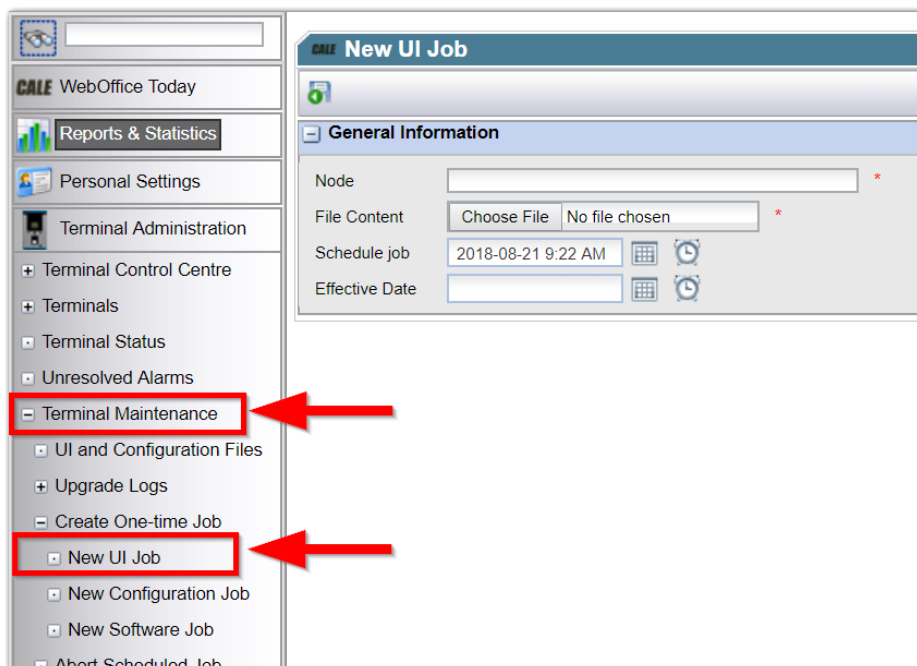


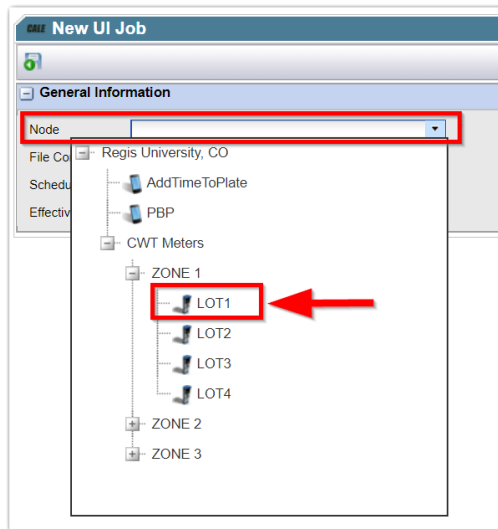
# SENDING FILES VIA CWO

This document will describe the steps on how to send the UI display files to the pay station via the CALE WebOffice.

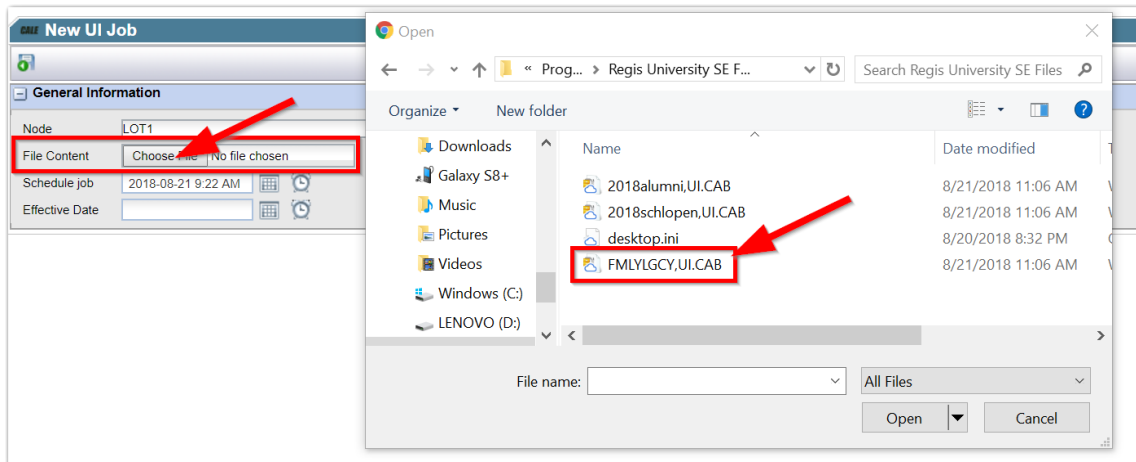
1. When you have received and downloaded the Special Event files, log into the CALE WebOffice website with your username and password. Once logged in, select **Terminal Administration / Terminal Maintenance / Create One-time Job / New UI Job**



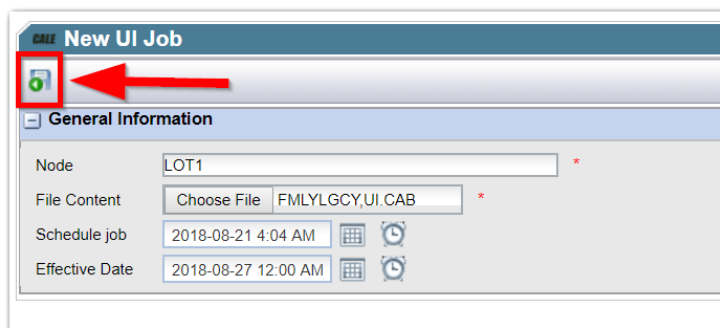
2. Click in the **Node** field, hit the + next to the company, and select the meter that you would like to apply the new special event.



3. In the **File Content** field, hit “Browse” and select the special event / rate file.



4. In the **Scheduled Job** field, choose the date and time to have the file uploaded to the meter, and in the **Effective Date** section, select when the change will take effect. Leaving the **Effective Date** field blank will place the new file in the effect as soon as it's downloaded to the meter. Once the pay station, correct file, and time frame are chosen, then hit SAVE in the upper left-hand corner.



**Schedule job**

Set date and time to download the file to the meter

**Effective Date**

Set date and time when the change/rate goes into effect at the meter

5. Once the file has been sent, the system will take you to the **Upgrade Logs/ UI Files** page where you can view the status of the job.
  - a. Created – The job is pending in the queue
  - b. Downloaded – The file has downloaded to the machine but has not taken affect.
  - c. Installed – The new rate has been installed into the kiosk.

**User Interfaces**

The list is filtered

Filter Advanced Filter

Node  Node to Search  Terminal ID Like

Terminal Group  Transfer Status

Date Created  Dynamic Time Span  Today

Apply

Terminal ID	File Name	Name	Checksum	Date Created	Date Changed	Effective Date	Downloaded Bytes	Transfer Status
LOT1	FMLYLGCY,UI,CAB	FMLYLGCY,UI,CAB_2018-08-22_6:09 AM	93f2b6c5f6bde63a5d180dedf4adca3c	2018-08-22 4:09:35 AM	2018-08-22 4:09:35 AM	2018-08-27 12:00:00 AM	0	Created

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