

# **Garage 4 Card Update Utility Application System User's Guide**



Created by:



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***CARD UPDATE 04-14-2011***

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## Garage 4 Card Update Utility Application System

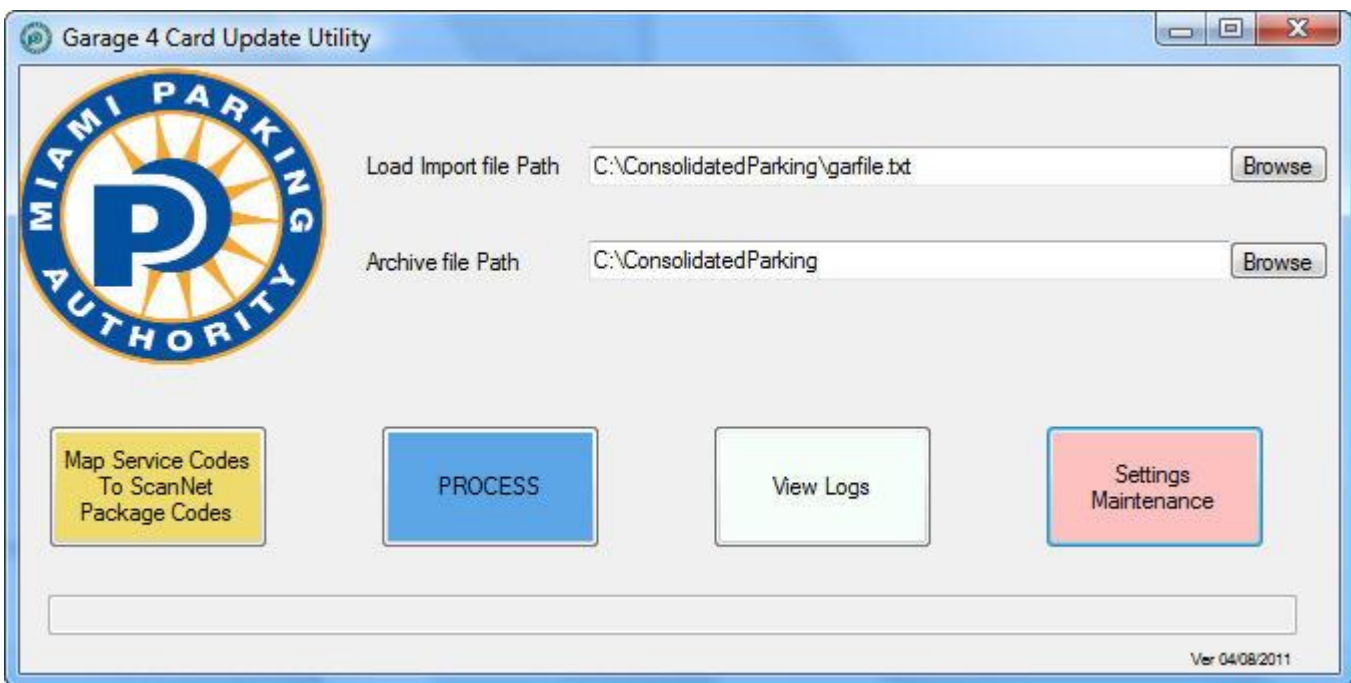
### Desktop Icon

To use the Garage 4 Card Update Utility Software, first you must open the application by finding the desktop shortcut icon



and double clicking on it.

When opening the program the main form looks like the following:



Once the service codes that are used have been tied to the appropriate package codes and the user has established email settings the program can be used to import credential and patron information. Enter the appropriate file path and file name for importing. You may also specify the file path the import file will be moved to when processing is complete. The file will be renamed with the current date and time i.e. 04152011 085859.txt would represent the file that was processed

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on 4-15-2011 at 08:58:59. In order to process the text file the operator must first create records into a supplemental table that tie the service codes for the Garage 4 to the ScanNet package codes.

