



INNOVATION **IN** OPERATION®

# Validation Portal Training

Amano Validation eParcSuite

# Overview

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- + Navigate to **eParcSuite** (Online Portal)
- + Change Password
- + Validate Tickets using **eParcVal**
- + Create Validations using **eFlexPrint**
- + Add Users
- + View/Run Reports
- + Q & A

# Navigate to eParcSuite

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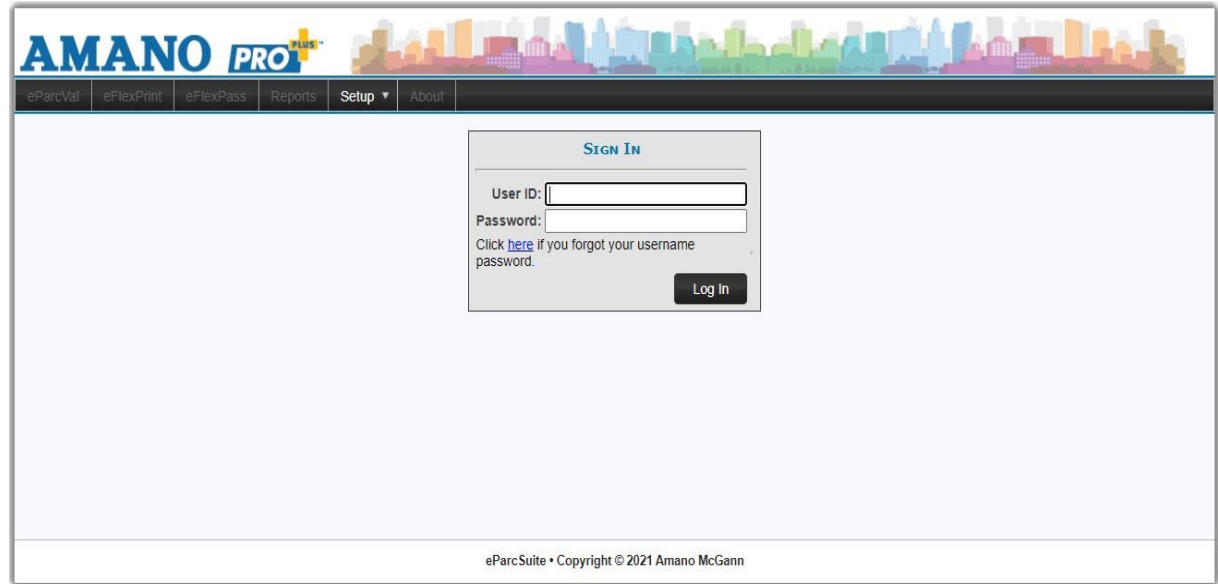
Please use the link below in your browser to get to the validation website.

[Parkingeval.com](http://Parkingeval.com)



# Logging in to eParcSuite

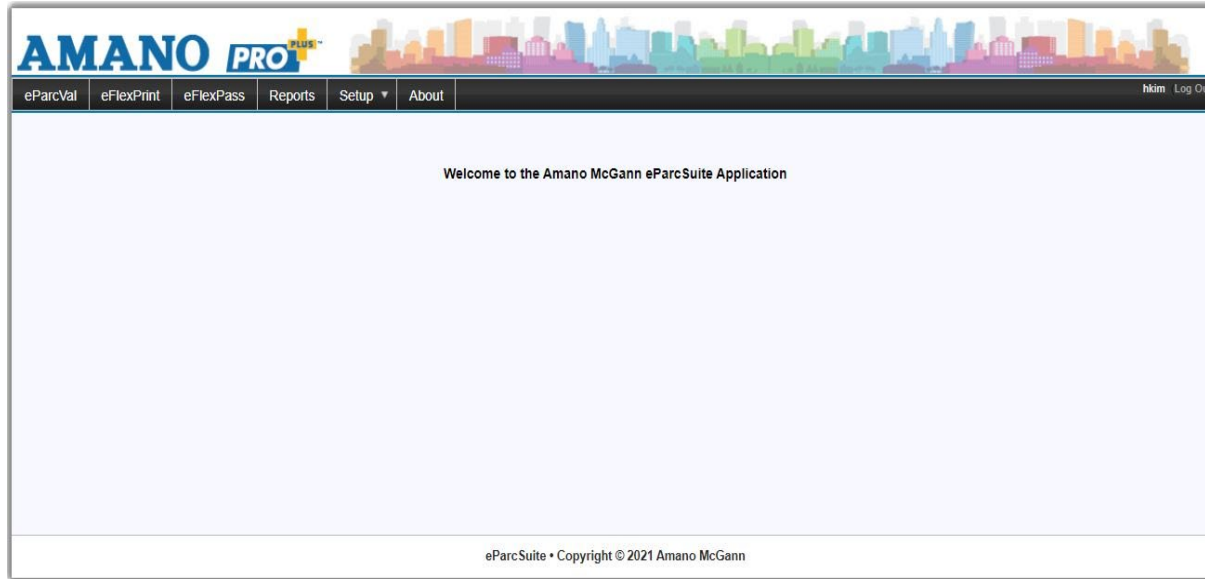
Sign in using your  
**User ID** and  
**Password** that  
has been  
assigned to you.  
You can always  
change the  
password.



The screenshot shows the login interface for AMANO PRO eParcSuite. At the top, there is a header with the AMANO PRO logo and a city skyline graphic. Below the header is a navigation bar with links: eParcVal, eFlexPrint, eFlexPass, Reports, Setup (with a dropdown arrow), and About. The main content area is light blue and contains a central 'SIGN IN' box. Inside this box, there are two input fields: 'User ID:' and 'Password:'. Below the password field is a link that says 'Click [here](#) if you forgot your username password.' and a 'Log In' button. At the bottom of the page, there is a footer that reads 'eParcSuite • Copyright © 2021 Amano McGann'.

