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 ABOUT THIS CAR WASH
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 DURING REGULAR BUSINESS HOURS

Swipe N Clean 2.0

Web Utilities Manual



AN O'HANRAHAN COLEMAN COMPANY

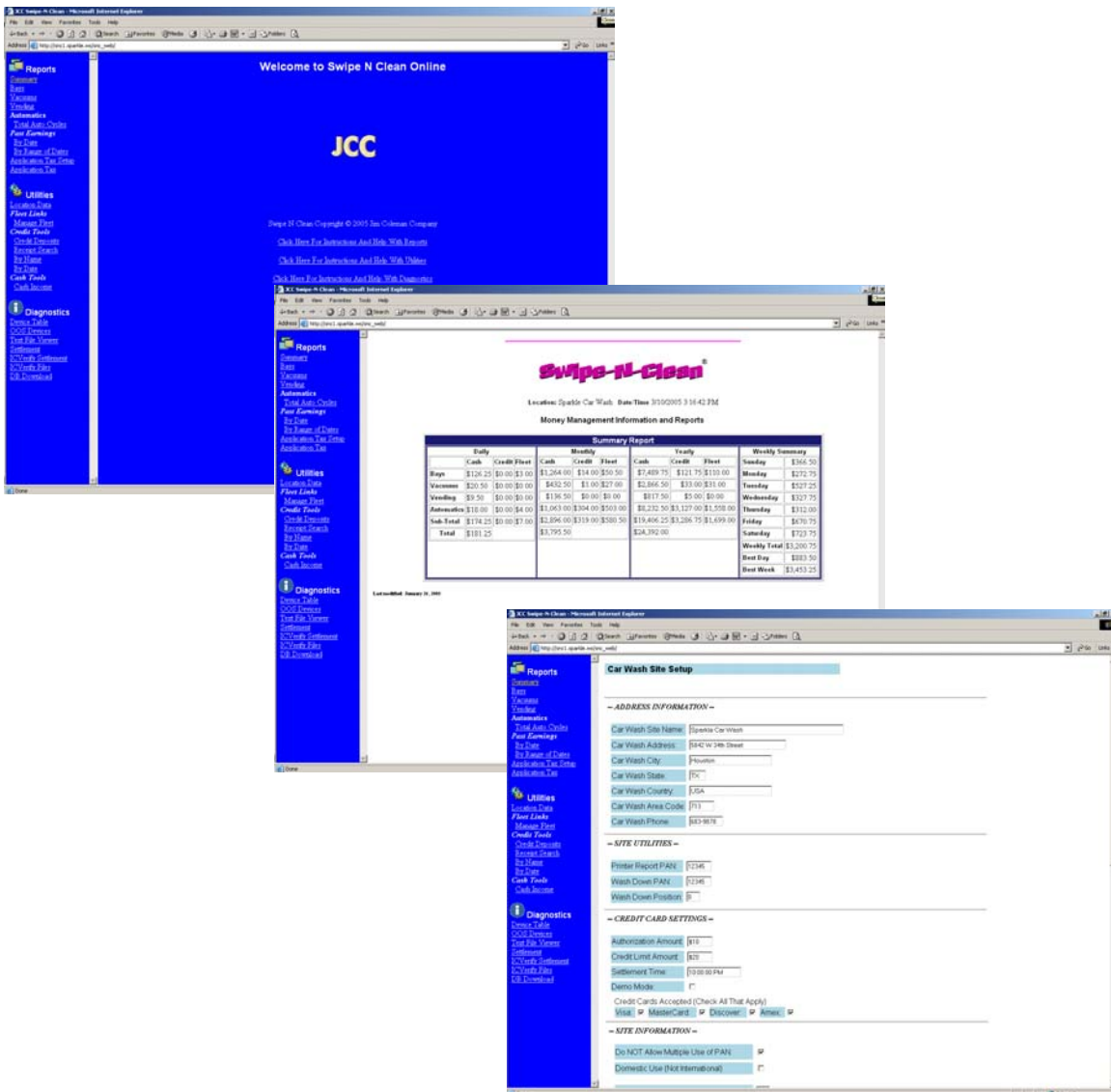
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1. GETTING STARTED WITH SWIPE N CLEAN 2.0 INCOME MONITORING

Welcome to Jim Coleman Company Swipe N Clean Income Monitoring, an income monitoring and management tool. This system will provide an insight to the self-service car wash, utilizing the Swipe N Clean, cash, and credit income. It also has the tools needed to manage some of the day-to-day operations of the self-service car wash.

Its interface is user-friendly using either Microsoft Internet Explorer 4+ or Netscape 4+. This allows the user the familiar look (much like a web site) to navigate through the pages and use the data as required.



Summary Report

	Daily		Monthly		Yearly		Weekly Summary	
	Cash	Credit/Float	Cash	Credit/Float	Cash	Credit/Float	Sunday	Monday
Receipts	\$126.25	\$0.00	\$1,204.00	\$14.00	\$7,489.75	\$121.75	\$160.50	\$272.75
Vacuum	\$20.50	\$0.00	\$432.50	\$1.00	\$2,846.50	\$33.00	\$227.25	\$227.25
Washing	\$9.50	\$0.00	\$136.50	\$5.00	\$1,171.50	\$5.00	\$327.75	\$327.75
Automatics	\$10.00	\$0.00	\$1,063.00	\$34.00	\$2,252.50	\$33.25	\$312.00	\$312.00
Sub-Total	\$176.25	\$0.00	\$2,896.00	\$53.00	\$19,400.25	\$126.75	\$679.75	\$679.75
Total	\$181.25	\$0.00	\$3,795.50	\$63.00	\$24,392.00	\$159.00	\$720.75	\$720.75
							Weekly Total	\$1,200.75
							Hour Prog	\$183.50
							Hour Week	\$1,433.25

Car Wash Site Setup

— ADDRESS INFORMATION —

Car Wash Site Name:

Car Wash Address:

Car Wash City:

Car Wash State:

Car Wash Country:

Car Wash Area Code:

Car Wash Phone:

— SITE UTILITIES —

Printer Report PAN:

Wash Clean PAN:

Wash Clean Position:

— CREDIT CARD SETTINGS —

Authorization Amount:

Credit Limit Amount:

Settlement Time:

Demo Mode:

Credit Cards Accepted (Check All That Apply)

Visa
 MasterCard
 Discover
 Amex

— SITE INFORMATION —

Do NOT Allow Multiple Use of PAN:

Domestic Use (For International):

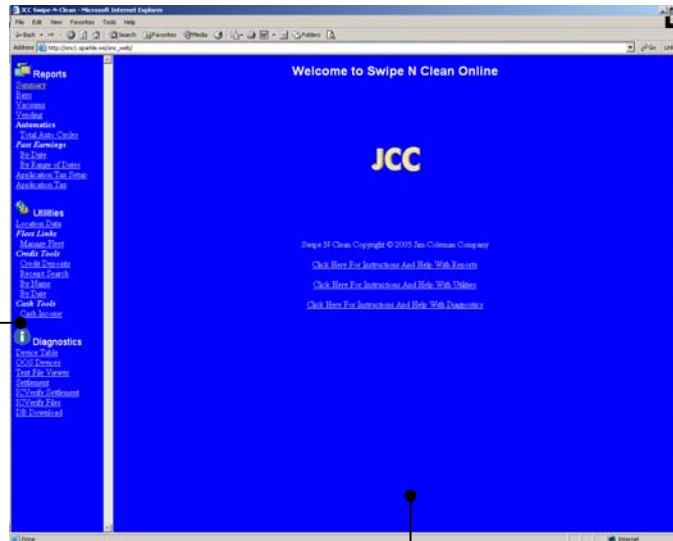
INFO CENTER

Displays the **Reports, Utilities, and Diagnostics** options relevant to the Swipe N Clean.

Reports contains report information about the Car Wash.

Utilities helps you setup your car wash and manage the various options.

Diagnostics allows you to troubleshoot problems before calling Technical Support.



MAIN SCREEN

This window gives you a large view of the options selected in the **Info Center** and instructions for each (located on the main screen).

1.1 Getting Connected

Your PC **must** meet the following requirements:

- Windows 95 or higher operating system
- Modem (installed with dial-up capability)
- One of the following Browsers installed:
 - Netscape Navigator, version 4x or above.
 - Microsoft Internet Explorer, version 4x or above.
- TCP/IP communications software installed (included with Windows 95 or higher).

NOTE: Before you begin, make sure you have your Windows 95 or 98 installation CD or floppy disk. You may be asked to use it. Also, make note of your computer number located on the backside of your computer case (inside the back door). *For example, if this letter/number combination (JCCTXSRV299) is on your computer then your computer number is 299. You will need to know this number when you call Jim Coleman Co. Technical Support..*

After connection has been established, open your browser (Microsoft Internet Explorer (ver.4.00 or higher) or Netscape Navigator, (ver 3.00 or higher). Located at the top of the browser you will notice the address window that looks similar to **Figure 1.A**.



Figure 1.A

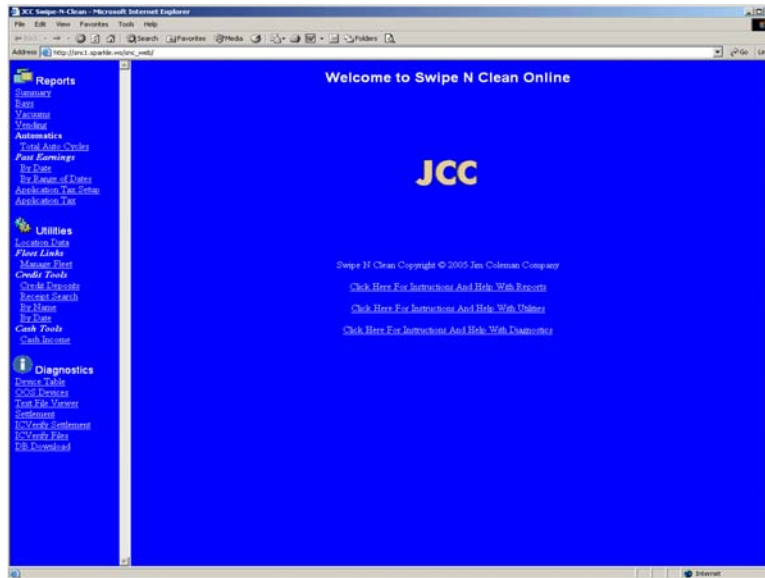
Please read through the following explanation concerning the IP address and how you type it.

The address window is where you type your specific IP address. This will connect you to the Swipe N Clean through the network. Your web address is:

10.137.137.1/snc_web/main.htm

2. SWIPE N CLEAN INCOME MONITORING MENUS

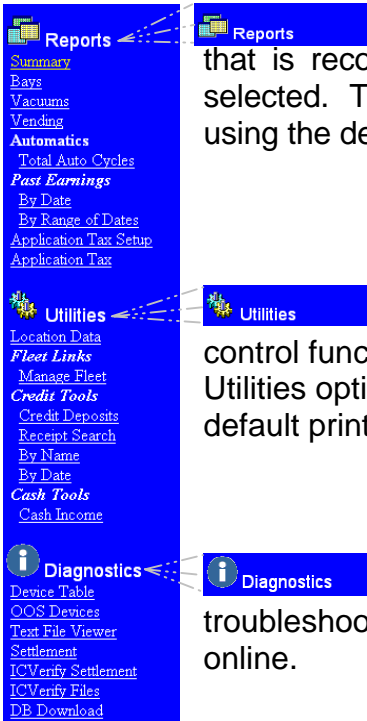
The welcome screen will be the first screen viewed by the user. This screen will offer the user their elected path to receiving data. Once a menu function has been chosen the welcome screen will go away and not be seen again until the user logs in the next time.



Three sections control or manage all functions of the system. These sections are as follows:

- Reports
- Utilities
- Diagnostics

Each section will be discussed more thoroughly in the pages that follow. Read and re-read through each one. This will give you a better understanding of how to access the information and do specific searches.



The **REPORTS** option is just that...reports. Any data that is recoverable is displayed on the screens as that report is selected. This report is then viewable “as is” and/or may be printed using the default printer on your windows system.

The **UTILITIES** option is used to set-up the system, control functions, manage fleet information. Like the Reports, the Utilities options are viewable “as is” and/or may be printed using the default printer on your windows system.

The **DIAGNOSTICS** option is used to properly troubleshoot and diagnose problems related to the Swipe N Clean online.

Let's take each of the three and explain how each one works and offer suggestions on how to properly use them.

2.1 REPORTS

There are six reports available to view. Starting with the first and working our way down we will discuss each one.

