SCDOT

HILTON HEAD ISLAND
Cross Island Parkway

Cross Island Parkway
Palmetto Pass

South Carolina

Department of Transportation

TRCS Auditors Manual

Rev 1.0

May 2008

ACS

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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May 2008		1.0

Document Ownership

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

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Contents

1. Introduction

The Auditors Manual is designed to assist the Audit Manager in making the transition to the Next Generation (NG) 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 7 and 8, *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 perform multiple audit functions

- 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.
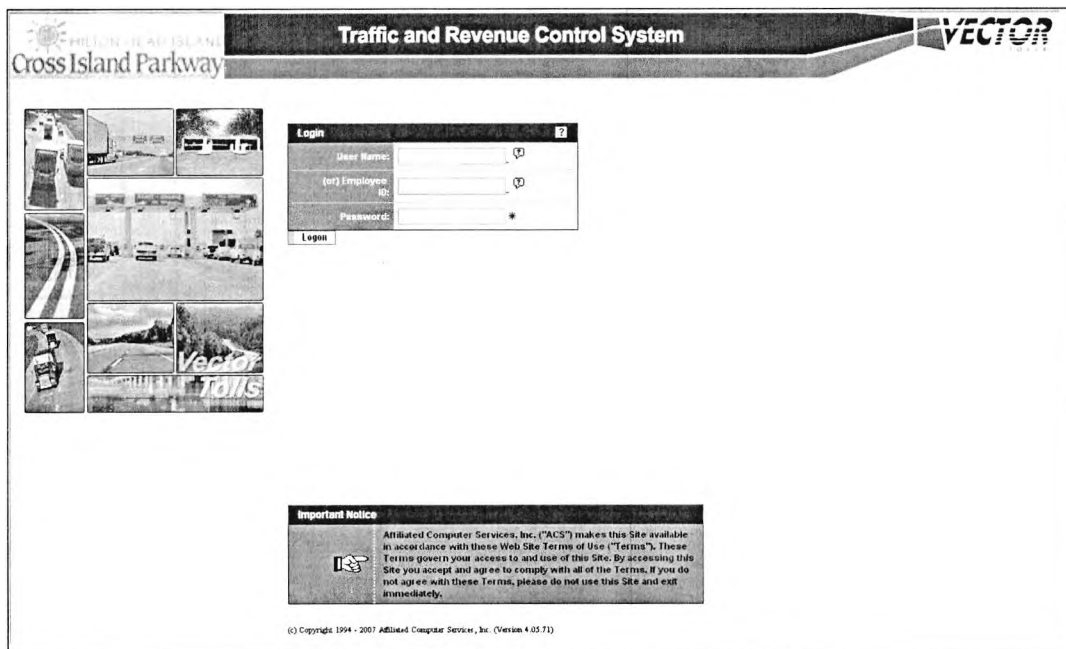
2. Accessing the Application

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 (TRCS) application.

2. The following login window displays:

3. Enter in your correct login ID and password. Click the **Login** button. The following screen displays:
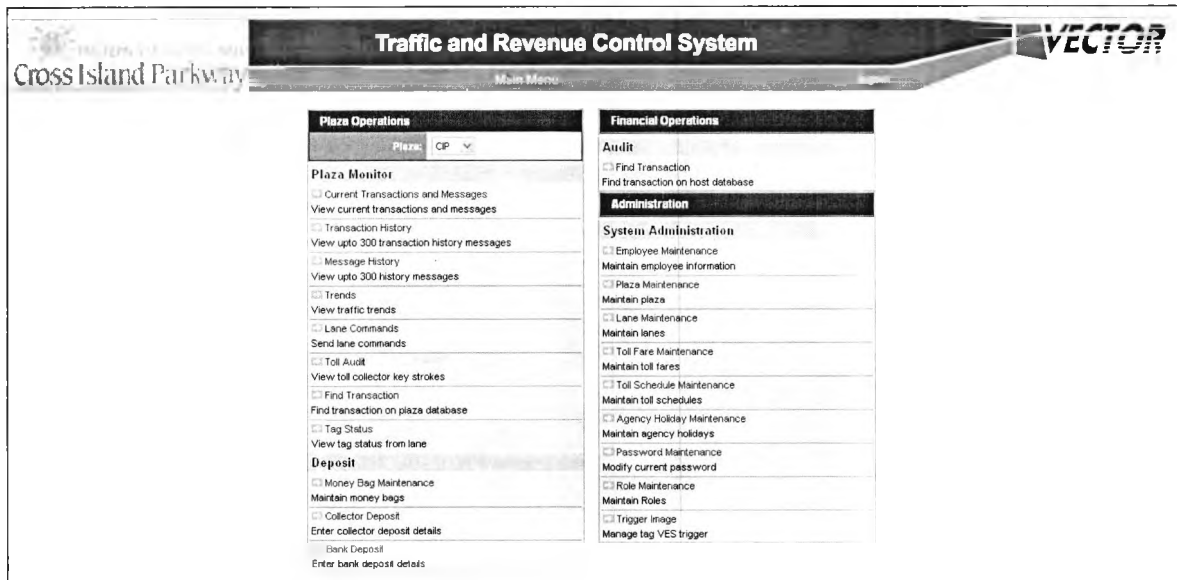
From this screen, you can access the following functions:

- *Plaza Monitor*, which allows you to view tag statuses from lanes

- *Audit*, which allows the Find Transaction function.

- *Reports*, which allows you to view and print reports.

- *System Administration,* which allows you to search for toll fares and modify current passwords.

- *Help*, which allows you to access on-line help functions for the application.

2.2 Plaza Monitor

The **Plaza Monitor** function allows you to view tag statuses.

2.3 Audits

The **Audit** function allows you to find transactions.

2.4 System Administration

The selection of the System Administration function allows you to search for toll fares and modify current passwords.

