



**Cross Island Parkway
Palmetto Pass
South Carolina**

Department of Transportation

TRCS System Administration 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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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

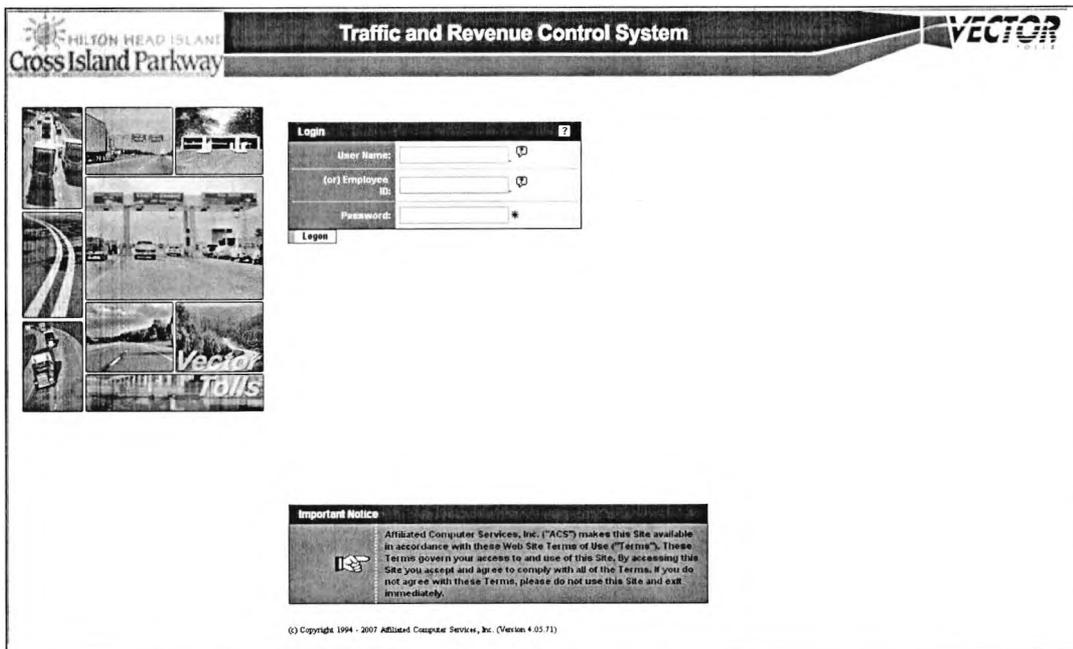
Note: Before beginning, make sure you are viewing the application from the latest version of Internet Explorer or Mozilla's Firefox.

2. Accessing the Application

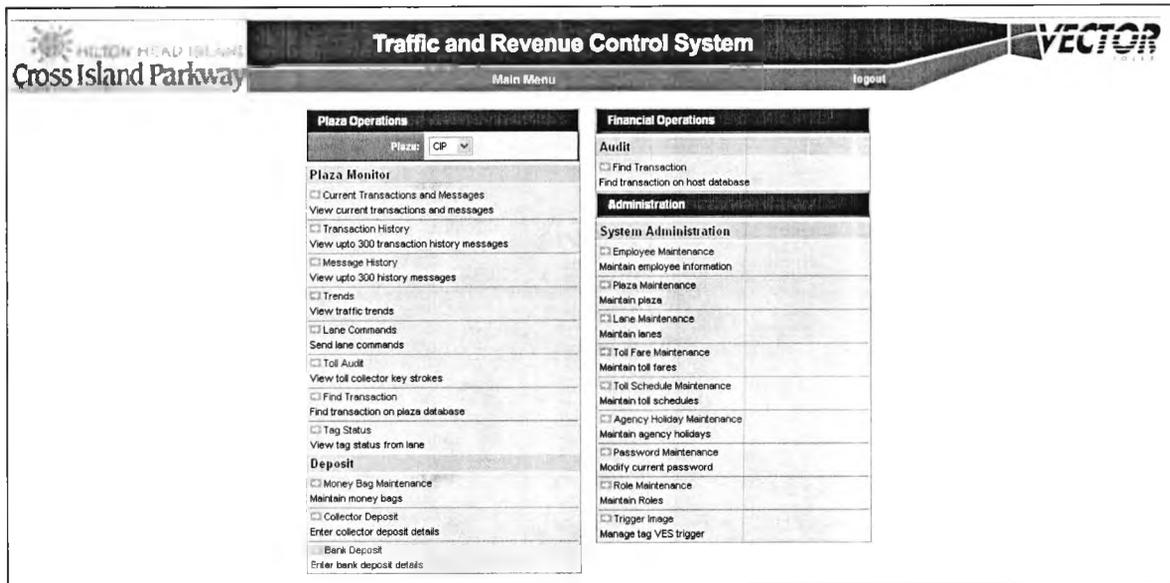
2.1 Logging In

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.

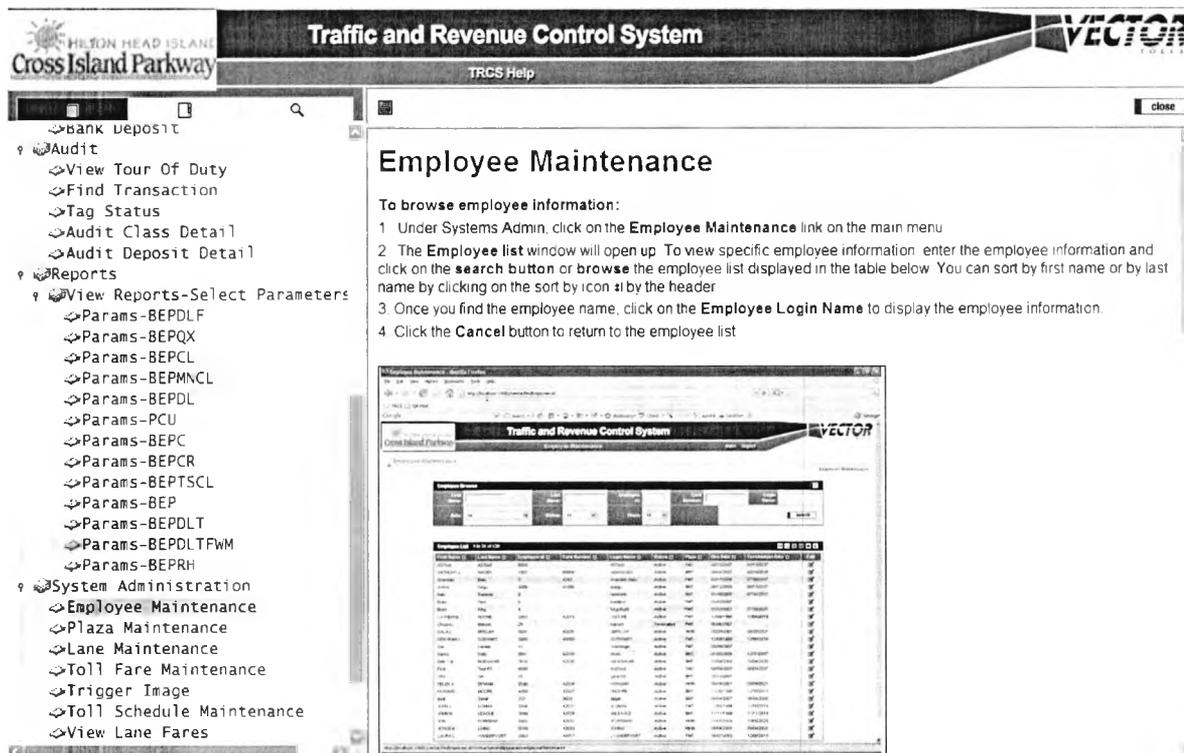
2.3 System Administration

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:



Employee Maintenance

To browse employee information:

- 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  by 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

The screenshot below shows the application interface with the **Employee List** window open, displaying a table of employee information with columns for Name, ID, and other details.

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.

Tour Of Duty Search ?

Tour Of Duty Search Criteria

Deposit Source: Place: Employee ID & Name: * Show All Employees

Revenue Rate: (yyyy-MM-dd) *

Valid Shift Times

Shift Start Time	Shift End Time	Check
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							

Batches: Create New Batch Continue Previous Batch

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.

