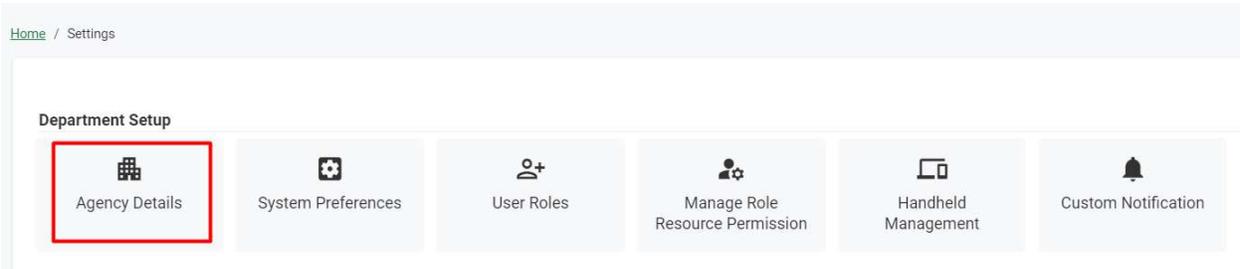


Figure 18 Settings>>Agency Details

This section allows Agency Admin to manage basic department details like Agency Name, Address, Primary Phone Number, Email, Time zone, Agency Key, Active from date, Renewal Date, Modified date, Modified by, Sites, API Keys and Add Ons.

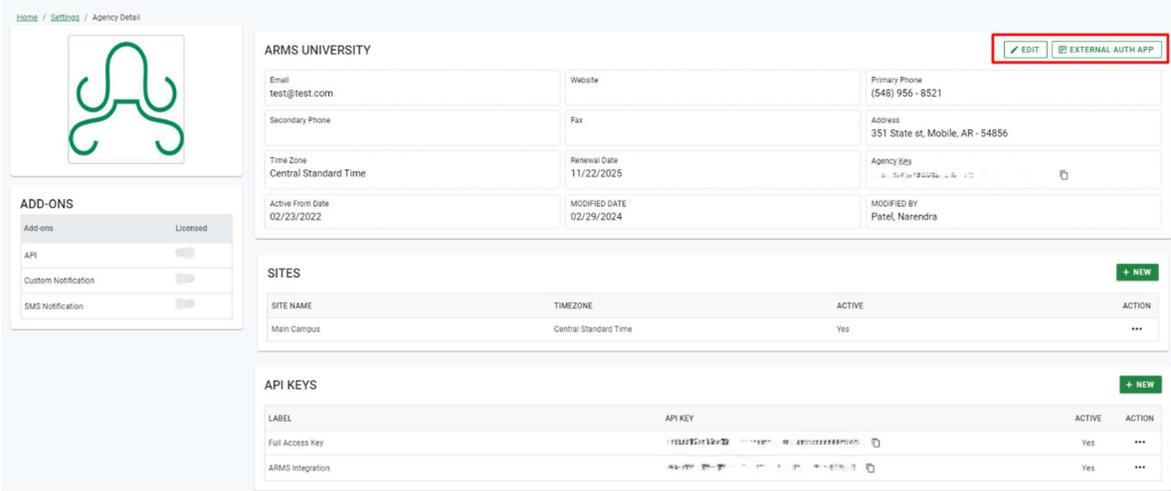


Figure 19 Agency Details

Edit – It allows an Admin to update their Agency's details, like, Agency Name, Email, et cetera.

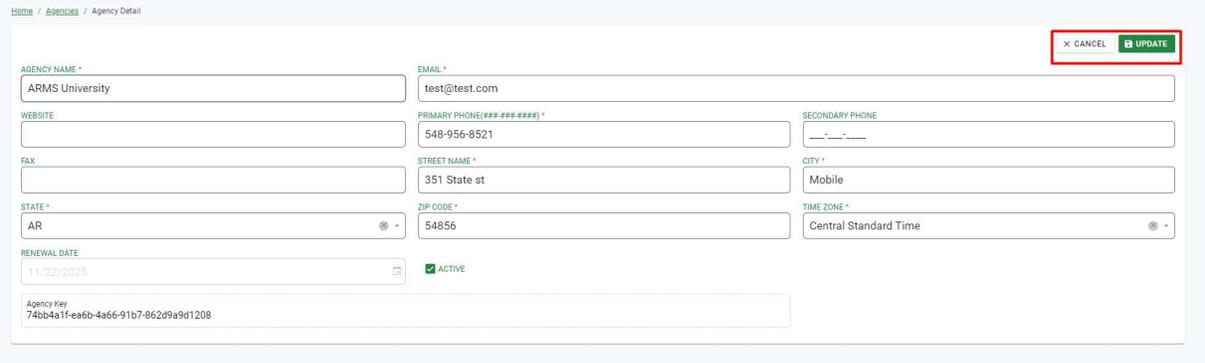


Figure 20 Edit Agency Details

To change Agency Logo, hover on Agency Logo Image on left and click on it. This will allow user to change logo.

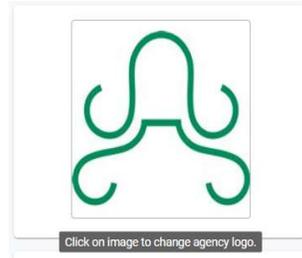


Figure 21 Hover and click to change Logo

After the user clicks on the Agency Logo, a dialog will appear, providing the option to change the logo. By selecting “Upload Photo” , the user can upload new logo, or by clicking the “Delete”  button the existing logo can be removed. The changes can then be saved by clicking “Save” button.



Figure 22 Dialog >> Manage Agency Logo

External Auth App – Selecting this option displays all setup information for your agency's SSO (Single Sign-On). These details are handled jointly by your local IT and our staff.

System Preferences

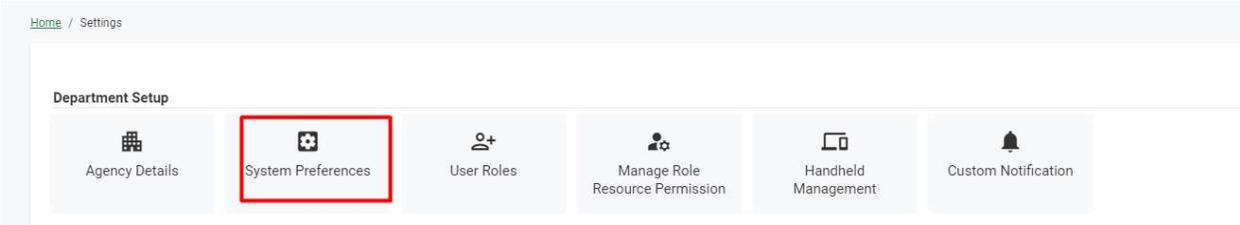


Figure 25 Settings >> System Preferences

Agency-wide settings regarding Appeal Date, Permit Delivery, Wallet, Handheld, Notification, Notification Manager, Permit Purchase Message and Vehicle other field setup can be configured through this section.

Appeal – This tab enables the admin to set the Appeal Date configuration, allowing end-users to submit appeals for citations within the specified timeframe. The admin can adjust this timeframe as necessary within the tab.

The appeal date can be configured as a fixed date or a specific number of days.



Figure 26 System Preferences >> Appeal

Permit Delivery – This tab enables the Admin to set the Permit Delivery and the Pickup Address. Permit Delivery can be set for delivery only, pickup only, or both. The Pickup Address can also be entered if that option, or both, is selected. This configuration is required before a permit can be requested.

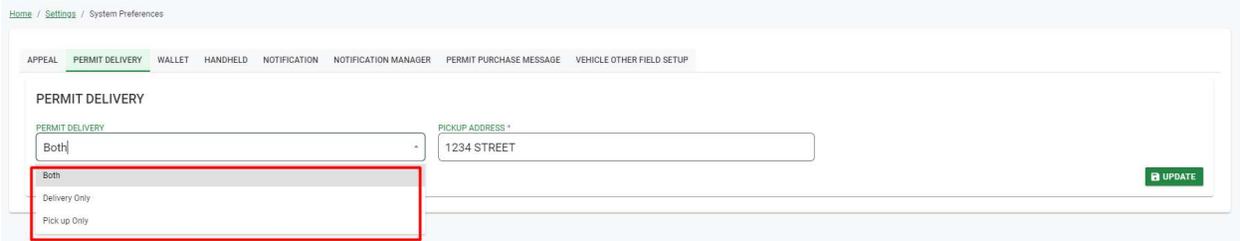


Figure 27 System Preferences >> Permit Delivery

Wallet – If any agency requires a wallet feature, then it needs to inform ARMS team and then they can enable it from this tab.



Figure 28 System Preferences >> Wallet

Handheld – This section allows the admin to configure printing patterns for Citations printed from handheld devices.

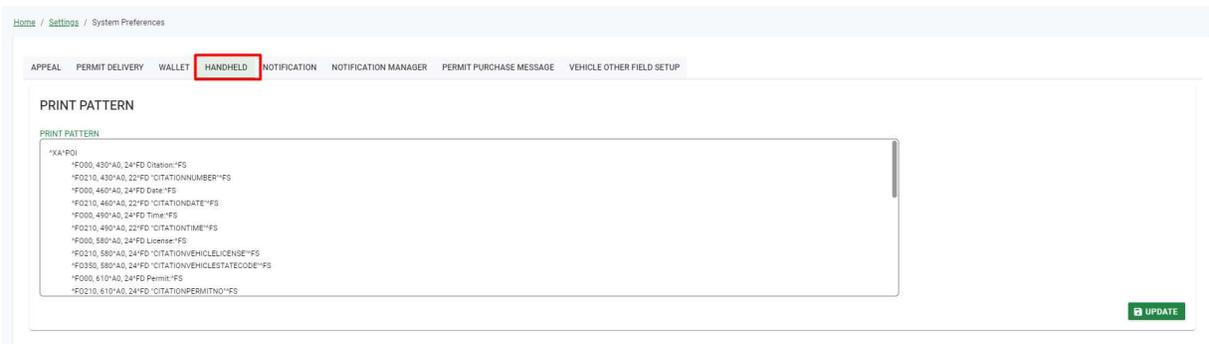


Figure 29 System Preferences >> Handheld

Notification – In this section, the administrator can set citation instructions. A user receives an email every time a citation is created with all the necessary details; if the agency chooses to include any further instructions, they may do so in this section.



Figure 30 System Preferences >> Notification



Notification Manager – The agency can set when consumers will receive emails under this section. Administrators have a variety of toggle options to turn on and off notifications.

- 1. Upon Importing and Creating a Person - When a new person is added, either in bulk or as a single entry, an email containing the password and account information is sent to the person.
- 2. Upon creation of an appeal, a user is notified via email of the appeal's outcome.
- 3. Email sent when a citation is generated or updated - A user receives an email when a citation is created or updated.

Additionally, the Mail Queue may be viewed in this part, and if for some reason emails are not being sent, they can be sent from here.

Home / Settings / System Preferences

APPEAL PERMIT DELIVERY WALLET HANDHELD NOTIFICATION **NOTIFICATION MANAGER** PERMIT PURCHASE MESSAGE VEHICLE OTHER FIELD SETUP

NOTIFICATION MANAGER

Create/Update Import

Person

Appeal

Citation

MAIL QUEUE

<input type="checkbox"/>	EMAIL	DATE	STATUS	SUBJECT	ACTION
<input type="checkbox"/>	janki.shah@e2admin.com	07/29/2024 05:50 AM	PENDING	Welcome to ARMS Parking	...
<input type="checkbox"/>	sn432@yahoo.com	07/08/2024 03:21 PM	PENDING	PARKING CITATION 23434234	...

Figure 31 System Preferences >> Notification Manager



Permit Purchase Message – From this tab, the agency can set the message that will be shown to users when they purchase a permit.

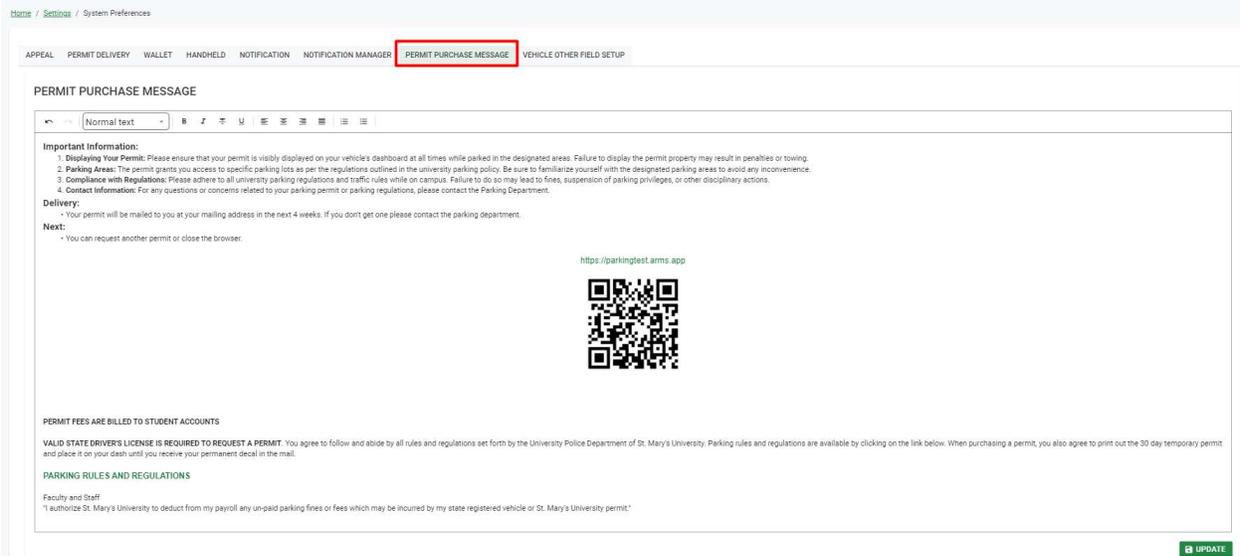


Figure 32 System Preferences >> Permit Purchase Message

Vehicle other field setup – If Agency enables this settings then, Insurance related field are displayed to users while adding/editing or viewing Vehicles.



Figure 33 System Preferences >> Vehicle other field setup

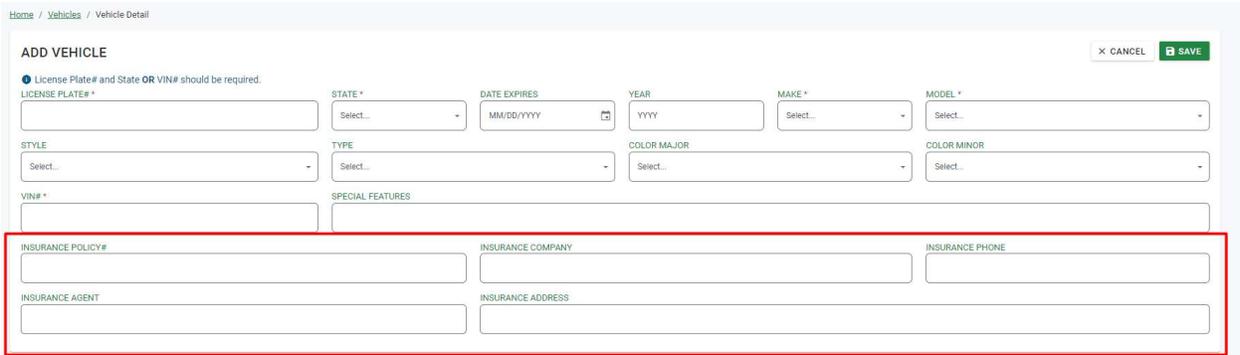


Figure 34 Insurance field visibility

User Roles

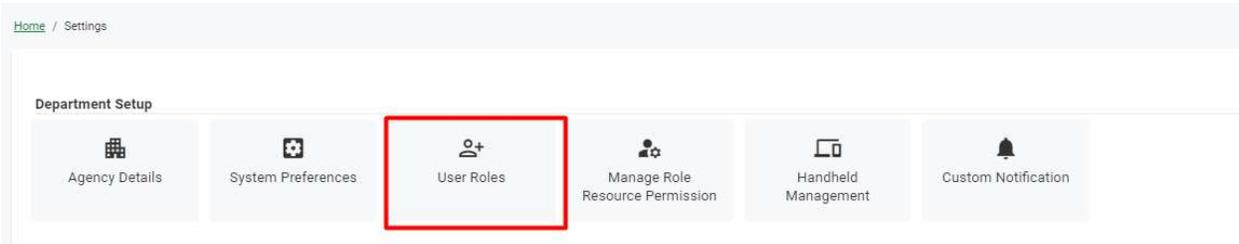


Figure 35 Settings >> User Roles

This section allows the Admin to create new role based access profiles for all user types, as well as update/delete current ones.



Figure 36 User Roles

Edit/Add New Roles – The Admin can add or edit roles. When editing roles, they can be marked for end-users, vendors, as well as checked Active.

