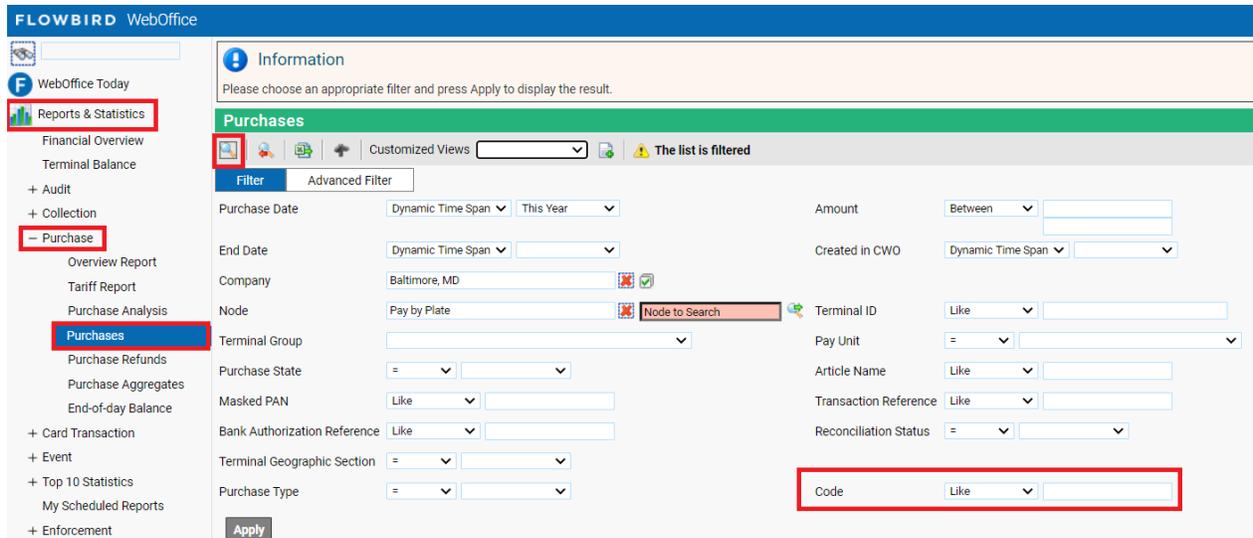


How to Look up Purchases by Plate in WebOffice

This article will demonstrate how to search for purchases tied to a specific vehicle plate number in WebOffice.

Purchases Report

From the left menu, select Reports & Statistics, then Purchase, then Purchases. Make sure the filter box is open (click on the magnifying glass):



Vehicle plate numbers are stored as the “Code” in the Purchases database. You can enter the entire plate number (without any spaced or special characters – letters and numbers only), or you can enter part of the plate number followed or preceded by an asterisk (*) as a wildcard. For example, entering ABC* and clicking reply will return a list of Purchases with vehicle license plates starting with ABC. Search examples follow on the next page.

Plate Masking

For data privacy and security, WebOffice offers complete flexibility in limiting access to plate data. Flowbird Support can set the maximum number of days to store the plate data and method of masking the stored plate. Once a plate number is masked for a particular Purchase, the associated Purchase can no longer be searched for by plate number.



Example using plate 2BD8253:

Purchases

Customized Views ▼ ⚠ The list is filtered

Filter **Advanced Filter**

Purchase Date: Dynamic Time Span ▼ This Year ▼ Amount: Between ▼ _____

End Date: Dynamic Time Span ▼ _____ Created in CWO: Dynamic Time Span ▼ _____

Company: Baltimore, MD 🗑 ✅ Node: Pay by Plate 🗑 Node to Search 🔍 Terminal ID: Like ▼ _____

