



Cross Island Parkway

Palmetto Pass

South Carolina

Department of Transportation

TRCS System Administration Manual

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May 2008



ACS

Government Solutions, TSS.

Revision History

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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 System Administration Manual is designed to assist the system manager in making the transition to the upgraded application software being installed at the SCDOT toll facilities.

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

Before proceeding, a user should have a basic understanding of computers and Microsoft Windows applications. If not, refer to sections 6 and 7, *Using Windows Applications* and *Using On-Line Help* for an explanation.

The following topics are covered in this manual:

- How to log-in and log-out of the application
- How to run reports
- How to perform system administration functions
- How to use Help functions

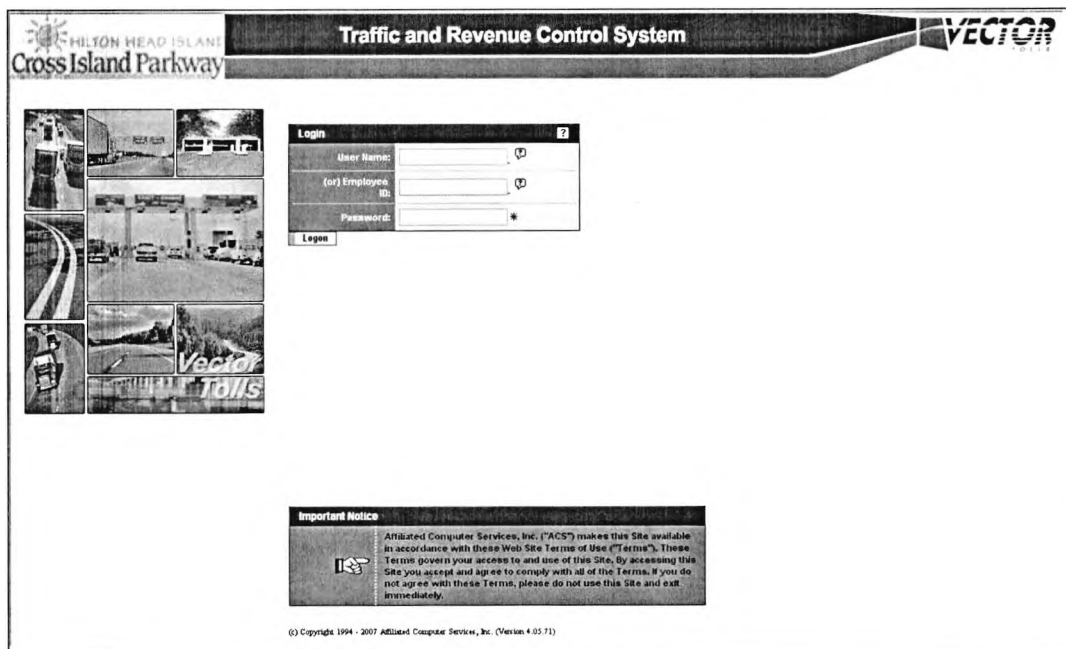
Note: Before beginning, make sure you are viewing the application from the latest version of Internet Explorer or Mozilla's Firefox.

2. Accessing the Application

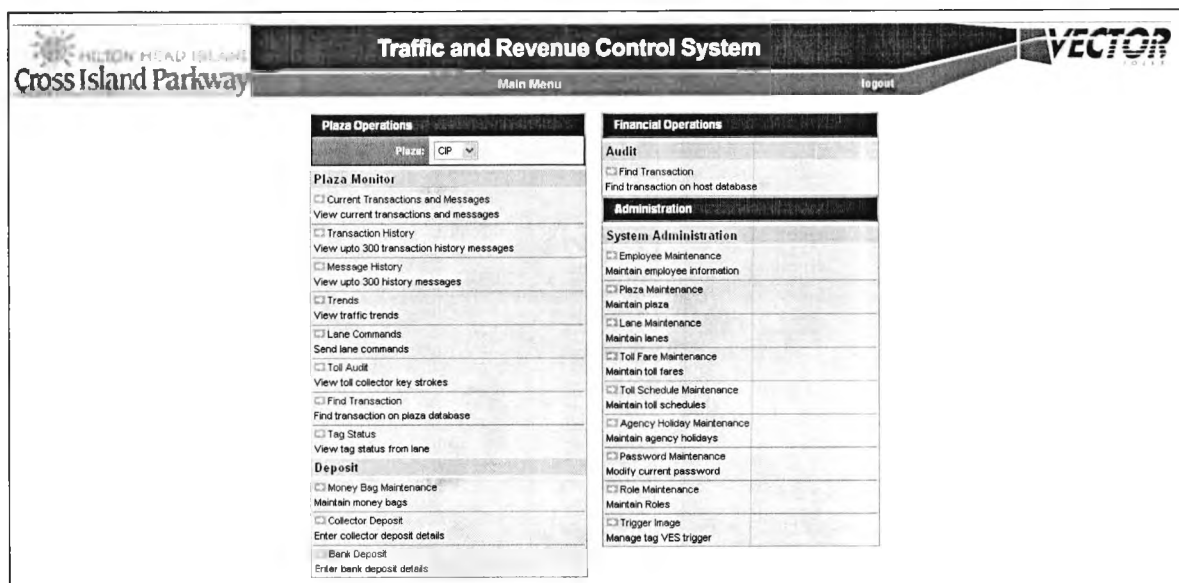
2.1 Logging In

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 in the user ID and password assigned by the network administrator. Click the **Login** button. The following screen displays:



From this screen, you can access the following functions:

- *System Administration*, which allows you to perform maintenance functions for the plaza in the agency, such as Employee Maintenance, Toll Fare Maintenance, and Password Maintenance

Note: You can also log into the application by using your proxy card located at your deposit station.

2.2 Reports

The selection of the **Reports** function allows you to select a report type and input parameters according to your review needs. There are five report categories:

- Traffic
- Settlement
- Collector Performance
- Toll Collector Audit
- Deposit
- Revenue


Each category is then broken down into individual reports which can be accessed by using the pull down menu. See the *SCDOT TRCS Reports Manual, Rev. 1.0, May 2008* for more detailed information on the various reports.

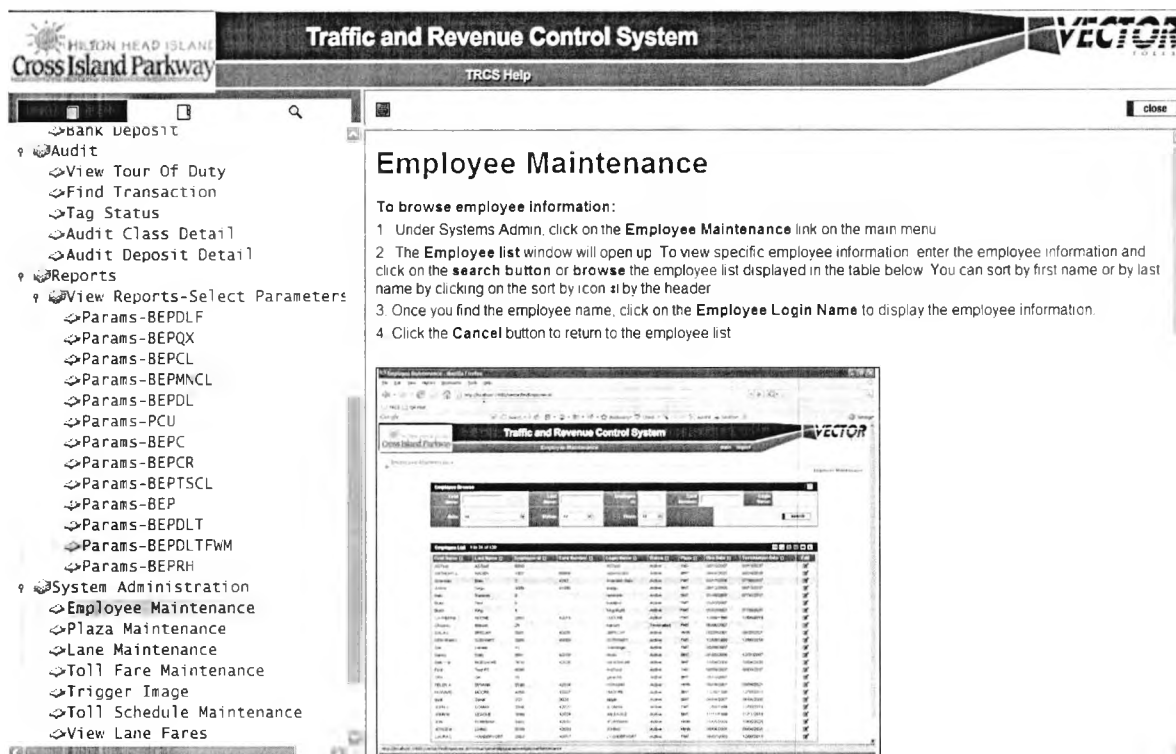
2.3 System Administration

The **System Administration** function is broken down into 8 sub-functions that allow you to perform maintenance on your toll plaza:

- Employee Maintenance
- Plaza Maintenance
- Lane Maintenance
- Toll Fare Maintenance
- Toll Schedule Maintenance
- Agency Holiday Schedule
- Password Maintenance
- Trigger Image

2.4 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 displays:



The screenshot shows the TRCS Help window for the "Employee Maintenance" function. The window title is "Employee Maintenance" and it contains a "To browse employee information:" section with four numbered steps:

1. Under Systems Admin, click on the **Employee Maintenance** link on the main menu
2. The **Employee list** window will open up. To view specific employee information, enter the employee information and click on the **search** button or **browse** the employee list displayed in the table below. You can sort by first name or by last name by clicking on the sort by icon at the header
3. Once you find the employee name, click on the **Employee Login Name** to display the employee information.
4. Click the **Cancel** button to return to the employee list

Below the text is a screenshot of the "Employee List" window, which displays a table of employee information. The table has columns for Employee ID, First Name, Last Name, and Employee Login Name. The table is sorted by Employee ID.

2.5 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.

Select Tour Of Duty

Select Tour Of Duty

Select Tour Of Duty

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) *							
							Get Shifts	
Valid Shift Times								
Shift Times:	Shift Start Time	Shift End Time	Check					
No Shift Times to display								
Tour Of Duty and Batch Details								
Valid Tours Of Duty:	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								
Batches:	<input checked="" type="radio"/> Create New Batch <input type="radio"/> Continue Previous Batch							Cancel <input type="text"/>

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

3. Gate Safety

Before proceeding, please note the following gate safety issues:

Employee and commuter safety is a top priority. The entry gates provide enhanced protection by prohibiting vehicles from traveling through closed lanes. The barrier arm is equipped with a safety sensor system that will detect vehicles as well as pedestrians. If the gate is in the process of closing and the sensor detects a person and/or vehicle, the gate will reverse direction and return to the vertical position.

