



**Cross Island Parkway
Palmetto Pass
South Carolina
Department of Transportation**

Money Room Manual

Rev 1.0

May 2008



ACS

Government Solutions, TSS.

Revision History

Revisions of this document are listed in chronological order. There is no relationship between the document release number and the software release number.

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Owner	Germantown Project Management
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Important: This document has been through a formal review process. To the best of our knowledge it is accurate. ACS reserves the right to make further modifications as necessary.

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1 Introduction

The TRCS Money Room Manual is designed to assist the toll managers, assistant toll managers, shift supervisors, toll revenue and finance department clerks at the SCDOT toll facilities with money bag maintenance, collector deposits and bank deposits.

Before proceeding, a user should have a basic understanding of computers and Microsoft Windows applications. If not, for an explanation, refer to sections 4, *Using Windows Applications* and 5, *Using On-Line Help*.

For more detailed information on other TRCS processes, toll managers, assistant toll managers, and shift supervisors should review the SCDOT TRCS Auditors Manual.

The following topics are covered in this manual:

- How to log-in and log-out of the application.
- How to use the money bag maintenance, collector deposit, and bank deposit sub functions.

Note: This guide has been written from a global user perspective. Your usage may be different based on your business rules.

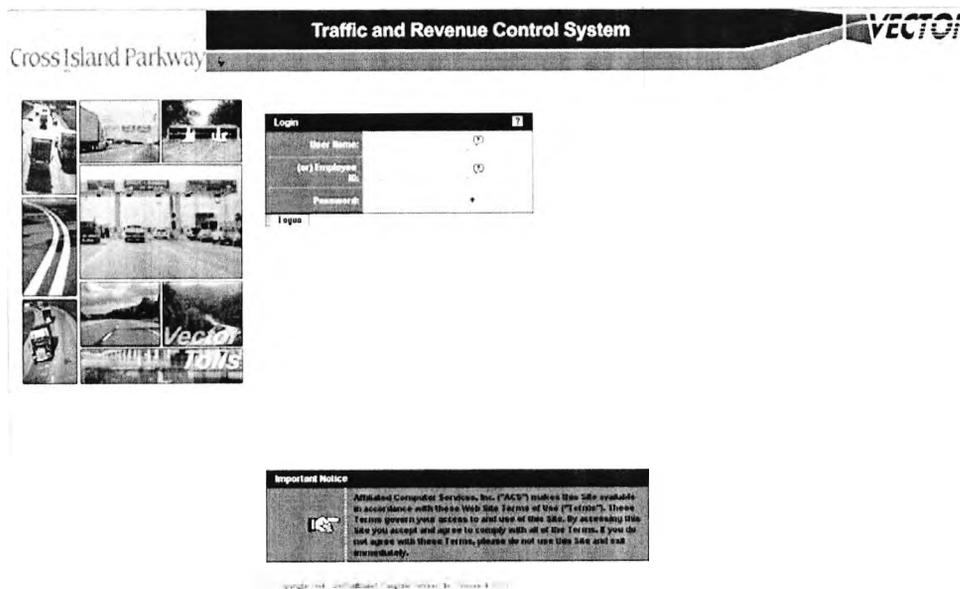
Before beginning, make sure you are viewing the application from the latest version of Internet Explorer or Mozilla's Firefox.

2 Accessing the Application

2.1 Logging In

The login process provides a secure way for authorized users to access the system. To login, follow these steps:

1. Go to the website for the VECTOR Traffic and Revenue Control System application.
2. The following login window displays:



3. Enter your correct **Login Name** or **Employee ID** in the corresponding box. Enter your password in the box marked **Password**.
4. Click the **Login** button. Depending on what your role is at SCDOT, the following screen will vary in available Deposit and Plaza/Host functionalities. The following screen example is displayed when a toll manager logs into the system.



Cross Island Parkway **Traffic and Revenue Control System** **VECTOR**

Main Menu Logout

Plaza Operations	Financial Operations
Plaza Monitor Current Transactions and Messages View current transactions and messages Transaction History View upto 300 transaction history messages Message History View upto 300 history messages Trends View traffic trends Lane Commands Send lane commands Toll Audit View toll collector key strokes Find Transaction Find transaction on plaza database Tag Status View tag status from lane	Admin Find Transaction Find transaction on host database
Deposit Money Bag Maintenance Maintain money bags Collector Deposit Enter collector deposit details Bank Deposit Enter bank deposit details	Administration System Administration Employee Maintenance Maintain employee information Plaza Maintenance Maintain plaza Lane Maintenance Maintain lanes Toll Plaza Maintenance Maintain toll rates Toll Schedule Maintenance Maintain toll schedules Agency Holiday Maintenance Maintain agency holidays Password Maintenance Modify current password Role Maintenance Maintain Roles Trigger Image Manage tag VES trigger

From this screen, you can access the deposit functions which are circled in red in the above example.

2.2 Deposit Function

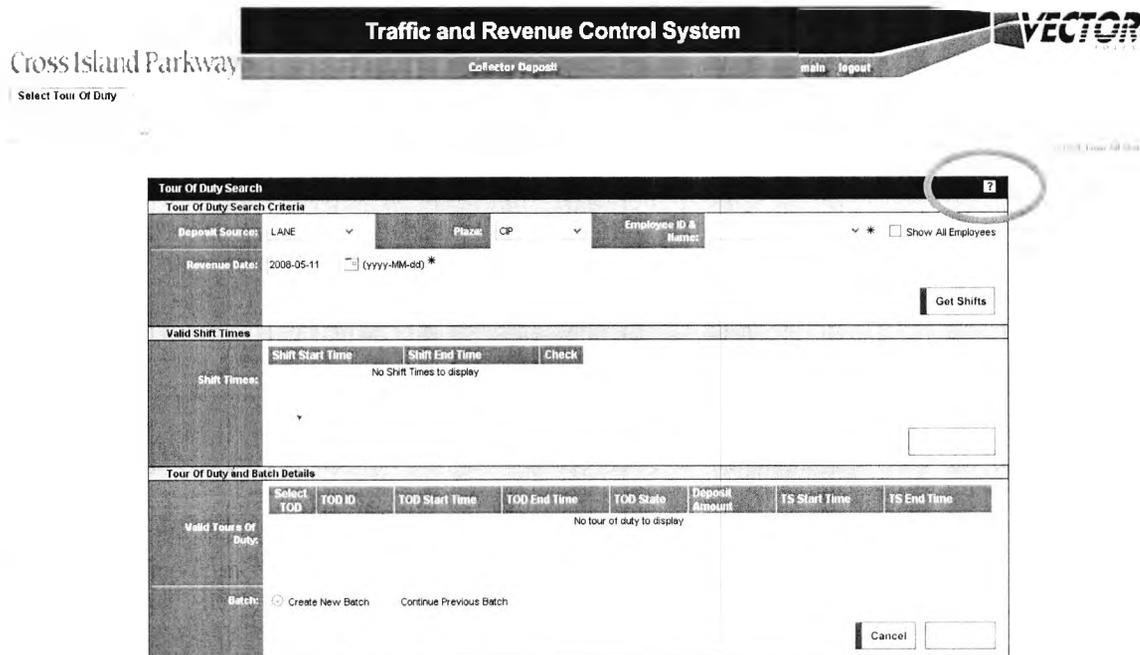
The *Deposit* function is broken down into three sub-functions:

- Money Bag Maintenance
- Collector Deposit
- Bank Deposit

Deposit
Money Bag Maintenance Maintain money bags
Collector Deposit Enter collector deposit details
Bank Deposit Enter bank deposit details

2.3 Help

If you need additional help during your use of the application, click the  icon. This icon is found in the upper right hand corner of each information window. For example, if you have additional questions about how to use the Collector Deposit sub-functions, you would click on the icon circled in red below:



Traffic and Revenue Control System **VECTOR**

Cross Island Parkway Collector Deposit main logout

Select Tour Of Duty

Tour Of Duty Search 

Tour Of Duty Search Criteria

Deposit Source: LANE Plaza: CP Employee ID & Name: * Show All Employees

Revenue Date: 2008-05-11 (yyyy-MM-dd) *

Get Shifts

Valid Shift Times

Shift Start Time Shift End Time Check

Shift Times: No Shift Times to display

Tour Of Duty and Batch Details

Select TOD	TOD ID	TOD Start Time	TOD End Time	TOD State	Deposit Amount	TS Start Time	TS End Time
No tour of duty to display							

Valid Tours Of Duty:

Batch: Create New Batch Continue Previous Batch

Cancel

2.4 Logging out of the application

Logging out of the application is a simple process. In the top right hand corner of the screen, there is a **Logout** button as shown by the following example.



Tour Of Duty Search									
Tour Of Duty Search Criteria									
Deposit Source:	LANE	Place:	CP	Employee ID & Name:		<input type="checkbox"/>	Show All Employees		
Revenue Date:	2008-05-11		(yyyy-MM-dd) *						Got Shifts
Valid Shift Times									
	Shift Start Time	Shift End Time	Check						
Shift Times:	No Shift Times to display								
Tour Of Duty and Batch Details									
	Select TOD	TOD ID	TOD Start Time	TOD End Time	TOD State	Deposit Amount	TS Start Time	TS End Time	
Valid Tours of Duty:	No tour of duty to display								
Batches:	<input type="radio"/> Create New Batch		<input type="radio"/> Continue Previous Batch						
								Cancel	

To logout of the application, click **Logout**. This action will return you to the main login screen.