2.5 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 after clicking the icon:
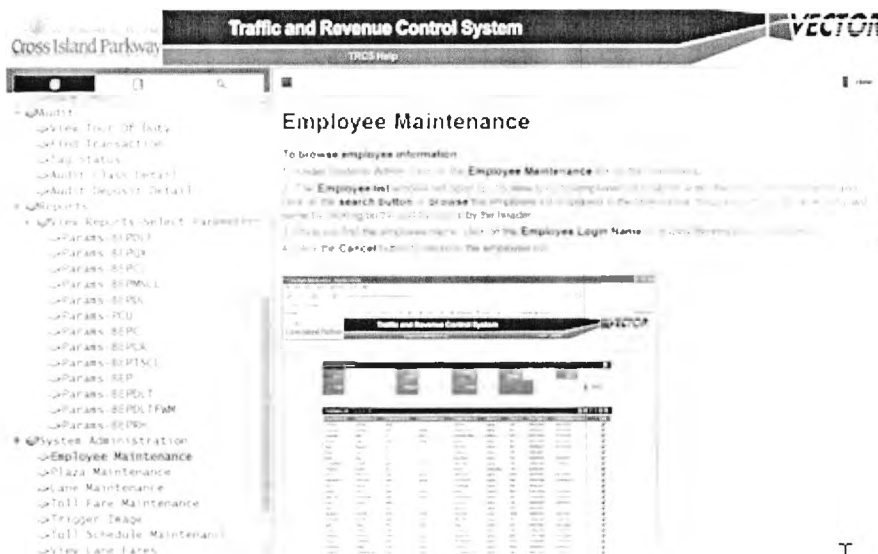
2.6 Logging out of the application

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.

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

3. Audit

3.1 Overview

This audit capability creates the foundation for an independent audit of the collector activity in the lane along with AVC data compared with deposits made by the collector. This audit process will provide the data to explain or confirm variances.

3.2 Find Transaction

The *Find Transaction* subfunction allows you to find transactions for the toll plaza.

1. Select the Find Transaction subfunction from the main TRCS menu.
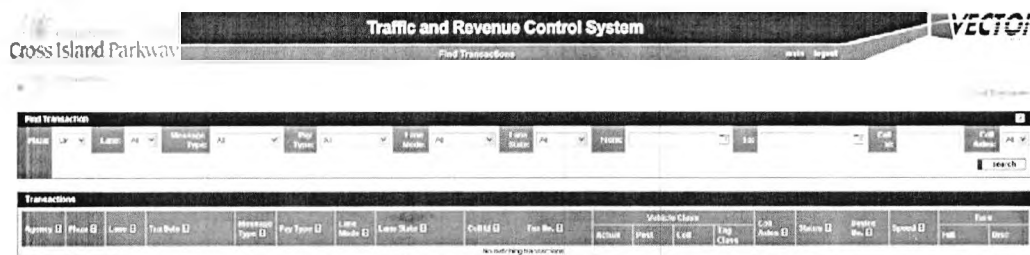
2. Select a plaza from the Plaza drop down menu. Select a lane and message type. Select the To and From Dates from the calendar.

3. Enter the Collector Login ID and select Coll Axle from the drop down menu. Click *Search*. The following window displays underneath the *Find Transction* search.

Traffic and Revenue Control System

Cross Island Parkway

Find Transactions

VECTOR

The generated Transaction List is composed of the following columns:

Column Name	Column Description/Function
Agency	Name of agency (SCDOT)
Plaza	Name of plaza
Lane	Lane number
Transaction Date	Transaction date
Message Type	Message (Ex. ETC)
Pay Type	Pay Type (Ex. Violation)P
Lane Mode	Lane Mode (Ex. ETC_Manual)
Collector ID	Toll Collector ID
Transction Number	Transaction Number
Vehicle Class	Actual, Post, Coll, and Tag Class
Coll Axles	Collector Classification of Axles
Device Number	Tag Number
Speed	Vehicle speed
Fare	Full and discounted Fares

3.2.1 Viewing Associated Transaction Types

An additional feature that can be used to view more in-depth information about a particular transaction is found within the Find Transaction feature.

1. To view a particular transaction, click the Magnification icon 🔍 on a selected row. The following image displays:

Column Name	Column Description/Function
Plaza Name	Name of plaza
Lane Number	Lane number
Transaction Date	Date of transaction
Transaction Sequence Number	Transction sequence number
Device Number	EZ Pass Device (Tag) Number
Plate	License Plate
OCR Confidence Level	Not Applicable for SCDOT - Confidence Level of license plate read - defaulted to 0
State	The State where the license plate was issued.

4. Plaza Monitor

The Plaza Monitor functions are grouped under the Plaza Operations section of the main screen.

4.1 Current Transactions and Messages

1. Select the Current Transactions and Messages subfunction from the main TRCS menu. The following window displays.

The screen is divided into four areas.

- Area 1 and Area 2: North and South Bound Lanes windows are found on every sub-function screen. These windows are used to view lane information and limited toll transactions in near real time. The continuously updated display allows the toll shift supervisor to monitor all aspects of the transactions.

- Area 3: is broken down into six tabbed sections. The highlighted tab reflects the sub-function selected. It lists the current transactions.

- Area 4: lists current lane messages.

For this sub-function, you see a listing of toll transactions and then a listing of lane messages.

4.2 Transaction History

The *Transaction History* sub-function allows you to view all transactions from the previous 24 hours. Selection of the *Transaction History* sub-function displays the following screen:

The screen is divided into three areas.

- Area 1 and Area 2: North and South Bound Lanes windows are found on every sub-function screen. These windows are used to view lane information and limited toll transactions in near real time. The continuously updated display allows the toll shift supervisor to monitor all aspects of the transactions.

- Area 3 is broken down into six tabbed sections. The highlighted tab reflects the sub-function selected. It lists the current transactions history. Transactions that are highlighted in red are toll violations. Transactions marked with a yellow highlighted 'M' indicate a vehicle misclassification.

You can view up to 300 messages by clicking the pull down menu in the upper right hand corner of the Transaction History panel. To refresh the Transaction History list, click the adjacent ⊡ button.