EDIT USER ROLE ✕

ROLE NAME *

DESCRIPTION *

END USER
 VENDOR
 ACTIVE

UPDATE

Figure 37 Dialog >> Edit/Add New User Roles



Manage User Permission- This will redirect admin to Manage role resource permission page with selected user.

Home / Settings / Manage Role Resource Permission

MANAGE ROLE RESOURCE PERMISSION Agency User

NAME	<input type="checkbox"/> VIEW	<input type="checkbox"/> ADD	<input type="checkbox"/> EDIT	<input type="checkbox"/> DELETE	<input type="checkbox"/> PRINT	<input type="checkbox"/> EXPORT
Agency	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AgencySite	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Appeal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ManageRoles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ManagePermissions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Permit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Vehicle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Citation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Settings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wallet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ReportCenter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PermitRequest	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Accounting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CustomNotification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UserContact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Figure 38 Manage User Permission

Handheld Management

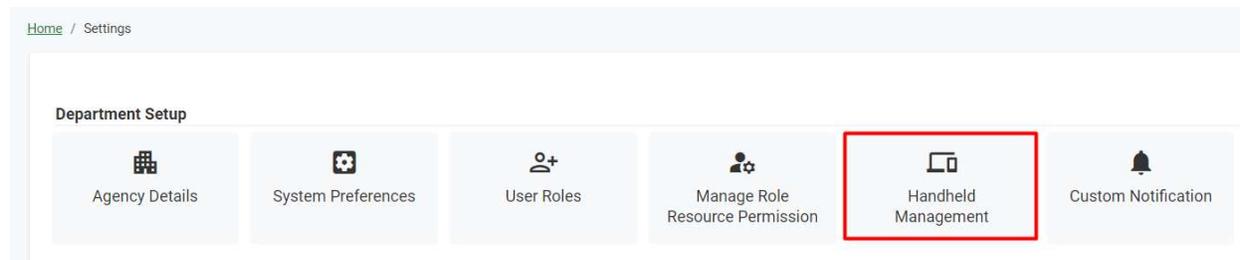


Figure 39 Settings >> Handheld Management

From this tab, an admin can add or manage agency handheld devices.

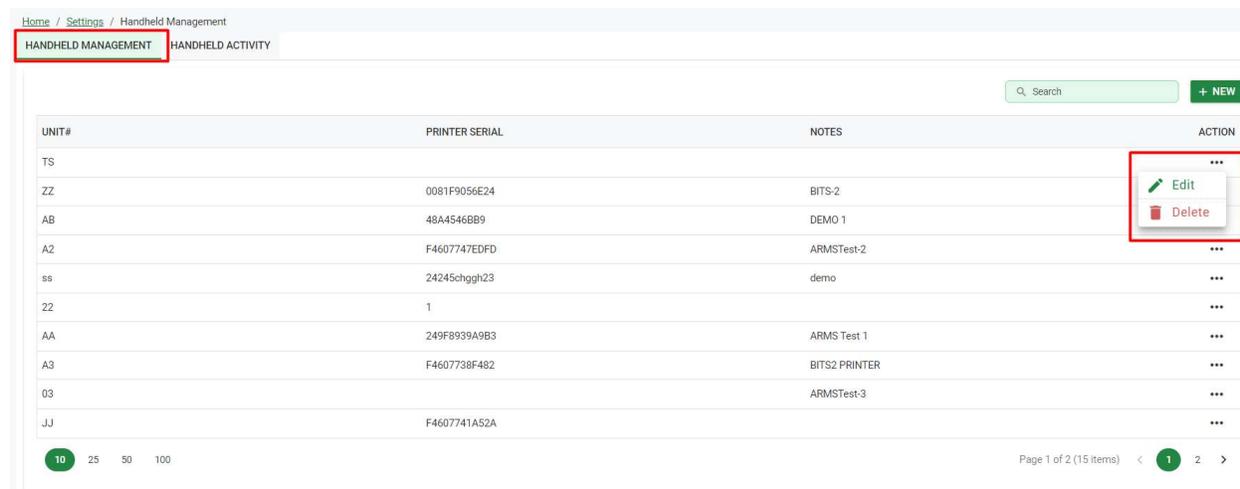


Figure 40 Handheld Management

Add/Edit Handheld – Selecting New allows the Admin to add a new handheld device to their system, setting its Unit Number, Printer Serial, and inputting Notes. Once the handheld has been added to the system, the Admin can select the Edit Action, where they can get the Secret Key needed to input into the physical handheld device, which can be entered manually with the displayed code, or by scanning the QR code with the handheld itself. Once finished, the handheld is ready for use by the department.

EDIT HANDHELD ✕

UNIT NUMBER *	PRINTER SERIAL
<input type="text" value="TS"/>	<input type="text"/>
PREFIX YEAR *	NEXT CITATION#
<input type="text" value="Select..."/>	<input type="text" value="23AA100022-45"/>

NOTES

Secret Key



Enter Manually: DFAFJH ACTIVE

Figure 41 Dialog >> Edit Handheld

Handheld Activity – This tab displays citation statistics for all agency handhelds. The default List shows all handhelds, their Current Cite#, and the total number of citations issued, broken down for each handheld by Week, Month, and Year. Average Cites By Day Of Week displays citation statistics in a bar chart for each day. Average Cites By Time Of Day displays citation statistics in a line chart for each hour of the day.

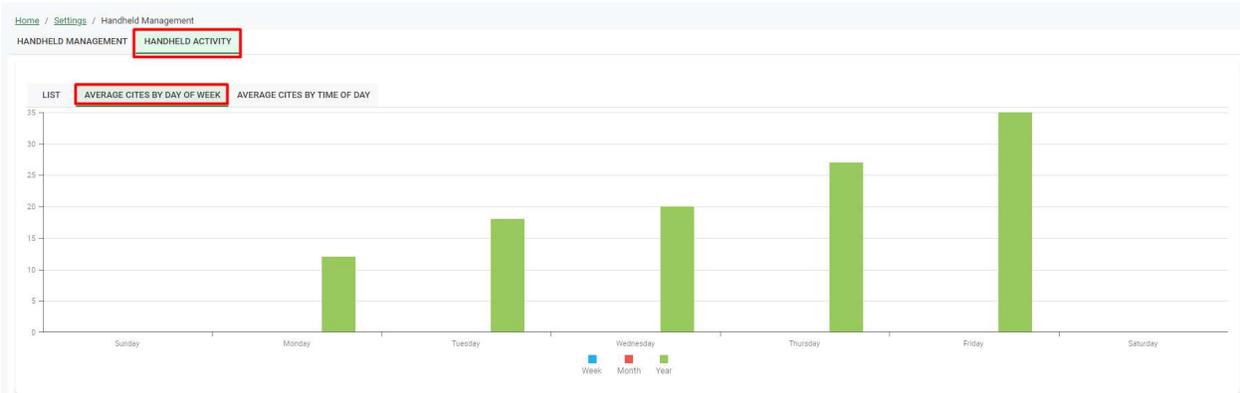


Figure 42 Handheld Activity >> Average Cities by Day of Week

Permit Type

Permits & Code Setup



Figure 43 Settings >> Permit Type

This tab helps admins to set different permit types and navigate to user type mapping of permits.

Home / Settings / Permit Types

PERMIT TYPES						Search	+ NEW
CODE	DESCRIPTION	ISSUE AMOUNT	AUTO ASSIGN	ACTIVE	ACTION		
22BLU	BLUE PARKING LOT	\$10.00	Yes	Yes	...		
22PUR	PURPLE PARKING LOT	\$20.00	Yes		...	<ul style="list-style-type: none"> Edit User Type Mapping Delete 	
23BLU	BLUE PARKING LOT	\$100.00	No		...		
23PNK	PINK PARKING LOT	\$40.00	No		...		
23VEN	VENDOR PASS 2023	\$20.00	No	Yes	...		
23PUR	PURPLE PARKING LOT 2023	\$50.00	Yes	Yes	...		
23RED	RED PARKING LOT	\$100.00	Yes	Yes	...		
GS	GRADUATE STUDENT	\$150.00	Yes	Yes	...		
ST	STUDENT	\$100.00	Yes	Yes	...		
FS	FACULTY/STAFF	\$100.00	No	Yes	...		

Figure 44 Permit Types

Add/Edit Permit - For each Permit Type the Admin can set Code, Description, Preamble, Digits after Preamble, Starting Number, Ending Number, Issue Amount, Max Number Per User and Max Number of Vehicle. The admin can also set permits as Available Online, Auto Assign Number, Remove From Inventory, and Active.

EDIT PERMIT TYPE ✕

CODE *		DESCRIPTION *	
22BLU		BLUE PARKING LOT	
PREAMBLE *	DIGITS AFTER PREAMBLE *	STARTING NUMBER *	ENDING NUMBER *
22BLU	4	0001	9999
ISSUE AMOUNT *	MAX NUMBER PER USER *	MAX NUMBER OF VEHICLE *	
\$ 10	99	5	
<input type="checkbox"/> AVAILABLE ONLINE	<input type="checkbox"/> REMOVED FROM INVENTORY	<input checked="" type="checkbox"/> ACTIVE	
<input checked="" type="checkbox"/> AUTO ASSIGN NUMBER			

📄 UPDATE

Figure 45 Dialog >> Add/Edit Permit

User Type Mapping – It shows all user types associated with the permit type.

USER TYPE MAPPING ✕

CODE	DESCRIPTION
RSTU	RESIDENT STUDENT
FAS	FACULTY/STAFF
ST	STUDENT

Figure 46 Dialog >> User Type Mapping

Delete – It allows to delete selected Permit Type. It will not allow user to delete selected permit type if it is associated to any User Type.

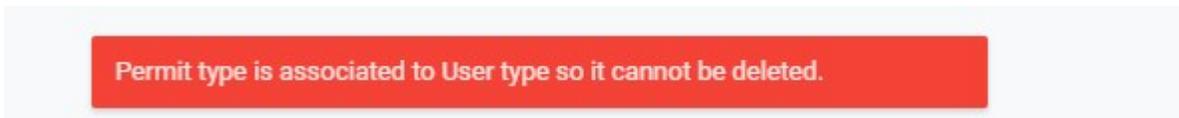


Figure 47 Delete Permit type

User Type

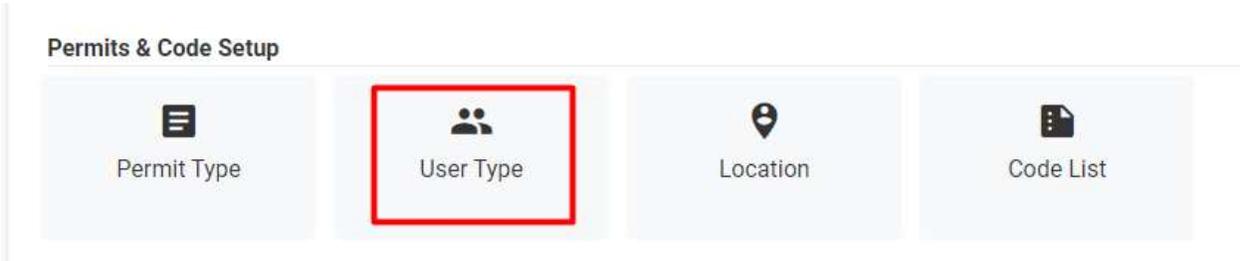


Figure 48 Settings >> User Type

This tab allows admins to configure different user types. map them to permit type(s) and set their encumbrance details.

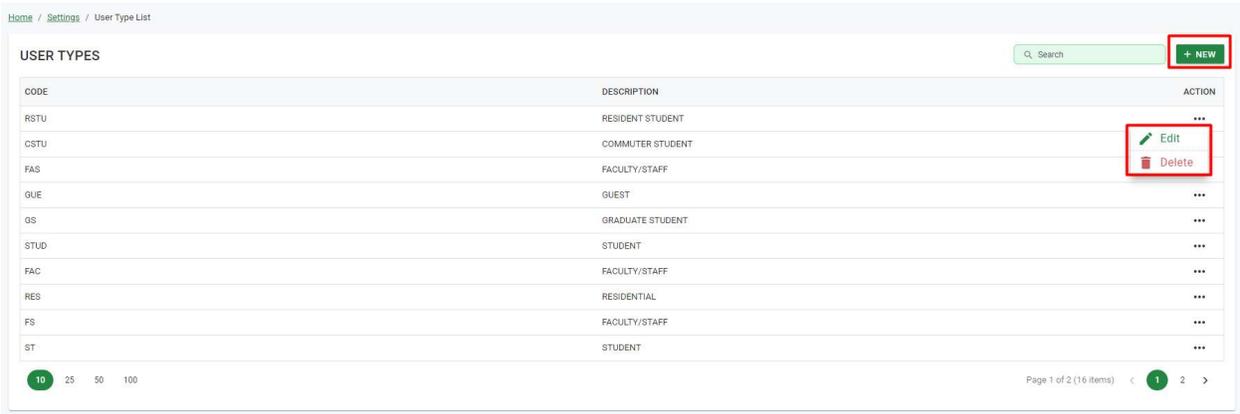


Figure 49 User Type

General - The General tab in Add/Edit User Types, allows the Admin to create/edit all needed Permit Type Mapping(s) for the selected user type. This includes selecting the Permit Type, Overriding the set Issue Amount and specifying the Custom Issue Amount, setting whether it is Primary or Secondary, inputting Expiration information, as well as marking it for Bill Payment and/or Online Payment.

EDIT RSTU - RESIDENT STUDENT

GENERAL ENCUMBRANCE

CODE* RSTU DESCRIPTION* RESIDENT STUDENT ACTIVE

Permit Type Mapping + NEW

CODE	DESCRIPTION	ISSUE AMOUNT	IS PRIMARY	BILL PAYMENT	ONLINE PAYMENT	OVERRIDE ISSUE AMOUNT	CUSTOM ISSUE AMOUNT	ACTION
ST	STUDENT	\$100.00	Primary	Yes	No	No	\$0.00	...
22BLU	BLUE PARKING LOT	\$10.00	Primary	Yes	No	No	\$0.00	...
22PUR	PURPLE PARKING LOT	\$20.00	Primary	Yes	No	No	\$0.00	...
23BLU	BLUE PARKING LOT	\$100.00	Primary	Yes	No	No	\$0.00	...
23RED	RED PARKING PERMIT	\$50.00	Primary	Yes	No	No	\$0.00	...
23PNK	PINK PARKING LOT	\$40.00	Primary	Yes	No	Yes	\$20.00	...

Figure 50 Edit User Type >> General

Encumbrance – The majority of university accounting office’s prefer that all departments route all charges through their payroll/accounting or bursar office. Student’s diplomas may be held by the bursar’s office if all fees have not been paid. Additionally, the accounting/payroll department has the authority to take any fees from an employee's account. To that end, ARMS Parking generates an Encumbrance file by User Type.

The encumbrance process can be generated in two ways Manually or Automatically. When the Admin clicks Run Now it will generate encumbrance for the selected type i.e., permit, citation or credit for that user type. It will also run automatically based on the days entered in the “Business After” field. For example, if business days are set to 15 for Permit, then it will encumber those charges after 15 business days.

EDIT RSTU - RESIDENT STUDENT

GENERAL ENCUMBRANCE

ENCUMBRANCE	BUSINESS AFTER	ENABLE	RUN NOW
Permit	Business Days 1	<input checked="" type="checkbox"/>	<input type="button" value="Run Now"/>
Citation	Business Days 1	<input checked="" type="checkbox"/>	<input type="button" value="Run Now"/>
Credit	Business Days 1	<input checked="" type="checkbox"/>	<input type="button" value="Run Now"/>

Figure 51 Edit User Type >> Encumbrance

Location

Permits & Code Setup



Figure 52 Settings >> Location

This tab allows the admin to create and manage different locations for the agency.

Home / Settings / Location List

LOCATION CODE	LOCATION NAME	STREET #	STREET NAME	ACTION
UNIV	ARMS UNIVERSITY	200	UNIVERSITY AVENUE	...
OLDT	OLD TAYLOR ROAD	123	OLD TAYLOR ROA	<div style="border: 1px solid red; padding: 2px;"> Edit Delete </div>
CIRC	CIRCLE APARTMENTS GENERAL	123	MAIN STREET	...
123	DEPARTMENT	351	MOLLY BAR	...
788	PARKWOOD HALL	427	CANDID	...
CALG	CALGARY APARTMENTS	233	CANDID	...
08	BARNARD OBSERVATORY	201	ALL AMERICAN DRIVE	...
CROF	CROFT INSTITUTE	1974	UNIVERSITY CIRLCE	...
OLDATH	OLD ATHLETICS	620	ALL AMERICAN DRIVE	...
FEX	FED EX CENTER	836	ALL AMERICAN DRIVE	...

Page 1 of 11 (104 Items) < 1 2 3 4 5 ... 11 >

Figure 53 Location

Add/Edit Locations – Locations can be added, and edited, with each requiring information for Agency Site, Location Code, Location Name, Street Number, and Street Name. They can also be marked Active or Inactive, as needed.