The following explanations apply to each of the reports when these are present:

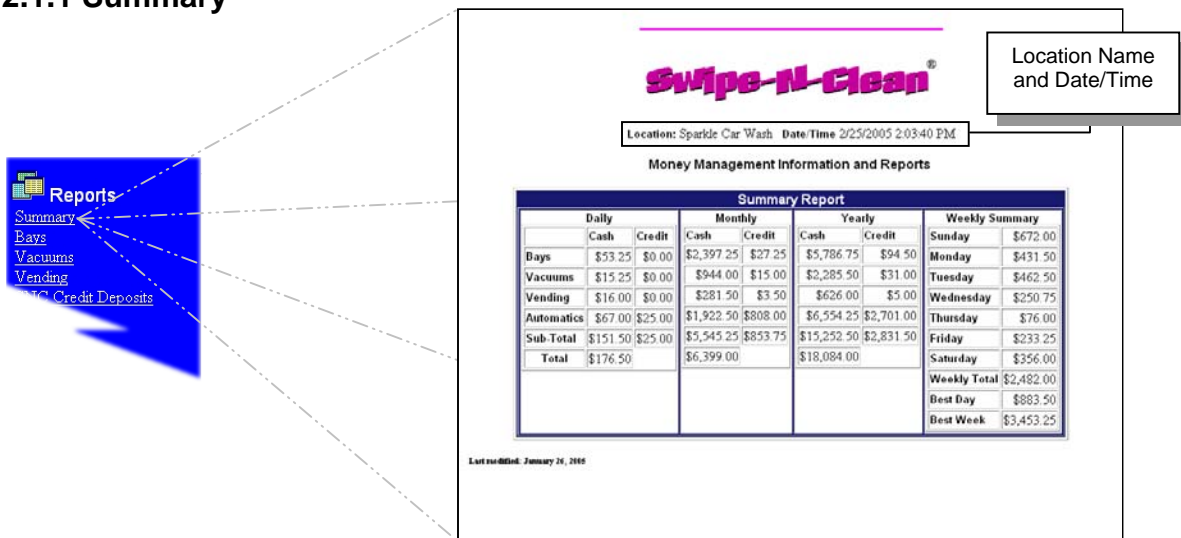
- **Location**
Location refers to the specific location of the referenced machine for which the report is generated.
- **Daily**
Daily is a 24-hour period of time. The default time would begin at 12:00 AM and end at 11:59 PM. However, in location data the user has the option of setting their ending time for reconciliation purposes as they wish, which will be covered later under location data. All daily data is reset* at the default time or the user set time whichever is applicable. Any time that this report is viewed or printed the amount shown reflects the data gathered from the last reset time.

- Monthly**
Monthly is a 28,29,30, or 31-day period depending on which month it applies. At the end of the monthly period data is reset*.
- Yearly**
Yearly is from January 1 – December 31. At the end of the yearly period data is reset*.
- Weekly Summary**
Weekly Summary is the recorded and summed data for the past 7 days. This is referred to as a rolling 7-day sum. At the end of each day, the day total income for that day (cash and credit) is written into the cell of that day. Example: Today is Monday. When the user looks into the cell for Monday it has \$431.50 in it. This amount reflects the amount of income from last Monday. At the end of today the amount of income that was recorded will be put into the cell for Monday. Also at this time the total will change showing the new amount for the previous 7 days.

***Reset Data**

Although data is reset, it is never cleared or lost. It will continue to allow the user data access across any time period.

2.1.1 Summary



Location Name and Date/Time

Location: Sparkle Car Wash Date/Time 2/25/2005 2:03:40 PM

Money Management Information and Reports

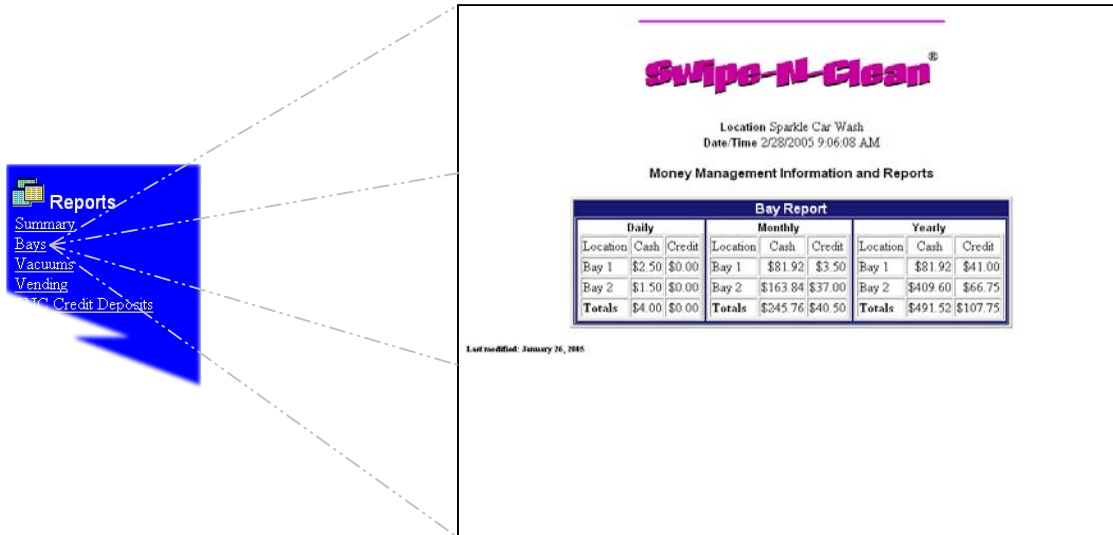
	Daily		Monthly		Yearly		Weekly Summary	
	Cash	Credit	Cash	Credit	Cash	Credit		
Bays	\$53.25	\$0.00	\$2,397.25	\$27.25	\$5,786.75	\$94.50	Monday	\$431.50
Vacuums	\$15.25	\$0.00	\$944.00	\$15.00	\$2,285.50	\$31.00	Tuesday	\$462.50
Vending	\$16.00	\$0.00	\$281.50	\$3.50	\$626.00	\$5.00	Wednesday	\$250.75
Automatics	\$67.00	\$25.00	\$1,922.50	\$808.00	\$6,554.25	\$2,701.00	Thursday	\$76.00
Sub-Total	\$151.50	\$25.00	\$5,545.25	\$853.75	\$15,252.50	\$2,831.50	Friday	\$233.25
Total	\$176.50		\$6,399.00		\$18,084.00		Saturday	\$356.00
							Weekly Total	\$2,482.00
							Best Day	\$883.50
							Best Week	\$3,453.25

Last modified: January 26, 2005

- Summary Report**
 The Summary Report is the basis of all reports and by far will be used the most. It includes relevant data to the site such as the Location Name and Date/Time, income by Bay, Vacuum, Vending, Auto1 & 2. It also shows cash and credit. It will reflect Current,

Monthly, and Year to Date data. Weekly summary by day is included on this report as well as Today's Income, Best Day and Best Week. Each of these will be discussed in detail.

2.1.2 Bays



Swipe-N-Clean
Location Sparkle Car Wash
Date/Time 2/28/2005 9:06:08 AM
Money Management Information and Reports

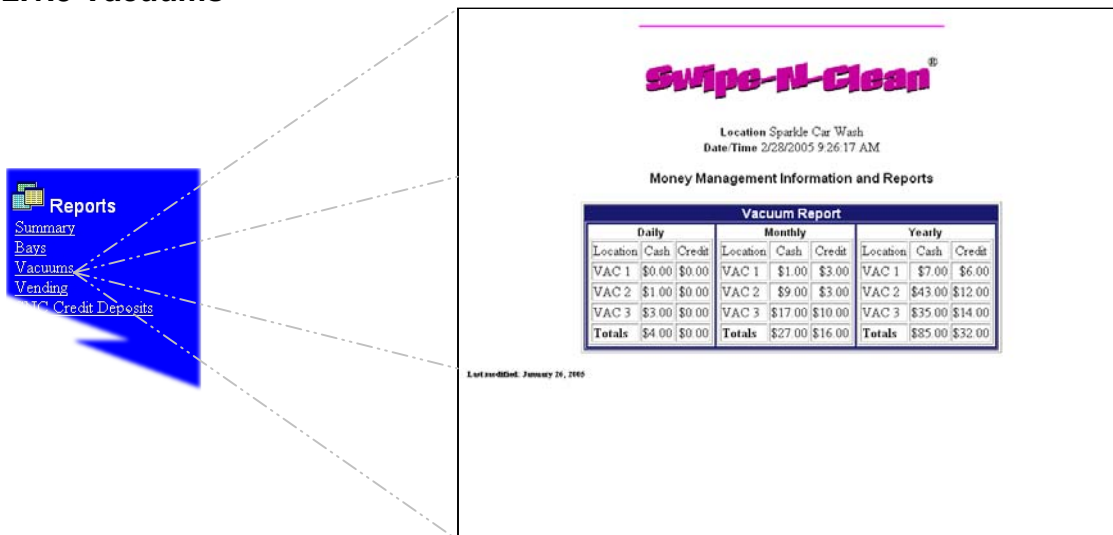
Bay Report								
Daily			Monthly			Yearly		
Location	Cash	Credit	Location	Cash	Credit	Location	Cash	Credit
Bay 1	\$2.50	\$0.00	Bay 1	\$81.92	\$3.50	Bay 1	\$81.92	\$41.00
Bay 2	\$1.50	\$0.00	Bay 2	\$163.84	\$37.00	Bay 2	\$409.60	\$66.75
Totals	\$4.00	\$0.00	Totals	\$245.76	\$40.50	Totals	\$491.52	\$107.75

Last modified: January 26, 2005

- **Bays**

This report is the breakdown of each bay by number reflecting the data in a daily, monthly, and yearly format. The total of the bays is the amount reflected on the summary report for the bays cell. This data can be used to evaluate bay usage by bay. It also provides and proves communications from the timers and push button controllers, which are the gathering tools of the system.

2.1.3 Vacuums



Swipe-N-Clean
Location Sparkle Car Wash
Date/Time 2/28/2005 9:26:17 AM
Money Management Information and Reports

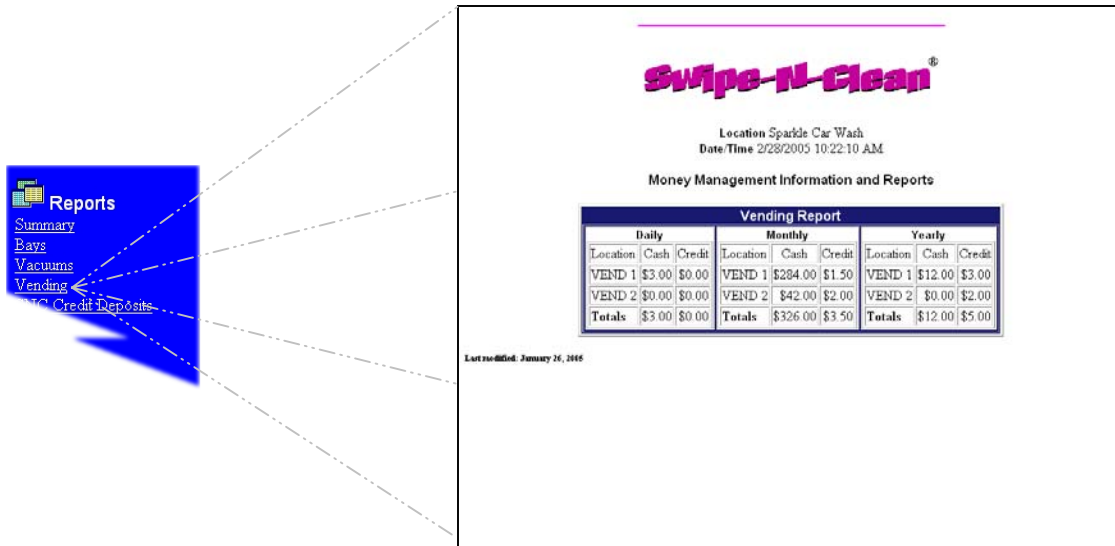
Vacuum Report								
Daily			Monthly			Yearly		
Location	Cash	Credit	Location	Cash	Credit	Location	Cash	Credit
VAC 1	\$0.00	\$0.00	VAC 1	\$1.00	\$3.00	VAC 1	\$7.00	\$6.00
VAC 2	\$1.00	\$0.00	VAC 2	\$9.00	\$3.00	VAC 2	\$43.00	\$12.00
VAC 3	\$3.00	\$0.00	VAC 3	\$17.00	\$10.00	VAC 3	\$35.00	\$14.00
Totals	\$4.00	\$0.00	Totals	\$27.00	\$16.00	Totals	\$85.00	\$32.00

Last modified: January 26, 2005

- **Vacuum Report**

This report is the breakdown of each vacuum by number reflecting the data in a daily, monthly, and yearly format. The total of the vacuums is the amount reflected on the summary report for the vacuum cell. This data can be used to evaluate vacuum usage by vacuum. It also provides and proves communications from the timers and push button controllers, which are the gathering tools of the system.