3 Deposit

3.1 Overview

The Deposit function allows you to assign, return, and inventory money bags. The deposit function also allows you to make collector, money room, and bank deposits. It is divided into three sub-functions:

- *Moneybag Maintenance*: Maintains Money Bags
- *Collector Deposit*: Collector Deposit
- *Bank Deposit*: Bank Deposit

This section discusses each sub-functionality.

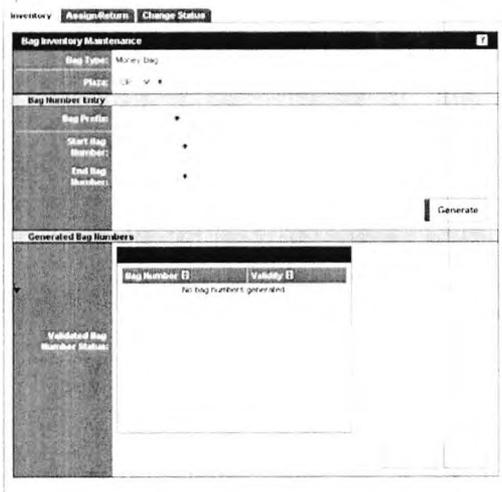
3.2 Money Bag Maintenance

The Money Bag Maintenance function manages the inventory of money bags.

3.2.1 Inventory Tab

The Inventory function creates a range of bag numbers to be used for tracking deposits.

1. From the TRCS main menu, select the **Money Bag Maintenance** sub-function.
2. The following window displays:



3. To generate a proposed list of bags, select the **Inventory** tab. Select a **Plaza** from the pull down menu at the top of the window beneath the three tabs. Enter the **Start Bag Number** and the **End Bag Number** (from 1-14). Click **Generate**. The following window displays:
4. The Generated Bag Numbers window lists the number of bags entered from start to end. To view the entire list of validated bags, click the page numbers or the side arrows in the panel above the list of bags or you can use the arrows as shown by the screen example:

Inventory **Assign/Return** **Change Status**

Bag Inventory Maintenance ?

Bag Type: Revenue Bag

Plaza: *

Bag Number Entry

Bag Prefix: BAG *

Start Bag Number: 2 *

End Bag Number: 15 *

Generated Bag Numbers

Validated Bag Number Status:

1 to 10 of 14 ⏪ ⏩ 1 2 ⏪ ⏩	
Bag Number ?	Validity ?
BAG02	Valid
BAG03	Valid
BAG04	Valid
BAG05	Valid
BAG06	Valid
BAG07	Valid
BAG08	Valid
BAG09	Valid
BAG10	Valid
BAG11	Valid

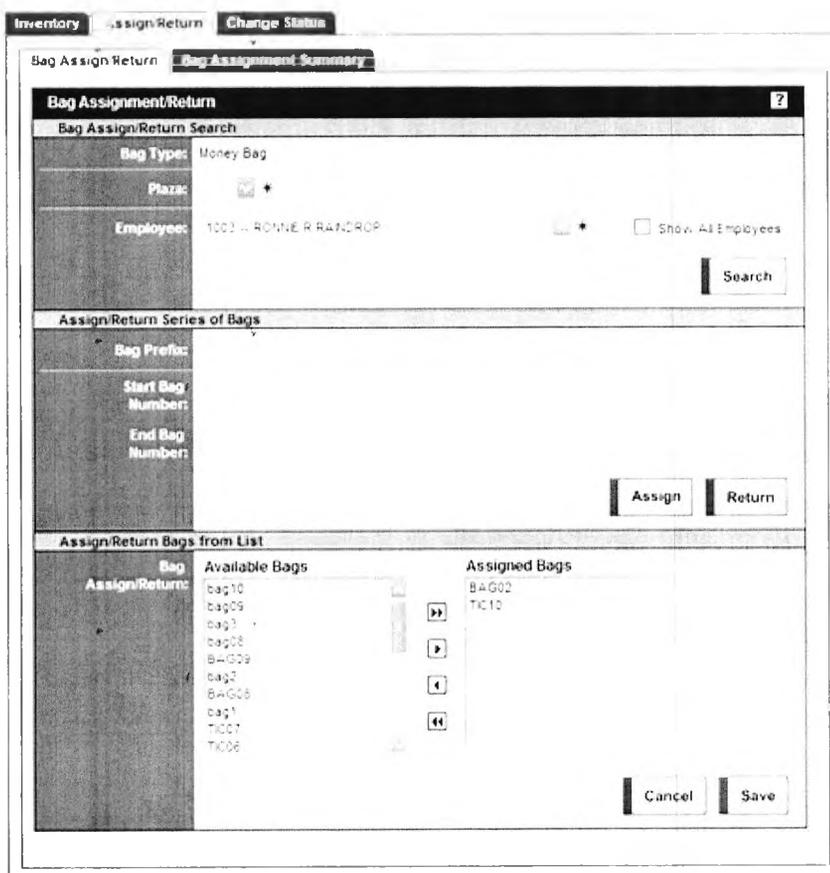
1 to 10 of 14 ⏪ ⏩ 1 2 ⏪ ⏩	
Bag Number ?	Validity ?
BAG02	Valid
BAG03	Valid
BAG04	Valid
BAG05	Valid
BAG06	Valid
BAG07	Valid
BAG08	Valid
BAG09	Valid
BAG10	Valid
BAG11	Valid

5. Click **Save** if the information is correct.

3.2.2 Assign/Return Tab

The Assign/Return function assigns one or more employees that are authorized to make deposits for the selected plaza. Typically, this is a toll collector who is also an active employee. This check limits the numbers of employees listed to a manageable selection.

1. Select the **Assign/Return** tab. The following screen displays:

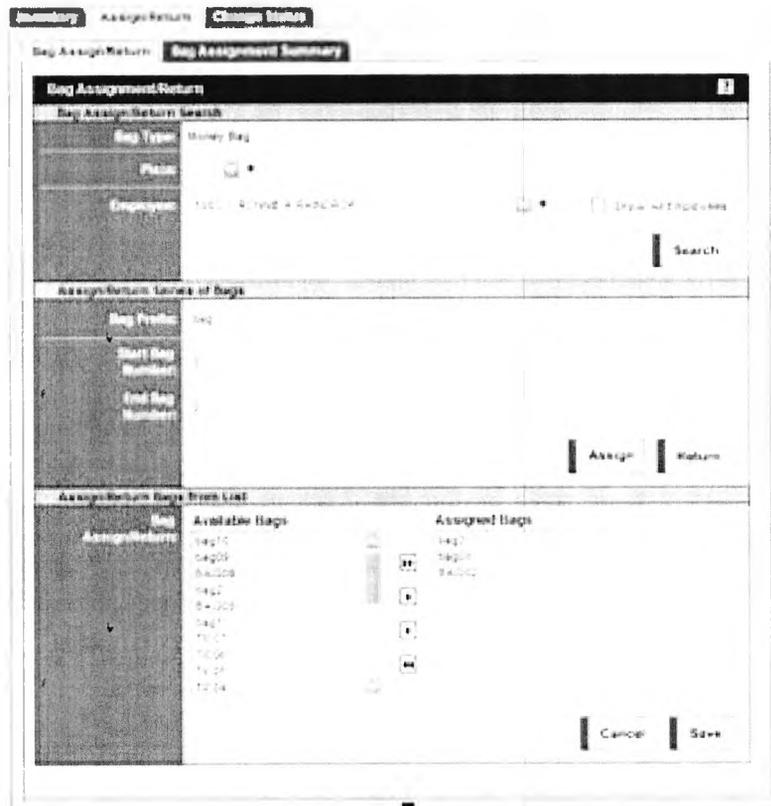


There are two tabs to work with: **Bag/Assign Return** and **Bag Assignment Summary**. The Bag Assignment/Return tab allows you to assign money bags to a particular employee and return money bags from a particular employee. The Bag Assignment Summary tab lists moneybags assigned to that plaza along with the name of the employees. The following steps will outline how to use each tab.

2. To assign a bag, select a plaza by using the Plaza pull down menu located at the top of the window to view its Assign or Return Status.
3. Select the name of the employee to assign or return money bags. Click **Search**.