EDIT LOCATION ✕

AGENCY SITE *

LOCATION CODE * LOCATION NAME *

STREET NUMBER * STREET NAME *

ACTIVE

UPDATE

Figure 54 Dialog >> Edit Location

Code List



Figure 55 Settings >> Code List

This section allows the Admin to add/edit entries that populate most of the drop-down menus within ARMS Parking. All codes are organized by Category and located in Lists within its Category.

For example, all persons entered in ARMS Parking require a User Classification. If an agency wanted a new User Classification, then they would navigate to the Code List, select a Category of Person, and a List Name of Classification. Once this is selected, they can click New, and add in the needed code and save it. Now the new User Classification will display in the corresponding drop-down menu in Person Detail options. The same process can be followed for almost all needed codes within ARMS Parking.

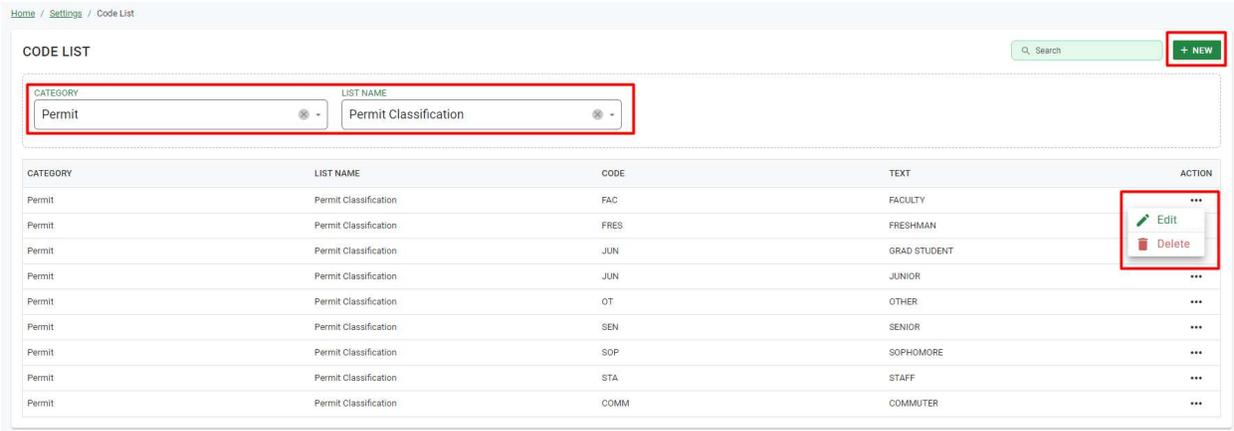


Figure 56 Settings >> Code List

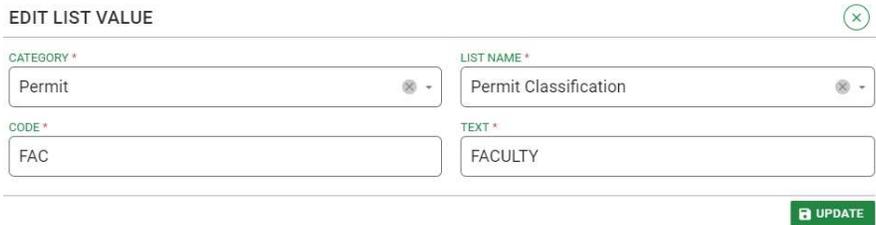


Figure 57 Add/Edit List Value

Violation

Citation Setup


 Violation


 Scoff Code


 Scoff Code Manual


 Violation Independent Rule


 Appeal Final Disposition

Figure 58 Settings >> Violation

This section contains all violations that can be attached to citations. The admin(s) can edit the current violations, or add new ones as needed.

Home / Settings / Violations

+ NEW

CODE	DESCRIPTION	SORT ORDER	AMOUNT	DOWNLOAD TO HANDHELD	ACTIVE	ACTION
01	PARKED IN RESTRICTED	0	\$15.00	Yes	Yes	...
02	PARKING IN THE FOOTBALL ARENA	0	\$150.00	Yes	Yes	<div style="border: 1px solid red; padding: 2px; display: inline-block;"> Edit Delete </div>
03	NO PERMIT	0	\$25.00	Yes	Yes	...
04	PARKED ILLEGALLY	0	\$25.00	Yes	Yes	...
05	IMPROPER DECAL	0	\$20.00	Yes	Yes	...
06	WHEEL/LOCK/BOOT	0	\$50.00	Yes	Yes	...
07	OVERTIME PARKING	0	\$25.00	Yes	Yes	...
08	PARKED IN HANDICAP SPACE	0	\$100.00	Yes	Yes	...
09	FIRE LANE/FIRE HYDRANT	0	\$50.00	Yes	Yes	...
10	FAILURE TO YIELD PEDESTRIAN	0	\$50.00	Yes	Yes	...

10
25
50
100
Page 1 of 2 (12 items) < 1 2 >

Figure 59 Violation

Add/Edit Violations – Configuration for new violations requires information entered for Code, Amount, and Description. Sort Order # is optional. Active must be marked for the violation to be selectable. The admin can edit any existing violation needed for as well.

The box for Download to Handheld must be checked for if an agency wants the violation(s) selectable for handhelds in the field.

EDIT VIOLATION X

CODE *

AMOUNT *

DESCRIPTION *

ORDER #

DOWNLOAD TO HANDHELD

ACTIVE

UPDATE

Figure 60 Add/Edit Violation

Scoff Code



Figure 61 Settings >> Scoff Code

Scoff Codes allow ARMS Parking to automatically track the number of citations a person has received for a specific violation type and increase the fine as desired. From this tab, the admin can search, view, and add/edit scoff codes.

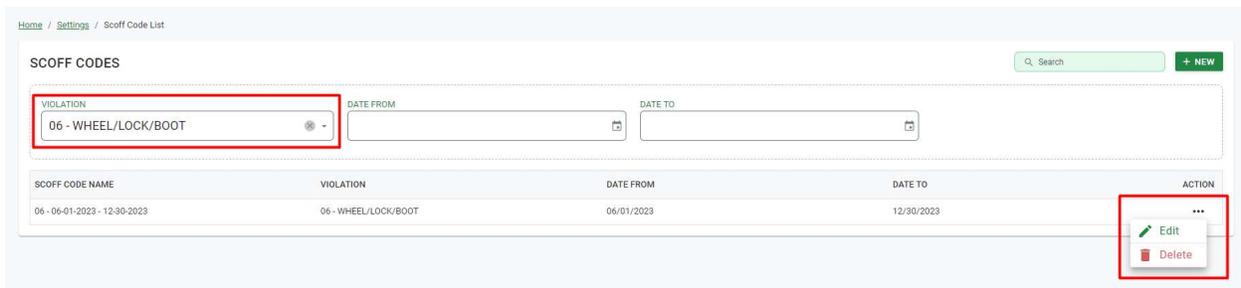


Figure 62 Scoff Code

To add a scoff code, click on "New", a dialog will pop up in which the admin needs to select the violation and date range for the scoff code. After selecting the violation and date range, the Admin can set all details for each subsequent violation infraction, including Fine, and whether to Boot/Tow the vehicle.

For example, a second violation of PARKED IN RESTRICTED can be set for a \$100 Fine, a third violation set for a \$200 Fine with the vehicle marked to be Booted, and a fourth violation set for a \$500 Fine with the vehicle marked to be Towed. Admin might also configure to Boot vehicle or Tow Vehicle.

SCOFF CODE SETUP

SCOFF CODE NAME *	VIOLATION *	DATE FROM *	DATE TO *
<input type="text" value="PARKED IN RESTRICTED"/>	<input type="text" value="01 - PARKED IN RES..."/>	<input type="text" value="06/19/2024"/>	<input type="text" value="08/13/2024"/>
Offense #2			
CODE *	DESCRIPTION *	FINE	
<input type="text" value="OFF2"/>	<input type="text" value="2ND OFFENSE"/>	<input type="text" value="\$ 20"/>	<input type="radio"/> BOOT VEHICLE <input type="radio"/> TOW VEHICLE <input checked="" type="radio"/> NONE
Offense #3			
CODE *	DESCRIPTION *	FINE	
<input type="text" value="OFF 3"/>	<input type="text" value="3RD OFFENSE"/>	<input type="text" value="\$ 30"/>	<input checked="" type="radio"/> BOOT VEHICLE <input type="radio"/> TOW VEHICLE <input type="radio"/> NONE
Offense #4			
CODE *	DESCRIPTION *	FINE	
<input type="text" value="OFF 4"/>	<input type="text" value="4TH OFFENSE"/>	<input type="text" value="\$ 50"/>	<input type="radio"/> BOOT VEHICLE <input checked="" type="radio"/> TOW VEHICLE <input type="radio"/> NONE
<input type="button" value="+ ADD NEXT"/> <input type="button" value="- REMOVE"/>			
			<input type="button" value="SUBMIT"/>

Figure 63 Dialog >> Scoff code setup

As per the above example in the image, the officer will get a boot vehicle alert on the third citation and a Tow vehicle alert on the fourth citation.

Scoff Code Manual



Figure 64 Settings >> Scoff Code Manual

Manual Scoff Codes are meant for your department to be able to fully customize alerts or information for a specific permit, a range of permit numbers, a permit type, or a specific vehicle.

The Admin can choose to have an alert anytime a citation is created for a permit or vehicle that meets their desired criteria for Boot Vehicle, Tow Vehicle, Do Not Tow or Boot, Do Not Issue a Citation, or just display Information Only. Information Only will show the description typed into the Manual Scoff Code when you are using the Parking Handhelds

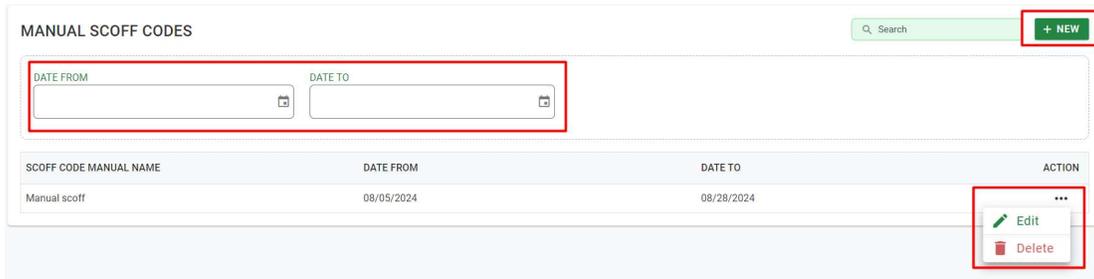


Figure 65 Manual Scoff Codes

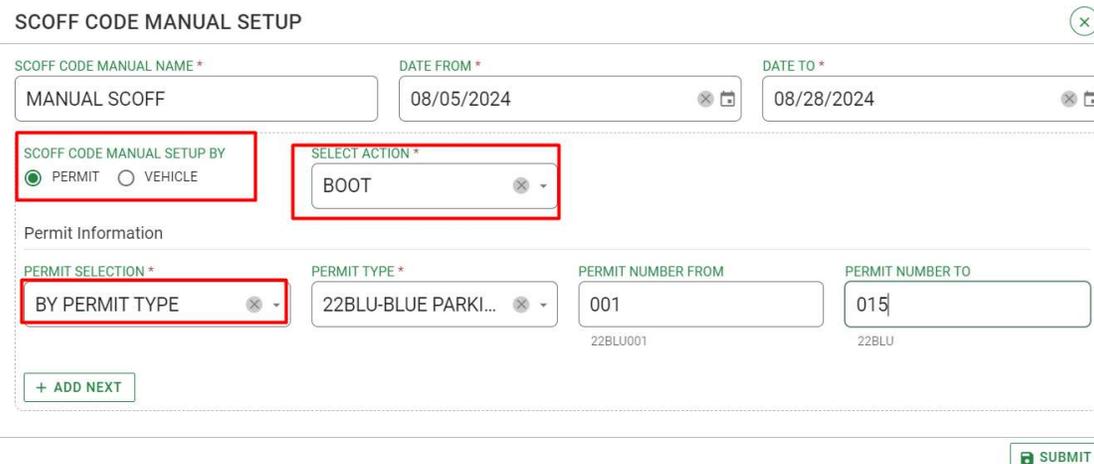


Figure 66 Add Scoff Code Manual

Violation Independent Rule



Figure 67 Settings >> Violation Independent Rule

Violation Independent Rules are like Scoff Codes, but they count the citation regardless of their violation. For example, if someone has 2 unpaid citations, upon receiving a 3rd citation, the officer will be alerted to boot the vehicle if an independent rule violation has been created for that circumstance. This can be set for both Paid and Unpaid Citations.

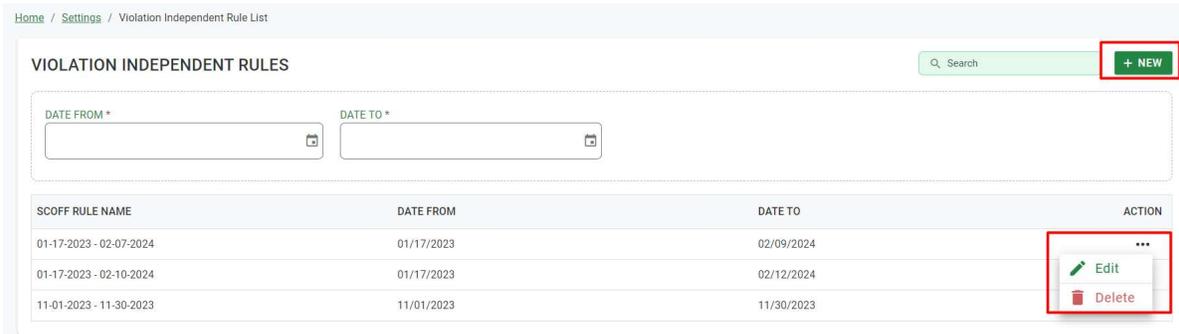


Figure 68 Violation Independent Rule List

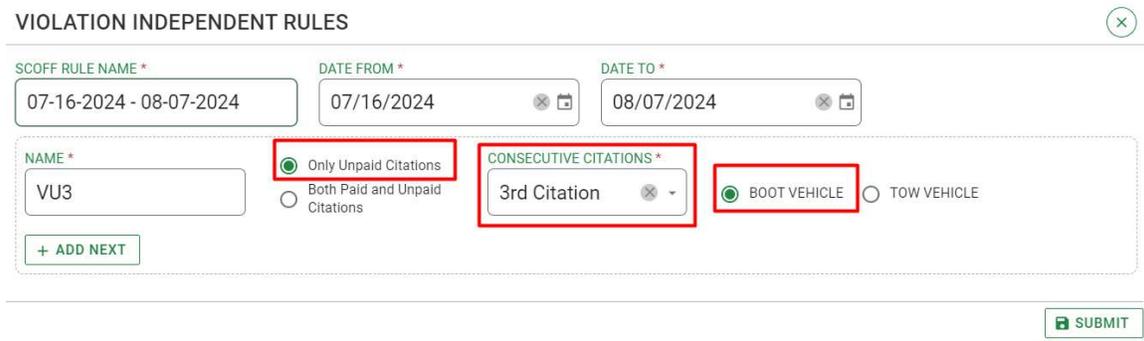


Figure 69 Dialog >> Add/Edit Violation Independent Rule

As soon as the officer enters the permit number to create a citation it will display an alert with the message “Boot the Vehicle.” This alert appears due to the configuration of the violation independent rule. If the end-user pays all the previous citations, then this rule will not apply, and the alert will not show.



Figure 70 Citation Alert

Appeal Final Disposition

Citation Setup



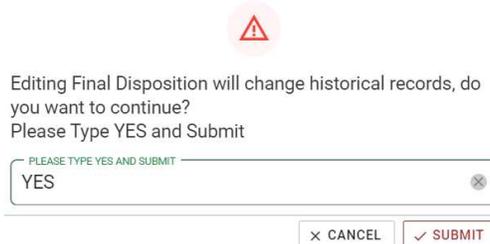
Figure 71 Settings >> Appeal Final Disposition

Final Disposition codes can be configured from this tab. The agency can add as many disposition codes as they want to add, mainly it can be added for three different scenarios. Final disposition can be selected as per violations.



Figure 72 Appeal Final Disposition

CONFIRM ACTION



Editing Final Disposition will change historical records, do you want to continue?
Please Type YES and Submit

PLEASE TYPE YES AND SUBMIT

YES

Figure 73 Confirmation Alert

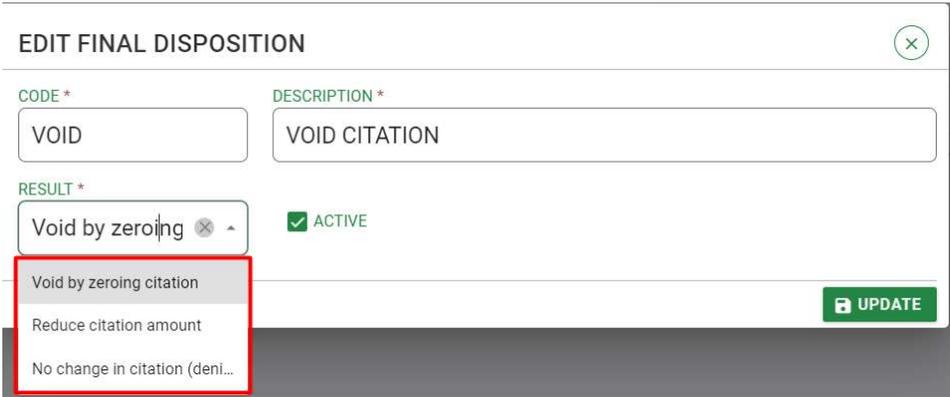


Figure 74 Dialog >> Edit Final Disposition

Void By Zeroing Citation – This is used when the agency agrees with the appeal made by the end user and can waive off the charges.