2.1.4 Vending



The screenshot shows a blue navigation menu on the left with the following items: Reports, Summary, Bays, Vacuums, Vending, and Credit Deposits. The 'Vending' item is highlighted. The main content area displays the 'Swipe N Clean' logo, the location 'Sparks Car Wash', the date/time '2/28/2005 10:22:10 AM', and the title 'Money Management Information and Reports'. Below this is a 'Vending Report' table with three columns: Daily, Monthly, and Yearly. Each column has sub-columns for Location, Cash, and Credit. The data is as follows:

Daily			Monthly			Yearly		
Location	Cash	Credit	Location	Cash	Credit	Location	Cash	Credit
VEND 1	\$3.00	\$0.00	VEND 1	\$284.00	\$1.50	VEND 1	\$12.00	\$3.00
VEND 2	\$0.00	\$0.00	VEND 2	\$42.00	\$2.00	VEND 2	\$0.00	\$2.00
Totals	\$3.00	\$0.00	Totals	\$326.00	\$3.50	Totals	\$12.00	\$5.00

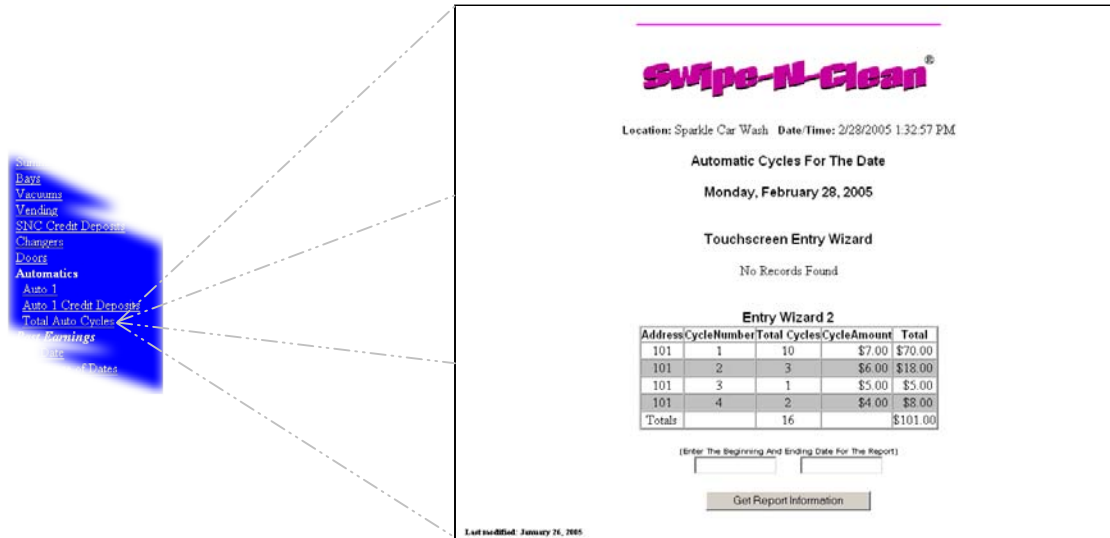
Below the table, it says 'Last modified: January 26, 2005'.

- **Vending Report**

This report is the breakdown of each vending machine by number reflecting the data in a daily, monthly, and yearly format. The total of the vending is the amount reflected on the summary report for the vending cell. This data can be used to evaluate vending usage by each vending machine. It also provides and proves communications from the timers and push button controllers, which are the gathering tools of the system.

2.1.5 Automatics

- Total Auto Cycles



Swipe-N-Clean
Location: Sparkle Car Wash Date/Time: 2/28/2005 1:32:57 PM

Automatic Cycles For The Date
Monday, February 28, 2005

Touchscreen Entry Wizard
No Records Found

Entry Wizard 2

Address	Cycle Number	Total Cycles	Cycle Amount	Total
101	1	10	\$7.00	\$70.00
101	2	3	\$6.00	\$18.00
101	3	1	\$5.00	\$5.00
101	4	2	\$4.00	\$8.00
Totals		16		\$101.00

(Enter the Beginning and Ending Date for the Report)

Get Report Information

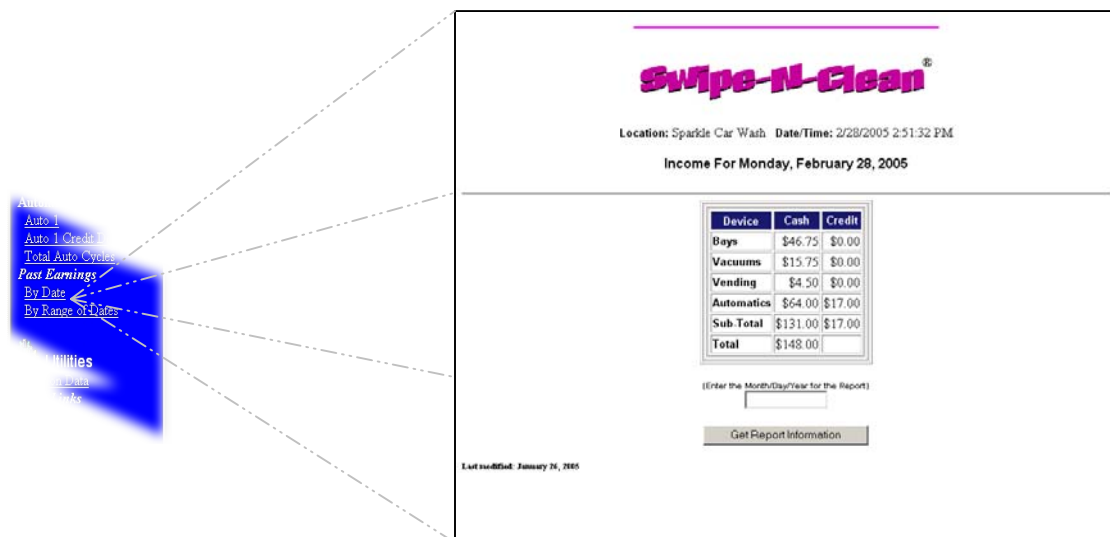
Last modified: January 24, 2005

There are five columns of information included in this report:

- ✓ *Address*: Location of the Entry Wizard
- ✓ *Cycle Number*: One of four cycles
- ✓ *Total Cycles*: Number each cycle is used
- ✓ *Cycle Amount*: Dollar amount of each cycle
- ✓ *Total*: Total amount of each cycle
- ✓ *Totals*: Total cycles and dollar amount of all machines

2.1.6 Past Earnings

- By Date



Swipe-N-Clean
Location: Sparkle Car Wash Date/Time: 2/28/2005 2:51:32 PM

Income For Monday, February 28, 2005

Device	Cash	Credit
Bays	\$46.75	\$0.00
Vacuums	\$15.75	\$0.00
Vending	\$4.50	\$0.00
Automatics	\$64.00	\$17.00
Sub Total	\$131.00	\$17.00
Total	\$148.00	

(Enter the Month/Day/Year for the Report)

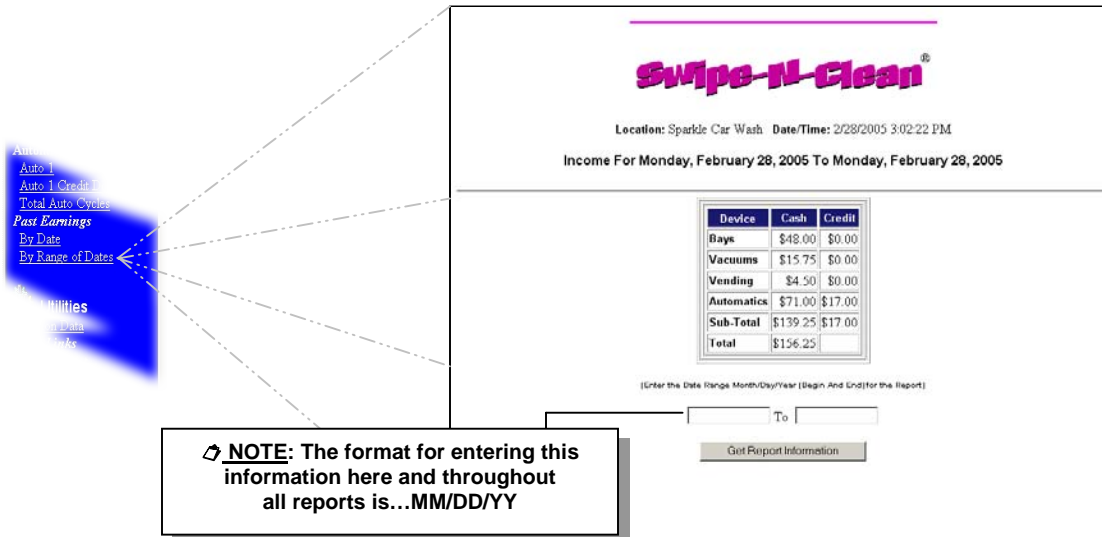
Get Report Information

Last modified: January 24, 2005

This screen shows three columns of information:

- ✓ *Device*: Includes Bays, Vacuums, Vending, Automatics, Sub-Total, and Total.
- ✓ *Cash*: Gives a total cash amount used for that particular machine along with the Sub-Total and Total of all machines.
- ✓ *Credit*: Gives the amount of purchases when a credit was used on each machine along with the Sub-Total.

- **By Range Of Dates**



Swipe-N-Clean®

Location: Sparkle Car Wash Date/Time: 2/28/2005 3:02:22 PM

Income For Monday, February 28, 2005 To Monday, February 28, 2005

Device	Cash	Credit
Bays	\$48.00	\$0.00
Vacuums	\$15.75	\$0.00
Vending	\$4.50	\$0.00
Automatics	\$71.00	\$17.00
Sub-Total	\$139.25	\$17.00
Total	\$156.25	

(Enter the Date Range Month/Day/Year (Begin And End) for the Report)

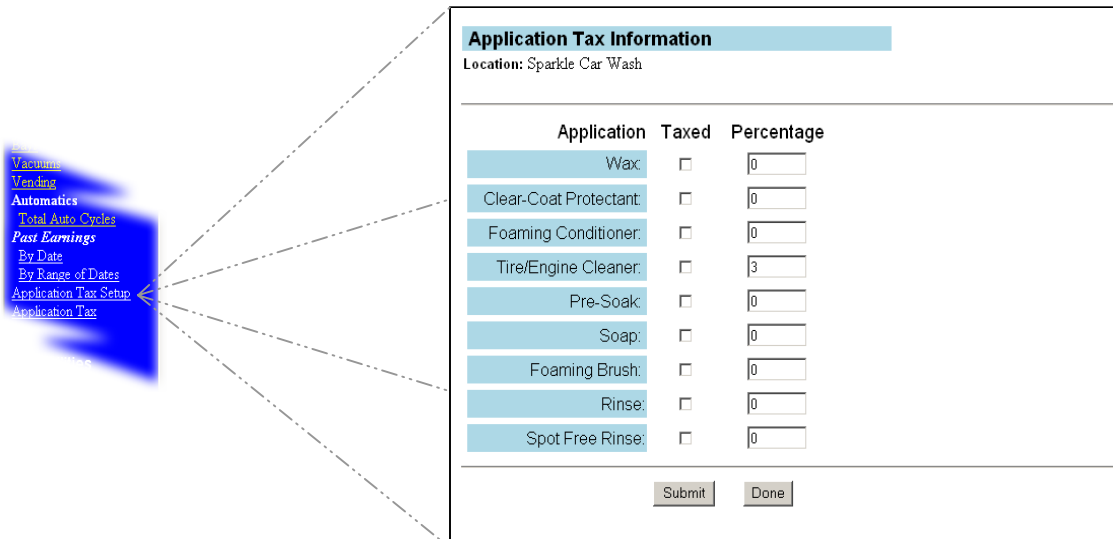
To

Get Report Information

NOTE: The format for entering this information here and throughout all reports is...MM/DD/YY

Enter the start and end dates you want to search. The result of your entered information will appear on the screen.