However, please note that this sensor is only a safety feature enhancement, and **MUST NOT** be relied upon by the toll collector for the protection of persons or vehicles. The gate may still touch a person and/or vehicle before it stops and reverses. Therefore, the gate **SHOULD NOT be opened or closed** until a visual inspection of the area has been done by the toll collector.

The toll collector should operate his lane according to the work safety standards set by SCDOT and use common sense safety practices when opening and closing the entry gate to avoid injury to persons and/or vehicles.

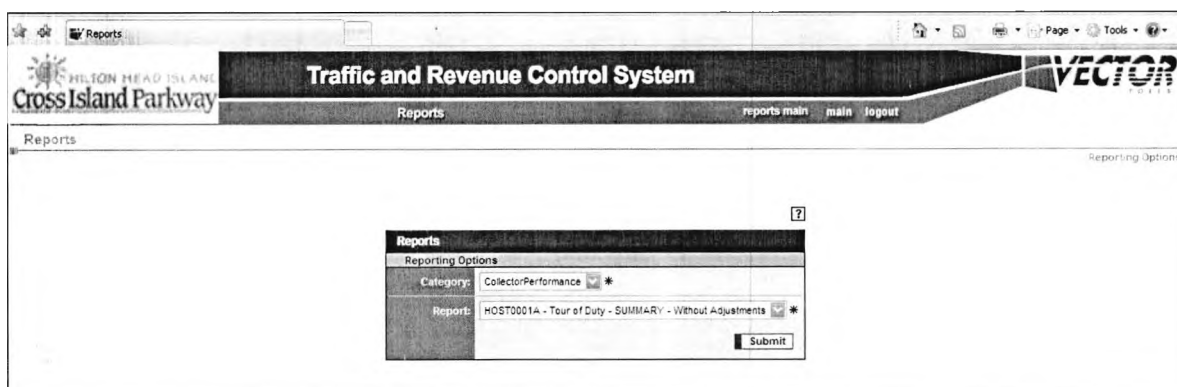
4. Generating Reports

4.1 Overview

4.1.1 Plaza

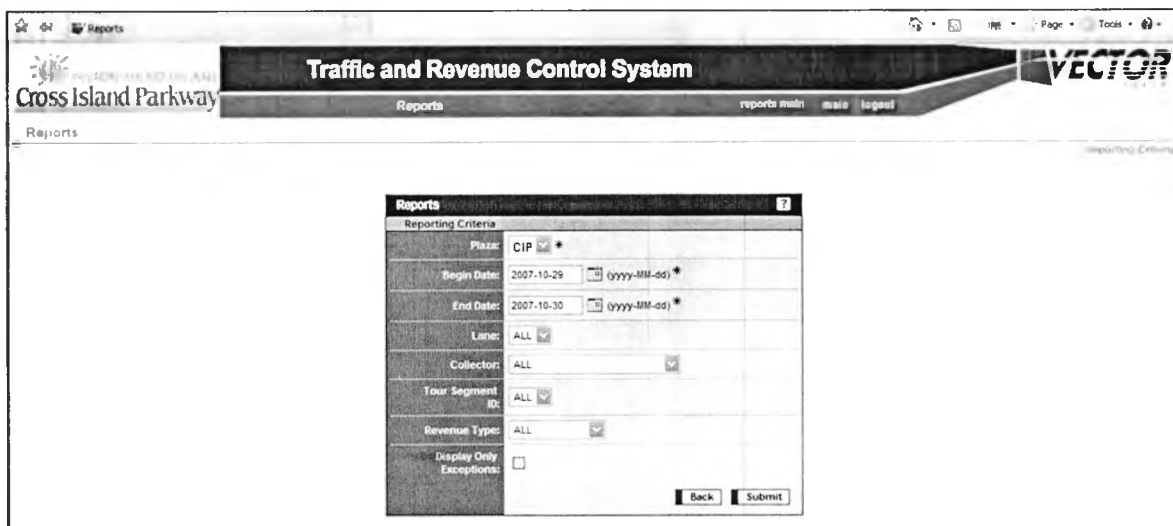
The **Reports** function allows you to generate reports for toll or financial operations by selecting various parameters. To run a report, follow these steps:

1. Select the **Reports** function from either the Financial or Plaza Operations menu. Using the pull down menu, select a parameter.



The screenshot displays the 'Traffic and Revenue Control System' interface. At the top, there's a navigation bar with 'Reports' and 'Reporting Options'. Below this, a 'Reports' section contains a 'Reporting Options' form. The form has two main sections: 'Category' and 'Report'. The 'Category' dropdown is set to 'CollectorPerformance'. The 'Report' dropdown is set to 'HOST0001A - Tour of Duty - SUMMARY - Without Adjustments'. A 'Submit' button is located at the bottom right of the form.

2. Click the **Submit** button. The following screen displays:



Reports

Reporting Criteria

Plaza: CIP

Begin Date: 2007-10-29 (yyyy-MM-dd)

End Date: 2007-10-30 (yyyy-MM-dd)

Lane: ALL

Collector: ALL

Tour Segment ID: ALL

Revenue Type: ALL

Display Only Exceptions: ☐

Back Submit

3. Fill in the following parameters:

- *Plaza*: the pull down menu will be populated with the toll plaza you are working at.
- *Begin Date*: Select the beginning date for your report
- *End Date*: Select the end date for your report.

4. Click the **Submit** button. The following report screen displays:



South Carolina DOT														
Detailed Transaction														
Report Date: 05/18/2008			Reporting Period From: 1/18/08 12:00:00AM To: 1/19/08 12:00:00AM						Report No: H0ST0016					
Time: 03:57:35PM			Plaza Revenue Time: 23:00:00											
Parameter selected: Calendar Day From: 1/18/08 12:00:00AM To: 1/19/08 12:00:00AM - Plaza: CIP - Collector: ALL - Lane: 002														
Time	Trxn. ID	Revenue Type	Toll Type	Lane State	Lane Mode	Axle Count				Keystroke	Amount Due	Amount Paid	Tag	
(A)	(B)	(C)	(D)	(E)	(F)	Coll	Post	Tag	Actual	(K)	(L)	(M)	(N)	
Agency: SC - South Carolina DOT														
Plaza: CIP - Cross Island Parkway														
Calendar Day : 2008-01-18														
Lane: 002														
				Lane State: CLOSED			Collector: : 0 - -							
11:36:54			LOGON	CLOSED	ETC MANUAL						\$0.00	\$0.00		
Total for: 0 - -				Count: 0									\$0.00	\$0.00
Lane: 002				Lane State: CLOSED			Collector: : 112 - -							
18:35:28			LOGOFF	CLOSED	ETC						\$0.00	\$0.00		
18:41:00			LOGON	CLOSED	ETC MANUAL						\$0.00	\$0.00		
19:30:26			LOGOFF	CLOSED	ETC						\$0.00	\$0.00		
Total for: 112 - -				Count: 0									\$0.00	\$0.00
Lane: 002				Lane State: CLOSED			Collector: : 201 - -							
12:55:36			LOGOFF	CLOSED	ETC						\$0.00	\$0.00		
13:46:48			LOGON	CLOSED	ETC MANUAL						\$0.00	\$0.00		
14:46:10			LOGOFF	CLOSED	ETC						\$0.00	\$0.00		
14:46:15			LOGON	CLOSED	ETC MANUAL						\$0.00	\$0.00		
Total for: 201 - -				Count: 0									\$0.00	\$0.00
Total for: CLOSED				Count: 0									\$0.00	\$0.00
Lane: 002				Lane State: OPEN			Collector: : 112 - -							
14:48:03	1058640E	CASH	TRANSACTION	OPEN	ETC MANUAL	2	2	2	2		\$1.00	\$1.00	01700039067	
14:48:27	1058640E	CASH	TRANSACTION	OPEN	ETC MANUAL	2	2	2	2		\$1.00	\$1.00	01700039067	
14:49:30	1058641E	CASH	TRANSACTION	OPEN	ETC MANUAL	2	2	2	2		\$1.00	\$1.00	01700039067	
14:49:50	1058641E	CASH	TRANSACTION	OPEN	ETC MANUAL	2	2	2	2		\$1.00	\$1.00	01700039067	
14:53:05	1058644C	CASH	TRANSACTION	OPEN	ETC MANUAL	2	2	2	2		\$1.00	\$1.00	01700039067	
14:58:36	1058644E	CASH	TRANSACTION	OPEN	ETC MANUAL	2	2	2	2		\$1.00	\$1.00	01700039067	
15:00:11	1058644E	CASH	TRANSACTION	OPEN	ETC MANUAL	2	2	2	2		\$1.00	\$1.00	01700039067	
15:00:20	1058644E	CASH	TRANSACTION	OPEN	ETC MANUAL	2	2	2	2		\$1.00	\$1.00	01700039067	
15:00:58	1058644E	CASH	TRANSACTION	OPEN	ETC MANUAL	2	2	2	2		\$1.00	\$1.00	01700039067	
15:02:26	1058644E	CASH	TRANSACTION	OPEN	ETC MANUAL	2	2	2	2		\$1.00	\$1.00	01700039067	
All Traffic includes Detour Traffic														
Continued on next page														
Server: scplaza			Generated By: testtollsuper						Page 1 of 15					
Started at: 5/18/08 3:57:35PM			Completed at: 5/18/08 3:58:08PM						Generation Time: 33 Seconds					

4.1.2 Reading Your Report

The Reports window is divided into three areas: toolbar, hierarchy tree, and report window. At the top of the screen is a tool bar. The following functionalities can be accessed:



- *Save icon:* Saves your report
- *Print icon:* Prints your report

- *Hierarchy Tree*: Expands or hides the hierarchy of transaction report dates for your selected time frame.
- *Arrow buttons*: Allows you to sort through the pages of your report
- *Pull down report menu*: Allows you to select a report
- *Filter*: Allows you to input a specific report parameter to generate particular aspects of a report. The following is an example of a report generated with the 001 parameter.