Reduce Citation Amount – This is used when the agency agrees on some parts of the appeal made by the end user and wants to reduce the citation charges.

No change in the citation (denied etc.) - This is used when the agency disagrees with the appeal made by the end user and declines the appeal request.

Person List



Figure 75 Side Menu >> Person

It displays the list of persons added to the department with different options like Search, Add New Person, Filter, and different viewing options. It displays all users with different user types.

Home / Persons

+ NEW
FILTER
MORE

<input type="checkbox"/>	BILLING ID	NAME	EMAIL	USER TYPE	DATE OF BIRTH	DRIVER'S LICENSE	ACTION
<input type="checkbox"/>	BIS0003	SHAH, JANKI	janki.shah@e2admin.com	FACULTY/STAFF	11/12/1991		...
<input type="checkbox"/>	3456DGBA	CAREY, CARL JOE	sn432@yahoo.com	STUDENT	01/03/1993	786765345	...
<input type="checkbox"/>	1234ABCE	BORTON, JENNY BETH	jb256@gmail.com	FACULTY/STAFF	01/02/1993	789432890	...
<input type="checkbox"/>	44332211	ENDUSER, DEMO	demo.enduser@test.com	STUDENT	01/01/2000	789789789	...
<input type="checkbox"/>	4433RLTN	MICHAELS, KENNY TODD	p9003423@hotmail.com	FACULTY/STAFF	01/04/1993		...
<input type="checkbox"/>	4433RFTN	MICHAELS, KEVIN MIKE	pd423@hotmail.com	FACULTY/STAFF	01/04/1993		...
<input type="checkbox"/>	19029200	DOWNES, JOSHUA HENRY	joshua.downes@college.edu	FACULTY/STAFF	01/02/1993	2938290	...
<input type="checkbox"/>	HB0001	SHAH, DEEPAK	deepakshah111@yopmail.com	FACULTY/STAFF	02/08/1995	AZ457845	...
<input type="checkbox"/>	4839484	MANNY, LACEY	lacey.manny@test.com	STUDENT	01/01/2000		...
<input type="checkbox"/>	11223344	ADMIN, DEMO	demo.admin@test.com	FACULTY/STAFF	01/01/2000		...

10 25 50 100 Page 1 of 6 (60 Items) 1 2 3 4 5 6 >

Figure 76 Person List

Search – It allows the admin to search for a person by billing id, Name, Email, User type, Date of birth, and Driving License.

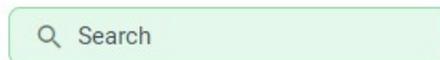


Figure 77 Search Person List

Filter – This option helps the admin filter data using different fields like Billing#, Last Name, First Name, Middle name, Permit#, Classification, User type, Email, DL state, DL#, DOB from, DOB To and Call#.

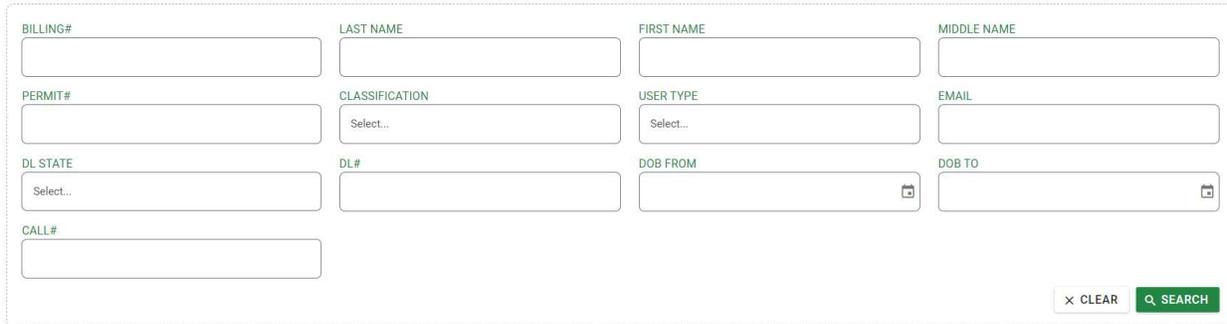


Figure 78 Filter Person List

Display Options – There are two viewing options, List View and Detail View. By default, it displays data in List View.



Figure 79 Display Options

The **list view** displays data in a list format. To view more details of the user one must click the billing id number in green font color.

<input type="checkbox"/>	BILLING ID	NAME	EMAIL	USER TYPE	DATE OF BIRTH	DRIVER'S LICENSE	ACTION
<input type="checkbox"/>	BIS0003	SHAH, JANKI	janki.shah@e2eadmin.com	FACULTY/STAFF	11/12/1991		...
<input type="checkbox"/>	3456DGBA	CAREY, CARL JOE	sn432@yahoo.com	STUDENT	01/03/1993	786765345	...
<input type="checkbox"/>	1234ABCE	BORTON, JENNY BETH	jb256@gmail.com	FACULTY/STAFF	01/02/1993	789432890	...
<input type="checkbox"/>	44332211	ENDUSER, DEMO	demo.enduser@test.com	STUDENT	01/01/2000	789789789	...
<input type="checkbox"/>	4433RLTN	MICHAELS, KENNY TODD	p9003423@hotmail.com	FACULTY/STAFF	01/04/1993		...
<input type="checkbox"/>	4433RFTN	MICHAELS, KEVIN MIKE	pd423@hotmail.com	FACULTY/STAFF	01/04/1993		...
<input type="checkbox"/>	19029200	DOWNNS, JOSHUA HENRY	joshua.downns@college.edu	FACULTY/STAFF	01/02/1993	2938290	...
<input type="checkbox"/>	HB0001	SHAH, DEEPAK	deepakshah111@yopmail.com	FACULTY/STAFF	02/08/1995	AZ457845	...
<input type="checkbox"/>	4839484	MANNY, LACEY	lacey.manny@test.com	STUDENT	01/01/2000		...
<input type="checkbox"/>	11223344	ADMIN, DEMO	demo.admin@test.com	FACULTY/STAFF	01/01/2000		...

10 25 50 100 Page 1 of 6 (60 Items) < 1 2 3 4 5 6 >

Figure 80 Listing Person in List View

The **Detail view** displays data in a card format which is convenient for users with a small display screen size. To view more details of the user one must click the billing id number in green font color.

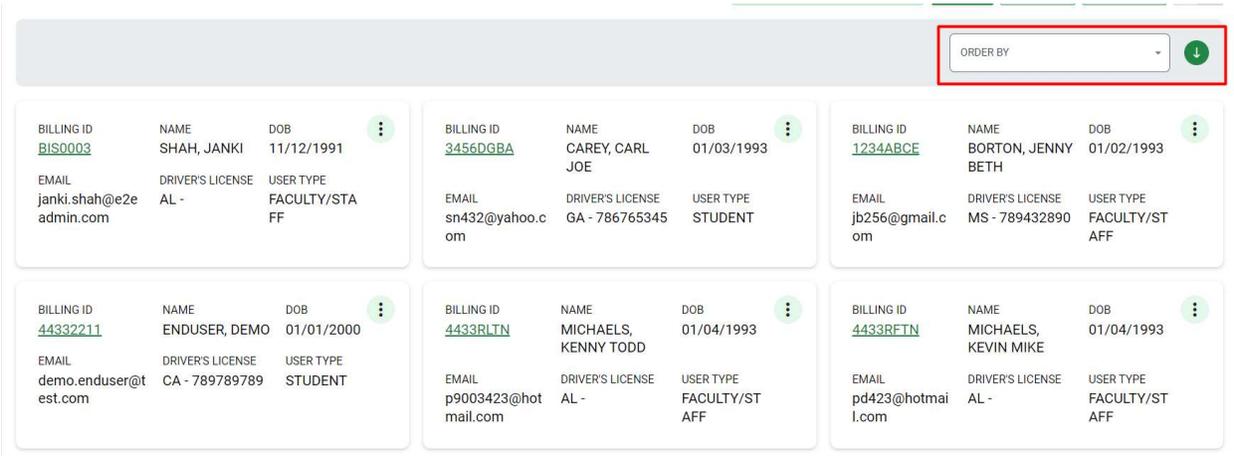


Figure 81 Listing Person in Detail View

In the detail view on the top left corner, there is an order by option that allows the Admin to display data in the order selected.

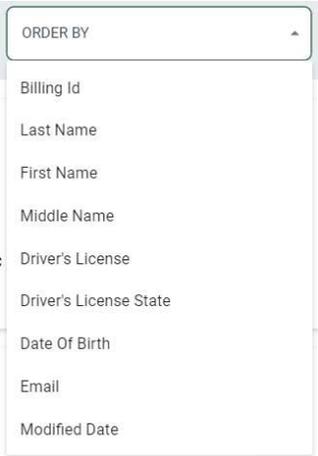


Figure 82 Order By

Other options – Three dots in front of each person’s detail in List View and Detail View display multiple options like View, Edit, Print Receipt, and Delete.

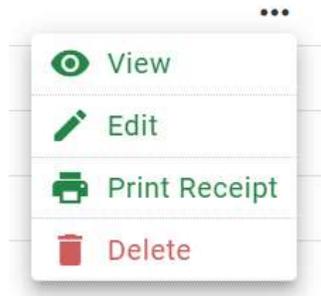


Figure 83 Menu with three dots

More: There are checkboxes in each row, once checkboxes are selected the user can click on More and see options like Merge, Import, Export, and Delete.



Figure 84 More options in Person

Merge Duplicate Names

This feature enables the Administrator to consolidate duplicate records. After selection, one name will serve as the primary record, to which all designated details will be linked after the

merge. Duplicate records will persist unless they are marked for deletion during the merging process.

MERGE DUPLICATE NAMES ✕

	<input checked="" type="radio"/> PRIMARY	<input type="radio"/> PRIMARY
	<input type="checkbox"/> DELETE	<input checked="" type="checkbox"/> DELETE
Billing ID:	<input checked="" type="radio"/> 4433RFTN	<input type="radio"/> 4433RLTN
Last Name:	<input checked="" type="radio"/> MICHAELS	<input type="radio"/> MICHAELS
First Name:	<input checked="" type="radio"/> KEVIN	<input type="radio"/> KENNY
Middle Name:	<input type="radio"/> MIKE	<input checked="" type="radio"/> TODD
Suffix:	<input checked="" type="radio"/> —	<input type="radio"/> —
DOB:	<input checked="" type="radio"/> 01/04/1993	<input type="radio"/> 01/04/1993
Driver's License:	<input checked="" type="radio"/> —	<input type="radio"/> —
License State:	<input checked="" type="radio"/> AL	<input type="radio"/> AL
Classification:	<input checked="" type="radio"/> FACU-FACULTY	<input type="radio"/> FACU-FACULTY
Agency Site:	<input checked="" type="radio"/> MAIN CAMPUS	<input type="radio"/> MAIN CAMPUS
Time Zone:	<input checked="" type="radio"/> CENTRAL STAND...	<input type="radio"/> CENTRAL STAND...
User Role:	<input checked="" type="radio"/> AGENCY ADMIN	<input type="radio"/> AGENCY USER
User Type:	<input checked="" type="radio"/> FAS-FACULTY/ST...	<input type="radio"/> FAS-FACULTY/ST...
Email:	<input checked="" type="radio"/> PD423@HOTMAIL...	<input type="radio"/> P9003423@HOTM...

↕ MERGE

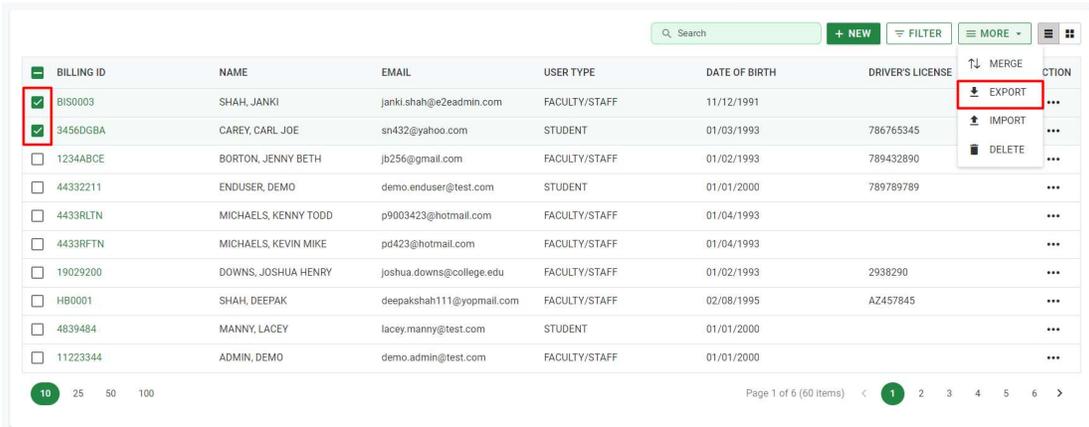
Figure 85 Merge Duplicates

Export Person Records

Export functionality refers to the capability of a system to save and transfer data in a format that can be used by other programs or systems.

While exporting data admin has an option to select data to export by marking checkbox in front of each data and then clicking Export.

On clicking export, the Admin can download a spreadsheet file with details of the selected user.



BILLING ID	NAME	EMAIL	USER TYPE	DATE OF BIRTH	DRIVER'S LICENSE	ACTION
<input checked="" type="checkbox"/>	BIS0003	SHAH, JANKI	janki.shah@e2eadmin.com	FACULTY/STAFF	11/12/1991	EXPORT
<input checked="" type="checkbox"/>	3456DGBA	CAREY, CARL JOE	sn432@yahoo.com	STUDENT	01/03/1993	IMPORT
<input type="checkbox"/>	1234ABCE	BORTON, JENNY BETH	jb256@gmail.com	FACULTY/STAFF	01/02/1993	DELETE
<input type="checkbox"/>	44332211	ENDUSER, DEMO	demo.enduser@test.com	STUDENT	01/01/2000	
<input type="checkbox"/>	4433RLTN	MICHAELS, KENNY TODD	p9003423@hotmail.com	FACULTY/STAFF	01/04/1993	
<input type="checkbox"/>	4433RFTN	MICHAELS, KEVIN MIKE	pd423@hotmail.com	FACULTY/STAFF	01/04/1993	
<input type="checkbox"/>	19029200	DOWNS, JOSHUA HENRY	joshua.downs@college.edu	FACULTY/STAFF	01/02/1993	
<input type="checkbox"/>	HB0001	SHAH, DEEPAK	deepakshah111@yopmail.com	FACULTY/STAFF	02/08/1995	
<input type="checkbox"/>	4839484	MANNY, LACEY	lacey.manny@test.com	STUDENT	01/01/2000	
<input type="checkbox"/>	11223344	ADMIN, DEMO	demo.admin@test.com	FACULTY/STAFF	01/01/2000	

Figure 86 Export Person Records

Import Person Records

Import functionality is a feature that allows users to upload and import multiple sets of data into a system. This allows Admin to import a .csv file to directly add people.

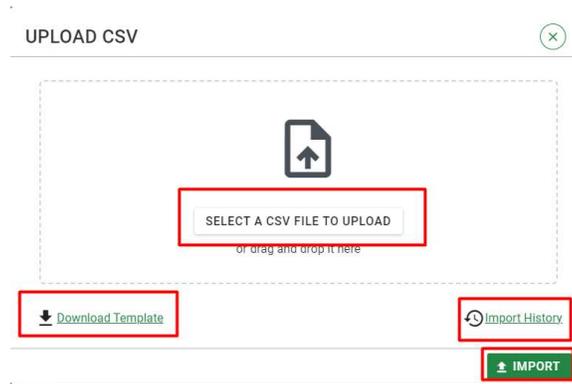


Figure 87 Import Person Records

Download Template:

The download template is an important aspect of the import functionality. It allows users to download a pre-defined template file that outlines the required structure and format of the data to be imported. The template serves as a guideline for users to organize their data in a standardized manner before initiating the import process. By providing a downloadable template, the system ensures that users understand the expected data format and facilitates the efficient preparation of the import data.

Import History:

Import history is a record-keeping mechanism that maintains a log of all the previous imports performed in the system. It tracks the details of each import, such as the date and time of import, the source of the data, and any associated notes or comments. The import history



provides a valuable reference for users to track the progress of imports, review past import activities, and ensure data integrity.