# Logging in to eParcSuite

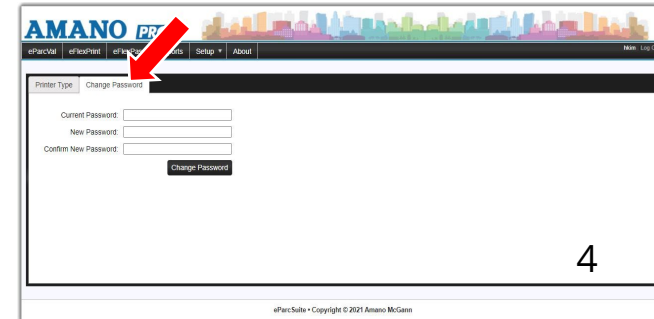
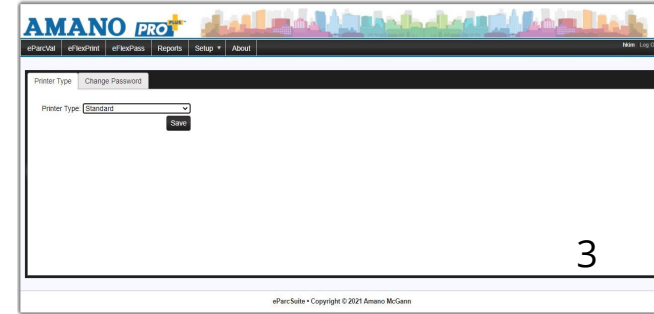
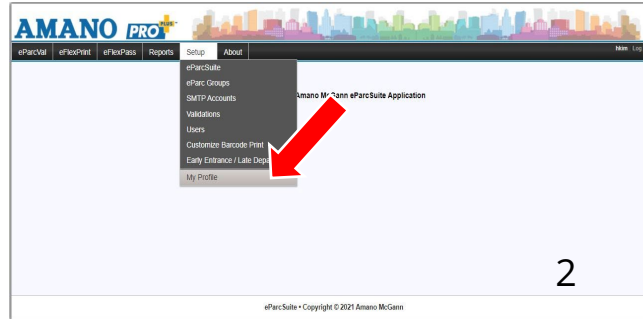
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Successful signing in will then look like this.

# Change Password

- Select **Setup**
- Select **My Profile**
- After new screen appears Select **Change Password**



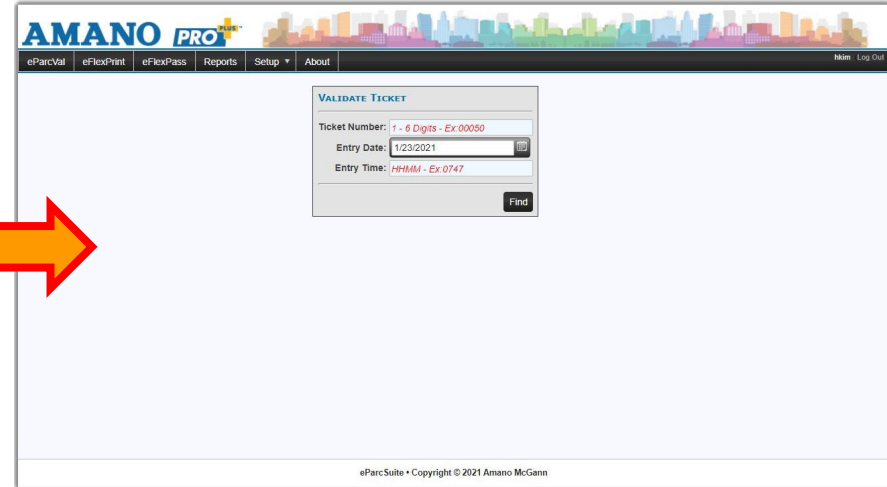
# Validate Tickets using eParcVal

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- ★ The eParcVal feature finds the ticket in the database and allows the user to add a validation to the customer's ticket using the ticket number, entry date, and entry time of the entry ticket.
- ★ You can validate as many as you want, you are billed for the validations used.

# Validating Tickets using eParcVal

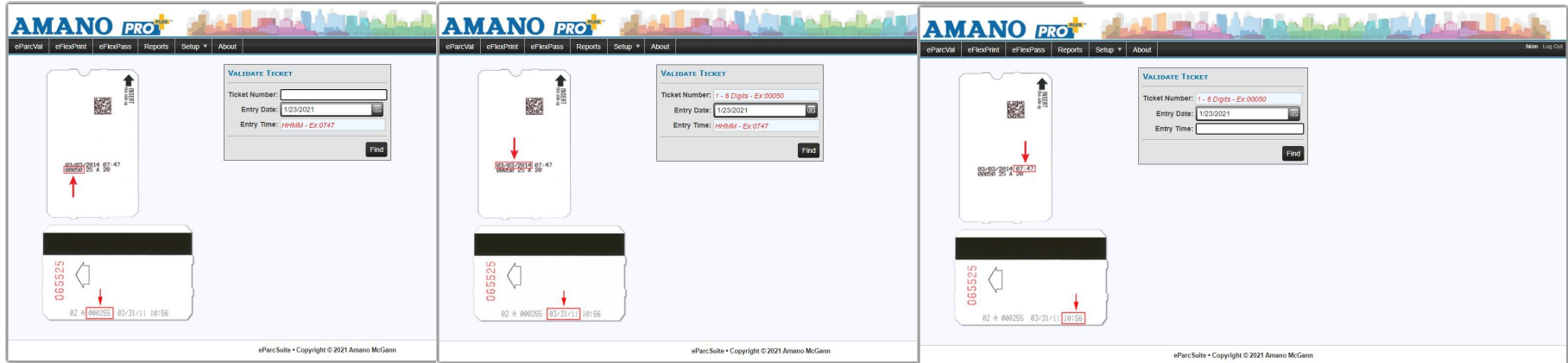
Click the eParcVal button and the new screen will appear.