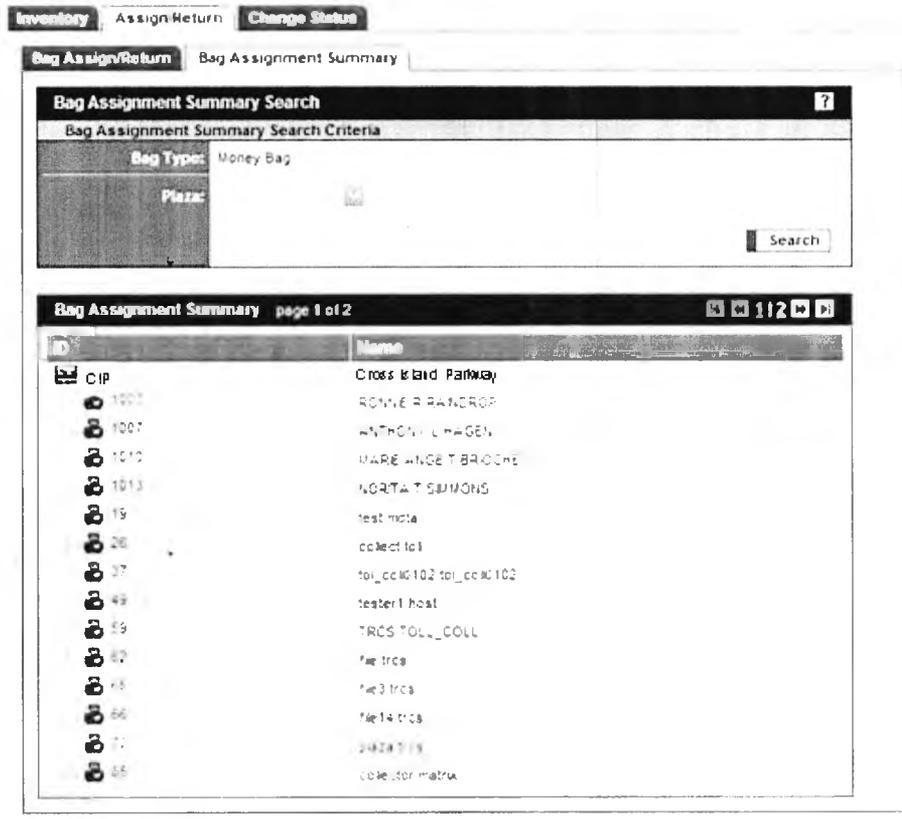
4. There are two ways to assign bags. You can either assign/return a money bag from the Assign/Return Series of Bags window or Assign/Return Bags from List window. To assign/return a bag from the Assign/Return Series of Bags Window, enter a Start Bag Number and End Bag number. Click **Assign** or **Return**. The bag will now appear in the Assigned Bags list of the Assigned/Return Bags from List.
5. You can also assign or return bags using the Assign/Return Bags from List window. A list of available bags displays in the Available Bags window at the bottom of the window. Click the **Arrow buttons** located between the Available Bags and Assigned Bags windows. Click **Save** after your selection.

To return a bag from an employee, enter the **Bag Prefix** (i.e., “bag” as shown by the example below), the **Start Bag** number (“3” is the example shown) and the **End Bag** number (“3” is the example shown), and click **Return**. The bag will now be removed from the Assigned Bags as shown by the second screen example.



3.2.3 Bag Assignment Summary

1. To view the bag assignment summary, select the **Bag Assignment Summary** tab. Select the plaza to view using the **Plaza** pull down tab. Click **Search**. A summary of the bag assignments for that particular plaza will display at the bottom window. Use the Arrows or numbers located at the middle right hand corner of the window to scroll from page to page.



Inventory Assign/Return Change Status

Bag Assign/Return Bag Assignment Summary

Bag Assignment Summary Search ?

Bag Assignment Summary Search Criteria

Bag Type: Money Bag

Plaza: [Dropdown]

Search

Bag Assignment Summary page 1 of 2

ID	Name
CIP	Cross Island Parkway
1001	RONNIE R BRANDOP
1007	ANTHONY L HAGEN
1010	MARE WINDE T BROOKE
1013	NORITA T SIMMONS
19	test.mda
20	collect.tol
27	tol_cc#102 tol_cc#102
49	tester1.host
59	TRCS TOLL_COLL
87	file.trcs
88	file3.trcs
86	file4.trcs
11	SHARON IS
85	collector.matrix

3.2.4 Change Status

1. To change a bag status, select the **Change Status** tab. Select a plaza from the Plaza pull down menu. Select the bag status from the **Bag Status** pull down menu and click Search. The Revenue Bag List Inventory will display the selected bag status list.

Inventory | Assign/Return | **Change Status**

Revenue Bag Change Status ?

Bag Inventory - Search

Bag Type: Money Bag

Plaza:

Bag Status: ASSIGNED

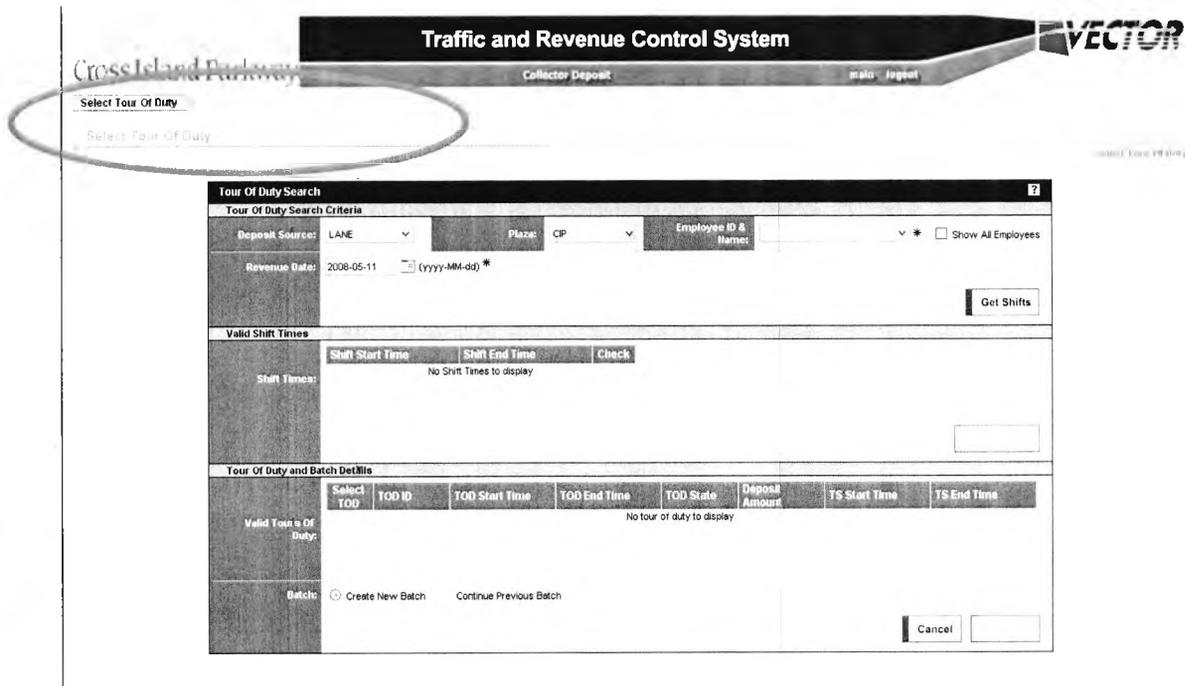
Money Bag List in Inventory ?

Bag Number	Status	Assigned To	Value	<input type="button" value="Void"/>	<input type="button" value="UnVoid"/>
BAG02	ASSIGNED	1003 -- RONNE R RAINDROP	\$0.00		
BAG03	ASSIGNED	9 -- smith susan	\$0.00		
BAG10	ASSIGNED	2 -- lee robert	\$0.00		
TIC08	ASSIGNED	2 -- lee robert	\$0.00		
TIC09	ASSIGNED	9 -- smith susan	\$0.00		
TIC10	ASSIGNED	1003 -- RONNE R RAINDROP	\$0.00		
bag08	ASSIGNED	1003 -- RONNE R RAINDROP	\$0.00		
bag9	ASSIGNED	1003 -- RONNE R RAINDROP	\$0.00		
bag4	ASSIGNED	9 -- smith susan	\$0.00		

2. To change the status of a revenue bag, select **Unassigned** from the Bag Status menu. Check all the bag numbers you want to void by clicking on the void icon located next the bag number.
3. Click the **Save** button to save your changes. All unassigned money bags will be voided.

3.3 Collector Deposit

1. From the TRCS main menu, select the Collector Deposit sub-function. There are three steps within the Collector Deposit sub-function; Select **Tour of Duty**, **Enter Deposit Details**, and **Confirm Deposit**. The following window displays.



2. Enter data into the **Tour of Duty Search Criteria** fields and click **Get Shifts**.

Field	Description
Plaza	Plaza pull down menu
Employee ID and Name	Employee ID and name pull down menu
Show All Employees	Check box
Revenue Date	Revenue Date

3. The following information displays in the Valid Shift Times portion of the window.

Tour Of Duty Search [?]

Tour Of Duty Search Criteria

Deposit Source: LANE Plaza: CIP Employee ID & Name: 1003 -- RONNE R RANDROP Show All Employees

Date: 2007-09-24 (yyyy-MM-dd) *

Get Shifts

Valid Shift Times

Shift Times:	Shift Start Time	Shift End Time	Check
	24-Sep-2007 16:00:00	24-Sep-2007 23:59:59	<input checked="" type="checkbox"/>
	25-Sep-2007 00:00:00	25-Sep-2007 07:59:59	<input checked="" type="checkbox"/>
	25-Sep-2007 08:00:00	25-Sep-2007 15:59:59	<input checked="" type="checkbox"/>

Search TOD

Tour Of Duty and Batch Details

Select TOD	TOD ID	TOD Start Time	TOD End Time	TOD State	Deposit Amount	TS Start Time	TS End Time
No tour of duty to display							

Batch: Create New Batch Continue Previous Batch

4. To find out specific Tour of Duty Details, select a **Shift Time** by selecting a Check box and click **Search TOD**. The following window displays.