Report Date: 11/01/2006		Reporting Period From: 11/1/06 To: 12/1/06								Report No: R0570016			
Time: 2:29 PM													
Time	Trans ID	Revenue Type	Toll Trans Type	Lane State	Lane Mode	Axle count				Amount Due	Amount Paid	Tag	
						Coll	Post	Tag	Act				
Agency: SCDOT													
Plaza: Cross Island Parkway													
Tx Date: 2006-11-13													
Lane: 001													
Lane State: OPEN													
Collector: PATRICIA A - ROBERTS													
07:28:31	000176	ETC	TRANSACTION	OPEN	ETC	0	0	2	2	2.00	0.00	01000602433	
07:27:00	000177	ETC	TRANSACTION	OPEN	ETC	0	0	3	3	4.00	0.00	01000603440	
07:30:33	000178	TOLL EVADER	VIOLATION	OPEN	ETC	0	0	2	2	2.00	0.00	01000605591	
07:37:11	000179	TOLL EVADER	VIOLATION	OPEN	ETC	0	0	2	2	2.00	0.00	01000605594	
07:51:30	000180	TOLL EVADER	VIOLATION	OPEN	ETC	0	0	2	3	2.00	0.00	01000605594	
12:27:18	000181	ETC	TRANSACTION	OPEN	ETC	0	0	2	2	2.00	0.00	01000606546	
12:36:22	000182	ETC	TRANSACTION	OPEN	ETC	0	0	2	2	2.00	0.00	01000606607	
12:42:08	000183	TOLL EVADER	VIOLATION	OPEN	ETC	0	0	0	3	4.00	0.00		
12:45:41	000184	ETC	TRANSACTION	OPEN	ETC	0	0	6	6	8.00	0.00	01000611654	
12:40:22	000185	ETC	TRANSACTION	OPEN	ETC	0	0	6	6	10.00	0.00	0100061057305	
12:53:28	000186	TOLL EVADER	VIOLATION	OPEN	ETC	0	0	0	3	4.00	0.00		
12:58:08	000187	ETC	TRANSACTION	OPEN	ETC	0	0	2	2	2.00	0.00	01000602440	

- *Pull down menu for screen size*: Allows you to adjust the size of your screen

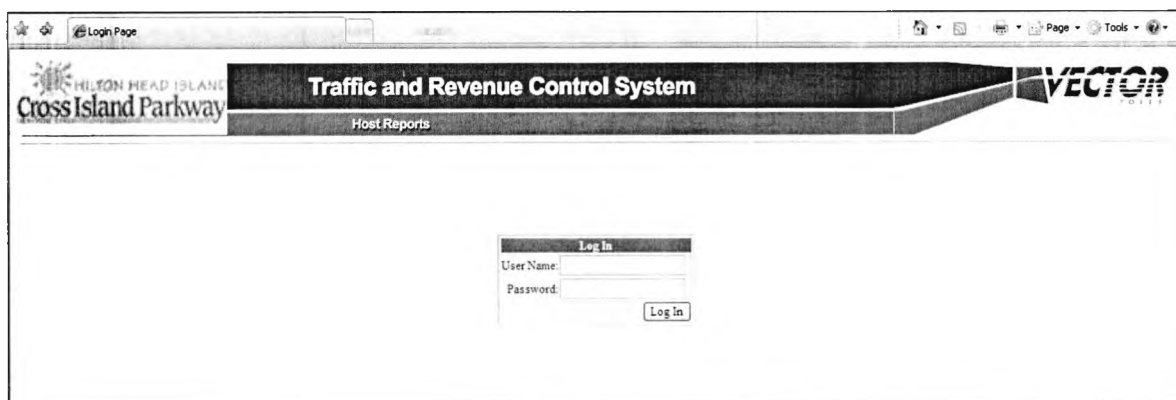
The report window displays the parameters selected for your report. The report will list:

- Agency Location
- Name of Plaza
- Date of Transaction
- Lane Number
- Lane State
- Collector Name

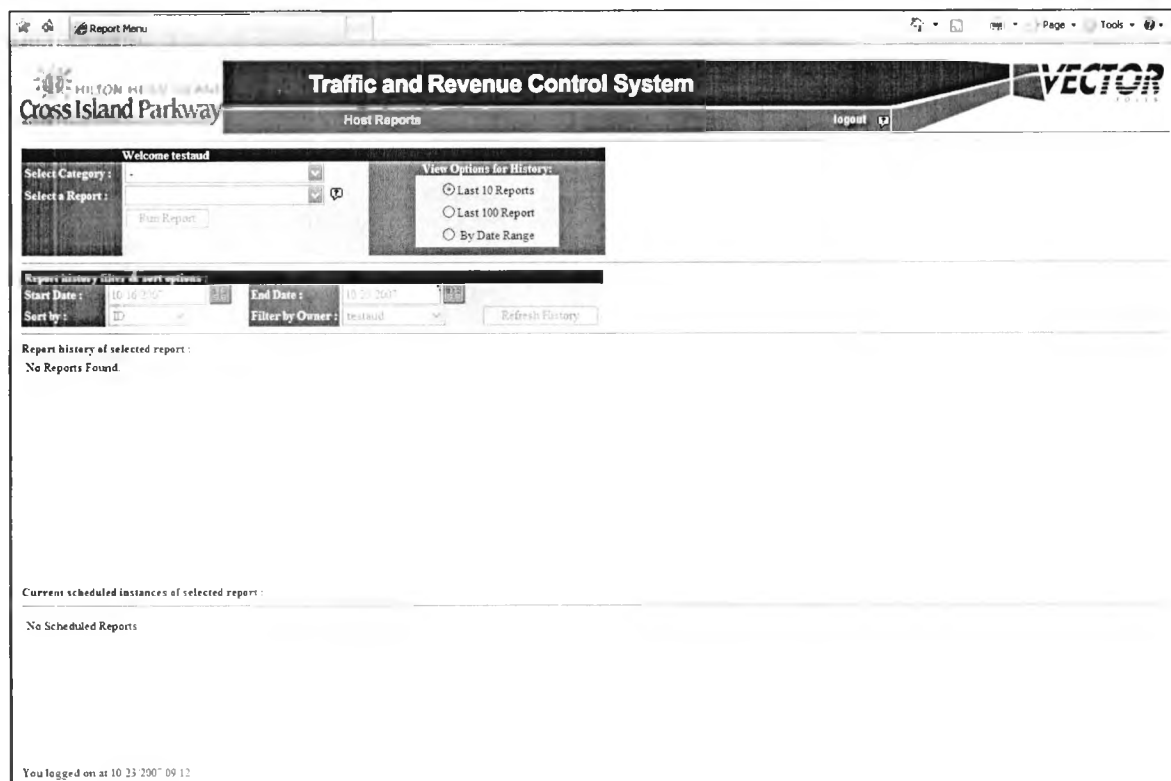
4.1.3 Host

The **Reports** function allows you to generate reports for your host by selecting various parameters. To run a report, follow these steps:

1. Click the **Reports** function. The following window displays:

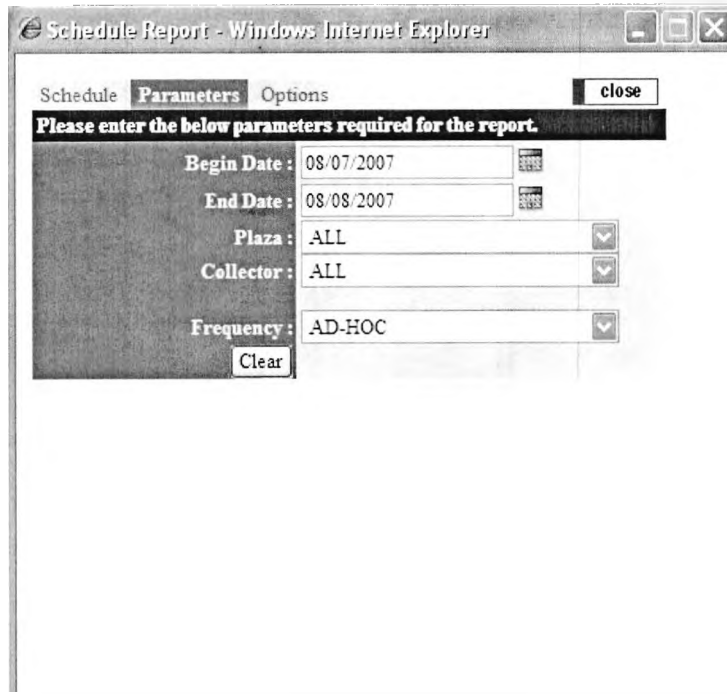


2. Enter in your User Name and Password and then click **Log In**. The following window displays:



The window is divided into five areas:

- Report Category & Report Selection: allows you to select your report
 - View options for history: allows you to select the number of reports you want to view
 - Report history filter and sort options: allows you filter options to view your report
 - Report history of selected report: list of selected report and dates viewed
 - Current scheduled instances of selected report: lists scheduled reports
3. To run a report, select a report category from the Category pull down menu and a report from the Report pull down menu. The following window displays:



Schedule Report - Windows Internet Explorer

Schedule Parameters Options close

Please enter the below parameters required for the report.

Begin Date : 08/07/2007

End Date : 08/08/2007

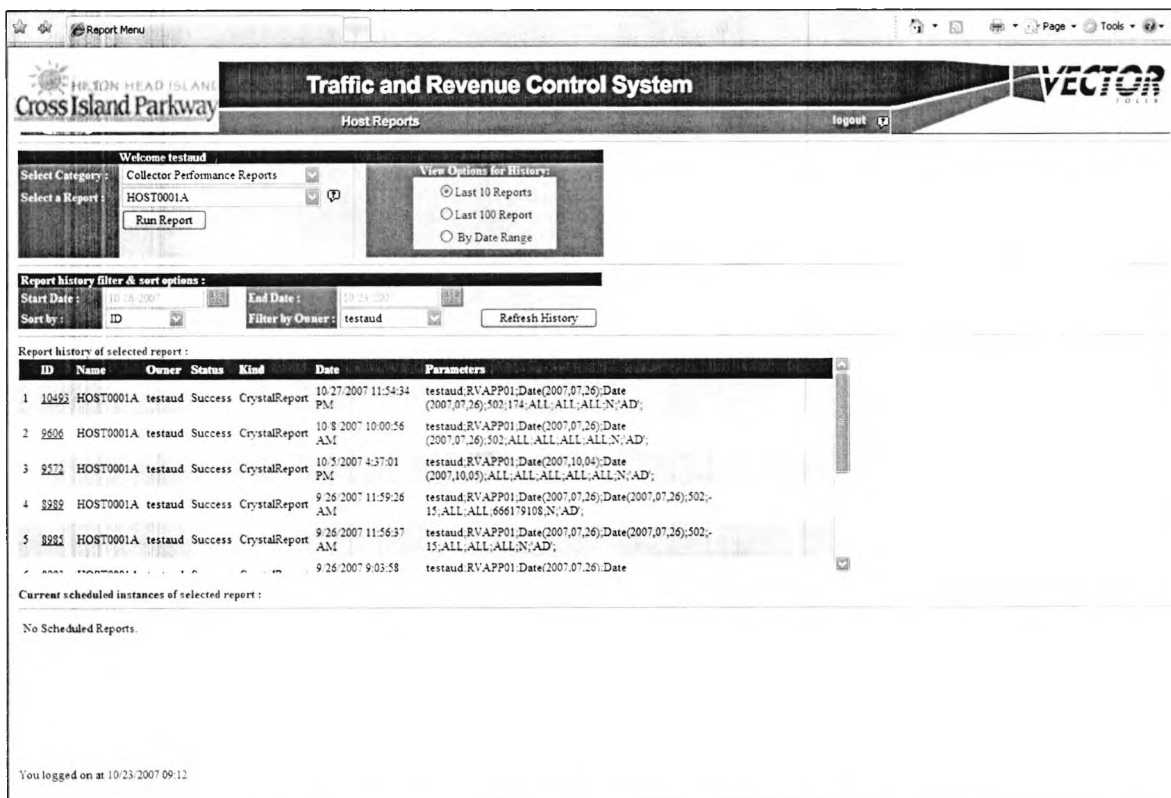
Plaza : ALL

Collector : ALL

Frequency : AD-HOC

Clear

There are three tabs to enter in report parameters. The Parameters tab allows you to set Begin and End Date, Plaza, Collector, and Frequency. The Options tab lets you select your report file format and report deliveries. When your selections are complete, click **Process Report** from the Schedule tab. The following window displays:



Report Menu

Page Tools

HEIDEN HEAD ISLAND
Cross Island Parkway

Traffic and Revenue Control System

Host Reports

logout

Welcome testaud

Select Category: Collector Performance Reports

Select a Report: HOST0001A

Run Report

View Options for History:

☒ Last 10 Reports

☐ Last 100 Report

☐ By Date Range

Report history filter & sort options:

Start Date: 10/16/2007

End Date: 10/24/2007

Sort by: ID

Filter by Owner: testaud

Refresh History

Report history of selected report:

ID	Name	Owner	Status	Kind	Date	Parameters
10493	HOST0001A	testaud	Success	CrystalReport	10/27/2007 11:54:34 PM	testaud.RVAPP01.Date(2007,07,26);Date(2007,07,26);502;174;ALL;ALL;N;AD;
9606	HOST0001A	testaud	Success	CrystalReport	10/8/2007 10:00:56 AM	testaud.RVAPP01.Date(2007,07,26);Date(2007,07,26);502;ALL;ALL;ALL;N;AD;
9272	HOST0001A	testaud	Success	CrystalReport	10/5/2007 4:37:01 PM	testaud.RVAPP01.Date(2007,10,04);Date(2007,10,05);ALL;ALL;ALL;ALL;N;AD;
8282	HOST0001A	testaud	Success	CrystalReport	9/26/2007 11:59:26 AM	testaud.RVAPP01.Date(2007,07,26);Date(2007,07,26);502;-15;ALL;ALL;656179108;N;AD;
8285	HOST0001A	testaud	Success	CrystalReport	9/26/2007 11:56:37 AM	testaud.RVAPP01.Date(2007,07,26);Date(2007,07,26);502;-15;ALL;ALL;ALL;N;AD;
8284	HOST0001A	testaud	Success	CrystalReport	9/26/2007 9:03:58	testaud.RVAPP01.Date(2007,07,26);Date

Current scheduled instances of selected report:

No Scheduled Reports.

You logged on at 10/23/2007 09:12

- To view your report, click the latest report requested date. (The history function lists the history of the report pulled.) To refresh your report history, click the **Refresh History** in the Report history and filter options.

4.1.4 TRCS System Reports

For detailed information on the various reports found on the TRCS system, refer to the *SCDOT TRCS Reports Manual, Rev. 1.0, May 2008*

5. System Administration

5.1 Overview

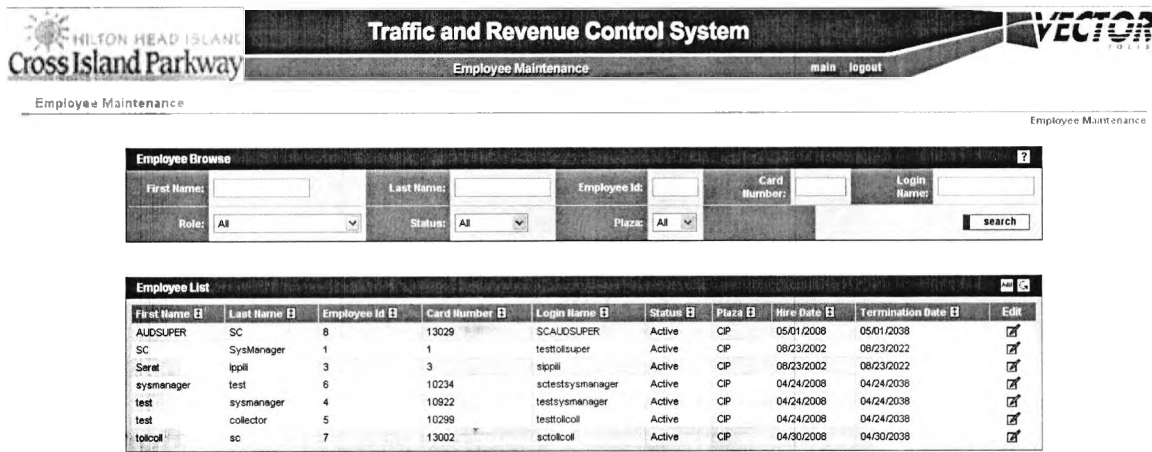
To maintain the efficiency of toll plaza processes, routine maintenance schedules are implemented to ensure all toll plaza equipment is running smoothly. The *System Administration* function is broken down into eight sub-functions that allow you to performance system maintenance.

Administration	
System Administration	
<input type="checkbox"/> Employee Maintenance Maintain employee information	
<input type="checkbox"/> Plaza Maintenance Maintain plaza	
<input type="checkbox"/> Lane Maintenance Maintain lanes	
<input type="checkbox"/> Toll Fare Maintenance Maintain toll fares	
<input type="checkbox"/> Toll Schedule Maintenance Maintain toll schedules	
<input type="checkbox"/> Agency Holiday Maintenance Maintain agency holidays	
<input type="checkbox"/> Password Maintenance Modify current password	
<input type="checkbox"/> Role Maintenance Maintain Roles	
<input type="checkbox"/> Trigger Image Manage tag VES trigger	

5.2 Employee Maintenance

The *Employee Maintenance* subfunction allows you to view, create, and edit an employee's profile.

1. Select the *Employee Maintenance* subfunction. The following window displays:



First Name	Last Name	Employee Id	Card Number	Login Name	Status	Plaza	Hire Date	Termination Date	Edit
AUDSUPER	SC	8	13029	SCAUDSUPER	Active	CP	05/01/2008	05/01/2038	
SC	SystemManager	1	1	testtoltsuper	Active	CP	08/23/2002	08/23/2022	
Serai	lppili	3	3	slppili	Active	CP	08/23/2002	08/23/2022	
sysmanager	test	6	10234	scldstsysmanager	Active	CP	04/24/2008	04/24/2038	
test	sysmanager	4	10922	testsysmanager	Active	CP	04/24/2008	04/24/2038	
test	collector	5	10299	testtolcol	Active	CP	04/24/2008	04/24/2038	
tpolcol	sc	7	13002	scitolcol	Active	CP	04/30/2008	04/30/2038	

The window is divided into two sections: Employee Browse and an Employee List.


5.2.1 Employee Browse




The *Employee Browse* feature allows you to search for a specific employee by using information fields.

• Field	• Description
• First Name	• Employee's first name
• Last Name	• Employee's last name
• Employee ID	• Employee's ID number
• Card Number	• Employee's proximity card
• Login Name	• Employee's login Name
• Role	• Pull down menu of roles
• Status	• Pull down menu of status
• Plaza	• Pull down of plazas

2. Enter in as many information fields as you can and then click **Submit**. The following window will display underneath the Employee Browse feature.

Employee List									
First Name	Last Name	Employee Id	Card Number	Login Name	Status	Plaza	Hire Date	Termination Date	Edit
AD	adfdclerk	6118		adfdclerk	Active	FMT	09/12/2007	09/12/2038	

- To edit the employee's profile, click the **Edit** icon  at the far right hand side of the window. The following window displays:

Employee Edit		?
Identification		
Login Name:	AHAGEN	
Employee ID:	1007	
Card No:	43012	
Last Name:	HAGEN	*
First Name:	ANTHONY L	*
Password:	<input type="checkbox"/> Reset Password	
Phone and Address		
Home Phone:	<input type="text"/> (xxx)xxx-xxxx	
Work Phone:	<input type="text"/> (xxx)xxx-xxxx	
Mobile Phone:	<input type="text"/> (xxx)xxx-xxxx	
Street1:	<input type="text"/>	*
Street2:	<input type="text"/>	
City:	<input type="text"/>	*
State:	<input type="text"/>	*
Zip:	<input type="text"/>	*
Country:	USA <input type="checkbox"/>	
Status		
Hire Date:	2006-08-24 <input type="text"/> (yyyy-MM-dd)	
Termination Date:	2026-08-24 <input type="text"/> (yyyy-MM-dd)	
Locations:	<input type="text"/>	*
Type:	Full <input type="text"/>	*
Status:	Active <input type="text"/>	*
Administrator:	<input type="checkbox"/> Check if user would be an Administrator	
Roles		
Role:	Tol Collector <input type="text"/>	*
Role Start Date:	1965-01-01 <input type="text"/> (yyyy-MM-dd)	
Role End Date:	1965-01-01 <input type="text"/> (yyyy-MM-dd)	
Role Location:	Please select <input type="text"/>	
		task save



4. Make the necessary changes to the employee's profile. Click **Save** to save the new changes.


5.2.2 Employee List

You can also use the Employee List to select and change an employee's profile.

Employee List									
First Name	Last Name	Employee Id	Card Number	Login Name	Status	Plaza	Hire Date	Termination Date	Edit
AUDSUPER	SC	8	13029	SCAUDSUPER	Active	CIP	05/01/2008	05/01/2038	
SC	SysManager	1	1	testtolisuper	Active	CIP	08/23/2002	08/23/2022	
Serat	lppili	3	3	sipili	Active	CIP	08/23/2002	08/23/2022	
sysmanager	test	6	10234	sctestsysmanager	Active	CIP	04/24/2008	04/24/2038	
test	sysmanager	4	10922	testsysmanager	Active	CIP	04/24/2008	04/24/2038	
test	collector	5	10299	testtolcoll	Active	CIP	04/24/2008	04/24/2038	
tolcoll	sc	7	13002	sctolcoll	Active	CIP	04/30/2008	04/30/2038	

The employee list is set up in a table. There are several ways to scroll through the list. The following describes the icons found in many of the TRCS windows.