# Validating Tickets using eParcVal

1. Enter the *Ticket Number*, *Entry Date*, and *Entry Time* located on the ticket
2. Click **Find** once the fields contain the correct values.
3. If a ticket is found, the *Ticket Validations* screen appears, showing the ticket number, entry time and current time, and the ability to add a validation to the ticket. To add a validation, select the validation desired, and number of validations the ticket will have.
4. Click **Add Validation**. The validation is added to the ticket and the ticket appears where “No validations exist on this ticket” once was. To delete the validation, simply click the **red X** under the Delete column. The ticket is now considered a validated ticket and can be used by the customer on exit.



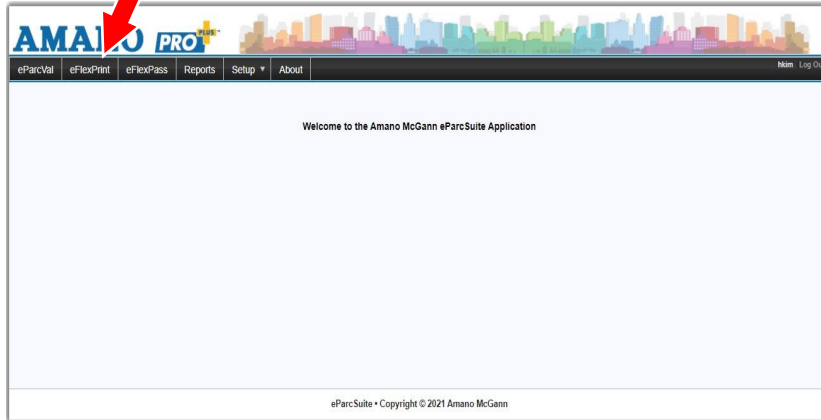
# Create Validations using eFlexPrint

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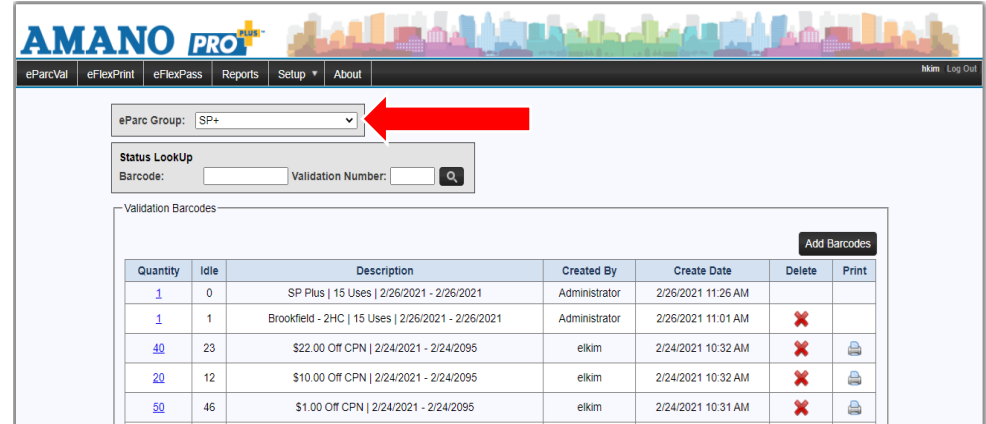
- ★ The **eFlexPrint** feature is used for printing physical validations for patrons.
- ★ With eFlexPrint, a barcode is generated for the validation, printed and provided to the patron.
  - The patron inserts their ticket at the exit machine and then scans the barcode validation on the scanner.
- ★ Facilities can create a large number of validations without having to receive the patron's ticket for every validation.
- ★ You can print as many as you want, you are only billed for the validations used.

# Create Validations using eFlexPrint

To print validations,  
click the **eFlexPrint** tab.

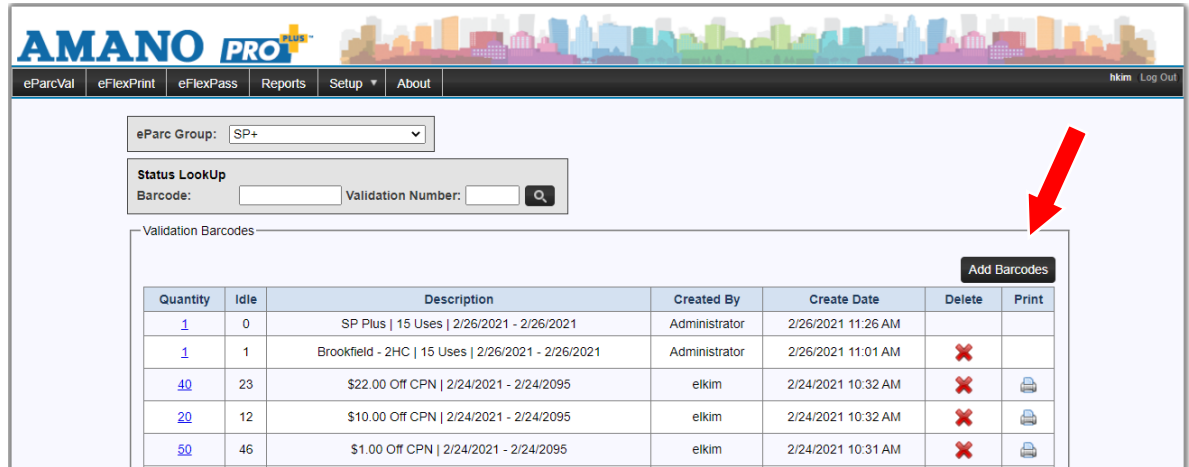


The **eFlexPrint** screen containing the  
Validation Barcodes menu appears.



