

ONLINE PERMIT ACCOUNT

Flowbird has developed an innovative, virtual permit account solution for handling parking permit codes that can be used by residents, their visitors and other user groups. Having the permit codes online allows operators to have full control of who is entitled to a reduced tariff. This document will describe the process of creating an OPA codes within the Flowbird WebOffice to be used at the CWT terminals.

CREATING AN OPA CODE

- 1.) Under User Administration / Online Account, click on the **Accounts** tab. On the Accounts page, click on the Insert button (sheet of paper icon) at the top of the page.
- 2.) On the Accounts page, click on the Insert button (sheet of paper icon) at the top of the page.

Account ID	First Name	Last Name
123457	UC Riverside Test	Transportation
123JLZ	ANDREW	PERSAUD
2222	Cale	2 HRS FREE
3333	Cale	3 HRS FREE
33760	Help Desk	Test OPA
4321	Residente	Argentina
4444	Cale	4 HRS FREE
5971	Help Desk	Test
87654321	Anthony	Brown
995	UD	Parking
A1B2C3	UC Riverside Test	2 HR Validation
ABC123	ANTHONY	BROWN
ABCDE	UC Riverside Test	Discount Code
C10H24	flow	Bird
C5H12	test	flowbird
Cale America Demo		
CF24	flowbird	cale
CODE123	Steven	Chau
FB2019	Cale	Reduced rate
FB234	Test	Flowbird
FB7777	Bird	Flow

3.) On the Accounts Details page, use the following required fields to create an OPA code.

The screenshot shows the 'Account Details' form with the following fields and values:

- General Information:**
 - Account ID: FBCODE123
 - First Name: Flowbird
 - Company: Cale America Demo
 - Password: [Redacted]
 - Confirm Password: [Redacted]
 - Email: us-support@flowbird.group
 - Address: [Empty]
 - Zip Code: [Empty]
 - Phone Number: [Empty]
 - RFid: [Empty]
 - Time Balance: 0:00
- Tariff Package:**
 - Online Account: OPA10HFREE
 - Parking Code: OPA10HFREE
- Terminal Node Types:**
 - OPA (Description: Online Permit Meters)
 - OPA Help Desk (Description: OPA Codes For Help Desk)

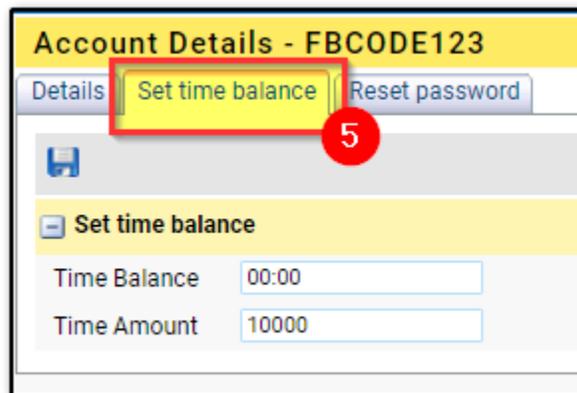
Required Items	Explanation
Account ID	Enter the code that will be used at the terminal. The code can be alphanumeric with capital letters only.
Company	Select your FWO Company
Password	Use the same Account ID (OPA code) for the Password and Confirm Password
Tariff Package	Select the tariff package for the rate/ free time calculation

The following fields are optional to assist in identifying the purpose of the OPA code and set up limitations of when and where the code can be used.

Optional Items	Explanation
First & Last Name	Enter the name of the person or department that will be using the code

Email	Enter the email address associated to the owner of the code
Address	Enter the address associated to the owner of the code
RFId	Enter the RFId code if using a QI code
Valid To	Select a date that the code will expire. The OPA code can be reactivated after it exceeds the Valid to date
Terminal Node Type	Select the area/ Lot where the codes can be used

- 4.) Once all the information has been entered and any limitations/ restrictions have been set, click the SAVE button  at the top of the Account Details page.
- 5.) Next, go back into the OPA Account code that was just created to set the time balance. Add time by entering an amount into the Time Amount field, then click Save.



PARKING CODES

The Parking Codes are similar to the Online Permit Accounts (OPA), except for the fact that this is more used to create system generated codes that you can manage, as opposed to using codes that are specific to your business. Parking Codes are codes which a user can generate and give to friends and visitors. Below are the steps on how to create and manage the Parking Codes within the Flowbird WebOffice.

CREATING A PARKING CODE

- 1.) Under User Administration / Online Account, click on the **Parking Codes** tab.
- 2.) On the Parking Codes page, click on the Insert button (sheet of paper icon) at the top of the page.