Icon Example	Description
	<ul style="list-style-type: none"> Use the up and down arrows to scroll up down the list.
	<ul style="list-style-type: none"> From left to right: (Arrows scroll 1 page at a time) <ul style="list-style-type: none"> <i>Add</i>: Creates new employee profile. <i>Refresh icon</i>: Refreshes screen <i>Green arrow icons</i>: Scrolls through list. (Single left hand arrow: Goes to first page. Double sided left hand arrow: Goes to previous page.) <i>Grey arrow icons</i>: Scrolls through list (Single right hand arrow: Goes to next page. Double sided arrow: Goes to last page.) <i>Help</i>: Accesses TRCS help menu

1. Select an employee from the list. Click the **Edit**  icon located at the right hand side of the window.

2. Make the necessary changes to the employee's profile as indicated in *Section 5.2.1*. Click **Save** to save the new changes.

5.2.3 Create a Employee Profile

An authorized user may create a new employee profile. To create a new employee profile, perform the following steps.

1. From the *Employee Maintenance* window, click the  icon found at the top right hand corner of the Employee List window.
2. The following window displays:









Employee Create	
Identification	
Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Employee ID:	<input type="text"/>
Login Name:	<input type="text"/>
Card No:	<input type="text"/>
Phone and Address	
Home Phone:	<input type="text"/>
Work Phone:	<input type="text"/>
Mobile Phone:	<input type="text"/>
Street1:	<input type="text"/>
Street2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text"/>
Country:	<input type="text"/>
Status	
Hire Date:	<input type="text"/>
Termination Date:	<input type="text"/>
Location:	<input type="text"/>
Type:	<input type="text"/>
Status:	<input type="text"/>
Administrator:	<input type="checkbox"/> Check if user would be an Administrator
Role	
Role:	<input type="text"/>
Role Start Date:	<input type="text"/>
Role End Date:	<input type="text"/>
Role Location:	<input type="text"/>
<input type="button" value="Back"/> <input type="button" value="Save"/>	

3. Add the following information to employee's profile. Click **Save** to save the new changes.

• Field	• Description
• Last Name	• Employee last name
• First Name	• Employee first name
• Employee ID	• Employee ID
• Login Name	• Login name
• Card No.	• Proximity card number
• Email ID	• Email ID
• Hire Date	• Employee hire date
• Location	• Employee location
• Status	• Employee status
• Administrator	• Check box to change password every 45 days
• Roles	• Create assigned role

5.3 Plaza Maintenance


The *Plaza Maintenance* subfunction allows you to create/and or edit the plaza name, open date, default plan, revenue, and time.

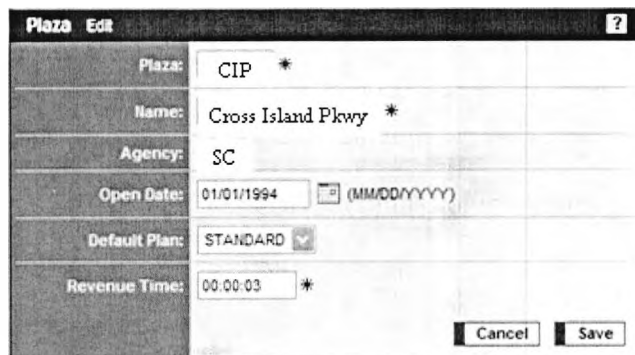
Plaza List Add Refresh Help						
Agency 	Plaza 	Name 	Open Date 	Default Plan 	Revenue Time 	Edit
SC	CIP	Cross Island Parkway	01/16/1998	STANDARD	23:00:00	
SC	RMP	Cross Island Parkway	01/16/1998	STANDARD	23:00:00	

• Field	• Description
• Agency	• Agency name
• Plaza	• Plaza acronym
• Name	• Plaza name
• Open Date	• Plaza Commissioning Date
• Default Plan	• Default Plan
• Revenue Time	• Time at which the revenue day starts

1. From the TRCS main menu, select the **Plaza Maintenance** subfunction. A list of plazas displays in the window. To see more detailed information about each plaza, click Plaza ID located on the left hand side of the window. To edit or add a new plaza, follow these steps.

5.3.1 To Edit A Plaza

2. Select a plaza from the list and click the Edit icon . The following screen displays:



The image shows a screenshot of the 'Plaza Edit' window. The window has a title bar with 'Plaza Edit' and a question mark icon. The form contains the following fields:

- Plaza:** CIP *
- Name:** Cross Island Plwy *
- Agency:** SC
- Open Date:** 01/01/1994 (MM/DD/YYYY)
- Default Plan:** STANDARD (dropdown menu)
- Revenue Time:** 00:00:03 *

At the bottom right, there are 'Cancel' and 'Save' buttons.

3. Edit the fields for Name, Open Date, Default Plan, and Revenue Time. Click **Save** when finished.


5.3.2 To Create a New Plaza

- To create a new plaza entry, select the Create New Item icon  located in the top right hand corner of the plaza list.



Plaza List						
Agency	Plaza	Name	Open Date	Default Plan	Revenue Time	Edit
SC	CIP	Cross Island Parkway	01/16/1998	STANDARD	23:00:00	
SC	RMP	Cross Island Parkway	01/16/1998	STANDARD	23:00:00	

- The following window displays:



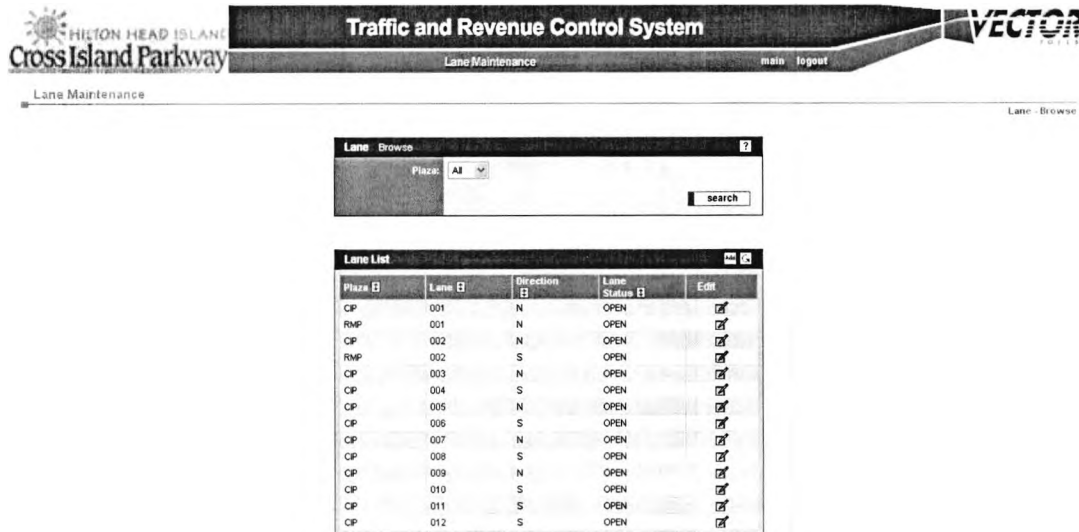
Plaza Create	
Plaza:	<input type="text"/> *
Name:	<input type="text"/> *
Agency:	SC
Open Date:	<input type="text"/> (MM/DD/YYYY)
Default Plan:	STANDARD
Revenue Time:	14:00:36 *
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

- Enter the name for the new acronym and name for the plaza, open date, default plan, and revenue time. Click **Save**.

5.4 Lane Maintenance

The **Lane Maintenance** subfunction allows you change the status of a lane from open to close/close to open. For the purpose of the Lane Maintenance subfunction, *open lane* refers to an *active lane*, and *close lane* to an *inactive lane*.

1. From the TRCS main menu, select the **Lane Maintenance** subfunction. The following window displays.




Plaza	Lane	Direction	Lane Status	Edit
CP	001	N	OPEN	
RMP	001	N	OPEN	
CP	002	N	OPEN	
RMP	002	S	OPEN	
CP	003	N	OPEN	
CP	004	S	OPEN	
CP	005	N	OPEN	
CP	006	S	OPEN	
CP	007	N	OPEN	
CP	008	S	OPEN	
CP	009	N	OPEN	
CP	010	S	OPEN	
CP	011	S	OPEN	
CP	012	S	OPEN	

• Field	• Description
• Plaza	• Plaza acronym
• Lane	• Lane number
• Direction	• Lane direction
• Lane Status	• Lane open/closed
• Edit	• Edits lane entry

The window is divided into two sections:

- *Lane Browse*: The pull down menu allows you to search for a specific lane or display all lanes at all plazas.
 - *Lane List*: Displays the number of lanes at a plaza, lane number, direction, and lane status.
2. To display lanes at a particular plaza, select a plaza from the pull down menu. Click **Search**. The screen above displays with a list of lanes for the selected plaza.

5.4.1 To Edit a Lane


3. Select a lane from the list and click the Edit icon .
4. The following screen displays:

Lane Edit		?
Plaza:	CIP	
External Lane Id:	001	
Direction:	N	
Lane Status:	<div>OPEN ▼</div>	
<div>back</div> <div>save</div>		

5. Select a lane status from Lane Status pull down menu. Click **Save** when completed. The following message displays:



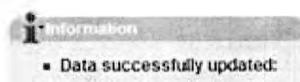
5.4.2 To Create a Lane

6. To create a new lane entry, select the Create New Item icon  located in the top right hand corner of the lane list.
7. The following window displays:



The 'Lane Create' window is a form with a title bar that says 'Lane Create' and a question mark icon. It contains four input fields: 'Plaza' with a dropdown arrow, 'External Lane Id:' with an asterisk, 'Directions' with a dropdown arrow, and 'Lane Status:' with a dropdown menu showing 'INACTIVE'. At the bottom right are 'Cancel' and 'Save' buttons.

8. Select a plaza from the Plaza pull down menu and then give the plaza an external lane ID. Select a direction and Lane Status from the pull down menus and then click **Save**. The following message displays:



5.5 Toll Fare Maintenance

The *Toll Fare Maintenance* subfunction allows you to view and set toll fees by facility, lane direction, axle count, vehicle class, day, and time. It also provides you the ability to have multiple fee rate schedules for the same facility.