4.3 Message History

The *Message History* sub-function allows you to view all messages from the previous 24 hours for all the lanes. Selection of the *Message History* sub-function displays the following screen:

4.4 Traffic Trends

The *Trends* sub-function allows you to view the traffic trends for the toll plaza as shown by the following screen:

Traffic and Revenue Control System

Cross Island Parkway

Plaza Monitor

VECTOR

Traffic Trend For Plaza
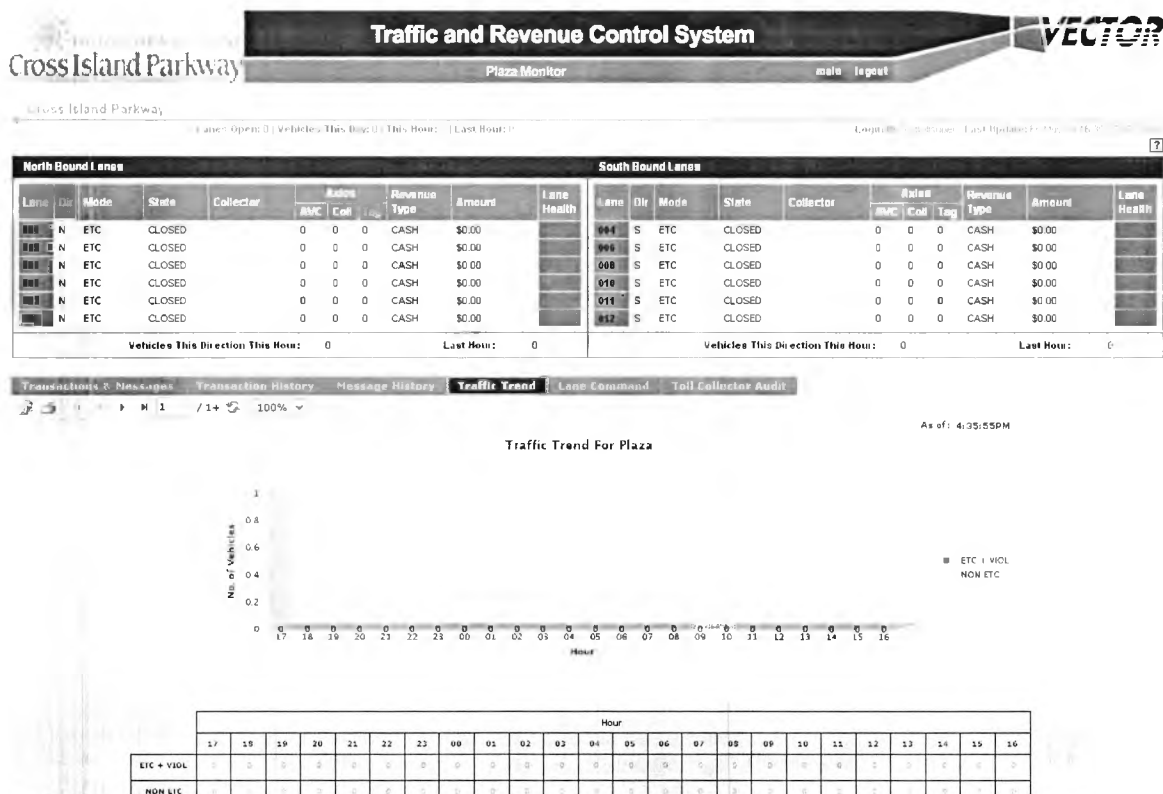
4.5 Lane Commands

The *Lane Commands* sub-function allows you to remotely operate the lane. Selection of the *Lane Commands* sub-function displays the following screen:

4.5.1 How to Send a Lane Command

To send a lane command, follow these steps.

1. Select a target lane by using the pull down menu.
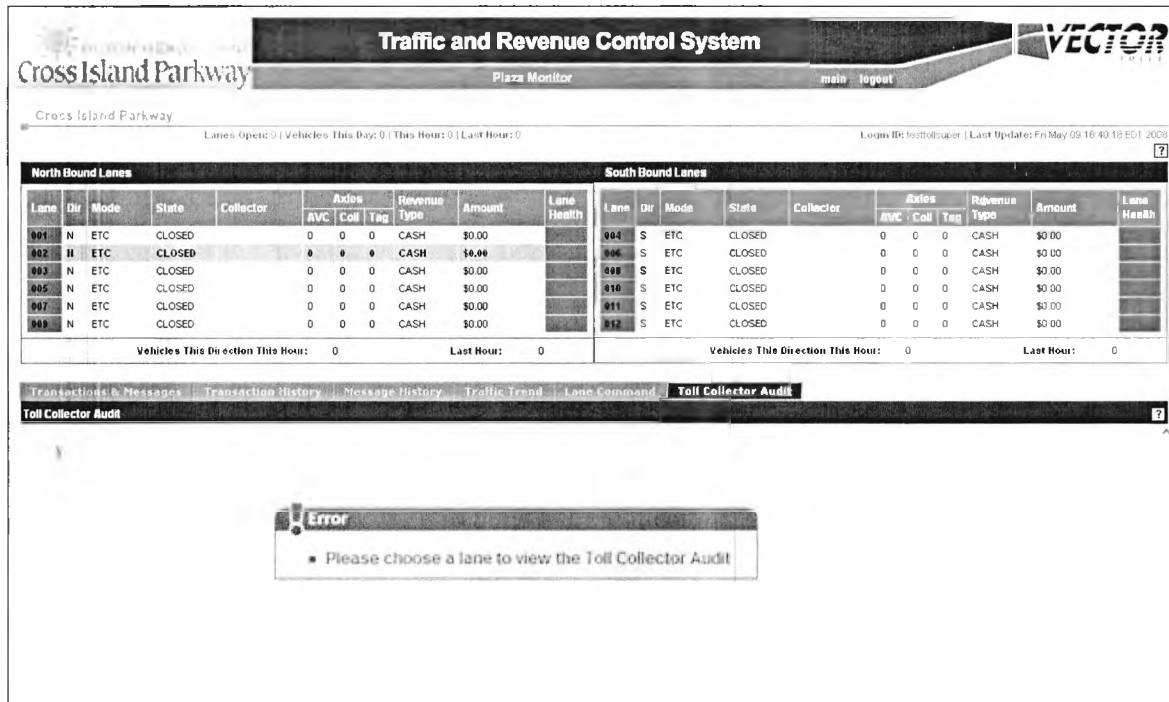
2. Set lane mode. There are three options to choose from: ETC, ETC_MANUAL, and DETOUR

3. Set lane state. There are three options to choose from: OPEN, CLOSED, and STANDBY

4. Set gate state. There are two options to choose from: CLOSED and OPEN

5. Click the Send Command button. The following screen displays if the command was successful.

4.6 Toll Audit

The *Toll Audit* function allows you to view a toll collector's key strokes.