- **Application Tax Setup**



Application Tax Information

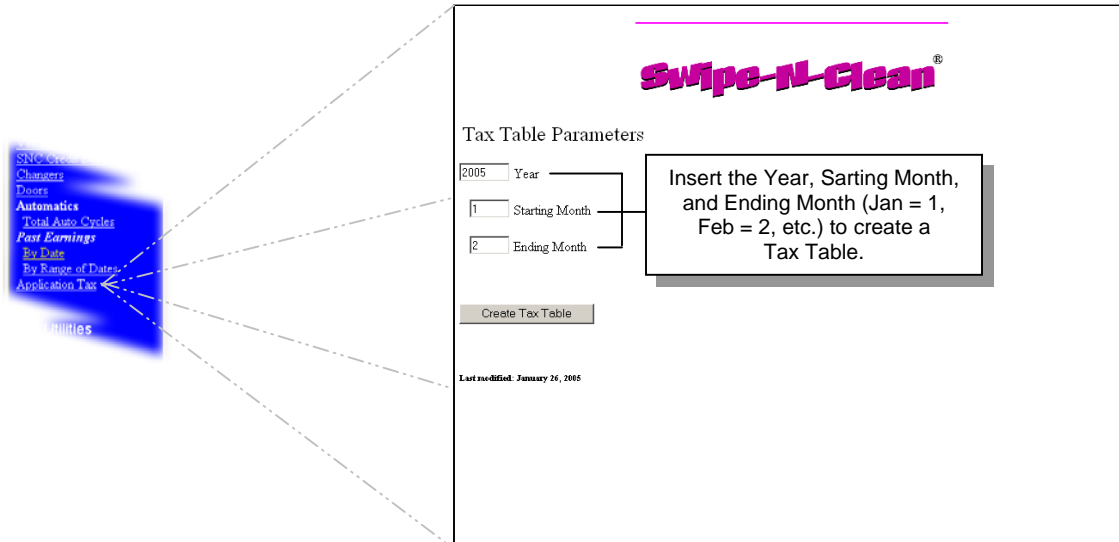
Location: Sparkle Car Wash

Application	Taxed	Percentage
Wax	<input type="checkbox"/>	0
Clear-Coat Protectant	<input type="checkbox"/>	0
Foaming Conditioner	<input type="checkbox"/>	0
Tire/Engine Cleaner	<input type="checkbox"/>	3
Pre-Soak	<input type="checkbox"/>	0
Soap	<input type="checkbox"/>	0
Foaming Brush	<input type="checkbox"/>	0
Rinse	<input type="checkbox"/>	0
Spot Free Rinse	<input type="checkbox"/>	0

Submit Done

There are nine applications that you can setup tax charges on. In the *Percentage* box you enter the amount of tax. For example, if you want to charge a 8.5% tax on *Wax* you would enter 8.5 in the wax percentage box and check the box under *Taxed* beside the wax application. Do this on all that apply. If you don't check the *Taxed* box the customer will not be charged, even though you have a percentage entered.

- **Application Tax**



Swipe-N-Clean[®]

Tax Table Parameters

[2005] Year

[1] Starting Month

[2] Ending Month

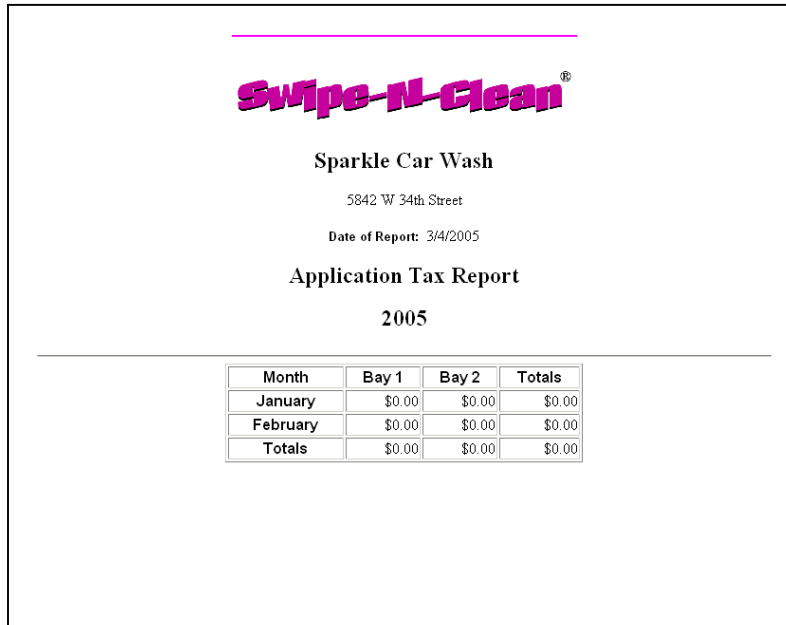
Insert the Year, Starting Month, and Ending Month (Jan = 1, Feb = 2, etc.) to create a Tax Table.

Create Tax Table

Last modified: January 26, 2005

Application Tax is used mainly in the state of Florida. It provides tax information on wax products that are taxed in a special way by the state of Florida. For most sites, this information is of little or no value.

In this window you will notice the button on the bottom left. If you click it, a screen similar to the following will appear:



Swipe N Clean[®]

Sparkle Car Wash
5842 W 34th Street
Date of Report: 3/4/2005

Application Tax Report
2005

Month	Bay 1	Bay 2	Totals
January	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00
Totals	\$0.00	\$0.00	\$0.00

This screen is the result of the information entered in the previous screen. January is month 1, February is month 2, March is month 3, etc.

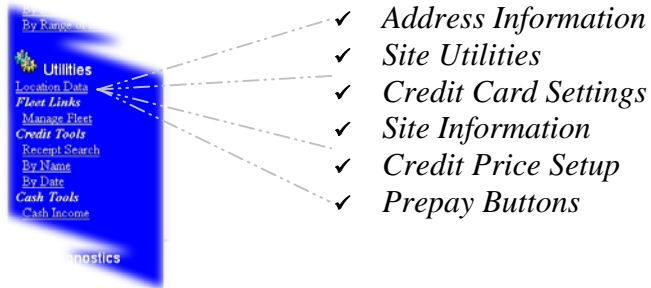
2.2 UTILITIES

This option allows you access to the following:

- ✓ *Location Data*
- ✓ *Fleet Links*
 - Manage Fleet
- ✓ *Credit Tools*
 - Credit Deposits
 - Receipt Search
 - By Name
 - By Date
- ✓ *Cash Tools*
 - Cash Income

2.2.1 Location Data

Location Data is the section of utilities that store all of the site data necessary to operate the site, reconcile the reports, and properly record the data. Each section will be covered describing the data required. The sections included are as follows:



NOTE: Each of the six sections listed are located under *Utilities (Location Data)*. They are broken down for explanation purposes.

- Address Information

Car Wash Site Setup	
– ADDRESS INFORMATION –	
Car Wash Site Name:	<input type="text" value="Sparkle Car Wash"/>
Car Wash Address:	<input type="text" value="5842 W 34th Street"/>
Car Wash City:	<input type="text" value="Houston"/>
Car Wash State:	<input type="text" value="TX"/>
Car Wash Country:	<input type="text" value="USA"/>
Car Wash Area Code:	<input type="text" value="713"/>
Car Wash Phone:	<input type="text" value="603-9878"/>

Enter your personal information in each of the Address Information boxes.

NOTE: *Car Wash Site Name* is used to header each report and print on receipts.

- Site Utilities

– SITE UTILITIES –	
Printer Report PAN:	<input type="text" value="12345"/>
Wash Down PAN:	<input type="text" value="12345"/>
Wash Down Position:	<input type="text" value="0"/>

The Site Utilities includes information about three areas:

- ✓ *Printer Report PAN:* This is the Personal Access Number you need to print a report. It can be any five-digit number.
- ✓ *Wash Down PAN:* This is the Personal Access Number you need for use of the bay to wash down the walls and bay floor. It can be any five-digit number.
- ✓ *Wash Down Position:* This position is the location of the key that starts the Wash Down after the code is entered. Default is 0 (*High Pressure Rinse* key).

• Credit Card Settings

– CREDIT CARD SETTINGS –

Authorization Amount:

Credit Limit Amount:

Settlement Time:

Demo Mode:

Credit Cards Accepted (Check All That Apply)

Visa
 MasterCard
 Discover
 Amex

Credit Card Settings includes the following:

- ✓ *Authorization Amount:* The amount you authorize for credit cards to be charged.
- ✓ *Credit Limit Amount:* The maximum dollar amount allowed for each credit card use.
- ✓ *Settlement Time:* The time each day all credit card transactions are completed. Allow 30 minutes between each machine. For example, the Entry Wizard may be set at 10:00 pm; the Swipe N Clean may be set at 10:30 pm; etc.
- ✓ *Demo Mode:* This option should be checked **ONLY** when you are testing the machine. **If it is checked during normal operational hours you will not get paid for any service accessed with a credit card.**
- ✓ *Credit Cards Accepted:* There are four types of credit cards that may be used (*Visa, MasterCard, Discover, and American Express*). Using the mouse or space bar, check all that you will allow to be used at your car wash.

• Site Information

– SITE INFORMATION –

Number Of Automatics:

Number Of Bays:

Number Of Vac/Shampoo:

Number Of Vac/Fragrance:

Number Of Vacuum Only:

Number Of Vendors:

Site information includes six options:

- ✓ *Number Of Automatics*: The number of automatic washes you have.
- ✓ *Number Of Bays*: The number of drive-through bays you have.
- ✓ *Number Of Vac/Shampoo*: The number of Vac/Shampoo machines you have.
- ✓ *Number Of Vac/Frangrance*: The number of Vac/Frangrance machines you have.
- ✓ *Number Of Vacuum Only*: The number of regular vacuums you have.
- ✓ *Number Of Vendors*: The number of vendor islands you have. The islands may have up to ten machines on them and still be one vendor island.

- **Credit Price Setup**

- CREDIT PRICE SETUP -				
Automatics:	Cycle 1	Cycle 2	Cycle 3	Cycle 4
	\$7.00	\$6.00	\$5.00	\$4.00
Bay Price:	Start	\$1.25	Stop:	\$10.00
Vacuum Price:	Start	\$1.00	Stop:	\$1.00
Shampoo Price:	Start	\$3.00	Stop:	\$3.00
Fragrance Price:	Start	\$1.00	Stop:	\$1.00

📌 **NOTE:** These prices override the settings used for promotions in Fleet Session. Keep this in mind when setting these prices.

Credit Price Setup includes prices for:

- ✓ *Automatics*: You set the prices for each of the four cycles used in the automatic.

📌 **NOTE:** For the next four items you will set a minimum *start* price that the customer has to insert before the machine starts. The *stop* price is the maximum amount the customer can insert before having to start over with a new session. The Bay price is the only one that will fluctuate. All others are one set price that has to be inserted for the service.

- ✓ *Bays*
- ✓ *Vacuums*
- ✓ *Shampoo*
- ✓ *Fragrance*

- **Prepay Buttons**

- PREPAY BUTTONS -	
Active	Menu / Description
<input checked="" type="checkbox"/>	Get smart and get a code <small>Stop fumbling with cash and coins</small> Worth: \$20.00 Price: \$20.00
<input checked="" type="checkbox"/>	\$50 worth of services <small>Play now and save %10!</small> Worth: \$50.00 Price: \$45.00
<input checked="" type="checkbox"/>	Pay \$68. Get \$80 worth! <small>Save 15%!!</small> Worth: \$80.00 Price: \$68.00
<input checked="" type="checkbox"/>	Worth \$120! Save big! <small>We like loyal customers. Save over 20%!!!</small> Worth: \$120.00 Price: \$95.00

Prepay Buttons allows you to name and set each price on the prepay options. They include:

- ✓ *Active*: Checking this box beside each option activates that prepay option. When it is not checked it is not active.
- ✓ *Menu/Description*: The larger box is the main menu the customer will see. The smaller box is a descriptive sentence about the option.
- ✓ *Worth*: The amount the service is actually worth.
- ✓ *Price*: The price the customer has to be pay to get the service. (For example, if a customer chooses the last one in our illustration they will pay \$95 and get \$120 worth of service.)

- **Submit and Done Buttons**

<input type="button" value="Submit"/>	<input type="button" value="Done"/>
---------------------------------------	-------------------------------------

When you have entered all information you want included, press the button. When you have submitted the information you may press the button and return to the main screen.