1. From the TRCS main menu, select the *Toll Fare Maintenance* subfunction. The following window displays.

Toll Rates Search					
Exit Plaza:	All	Vehicle Class:	All	Revenue Type:	All
Full Fare:		Discount Fare:		Effective Date:	(mm/dd/yyyy)
				Plan Type:	STANDARD
				Start Time:	(hh:mm:ss)
					<input type="button" value="search"/>

Toll Rates List										MS	KS	?
Exit Plaza	Toll Type			Fare			Schedule			Delete		
	Vehicle	Revenue	Plan	Full	Discount	Aide	Effective - Expires - Day - Start - End - Peak					
No Rates available ...												
										<input type="button" value="Edit"/>		

The screen is divided into two windows:

- *Toll Rates Search*: Allows you to search toll rates by specific parameters.
- *Toll Rates List*: Displays the lists of toll rates and types of revenue types from the plazas.

5.5.1 Toll Rates Search

The *Toll Rates Search* feature allows you to search for a specific toll rate by using information fields.

1. Enter in as many information fields as you can and then click *Search*.

Toll Rates Search					
Agency:	SC	Vehicle Class:	All	Full Fare:	
Entry Plaza:	All	Revenue Type:	All	Discount Fare:	
Exit Plaza:	All	Plan Type:	All	Effective Date:	(MM/DD/YYYY)
					<input type="button" value="search"/>

• Field	• Description
• Exit Plaza	• Pull down list of plazas
• Vehicle Class	• Pull list of vehicle classes
• Revenue Type	• Pull down list of revenue types
• Plan Type	• Pull down list of plan types
• Discount Fare	• Discount Fare
• Full Fare	• Full Fare
• Effective Date	• Effective date of fare
• Start Date	• Start date of fare

2. The following window will display underneath the Toll Rates Search feature.

Toll Rates Search

Exit Plaza: Vehicle Class: Revenue Type: Plan Type:

Full Fare: Discount Fare: Effective Date: Start Time:

Toll Rates List 1 to 24 of 62

Exit Plaza	Vehicle	Toll Type		Fare			Effective - Expires - Day - Start - End - Peak	Delete
		Revenue	Plan	Full	Discount	Axle		
IP	6 axle vehicle	ETC		10.00	10.00	0.00	11/15/2003 - 07/30/2007 - D - 00:00:00 - 23:59:59 - N	<input type="button" value="Edit"/>
IP	6 axle vehicle	ETC		10.00	10.00	0.00	11/15/2003 - 07/30/2007 - D - 00:00:00 - 23:59:59 - N	<input type="button" value="Edit"/>
IP	6 axle vehicle	ETC	STANDARD	10.00	10.00	0.00	11/15/2003 - 07/30/2007 - D - 00:00:00 - 23:59:59 - N	<input type="button" value="Edit"/>
IP	6 axle vehicle	NO_CLASS	STANDARD	10.00	10.00	0.00	11/15/2003 - 07/30/2007 - D - 00:00:00 - 23:59:59 - N	<input type="button" value="Edit"/>
IP	5 axle vehicle	TOLL_EVADER	STANDARD	10.00	10.00	0.00	11/15/2003 - 07/30/2007 - D - 00:00:00 - 23:59:59 - N	<input type="button" value="Edit"/>
IP	5 axle vehicle	FULL_FARE	STANDARD	10.00	10.00	0.00	11/15/2003 - 07/30/2007 - D - 00:00:00 - 23:59:59 - N	<input type="button" value="Edit"/>
IP	5 axle vehicle	CHARGE	STANDARD	10.00	10.00	0.00	11/15/2003 - 07/30/2007 - D - 00:00:00 - 23:59:59 - N	<input type="button" value="Edit"/>
IP	5 axle vehicle	CASH	STANDARD	10.00	10.00	0.00	11/15/2003 - 07/30/2007 - D - 00:00:00 - 23:59:59 - N	<input type="button" value="Edit"/>
IP	5 axle vehicle	ETC		10.00	10.00	0.00	11/15/2003 - 07/30/2007 - D - 00:00:00 - 23:59:59 - N	<input type="button" value="Edit"/>
IP	5 axle vehicle	ETC		10.00	10.00	0.00	11/15/2003 - 07/30/2007 - D - 00:00:00 - 23:59:59 - N	<input type="button" value="Edit"/>

- Depending on what your search finds, you will either see single or multiple listings in the Toll Rates List. If you want to edit a particular listing, click the **Edit** button. Enter in the new changes in the columns for fare:
 - Full
 - Discount
 - Axle
- Click Save to save your changes and return to the original Toll Fare Maintenance screen.
- You can add new rates by clicking the add icon. A new line will be added to the top of the list.

Fill in the following information fields and when complete, click **Save**.

- Exit
- Vehicle
- Revenue
- Plan
- Full
- Discount
- Axle
- Adjust
- Schedule (pull down menu)

The listing will now appear alphabetically in the Toll Rates List.


5.6 Toll Schedule Maintenance

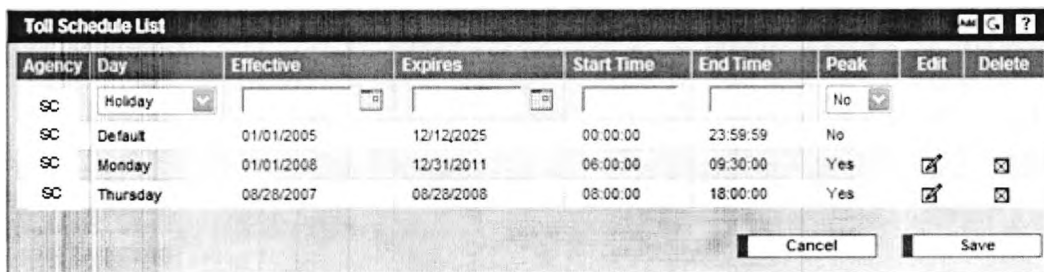
The *Toll Schedule Maintenance* subfunction allows you edit and add entries to the toll schedule.





1. From the TRCS main menu, select the *Toll Schedule Maintenance* subfunction. The following window displays.



5.6.1 To Create a New Toll Schedule

2. To create a new toll schedule, click the Create New Item icon . The following window displays:





Agency	Day	Effective	Expires	Start Time	End Time	Peak	Edit	Delete
SC	Holiday					No		
SC	Default	01/01/2005	12/12/2025	00:00:00	23:59:59	No		
SC	Monday	01/01/2008	12/31/2011	06:00:00	09:30:00	Yes		
SC	Thursday	08/28/2007	08/28/2008	08:00:00	18:00:00	Yes		

3. Enter the new toll schedule information in the following fields; Effective, Expires, Day, Start Time, End Time, and Peak.

• Field	• Description
• Effective	• Effective date of new schedule
• Expires	• Expiration date of new schedule
• Day	• Pull down menu
• Start Time	• Start time for schedule
• End Time	• End time for schedule
• Peak	• Pull down menu

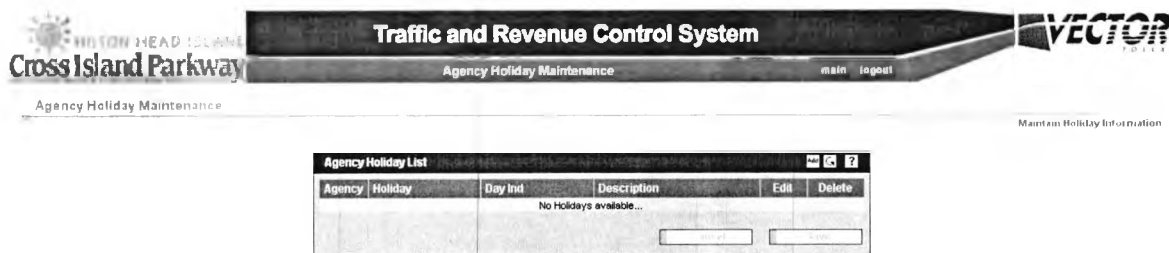
Click *Save* when done.

4. If additional changes need to be made, click the *Edit* icon . If you want to delete an entry, click the *Delete* icon .


5.7 Agency Holiday Maintenance

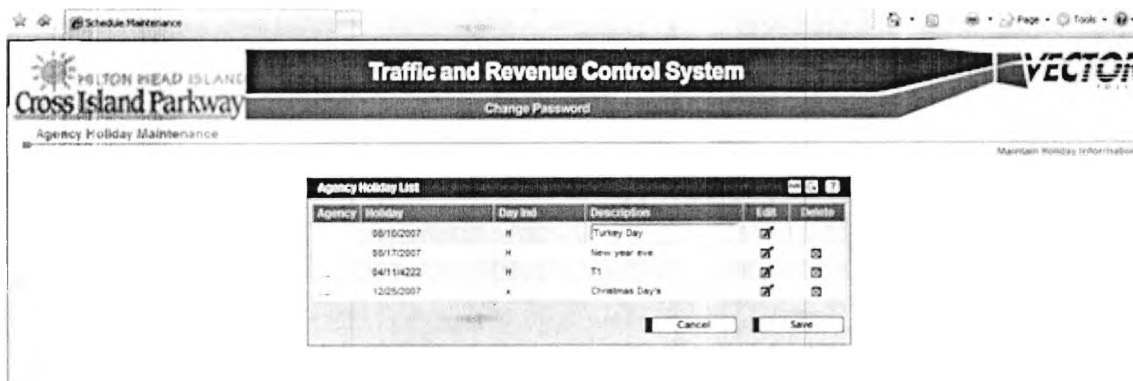
The *Agency Holiday Maintenance* subfunction allows you to add and edit holidays









1. From the TRCS main menu, select the *Agency Holiday Maintenance* subfunction. The following window displays.



5.7.1 To Edit an Agency Holiday

2. To edit an agency holiday, click the **Edit** icon . The following window displays:




Agency	Holiday	Day Ind	Description	Edit	Delete
	08/16/2007	H	Turkey Day		
	08/17/2007	H	New year eve		
	04/11/4222	H	T1		
	12/25/2007	x	Christmas Day's		

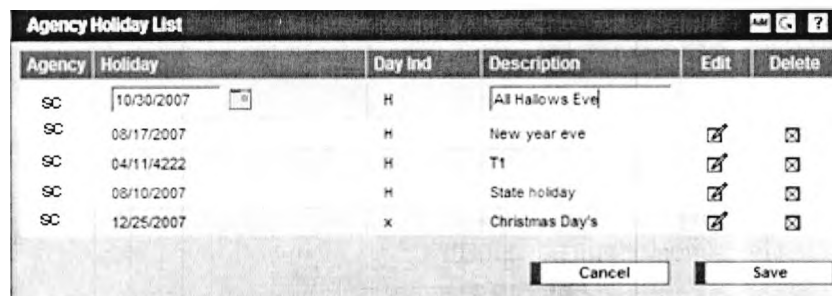
Cancel Save










3. Select a different date for the Holiday field and provide a description in the Description field. Click **Save**. The following message displays with the new changes.