Service Codes To Packages Form

Ver 03/14/11

ScanNet Package: SON/SPH DOCK-UCT

Service Code: 1ATR

**Service /Package Codes Currently on File**

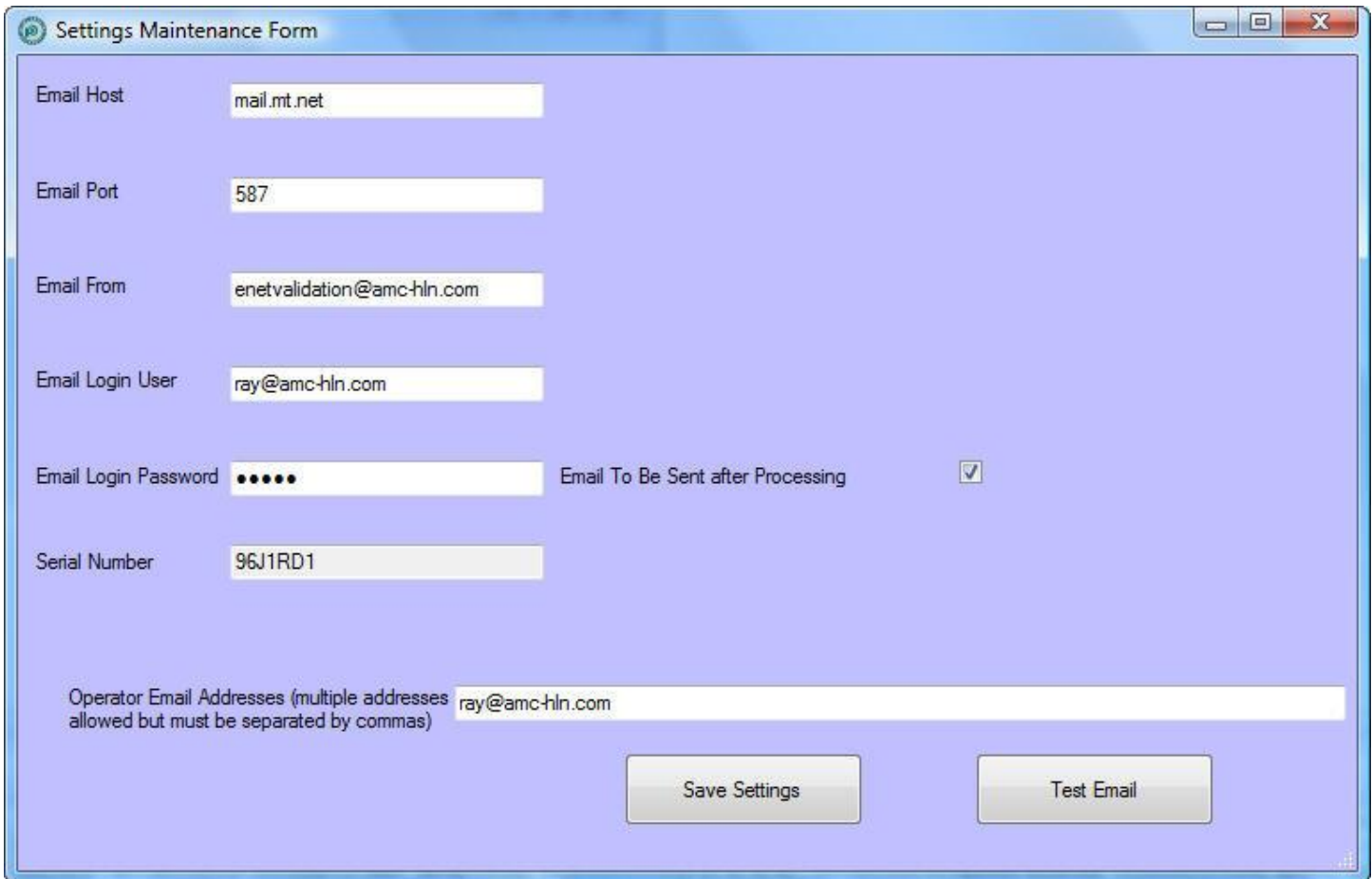
Package Name	Service Code
SON/SPH DOCK-UCT	1ATR
UCT Reg/UPG Payroll Deduct	1BM
UPG UT Students, 5pm-8am	1CDB
UCT Reg/UPG Payroll Deduct	1COMM
SON/SPH SIC	1EXEMP
UCT Monthly 2-5	1FF
UCT Employee Payroll Deduct	1HHS
UCT Street Employee Payroll	1JAC
UCT-P2 Employee Payroll	1MP
MSI Monthly	1PPA
MSI Student after-hour DBB&GSB	3MP
OCB-A Employee Payroll	6MP
UCT Reg/UPG Payroll Deduct	EMP

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Click on the plus button in the navigation toolbar to add a new record. Select the appropriate package code and assign a service code to it. Then click the save button to update the supplemental table. The user may also click the red x button after highlighting a record if the record is to be removed from the supplemental table.