2.2.2 Fleet Links

- **Manage Fleet**

This section includes the following:

- ✓ *Fleet Utilities*
 - Add Fleet User*
 - Add Fleet Account*

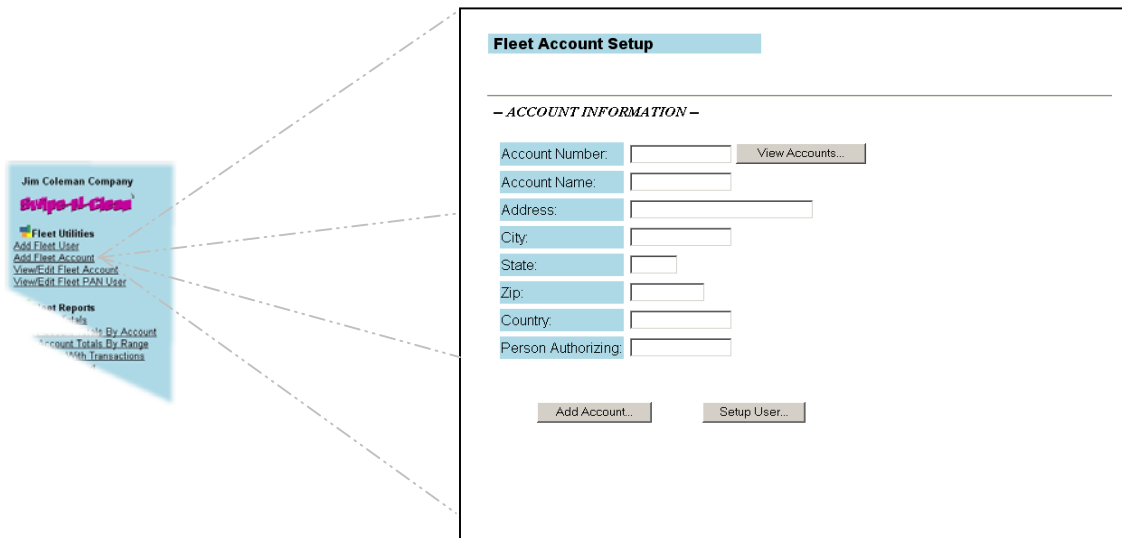
View/Edit Fleet Account
View/Edit Fleet PAN User
Fleet Reports
View PAN Totals
View Account Totals By Account
View Account Totals By Range
View Users With Transactions
Fleet Billing Report

- ✓ **Code Generators**
 - Fleet Random Generator*
 - Random Promotion Generator*
 - PrePay Random Generator*
- ✓ **Income Reports**
 - Prepay Income*
 - POS4000 Income*

Each one of the categories will be explained in the following pages.

- ✓ **Fleet Utilities**

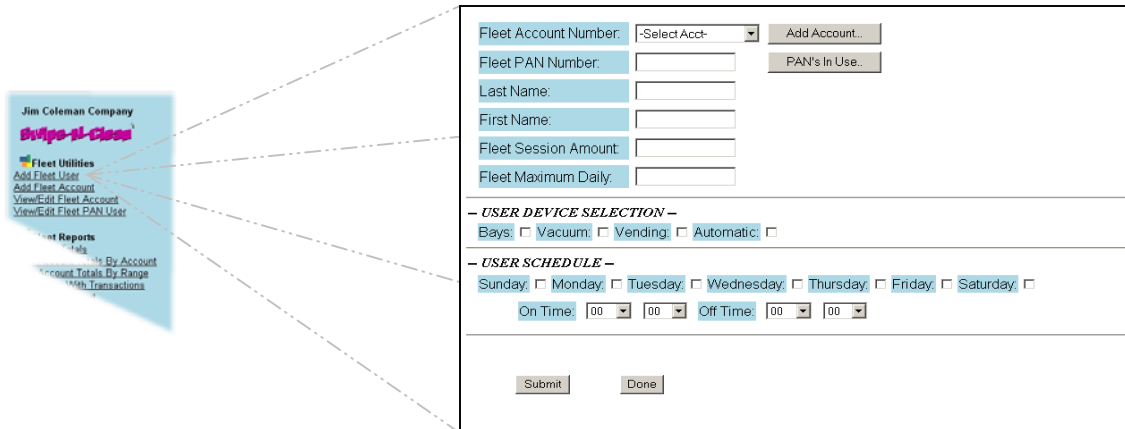
- *Add Fleet Account*



This screen allows you to enter information for a fleet account. You must add an account before you can add a user.

Make certain to fill out all of the information about the new account and the new user. The first time you set up an account, you are filling out information about the account and the new user. You may add additional users to this account at a later date using the Add Fleet User utility under **Fleet Utilities**.

▪ *Add Fleet User*



The screenshot shows a web form for adding a fleet user. On the left is a navigation menu with 'Fleet Utilities' expanded to show 'Add Fleet User'. The main form contains the following elements:

- Fleet Account Number:** A dropdown menu with '-Select Acct-' and an 'Add Account...' button.
- Fleet PAN Number:** A text input field and a 'PAN's In Use...' button.
- Last Name:** A text input field.
- First Name:** A text input field.
- Fleet Session Amount:** A text input field.
- Fleet Maximum Daily:** A text input field.
- USER DEVICE SELECTION:** A section with checkboxes for 'Bays', 'Vacuum', 'Vending', and 'Automatic'.
- USER SCHEDULE:** A section with checkboxes for 'Sunday', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', and 'Saturday'. Below these are 'On Time' and 'Off Time' fields, each with hour and minute dropdown menus.
- Buttons:** 'Submit' and 'Done' buttons at the bottom.

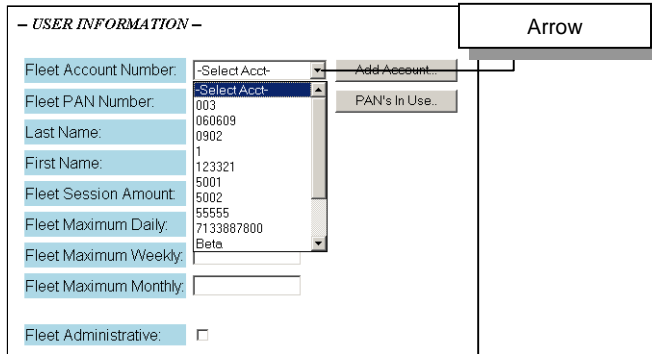
This screen allows you to enter information for a fleet user. You may add a name and select all options that apply to that user. It includes the following:

Fleet Account Number:

NOTE: When adding a Fleet User, it is important to remember that all fields must be filled out. If you fail to fill out one of the fields the server will send an error back when you attempt to save the page and the data will not be saved.

- ✓ When adding a Fleet User you must first decide whether you will add a Fleet User to an existing account, or create a new one. A Fleet Account can contain many users, each having their own profile. If you choose to add a Fleet User to an existing account, follow the steps below.

- Click the arrow beside the Select Acct. window to bring up a list of all fleet accounts already setup.



– USER INFORMATION –

Fleet Account Number: -Select Acct- Add Account...

Fleet PAN Number: -Select Acct- PAN's In Use..

Last Name:

First Name:

Fleet Session Amount:

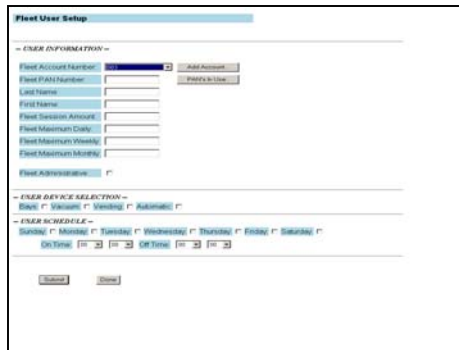
Fleet Maximum Daily:

Fleet Maximum Weekly:

Fleet Maximum Monthly:

Fleet Administrative:

- Click the account and the following screen will appear with the number of the account in the window:



Fleet User Setup

– USER INFORMATION –

Fleet Account Number: 003 Add Account...

Fleet PAN Number: PAN's In Use..

Last Name:

First Name:

Fleet Session Amount:

Fleet Maximum Daily:

Fleet Maximum Weekly:

Fleet Maximum Monthly:

Fleet Administrative:

– FLEET DEVICE SELECTION –

DAVE SCHEDULE MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

– FLEET SCHEDULE –

SCHEDULE MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

SCHEDULE

A brief explanation of each of the boxes in the User Information follows:

USER INFORMATION

- ✓ *Fleet PAN Number:* This number may be any six-digit number to identify this user. You may click the PAN's In Use.. button to see any numbers already used.

🔗 **NOTE:** The first number in the PAN should not begin with a zero. Although the system will work if it begins with a zero, it will be confusing when viewing information about the user. For instance, a PAN like 012345 would show up as 12345 because of the way the data is stored and extracted from the database. The leading zeros are not saved and will be omitted when the data is retrieved on the user.

Remember, you may edit a user at anytime by selecting the “*View/Edit Fleet PAN User*” from the “*Fleet Utilities*” list (located under **UTILITIES: Manage Fleet**), updating the information about them, and clicking the “*Submit*” button.

- ✓ *Last Name:* The user’s last name.
- ✓ *First Name:* The user’s first name.
- ✓ *Fleet Session Amount:* The maximum amount the user is allowed to use each session.
- ✓ *Fleet Maximum Daily:* The maximum amount the user is allowed to use each day.
- ✓ *Fleet Maximum Weekly:* The maximum amount the user is allowed to use each week.
- ✓ *Fleet Maximum Monthly:* The maximum amount the user is allowed to use each month.
- ✓ *Fleet Administrative:* Check this box and the user will have administrative rights. This means that all amounts entered will be overridden and the user will have unlimited use.

🔗 **NOTE:** When adding a Fleet User, even if you give them administrative rights, it is important to remember that all fields must be filled out. If you fail to fill out one of the fields the server will send an error back when you attempt to save the page and the data will not be saved.

USER DEVICE SELECTION

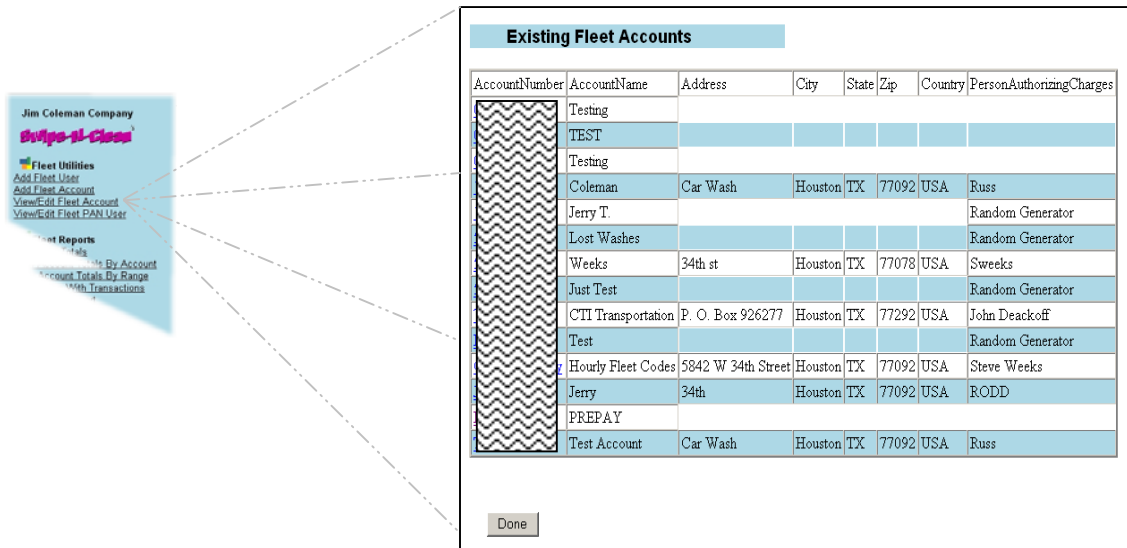
- ✓ *Bays*: Check this box if the user will have access to the drive-through bays with his code.
- ✓ *Vacuum*: Check this box if the user will have access to the vacuums on the property with his code.
- ✓ *Vending*: Check this box if the user will have access to the vending islands/machines with his code.
- ✓ *Automatic*: Check this box if the user will have access to the automatic wash with his code.

USER SCHEDULE

🔗 **NOTE**: All of the user information required is straight forward, with the exception of the "On Time" and "Off Time". These settings are based on **MILITARY** time (1-24) . If you leave these times set at 00 values, the user can use the system anytime, day or night. To change these times, select the time of day the user is allowed to use the system. This function is typically used when setting up a Fleet User that works for a car dealer, for instance. You may only want their code to be valid during normal business hours, not on weekends or after hours. Once all of the information is filled out about the user, click on the "Update User Information" command button. The data is now saved, and the user will appear in the "Select User" drop down list.

- ✓ *Days of the week*: Check each box beside the day the user will be able to use his code with the boxes selected in the *User Device Selection*.
- ✓ *On Time*: Designate a time by hour and minute the user's account will be activated for use.
- ✓ *Off Time*: Designate a time by hour and minute the user's account will be de-activated for use.