1. From the TRCS main menu, select the Toll Audit sub-function. The following window displays:

Select a lane from either the NorthBound Lanes or SouthBound Lanes window. The bottom of the screen will display the step by step actions of the toll collector. When the toll collector's activity is viewed at a local plaza workstation, the mimic image will display.

4.7 Tag Status

The *Tag Status* subfunction allows you to find vehicle tag statuses.

1. Select the Tag Status subfunction from the main TRCS menu. The following window displays.

2. Select a plaza ID and lane number from the Plaza and Lane Number pull down menus. Enter in the vehicle tag number. Click Search when finished.

5. Deposit

5.1 Overview

The *Deposit* function allows you to maintain your toll plaza money bags.

- *Moneybag Maintance*: Maintains money bags

- *Collector Deposit*: Enter collector deposit details

- *Bank Deposit*: Enger bank deposit details

This section will discuss the sub-functionalities.

5.2 Money Bag Maintenance

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

5.2.1 Inventory Tab

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

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

Traffic and Revenue Control System

Cross Island Parkway

Revenue Bag Maintenance

main logout

VECTOR

2. To generate a proposed list of bags, select the Inventory tab. Select a plaza from the pull menu at the top of the window beneath the three tabs. Enter in the Start Bag and End Bag Numbers. (From 1-100) Click Generate. The following window displays:
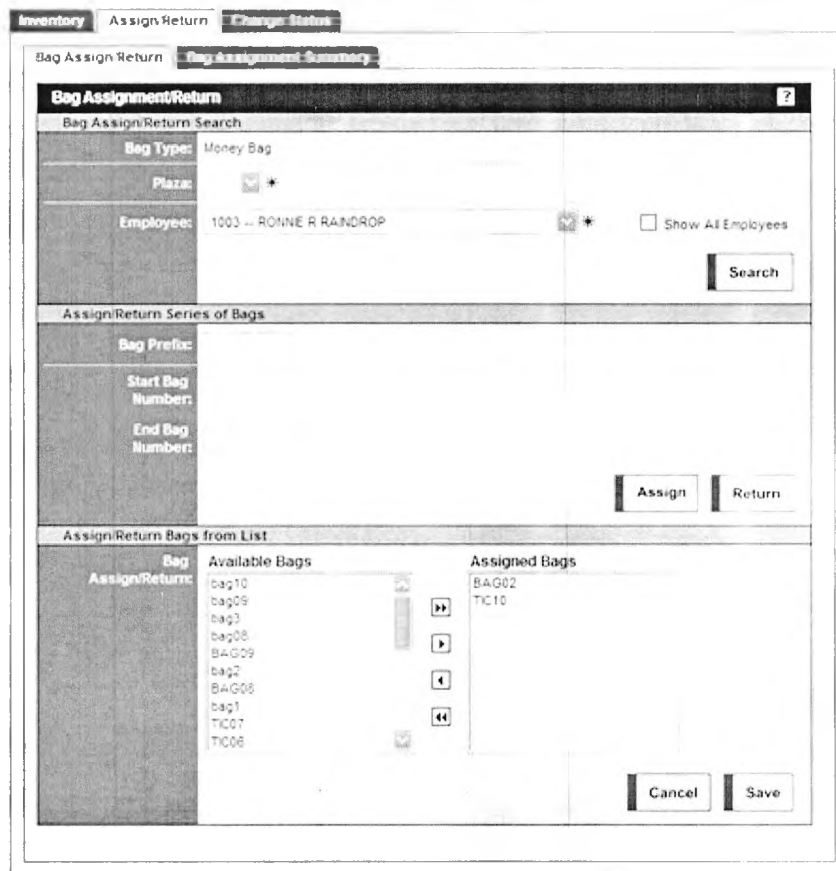
3. The Generated Bag Numbers window lists the number of bags entered from start to end. To view the entire list of validated bags, click the page numbers or the side arrows in the panel above the list of bags.

4. Click Save if the information is correct.

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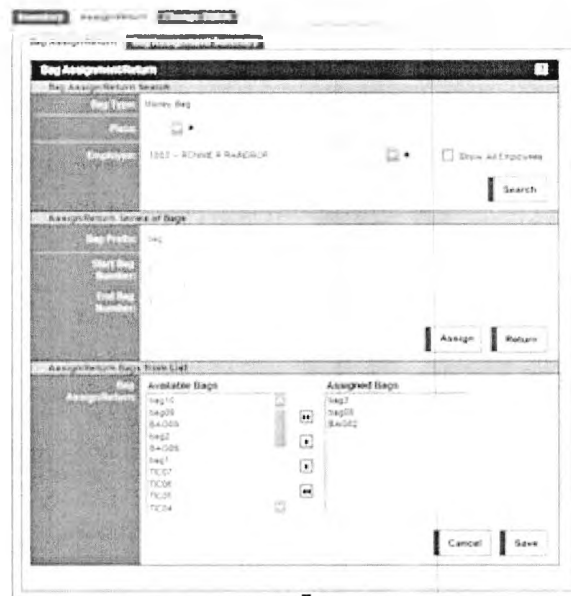
The *Assign/Return* function assigns one or more to employees that are authorized to make deposits for the selected plaza. Typically, this is a toll collector who is also an active employee. This check limits the numbers of employees listed to a manageable selection.