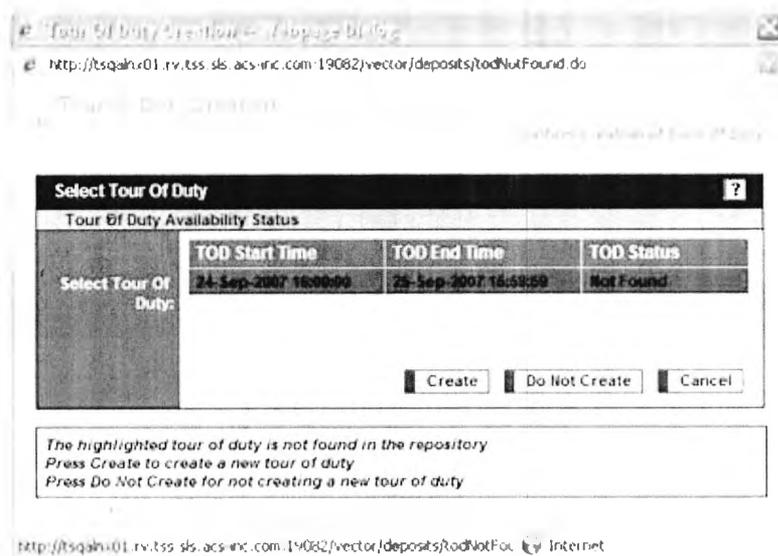
Tour Of Duty and Batch Details

Select TOD	TOD ID	TOD Start Time	TOD End Time	TOD State	Deposit Amount	TS Start Time	TS End Time
<input checked="" type="checkbox"/>	ED11CE68	17-Sep-2007 00:00:00	17-Sep-2007 23:59:59	CLOSEPENDIG	50.00		

Batch: Create New Batch Continue Previous Batch

Cancel **Continue**

Note: If a Tour of Duty is not found, the following window displays:



*The Tour of Duty Creation window indicates whether your selected Tour of Duty parameter has been found in the repository or not. If the parameter has not been found, a new Tour of Duty can be created. Click **Create**. Follow instructions in the proceeding screen to complete the deposit process.*



There are two options: To create a new deposit batch, click the **Create New Batch** and click **Continue**. A new deposit batch will be created. To add additional deposits to an existing batch, click **Continue Previous Batch** and click **Continue**.

5. The following Enter Deposit Details window displays.

Selected Tour Of Club: Enter Deposit Details

Deposit Identification Details			
Employee ID:	1003	Employee Name:	RONNE R RANDROP
Control Total (\$):	540	Plaza:	CIP
		Revenue Date:	2007-09-24
		Bag ID:	MOM0050 MOM0045 MOM0046
		TOG ID:	50216427
		Batch ID:	502125

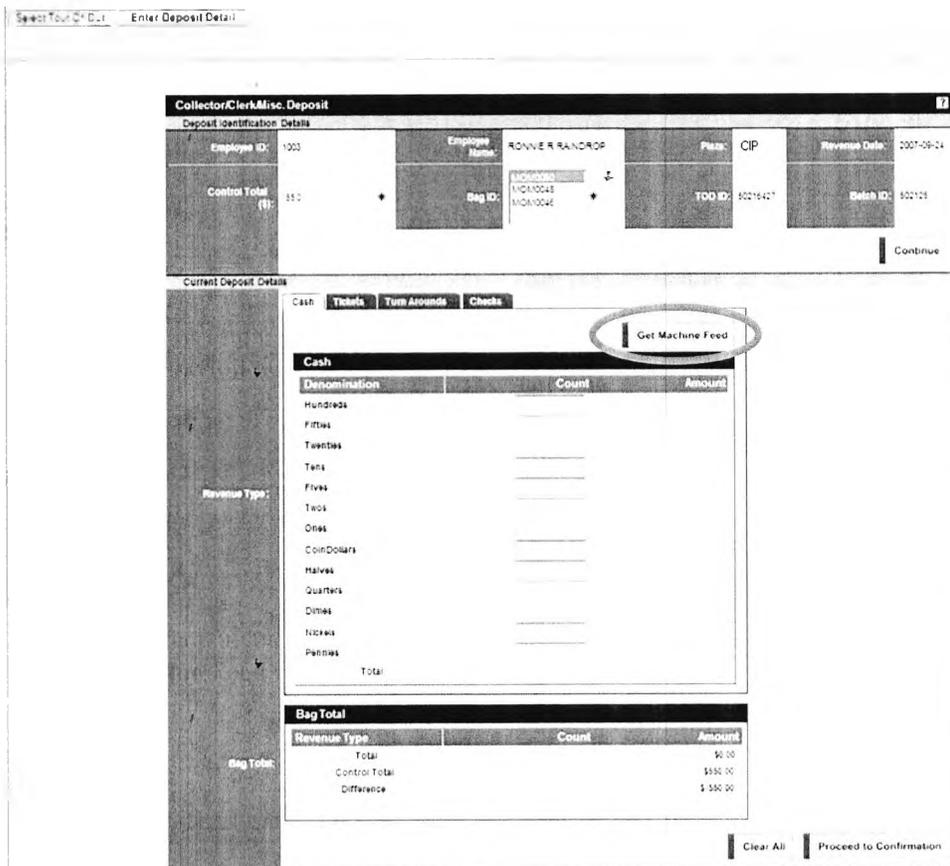
Current Deposit Details			
Cash			
Reverse Type	Denomination	Count	Amount
No deposit details available			

Bag Total			
Reverse Type	Revenue Type	Count	Amount
No deposit details available			

- The fields for Employee Name, ID, Plaza, Revenue Date, and TOD ID are pre-filled. **Enter** the details for the following fields and then click **Continue** to enter your deposit count.

Field	Description
Control Total	Deposit Total
Bag ID	Bag ID pull down menu

- Physically count your deposit by putting the cash portion into the counting machine and click the **Get Machine Feed** button located in the middle of the Current Deposit Details window on the right side.



3.3.1 Coin Deposits

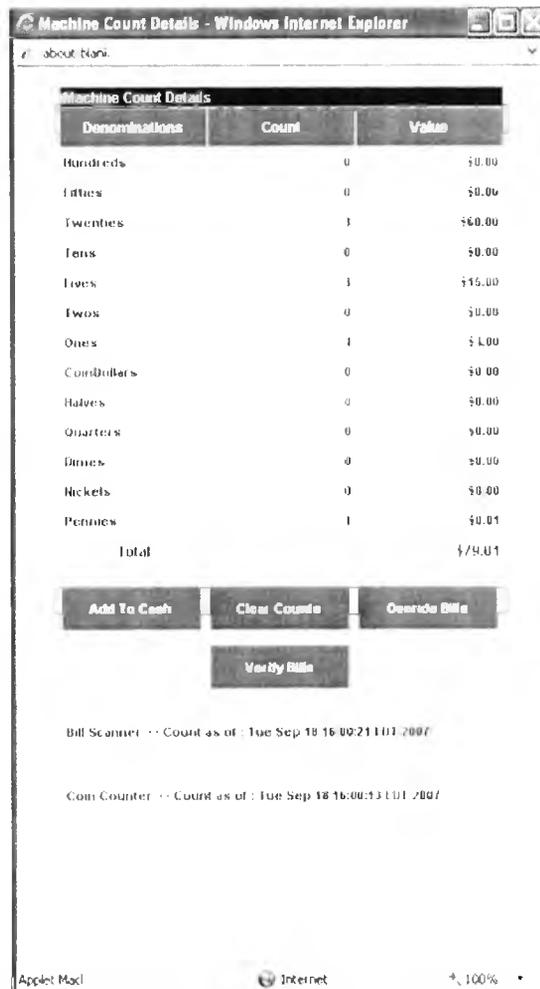
- After depositing the coins in the plastic tray, lift the tray to deposit the coins into the counter. Hit the **Mode On/Off** button to start the machine and send the final coin counts to the TRCS Current Deposit Details screen.

3.3.2 Cash Deposits

- Sort your money according to denomination. Once sorted, lay the stack of bills in the bill feeder located at the top of the currency scanner. The scanner will automatically sort through your bills. As the bills feed through the currency scanner, you will see denomination changes and/or error messages in the Bill Scanner portion of the Machine Count Details. The same will hold true for the Coin Counter. Once you remove the bills from the bottom of the currency scanner, the denomination count appears in the Machine Count Details window.

Note: ACS has set the currency to "strap" the bills at \$100 increments. (e.g. Once a stack of \$1 bills has reached the \$100 strapping point, the currency scanner will reset itself back to zero and will begin to recount the next numbers of denominations fed into it.) The increments can be changed according to SCDOT's discretion.

- The following window displays.



3.3.3 Cash Count Errors

Occasionally, there are cash counting errors due to a machine error. To recount your bills, follow these steps:

11. Click the **Verify Cash** in the Machine Count Details pop up window and feed the bills into the currency scanner again.
12. Once the new bill count comes up, click the **Override Bills** button to override the values in the deposit screen.

Note: The Clear Counts button will override the values displayed in the Machine Count pop up window.

3.3.4 Manual Count

13. You can also choose to click **Get Counts** if you choose to manually enter your counts by entering in your deposit amount in the following window instead of clicking the **Get Machine Feed** button.

Search Function: Enter Deposit Detail

Collector/Clerk/Misc. Deposit

Deposit Identification Details

Employee ID: 1003	Employee Name: RONNIE R RANDROP	Plats	CIP	Revenue Date: 2007-09-24
Control Total (\$): \$50	Bag ID: 1/01/0048 1/01/0048	100 ID: 50216427		Batch ID: 502129

Continue

Current Deposit Details

Cash Tickets Turn Arounds Checks

Get Machine Feed

Denomination	Count	Amount
Hundreds		
Fifties		
Twenties		
Tens		
Fives		
Two's		
One's		
Coin Dollars		
Halves		
Quarters		
Dimes		
Nickels		
Pennies		
Total		

Revenue Type	Count	Amount
Total		\$0.00
Control Total		\$50.00
Difference		\$-50.00

Clear All Proceed to Confirmation

14. After the machine is done counting the cash, the Cash fields of the Revenue type window will be populated. You may also enter the information manually by entering the amounts in the proper fields. If there is another revenue type, click the appropriate tab. Additional tabs are:
 - Tickets
 - Charges
 - Turnarounds
 - Checks
15. Once all the deposit information is entered, click the Proceed to Confirmation button. If you need to, you can clear out the information you entered by clicking the Clear All button. The following window displays.