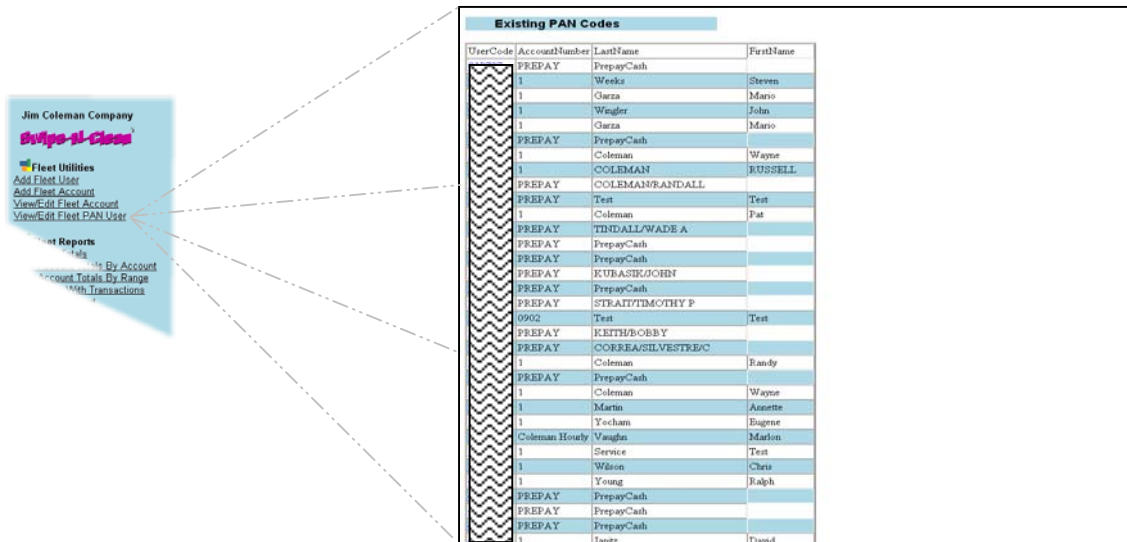
- View/Edit Fleet Account



AccountNumber	AccountName	Address	City	State	Zip	Country	PersonAuthorizingCharges
	Testing						
	TEST						
	Testing						
	Coleman	Car Wash	Houston TX	77092	USA	Russ	
	Jerry T						Random Generator
	Lost Washes						Random Generator
	Weeks	34th st	Houston TX	77078	USA	Sweeks	
	Just Test						Random Generator
	CTI Transportation	P. O. Box 926277	Houston TX	77292	USA	John Deackoff	
	Test						Random Generator
	Hourly Fleet Codes	5842 W 34th Street	Houston TX	77092	USA	Steve Weeks	
	Jerry	34th	Houston TX	77092	USA	RODD	
	PREPAY						
	Test Account	Car Wash	Houston TX	77092	USA	Russ	

This screen gives you a look at all accounts setup in the Fleet section of the Utilities. You can view the following:

- View/Edit Fleet PAN User

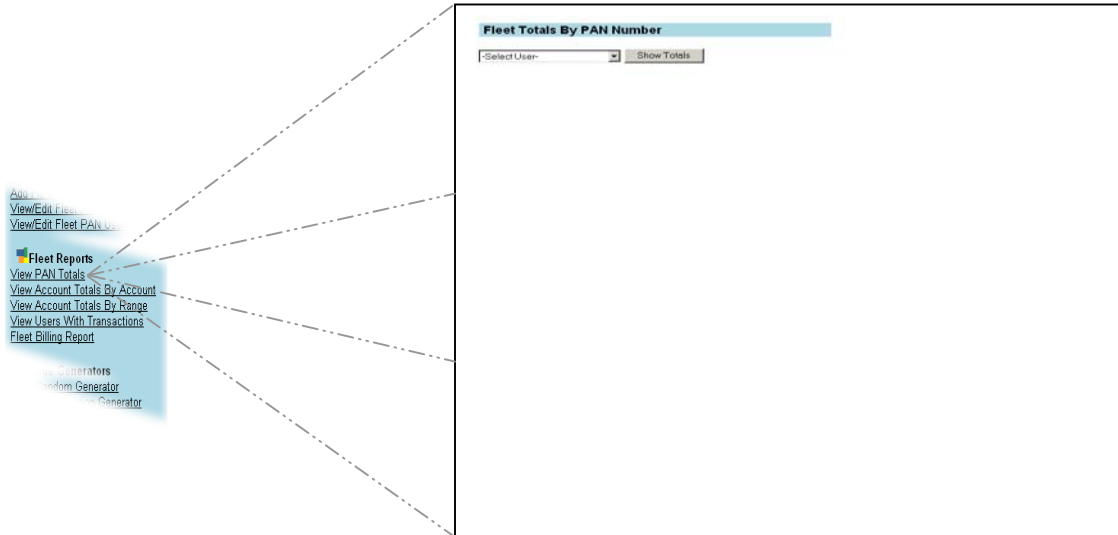


UserCode	AccountNumber	LastName	FirstName
PREPAY	PrepayCash		
1	Weeks	Steven	
1	Garza	Mario	
1	Wingler	John	
1	Garza	Mario	
PREPAY	PrepayCash		
1	Coleman	Wayne	
1	COLEMAN	RUSSELL	
PREPAY	COLEMAN/RANDALL		
PREPAY	Test	Test	
1	Coleman	Pat	
PREPAY	TINDALL/WADE A		
PREPAY	PrepayCash		
PREPAY	PrepayCash		
PREPAY	RUBASIK/JOHN		
PREPAY	PrepayCash		
PREPAY	STRAIT/TIMOTHY P		
0902	Test	Test	
PREPAY	REITH/BOBBY		
PREPAY	CORREA/SILVESTRE/C		
1	Coleman	Randy	
PREPAY	PrepayCash		
1	Coleman	Wayne	
1	Martin	Annette	
1	Yechem	Eugene	
Coleman Hourly	Vaughn	Marlon	
1	Service	Test	
1	Wilson	Chris	
1	Young	Ralph	
PREPAY	PrepayCash		
PREPAY	PrepayCash		
PREPAY	PrepayCash		
1	Janet	David	

This screen allows you to see all PAN users with their PAN numbers. You may edit them by double-clicking the number.

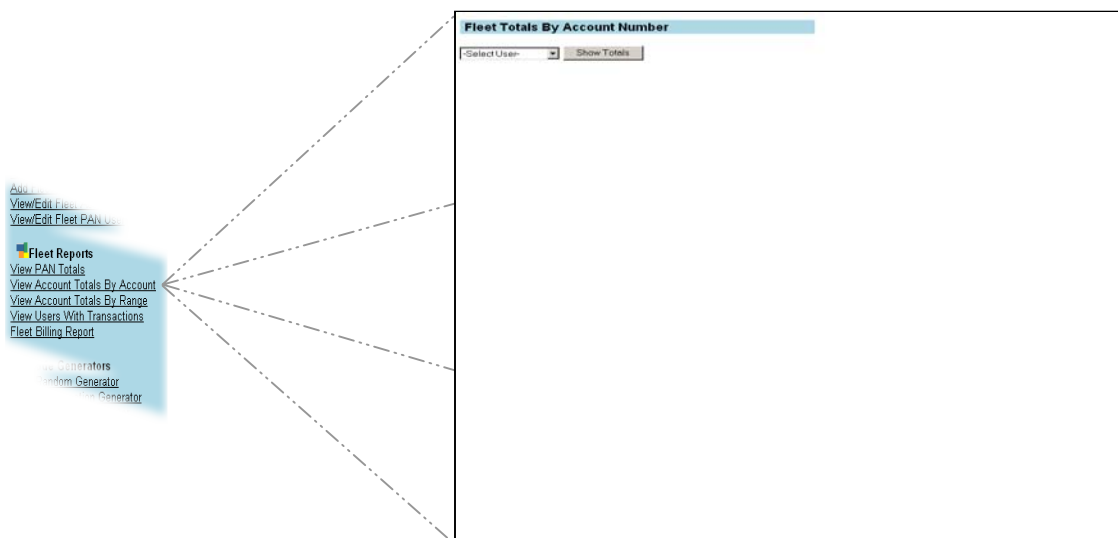
✓ Fleet Reports

▪ *View PAN Totals*



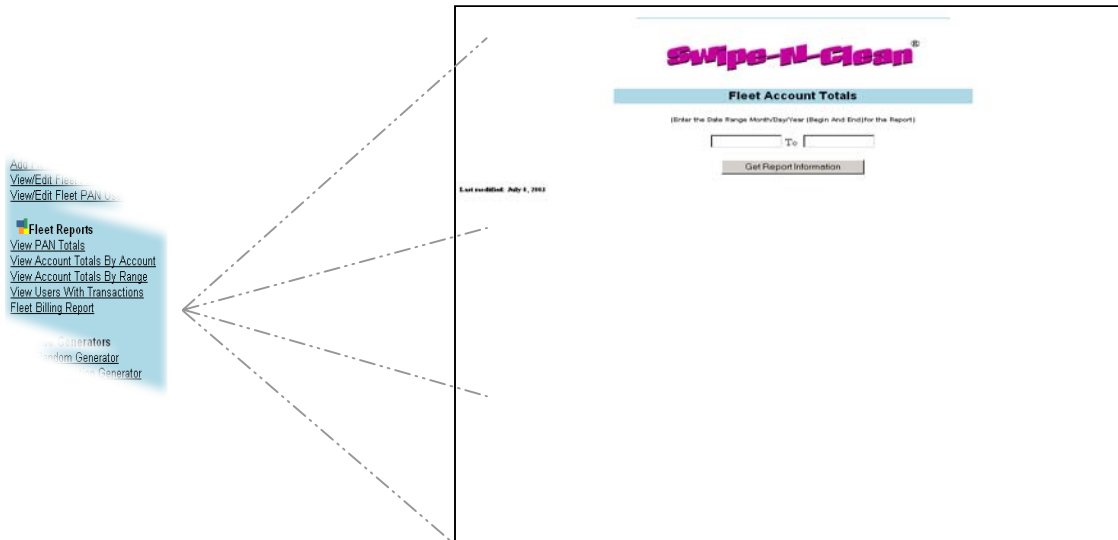
This screen allows you to view the PAN totals. In the drop down menu you select the number to show the totals by that individual PAN user (including name, account number, user code, transaction date, type, and amount).

▪ *View Account Totals By Account*



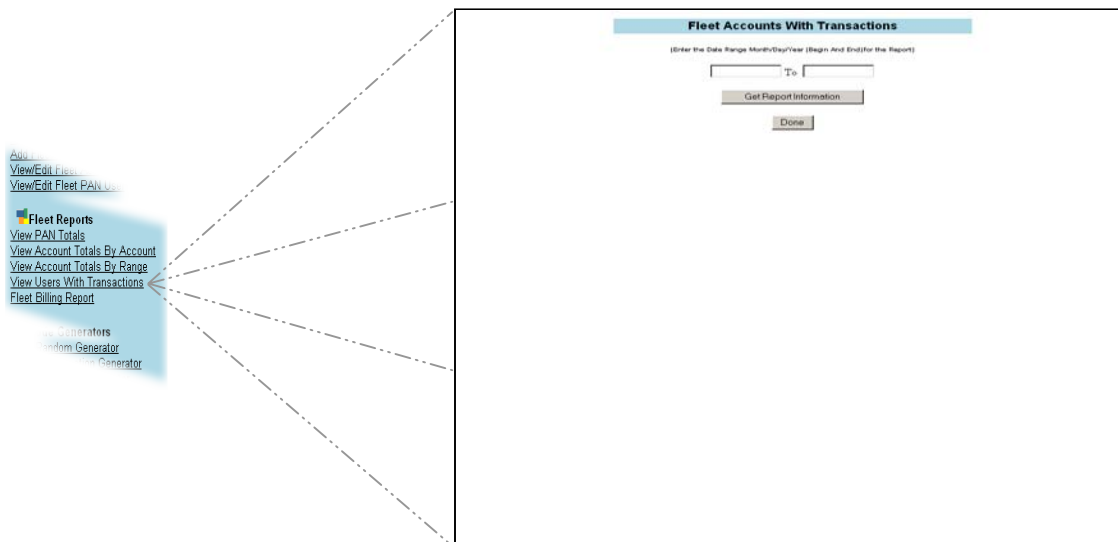
This option allows the same as viewing PAN totals with the exception of showing **account** totals instead of individual totals.