# Creating Validations using eFlexPrint

- + Click **Add Barcodes** to print new validations
- + A new window will appear with your company's name



The screenshot shows the AMANO PRO eFlexPrint interface. At the top, there is a navigation bar with links for eParcVal, eFlexPrint, eFlexPass, Reports, Setup, and About. Below this, there is a section for 'eParc Group' with a dropdown menu set to 'SP+'. A 'Status LookUp' section contains input fields for 'Barcode:' and 'Validation Number:' with a search icon. The main area is titled 'Validation Barcodes' and contains a table with columns: Quantity, Idle, Description, Created By, Create Date, Delete, and Print. A red arrow points to the 'Add Barcodes' button in the top right corner of the table area.

Quantity	Idle	Description	Created By	Create Date	Delete	Print
1	0	SP Plus   15 Uses   2/26/2021 - 2/26/2021	Administrator	2/26/2021 11:26 AM		
1	1	Brookfield - 2HC   15 Uses   2/26/2021 - 2/26/2021	Administrator	2/26/2021 11:01 AM	✗	
40	23	\$22.00 Off CPN   2/24/2021 - 2/24/2095	elkim	2/24/2021 10:32 AM	✗	
20	12	\$10.00 Off CPN   2/24/2021 - 2/24/2095	elkim	2/24/2021 10:32 AM	✗	
50	46	\$1.00 Off CPN   2/24/2021 - 2/24/2095	elkim	2/24/2021 10:31 AM	✗	

# Creating Validations using eFlexPrint

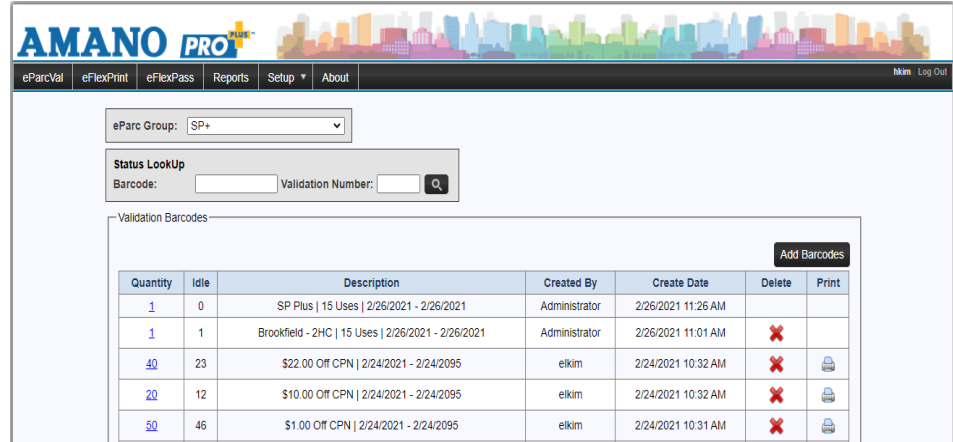
- + Enter the **Quantity** to be printed
- + Select the type of **Validation** you want to print
- + Check “**No End Date**”
- + Select “**All Lot**”
- + **Memo** (*optional*) - can be used for Customer, Department, or Employee Info
- + Click **Add Barcodes**

The screenshot shows the 'SP+ BARCODES' form with the following fields and values:

- Barcode:** (empty text field)
- Quantity:** 1
- Validation:** \$1.00 Off CPN (dropdown menu)
- Start Date:** 4/29/2021 12:00 AM (calendar icon)
- No End Date:** ☐
- End Date:** 4/29/2021 11:59 PM (calendar icon)
- Lot Selection:** ☐ All Lot, ☒ Choose Lot
- Lot Number:** 1, 2, 3, 4 (list box)
- Uses:** Limited (dropdown), 1 (spinner)
- Uses Per Transaction:** 1 (spinner)
- Barcode Format:** QR (dropdown)
- Memo (optional):** (empty text area)
- Buttons:** Cancel (top right), Add Barcodes (bottom right)

# Creating Validations using eFlexPrint

- A new screen will appear showing the barcodes that have been created
- Select **Print** for the validations you want to print



The screenshot displays the AMANO PRO eFlexPrint interface. At the top, there is a navigation bar with tabs for eParcVal, eFlexPrint, eFlexPass, Reports, Setup, and About. Below the navigation bar, there is a section for eParc Group (SP+) and a Status LookUp section with Barcode and Validation Number input fields. The main content area is titled "Validation Barcodes" and contains a table with columns: Quantity, Id#, Description, Created By, Create Date, Delete, and Print. The table lists several validation barcodes, including SP Plus, Brookfield - 2HC, and Off CPN. The "Print" column contains a printer icon for each row.