Collector/Clerk/Make Deposit Confirmation

Deposit Identification Details

Employee ID: 1003	Employee Name: RONNIE RANDROP	Revenue Date: 2007-09-24
TOD ID: 50218427	Batch ID: 502125	

Current Deposit Details

Revenue Type	Denomination	Count	Amount	Machine Count	Machine Amount
CASH		6	\$550.00		
	HUNDREDS	5	\$500.00		
	FIVES	1	\$50.00		

Total Details

Deposit Total:	\$550.00
Control Total:	\$550.00
Difference:	\$0.00

Cumulative Deposit Details

Revenue Type	Denomination	Count	Amount	Machine Count	Machine Amount
CASH		6	\$550.00		
	HUNDREDS	5	\$500.00		
	FIVES	1	\$50.00		
	TENTHS				
	TENS				
	FIVES				
	TWOS				
	ONES				
	COIN/COINERS				
	THIRDS				
TICKET	NOT REVENUE	0	\$0.00		
	COMMUTE TICKETS				
	FUTURE SALES				
	FUTURE SALES				
	FUTURE SALES				
	FUTURE SALES				
	FUTURE SALES				
CHECK		0	\$0.00		
TURN-AROUND	ONE-DOLLAR	0	\$0.00		
	2-DOLLAR				
	3-DOLLAR				
	4-DOLLAR				
	5-DOLLAR				
	6-DOLLAR				
TOTAL		6	\$550.00	0	\$0.00

Deposit Status

Deposit Complete: Check if Deposit is complete for this Tour of Duty

Notes Section

Comments: 2-18-2008 REMAINING 250250

Back Confirm Deposit

16. Click **Confirm Deposit**. Once the data is successfully transmitted, the system briefly displays a receipt window for your records. Click **Print Screen** or **End Batch** to clear the screen.

Bank Deposit ?

BankDeposit/Plaza Search

Plaza: CP * Deposit Source: LANE

Revenue Date: 2008-05-11 (yyyy-MM-dd) *

Bank Deposit Tod Summary

Tod Id	Employee Id	Employee Name	Shift Start Time	Shift End Time	Deposit Id	Control Total	Cash&Check Total	Check List
No rows to display								

Bank Deposit Tod List:

Selected Cash & Check Total

Cash & Check Total: \$0.00

- Select a plaza from the **Plaza** pull down menu and enter the Revenue Date. Click **Search**. A Bank Deposit Tod Summary will generate as shown by the following window.

Bank Deposit ?

BankDeposit/Plaza Search

Plaza: CIP * Revenue Date: 2007-09-20 (yyyy-MM-dd) *

Bank Deposit Tod Summary

Tod Id	Employee Id	Employee Name	Shift Start Time	Shift End Time	Deposit Id	Control Total	Cash&Check Total	Check List
50216416	173	Attkico0725	20-Sep-2007 16:00:00	20-Sep-2007 23:59:59	502821	30.00	30.00	<input type="checkbox"/>
50216419	139	Attkico0715	21-Sep-2007 00:00:00	21-Sep-2007 07:59:59	502523	62.30	62.30	<input type="checkbox"/>
50216417	175	Attkico0726	21-Sep-2007 00:00:00	21-Sep-2007 07:59:59	502522	42.37	42.37	<input type="checkbox"/>

Bank Deposit Tod List:

Selected Cash & Check Total

Cash & Check Total:



3. Click the check box under the **Check List** column to select the bank deposit information you would like saved. The total cash and check amount displays in the Cash and Check total field. Click the **Save** button when finished. To cancel your selection, unclick the check box or click on the **Cancel** button.

Bank Deposit

BankDeposit/Plaza Search:

Plaza: CIP

Reverse Date: 2007-09-20

Search

Bank Deposit Tod Summary

Tod Id	Employee Id	Employee Name	Shift Start Time	Shift End Time	Deposit Id	Control Total	Cash/Check Total	Check List
50216416	173	Atokw0725 Inokw0725	20-Sep-2007 16:00:00	20-Sep-2007 23:59:59	502921	30.00	30.00	<input checked="" type="checkbox"/>
50216415	135	Atokw0715 Inokw0715	21-Sep-2007 00:00:00	21-Sep-2007 23:59:59	502423	42.30	42.30	<input checked="" type="checkbox"/>
50216417	175	Inokw0726 Atokw0726	21-Sep-2007 00:00:00	21-Sep-2007 01:59:59	502622	42.37	42.37	<input checked="" type="checkbox"/>

Selected Cash & Check Total

Cash & Check Total

Cancel Save

4. The following message displays.

 Deposited successfully.

4 Using Windows Applications

4.1 Using a Mouse

A mouse is a device connected to the computer and used to 'point and click' at objects on the computer screen or windows within the screen.

1. Place your hand over the mouse with your index finger on the left button. (For left-handed users, please contact your System Administrator to reconfigure your mouse.)
2. Move the mouse over the mouse pad to move the cursor on the screen.
3. Place the cursor over the different buttons on the screen to perform a function, for example:

OK

or

CANCEL

or

Radio buttons

or

The arrow on a drop-down menu

4. Press the left button down and release. This is called a **Click**.
5. When instructed to **Double-click**, quickly press the left button down twice.

4.2 Menus and Toolbars

The menus and toolbars display on the screen. Use the mouse to click a button or main menu name and to access Help directly from this screen.

1. Click the main topic to be accessed. A drop-down menu may display depending on what part of the application you are in.
2. Click the process to access the correct window.
3. Select a function, such as **Trends** in the Plaza Monitor function.
4. Click to open the window corresponding to the function to be used.

Plaza Monitor

Current Transactions and Messages
View current Transactions and Messages

Transaction History
View upto 300 Transaction History messages

Message History
View upto 300 history messages

Trends ←
View Traffic Trends

Lane Commands
Send Lane Commands

Toll Audit
View Toll Collector Audits

Reports

Reports
View Reports

System Administration

Password Maintenance
Modify Current Password

4.3 Scroll Bars

Scroll bars are used in the following places:

- List Drop Boxes
- Data Windows
- On-Line Training
- On-Line Help

4.3.1 Working with the Scroll Bars

When a list contains more text or selections than can display at once, a scroll bar displays on the right side of the screen. Use one of the following methods to use a scroll bar:

- Click the arrow up and arrow down to scroll up and down.
or
- Click the button between the arrow up and the arrow down - holding down the left mouse button - and slide the button up or down to view additional information.

Example:

1. Click the arrow down on the right of the window to scroll down to see the information listed in the windows. For example, you can view specific transactions by highlighting an entry in the North and South Bound Lanes windows. Left click to highlight an entry and use the scroll bar on the right hand side to view the information in the panels below as shown by the following example.



North Bound Lanes										South Bound Lanes											
Lane	Dir	Mode	State	Collector	Aves			Revenue Type	Amount	Lane Health	Lane	Dir	Mode	State	Collector	Aves			Revenue Type	Amount	Lane Health
					AVC	Coll	Tag								AVC	Coll	Tag				
001	N	ETC	MANUAL	OPEN	41003	2	0	0	NO CASH	\$0.00		017	S	ETC	CLOSED	0	0	0	CASH	\$0.00	
002	N	ETC	CLOSED			0	0	0	CASH	\$0.00		014	S	ETC	CLOSED	0	0	0	CASH	\$0.00	
003	N	ETC	CLOSED			0	0	0	CASH	\$0.00		015	S	ETC	CLOSED	0	0	0	CASH	\$0.00	
004	N	ETC	CLOSED			0	0	0	CASH	\$0.00		016	S	ETC	CLOSED	0	0	0	CASH	\$0.00	
006	N	ETC	CLOSED			0	0	0	CASH	\$0.00		017	S	ETC	CLOSED	0	0	0	CASH	\$0.00	
008	N	ETC	CLOSED			0	0	0	CASH	\$0.00		018	S	ETC	CLOSED	0	0	0	CASH	\$0.00	
007	N	ETC	CLOSED			0	0	0	CASH	\$0.00		019	S	ETC	CLOSED	0	0	0	CASH	\$0.00	
006	N	ETC	CLOSED			0	0	0	CASH	\$0.00		020	S	ETC	CLOSED	0	0	0	CASH	\$0.00	
008	N	ETC	CLOSED			0	0	0	CASH	\$0.00		021	S	ETC	CLOSED	0	0	0	CASH	\$0.00	
010	N	ETC	CLOSED			0	0	0	CASH	\$0.00		022	S	ETC	CLOSED	0	0	0	CASH	\$0.00	
011	N	ETC	CLOSED			0	0	0	CASH	\$0.00		023	S	ETC	CLOSED	0	0	0	CASH	\$0.00	
012	N	ETC	CLOSED			0	0	0	CASH	\$0.00		024	S	ETC	CLOSED	0	0	0	CASH	\$0.00	

4.4 Tab Folders

When each process opens, a set of tab folders displays in the middle window of the screen. The tabs give quick accessibility to each sub-function.



When the system opens a sub-function, it defaults to the first tab folder, displaying the folder information.