5.7.2 To Create an Agency Holiday

4. To create a new agency holiday, click the Create New Item icon . The following window displays:



Agency	Holiday	Day Ind	Description	Edit	Delete
SC	10/30/2007 	H	All Hallows Eve		
SC	08/17/2007	H	New year eve		
SC	04/11/4222	H	T1		
SC	08/10/2007	H	State holiday		
SC	12/25/2007	x	Christmas Day's		

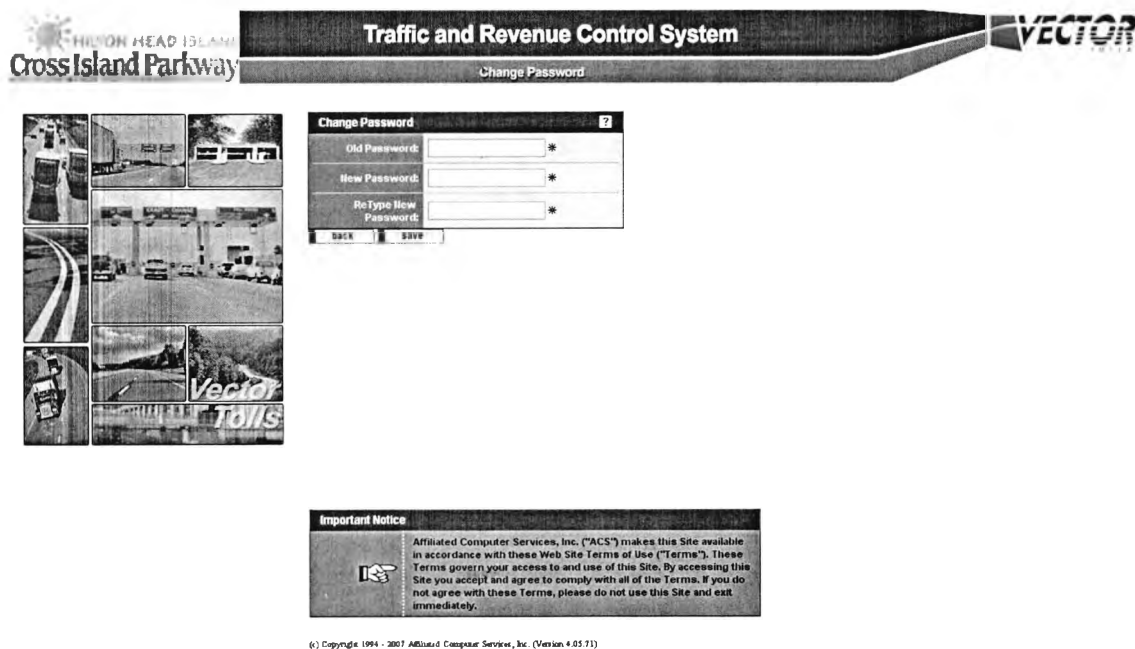
Cancel Save

5. Select a date for the Holiday field and provide a description in the Description field. Click **Save**. The following message displays with the new changes.



5.8 Password Maintenance

For security purposes, you will reset your password according to the timeframes set by your agency. You can do this by selecting the **Change Password** function. The following screen displays.



1. To change your password, enter in your old password and then new password. Enter in your new password again for confirmation. Click **Save**. The following message displays to confirm that your changes have been made.



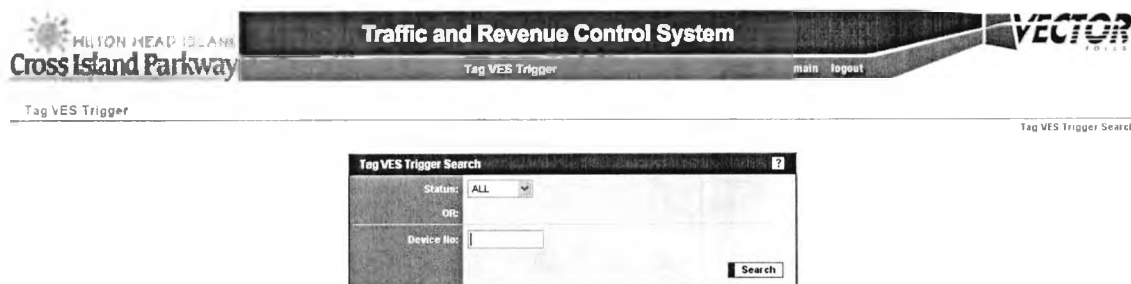
Notes:

- Password must be a minimum of 8 characters and consist of mixed alphabetic and numeric characters.
- Password must not consist of all numbers, alphabetic or special characters.
- Password must not contain more than 2 consecutive identical characters.
- Passwords expire every 45 days.

5.9 Trigger Image

The **Trigger Image** subfunction allows you to create a VES Trigger for a particular tag and search/edit tags for which the VES trigger is active.

1. From the TRCS main menu, select the **Trigger Image** subfunction. The following window displays:



• Field	• Description
• Device No.	• Device number
• Start Date	• Day device is activated.
• End Date	• Day device is deactivated.
• Status	• Active or inactive

2. Enter in either the device number or status. Click **Search**. The following window displays:

Tag VES Trigger Search

Status: ACTIVE

OR:

Device No:

Search


Tag VES Triggers List

Device No	Start Dt	End Dt	Status	Edit	Delete
01603351053	2006-01-30	2008-01-31	ACTIVE		
01603351052	2005-01-01	2010-12-31	ACTIVE		
01603351009	2005-11-30	2008-11-11	ACTIVE		
01603351010	2005-11-30	2008-11-11	ACTIVE		
01603351011	2005-11-30	2008-11-11	ACTIVE		

Cancel

3. A list of devices displays in the Tag VES Triggers List. You can either edit current device information or add a new device.

5.9.1 To Edit a Device

4. To edit a device, click the Edit icon . The following window displays:

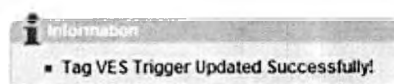


The 'Tag VES Trigger Edit' window displays the following fields:


Device No:	01603351053
Start Dt:	2006-01-30  (yyyy-MM-dd) *
End Dt:	2008-01-31  (yyyy-MM-dd) *

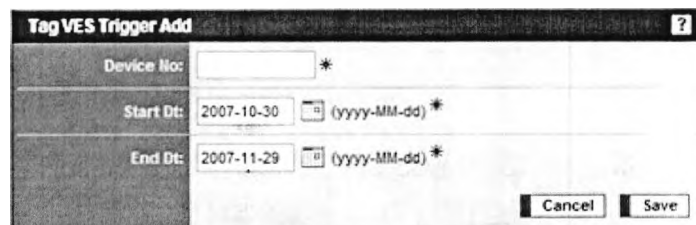
Buttons: Cancel, Save

5. Change the Start and End Dates for the device. Click **Save**. The following message displays to indicate the new changes.





5.9.2 To Create a Device

6. To create a new device entry, click the Create New Item icon . The following window displays:



The 'Tag VES Trigger Add' window displays the following fields:

Device No:	<input type="text"/> *
Start Dt:	2007-10-30  (yyyy-MM-dd) *
End Dt:	2007-11-29  (yyyy-MM-dd) *

Buttons: Cancel, Save

7. Enter in the new device number and set the parameters for the Start and End Dates. When entering a new device, the first three numbers must match an existing plaza or an error message will display. Click **Save**.

6. Using Windows Applications

6.1 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 buttons on the screen to perform a function, for example:

OK or **CANCEL**

Or

Radio buttons

Or

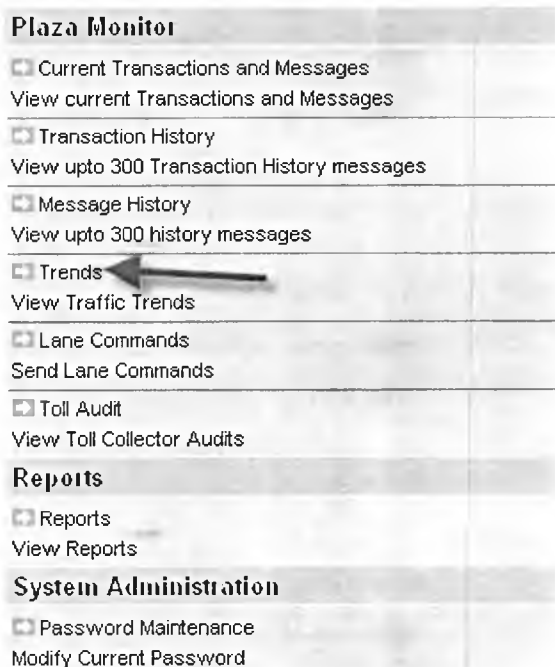
The arrow on a drop-down menu

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.

6.2 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.



6.3 Scroll Bars

Scroll bars are used in the following places:

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

6.3.1 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.

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.

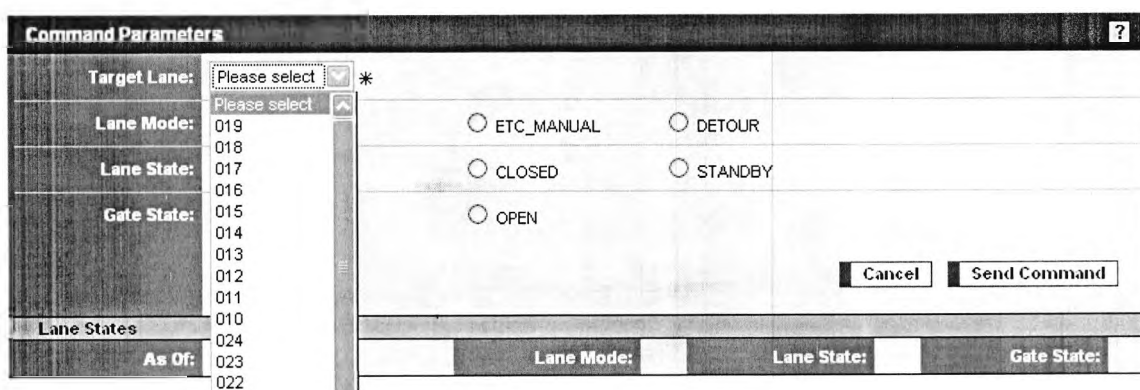
1. Click the new tab folder title at the top of the folder. For this example, the Transactions & Messages tab is opened and displays the following information.