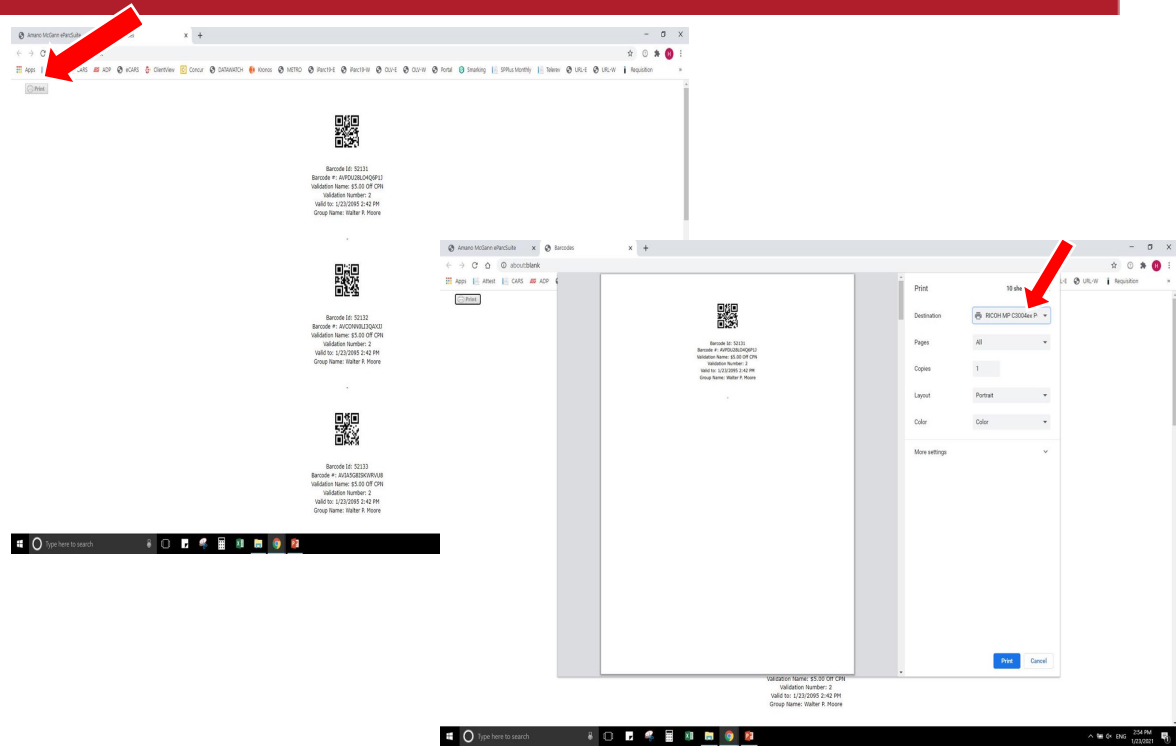
Quantity	Id#	Description	Created By	Create Date	Delete	Print
1	0	SP Plus   15 Uses   2/26/2021 - 2/26/2021	Administrator	2/26/2021 11:26 AM		
1	1	Brookfield - 2HC   15 Uses   2/26/2021 - 2/26/2021	Administrator	2/26/2021 11:01 AM	X	
40	23	\$22.00 Off CPN   2/24/2021 - 2/24/2095	elkim	2/24/2021 10:32 AM	X	
20	12	\$10.00 Off CPN   2/24/2021 - 2/24/2095	elkim	2/24/2021 10:32 AM	X	
50	46	\$1.00 Off CPN   2/24/2021 - 2/24/2095	elkim	2/24/2021 10:31 AM	X	

# Creating Validations using eFlexPrint

A preview of the validations will display the validations you have created.

- + Click **Print** to print a hard copy of the barcode on the assigned printer.

Optional - you can print two or four per page.



# Tips for eFlexPrint

Lookup the status of validations generated using the last 4 digits of the barcode

Lookup the status of validations generated by using the validation number

By clicking on the quantity number it will display the barcodes created

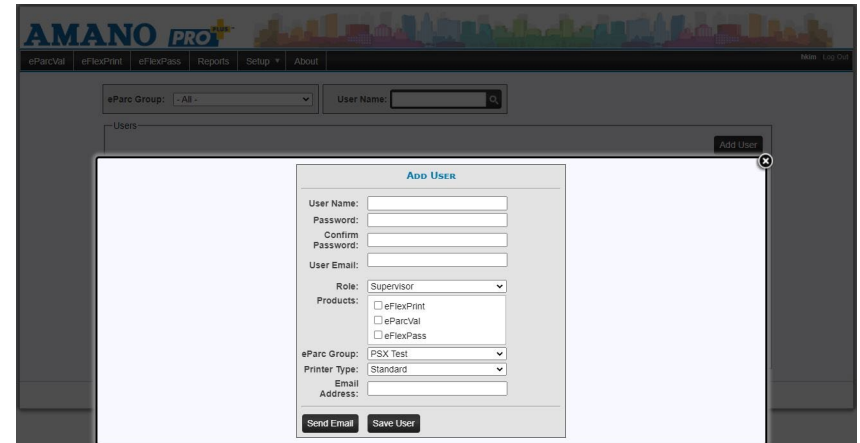
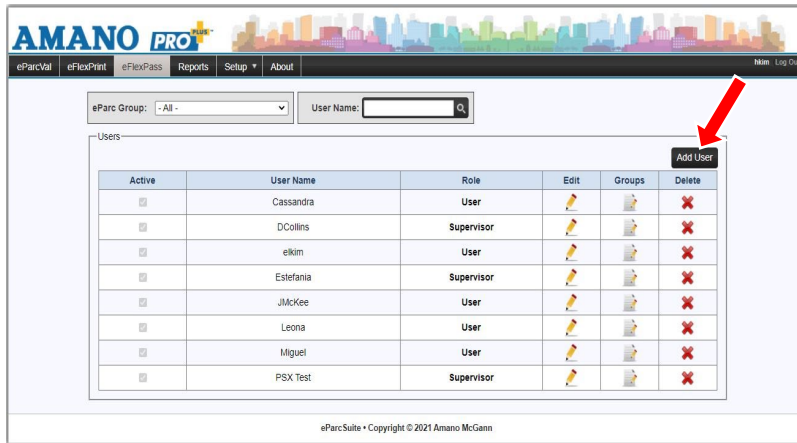
The screenshot shows the eFlexPrint web application interface. At the top, there is a navigation bar with links for 'eFlexPrint', 'eFlexPass', 'Reports', 'Setup', and 'About'. Below this, there is a 'Barcode Group' dropdown menu set to 'SP+'. The 'Status Lookup' section contains two input fields: 'Barcode:' and 'Validation Number:', both with search icons. Below this is a table titled 'Validation Barcodes' with columns for Quantity, Idle, Description, Created By, Create Date, Delete, and Print. The table contains five rows of data. A red arrow points from the 'Quantity' column to the 'Status Lookup' section, and another red arrow points from the 'Validation Number' field to the 'Status Lookup' section. A third red arrow points from the 'Quantity' column to the 'Validation Barcodes' table.