- *View Account Totals By Range*



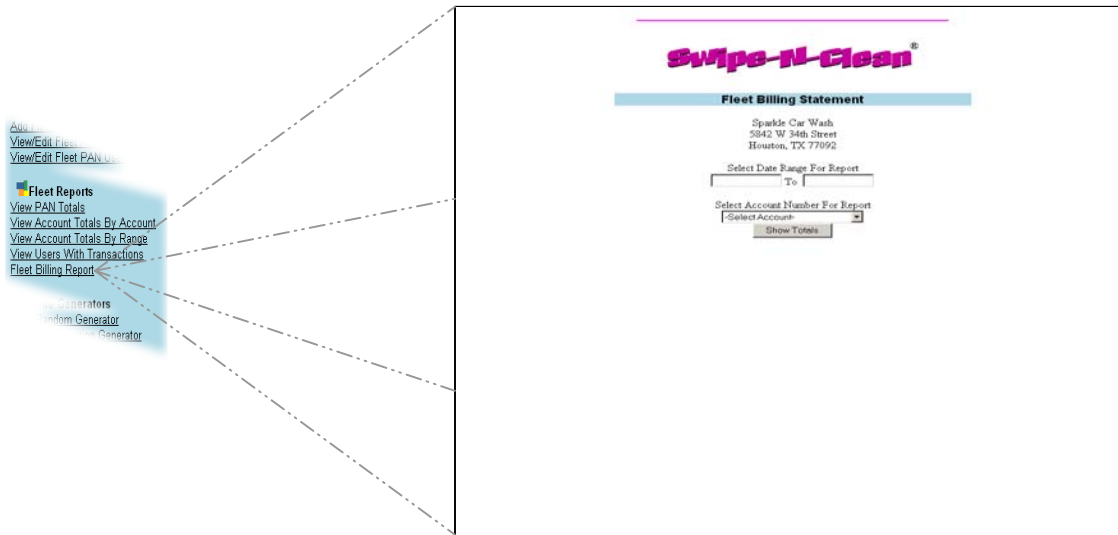
This screen allows you to view an account by using a date range. When you enter a start date and ending date you will see all transactions by users on that account for the time period entered.

- *View Users With Transactions*



This option allows you to view users by using a date range. When you enter a start date and ending date you will see all transactions by that individual user for the time period entered.

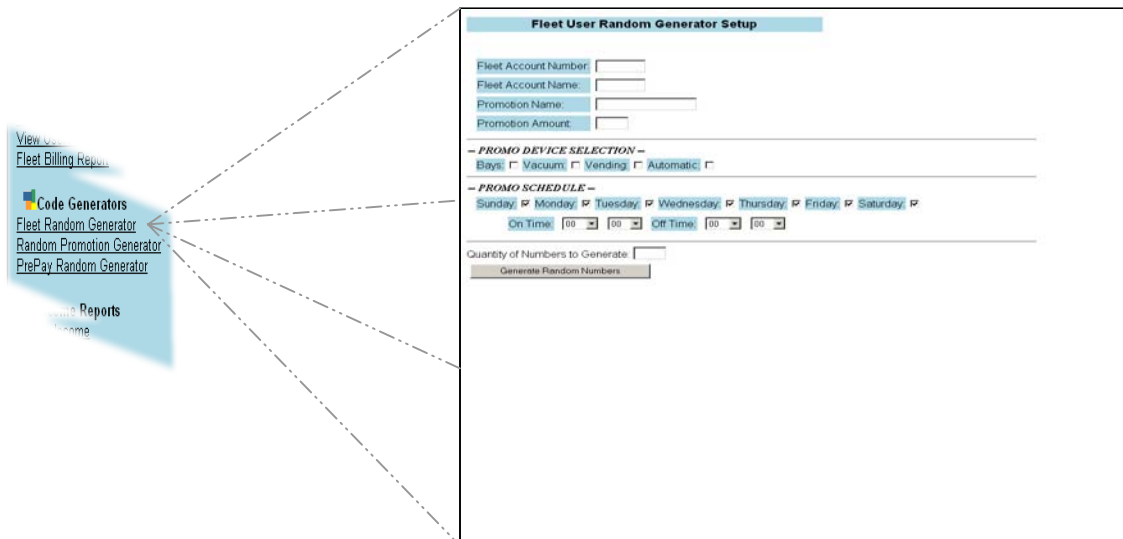
- *Fleet Billing Report*



By inserting a date range and selecting a specific account you may view the billing report/s for the time period entered and the account selected.

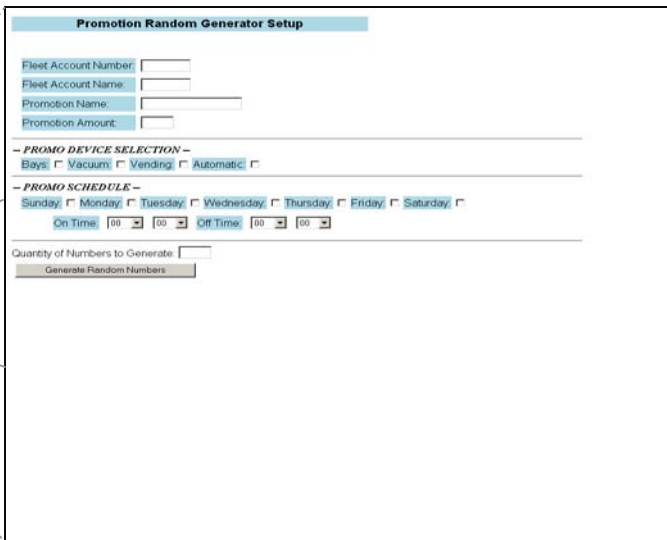
- ✓ Code Generators

- *Fleet Random Generator*



This utility may be used to generate fleet codes that last for one month. At the beginning of the next month the promotion amount resets.

■ *Random Promotion Generator*



Promotion Random Generator Setup

Fleet Account Number:

Fleet Account Name:

Promotion Name:

Promotion Amount:

- PROMO DEVICE SELECTION -

Bays: Vacuum: Vending: Automatic:

- PROMO SCHEDULE -

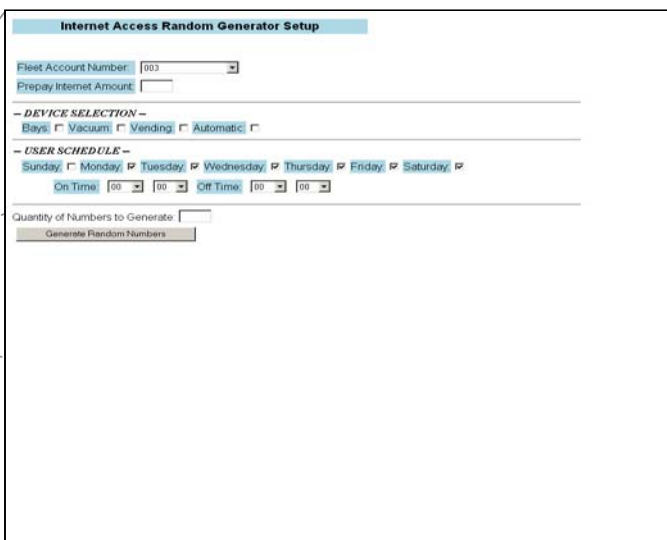
Sunday: Monday: Tuesday: Wednesday: Thursday: Friday: Saturday:

On Time: Off Time:

Quantity of Numbers to Generate:

By entering a new fleet account number, name, promotion name, amount, and selecting all options available you may generate a certain amount of codes to issue for promotions. These codes are used for one year. At the end of the year they automatically reset to the promotion amount.

■ *PrePay Random Generator*



Internet Access Random Generator Setup

Fleet Account Number: [003]

Prepay Internet Amount:

- DEVICE SELECTION -

Bays: Vacuum: Vending: Automatic:

- USER SCHEDULE -

Sunday: Monday: Tuesday: Wednesday: Thursday: Friday: Saturday:

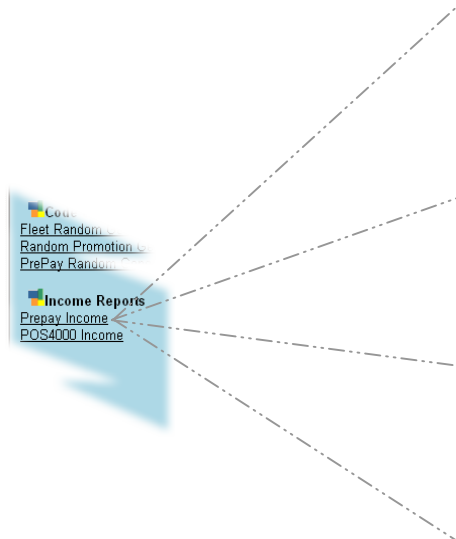
On Time: Off Time:

Quantity of Numbers to Generate:

This option allows you to do the same as the previous option with the exception of this one applies to a pre-pay amount. Once the promotion amount is used up it is gone. It does not reset automatically. It is a “one-time” use utility.

✓ Income Reports

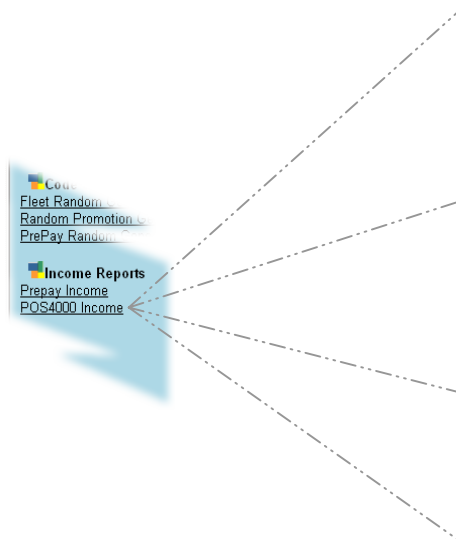
▪ *Prepay Income*



Prepay Income By User Code					
Last Name	First Name	User Code	Paid Amount	Date Paid	Remaining
Prepay		012202	\$0.00	10/18/2003 11:22:13 AM	\$10.00
Pre		1	\$0.00	9/29/2003 4:54:06 PM	\$3.00
CO		1	\$35.00	3/4/2004 12:19:28 PM	\$28.50
Ter	Test	1	\$0.00		\$20.00
TD		1	\$35.00	11/8/2003 5:38:10 PM	\$21.00
Pre		1	\$0.00	11/23/2003 9:20:58 AM	\$5.00
Pre		1	\$0.00	11/26/2003 6:03:15 AM	\$6.00
KU		1	\$35.00	11/21/2003 7:03:49 AM	\$0.00
Pre		2	\$0.00	1/17/2004 3:11:41 PM	\$5.00
ST		2	\$35.00	3/7/2004 10:53:46 AM	\$30.00
KE		2	\$35.00	9/5/2003 9:00:40 AM	\$20.00
CO		2	\$35.00	8/15/2003 6:38:19 PM	\$42.00
Pre		2	\$0.00	8/15/2003 7:59:58 AM	\$5.00
Pre		4	\$0.00	10/1/2003 9:03:13 PM	\$1.00
Pre		4	\$0.00	3/11/2004 9:15:40 AM	\$5.00
Pre		4	\$0.00	1/3/2004 8:54:36 PM	\$5.00
WE		4	\$35.00	9/9/2004 2:28:29 PM	\$42.00
Pre		4	\$0.00	8/2/2003 4:01:39 PM	\$6.00
De		4	\$0.00	11/12/2003 3:47:35 PM	\$7.00
VA	IL	5	\$35.00	2/18/2004 7:31:36 AM	\$21.00
Pre		5	\$0.00	10/7/2003 4:44:14 PM	\$5.00
JO		5	\$35.00	7/31/2003 3:56:48 PM	\$7.00
JO		5	\$0.00		\$7.00
MA		5	\$35.00	3/16/2004 10:35:50 AM	\$19.00
JO		5	\$35.00	1/9/2004 6:23:58 PM	\$0.00
Pre		5	\$0.00	1/18/2004 12:48:47 PM	\$7.00
Pre		6	\$0.00	9/27/2003 7:47:53 PM	\$5.00
Pre		7	\$0.00	8/2/2003 4:15:21 PM	\$1.00
RC		7	\$35.00	2/25/2004 6:23:58 PM	\$22.00
Pre		7	\$0.00	8/23/2003 1:20:59 PM	\$2.00
Pre		7	\$0.00	11/12/2003 3:45:57 PM	\$1.00
Pre		7	\$0.00	11/22/2003 7:27:49 AM	\$7.00

By utilizing this option you may generate a report of the income from prepay users including last and first names, user code, paid amount, date paid, and amount remaining.