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The Settings tab on the main form is used to save the email information for the Garage 4 Card Update interface application. An example screen is provided below that displays the information that the customer enters to allow the system to generate email notices when processing has completed.



The screenshot shows a window titled "Settings Maintenance Form" with a light blue background. It contains several input fields and a checkbox. The fields are labeled "Email Host", "Email Port", "Email From", "Email Login User", "Email Login Password", "Serial Number", and "Operator Email Addresses (multiple addresses allowed but must be separated by commas)". The "Email Host" field contains "mail.mt.net", "Email Port" contains "587", "Email From" contains "enetvalidation@amc-hln.com", "Email Login User" contains "ray@amc-hln.com", "Email Login Password" contains "\*\*\*\*\*", "Serial Number" contains "96J1RD1", and "Operator Email Addresses" contains "ray@amc-hln.com". There is a checkbox labeled "Email To Be Sent after Processing" which is checked. At the bottom right, there are two buttons: "Save Settings" and "Test Email".

Field	Value
Email Host	mail.mt.net
Email Port	587
Email From	enetvalidation@amc-hln.com
Email Login User	ray@amc-hln.com
Email Login Password	*****
Serial Number	96J1RD1
Operator Email Addresses (multiple addresses allowed but must be separated by commas)	ray@amc-hln.com

Buttons: Save Settings, Test Email

Once the customer has saved the settings tab the addresses listed in operator email addresses will be notified that processing has been completed if the user has elected to send emails after processing. The email that is sent will display the records processed and the numbers of errors that were generated, if any.

## Prerequisites

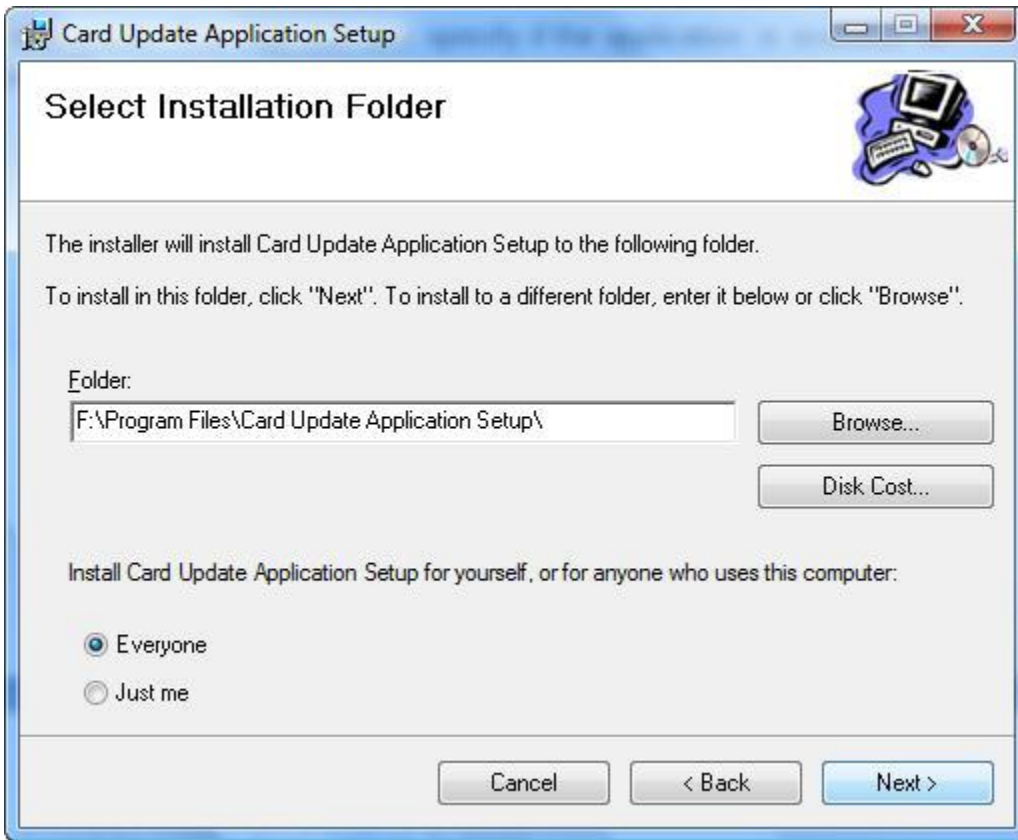
The system requires that ScanNet from Federal APD has been purchased and is installed as well as the custom application.