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

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

2. To assign a bag, select a plaza by using the Plaza pull down menu located at the top of the window to view its Assign or Return Status.

3. Select the name of the employee to assign or return money bags. Click Search.

4. A list of available bags displays in the Available Bags window at the bottom of the window. Click the Arrow buttons located between the Available Bags and Assigned Bags windows. Click Save after your selection.

5. To return a bag from an employee, enter in Bag Prefix (ie. "bag" as shown by the example below), Start Bag ("3") and End Bag ("3"), and click Return. The bag will now be removed from the Assigned Bags.

5.2.3 Bag Assignment Summary

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

5.2.4 Change Status

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

2. To change the status of a revenue bag, select Unassigned from the Bag Status menu. Check all the bag numbers you want to void by clicking on the void icon located next the bag number.

3. Click the Save button to save your changes. All unassigned money bags will be voided.

6. System Administration

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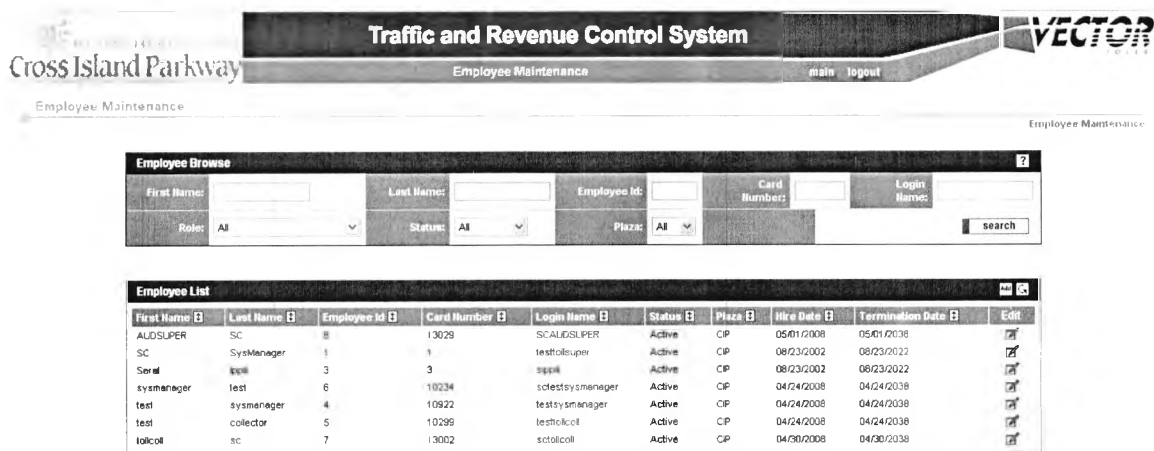
To maintain the efficiency of toll plaza processes, routine maintenance schedules are implemented to ensure all toll plaza equipment is running smoothly. The *System Administration* function is broken down into sub-functions that allow you to perform maintenance.

Administration

System Administration

Employee Maintenance
Maintain employee information

Plaza Maintenance
Maintain plaza

Lane Maintenance
Maintain lanes

Toll Fare Maintenance
Maintain toll fares

Toll Schedule Maintenance
Maintain toll schedules

Agency Holiday Maintenance
Maintain agency holidays

Password Maintenance
Modify current password

Role Maintenance
Maintain Roles

Trigger Image
Manage tag VES trigger

6.2 Employee Maintenance

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

1. Select the Employee Maintenance subfuction. The following window displays:

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

6.2.1 Employee Browse

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

Column Name	Column Description/Function
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 Number	Employee's login number
Role	Pull down menu of roles
Status	Pull down menu of status
Plaza	Pull down of plazas

1. 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	Role	Status	Plaza	Hire Date	Termination Date	Edit	Delete
ANTHONY L	HAGEN	1007	43012	AHAGEN	TOLL_COLL	Active		2006-08-24	2026-08-24		

2. 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:	☐ Reset Password

Phone and Address

Home Phone:	(xxx)xxx-xxxx
Work Phone:	(xxx)xxx-xxxx
Mobile Phone:	(xxx)xxx-xxxx
Street1:	✳
Street2:	
City:	✳
State:	✳
Zip:	✳
Country:	USA

Status

Hire Date:	2006-08-24 (yyyy-MM-dd)
Termination Date:	2006-08-24 (yyyy-MM-dd)
Location:	✳
Type:	Full ✳
Status:	Active ✳
Administrator:	☐ Check if user would be an Administrator

Roles

Role:	Toll Collector ✳
Role Start Date:	1965-01-01 (yyyy-MM-dd)
Role End Date:	1965-01-01 (yyyy-MM-dd)
Role Location:	Please select

back   save

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

6.2.2 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	lppili	3	3	sippili	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	testtollcol	Active	CIP	04/24/2008	04/24/2038	✎
tollcoll	sc	7	13002	sctollcol	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.

Icon Example	Description
First Name ⬆ **Last Name** ⬇	Use the up and down arrows to scroll up down the list.
⊞ ↻ ⏮ ◀ ▶ ⏭ ?	From left to right: a. *Box with Cross icon:* Creates new employee profile. b. *Refresh icon:* Refreshes screen c. *Green arrow icons:* Scrolls through list d. *Grey arrow icons:* Scrolls through list e. *Help:* Accesses TRCS help menu

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

2. The Employee Edit screen displays the same as in Employee Browse:

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

6.2.3 Create an 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:

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

Column Name	Column Description/Function
Login Name	Employee login name
Employee ID	Employee ID
Card No.	Employee proximity ID
Last Name	Employee last name
First Name	Employee first name
Password	Check box
Home Phone	Employee home phone
Work Phone	Employee work phone
Mobile Phone	Employee mobile phone
Street 1	Employee address
Street 2	Employee address
City	Employee city
State	Employee state
Zip	Employee zip code
Country	Employee country pull down menu
Hire Date	Employee hire date pull down menu
Termination Date	Employee termination date pull down menu
Location	Employee location pull down menu
Type	Employee type pull down menu
Status	Employee status pull down menu

Column Name	Column Description/Function
Administrator	Check box
Roles	Employee role pull down menu
Role Start Date	Employee role start date pull down menu
Role End Date	Employee role end date pull down menu
Role Location	Employee role location pull down menu

6.3 Plaza Maintenance

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

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.