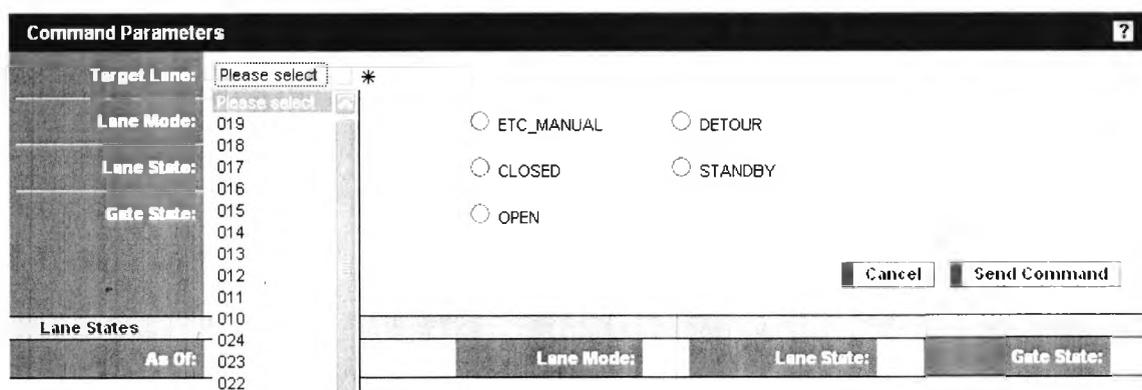
1. Click the new tab folder title at the top of the folder. For this example, the Transactions & Messages tab is opened and displays the following information.
- 2.

Toll Transactions													
Lane	Truck #	Date/Time	Collector	Aves				Revenue	Amount	Transponder	Tag Status	Info	KeyStrokes
				AVC	Collector	Tag	Actual						
003	2539	2006-11-15 17:31:44.810	0	2	0	0	2	TOLL_EVADER	\$0.00			V	
003	2536	2006-11-15 17:26:03.082	0	0	4	0	2	AVI_BARCODE	\$0.00			V	
003	2534	2006-11-15 17:21:08.875	0	2	0	0	2	TOLL_EVADER	\$0.00			V	
003	2532	2006-11-15 17:18:01.093	0	2	4	0	2	TOLL_EVADER	\$0.00			V	LaneState, Standby, LaneState, EntryGateDown, CloseLane
003	2522	2006-11-15 17:09:14.073	41710	0	3	0	3	CASH	\$10.11			M	CashClassThere, ReceiptPrint, Direction
003	2518	2006-11-15 17:07:31.819	41710	4	0	4	4	AVI	\$0.00	01600933451	GOOD	V	
003	2517	2006-11-15 17:06:05.070	41710	3	0	3	3	AVI	\$0.00	01600933442	GOOD	V	
003	2515	2006-11-15 17:03:53.813	41710	2	0	2	2	AVI	\$0.00	01600922445	GOOD	V	

4.5 List Drop Box Selections

A List Drop Box is a menu field that contains an arrow button at the right. This option is used to view values and select the one that best applies.

1. Click the arrow down on the right of the List Drop Box. A list of entries drops down from the field.
2. Click a selection to highlight it. The List Drop Box closes, displaying the selection in the field.



Command Parameters [?]

Target Lane: Please select *

Lane Mode: Please select

Lane State: 017

Gate State: 015

ETC_MANUAL DETOUR
 CLOSED STANDBY
 OPEN

Cancel Send Command

Lane States

As Of: 024

023

022

Lane Mode: Lane State: Gate State:



4.6 Data Windows

On many tab folders, there is a data window that displays data entered into the system.

- If there are more selections than those displayed in the data window, there is a scroll bar on the right side. To view additional information, use the scroll bar.

North Bound Lanes										South Bound Lanes											
Lane	Dir	Mode	Status	Collector	Axles			Revenue Type	Amount	Lane Health	Lane	Dir	Mode	Status	Collector	Axles			Revenue Type	Amount	Lane Health
					AVC	Coll	Tag								AVC	Coll	Tag				
001	N	ETC_MANUAL	OPEN	41068	2	0	0	NO CASH	\$0.00		013	S	ETC	CLOSED		0	0	0	CASH	\$0.00	
002	N	ETC	CLOSED		0	0	0	CASH	\$0.00		014	S	ETC	CLOSED		0	0	0	CASH	\$0.00	
003	N	ETC	CLOSED		0	0	0	CASH	\$0.00		015	S	ETC	CLOSED		0	0	0	CASH	\$0.00	
004	N	ETC	CLOSED		0	0	0	CASH	\$0.00		016	S	ETC	CLOSED		0	0	0	CASH	\$0.00	
005	N	ETC	CLOSED		0	0	0	CASH	\$0.00		017	S	ETC	CLOSED		0	0	0	CASH	\$0.00	
006	N	ETC	CLOSED		0	0	0	CASH	\$0.00		018	S	ETC	CLOSED		0	0	0	CASH	\$0.00	
007	N	ETC	CLOSED		0	0	0	CASH	\$0.00		019	S	ETC	CLOSED		0	0	0	CASH	\$0.00	
008	N	ETC	CLOSED		0	0	0	CASH	\$0.00		020	S	ETC	CLOSED		0	0	0	CASH	\$0.00	
009	N	ETC	CLOSED		0	0	0	CASH	\$0.00		021	S	ETC	CLOSED		0	0	0	CASH	\$0.00	
010	N	ETC	CLOSED		0	0	0	CASH	\$0.00		022	S	ETC	CLOSED		0	0	0	CASH	\$0.00	
011	N	ETC	CLOSED		0	0	0	CASH	\$0.00		023	S	ETC	CLOSED		0	0	0	CASH	\$0.00	
012	N	ETC	CLOSED		0	0	0	CASH	\$0.00		024	S	ETC	CLOSED		0	0	0	CASH	\$0.00	

Vehicles This Direction This Hour: 0 Last Hour: 0 Vehicles This Direction This Hour: 0 Last Hour: 0

Transaction History													
Lane	Vehicle Seq No	Date/Time	Collector	Axles			Revenue Type	Amount	Transponder	Tag Status	Info	KeyStrokes	
				AVC	Collector	Tag	Actual						
001	0	2007-07-02 14:37:57.150	41068	0	2	0	2	TURN AROUND	\$0.00			TurnAround	
001	0	2007-07-02 14:38:01.600	41068	0	2	0	2	CASH	\$3.00		T	CashClass	
001	0	2007-07-02 12:46:48.200	77777	0	2	0	2	CASH	\$3.00			CashClass*	
001	0	2007-07-02 12:45:03.090	77777	0	2	0	2	CASH	\$3.00			CashClass*	
001	9	2007-07-02 12:40:49.170	77777	3	0	0	3	NO CASH	\$0.00		V		
001	9	2007-07-02 12:30:46.790	77777	3	0	0	3	TOLL_EVADER	\$0.00		V	TollEvader	
001	9	2007-07-02 12:35:35.590	77777	2	0	0	2	TOLL_EVADER	\$0.00		V	TollEvader	
001	0	2007-07-02 12:33:10.630	77777	0	3	0	3	CASH	\$5.00		M	CashClass*	
001	0	2007-07-02 12:31:18.850	77777	0	4	0	4	CASH	\$7.00		M	CashClass*	
001	0	2007-07-02 12:27:03.030	77777	0	3	0	3	CASH	\$5.00		M	CashClass*	
001	0	2007-07-02 12:24:02.160	77777	2	0	0	2	NO CASH	\$0.00		V		
001	0	2007-07-02 12:22:29.450	77777	0	3	0	3	NON-REVENUE	\$1.00			NonRevenue	
001	0	2007-07-02 12:19:24.050	77777	0	2	0	2	FULL FARE	\$2.00			FullFare*	
001	0	2007-07-02 12:16:53.930	77777	0	2	0	2	CASH	\$3.00			CashClass*	
001	0	2007-07-02 12:14:43.270	77777	0	2	0	2	CASH	\$3.00			CashClass*	
001	0	2007-07-02 12:13:05.450	77777	0	2	0	2	CASH	\$3.00			CashClass*	
001	0	2007-07-02 12:11:22.140	77777	0	2	0	2	CASH	\$3.00			CashClass*	
001	0	2007-07-02 12:08:53.620	77777	0	2	0	2	CASH	\$3.00			CashClass*	
001	0	2007-07-02 12:06:56.020	77777	0	2	0	2	COMMUTER	\$0.00			Commuter*	

4.7 Buttons & Hotkeys

The application has the following button types:

- Toolbar
- Command
- Radio

4.7.1 Toolbar

Toolbar buttons are used to bring up an application window.

1. Place the cursor on the toolbar button. A small balloon pop-up displays describing the function of the button.
2. Click the button to open the corresponding window.

4.7.2 Command Buttons

Command buttons, which usually display at the bottom of a window, are used to save, cancel, or delete information entered in the window.

1. Click the command button to carry out a **Save**, **Cancel**, or **Delete** function in a window.
2. Normally a  or  pop-up displays, requiring the user to click **OK** or **CANCEL**.

4.7.3 Radio Buttons

Radio buttons enable a selection within the application.

Lane Mode:	<input checked="" type="radio"/> ETC	<input type="radio"/> ETC_MANUAL	<input type="radio"/> DETOUR
Lane State:	<input type="radio"/> OPEN	<input checked="" type="radio"/> CLOSED	<input type="radio"/> STANDBY
Gate State:	<input type="radio"/> CLOSED	<input checked="" type="radio"/> OPEN	

1. A radio button displays as .
2. Click the radio button. A green dot displays in the center of the button and the function is triggered.