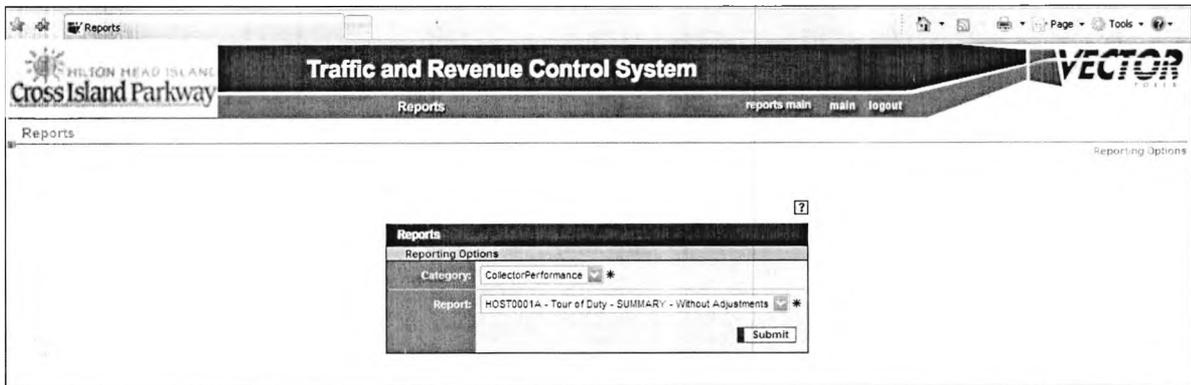
4. Generating Reports

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:

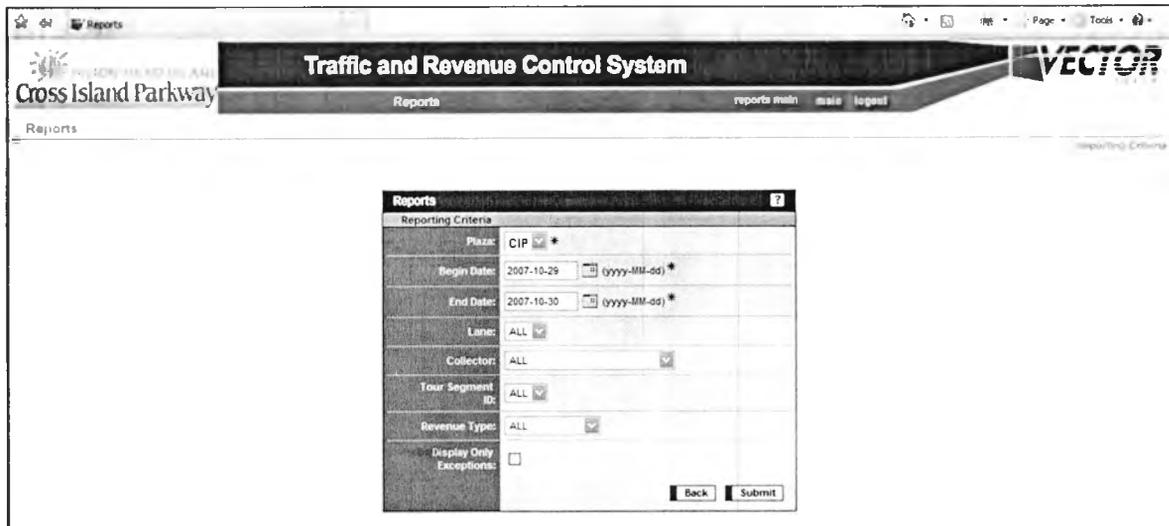
1. Select the **Reports** function from either the Financial or Plaza Operations menu. Using the pull down menu, select a parameter.



The screenshot displays the 'Traffic and Revenue Control System' interface. At the top, there is a navigation bar with 'Reports' and 'VECTOR' logos. Below this, a 'Reporting Options' form is shown with the following details:

Reporting Options	
Category:	CollectorPerformance *
Report:	HOST0001A - Tour of Duty - SUMMARY - Without Adjustments *
Submit	

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



Reports
 Reporting Criteria
 Plaza: CIP
 Begin Date: 2007-10-29
 End Date: 2007-10-30
 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
Time: 03:57:35PM
Reporting Period From: 1/18/08 12:00:00AM To: 1/19/08 12:00:00AM
Report No: HOST0016
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
						Coll	Post	Tag	Actual				
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(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	1058644A	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: 12/01/2006		Reporting Period From: 11/01/06 To: 12/01/06								Report No: R057016		
Date: 2:29 PM												
Time	Tran 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
07:20:33	000178	TOLL_EVADER	VIOLATION	OPEN	ETC	0	0	2	2	2.00	0.00	01000606591
07:37:11	000179	TOLL_EVADER	VIOLATION	OPEN	ETC	0	0	2	2	2.00	0.00	01000606594
07:51:30	000180	TOLL_EVADER	VIOLATION	OPEN	ETC	0	0	2	2	2.00	0.00	01000606594
12:27:18	000181	ETC	TRANSACTION	OPEN	ETC	0	0	2	2	2.00	0.00	01000626846
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	8	8	8.00	0.00	01000211654
12:40:22	000185	ETC	TRANSACTION	OPEN	ETC	0	0	6	6	10.00	0.00	01001057305
12:53:28	000186	TOLL_EVADER	VIOLATION	OPEN	ETC	0	0	0	3	4.00	0.00	
12:56:08	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

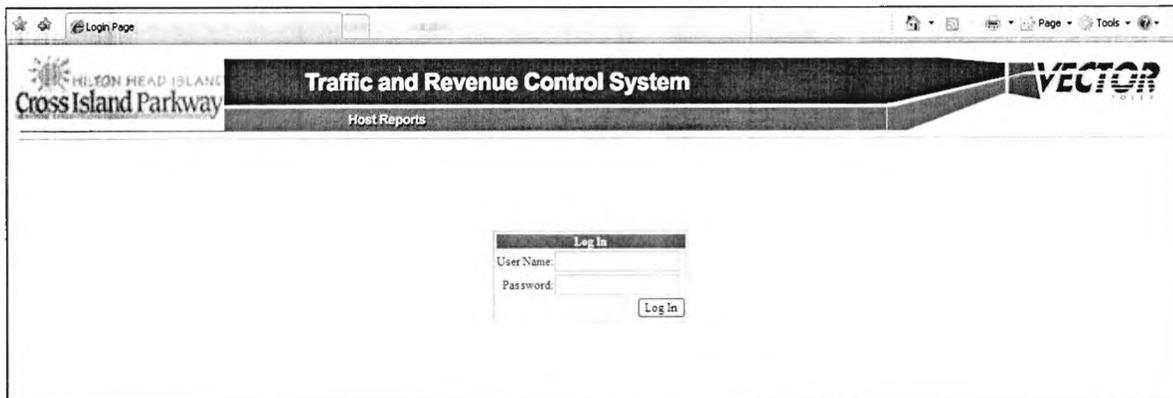
The report window displays the parameters selected for your report. The report will list:

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

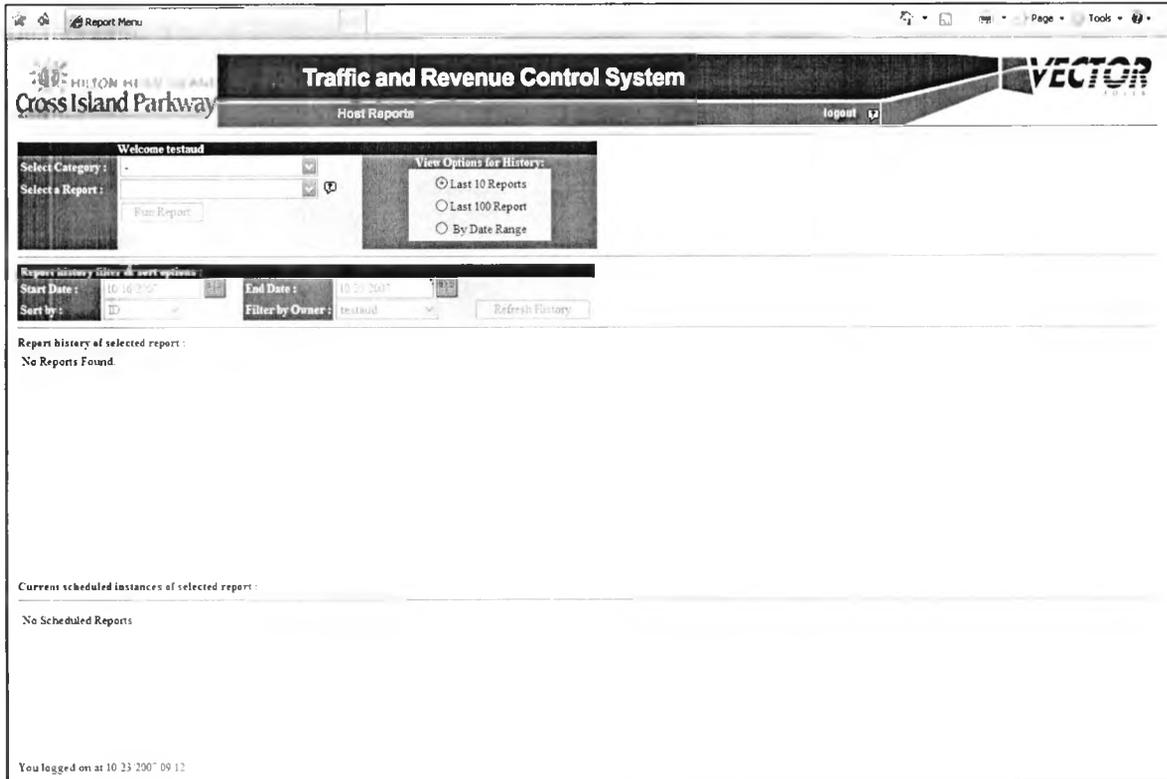
4.1.3 Host

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:

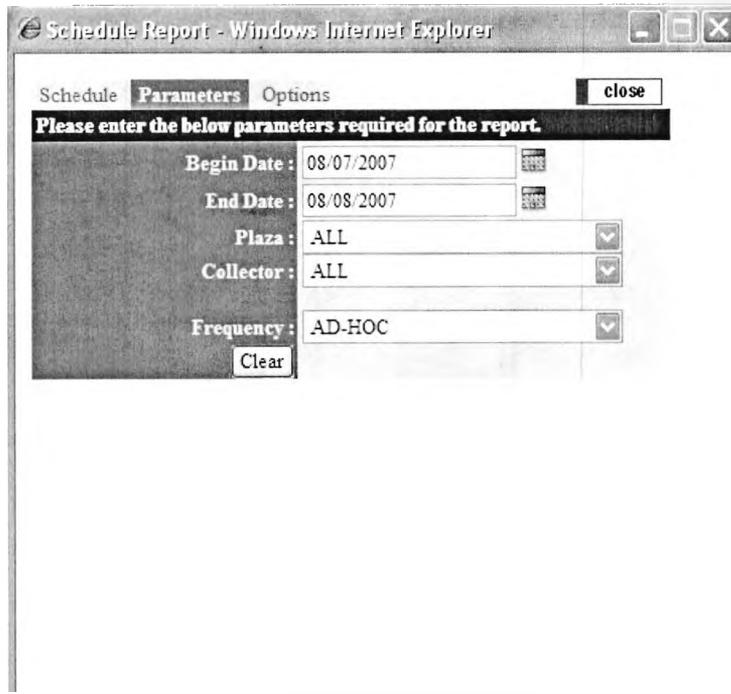


The screenshot shows the 'Traffic and Revenue Control System' web interface. The user is logged in as 'testaud'. The page displays the 'Host Reports' section for 'HOST0001A'. A 'Run Report' button is visible. Below the report controls, there is a 'Report history filter & sort options' section with 'Start Date' set to 10/16/2007 and 'End Date' set to 10/23/2007. The 'Report history of selected report' section contains a table with the following data:

ID	Name	Owner	Status	Kind	Date	Parameters	
1	10492	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,ALL,N,AD;
2	9506	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,ALL,N,AD;
3	9572	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,ALL,N,AD;
4	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,666179108,N,AD;
5	8281	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;
6	8280	HOST0001A	testaud	Success	CrystalReport	9/26/2007 9:03:58	testaud.RVAPP01:Date(2007,07,26):Date

Below the table, it states 'Current scheduled instances of selected report: No Scheduled Reports.' At the bottom left, it says 'You logged on at 10/23/2007 09:12'.

- Before clicking the **Run Report** button, note the report history of the selected report. This list indicates how many times the report was accessed. Once the Run Report button is clicked, the following windows 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

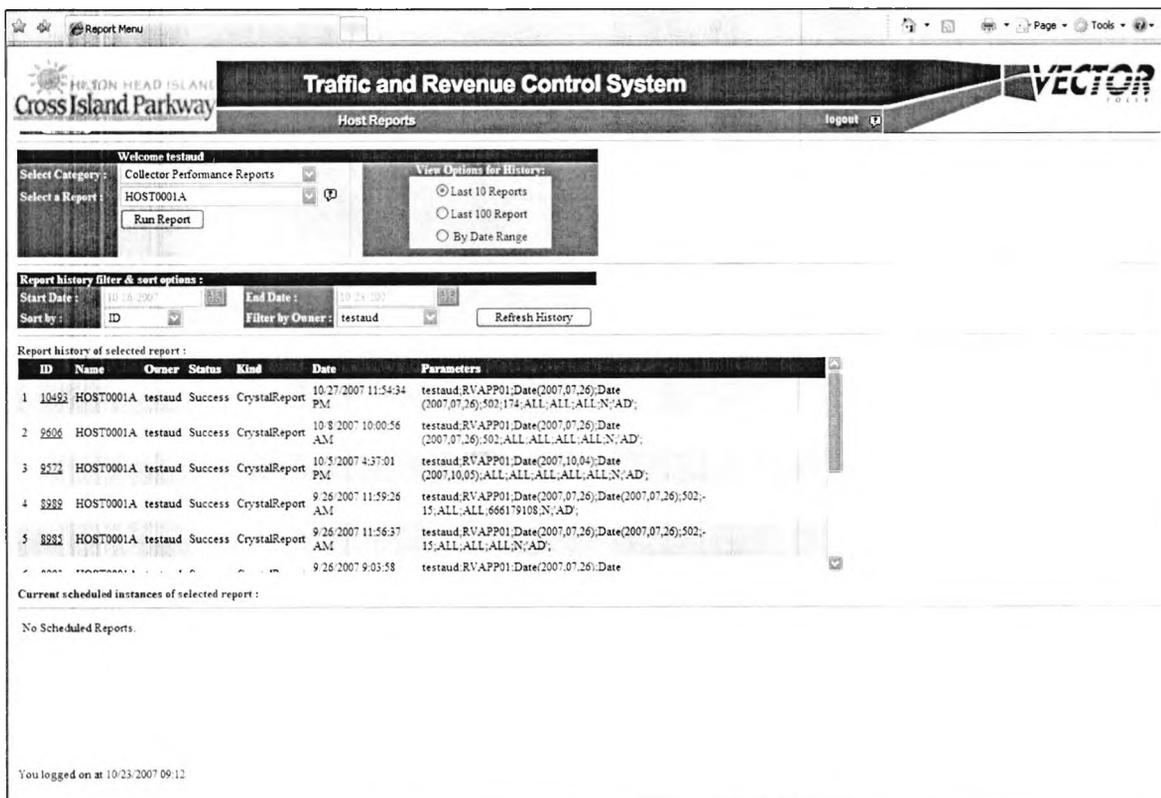
Plaza : ALL

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

Report Menu Page Tools

Cross Island Parkway

Traffic and Revenue Control System

Host Reports

logout

VECTOR

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: 10/26/2007

End Date: 10/26/2007

Sort by: ID

Filter by Owner: testaud

Refresh History

Report history of selected report:

ID	Name	Owner	Status	Kind	Date	Parameters
1 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;ALL;N;AD;
2 9406	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;ALL;N;AD;
3 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;ALL;N;AD;
4 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;
5 8284	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;
6 8285	HOST0001A	testaud	Success	CrystalReport	9/26/2007 9:05:58 AM	testaud.RVAPP01.Date(2007,07,26);Date(2007,07,26);502;-15;ALL;ALL;ALL;N;AD;