The import process typically follows these steps:

- 1. **Download Template:** Users download the import template, which serves as a structured format for organizing their data.
- 2. **Data Preparation:** Users populate the template with their data, following the defined structure and format. They can use spreadsheet software like Microsoft Excel or Google Sheets to enter the data.
- 3. **Data Validation:** Before initiating the import, the system may perform data validation checks to ensure the data is in the correct format and meets any defined criteria or constraints. This validation helps prevent errors and maintain data integrity.
- 4. **Import Initiation:** Users initiate the import process by uploading the prepared data file into the system. The system parses the data from the file and maps it to the corresponding fields or entities within the system.

On Import notification is displayed as below:

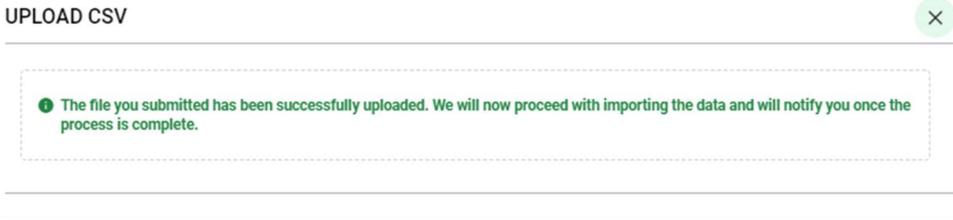


Figure 88 Upload Success Message

- 5. **Import History Update:** Once the import is complete, the system updates the import history, recording relevant details such as the date and time of the import, user who initiated import, summary, status, and any associated errors.

DATE	USER	SUMMARY	STATUS	ERROR
07/25/2024 03:19 PM	Fowler, Devin	0 Added, 2 Updated and 2 Failed	Completed	View
04/26/2024 03:05 PM	Fowler, Devin	1 Added, 3 Updated and 0 Failed	Completed	View
04/26/2024 03:03 PM	Fowler, Devin	Please select valid file to import.	Failed	View
04/26/2024 02:59 PM	Fowler, Devin	0 Added, 3 Updated and 0 Failed	Completed	View
04/26/2024 02:53 PM	Fowler, Devin	0 Added, 3 Updated and 0 Failed	Completed	View

Figure 89 Import History

View link allows user to view import result. It displays errors as shown below:



PERSON CSV IMPORT ERROR



BILLING ID	LAST NAME	FIRST NAME	EMAIL	ERROR
4433RFTN	MICHAELS	KEVIN	pd423@hotmail.com	Driving license state code not valid.
4433RLTN	MICHAELS	KENNY	p9003423@hotmail.com	Driving license state code not valid.

Figure 90 Person Import Error Log

Delete Records

This option will delete all selected records from the system. Once selected, the Admin will be prompted for confirmation of deletion. Records cannot be recovered after deletion.

CONFIRM ACTION



Are you sure, you want to delete?

Figure 91 Delete Record confirmation

Add Person



Figure 92 Add Person >> New

Clicking New allows the Admin to create a new name record. They can then enter, or select, all needed person details like: Billing ID, Last Name, First Name, Email, User Type, User Role, Agency site and Time zone.

A record must be marked Active for selection in the system.



Home / Persons / Person Detail

ADD PERSON

BILLING ID *	LAST NAME *	FIRST NAME *	MIDDLE NAME
BIS006	FOWLER	DEVIN	
SUFFIX	DATE OF BIRTH	DRIVER'S LICENSE STATE	DRIVER'S LICENSE
DF	01/25/1989	AL	181000
EMAIL *		USER TYPE *	USER CLASSIFICATION
df.devin@arms.com		GRADUATE STUDENT	SENIOR
USER ROLE *	AGENCY SITE *	TIMEZONE *	<input checked="" type="checkbox"/> ACTIVE
Student	Main Campus	Central Standard Time	

Figure 93 Add Person

Once a new record is created, its Person Detail page will be displayed. Here the Admin can add details like Address, Phone, Permits, Vehicles, or enter Notes for the record. They can also reset the user's password, print their record or delete the record.

Home / Persons / Person Detail

FOWLER, DEVIN

BILLING ID BIS006	NAME FOWLER, DEVIN	SUFFIX DF	DATE OF BIRTH 01/25/1989
DRIVER'S LICENSE AL - 181000	EMAIL df.devin@arms.com	USER TYPE GS-GRADUATE STUDENT	USER CLASSIFICATION SENIOR
USER ROLE Student	SITE Main Campus	TIMEZONE Central Standard Time	CALL#
LAST MODIFIED DATE 08/07/2024	MODIFIED BY SHAH, JANKI		

ADDRESS <input type="button" value="+ ADD"/>	PHONE <input type="button" value="+ ADD"/>
ADDRESS TYPE ADDRESS ACTION	NUMBER TYPE NUMBER ACTION
No data	No data

ACCOUNTING **VEHICLES** **PERMITS** CITATIONS **NOTES**

NUMBER	DATE	TYPE	REFERENCE	METHOD	DESCRIPTION	AMOUNT	BALANCE	ACTION
No data								

Figure 94 Person Detail

Edit – This allows the admin to edit a person’s details.

Print - This allows the admin to print a person’s details.

 ARMS University 351 State st, Mobile, Arkansas-54856 Person Details PHONE: 5489568521 EMAIL: test@test.com			
PERSON			
BILLING ID	BIS006	BALANCE	-
NAME	FOWLER, DEVIN	DRIVING LICENSE	181000
DATE OF BIRTH	01/25/1989	EMAIL	df.devin@arms.com
USER TYPE	GS-GRADUATE STUDENT	CLASSIFICATION	SENIOR

Figure 95 Person List >> Print

If user is not able to print any document, then make sure to allow blocked popup in the Browser.



Figure 96 Blocked Pop up

Reset Password – This allows the Admin to reset the user's password. Once selected and confirmed, the user will receive an email to reset their password.

CONFIRM RESET PASSWORD



Are you sure, you want to reset password for user: DEVIN?

✕ NO, KEEP IT.
✓ YES, CONFIRM!

Figure 97 Reset Password

Permit List



Figure 98 Side Menu >> Permit List

This section allows the Admin to approve/deny pending permit requests, as well as view and edit all existing permits.

Home / Permits

+ NEW
VIEW REQUESTS ³³
FILTER
MORE

<input type="checkbox"/>	PERMIT NUMBER	PERSON FULL NAME	PERMIT TYPE NAME	PURCHASE DATE	ACTIVE DATE	EXPIRATION DATE	EXPIRE CODE NAME	ISSUE AMOUNT	STATUS	ACTION
<input type="checkbox"/>	23BLU0549	ENDUSER, DEMO	23BLU-BLUE PARKING LOT	06/28/2024	06/28/2024	10/26/2024		\$100.00	Paid	...
<input type="checkbox"/>	23BLU0685	ENDUSER, DEMO	23BLU-BLUE PARKING LOT	06/28/2024	06/28/2024	10/26/2024		\$100.00	Paid	...
<input type="checkbox"/>	23PUR0012	ENDUSER, DEMO	23PUR-PURPLE PARKING L...	06/26/2024	06/26/2024	07/05/2029		\$50.00	Paid	...
<input type="checkbox"/>	23PUR0011	ENDUSER, DEMO	23PUR-PURPLE PARKING L...	06/26/2024	06/26/2024	07/05/2029		\$50.00	Paid	...
<input type="checkbox"/>	23BLU0756	ENDUSER, DEMO	23BLU-BLUE PARKING LOT	06/20/2024	06/20/2024	10/26/2024		\$100.00	Paid	...
<input type="checkbox"/>	23BLU0765	ENDUSER, DEMO	23BLU-BLUE PARKING LOT	06/20/2024	06/20/2024	10/26/2024		\$100.00	Paid	...
<input type="checkbox"/>	23PUR0010	ENDUSER, DEMO	23PUR-PURPLE PARKING L...	05/21/2024	05/21/2024	07/05/2029		\$50.00	Paid	...
<input type="checkbox"/>	23BLU0564	ENDUSER, DEMO	23BLU-BLUE PARKING LOT	05/21/2024	05/21/2024	10/26/2024		\$100.00	Paid	...
<input type="checkbox"/>	23BLU0688	ENDUSER, DEMO	23BLU-BLUE PARKING LOT	05/21/2024	05/21/2024	10/26/2024		\$100.00	Paid	...
<input type="checkbox"/>	23PUR0009	ENDUSER, DEMO	23PUR-PURPLE PARKING L...	05/02/2024	05/02/2024	07/05/2029		\$50.00	Paid	...

Page 1 of 12 (114 items) < 1 2 3 4 5 ... 12 >

Figure 99 Permit List

View Requests – This option displays all pending permit requests. Once in this section, the Admin can view all requests, as well as approve or deny each one.

Home / Permits / View Requests

PENDING PERMIT

LAST NAME FIRST NAME MIDDLE NAME BILLING #
 DATE REQUESTED PERMIT TYPE

LAST NAME	FIRST NAME	MIDDLE NAME	PERMIT TYPE NAME	DRIVER'S LICENSE	REQUEST DATE	ACTIONS
ENDUSER	DEMO		22BLU - BLUE PARKING LOT	789789789	04/15/2023	✓ ✕
ENDUSER	DEMO		22BLU - BLUE PARKING LOT	789789789	04/19/2023	✓ ✕
ENDUSER	DEMO		23BLU - BLUE PARKING LOT	789789789	04/25/2023	✓ ✕
ENDUSER	DEMO		ST - STUDENT	789789789	05/08/2023	✓ ✕
DEVIN	FOWLER		23BLU - BLUE PARKING LOT	1818000	08/15/2023	✓ ✕
DEVIN	FOWLER		23BLU - BLUE PARKING LOT	1818000	08/16/2023	✓ ✕
DEVIN	FOWLER		23BLU - BLUE PARKING LOT	1818000	09/11/2023	✓ ✕
DEVIN	FOWLER		23BLU - BLUE PARKING LOT	1818000	09/11/2023	✓ ✕
DEVIN	FOWLER		23BLU - BLUE PARKING LOT	1818000	09/11/2023	✓ ✕
DEVIN	FOWLER		23BLU - BLUE PARKING LOT	1818000	09/11/2023	✓ ✕

25 50 100 Page 1 of 4 (33 items) < 1 2 3 4 >

Figure 100 View Request

More – The More menu on the top allows the admin to generate permit reports, export selected permits, and delete permits as needed.

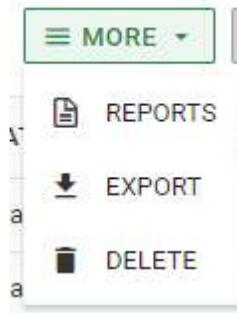


Figure 101 More Menu in Permit List

Reports – This option takes the Admin to the Reports section, where they can run canned reports, or build custom reports.

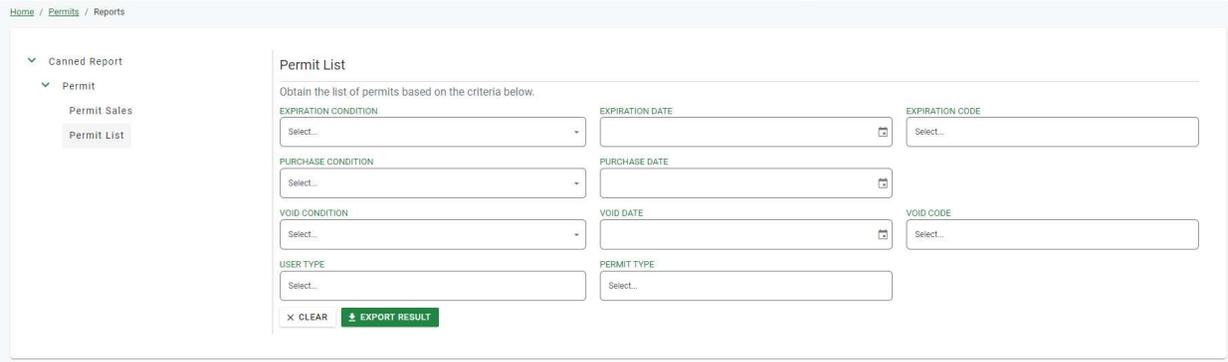


Figure 102 Permit List >> Reports

Export – Export allows the admin to export selected data in spreadsheet.

Delete – Delete allows the deletion of selected Permit.



Figure 103 Permit List >> Delete

Creating a Permit

New permits can be created by the admin by clicking the New button in the Permit List section.



Figure 104 Permit List >> New

After clicking New, the Admin can enter all the needed Person, Address, and Vehicle details for the new permit.

Step 1 – Add Person detail: Only existing people within your ARMS Parking system can be added to a new permit. If already entered the system, desired person can be searched, and attached, by their billing number.

The person's details will automatically populate after successfully entering their billing number. Once the desired person is attached, the admin can click Next to enter address information.

Home / Permits / Create Permit X CANCEL

1 Person 2 Address 3 Vehicle 4 Add Permit

BIS006 X

BILLING ID BIS006	NAME FOWLER, DEVIN	SUFFIX DF	DRIVER'S LICENSE AL - 181000
USER TYPE GS-GRADUATE STUDENT	DATE OF BIRTH 01/25/1989		

ASSIGN Next ←

Figure 105 Create Permit >>Step 1 Add Person

If the Admin is unsure of the person's billing number, they can click the Assign button, which will allow them to search existing records for the desired person.

ASSIGN PERSON FILTER LINK X

BILLING#	LAST NAME fowler	FIRST NAME	MIDDLE NAME
PERMIT#	CLASSIFICATION Select...	USER TYPE Select...	EMAIL
DL STATE Select...	DL#	DOB FROM	DOB TO
CALL#			

X CLEAR SEARCH

BILLING ID	LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF BIRTH	DRIVER'S LICENSE
BIS006	FOWLER	DEVIN		01/25/1989	181000
12340000	FOWLER	DEVIN		01/01/1990	100999222

Figure 106 Create Permit >> Assign Person

Step 2- Add an address: This section will display the person's existing address(es). The Admin can edit the existing one(s), and add a new one if needed. If a person has multiple addresses, only one can be set as their Primary address.

Once finished, click Next to begin entering the vehicle information.

Home / Permits / Create Permit

X CANCEL

1 Person 2 Address 3 Vehicle 4 Add Permit

+ ADD

ADDRESS TYPE	ADDRESS	ACTION
Billing	1222 BILLINGS STREET 312 MOLLYTON, MA - 32890 US	...

Back Next

Figure 107 Create Permit >> Step 2 Add Address

EDIT ADDRESS

IS MAILING IS PRIMARY IS FOREIGN ADDRESS

ADDRESS TYPE * Billing

STREET NUMBER * 1222

STREET NAME * BILLINGS STREET

SUITE NUMBER 312

CITY * MOLLYTON

STATE * MA

ZIPCODE * 32890

UPDATE

Figure 108 Create Permit >> Edit Address

Step 3 – Link a vehicle: Existing vehicles linked to the person will automatically be displayed. If the desired vehicle is not listed, clicking Search allows the Admin to search for it using vehicle details. If it is not in the system, it can be added by selecting Add New & Link.

If the person has multiple vehicles displayed, ensure the one highlighted in green is the vehicle intended for the permit before clicking Next.

Home / Permits / Create Permit X CANCEL

1 Person 2 Address 3 Vehicle 4 Add Permit

LICENSE PLATE#	STATE	VIN	YEAR	MAKE	MODEL	COLOR MAJOR - MINOR
ABC777	MA		2012	TOYOTA	Camry	-

Back Next

Person vehicle mapping created successfully.

Figure 109 Create Permit >> Step 3 Add Vehicle

LINK VEHICLE LINK + ADD NEW & LINK X

LICENSE PLATE# STATE: AZ YEAR: MAKE: Select...

MODEL: Select... STYLE: Select... TYPE: Select... VIN:

COLOR MAJOR: Select... COLOR MINOR: Select... DATE EXPIRATION FROM: DATE EXPIRATION TO:

X CLEAR SEARCH

LICENSE PLATE#	STATE	VIN	YEAR	MAKE	MODEL	COLOR MAJOR - MINOR
123ABC	AZ		2020	HYUNDAI	ACCENT	BLACK -
3321BC	AZ		2020	NISSAN	ALTIMA	BLACK -
567LUO	AZ		2020	FORD	ESCAPE	-
AB850	AZ			BRADLEY	GT UNKNOWN	BEIGE - BLUE
BBC8888	AZ			ACURA	ILX	BLUE - BROWN
123BMB	AZ			ACURA	LEGEND	-
ABC122233	AZ			ACURA	INTEGRA	-
I.S.ISHS	A7			AMERICAN	FAGI F	-

Figure 110 Link Vehicle

Step 4 – Enter permit details: Here the Admin will input, or select, all required permit details, including Permit Number, Permit Type, Purchase Date, Active Date, et cetera.