## ***Install Application***

To install the application simply click on the setup.exe file on the installation disk. The application setup will display the following form:



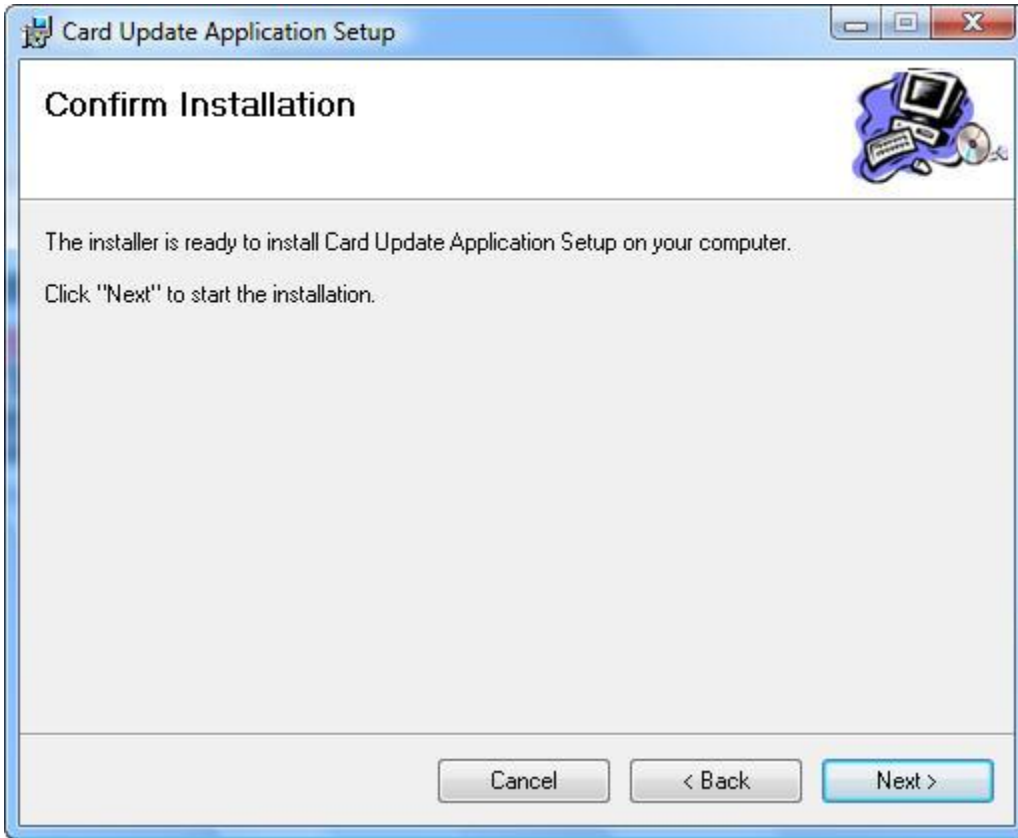
Click Next to Continue to install the application. The following screen will appear:



The user can select the folder where the application is to reside. The user can also specify if the application is available to everyone who uses this computer or just the individual assigned.

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The following screen will appear to confirm installation of the software.



The application will then indicate either the application was successfully installed or an error was encountered during installation. Contact AMC at 1-406-442-6665 if an installation error was encountered.



The user should now see the icon on their desktop and a link to the application in the user's program menu. The application is now ready to be used.