Account ID	Code	Vehicle Registration Number	Max Usage	Usage	Valid From	Valid To
Cale America Demo	1232251	TESTPLATE	24	0	6/26/2018 3:31:38 PM	
Cale America Demo	4413522		25	1	7/8/2019 2:39:48 PM	7/31/2019 12:00:00 AM
Cale America Demo	ABFREE1216			2	4/30/2019 8:53:53 AM	
Cale America Demo	ABTEST0043		100	26	3/20/2019 12:11:00 PM	
Cale America Demo	ABTEST3272		4	4	3/19/2019 2:55:10 PM	
Cale America Demo	ABTEST4557		100	2	3/20/2019 12:11:00 PM	
Cale America Demo	ABTEST6663		100	1	3/20/2019 5:50:34 PM	
Cale America Demo	ABTEST7104		3	3	3/19/2019 1:21:02 PM	
Cale America Demo	ABTEST8710			0	4/12/2019 9:10:26 AM	
Cale America Demo	ATH1171		10	0	5/1/2016 12:00:00 AM	5/31/2016 12:00:00 AM
Cale America Demo	ATH1203		10	0	5/1/2016 12:00:00 AM	5/31/2016 12:00:00 AM
Cale America Demo	ATH1282		10	0	5/1/2016 12:00:00 AM	5/31/2016 12:00:00 AM
Cale America Demo	ATH1605		10	0	5/1/2016 12:00:00 AM	5/31/2016 12:00:00 AM
Cale America Demo	ATH2163		10	0	5/1/2016 12:00:00 AM	5/31/2016 12:00:00 AM

3.) On the Parking Code Create page, you can use the following fields to create a code or several codes.

Parking Code Create

Details

General Information

Code: 10 *

Description: Marina 10 Hr Free to Be Billed

Vehicle Registration Number: [Empty]

Tariff Package: OPA10HFREE *

Valid From: [Empty] [Calendar Icon] [Clock Icon]

Valid To: [Empty] [Calendar Icon] [Clock Icon]

Max Usage: [Empty] Number of times the code can be used before it is disabled.

Anti-Passback:

Number Of Codes To Create: 1 *

Terminal Node Types	Name	Description
<input type="checkbox"/>	OPA	Online Permit Meters
<input checked="" type="checkbox"/>	OPA Help Desk	OPA Codes For Help Desk

List Of Generated Parking Codes

Number Of Codes Created: [Empty]

Item	Explanation
Code	Enter "10" as the prefix number. The system will generate the remaining digits for the code.
Description	Describes what the code will be used for
Tariff Package	Select the tariff package for the rate/ free time calculation
Max Usage	Number of times a code can be used before it is disabled. Leaving this field blank will have the code set for unlimited usage
Number of Codes to Create	You can create multiple codes at one time, all beginning with the prefix listed in the Code filter.
Terminal Node Type	Select the area/ Lot where the codes can be used.

4.) When you click Save, the code will display at the top of the page.

Parking Code Details

Details

General Information

Code 104767

Date Created 6/26/2020 9:58:56 AM

Usage 0

Enabled

Description Marina 10 Hr Free to Be Billed

Vehicle Registration Number

Tariff Package OPA10HFREE

Valid From 6/26/2020 9:58 AM

Valid To

Max Usage Number of times the code can be used

Anti-Passback

Terminal Node Types

	Name
<input type="checkbox"/>	OPA
<input checked="" type="checkbox"/>	OPA Help Desk

Once the code(s) have been created, you can distribute them as needed. When it is time to bill the customer for the number of times the code(s) have been used, you can find this information using the instructions below.

FINDING NUMBER OF USAGES

- 1.) Under User Administration / Online Account, click on the Parking Codes tab.
- 2.) In the Code filter, type in the customers code that was given to them.

The screenshot shows the 'Parking Codes' interface. On the left sidebar, the 'Parking Codes' option is highlighted with a red box and a red circle labeled '1'. In the main area, the 'Code' filter is set to 'Like' and '104767', with a red box and a red circle labeled '2' around it. Below the filters is an 'Apply' button. The table below shows the results of the search:

Account ID	Code	Vehicle Registration Number	Max Usage	Valid From	Valid To	Date Created
Cale America Demo	104767		3	6/26/2020 9:58:55 AM		6/26/2020 9:58:56 AM

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- 3.) Hit APPLY to initiate the search, and you will be able to see the number of times the code has been used, then bill accordingly.

This is a close-up of the table from the previous screenshot. The 'Usage' column is highlighted with a red box, showing the value '3'.

Account ID	Code	Vehicle Registration Number	Max Usage	Usage	Valid From	Valid To	Date Created	Description
Cale America Demo	104767		3	3	6/26/2020 9:58:55 AM		6/26/2020 9:58:56 AM	Marina 10 Hr Free to Be Billed

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