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	✎

Column Name	Column Description/Function
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

6.3.1 To Edit A Plaza

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

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

6.3.2 To Create a New Plaza

4. 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	

5. The following window displays:

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

6.4 Lane Maintenance

The *Lane Maintenance* subfunction allows you change the status of a lane from open to closed/closed 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.

Column Name	Column Description/Function
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:

6.4.1 To Edit a Lane

3. Select a lane from the list and click the Edit icon ☑ .

4. The following screen displays:

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

• Data successfully updated.

6.4.2 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:

Lane Create

Plaza:	
External Lane Id:	*
Direction:	
Lane Status:	INACTIVE

Cancel   Save

8. Select a plaza from the Plaza pull down menu and the 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:

• Data successfully updated:

6.5 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.

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.

6.5.1 Toll Rates Search

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

Column Name	Column Description/Function
Entry Plaza	Pull down list of plazas
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

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

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

Plaza			Toll Type			Fare			Schedule
Agency	Entry	Exit	Vehicle	Revenue	Plan	Full	Discount	Axle	Effective - Expires - Day - Start - End - Peak
			2-Axle Automobile/Sport Utility/Trailer	NO_CLASS	STANDARD	2.0	2.0	0.0	11/15/2003 - 12/31/2025 - D - 00:00:00 - 23:59:59 - null
			2-Axle Automobile/Sport Utility/Trailer	ETC	STANDARD	2.0	2.0	0.0	11/15/2003 - 12/31/2025 - D - 00:00:00 - 23:59:59 - null
			2-Axle Automobile/Sport Utility/Trailer	ETC	MDTACMT	2.0	2.0	0.0	11/15/2003 - 12/31/2025 - D - 00:00:00 - 23:59:59 - null
			2-Axle Automobile/Sport Utility/Trailer	ETC		0.0	0.0	0.0	11/15/2003 - 12/31/2025 - D - 00:00:00 - 23:59:59 - null
			2-Axle Automobile/Sport Utility/Trailer	ETC		0.0	0.0	0.0	11/15/2003 - 12/31/2025 - D - 00:00:00 - 23:59:59 - null
			2-Axle Automobile/Sport Utility/Trailer	ETC		0.0	0.0	0.0	11/15/2003 - 12/31/2025 - D - 00:00:00 - 23:59:59 - null
			2-Axle Automobile/Sport Utility/Trailer	ETC		0.0	0.0	0.0	11/15/2003 - 12/31/2025 - D - 00:00:00 - 23:59:59 - null
			2-Axle Automobile/Sport Utility/Trailer	ETC		0.0	0.0	0.0	11/15/2003 - 12/31/2025 - D - 00:00:00 - 23:59:59 - null
			2-Axle Automobile/Sport Utility/Trailer	ETC		2.0	0.4	0.0	11/15/2003 - 12/31/2025 - D - 00:00:00 - 23:59:59 - null
			2-Axle Automobile/Sport Utility/Trailer	CASH	STANDARD	2.0	2.0	0.0	11/15/2003 - 12/31/2025 - D - 00:00:00 - 23:59:59 - null
			2-Axle Automobile/Sport Utility/Trailer	CHARGE	STANDARD	2.0	2.0	0.0	11/15/2003 - 12/31/2025 - D - 00:00:00 - 23:59:59 - null
			2-Axle Automobile/Sport Utility/Trailer	FULL_FARE	STANDARD	2.0	2.0	0.0	11/15/2003 - 12/31/2025 - D - 00:00:00 - 23:59:59 - null
			2-Axle Automobile/Sport Utility/Trailer	COMMUTER	STANDARD	0.4	0.4	0.0	11/15/2003 - 12/31/2025 - D - 00:00:00 - 23:59:59 - null
			2-Axle Automobile/Sport Utility/Trailer	NONREV	STANDARD	0.0	0.0	0.0	11/15/2003 - 12/31/2025 - D - 00:00:00 - 23:59:59 - null
			2-Axle Automobile/Sport Utility/Trailer	TOLL_EVADER	STANDARD	2.0	2.0	0.0	11/15/2003 - 12/31/2025 - D - 00:00:00 - 23:59:59 - null
			2-Axle Automobile/Sport Utility/Trailer	TA_RECEIPT	STANDARD	0.0	0.0	0.0	11/15/2003 - 12/31/2025 - D - 00:00:00 - 23:59:59 - null
			3 axle vehicle	NO_CLASS	STANDARD	4.0	4.0	0.0	11/15/2003 - 12/31/2025 - D - 00:00:00 - 23:59:59 - null
			3 axle vehicle	ETC	STANDARD	4.0	4.0	0.0	11/15/2003 - 12/31/2025 - D - 00:00:00 - 23:59:59 - null
			3 axle vehicle	ETC	MDTACMT	4.0	4.0	0.0	11/15/2003 - 12/31/2025 - D - 00:00:00 - 23:59:59 - null
			3 axle vehicle	ETC		0.0	0.0	0.0	11/15/2003 - 12/31/2025 - D - 00:00:00 - 23:59:59 - null
			3 axle vehicle	ETC		0.0	0.0	0.0	11/15/2003 - 12/31/2025 - D - 00:00:00 - 23:59:59 - null
			3 axle vehicle	ETC		0.0	0.0	0.0	11/15/2003 - 12/31/2025 - D - 00:00:00 - 23:59:59 - null
			3 axle vehicle	ETC		0.0	0.0	0.0	11/15/2003 - 12/31/2025 - D - 00:00:00 - 23:59:59 - null

