

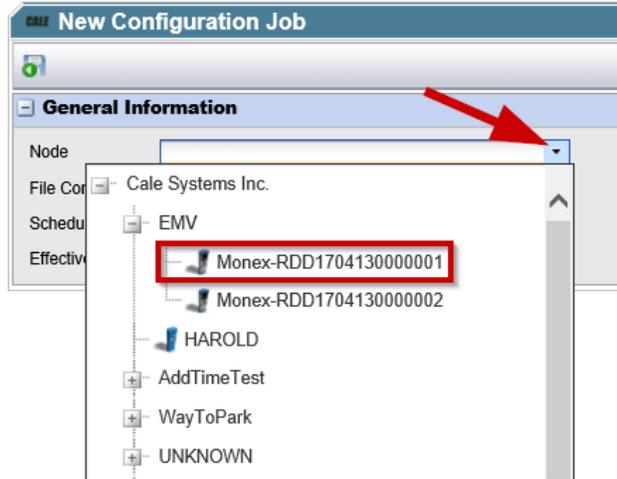
SENDING FILES VIA WEBOFFICE

This document describes the process on sending files to the terminals remote through the Flowbird WebOffice system.

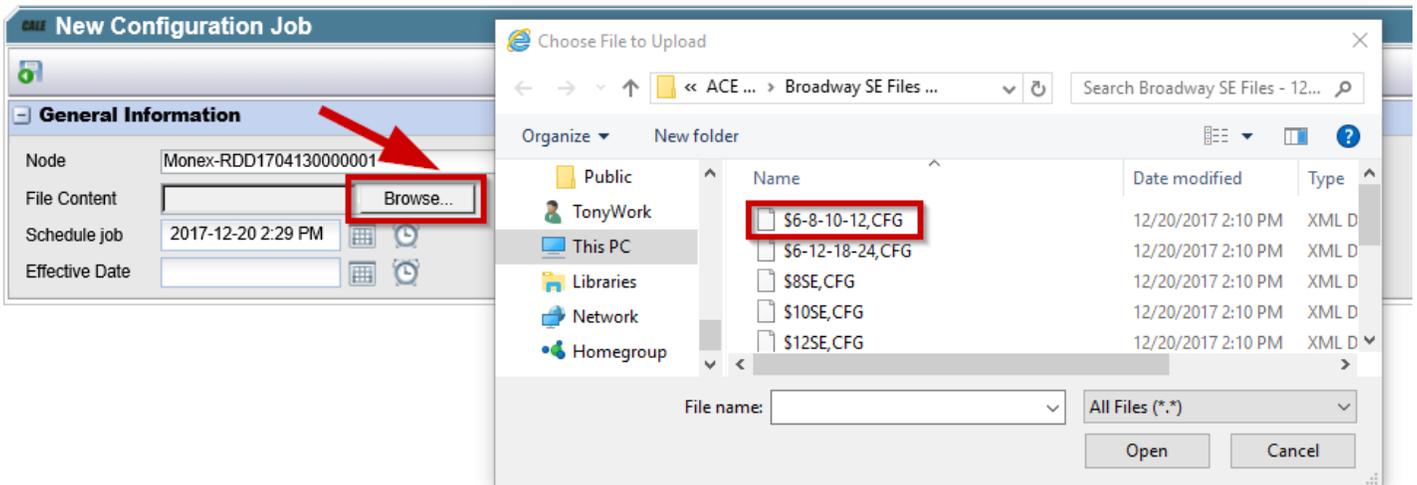
1. When you have received and downloaded the Special Event files, log into the CALE WebOffice website with your username and password. Once logged in, select **Terminal Administration / Terminal Maintenance / Create One-time Job / New Configuration Job**.

The screenshot displays the CALE WebOffice interface. On the left is a navigation menu with the following items: CALE WebOffice Today, Reports & Statistics, Personal Settings, Terminal Administration, Terminals, Terminal Status, Unresolved Alarms, Terminal Maintenance (highlighted with a red box and a red arrow), Upgrade Logs, Create One-time Job, New Configuration Job (highlighted with a red box and a red arrow), Communication Details, Space Management, Pay By Space, Company Administration, and Company News. The main content area is titled 'CALE New Configuration Job' and contains a 'General Information' section with the following fields: Node (text input), File Content (text input with a 'Browse...' button), Schedule job (calendar icon, showing 2017-09-05 11:47 AM), and Effective Date (calendar icon).

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 **Schedule 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 effect as soon as it's downloaded to the meter. Once the meter, correct file, and dates are chosen, then hit **Save** in the upper left-hand corner.

GALE New Configuration Job

General Information

Node: Monex-RDD170413000001

File Content: C:\Users\TonyWork\Docu Browse...

Schedule job: 2017-12-21 2:29 PM  

Effective Date: 2017-12-21 11:00 PM  

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/ Configuration Files** page where you can view the status of the job.

- Created – The job is pending in the queue
- Downloaded – The file has downloaded to the machine, but has not taken affect.
- Installed – The new rate has been installed into the kiosk.

GALE Configuration Files

 The list is filtered

Filter: **Advanced Filter**

Node:  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
Monex-RDD170413000001	\$6-8-10-12,CFG.xml	\$6-8-10-12,CFG.xml_2017-12-20_2:36 PM	7c390fe84566dc2ef99ea82cfc35d252	2017-12-20 2:36:12 PM	2017-12-20 2:36:12 PM	2017-12-21 11:00:00 PM	0	Created 

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