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

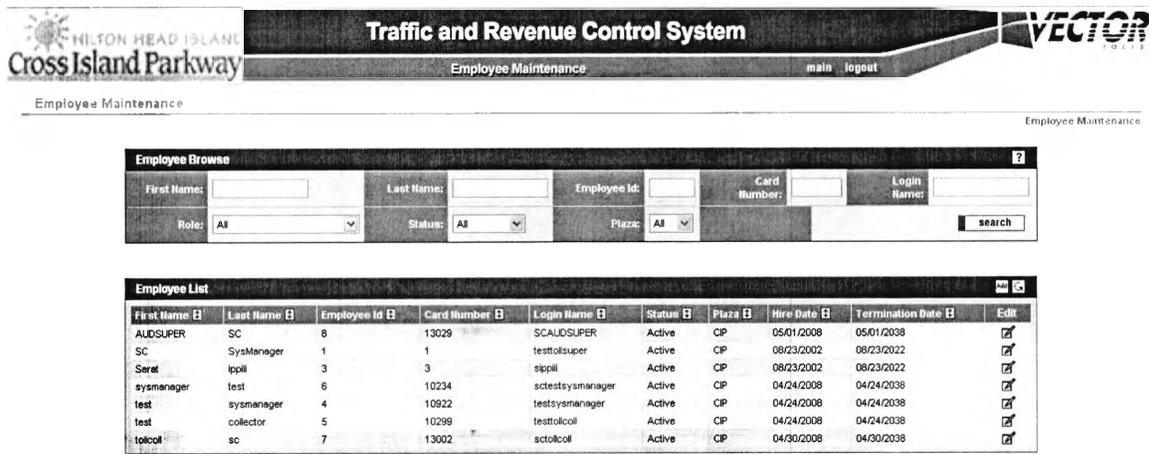
To maintain the efficiency of toll plaza processes, routine maintenance schedules are implemented to ensure all toll plaza equipment is running smoothly. The *System Administration* function is broken down into eight sub-functions that allow you to performance system maintenance.

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 YES 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:

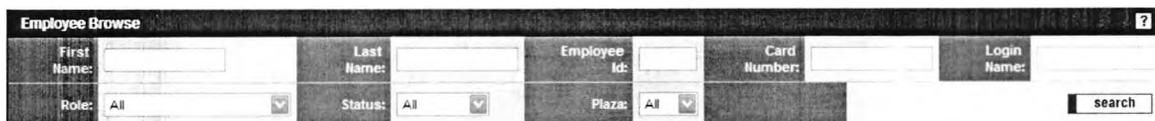


The screenshot shows the 'Employee Maintenance' window. At the top, there is a header for 'Traffic and Revenue Control System' with 'Employee Maintenance' and 'main logout' links. Below the header, there are search filters for 'First Name', 'Last Name', 'Employee Id', 'Card Number', and 'Login Name'. There are also dropdown menus for 'Role', 'Status', and 'Plaza', and a 'search' button. Below the filters is an 'Employee List' table with columns for First Name, Last Name, Employee Id, Card Number, Login Name, Status, Plaza, Hire Date, Termination Date, and Edit.

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	Systemanager	1	1	testtolstuper	Active	CP	08/23/2002	08/23/2022	
Serati	lppili	3	3	sippili	Active	CP	08/23/2002	08/23/2022	
sysmanager	test	6	10234	sctestsysmanager	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	
tpicol	sc	7	13002	sctolcol	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:	1607	
Card No:	43012	
Last Name:	HAGEN	*
First Name:	ANTHONY L	*
Password:	<input type="checkbox"/> Reset Password	
Home 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	
Status		
Hire Date:	2006-08-24	(yyyy-MM-dd)
Termination Date:	2026-08-24	(yyyy-MM-dd)
Locations:	<input type="text"/>	*
Type:	Full	*
Status:	Active	*
Administrator:	<input type="checkbox"/> Check if user would be an Administrator	
Roles		
Role:	Tol Collector	*
Role Start Date:	1965-01-01	(yyyy-MM-dd)
Role End Date:	1965-01-01	(yyyy-MM-dd)
Role Location:	Please select	
		<input type="button" value="task"/> <input type="button" value="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.

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	testtollsuper	Active	CIP	08/23/2002	08/23/2022	
Serat	lppilli	3	3	sippilli	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	testtollcoll	Active	CIP	04/24/2008	04/24/2038	
tollcoll	sc	7	13002	sctollcoll	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"/> X
First Name:	<input type="text"/> X
Employee ID:	<input type="text"/> X
Login Name:	<input type="text"/> X
Card No.:	<input type="text"/>
Phone and Address	
Home Phone:	<input type="text"/> (000) 000-0000
Work Phone:	<input type="text"/> (000) 000-0000
Mobile Phone:	<input type="text"/> (000) 000-0000
Street:	<input type="text"/> X
Street2:	<input type="text"/>
City:	<input type="text"/> X
State:	<input type="text"/> X
Zip:	<input type="text"/> X
Country:	Please select
Status	
Hire Date:	<input type="text"/> (MM)-MM-00
Termination Date:	<input type="text"/> (MM)-MM-00
Location:	Please select
Type:	Please select
Status:	Please select
Administrator:	<input type="checkbox"/> Check if user would be an Administrator
Role	
Role:	Please select
Role Start Date:	<input type="text"/> (MM)-MM-00
Role End Date:	<input type="text"/> (MM)-MM-00
Role Location:	Please select
<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.

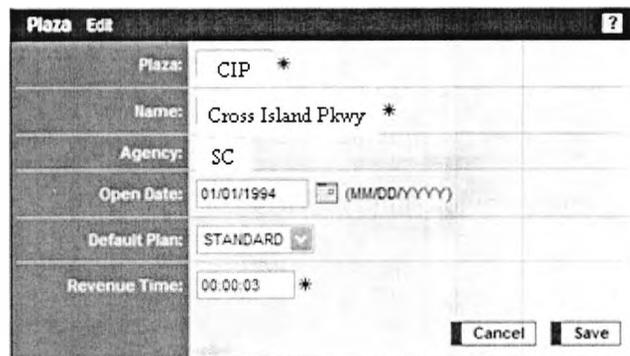
Plaza List Add  ?						
Agency 	Plaza 	Name 	Open Date 	Default Plan 	Revenue Time 	Edit
SC	CIP	Cross Island Parkway	01/16/1998	STANDARD	23:00:00	
SC	RMP	Cross Island Parkway	01/16/1998	STANDARD	23:00:00	

• 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 screenshot shows a window titled "Plaza Edit" with a question mark icon in the top right corner. 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 of the form, there are two buttons: "Cancel" and "Save".

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.



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:	<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	*
		Cancel 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.



Lane Browse

Plaza: AI

search

Lane List

Plaza	Lane	Direction	Lane Status	Edit
CP	001	N	OPEN	<input type="checkbox"/>
RMP	001	N	OPEN	<input type="checkbox"/>
CP	002	N	OPEN	<input type="checkbox"/>
RMP	002	S	OPEN	<input type="checkbox"/>
CP	003	N	OPEN	<input type="checkbox"/>
CP	004	S	OPEN	<input type="checkbox"/>
CP	005	N	OPEN	<input type="checkbox"/>
CP	006	S	OPEN	<input type="checkbox"/>
CP	007	N	OPEN	<input type="checkbox"/>
CP	008	S	OPEN	<input type="checkbox"/>
CP	009	N	OPEN	<input type="checkbox"/>
CP	010	S	OPEN	<input type="checkbox"/>
CP	011	S	OPEN	<input type="checkbox"/>
CP	012	S	OPEN	<input type="checkbox"/>