Quantity	Idle	Description	Created By	Create Date	Delete	Print
<a href="#">1</a>	0	SP Plus   15 Uses   2/26/2021 - 2/26/2021	Administrator	2/26/2021 11:26 AM		
<a href="#">1</a>	1	Brookfield - 2HC   15 Uses   2/26/2021 - 2/26/2021	Administrator	2/26/2021 11:01 AM	✗	
<a href="#">40</a>	23	\$22.00 Off CPN   2/24/2021 - 2/24/2095	elkim	2/24/2021 10:32 AM	✗	
<a href="#">20</a>	12	\$10.00 Off CPN   2/24/2021 - 2/24/2095	elkim	2/24/2021 10:32 AM	✗	
<a href="#">50</a>	46	\$1.00 Off CPN   2/24/2021 - 2/24/2095	elkim	2/24/2021 10:31 AM	✗	



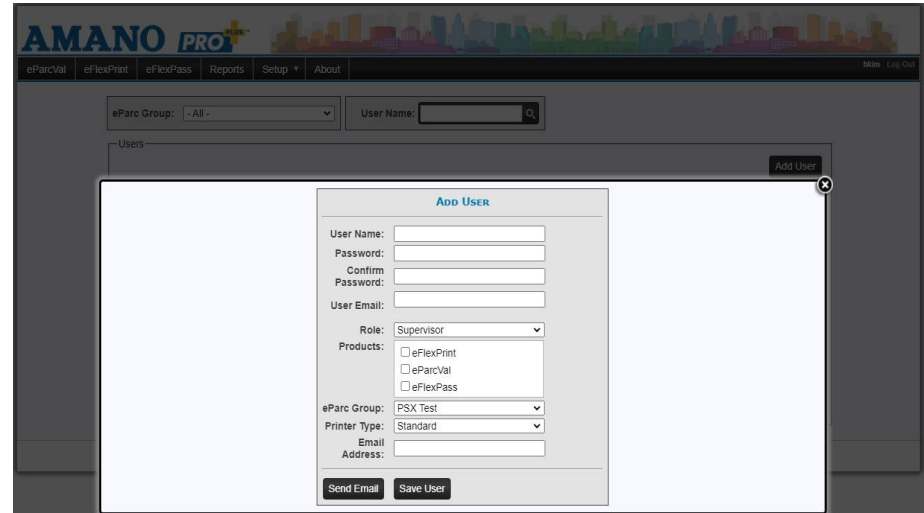
# Adding New Users

Hover the cursor over the Setup tab and select **Users** from the options. The *Users* screen will appear. Click **Add User** to setup a new user. Then the *Add User* window will appear.



# Adding New Users

- + Enter a **User Name** and **Password** for the user.
  - o The password can be changed later via the *My Profile* screen.
- + Use the **Role** drop-down to select the type of access level for the user.
- + Select a printer for the user. It should be defaulted to *Standard*.
- + Click **Save User** once all fields contain the desired values.
- + Email new users their User Name and Password, along with the validation website link



The screenshot displays the AMANO PRO software interface. At the top, there is a navigation bar with links for eParcVal, eFlexPrint, eFlexPass, Reports, Setup, and About. Below this, a search bar for 'User Name' is visible. The main content area features a table with a header 'Users' and an 'Add User' button. A modal window titled 'ADD USER' is open, containing the following fields: User Name, Password, Confirm Password, User Email, Role (a dropdown menu currently set to 'Supervisor'), Products (checkboxes for eFlexPrint, eParcVal, and eFlexPass), eParc Group (a dropdown menu currently set to 'PSX Test'), Printer Type (a dropdown menu currently set to 'Standard'), and Email Address. At the bottom of the modal, there are two buttons: 'Send Email' and 'Save User'.

# Adding New Users - Role Explanations

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- ★ The role selected determines which features are available to the user.
  - **Supervisor** – This user level may only create other supervisor users.
  - **User** – This user cannot create other users but they are able to add eFlexPrint barcodes, and eParcVal validations.