Home / Permits / Create Permit

X CANCEL

1 Person 2 Address 3 Vehicle 4 Add Permit

PERMIT NUMBER	PERMIT TYPE * 22BLU-BLUE PARKING LOT	PURCHASE DATE * 08/07/2024	ACTIVE DATE * 08/07/2024
EXPIRATION DATE 10/10/2025	EXPIRATION CODE Select...	CLASSIFICATION Select...	LOT RESTRICTIONS Select...
ISSUE AMOUNT \$ 10	ADDITIONAL AMOUNT \$ 0	ADDITIONAL AMOUNT TYPE Select...	

Back Save

Figure 111 Create Permit >> Step 4 Add Permit

Once finished, click Save to complete creating the new permit. It will redirect to Permit Detail page where further information can be added.

Home / Permits / Permit Request Detail

22BLU0015 EDIT PRINT PRINT RECEIPT DELETE

PERMIT NUMBER 22BLU0015	PERMIT TYPE 22BLU-BLUE PARKING LOT	PURCHASE DATE 08/07/2024	ACTIVE DATE 08/07/2024
EXPIRATION DATE 10/10/2025	EXPIRATION CODE	CLASSIFICATION	LOT RESTRICTIONS
ISSUE AMOUNT \$10.00	ADDITIONAL AMOUNT \$0.00	ADDITIONAL AMOUNT TYPE	PAID AMOUNT \$0.00
MODIFIED DATE 08/07/2024	MODIFIED BY SHAH, JANKI		

PERSON VEHICLES CITATIONS PERMIT ALTERCATIONS VOID NOTES TRANSACTION HISTORY

VIEW ASSIGN

BILLING ID 12340000	NAME FOWLER, DEVIN	SUFFIX	DRIVER'S LICENSE MS - 100999222
USER TYPE RSTU-RESIDENT STUDENT	DATE OF BIRTH 01/01/1990		

Figure 112 Permit Request Detail

Vehicle List

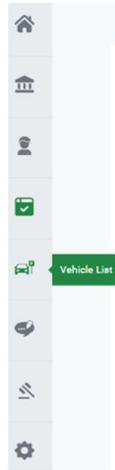


Figure 113 Side Menu >> Vehicle List

This section allows the admin to view, search, and filter all existing vehicle records, as well as add new vehicles.

Home / Vehicles

LICENSE PLATE#	STATE	VIN	DATE EXPIRES	YEAR	MAKE	MODEL	STYLE	TYPE	COLOR MAJOR	ACTION
<input type="checkbox"/> 234HTP	CA				AMERICAN	ENCORE				...
<input type="checkbox"/> 129838	AZ				AUSTIN	CAMBRIDGE				...
<input type="checkbox"/> 67446	CT				HUMMER	HUMMER				...
<input type="checkbox"/> 6745788	CA				ACURA	TSX				...
<input type="checkbox"/> 123ABC	AL			2022	HONDA	CIVIC, CIVIC DEL SOL				...
<input type="checkbox"/> ABC123	AZ			2022	HYUNDAI	TRANSIT CONNECT				...
<input type="checkbox"/> RERERRE	AR			2015	BMW	(BRITISH) UNKNOWN				...
<input type="checkbox"/> 342233	CA			2020	BMW	(BRITISH) UNKNOWN				...
<input type="checkbox"/> 123123	AL			2023	ACURA	(BRITISH) UNKNOWN				...
<input type="checkbox"/> 878LLK	MI			2022	BMW	(BRITISH) UNKNOWN				...

Page 1 of 1510 (15091 items) < 1 2 3 4 5 ... 1510 >

Figure 114 Vehicle List

Like prior sections, the admin can Merge duplicates, Export, and Delete records.

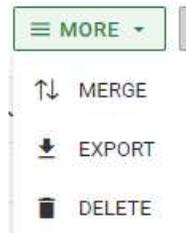
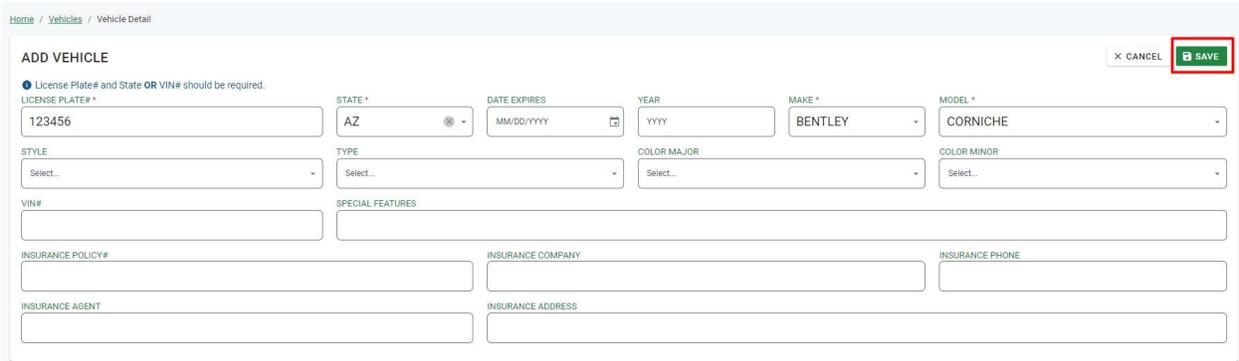


Figure 115 Vehicle List >> More

Add Vehicle

Clicking the New button allows the admin to create a new vehicle record. Once selected, the admin can input all needed vehicle details like: License Plate number, Make, Model, VIN number, et cetera. Clicking Save will complete the vehicle record creation.



Home / Vehicles / Vehicle Detail

ADD VEHICLE X CANCEL **SAVE**

License Plate# and State OR VIN# should be required.

LICENSE PLATE#* 123456 STATE* AZ DATE EXPIRES MM/DD/YYYY YEAR YYYY MAKE* BENTLEY MODEL* CORNICHE

STYLE Select... TYPE Select... COLOR MAJOR Select... COLOR MINOR Select...

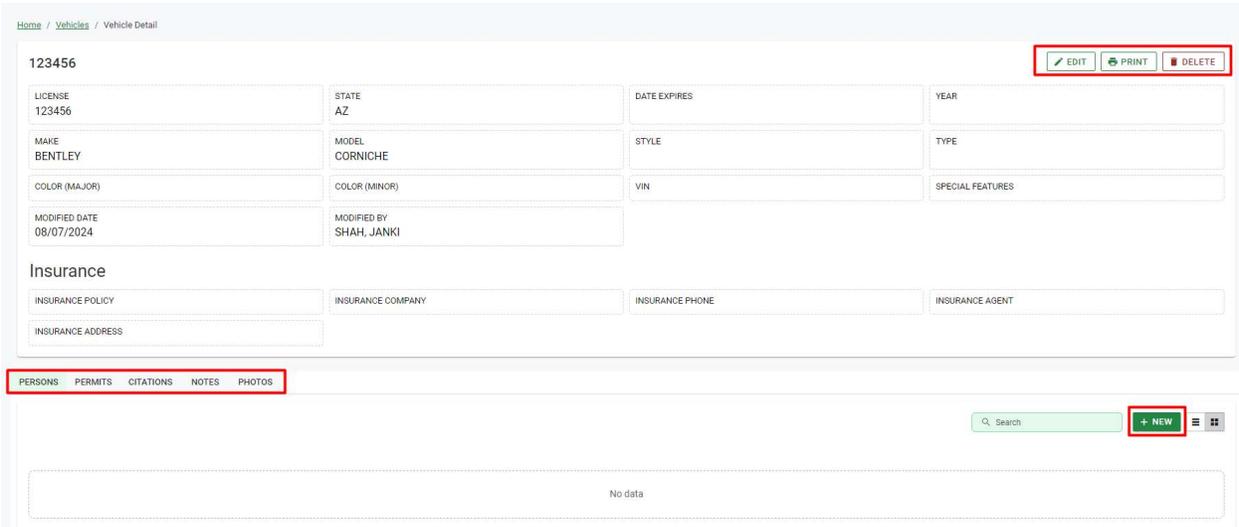
VIN# SPECIAL FEATURES

INSURANCE POLICY# INSURANCE COMPANY INSURANCE PHONE

INSURANCE AGENT INSURANCE ADDRESS

Figure 116 Add Vehicle

After creating the vehicle record, its detail page will be displayed. Here the Admin can edit any existing details, link the vehicle to a person or permit, as well as view any attached citations, notes, or photos.



Home / Vehicles / Vehicle Detail

123456 EDIT PRINT DELETE

LICENSE 123456	STATE AZ	DATE EXPIRES	YEAR
MAKE BENTLEY	MODEL CORNICHE	STYLE	TYPE
COLOR (MAJOR)	COLOR (MINOR)	VIN	SPECIAL FEATURES
MODIFIED DATE 08/07/2024	MODIFIED BY SHAH, JANKI		

Insurance

INSURANCE POLICY INSURANCE COMPANY INSURANCE PHONE INSURANCE AGENT

INSURANCE ADDRESS

PERSONS PERMITS CITATIONS NOTES PHOTOS

Search **+ NEW**

No data

Figure 117 Vehicle Detail Page

Citation List

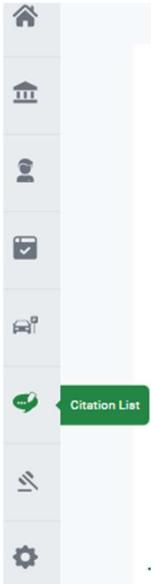


Figure 118 Side Menu >> Citation List

This section displays all issued citations, with similar filtering and viewing options as prior sections. It also allows the Admin to create new citations and resolve sync conflicts that arise from those issued via handheld ticket writers.

Home / Citations

+ NEW
SYNC CONFLICT 24
FILTER
MORE

<input type="checkbox"/>	CITATION NO	DATE	OFFICER	PERSON	VEHICLE	PERMIT	LOCATION NAME	AMOUNT	STATUS	ACTION
<input type="checkbox"/>	345435345344	08/02/2024 08:25 AM	WIRTH, JAYSON		234HTP		788 - PARKWOOD HALL	\$45.00	UnPaid	...
<input type="checkbox"/>	0998MBXSCSD	07/09/2024 04:36 AM	JAMES, JOHNSON		0998MB		123 - DEPARTMENT	\$25.00	UnPaid	View Edit Print Delete
<input type="checkbox"/>	23434234	07/08/2024 03:20 PM	WIRTH, JAYSON	CAREY, CARL JOE	129838		ANDR - ANDERSON HALL	\$150.00	Paid	...
<input type="checkbox"/>	24A5000011	05/29/2024 02:12 PM	ADMIN, DEMO		67446		ANDR - ANDERSON HALL	\$25.00	UnPaid	...
<input type="checkbox"/>	24A5000010	05/29/2024 02:11 PM	ADMIN, DEMO		6745788		ANDR - ANDERSON HALL	\$25.00	UnPaid	...
<input type="checkbox"/>	24A5000009	05/02/2024 12:42 PM	ADMIN, DEMO	ENDUSER, DEMO	3321BC	23PUR0009	CARR - CARRIER HALL	\$20.00	Paid	...
<input type="checkbox"/>	5678765567	06/20/2024 04:52 PM	ADMIN, DEMO	ENDUSER, DEMO	3321BC	23BLU0765	OLDATH - OLD ATHLETICS	\$125.00	Paid	...
<input type="checkbox"/>	94858944	05/21/2024 03:37 PM	ADMIN, DEMO		BAD123		CALG - CALGARY APARTME...	\$25.00	UnPaid	...
<input type="checkbox"/>	98089900	05/21/2024 03:28 PM	ADMIN, DEMO		BAD123		CIRC - CIRCLE APARTMENT...	\$25.00	UnPaid	...
<input type="checkbox"/>	2384902394	05/21/2024 01:29 PM	ADMIN, DEMO	ENDUSER, DEMO	123ABC	23BLU0688	788 - PARKWOOD HALL	\$25.00	Paid	...

10 25 50 100
Page 1 of 31 (306 items) < 1 2 3 4 5 ... 31 >

Figure 119 Citation List

Create Citation

New citations can be created by selecting the New button, in the Citation List section.

Step 1 – Select the permit, if any. Permits can be added to a citation by searching their number, or by any of their other details associated, like Permit Type, Last Name, Billing Number, et



cetera. Once located, the permit can be linked. If there is no permit, continue to the Vehicle details.

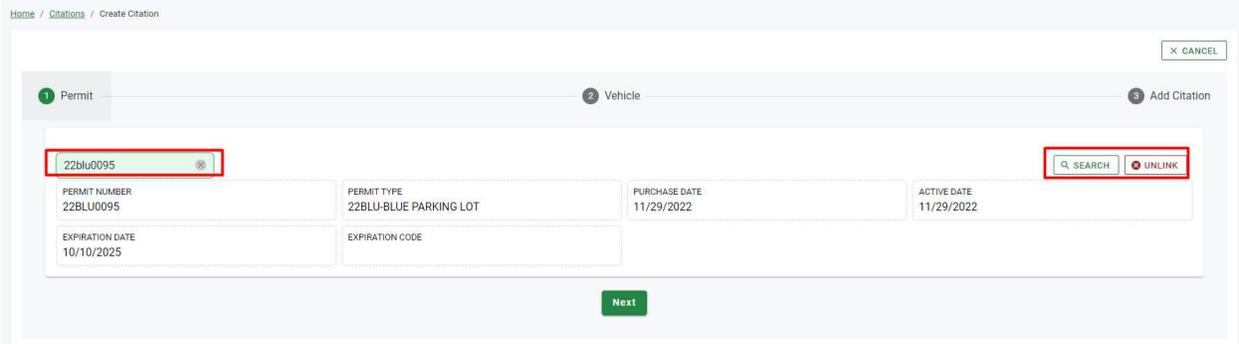


Figure 120 Add Citation >> Step 1 Select permit, if any

Clicking the Unlink button will remove the previously linked permit from the citation. Select Next after attaching the desired permit.

Step 2 – Select the vehicle. If a permit was linked, then its associated vehicle record will display, which can then be linked. If no permit was attached, the vehicle can be linked by searching its License Plate number, or any of its associated details. If the vehicle is not in the system, it can be added by clicking Add New and Link after the initial search. If the wrong vehicle was linked, click Link to search for the correct code one. Once the desired vehicle is linked, click Next.

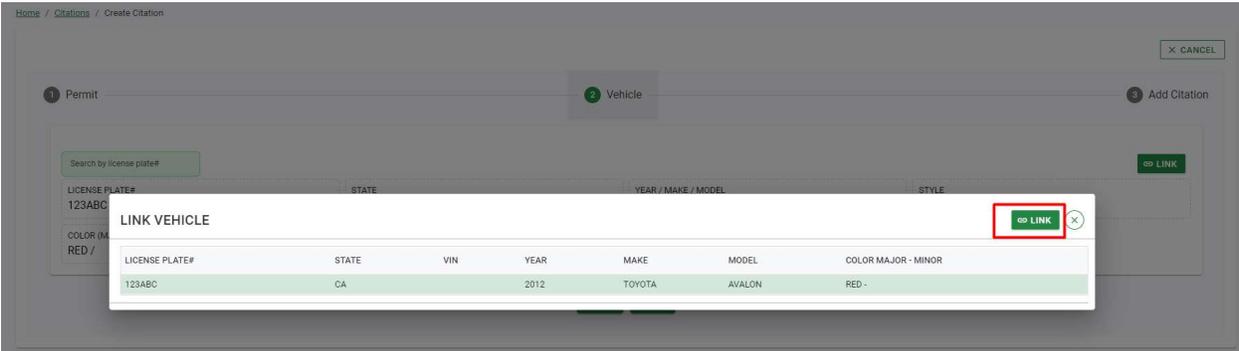


Figure 121 Add Citation >> Step 2 Link Vehicle

Step 3 – Add the citation(s) details. The Date Time, Officer, and Appeal By Date, will be automatically added. Citation Number, Location, Comments, and Violation(s) are manually entered. Fine amounts, as well as Scoff Code, is automatically entered based on the violation selected. Mark the Notify Administrator box if that action is needed.

X CANCEL

1 Permit
2 Vehicle
3 Add Citation

CITATION NO * 13853	DATE TIME * 08/08/2024 04:30 AM	OFFICER * SHAH, JANKI	APPEAL BY DATE 08/18/2024
LOCATION CIRC - CIRCLE APARTMENTS GENERAL	STREET NO 123	STREET NAME * MAIN STREET	
COMMENT 1 Select...		COMMENT 2 Select...	

NOTIFY ADMINISTRATOR

VIOLATION LIST

VIOLATION#	SCOFF CODE	FINE
VIOLATION#1 01 - PARKED IN RESTRICTED	01	\$15.00
VIOLATION#2	--	\$0.00
VIOLATION#3	--	\$0.00
VIOLATION#4	--	\$0.00

+ ADD VIOLATION
- REMOVE VIOLATION

TOTAL
\$15.00

Figure 122 Add Citation >> Step 3 Add Citation

Clicking Save will create the citation. A successful creation message will pop up, and the detail page for the created citation will be displayed.



Figure 123 Citation success message

Any of the citation details can be edited on this page, as well as printing the citation itself or its receipt.