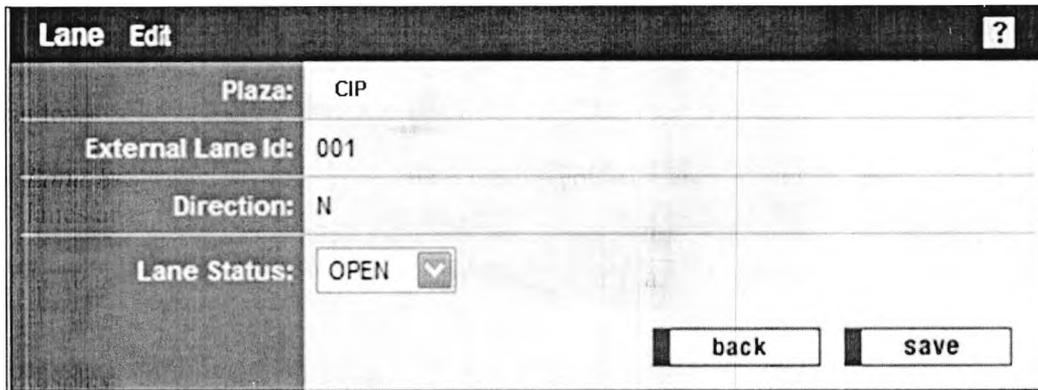
Field	Description
Plaza	Plaza acronym
Lane	Lane number
Direction	Lane direction
Lane Status	Lane open/closed
Edit	Edits lane entry

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:



Plaza:	CIP
External Lane Id:	001
Direction:	N
Lane Status:	OPEN 

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

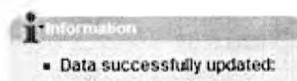


5.4.2 To Create a Lane

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:



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

Toll Rates List										
Exit Plaza	Toll Type			Fare			Schedule			Delete
	Vehicle	Revenue	Plan	Full	Discount	Adm	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:	<input type="text"/>
Entry Plaza:	All	Revenue Type:	All	Discount Fare:	<input type="text"/>
Exit Plaza:	All	Plan Type:	All	Effective Date:	<input type="text"/> (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: All Vehicle Class: All Revenue Type: All Plan Type: All

Full Fare: 10.00 Discount Fare: Effective Date: (mm/dd/yyyy) Start Time:

search

Toll Rates List 1 to 24 of 62

Exit Plaza	Vehicle	Toll Type		Fare			Schedule			Delete
		Revenue	Plan	Full	Discount	Axle	Effective - Expires - Day	Start - End - Peak		
PIP	6 axle vehicle	ETC		10.00	10.00	0.00	11/15/2003 - 07/30/2007 - D	00:00 - 23:59:59 - N		
PIP	6 axle vehicle	ETC		10.00	10.00	0.00	11/15/2003 - 07/30/2007 - D	00:00 - 23:59:59 - N		
PIP	6 axle vehicle	ETC	STANDARD	10.00	10.00	0.00	11/15/2003 - 07/30/2007 - D	00:00 - 23:59:59 - N		
PIP	6 axle vehicle	NO_CLASS	STANDARD	10.00	10.00	0.00	11/15/2003 - 07/30/2007 - D	00:00 - 23:59:59 - N		
PIP	5 axle vehicle	TOLL_EVADER	STANDARD	10.00	10.00	0.00	11/15/2003 - 07/30/2007 - D	00:00 - 23:59:59 - N		
PIP	5 axle vehicle	FULL_FARE	STANDARD	10.00	10.00	0.00	11/15/2003 - 07/30/2007 - D	00:00 - 23:59:59 - N		
PIP	5 axle vehicle	CHARGE	STANDARD	10.00	10.00	0.00	11/15/2003 - 07/30/2007 - D	00:00 - 23:59:59 - N		
PIP	5 axle vehicle	CASH	STANDARD	10.00	10.00	0.00	11/15/2003 - 07/30/2007 - D	00:00 - 23:59:59 - N		
PIP	5 axle vehicle	ETC		10.00	10.00	0.00	11/15/2003 - 07/30/2007 - D	00:00 - 23:59:59 - N		
PIP	5 axle vehicle	ETC		10.00	10.00	0.00	11/15/2003 - 07/30/2007 - D	00:00 - 23:59:59 - N		

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

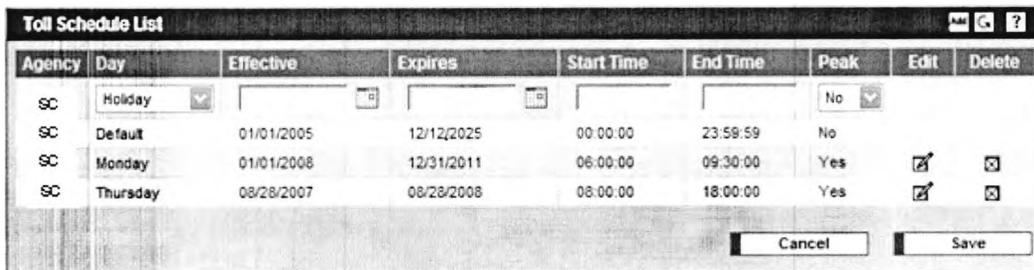
The *Toll Schedule Maintenance* subfunction allows you edit and add entries to the toll schedule.

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:



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

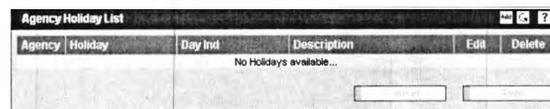
Click *Save* when done.

- 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

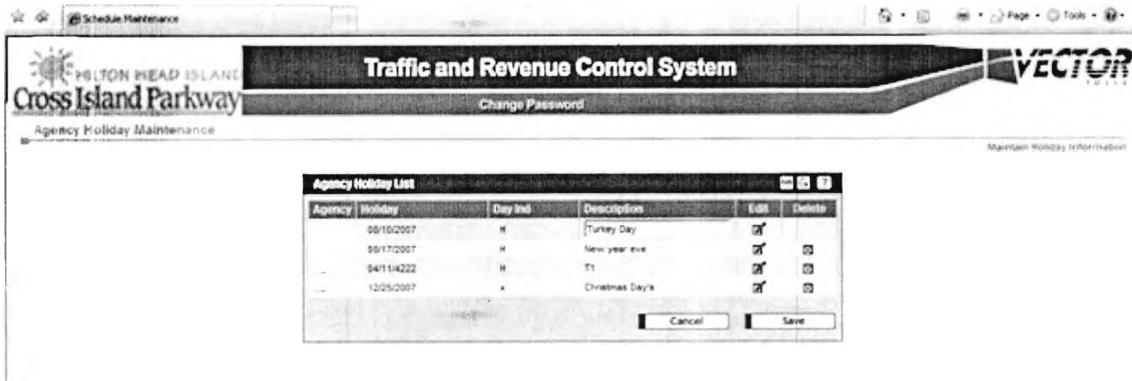
- From the TRCS main menu, select the *Agency Holiday Maintenance* subfunction. The following window displays.

Agency	Holiday	Day Int	Description	Edit	Delete
No Holidays available...					

5.7.1 To Edit an Agency Holiday

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

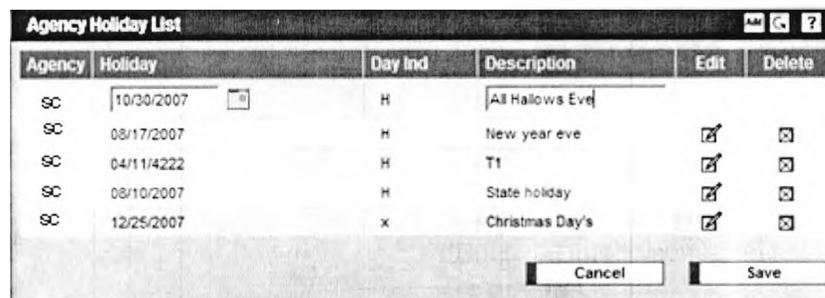


- Select a different date for the Holiday field and provide a description in the Description field. Click *Save*. The following message displays with the new changes.