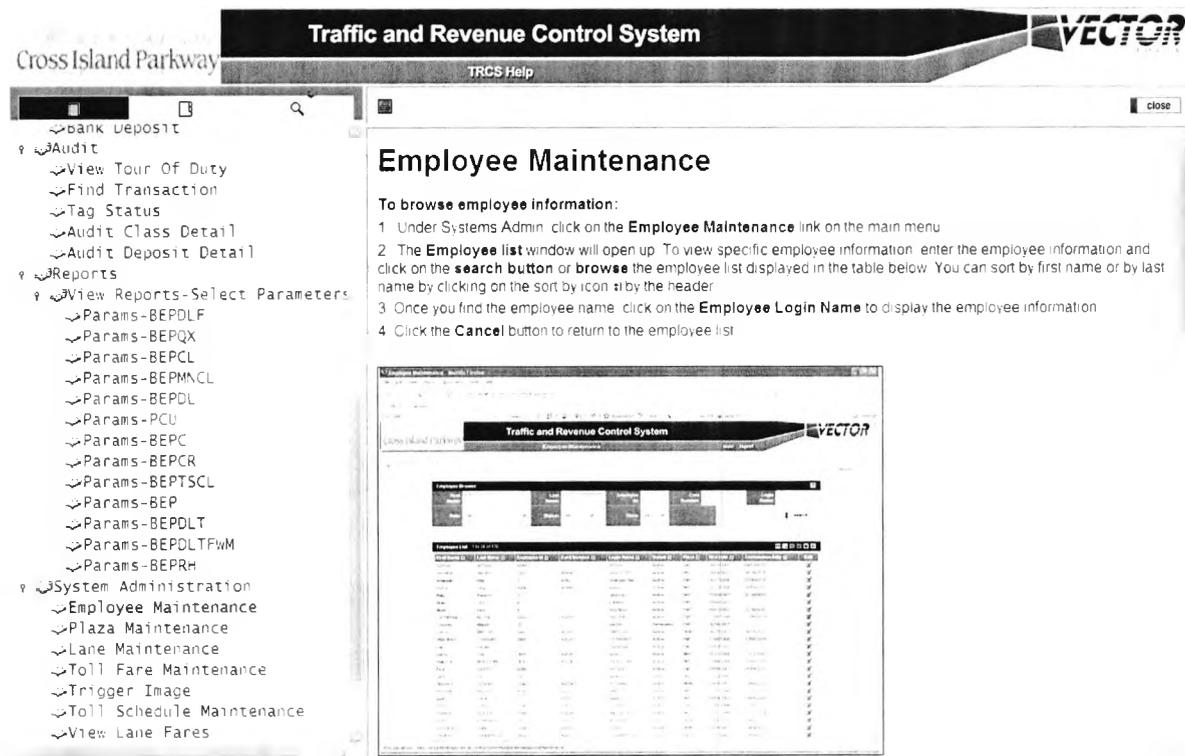
4.7.4 Using Hotkeys

Hotkeys are for users who prefer using a keyboard instead of a mouse. The hotkeys, which use the keyboard, can be used instead of buttons or drop-down menus.

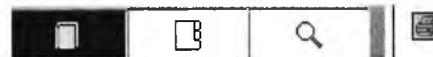
1. On the Main Toolbar, each main menu title has a letter underlined, for example **File**.
2. Press <Alt> **F**. The **File** menu drops down.
 - Use arrow up or arrow down to move to and highlight the selection.
or
 - Press <Alt> and the underlined letter of the menu item selection. In this example, the F key is pressed.
3. Press **ENTER**. The selected window displays.

5 Using On-Line Help

If you need additional help during your use of the application, click . This icon is found in the upper right hand corner of each information window. For example if you have additional questions about how to use the Plaza Monitor sub-functions, the following would display:



In the left panel, you will see a toolbar and listing of functionality within the Traffic Revenue Control System.



The toolbar allows you to view

- the functions list,
- functionality index,
- filter for specific functionality.

The toolbar also allows printing of desired help directions. Click on the  icon to print the current help subject

6 Trouble Shooting

6.1 Mach 9 Coin Counter

There will be occasions where you will experience trouble with your Mach 9 coin counter. The following table provides trouble shooting solutions for the most problems associated with the Mach 9.

Display	Resolution
Cover Open/Coin Jam	Should the counter stop for any reason, observe the display. One of several error messages will be displayed. Locate and eliminate the problem and continue operation.
Ram/Rom Error	Press Home. Verify counts and bag stop setting. If problem persists, call service.
Illegal key or clear sequence	Do not accept or clear sub or grand total without clearing or accepting batch total. Do not accept bag counts. Operation will resume shortly or press home.
Clean Sensor	An object has blocked the coin sensor. Disconnect the sorter from the power source (the battery backup will protect the coin totals). Locate and clean the dirty sensor, reconnect the sorter to the power source and resume operation.
Coin bag presence (e.g. 1.00 bag not installed)	The sorter will not operate unless the bag spout is closed at each active bag spout location. Install bag at station indicated. Press Motor On/Motor Off to return to the home screen. Press Motor On/Off again to begin/resume sorting.
No accept while counting	Wait 1 second after counting has stopped before attempting to accept. Display will return to home screen shortly or press home.



Display	Resolution
Printer busy	<p>Wait for printer to complete printing before accepting again.</p> <p>Insure printer is properly connected and RS-232 parameter is set correctly.</p>
Port X comm error	<p>Check port x RS232 parameters.</p> <p>Insure cable is properly connected.</p> <p>Insure peripheral device is operating properly.</p>
ID Entry error	<p>This indicates that the required batch ID was not entered prior to accepting the current batch total. Enter the required ID and re-accept the batch total.</p>
Dual bag diverter error	<p>This indicates that an error has occurred in the optional dual bag mechanism as the diverter has not reached its new position.</p> <p>Turn power off.</p> <p>Locate the diverter that has not switched properly and clear the obstruction.</p> <p>Turn power on and resume operation.</p>

6.2 Jet Scan Currency Counter

Issue	Display	Resolution
Counter has processed more than 2 or more bills as one.	Chain detected*	<p>Remove all bills from the bottom stacker and place them on the top hopper. Press the Cont key. If an alarm occurs repeatedly, adjust the gray thickness dial located at the top of the machine behind the hopper extensions. Rotate in the negative (-) direction as indicated by the numbers on the front thickness of the dial.</p>
Counter has identified a bill that is different then those it has been processing while using "sort" mode. The first bill of the different denomination is the top bill in the lower stacker.	\$1 Denomination Change	<p>Remove all bills from the bottom stacker. Separate the top bill from the remaining bills. Put the top bill in the location for their denomination. The counter will automatically restart.</p>



Issue	Display	Resolution
Counter has processed more than 2 or more bills as one.	Double Detected	Remove all the bills from the bottom stacker and place them on the top hopper. If an alarm occurs repeatedly, adjust the gray thickness dial located on the top of the machine behind the hopper extension. Rotate in the negative (-) direction as indicated by the numbers on the front thickness of the dial.
Counter has identified a bill that is incorrectly faced.	\$1 Facing Error	Face the bill and replace it in the bottom stacker. Correctly face the bill and return it to the top hopper and press Cont. key.
Currency or possibly foreign material is jammed in the paper path and must be removed.	Jam Remove hopper tray	Remove all bills from the top hopper and bottom stacker. Pivot (certain models) or remove the hopper extension. Remove the top feed plate. When bills are removed, the lower stacker the following message " Attach handles to shaft <Clear>= FWD <Strap>=REC Raise the two plastic "T" handles at the same time and hook them onto the metal shaft. Move the jammed bills forward/back by manually rotating the black feeders or: Pressing the Clear key causes the feeder to move forward slowly. Pressing the Strap key causes the feeder to move slowly in reverse/ Remove all jammed bills and foreign materials. Unhook the two plastic "T" handles from the metal shaft and lower them at the same time. Replace the feeder plate. Insert curved edge of the feeder plate first. Gently press the feeder



Issue	Display	Resolution
		<p>plate until it snaps into position.</p> <p>Swivel or replace the hopper extension into place.</p> <p>Press the Clear key.</p> <p>Rerun all the bills that were in the top hopper and bottom stacker at the time of the jam.</p>
<p>Counter can not recognize the denomination of a bill and stopped. "This "No call" bill is the top bill in the bottom stacker. This bill has not been included in the count.</p>	<p>No Call.</p> <p>Check Note</p> <p>Press Key</p>	<p>You should inspect the top bill in the bottom stacker. DO NOT remove all the notes from the bottom stacker.</p> <p>If the document is a bill that you want to count, keep the bill in the lower stacker and then enter its denomination using the correct value. The Counter will start and this bill will be added to the count.</p> <p>If you do not wish to include the No Bill count, you should remove it and press the Count key. The counter will restart. The removed document will not be added to the count.</p>
<p>Counter has identified a bill that is incorrectly oriented.</p>	<p>\$1 Orientation Error</p>	<p>Orient the bill and return it to the bottom stacker, then press the appropriate denomination key.</p> <p>Or</p> <p>Correctly orient the bill and return it to the top hopper and press the Cont key.</p>
<p>Counter has detected a bill of a different denomination from those being counted and has stopped. The "stranger" bill has not been included in the count.</p>	<p>\$1 Remove Stranger</p>	<p>Remove the top bill in the lower stacker and press the Cont key.</p>
<p>You pressed the wrong denomination key.</p>	<p>\$20 \$1 Stranger</p> <p>Check Note</p> <p>Press Key</p>	<p>Review the top bill in the bottom stacker and press the correct Denomination key.</p>
<p>The number of bills has reached the preset strap limit.</p>	<p>Strap Limit 100 Bills</p>	<p>Remove the bills from the bottom stacker. The counter will automatically continue if there are additional bills remaining in the top hopper.</p>
<p>The sensors have detected a</p>	<p>Suspect Document M</p>	<p>Inspect the top bill in the bottom</p>