Back

3. 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*

4. Click Save to save your changes and return to the original Toll Fare Maintenance screen.

5. 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
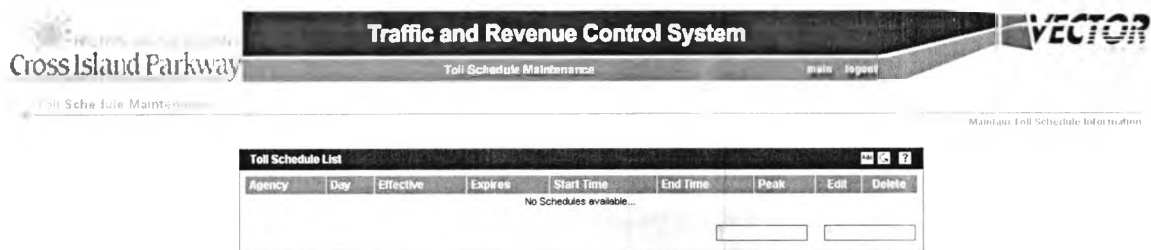   - Plan
   - Full
   - Discount
   - Axle

- Adjust
- Schedule (pull down menu)

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

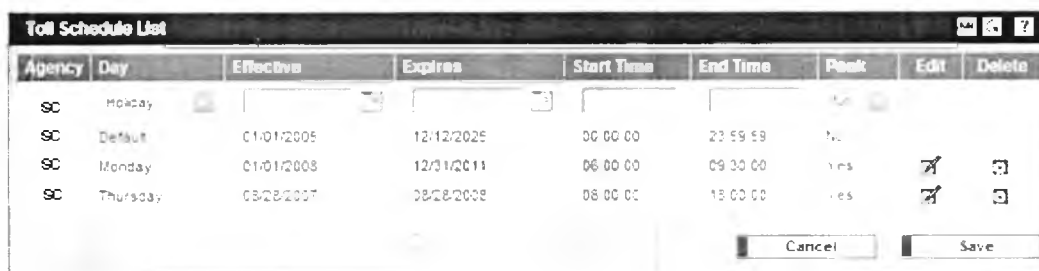## 6.6 Toll Schedule Maintenance

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.


6.6.1 To Create a New Toll Schedule

1. To create a new toll schedule, click the Create New Item icon ![Add]. The following window displays:

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

Column Name	Column Description/Function
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

3. 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 ⊠ .

6.7 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.
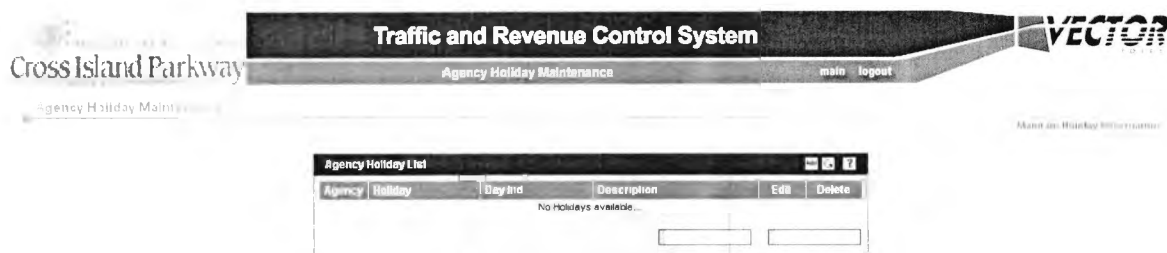
6.7.1 To Edit an Agency Holiday

2. To edit an agency holiday, click the *Edit* icon ☑ . The Agency Holiday List window displays with a list of current holidays:

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

- Data Updated Successfully
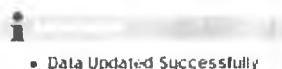
6.7.2 To Create an Agency Holiday

4. To create a new agency holiday, click the Create New Item icon ▣. The Agency Holiday List 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.

- Data Created Successfully
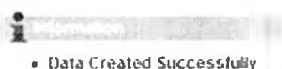
6.8 Password Maintenance

For security purposes, you will occasionally need to 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.

Traffic and Revenue Control System
Change Password

Cross Island Parkway

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 window displays to confirm that your changes have been made.
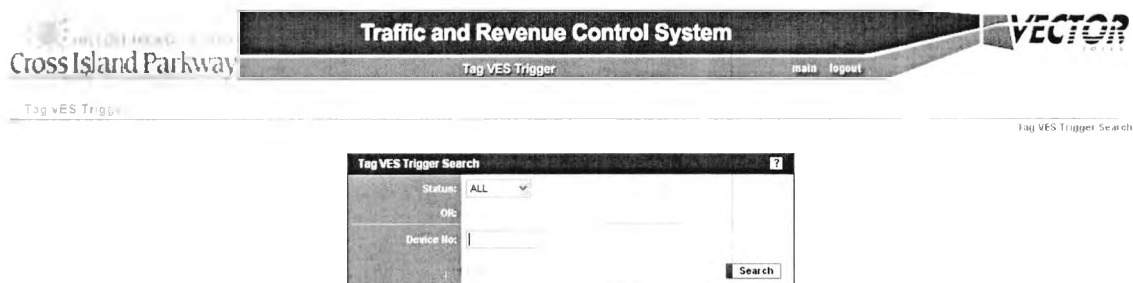

- Password Successfully updated:

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.

- Password needs to be changed every 90 days for regular users and every 45days for network and database administrators.