Terminal Group: _____ Pay Unit: = ▼ _____ ▼

Purchase State: = ▼ _____ Article Name: Like ▼ _____

Masked PAN: Like ▼ _____ Transaction Reference: Like ▼ _____

Bank Authorization Reference: Like ▼ _____ Reconciliation Status: = ▼ _____ ▼

Terminal Geographic Section: = ▼ _____ ▼ Code: Like ▼ **2BD8253**

Purchase Type: = ▼ _____ ▼

Apply

Data View: Operational Historical

Terminal - Terminal ID	Pay Unit - Name	Node	Purchase Date Local	Amount	Receipt Type	Tariff Package - Name	Masked PAN	Transaction Reference	External ID	Code	Units	Units
CWS09-02	Card	\$2.00H 4H 10a-8p 7days (4200051)	2020-07-10 2:04:55 PM	8.00		T4200051	402049*5807	4eda47f201c12c1b	296723	2BD8253	240	240
CWS09-02	Card	\$2.00H 4H 10a-8p 7days (4200051)	2020-07-06 4:10:58 PM	7.70	None	T4200051	402049*5807	3bec72261c88b627	288664	2BD8253	231	231
TM15-01	Card	\$2.00H 4H 10a-8p 7days (4200051)	2020-07-06 12:02:33 PM	8.00	None	T4200051	402049*5807	df3fe988e7f125e5	287775	2BD8253	240	240
TM16-04	Card	\$2.00H 4H 10a-8p 7days (4200051)	2020-06-05 4:13:13 PM	3.00	None	T4200051	402049*5807	fc572be78ffb6bb3	244360	2BD8253	90	90

Page 1 of 1 Total Row Count: 4

Example using partial plate 9DH*

Purchases

Customized Views ▼ ⚠ The list is filtered

Filter **Advanced Filter**

Purchase Date: Dynamic Time Span ▼ This Year ▼ Amount: Between ▼ _____

End Date: Dynamic Time Span ▼ _____ Created in CWO: Dynamic Time Span ▼ _____

Company: Baltimore, MD 🗑 ✅ Node: Pay by Plate 🗑 Node to Search 🔍 Terminal ID: Like ▼ _____

Terminal Group: _____ Pay Unit: = ▼ _____ ▼

Purchase State: = ▼ _____ Article Name: Like ▼ _____

Masked PAN: Like ▼ _____ Transaction Reference: Like ▼ _____

Bank Authorization Reference: Like ▼ _____ Reconciliation Status: = ▼ _____ ▼

Terminal Geographic Section: = ▼ _____ ▼ Code: Like ▼ **9DH***

Purchase Type: = ▼ _____ ▼

Apply

Data View: Operational Historical

Terminal - Terminal ID	Pay Unit - Name	Node	Purchase Date Local	Amount	Receipt Type	Tariff Package - Name	Masked PAN	Transaction Reference	External ID	Code	Units	Units
TM15-01	Card	\$2.00H 4H 10a-8p 7days (4200051)	2020-07-10 2:09:21 PM	1.00		T4200051	410040*8651	5e05964cc0c31dcd	296739	9DH9290	30	30
TM15-01	Card	\$2.00H 4H 10a-8p 7days (4200051)	2020-07-10 1:31:24 PM	1.00		T4200051	410040*8651	dbdb3baffb080639	296590	9DH9290	30	30
ES 17-01	Coin	\$2.00H 2H 9a-6p M-Sat (2200042)	2020-07-08 5:33:21 PM	0.95	None	T2200042			293181	9DH2681	28	28
E2 06-02	Card	\$2.00H 4H 8a-6p M-Sat (4200045)	2020-07-08 5:17:53 PM	1.47	None	T4200045	409311*1946	8e4dc94b4f3527f4	293142	9DH139	44	44
BOSM5-06	Card	\$2.00H 4H 8a-8p M-Sat (4200012)	2020-07-08 12:52:52 PM	3.00	None	T4200012	474477*3322	a582ad05431fb720	292284	9DH2080	90	90
TYW10-02	Card	\$0.50H 4H 10a-8p M-Sat (4050178)	2020-07-07 3:08:43 PM	2.00	None	T4050178	474477*3611	5fd58b9ed071dd21	290581	9DH3422	240	240
FT 10-01	Coin	\$2.00H 4H 8a-12a 7days (4200177)	2020-07-07 12:22:37 PM	1.00	None	T4200177			289931	9DH4258	30	30

Please note that the Operational Data View will show Purchases during the last 90 days, while the Historical Data View will search all transactions. The Data View is shown below the “Apply” button.