5.7.2 To Create an Agency Holiday

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

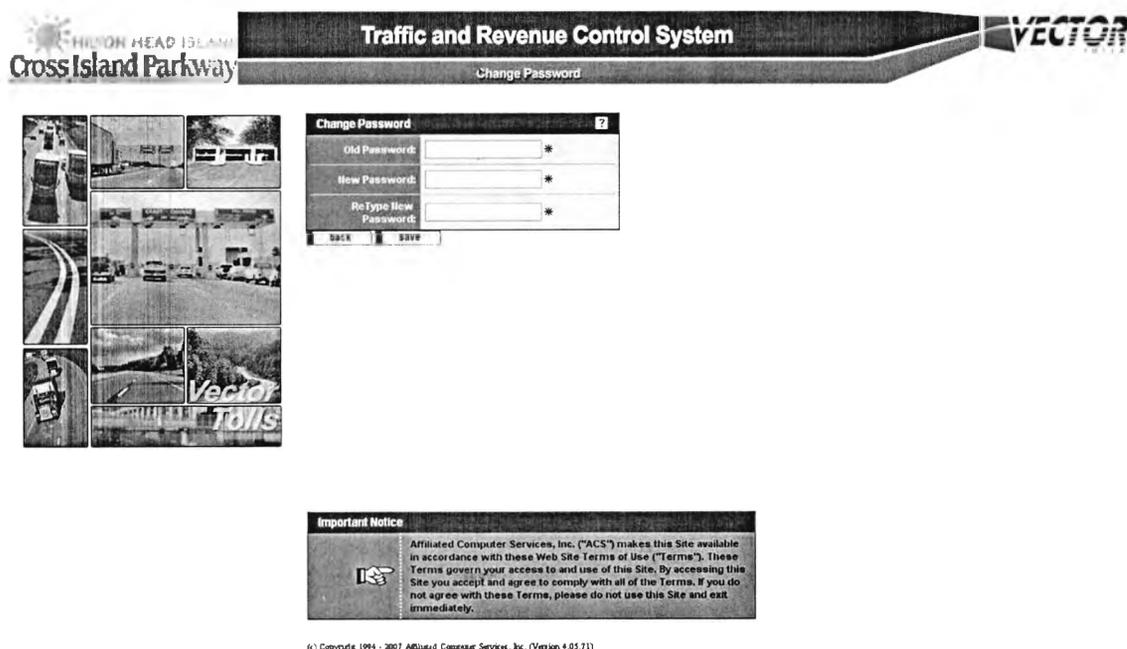


5. Select a date for the Holiday field and provide a description in the Description field. Click *Save*. The following message displays with the new changes.



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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
01603351052	2005-01-01	2010-12-31	ACTIVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
01603351009	2005-11-30	2008-11-11	ACTIVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
01603351010	2005-11-30	2008-11-11	ACTIVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
01603351011	2005-11-30	2008-11-11	ACTIVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Cancel

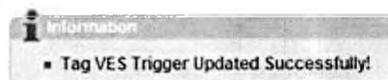
3. A list of devices displays in the Tag VES Triggers List. You can either edit current device information or add a new device.

5.9.1 To Edit a Device

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

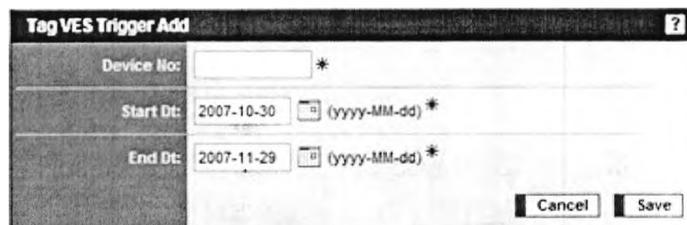


- Change the Start and End Dates for the device. Click **Save**. The following message displays to indicate the new changes.



5.9.2 To Create a Device

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



- 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

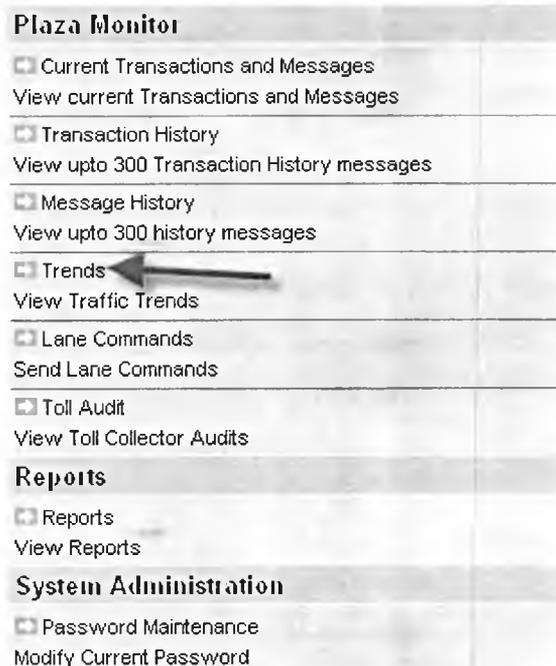
The arrow on a drop-down menu

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.

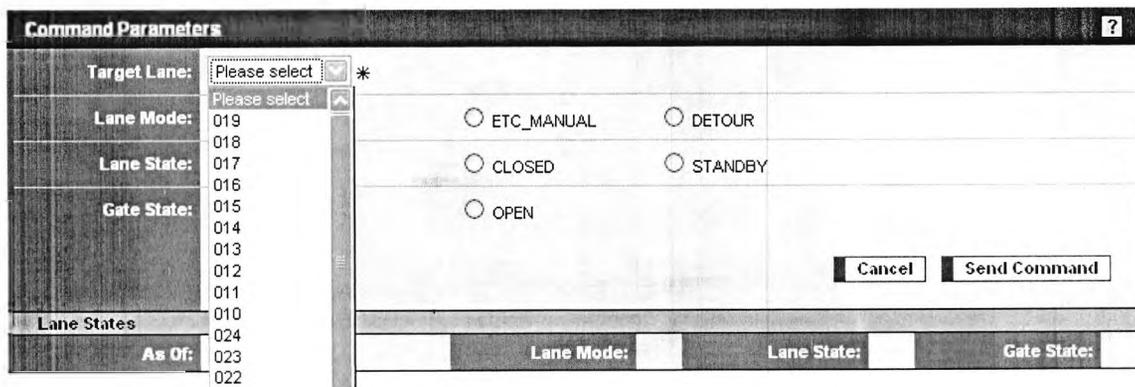
Example:

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.

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.



Command Parameters			
Target Lane:	Please select *	<input type="radio"/> ETC_MANUAL	<input type="radio"/> DETOUR
Lane Mode:	Please select	<input type="radio"/> CLOSED	<input type="radio"/> STANDBY
Lane State:	019 018 017 016	<input type="radio"/> OPEN	
Gate State:	015 014 013 012 011 010		
Lane States	024 023 022		
As Of:			
		<input type="button" value="Cancel"/> <input type="button" value="Send Command"/>	
		Lane Mode:	Lane State:
			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	Axiata			Revenue Type	Amount	Lane Health	Lane	Dir	Mode	Status	Collector	Axiata			Revenue Type	Amount	Lane Health
					AVC	Col	Tag								AVC	Col	Tag				
907	N	ETC	MANUAL	OPEN	41968	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 Last Hour: 0 Vehicles This Direction This Hour: 0 Last Hour: 0

Transactions & Messages												
Toll Transactions												
Lane	Tran #	Date/Time	Collector	Axiata			Revenue Type	Amount	Transponder	Tag Status	Info	Key Stroked
				AVC	Collector	Tag	Actual					
001	151	2007-07-02 14:59:31.930	41968	0	0	2	2	ETC	\$0.00	01805802441	GOOD	
001	150	2007-07-02 14:58:29.310	41968	0	2	0	3	CASH	\$6.00			M Cash/Cash?
001	147	2007-07-02 14:53:32.400	41968	0	2	0	2	CASH	\$3.00			Toll Evader
001	148	2007-07-02 14:53:29.470	41968	0	2	0	0	TOLL EVADER	\$0.00			
001	146	2007-07-02 14:53:29.460	41968	2	0	0	2	NO CLASS	\$6.00			
001	143	2007-07-02 14:50:41.410	41968	0	0	2	2	ETC	\$0.00	0160882436	GOOD	
001	142	2007-07-02 14:50:38.470	41968	2	0	0	2	TOLL EVADER	\$6.00			M Cash/Cash?
001	141	2007-07-02 14:40:42.250	41968	0	2	0	2	CASH	\$3.00			

Lane 001 Vehicle Counts - This Hour: 0 Last Hour: 0 Since Lane Open: 0 Axi Counts - Collector This Hour: 0 Collector Last Hour: 0 AVC This Hour: 0 AVC Last Hour: 0

Lane Messages		
Lane	Date/Time	Messages
001	2007-07-02 14:31:59.260	Collector ID (41968) logged on to the lane
001	2007-07-02 14:31:45.580	Collector ID (41968) 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.

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.

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.