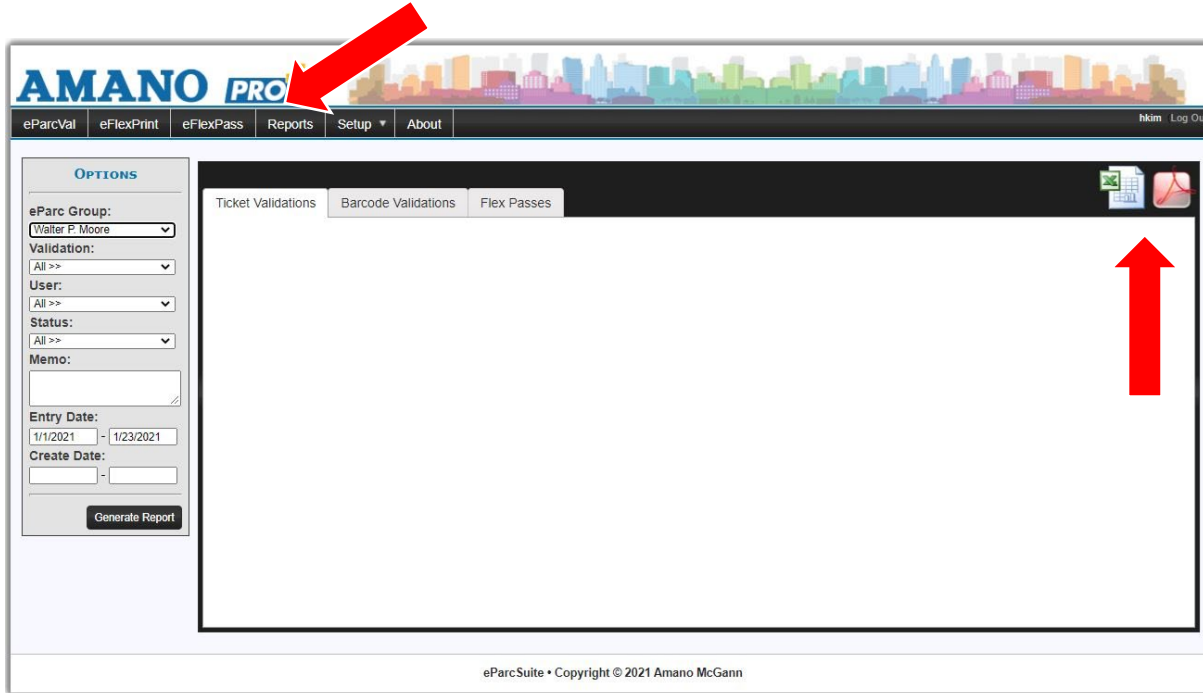
# Validation Reports

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- ★ Users are allowed to view the status of eParcVal validations, and eFlexPrint barcode validations.
- ★ Reports can be exported to a PDF file and Microsoft excel for viewing and easy file transfer.



# Viewing and Exporting Validation Reports



- + Click the **Reports** tab and the Reports screen will appear
- + Press the **Microsoft Excel** icon or the **Adobe Reader** icon in the upper-right corner of the screen to export to an Excel file or a PDF.

# Validation Reports - Notes

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Report options are dependent on the eParc feature subtab open.

For example, if the *Barcode Validations* subtab is currently selected, the *Activation* and *Expiration Date* fields corresponding to the *Ticket Validations* subtab are NOT displayed.

# Ticket Validations (eParcVal) Report Details

- + Click the **Ticket Validations** tab and set the search parameters
- + Select **Generate Report** to view the *Ticket Validations* report.



The screenshot displays the AMANO PRO eParcVal web interface. On the left, the 'OPTIONS' sidebar includes dropdown menus for 'eParc Group', 'Validation', 'User', and 'Status', along with text input fields for 'Memo', 'Entry Date', and 'Create Date'. A 'Generate Report' button is located at the bottom of this sidebar. The main content area features three tabs: 'Ticket Validations' (selected), 'Barcode Validations', and 'Flex Passes'. Below the tabs is a table with 12 columns: Group, Ticket, Entry Time, Device Name, #, Name, Type, Count, Memo, Status, Create Date, and Created By. The table contains 18 rows of data representing individual ticket validation events.

Group	Ticket	Entry Time	Device Name	#	Name	Type	Count	Memo	Status	Create Date	Created By
SP+	15070	12/09/20 9:03AM	Caroline Left Entry	4	\$22.00 Off CPN	Amount	1	Kelsey Validation #4 not working IFCF	Used	12/09/2020	hkim
SP+	6272	11/17/20 7:22AM	CarolineLeftEntryTD	5	SP Plus	Amount	1	Rosaneila Lopez	Activated	11/17/2020	hkim
SP+	2557	10/29/20 8:03AM	WalkerLeftEntryTD	5	SP Plus	Amount	1	Enlink Contract Parker	Used	10/29/2020	hkim
SP+	4932	10/15/20 8:41AM	WalkerRightEntryTD	5	SP Plus	Amount	1	Littler Contract	Activated	10/15/2020	hkim
SP+	20278	08/20/20 10:59AM	Caroline Right Entry	4	\$22.00 Off CPN	Amount	1		Used	08/20/2020	elkim
SP+	2276	08/18/20 5:52AM	WalkerLeftEntryTD	4	\$22.00 Off CPN	Amount	1		Activated	08/18/2020	elkim
SP+	10175	06/04/20 7:42AM	Caroline Left Entry	4	\$22.00 Off CPN	Amount	1	Brookfield	Used	06/04/2020	elkim
SP+	1039	06/01/20 6:46AM	AustinRightEntryTD	4	\$22.00 Off CPN	Amount	1	enlink	Activated	06/01/2020	elkim
SP+	7107	03/25/20 10:07AM	2HCGWalkerEntry	4	\$22.00 Off CPN	Amount	1		Used	03/25/2020	elkim
SP+	13699	02/19/20 8:29AM	Caroline Right Entry	2	\$5.00 Off CPN	Amount	1	ticket did not work.	Activated	02/19/2020	elkim
SP+	7195	02/03/20 8:53AM	2HCGSanJacEntry	4	\$22.00 Off CPN	Amount	1	Fayez Sarofim	Activated	02/03/2020	elkim
SP+	6160	01/15/20 9:21AM	Caroline Left Entry	5	SP Plus	Amount	1	Interview	Used	01/15/2020	elkim
SP+	3830	01/06/20 8:31AM	CarolineLeftEntryTD	5	SP Plus	Amount	1	Contract Parker	Used	01/06/2020	hkim
SP+	5625	01/03/20 1:10PM	Caroline Left Entry	4	\$22.00 Off CPN	Amount	1		Used	01/03/2020	DeletedUser