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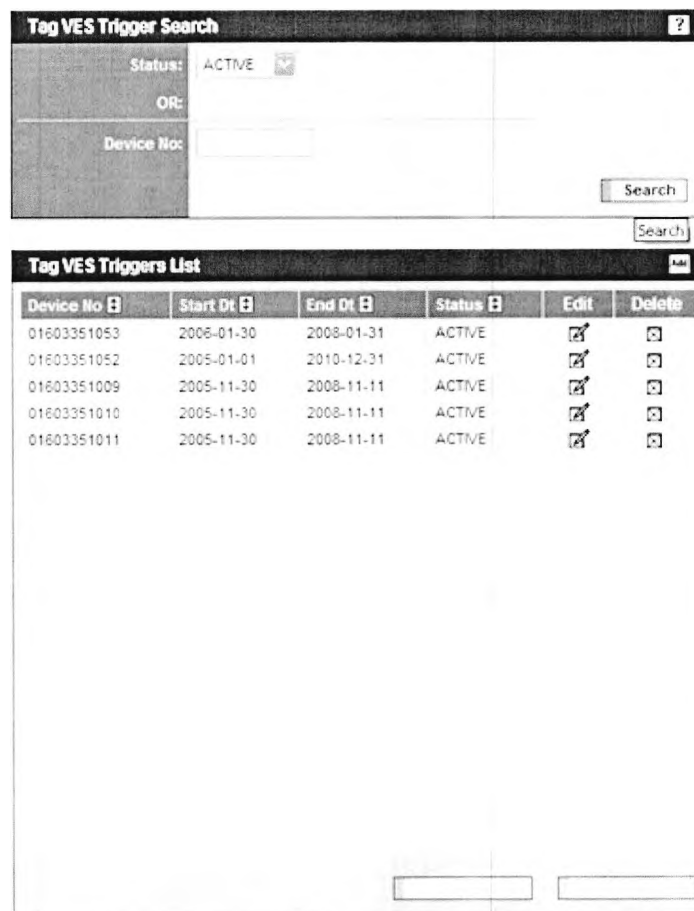
The *Trigger Image* subfunction allows you to create a VES Trigger for a particular tag and search/edit tags for which the VES trigger is active.

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

Column Name	Column Description/Function
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:

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

6.9.1 To Edit a Device

4. To edit a device, click the Edit icon [icon]. The following window displays:
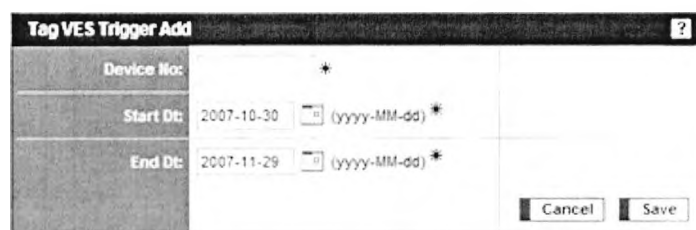
5. Change the Start and End Dates for the device. Click *Save*. The following message displays to indicate the new changes.

- Tag VES Trigger Updated Successfully!

6.9.2 To Create a Device

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

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*.

7. Using Windows Applications

7.1 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**

   <u>Or</u>

   Radio buttons

   <u>Or</u>

   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.

7.2 Menus and Toolbars

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

1. Click the main topic to be accessed. A drop-down menu may display depending on what part of the application you are in.

2. Click the process to access the correct window.

3. Select a function, such as **Trends** in the Plaza Monitor function.

4. Click to open the window corresponding to the function to be used.

Plaza Monitor

Current Transactions and Messages
View current Transactions and Messages

Transaction History
View upto 300 Transaction History messages

Message History
View upto 300 history messages

Trends
View Traffic Trends

Lane Commands
Send Lane Commands

Toll Audit
View Toll Collector Audits

Reports

Reports
View Reports

System Administration

Password Maintenance
Modify Current Password

7.3 Scroll Bars

Scroll bars are used in the following places:

- List Drop Boxes

- Data Windows

- On-Line Training

- On-Line Help

7.3.1 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.

7.4 Tab Folders

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

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

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

7.5 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.

7.6 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.

7.7 Buttons & Hotkeys

The application has the following button types:

- Toolbar

- Command

- Radio

7.7.1 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.

7.7.2 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 (i) or (?) pop-up displays, requiring the user to click **OK** or **CANCEL**.

7.7.3 Radio Buttons

Radio buttons enable a selection within the application.

Lane Mode:	⦿ ETC	○ ETC_MANUAL	○ DETOUR
Lane State:	○ OPEN	⦿ CLOSED	○ STANDBY
Gate State:	○ CLOSED	⦿ 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.

7.7.4 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.

8. 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:
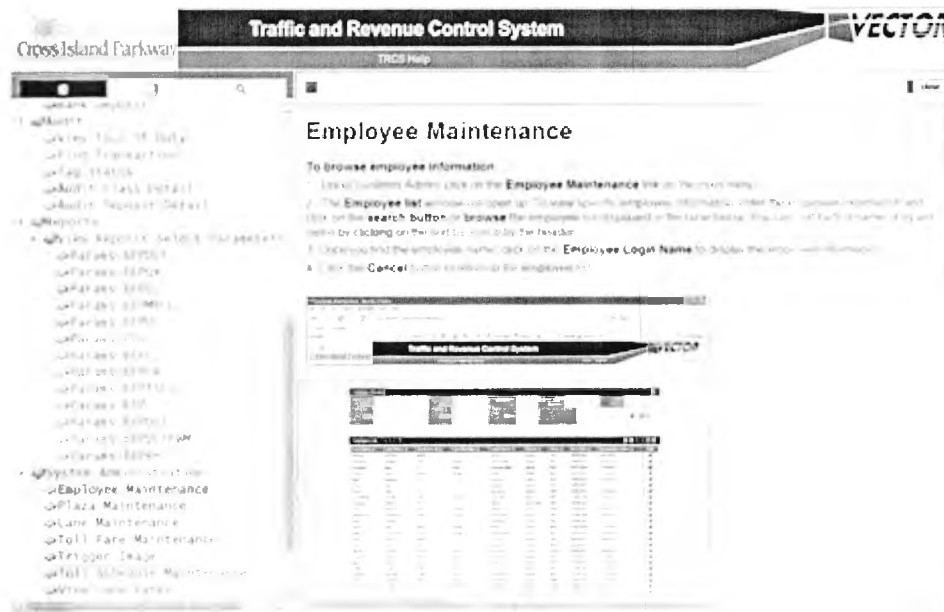
In the left panel, you will see a toolbar and listing of functionality within the Traffic Revenue Control System.
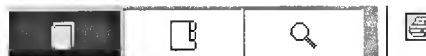
The toolbar allows you to view a listing of functions, functionality index, filter for specific functionality, and print the desired help directions.