Transactions & Messages													
Transaction History Message History Traffic Trend Lane Counts Toll Collector Audit													
Toll Transactions													
Lane	Trans #	Date/Time	Collector	Axles				Removal Type	Amount	Transponder	Tag Status	Info	Key Stroke
				AVC	Collector	Tag	Actual						
001	151	2007-07-02 14:49:31.950	41068	0	0	2	2	ETC	\$0.00	01605020441	GOOD		
001	150	2007-07-02 14:58:20.310	41068	0	1	0	3	CASH	\$5.00			M	CashClassT
001	147	2007-07-02 14:53:33.400	41068	0	2	0	2	CASH	\$3.00				
001	146	2007-07-02 14:52:02.670	41068	0	0	0	0	TOLL EVADER	\$0.00				
001	145	2007-07-02 14:50:02.800	41069	0	0	0	0	NO CLASS	\$0.00				
001	143	2007-07-02 14:50:41.410	41068	0	0	2	2	ETC	\$0.00	01605020436	GOOD		
001	142	2007-07-02 14:48:38.070	41069	0	0	0	0	TOLL EVADER	\$0.00				
001	141	2007-07-02 14:48:42.250	41068	0	2	0	2	CASH	\$3.00				
Lane 001 Vehicle Counts This Hour: 0 Last Hour: 0 Since Lane Open: 0													
Axle Counts Collector This Hour: 0 Collector Last Hour: 0 AVC This Hour: 0 AVC Last Hour: 0													

6.5 List Drop Box Selections

List Drop Boxes are menu fields that contain 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.



The screenshot shows a window titled "Command Parameters" with a question mark icon in the top right corner. The window contains several fields and a list of options:

- Target Lane:** A list drop box showing "Please select" with a downward arrow and an asterisk (*).
- Lane Mode:** A list drop box showing "Please select" with an upward arrow.
- Lane State:** A list drop box showing "Please select" with an upward arrow.
- Gate State:** A list drop box showing "Please select" with an upward arrow.
- As Of:** A list of lane numbers: 019, 018, 017, 016, 015, 014, 013, 012, 011, 010, 024, 023, 022.
- Options:** Four radio button options are displayed: ETC_MANUAL, DETOUR, CLOSED, and OPEN.
- Buttons:** "Cancel" and "Send Command" buttons are located at the bottom right.
- Footer:** A bar at the bottom contains labels for "Lane Mode:", "Lane State:", and "Gate State:".

6.6 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	Axis			Revenue Type	Amount	Lane Health		Lane	Dir	Mode	Status	Collector	Axis			Revenue Type	Amount	Lane Health	
					AVC	Col	Tag										AVC	Col	Tag				
901	N	ETC	MANUAL	OPEN	41068	0	0	2	ETC	\$0.00		913	S	ETC	CLOSED		0	0	0	CASH	\$0.00		
902	N	ETC	CLOSED			0	0	0	CASH	\$0.00		914	S	ETC	CLOSED		0	0	0	CASH	\$0.00		
903	N	ETC	CLOSED			0	0	0	CASH	\$0.00		915	S	ETC	CLOSED		0	0	0	CASH	\$0.00		
904	N	ETC	CLOSED			0	0	0	CASH	\$0.00		916	S	ETC	CLOSED		0	0	0	CASH	\$0.00		
905	N	ETC	CLOSED			0	0	0	CASH	\$0.00		917	S	ETC	CLOSED		0	0	0	CASH	\$0.00		
906	N	ETC	CLOSED			0	0	0	CASH	\$0.00		918	S	ETC	CLOSED		0	0	0	CASH	\$0.00		
907	N	ETC	CLOSED			0	0	0	CASH	\$0.00		919	S	ETC	CLOSED		0	0	0	CASH	\$0.00		
908	N	ETC	CLOSED			0	0	0	CASH	\$0.00		920	S	ETC	CLOSED		0	0	0	CASH	\$0.00		
909	N	ETC	CLOSED			0	0	0	CASH	\$0.00		921	S	ETC	CLOSED		0	0	0	CASH	\$0.00		
910	N	ETC	CLOSED			0	0	0	CASH	\$0.00		922	S	ETC	CLOSED		0	0	0	CASH	\$0.00		
911	N	ETC	CLOSED			0	0	0	CASH	\$0.00		923	S	ETC	CLOSED		0	0	0	CASH	\$0.00		
912	N	ETC	CLOSED			0	0	0	CASH	\$0.00		924	S	ETC	CLOSED		0	0	0	CASH	\$0.00		
Vehicles This Direction This Hour: 0												Vehicles This Direction This Hour: 0											
Last Hour: 0												Last Hour: 0											

Transactions & Messages												Transactions & Messages											
Toll Transactions												Toll Transactions											
Lane	Tran #	Date/Time	Collector	Axis			Revenue Type	Amount	Transponder	Tag Status	Info	Key Strokes	Lane	Tran #	Date/Time	Collector	Axis			Revenue Type	Amount	Transponder	Tag Status
				AVC	Collector	Tag	Actual										AVC	Collector	Tag	Actual			
001	151	2007-07-02 14:59:31.930	41068	0	0	2	2	ETC	\$0.00	01805802441	GOOD		001	150	2007-07-02 14:59:29.310	41068	0	2	0	2	CASH	\$0.00	
001	147	2007-07-02 14:53:32.400	41068	0	2	0	2	CASH	\$3.00				001	147	2007-07-02 14:53:32.400	41068	0	2	0	2	CASH	\$3.00	
001	148	2007-07-02 14:53:02.170	41068	0	2	0	0	TOLL EVADER	\$0.00				001	148	2007-07-02 14:53:02.170	41068	0	2	0	0	TOLL EVADER	\$0.00	
001	149	2007-07-02 14:53:02.170	41068	0	2	0	0	NO CLASS	\$0.00				001	149	2007-07-02 14:53:02.170	41068	0	2	0	0	NO CLASS	\$0.00	
001	143	2007-07-02 14:50:41.410	41068	0	0	2	2	ETC	\$0.00	01805802438	GOOD		001	143	2007-07-02 14:50:41.410	41068	0	0	2	2	ETC	\$0.00	
001	144	2007-07-02 14:50:38.170	41068	0	2	0	2	TOLL EVADER	\$0.00				001	144	2007-07-02 14:50:38.170	41068	0	2	0	2	TOLL EVADER	\$0.00	
001	141	2007-07-02 14:40:42.250	41068	0	2	0	2	CASH	\$3.00				001	141	2007-07-02 14:40:42.250	41068	0	2	0	2	CASH	\$3.00	
Lane 001 Vehicle Counts - This Hour: 0												Lane 001 Vehicle Counts - This Hour: 0											
Last Hour: 0												Last Hour: 0											
Since Lane Open: 0												Since Lane Open: 0											
Axis Counts - Collector This Hour: 0												Axis Counts - Collector This Hour: 0											
Collector Last Hour: 0												Collector Last Hour: 0											
AVC This Hour: 0												AVC This Hour: 0											
AVC Last Hour: 0												AVC Last Hour: 0											

Lane Messages												Lane Messages											
Lane	Date/Time	Messages										Lane	Date/Time	Messages									
001	2007-07-02 14:31:59.265	Collector ID (41068) logged on to the lane										001	2007-07-02 14:31:59.265	Collector ID (41068) logged on to the lane									
001	2007-07-02 14:31:45.580	Collector ID (41068) is attempting to Logon										001	2007-07-02 14:31:45.580	Collector ID (41068) is attempting to Logon									

6.7 Buttons & Hotkeys

The application has the following button types:

- Toolbar
- Command
- Radio



6.7.1 Toolbar

Toolbar buttons are used to bring up an application window.

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

6.7.2 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**.

6.7.3 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.

6.7.4 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.

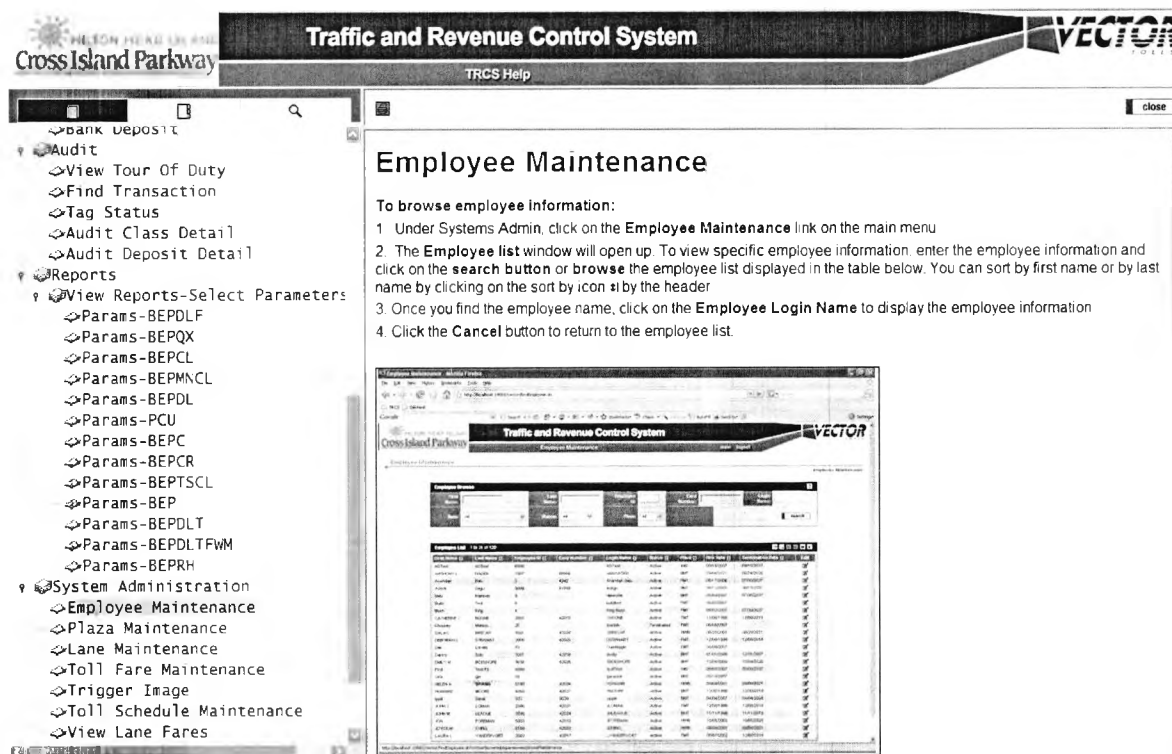
1. On the Main Toolbar, each main menu title has a letter underlined, for example File.
2. Press <Alt> F. The File menu drops down.
 - Use arrow up or arrow down to move to and highlight the selection.

Or

 - Press <Alt> and the underlined letter of the menu item selection.
3. Press ENTER. The selected window displays.

7. 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 a listing of functions, functionality index, filter for specific functionality, and print the desired help directions.

This help system is currently “in progress and will be included in the next editions of this manual.