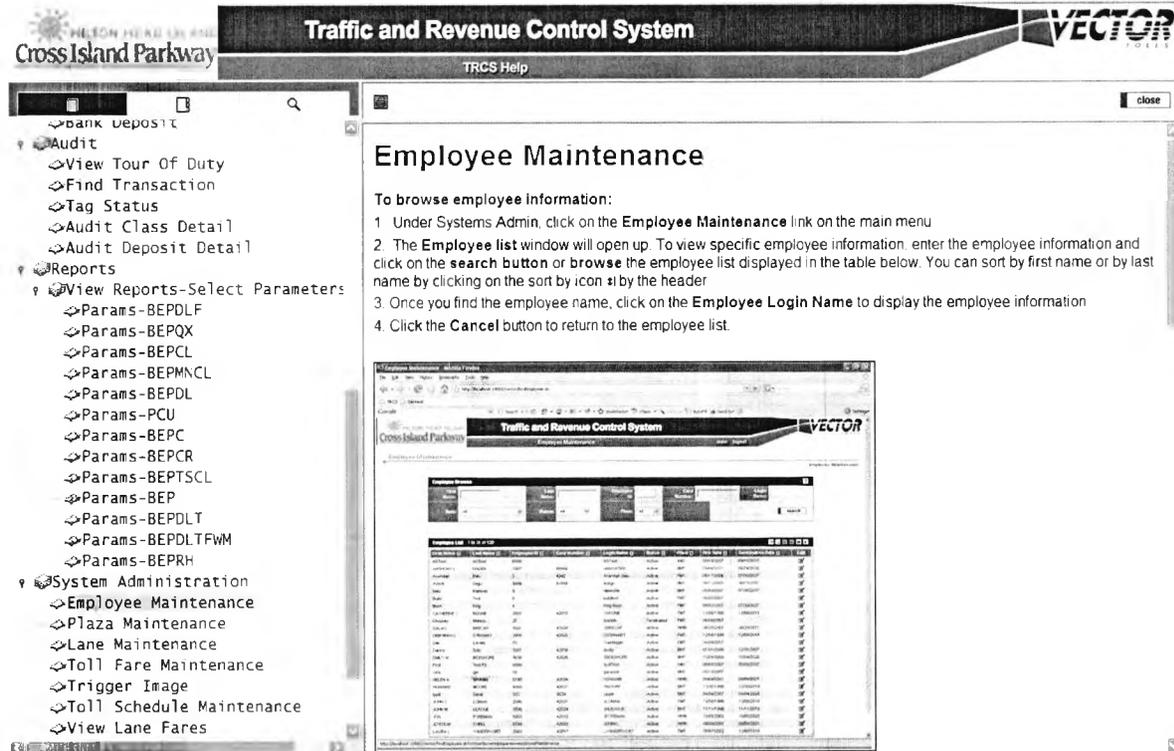
1. On the Main Toolbar, each main menu title has a letter underlined, for example **File**.
2. Press <Alt> **F**. The **File** menu drops down.
 - Use arrow up or arrow down to move to and highlight the selection.

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:



Employee Maintenance

To browse employee information:

- 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 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  by 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.