18537

CITATION NO 18537	DATE TIME 08/08/2024 04:30 AM	OFFICER SHAH, JANKI	APPEAL BY DATE 08/18/2024
LOCATION NAME CIRCLE APARTMENTS GENERAL	STREET NO 123	STREET MAIN STREET	COMMENT 1 C#1-Comment #1
COMMENT 2	NOTIFY ADMINISTRATOR Yes	MODIFIED DATE 08/08/2024	MODIFIED BY SHAH, JANKI

PERMIT INFORMATION

PERMIT NUMBER 22BLU0095	PERMIT TYPE 22BLU-BLUE PARKING LOT	PURCHASE DATE 11/29/2022	ACTIVE DATE 11/29/2022
EXPIRATION DATE 10/10/2025	EXPIRATION CODE		

VEHICLE INFORMATION

LICENSE 123ABC	STATE CA	YEAR / MAKE / MODEL 2012 / TOYOTA / AVALON	STYLE 2 Door
COLOR (MAJOR / MINOR) RED /	VIN		

VIOLATION LIST

VIOLATION#	SCOFF CODE	FINE
PARKED IN RESTRICTED	01	\$15.00

Figure 124 Citation Detail Page

Edit – This option allows editing any of the citations details.

Home / Citations / Citation Detail

18537

CITATION NO* 18537	DATE TIME* 08/08/2024 04:30 AM	OFFICER* SHAH, JANKI	APPEAL BY DATE 08/18/2024
LOCATION CIRC - CIRCLE APARTMENTS GENERAL	STREET NO 123	STREET NAME* MAIN STREET	
COMMENT 1 Comment #1	COMMENT 2 Select...		
<input checked="" type="checkbox"/> NOTIFY ADMINISTRATOR			

PERMIT INFORMATION

PERMIT NUMBER 22BLU0095	PERMIT TYPE 22BLU-BLUE PARKING LOT	PURCHASE DATE 11/29/2022	ACTIVE DATE 11/29/2022
EXPIRATION DATE 10/10/2025	EXPIRATION CODE		

VEHICLE INFORMATION

LICENSE 123ABC	STATE CA	YEAR / MAKE / MODEL 2012 / TOYOTA / AVALON	STYLE 2 Door
COLOR (MAJOR / MINOR) RED /	VIN		

VIOLATION LIST

Figure 125 Edit Citation

Print – This option will create a PDF of the citation, which can be printed or saved.

 <p style="text-align: center;">ARMS University 351 State st, Mobile, Arkansas-54856 Citation Details PHONE: 5489568521 EMAIL: test@test.com</p>							
CITATION#	18537	DATE	08/08/2024	TIME	04:30 AM		
LOCATION	123 MAIN STREET						
CALL#							
VIOLATIONS							
VIOLATION	DESCRIPTION			SCOFF CODE	FINE		
01	PARKED IN RESTRICTED			-	\$ 15.00		
Total				\$ 15.00			
VEHICLES							
LICENSE	123ABC	STATE	CA	DATE EXPIRE		-	
YEAR	2012	MAKE	TOYOTA	MODEL	AVALON	STYLE	2 Door
MAJOR	RED	MINOR					
PERSON							
BILLING ID	12340000	NAME		FOWLER, DEVIN			
DATE OF BIRTH	01/01/1990	DRIVING LICENSE		100999222			
USER TYPE	RSTU-RESIDENT STUDENT	EMAIL		devin.fowler@test.com			
CLASSIFICATION	GRAD STUDENT						

Figure 126 Example of Print Citation

Print Receipt – This option will create a PDF receipt of the citation, including details like Billing ID. This can also be printed or saved.

 <p style="text-align: center;">ARMS University 351 State st, Mobile, Arkansas-54856 General Parking Receipt PHONE: 5489568521 EMAIL: test@test.com</p>							
PERSON							
BILLING ID	12340000	NAME		FOWLER, DEVIN			
DATE OF BIRTH	01/01/1990	DRIVING LICENSE		(MS) 100999222			
USER TYPE	RSTU-RESIDENT STUDENT	EMAIL		devin.fowler@test.com			
CLASSIFICATION	GRAD STUDENT						
ADDRESS							
TAG	TYPE	STREET#	STREET	CITY	STATE	ZIP	
Mailing	Billing	1222		MOLLYTON	MA	32890	
PHONE							
TYPE	NUMBER				EXTENSION		
Cell Phone	1233211234						
RECEIPT							
TRANSACTION#				756			
TRANSACTION DATE				08/08/2024 04:48 AM			
CHARGE TYPE				CITATION			
CHARGE AMOUNT				\$ 15.00			

Figure 127 Example of Citation Receipt

Appeal List



Figure 128 Side Menu >> Appeal List

This section displays all appeals made for citations. The Admin can view, search, and filter the appeals, as well as edit, delete, or export them. New appeals can also be added here.

Home / Appeals

+ NEW
FILTER
MORE

<input type="checkbox"/>	APPEAL #	APPEALED DATE	CITATION #	BILLING ID	CITATION DATE	HEARING DATE	REVIEWING PARTY	ACTION
<input type="checkbox"/>	5678765567	06/20/2024 04:54 PM	5678765567	44332211	06/20/2024 04:52 PM			...
<input type="checkbox"/>	0293739293	05/02/2024 12:46 PM	0293739293	44332211	05/02/2024 12:37 PM			...
<input type="checkbox"/>	2300989	08/02/2023 02:41 PM	2300989	44332211	08/02/2023 02:25 PM			...
<input type="checkbox"/>	JW1234	08/02/2023 09:42 AM	JW1234	44332211	07/25/2023 09:32 AM			...

Figure 129 Appeal List

Add Appeal

Clicking the New Button allows the Admin to add an appeal to a citation. Once clicked, a list of citations will be displayed, with each having the option to Add Appeal. Clicking this button will begin the process of adding the appeal to the selected citation.

ADD APPEAL

Search FILTER

CITATION NO	DATE	OFFICER	PERSON	VEHICLE	PERMIT	LOCATION	
<input type="checkbox"/> 89	08/30/2023 09:00 AM	PATEL, ANDY	JAMES, JOHNSON	2	238LU0799		<input type="button" value="+ ADD APPEAL"/>
<input type="checkbox"/> 11221133	01/04/2024 01:26 PM	TEST, TEST	ADMIN, DEMO	123ABC2			<input type="button" value="+ ADD APPEAL"/>
<input type="checkbox"/> 0998MBXSCSD	07/09/2024 04:36 AM	JAMES, JOHNSON		0998MB			<input type="button" value="+ ADD APPEAL"/>
<input type="checkbox"/> 24A5000006	03/21/2024 12:49 PM	ADMIN, DEMO	FOWLER, DEVIN	123ABC	228LU0056	200 UNIVERSITY AVENUE	<input type="button" value="+ ADD APPEAL"/>
<input type="checkbox"/> 454354556	04/11/2024 04:34 PM	WIRTH, JAYSON	ENDUSER, DEMO	2TH3PLC	238LU0894	200 UNIVERSITY AVENUE	<input type="button" value="+ ADD APPEAL"/>
<input type="checkbox"/> 347839439	11/21/2023 02:12 PM	ADMIN, DEMO	ENDUSER, DEMO	2TH3PLC	238LU0689	200 UNIVERSITY AVENUE	<input type="button" value="+ ADD APPEAL"/>
<input type="checkbox"/> NEWCITATIN00915	09/15/2023 02:06 PM	WIRTH, JAYSON		NEWVEHICLE010101		200 UNIVERSITY AVENUE	<input type="button" value="+ ADD APPEAL"/>
<input type="checkbox"/> L12345	09/21/2023 04:41 AM	PATEL, ANDY	WIRTH, JAYSON	123ABC	ST00023	200 UNIVERSITY AVENUE	<input type="button" value="+ ADD APPEAL"/>
<input type="checkbox"/> G5U0928-0001	09/28/2023 04:52 PM	PATEL, ANDY	PATEL, ANDY	GJ02KQ2112	228LU0010	200 UNIVERSITY AVENUE	<input type="button" value="+ ADD APPEAL"/>
<input type="checkbox"/> G5U0929-0004	09/28/2023 04:53 PM	PATEL, ANDY	PATEL, ANDY	GJ02KQ2112	228LU0010	200 UNIVERSITY AVENUE	<input type="button" value="+ ADD APPEAL"/>

10 25 50 100 Page 1 of 26 (254 items) < 1 2 3 4 5 ... 26 >

Figure 130 Dialog >> Add Appeal

After selecting Add Appeal on a citation, the admin will enter the Appeal Detail(s) and verify the Citation Detail(s).

Appeal Detail

This section allows the admin to enter all needed details for the appeal like Appeal Number, Date Appealed, Student Narrative, et cetera.

Home / Appeals / Appeal Detail

ADD APPEAL CANCEL SAVE

APPEAL DETAIL CITATION DETAIL

APPEAL NO * DATE APPEALED * HEARING DATE REVIEWING PARTY

FINAL DISPOSITION DISPOSITION DATE *

STUDENT NARRATIVE *

Figure 131 Appeal Detail Tab

Appeal No – Automatically generated number for the specific appeal.

Date Appealed – Add Date of Appeal.

Hearing Date – Add Date of Hearing.

Reviewing Party – Select the name of the Reviewing Party from the dropdown menu. New options can be added in the Code List.

Final Disposition – Select Final Disposition from the dropdown menu.

FINAL DISPOSITION

VOID CITATION

VOID CITATION

REDUCE

NO CHANGE

Figure 132 Final Disposition Drop Down List

Disposition Date – Add Disposition Date.

Reduce Citation Date – Add Reduce Citation Date. (This option will only display if the final disposition is reduced)

Amount Discounted – Add discounted amount if final disposition is Reduced. (This option will only be enabled if the final disposition is reduced)

Reduce Citation Entered By – Select officer who has reduced Citation. (This option will only display if the final disposition is reduced)

Student Narrative – Enter the student narrative information that the appeal was judged on.

Citation Detail

This tab displays the details of the citation the appeal pertains to.

Home / Appeals / Appeal Detail

ADD APPEAL X CANCEL SAVE

APPEAL DETAIL **CITATION DETAIL**

CITATION NO 454354556	DATE TIME 04/11/2024 04:34 PM	OFFICER WIRTH, JAYSON	APPEAL BY DATE 04/26/2024
LOCATION NAME ARMS UNIVERSITY	STREET NO 200	STREET UNIVERSITY AVENUE	COMMENT 1
COMMENT 2	NOTIFY ADMINISTRATOR No	MODIFIED DATE 04/16/2024	MODIFIED BY Fowler, Devin

Figure 133 Citation Detail Tab

Accounting

This section allows the Admin to perform different accounting-related actions.



Figure 134 Side Menu >> Accounting

Transaction List



Figure 135 Accounting >> Transaction List

This tab contains a complete list of all system transactions. Each transaction can be viewed or printed, as well as exported to a spreadsheet. Multiple records can be exported, if needed.

Home / Accounting / Transaction List

Search [] FILTER EXPORT

NUMBER	DATE	TYPE	AMOUNT	DESCRIPTION	NOTES	BILLING ID	NAME	REFERENCE	ACTION
<input type="checkbox"/>	757	08/08/2024 05:25 AM	Credit Memo	(\$10)	Appeal Refund: CT#4...	44332211	ENDUSER, DEMO	Citation#454354556 -
<input checked="" type="checkbox"/>	756	08/08/2024 04:48 AM	Charge	\$15	Citation Issued: CT#1...	12340000	FOWLER, DEVIN	Citation#18537	...
<input checked="" type="checkbox"/>	755	08/08/2024 02:00 AM	Encumbrance	(\$10)	Permit#228LU0015 E...	12340000	FOWLER, DEVIN	Permit#228LU0015	...
<input type="checkbox"/>	754	08/07/2024 07:01 AM	Charge	\$10	Permit Issued: PR#22...	12340000	FOWLER, DEVIN	Permit#228LU0015	...
<input type="checkbox"/>	753	07/09/2024 02:00 AM	Encumbrance	(\$150)	Citation#23434234 E...	3456098A	CAREY, CARL	Citation#23434234	...
<input type="checkbox"/>	752	07/08/2024 03:21 PM	Charge	\$150	Citation Issued: CT#2...	3456098A	CAREY, CARL	Citation#23434234	...
<input type="checkbox"/>	751	07/01/2024 02:00 AM	Encumbrance	(\$20)	Citation#24A5000009...	44332211	ENDUSER, DEMO	Citation#24A5000009	...
<input type="checkbox"/>	750	07/01/2024 02:00 AM	Encumbrance	(\$100)	Permit#238LU0685 E...	44332211	ENDUSER, DEMO	Permit#238LU0685	...
<input type="checkbox"/>	749	07/01/2024 02:00 AM	Encumbrance	(\$100)	Permit#238LU0549 E...	44332211	ENDUSER, DEMO	Permit#238LU0549	...
<input type="checkbox"/>	748	06/28/2024 12:04 PM	Charge	\$20	Citation Issued: CT#2...	44332211	ENDUSER, DEMO	Citation#24A5000009	...

Page 1 of 73 (728 items) 1 2 3 4 5 ... 73 >

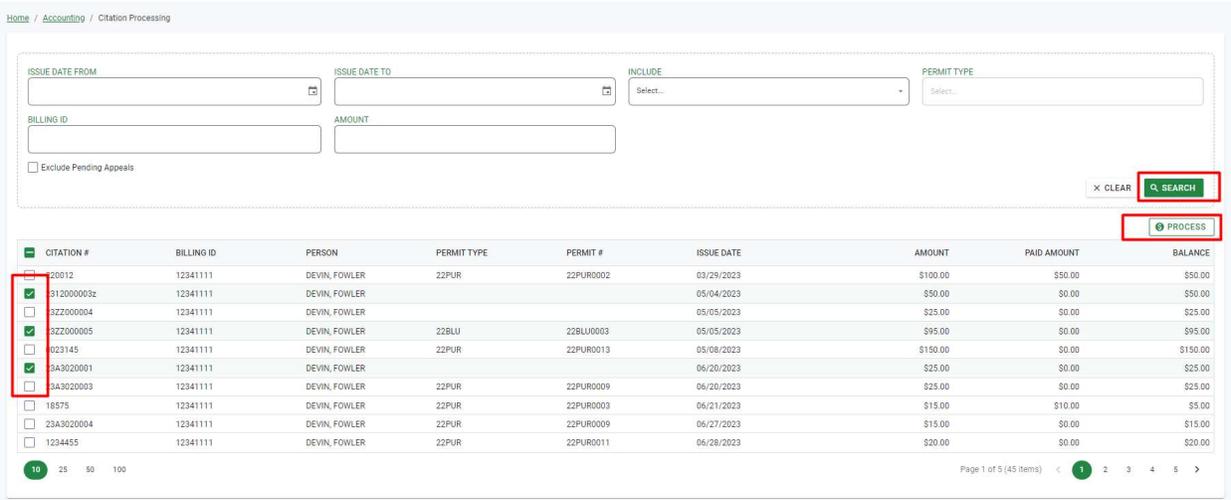
Figure 136 Transaction List

Citation Processing

All the Citations generated will be listed in this section. It will display information like Citation Number, Billing Number, Person, Permit Type, Issue Date, Amount, and Paid Amount for each Citation.



Figure 137 Accounting >> Citation Processing



Home / Accounting / Citation Processing

ISSUE DATE FROM: [] ISSUE DATE TO: [] INCLUDE: [Select...] PERMIT TYPE: [Select...]

BILLING ID: [] AMOUNT: []

Exclude Pending Appeals

[X CLEAR] [SEARCH] [PROCESS]

CITATION #	BILLING ID	PERSON	PERMIT TYPE	PERMIT #	ISSUE DATE	AMOUNT	PAID AMOUNT	BALANCE
<input type="checkbox"/> 20012	12341111	DEVIN, FOWLER	22PUR	22PUR0002	03/29/2023	\$100.00	\$50.00	\$50.00
<input checked="" type="checkbox"/> 312000003z	12341111	DEVIN, FOWLER	22PUR	22PUR0002	05/04/2023	\$50.00	\$0.00	\$50.00
<input type="checkbox"/> 322000004	12341111	DEVIN, FOWLER	22PUR	22PUR0002	05/05/2023	\$25.00	\$0.00	\$25.00
<input checked="" type="checkbox"/> 322000005	12341111	DEVIN, FOWLER	22BLU	22BLU0003	05/05/2023	\$95.00	\$0.00	\$95.00
<input type="checkbox"/> 023145	12341111	DEVIN, FOWLER	22PUR	22PUR0013	05/08/2023	\$150.00	\$0.00	\$150.00
<input checked="" type="checkbox"/> 3A3020001	12341111	DEVIN, FOWLER	22PUR	22PUR0003	06/20/2023	\$25.00	\$0.00	\$25.00
<input type="checkbox"/> 3A3020003	12341111	DEVIN, FOWLER	22PUR	22PUR0009	06/20/2023	\$25.00	\$0.00	\$25.00
<input type="checkbox"/> 18575	12341111	DEVIN, FOWLER	22PUR	22PUR0003	06/21/2023	\$15.00	\$10.00	\$5.00
<input type="checkbox"/> 23A3020004	12341111	DEVIN, FOWLER	22PUR	22PUR0009	06/27/2023	\$15.00	\$0.00	\$15.00
<input type="checkbox"/> 1234455	12341111	DEVIN, FOWLER	22PUR	22PUR0011	06/28/2023	\$20.00	\$0.00	\$20.00

Page 1 of 5 (45 items) < 1 2 3 4 5 >

Figure 138 Citation Processing

Any citations with pending payment status can be processed by selecting the desired citations and clicking on the Process button. The Admin can then enter the payment details and click Save, which will process the citation in the system.