Issue	Display	Resolution
possible counterfeit bill. Counter has stopped with this bill as the top bill in the lower stacker. The bill has not been included in the count.	Check Note Press Key	stacker. If it is identified as a counterfeit, place it aside and press the Cont key. It will not be part of the count. Or If the bill is determined to be good, return it to the bottom stacker and press the appropriate denomination key. The Counter will re-start and this bill will be added to the count.
Counter is alerting you to a possible problem with right, left, or both doubles sensors.	Warning- Both Doubles Sensors are faulty. Ensure that the sensors are clear of paper and dust. Call service if problem persists.	Press the Cont key to attempt continued operation. If the alarm occurs again, clean the machine following the cleaning instructions provided with the counter. If the message continues to appear, contact your local Cummins Service Representative.
Counter is alerting you to a possible problem with the UV bulb. (e.g. becoming weak, intensity out of range, or unreliable)	UV detection is unreliable. Warning- UV bulb intensity is out of range. Call Service. Press Key 3 to continue.	Press the Cont key to continue operation. If the counter is not equipped with UV, be sure to turn off the feature in Set Up. If the message continues to appear, contact your local Cummins Service Representative.

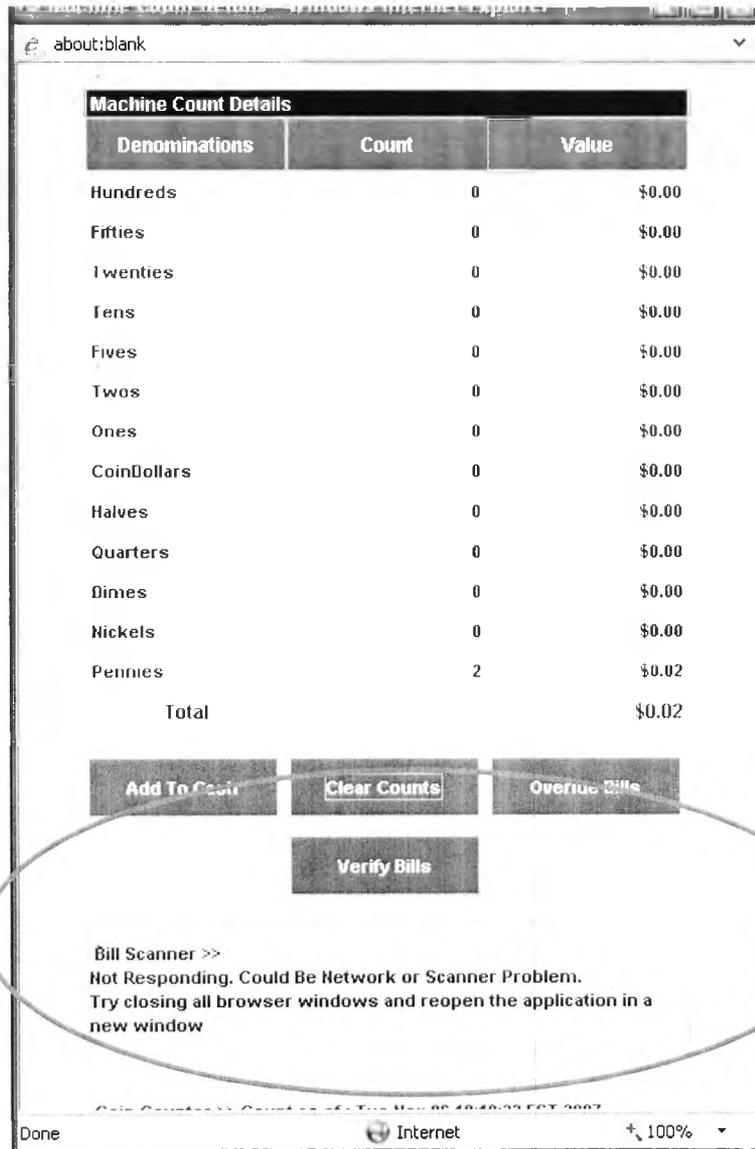
Note: For additional instruction on the currency and coin counters, please refer the manuals provided by the vendors.

6.3 Additional Trouble shooting

The following section will describe additional potential trouble areas and their resolutions.

6.3.1 Network Disconnects

Network disconnects can occur when the equipment isn't properly installed or there is a break in the server connection. The following are examples and resolutions.



about:blank

Machine Count Details		
Denominations	Count	Value
Hundreds	0	\$0.00
Fifties	0	\$0.00
Twenties	0	\$0.00
Tens	0	\$0.00
Fives	0	\$0.00
Twos	0	\$0.00
Ones	0	\$0.00
CoinDollars	0	\$0.00
Halves	0	\$0.00
Quarters	0	\$0.00
Dimes	0	\$0.00
Nickels	0	\$0.00
Pennies	2	\$0.02
Total		\$0.02

Bill Scanner >>
 Not Responding. Could Be Network or Scanner Problem.
 Try closing all browser windows and reopen the application in a new window

Done Internet 100%

Scenario 1: Bill Scanner

The TRCS application does not recognize the presence of the money room equipment.

Possible Resolutions

1. Always check your cable connections first.
2. Review the displayed error message. In most cases, close out all open browser windows and restart the application in a new window.



Machine Count Details - Windows Internet Explorer

about:blank

Denominations	Count	Value
Hundreds	0	\$0.00
Fifties	0	\$0.00
Twenties	0	\$0.00
Tens	0	\$0.00
Fives	0	\$0.00
Twos	0	\$0.00
Ones	1	\$1.00
CoinDollars	0	\$0.00
Halves	0	\$0.00
Quarters	0	\$0.00
Dimes	0	\$0.00
Nickels	0	\$0.00
Pennies	0	\$0.00
Total		\$1.00

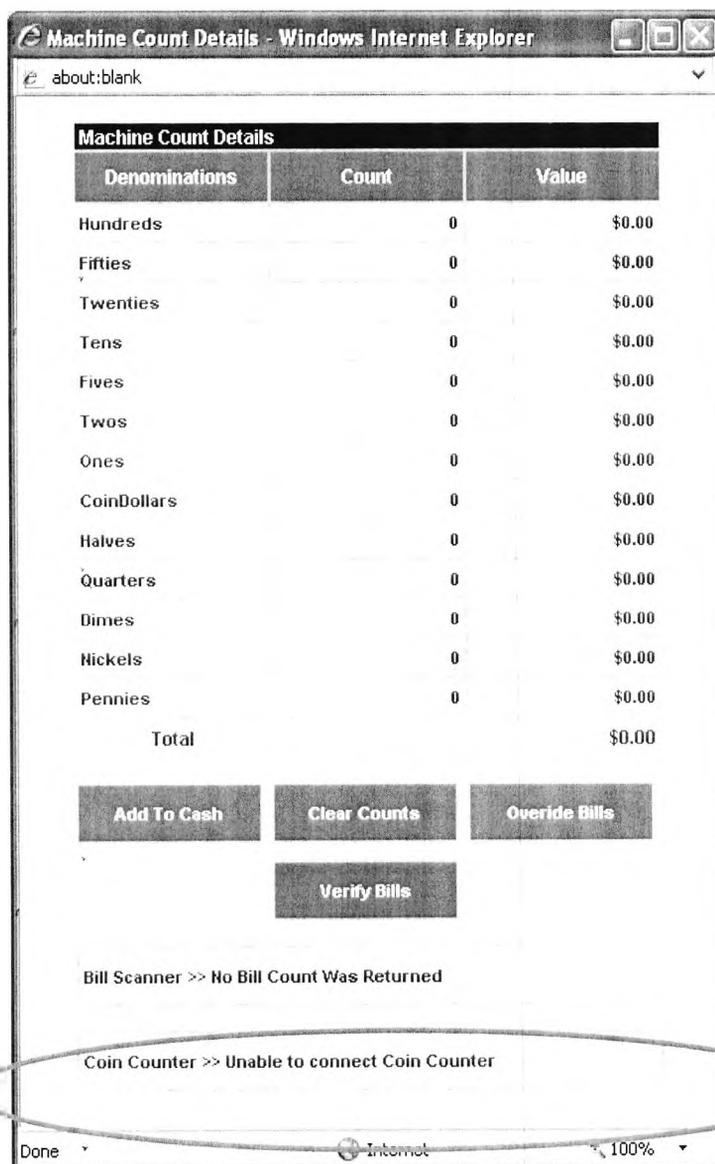
Add To Cash Clear Counts Override Bills

Verify Bills

Bill Scanner >> Count as of : Tue Nov 06 10:19:31 EST 2007

Coin Counter >>
Not Responding. Could Be Network or Scanner Problem.
Try closing all browser windows and reopen the application in a new window.

Done Internet 100%



Scenario 1: Coin Scanner

The TRCS application does not recognize the presence of the money room equipment.

Possible Resolutions

1. Always check your cable connections first.
2. Review the displayed error message. In most cases, close out all open browser windows and restart the application in a new window.