Employee ID	Employee Name	Employee Type	Employee Status	Employee Login Name	Employee Password	Employee Email	Employee Phone	Employee Fax	Employee Address	Employee City	Employee State	Employee Zip
10000001	John Doe	Employee	Active	JD	123456	john.doe@trcs.com	555-123-4567		123 Main St	San Jose	CA	95131
10000002	Jane Smith	Employee	Active	JS	654321	jane.smith@trcs.com	555-987-6543		456 Elm St	San Jose	CA	95131
10000003	Bob Johnson	Employee	Active	BJ	111111	bob.johnson@trcs.com	555-222-3333		789 Oak St	San Jose	CA	95131
10000004	Alice Brown	Employee	Active	AB	222222	alice.brown@trcs.com	555-444-5555		101 Pine St	San Jose	CA	95131
10000005	Charlie Davis	Employee	Active	CD	333333	charlie.davis@trcs.com	555-666-7777		202 Birch St	San Jose	CA	95131
10000006	Diana Evans	Employee	Active	DE	444444	diana.evans@trcs.com	555-888-9999		303 Cedar St	San Jose	CA	95131
10000007	Frank Green	Employee	Active	FG	555555	frank.green@trcs.com	555-000-1111		404 Maple St	San Jose	CA	95131
10000008	Grace Hill	Employee	Active	GH	666666	grace.hill@trcs.com	555-222-3333		505 Spruce St	San Jose	CA	95131
10000009	Henry King	Employee	Active	HK	777777	henry.king@trcs.com	555-444-5555		606 Willow St	San Jose	CA	95131
10000010	Ivy Lee	Employee	Active	IL	888888	ivy.lee@trcs.com	555-666-7777		707 Ash St	San Jose	CA	95131
10000011	Jack Miller	Employee	Active	JM	999999	jack.miller@trcs.com	555-888-9999		808 Hickory St	San Jose	CA	95131
10000012	Karen Wilson	Employee	Active	KW	000000	karen.wilson@trcs.com	555-000-1111		909 Sycamore St	San Jose	CA	95131
10000013	Larry Young	Employee	Active	LY	111111	larry.young@trcs.com	555-222-3333		010 Dogwood St	San Jose	CA	95131
10000014	Mary White	Employee	Active	MW	222222	mary.white@trcs.com	555-444-5555		101 Redwood St	San Jose	CA	95131
10000015	Nathan Black	Employee	Active	NB	333333	nathan.black@trcs.com	555-666-7777		202 Cypress St	San Jose	CA	95131
10000016	Olivia Gray	Employee	Active	OG	444444	olivia.gray@trcs.com	555-888-9999		303 Juniper St	San Jose	CA	95131
10000017	Peter Hall	Employee	Active	PH	555555	peter.hall@trcs.com	555-000-1111		404 Magnolia St	San Jose	CA	95131
10000018	Quinn Scott	Employee	Active	QS	666666	quinn.scott@trcs.com	555-222-3333		505 Palm St	San Jose	CA	95131
10000019	Rachel Adams	Employee	Active	RA	777777	rachel.adams@trcs.com	555-444-5555		606 Birch St	San Jose	CA	95131
10000020	Samuel Baker	Employee	Active	SB	888888	samuel.baker@trcs.com	555-666-7777		707 Cedar St	San Jose	CA	95131
10000021	Tina Clark	Employee	Active	TC	999999	tina.clark@trcs.com	555-888-9999		808 Elm St	San Jose	CA	95131
10000022	Uma Evans	Employee	Active	UE	000000	uma.evans@trcs.com	555-000-1111		909 Maple St	San Jose	CA	95131
10000023	Victor Green	Employee	Active	VG	111111	victor.green@trcs.com	555-222-3333		010 Oak St	San Jose	CA	95131
10000024	Wendy Hill	Employee	Active	WH	222222	wendy.hill@trcs.com	555-444-5555		101 Pine St	San Jose	CA	95131
10000025	Xavier King	Employee	Active	XK	333333	xavier.king@trcs.com	555-666-7777		202 Spruce St	San Jose	CA	95131
10000026	Yara Lee	Employee	Active	YL	444444	yara.lee@trcs.com	555-888-9999		303 Willow St	San Jose	CA	95131
10000027	Zoe Miller	Employee	Active	ZM	555555	zoe.miller@trcs.com	555-000-1111		404 Ash St	San Jose	CA	95131
10000028	Adam Wilson	Employee	Active	AW	666666	adam.wilson@trcs.com	555-222-3333		505 Hickory St	San Jose	CA	95131
10000029	Bella Young	Employee	Active	BY	777777	bella.young@trcs.com	555-444-5555		606 Dogwood St	San Jose	CA	95131
10000030	Carl Adams	Employee	Active	CA	888888	carl.adams@trcs.com	555-666-7777		707 Redwood St	San Jose	CA	95131
10000031	Dora Baker	Employee	Active	DB	999999	dora.baker@trcs.com	555-888-9999		808 Cypress St	San Jose	CA	95131
10000032	Ethan Clark	Employee	Active	EC	000000	ethan.clark@trcs.com	555-000-1111		909 Juniper St	San Jose	CA	95131
10000033	Fiona Evans	Employee	Active	FE	111111	fiona.evans@trcs.com	555-222-3333		010 Magnolia St	San Jose	CA	95131
10000034	Gavin Green	Employee	Active	GG	222222	gavin.green@trcs.com	555-444-5555		101 Palm St	San Jose	CA	95131
10000035	Hannah Hill	Employee	Active	HH	333333	hannah.hill@trcs.com	555-666-7777		202 Birch St	San Jose	CA	95131
10000036	Ian King	Employee	Active	IK	444444	ian.king@trcs.com	555-888-9999		303 Cedar St	San Jose	CA	95131
10000037	Jessica Lee	Employee	Active	JL	555555	jessica.lee@trcs.com	555-000-1111		404 Elm St	San Jose	CA	95131
10000038	Kyle Miller	Employee	Active	KM	666666	kyle.miller@trcs.com	555-222-3333		505 Maple St	San Jose	CA	95131
10000039	Laura Wilson	Employee	Active	LW	777777	laura.wilson@trcs.com	555-444-5555		606 Oak St	San Jose	CA	95131
10000040	Mason Young	Employee	Active	MY	888888	mason.young@trcs.com	555-666-7777		707 Pine St	San Jose	CA	95131
10000041	Nora Adams	Employee	Active	NA	999999	nora.adams@trcs.com	555-888-9999		808 Spruce St	San Jose	CA	95131
10000042	Oscar Baker	Employee	Active	OB	000000	oscar.baker@trcs.com	555-000-1111		909 Willow St	San Jose	CA	95131
10000043	Peter Clark	Employee	Active	PC	111111	peter.clark@trcs.com	555-222-3333		010 Ash St	San Jose	CA	95131
10000044	Quinn Evans	Employee	Active	QE	222222	quinn.evans@trcs.com	555-444-5555		101 Hickory St	San Jose	CA	95131
10000045	Rachel Green	Employee	Active	RG	333333	rachel.green@trcs.com	555-666-7777		202 Dogwood St	San Jose	CA	95131
10000046	Samuel Hill	Employee	Active	SH	444444	samuel.hill@trcs.com	555-888-9999		303 Redwood St	San Jose	CA	95131
10000047	Tina King	Employee	Active	TK	555555	tina.king@trcs.com	555-000-1111		404 Cypress St	San Jose	CA	95131
10000048	Uma Lee	Employee	Active	UL	666666	uma.lee@trcs.com	555-222-3333		505 Juniper St	San Jose	CA	95131
10000049	Victor Miller	Employee	Active	VM	777777	victor.miller@trcs.com	555-444-5555		606 Magnolia St	San Jose	CA	95131
10000050	Wendy Wilson	Employee	Active	WW	888888	wendy.wilson@trcs.com	555-666-7777		707 Palm St	San Jose	CA	95131
10000051	Xavier Young	Employee	Active	XY	999999	xavier.young@trcs.com	555-888-9999		808 Birch St	San Jose	CA	95131
10000052	Yara Adams	Employee	Active	YA	000000	yara.adams@trcs.com	555-000-1111		909 Elm St	San Jose	CA	95131
10000053	Zoe Baker	Employee	Active	ZB	111111	zoe.baker@trcs.com	555-222-3333		010 Maple St	San Jose	CA	95131
10000054	Adam Clark	Employee	Active	AC	222222	adam.clark@trcs.com	555-444-5555		101 Oak St	San Jose	CA	95131
10000055	Bella Evans	Employee	Active	BE	333333	bella.evans@trcs.com	555-666-7777		202 Pine St	San Jose	CA	95131
10000056	Carl Green	Employee	Active	CG	444444	carl.green@trcs.com	555-888-9999		303 Spruce St	San Jose	CA	95131
10000057	Dora Hill	Employee	Active	DH	555555	dora.hill@trcs.com	555-000-1111		404 Willow St	San Jose	CA	95131
10000058	Ethan King	Employee	Active	EK	666666	ethan.king@trcs.com	555-222-3333		505 Ash St	San Jose	CA	95131
10000059	Fiona Lee	Employee	Active	FL	777777	fiona.lee@trcs.com	555-444-5555		606 Hickory St	San Jose	CA	95131
10000060	Gavin Miller	Employee	Active	GM	888888	gavin.miller@trcs.com	555-666-7777		707 Dogwood St	San Jose	CA	95131
10000061	Hannah Wilson	Employee	Active	HW	999999	hannah.wilson@trcs.com	555-888-9999		808 Redwood St	San Jose	CA	95131
10000062	Ian Young	Employee	Active	IY	000000	ian.young@trcs.com	555-000-1111		909 Cypress St	San Jose	CA	95131
10000063	Jessica Adams	Employee	Active	JA	111111	jessica.adams@trcs.com	555-222-3333		010 Juniper St	San Jose	CA	95131
10000064	Kyle Baker	Employee	Active	KB	222222	kyle.baker@trcs.com	555-444-5555		101 Magnolia St	San Jose	CA	95131
10000065	Laura Clark	Employee	Active	LC	333333	laura.clark@trcs.com	555-666-7777		202 Palm St	San Jose	CA	95131
10000066	Mason Evans	Employee	Active	ME	444444	mason.evans@trcs.com	555-888-9999		303 Birch St	San Jose	CA	95131
10000067	Nora Green	Employee	Active	NG	555555	nora.green@trcs.com	555-000-1111		404 Cedar St	San Jose	CA	95131
10000068	Oscar Hill	Employee	Active	OH	666666	oscar.hill@trcs.com	555-222-3333		505 Elm St	San Jose	CA	95131
10000069	Peter King	Employee	Active	PK	777777	peter.king@trcs.com	555-444-5555		606 Maple St	San Jose	CA	95131
10000070	Quinn Lee	Employee	Active	QL	888888	quinn.lee@trcs.com	555-666-7777		707 Oak St	San Jose	CA	95131
10000071	Rachel Miller	Employee	Active	RM	999999	rachel.miller@trcs.com	555-888-9999		808 Pine St	San Jose	CA	95131
10000072	Samuel Wilson	Employee	Active	SW	000000	samuel.wilson@trcs.com	555-000-1111		909 Spruce St	San Jose	CA	95131
10000073	Tina Young	Employee	Active	TY	111111	tina.young@trcs.com	555-222-3333		010 Willow St	San Jose	CA	95131
10000074	Uma Adams	Employee	Active	UA	222222	uma.adams@trcs.com	555-444-5555		101 Ash St	San Jose	CA	95131
10000075	Victor Baker	Employee	Active	VB	333333	victor.baker@trcs.com	555-666-7777		202 Hickory St	San Jose	CA	95131
10000076	Wendy Clark	Employee	Active	WC	444444	wendy.clark@trcs.com	555-888-9999		303 Dogwood St	San Jose	CA	95131
10000077	Xavier Evans	Employee	Active	XE	555555	xavier.evans@trcs.com	555-000-1111		404 Redwood St	San Jose	CA	95131
10000078	Yara Green	Employee	Active	YG	666666	yara.green@trcs.com	555-222-3333		505 Cypress St	San Jose	CA	95131
10000079	Zoe Hill	Employee	Active	ZH	777777	zoe.hill@trcs.com	555-444-5555		606 Juniper St	San Jose	CA	95131
10000080	Adam King	Employee	Active	AK	888888	adam.king@trcs.com	555-666-7777		707 Magnolia St	San Jose	CA	95131
10000081	Bella Lee	Employee	Active	BL	999999	bella.lee@trcs.com	555-888-9999		808 Palm St	San Jose	CA	95131
10000082	Carl Miller	Employee	Active	CM	000000	carl.miller@trcs.com	555-000-1111		909 Birch St	San Jose	CA	95131
10000083	Dora Wilson	Employee	Active	DW	111111	dora.wilson@trcs.com	555-222-3333		010 Cedar St	San Jose	CA	95131
10000084	Ethan Young	Employee	Active	EY	222222	ethan.young@trcs.com	555-444-5555		101 Elm St	San Jose	CA	95131
10000085	Fiona Adams	Employee	Active	FA	333333	fiona.adams@trcs.com	555-666-7777		202 Maple St	San Jose	CA	95131
10000086	Gavin Baker	Employee	Active	GB	444444	gavin.baker@trcs.com	555-888-9999		303 Oak St			