# Tickets Validations Report - Header Notes

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- **Group:** Group the validation belongs to (defaulted Your Company)
- **Ticket:** The Ticket number
- **Entry Time:** Patron's entry time
- **#:** Validation number
- **Name:** Name of the validation
- **Type:** Type of validation
- **Amount/Rate:** The amount of money the validation subtracted
- **Count:** Number of times validated
- **Status:** Shows whether the validation has been activated or used
- **Create Date:** When the validation was assigned
- **Created By:** The user who created the validation for the ticket





# Barcode Validations (eFlexPrint) Report Details

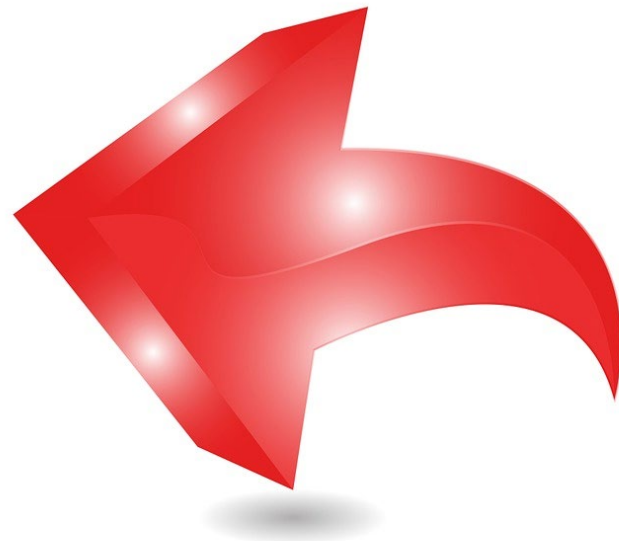
- + Click the **Barcode Validations** tab, set search parameters,
- + Click **Generate Report** to view the *Barcode Validations* report.

Group	Barcode	#	Name	Type	Uses Allowed	Activation Date	Expiration Date	Memo	Used Date	Create Date	Created By
State Farm Mutual Automobile Insurance Company	AV7PLMIW3UJIOB5	1	\$1.00 Off CPN	Amount	1	01/11/2021	01/11/2095			01/11/2021	elkim
State Farm Mutual Automobile Insurance Company	AVU0E7AWXTJLWT5	1	\$1.00 Off CPN	Amount	1	01/11/2021	01/11/2095			01/11/2021	elkim
State Farm Mutual Automobile Insurance Company	AVHB8S2XRSKP3B5	1	\$1.00 Off CPN	Amount	1	01/11/2021	01/11/2095			01/11/2021	elkim
State Farm Mutual Automobile Insurance Company	AVNWQLAT19P62MU	1	\$1.00 Off CPN	Amount	1	01/11/2021	01/11/2095			01/11/2021	elkim
State Farm Mutual Automobile Insurance Company	AVA7K62UV8Q994U	1	\$1.00 Off CPN	Amount	1	01/11/2021	01/11/2095			01/11/2021	elkim
State Farm Mutual Automobile Insurance Company	AVXIDRUUP7RDHMU	1	\$1.00 Off CPN	Amount	1	01/11/2021	01/11/2095			01/11/2021	elkim

# Barcode Validations (eFlexPrint) - Header Notes

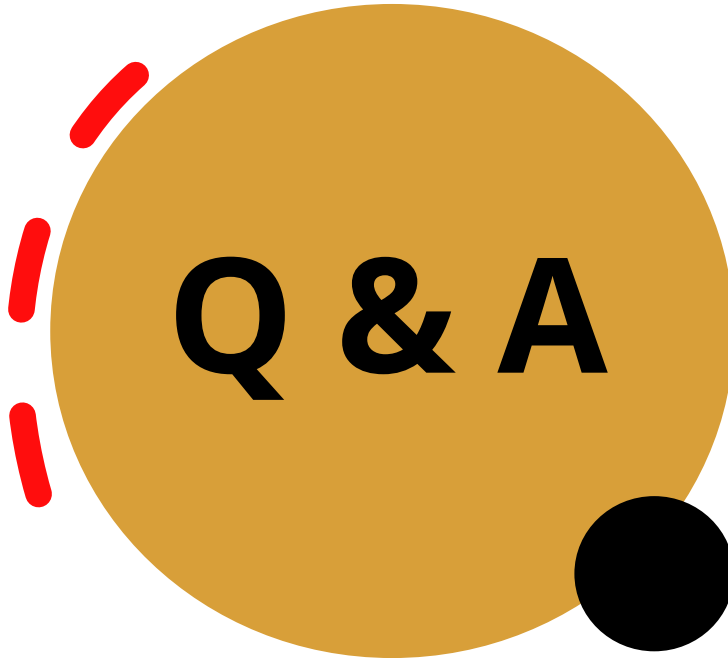
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- **Group:** Group the validation belongs to (defaulted to Your Company)
- **Barcode:** The actual alpha-numeric text the QR code contains
- **#:** Validation number
- **Name:** Validation name
- **Type:** Type of validation
- **Uses Allowed:** How many times the parker may use the barcode
- **Activation Date:** When the barcode starts being a valid barcode
- **Expiration Date:** When the barcode stops being a valid barcode
- **Memo:** Optional notes.
- **Used Date:** Date the validations was used, if applicable
- **Create Date:** When the barcode was created
- **Created By:** The user who created the barcode



# Questions & Answers

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Email:  
[AskHoustonCtr@Spplus.com](mailto:AskHoustonCtr@Spplus.com)