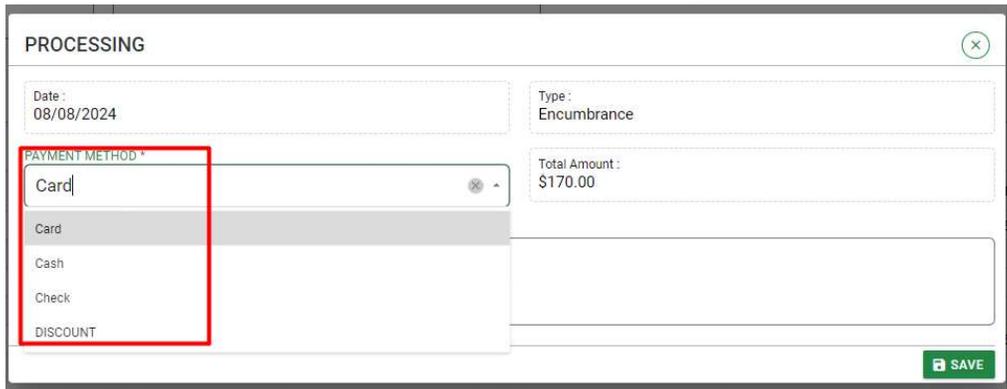


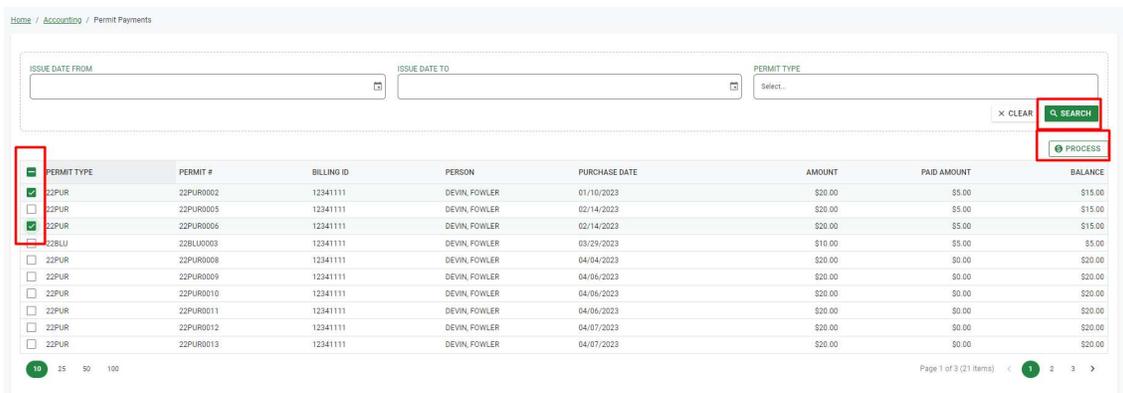
Figure 139 Citation Process Dialog

Permit Payments



Figure 140 Accounting >> Permit Payments

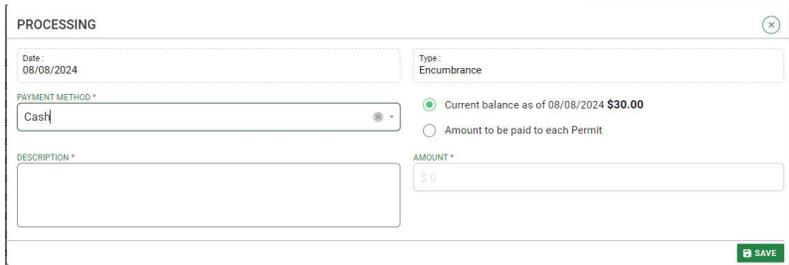
This section will display all permits pending payment, with the key details for each record. The admin can process any of the permit payments needed by selecting the desired record and clicking Process.



PERMIT TYPE	PERMIT #	BILLING ID	PERSON	PURCHASE DATE	AMOUNT	PAID AMOUNT	BALANCE	
<input checked="" type="checkbox"/>	22PUR	22PUR0002	12341111	DEVIN, FOWLER	01/10/2023	\$20.00	\$5.00	\$15.00
<input checked="" type="checkbox"/>	22PUR	22PUR0005	12341111	DEVIN, FOWLER	02/14/2023	\$20.00	\$5.00	\$15.00
<input checked="" type="checkbox"/>	22PUR	22PUR0006	12341111	DEVIN, FOWLER	02/14/2023	\$20.00	\$5.00	\$15.00
<input type="checkbox"/>	22BLU	22BLU0003	12341111	DEVIN, FOWLER	03/29/2023	\$10.00	\$5.00	\$5.00
<input type="checkbox"/>	22PUR	22PUR0008	12341111	DEVIN, FOWLER	04/04/2023	\$20.00	\$0.00	\$20.00
<input type="checkbox"/>	22PUR	22PUR0009	12341111	DEVIN, FOWLER	04/06/2023	\$20.00	\$0.00	\$20.00
<input type="checkbox"/>	22PUR	22PUR0010	12341111	DEVIN, FOWLER	04/06/2023	\$20.00	\$0.00	\$20.00
<input type="checkbox"/>	22PUR	22PUR0011	12341111	DEVIN, FOWLER	04/06/2023	\$20.00	\$0.00	\$20.00
<input type="checkbox"/>	22PUR	22PUR0012	12341111	DEVIN, FOWLER	04/07/2023	\$20.00	\$0.00	\$20.00
<input type="checkbox"/>	22PUR	22PUR0013	12341111	DEVIN, FOWLER	04/07/2023	\$20.00	\$0.00	\$20.00

Figure 141 Permit Payment

Payment information can then be entered for the permit. The Admin can then click Save, which will process the record in the system.



PROCESSING

Date: 08/08/2024

Type: Encumbrance

PAYMENT METHOD *
Cash

DESCRIPTION *

AMOUNT *
\$ 0

Current balance as of 08/08/2024 \$30.00
 Amount to be paid to each Permit

SAVE

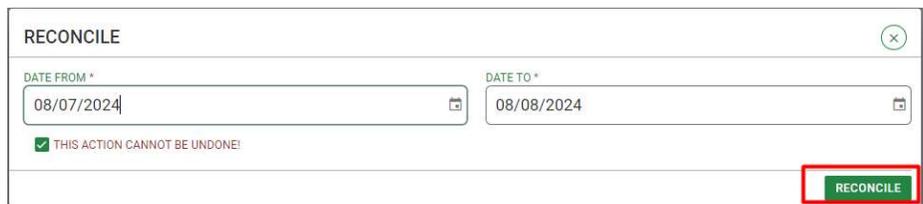
Figure 142 Permit Process Dialog

Reconcile



Figure 143 Accounting >> Reconcile

This section is for situations when a department does not anticipate pending charges to be paid. They need to mark the period for which they need to reconcile. This action is irreversible, so the admin should be certain and careful before using this option.



RECONCILE

DATE FROM *
08/07/2024

DATE TO *
08/08/2024

THIS ACTION CANNOT BE UNDONE!

RECONCILE

Figure 144 Reconcile

Once the reconcile is completed it will display a success message.



RECONCILE

For the date range: 08/07/2024 to 08/08/2024 all accounts have been reconciled.

OK

Figure 145 Reconcile success message

A spreadsheet report of each reconcile can be saved by clicking the Download option.



Home / Accounting / Reconcile

RECONCILE HISTORY + RECONCILE

DATE	DESCRIPTION	DOWNLOAD
08/08/2024 05:42 AM	Reconcile Date 08/08/2024 by SHAH, JANIKI (For the date range: 08/07/2024 to 08/08/2024)	Download
02/29/2024 04:34 AM	Reconcile Date 02/29/2024 by BHADJA, SUJIT	Download
04/25/2023 07:11 AM	Reconcile Date 04/25/2023 by PATEL, ANDY	Download
03/16/2023 02:47 AM	Reconcile Date 03/16/2023 by PATEL, ANDY	Download

Figure 146 Reconcile History

Permit Inventory

Home / Accounting

Transaction List

Citation Processing

Permit Payments

Reconcile

Permit Inventory

Encumbrance History

Reports

Figure 147 Accounting >> Permit Inventory

Permit Inventory shows the total number of inventories for all permit types, along with amount sold through for each. As shown in the screenshot for 01 - 1ST FACULTY STAFF permits there are 99998 permits in inventory, with 1 sold for \$100.00.

Home / Accounting / Permit Inventory

INVENTORY INFO. SUMMARY INVENTORY INFO. DETAIL

PERMIT TYPE	INVENTORY		SOLD		TOTAL AMOUNT
	COUNT	TOTAL AMOUNT	COUNT	TOTAL AMOUNT	
ST - STUDENT	99989	\$9,998,900.00	10		\$1,000.00
FS - FACULTY/STAFF	99998	\$9,999,800.00	1		\$100.00
22BLU - BLUE PARKING LOT	9969	\$99,690.00	30		\$300.00
23BLU - BLUE PARKING LOT	9958	\$995,800.00	41		\$4,100.00
GS - GRADUATE STUDENT	99999	\$14,999,850.00	0		\$0.00
23PNK - PINK PARKING LOT	8998	\$359,820.00	2		\$80.00
23VEN - VENDOR PASS 2023	9999	\$199,980.00	0		\$0.00
23PUR - PURPLE PARKING LOT 2023	9987	\$499,350.00	12		\$600.00
23RED - RED PARKING LOT	9997	\$999,700.00	2		\$200.00

Figure 148 Permit Inventory

Once a Permit is marked as Removed from Inventory in Settings > Permit Type, it will no longer show in the Permit Inventory List.

EDIT PERMIT TYPE ✕

CODE *	DESCRIPTION *		
FS	FACULTY/STAFF		
PREAMBLE *	DIGITS AFTER PREAMBLE *	STARTING NUMBER *	ENDING NUMBER *
FS	5	00001	99999
ISSUE AMOUNT *	MAX NUMBER PER USER *	MAX NUMBER OF VEHICLE *	
\$ 100	1	5	
<input type="checkbox"/> AVAILABLE ONLINE	<input checked="" type="checkbox"/> REMOVED FROM INVENTORY	<input type="checkbox"/> ACTIVE	
<input type="checkbox"/> AUTO ASSIGN NUMBER			

[UPDATE](#)

Figure 149 Edit Permit type >> Remove from Inventory

Inventory information can be viewed in two forms:

Inventory info Summary – This report displays summary statistics of inventory by permit type and is the default selection.

Home / Accounting / Permit inventory

INVENTORY INFO. SUMMARY **INVENTORY INFO. DETAIL**

PERMIT TYPE	INVENTORY		SOLD		TOTAL AMOUNT
	COUNT	TOTAL AMOUNT	COUNT	TOTAL AMOUNT	
ST - STUDENT	99989	\$9,998,900.00	10		\$1,000.00
FS - FACULTY/STAFF	99998	\$9,999,800.00	1		\$100.00
22BLU - BLUE PARKING LOT	9999	\$99,990.00	30		\$300.00
22BLU - BLUE PARKING LOT	9957	\$995,700.00	42		\$4,200.00
GS - GRADUATE STUDENT	99999	\$14,999,850.00	0		\$0.00
23PNK - PINK PARKING LOT	8998	\$89,980.00	2		\$80.00
23VEN - VENDOR PASS 2023	9999	\$199,980.00	0		\$0.00
23PUR - PURPLE PARKING LOT 2023	9987	\$499,350.00	12		\$600.00
23RED - RED PARKING LOT	9997	\$999,700.00	2		\$200.00

Figure 150 Inventory Info Summary

Inventory Info Detail – This report lists the status and purchase date for individual permits in the agency's inventory. This list can be filtered/searched by Permit Type, Purchase Date from and To, Permit Number From and To, and Inventory Status.

INVENTORY INFO. SUMMARY **INVENTORY INFO. DETAIL**

PERMIT TYPE * **22BLU-BLUE PARKING LOT** PURCHASE DATE FROM PURCHASE DATE TO

PERMIT FROM# PERMIT TO# INVENTORY INCLUDE TYPE All

X CLEAR [SEARCH](#)

PERMIT NUMBER	PERMIT TYPE	PURCHASE DATE	SOLD
22BLU0001	22BLU - BLUE PARKING LOT	01/05/2023	Yes
22BLU0002	22BLU - BLUE PARKING LOT	01/10/2023	Yes
22BLU0003	22BLU - BLUE PARKING LOT	03/29/2023	Yes
22BLU0004	22BLU - BLUE PARKING LOT	06/15/2023	Yes
22BLU0005	22BLU - BLUE PARKING LOT	07/25/2023	Yes
22BLU0006	22BLU - BLUE PARKING LOT	09/01/2023	Yes
22BLU0007	22BLU - BLUE PARKING LOT	09/08/2023	Yes
22BLU0008	22BLU - BLUE PARKING LOT	09/13/2023	Yes
22BLU0009	22BLU - BLUE PARKING LOT	09/21/2023	Yes
22BLU0010	22BLU - BLUE PARKING LOT	09/28/2023	Yes

Page 1 of 1000 (9999 Items) 1 2 3 4 5 ... 1000

Figure 151 Inventory Info Detail

INVENTORY INCLUDE TYPE

Select...

- All
- Only Sold Permits
- Only Permit Inventory

Figure 152 Inventory include type drop down

Encumbrance History



Figure 153 Accounting >> Encumbrance History

This section contains all encumbrance records processed by the agency for each category and user type. Every record can be downloaded as a spreadsheet for individual review.

By default, it will list encumbrance data for all categories. It can be further filtered by selecting Date, Category, and User Type.

Home / Accounting / Encumbrance History

ENCUMBRANCE

DATE: [] CATEGORY: Permit USER TYPE: FACULTY/STAFF HAS FILE

X CLEAR Q SEARCH

DATE & TIME	CATEGORY	USER TYPE	DOWNLOAD
04/16/2024 02:00 AM	PERMIT	FAS - FACULTY/STAFF	Download
03/04/2024 02:00 AM	PERMIT	FAS - FACULTY/STAFF	Download
09/29/2023 02:00 AM	PERMIT	FAS - FACULTY/STAFF	Download
09/22/2023 02:00 AM	PERMIT	FAS - FACULTY/STAFF	Download
04/18/2023 02:00 AM	PERMIT	FAS - FACULTY/STAFF	Download
04/13/2023 02:00 AM	PERMIT	FAS - FACULTY/STAFF	Download
04/12/2023 02:00 AM	PERMIT	FAS - FACULTY/STAFF	Download
01/25/2023 09:43 AM	PERMIT	FAS - FACULTY/STAFF	Download

Figure 154 Encumbrance History

The download link in each row allows the Admin to download the encumbrance history for that record in .csv format.

The “Has File” checkbox when checked will show list of data which has encumbrance file to download

Reports



Figure 155 Accounting >> Reports

This section allows the Admin to run canned reports.

Canned Reports - These are reports that provide the most frequently needed data for departments. All available reports can be utilized by expanding the Canned Report option and then selecting the desired report under its respective Category.

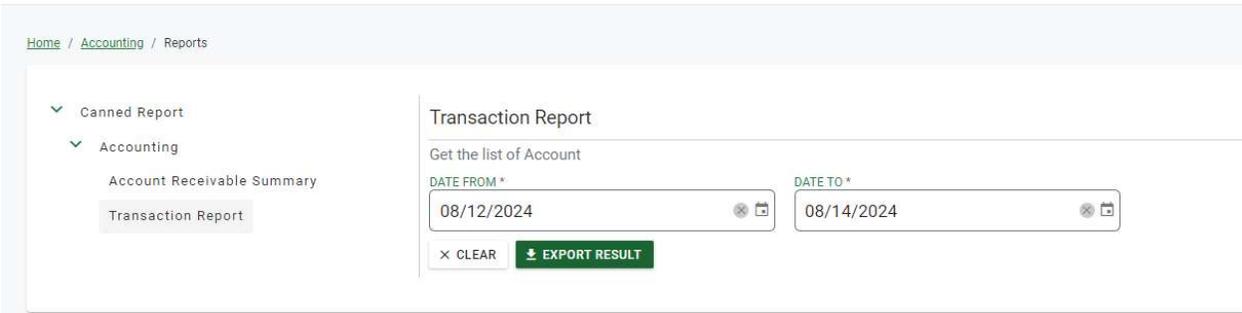


Figure 156 Canned Reports >> Transaction Report