▪ *POS 4000 Income*



POS4000 Income By Date Range

(Enter the Date Range Month/Day/Year (Begin And End) for the Report)

To

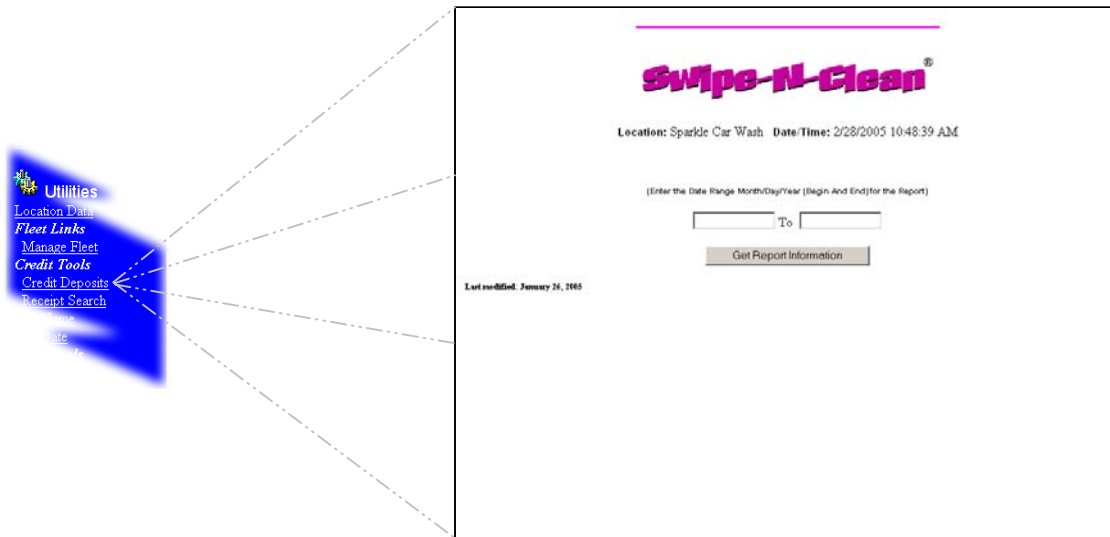
You may generate an income report by date range for all POS4000 usage.

2.2.3 Credit Tools

Credit Tools consists of four sections:

- ✓ *Credit Deposits*
- ✓ *Receipt Search*
- ✓ *By Name*
- ✓ *By Date*

- **Credit Deposits**



- **Credit Deposits Report**

This option allows you to search the Credit Deposits within a begin date and end date. When you enter begin and end dates you will generate a report showing the following:

- ✓ *Customer Name*
- ✓ *Account Type*
- ✓ *Account Number*
- ✓ *Transaction Date*
- ✓ *Authorization Code*
- ✓ *Amount*

- **Receipt Search**



The screenshot shows the 'Swipe N Clean' logo at the top. Below it, the text reads 'Location: Sparkle Car Wash Date/Time: 3/1/2005 11:15:21 AM'. Underneath is the heading 'User PAN Report'. There is a text input field with the placeholder text 'Enter PAN' and a 'Submit' button below it. In the bottom left corner, there is a small text label 'Last modified: January 11, 2005'.

Receipt Search is used to look up previous use by a customer. In the event a customer does not receive a receipt, and wants to know how much they spent on any given day at the wash, you can enter the last four digits of their credit card and find all transactions they have made at your car wash.

- **By Name**



The screenshot shows the 'Swipe N Clean' logo at the top. Below it, the text reads 'Location: Sparkle Car Wash Date/Time: 3/1/2005 11:34:31 AM'. Underneath is the heading 'Search By Customer Name'. There is a text input field with the placeholder text 'Enter Customer's Last Name' and a 'Submit' button below it. In the bottom left corner, there is a small text label 'Last modified: January 24, 2005'.

By Name is used to find transactions on a customer using their last name. The utility is useful if a customer does not have the last four digits of their credit card, or is reluctant to give it out. By inputting the last few letters of the customers name, the utility will look up all transactions associated with the information provided. If you enter *A*, it will look up all *A*'s in the database. Entering *AI* will lookup all last names beginning with *AI*. Sometimes it is better to provide less information than more when looking up a customer's last name. Entering just three or four letters of the last name often returns better search results.

- **By Date**



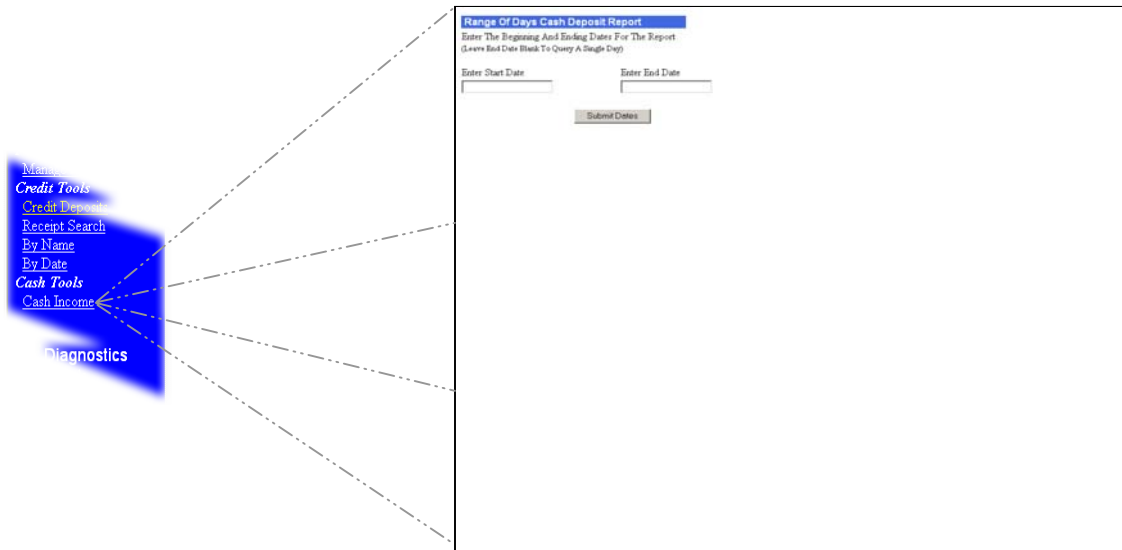
Swipe N Clean[®]
Location: Sparkle Car Wash Date/Time: 3/4/2005 8:36:47 AM
Credit Transactions For 3/11/2005
No Records Found For This Date
(Enter the Month/Day/Year for the Report)

Get Report Information
Last modified: January 24, 2008

By Date will list all users and their transactions that used the Swipe N Clean system on any given date. This is a helpful utility when finding information about a particular customer on a given day when the credit card does not contain a name on the card. This happens occasionally with some credit card companies.

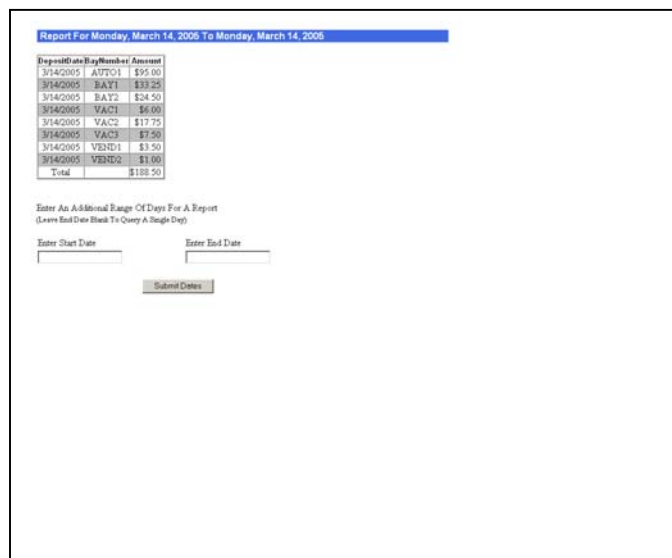
2.2.4 Cash Tools

- Cash Income



This utility provides cash deposited information by device, on a given day, or range of days. It gives a breakdown of each device on the car wash site, and totals the income for the time period requested. This utility is useful to determine the performance of one bay or vacuum over another for income.

Enter a start date and an end date for a *Cash Income* report. If you leave the end date empty you will generate a report on the start date only. For example, *03/14/05* was entered and submitted. The following screen appeared:



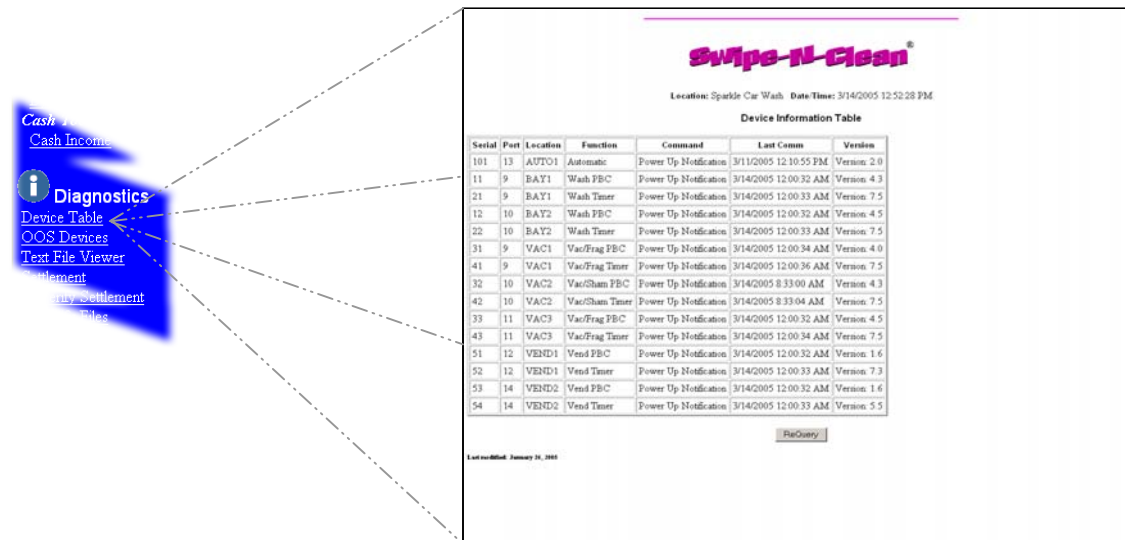
DepositDate	BayNumber	Amount
3/14/2005	AUTOC1	\$95.00
3/14/2005	BAY1	\$33.25
3/14/2005	BAY2	\$24.50
3/14/2005	VAC1	\$6.00
3/14/2005	VAC2	\$17.75
3/14/2005	VAC3	\$7.50
3/14/2005	VEND1	\$3.50
3/14/2005	VEND2	\$1.00
Total		\$182.50

2.3 DIAGNOSTICS

Diagnostics is the last of three sections (*Reports* and *Utilities* have already been discussed). There are five different tools at your disposal:

- ✓ *Device Table*
- ✓ *OOS Devices*
- ✓ *Text File Viewer*
- ✓ *Settlement*
- ✓ *DB Download*

2.3.1 Device Table



Swipe-N-Clean®

Location: Sparkle Car Wash Date/Time: 3/14/2005 12:52:28 PM

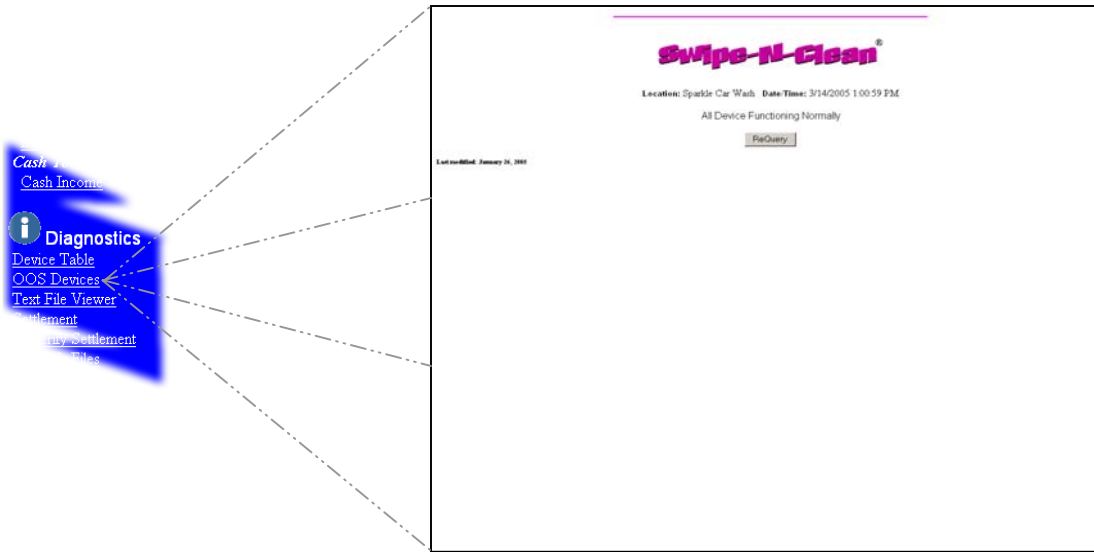
Device Information Table

Serial	Part	Location	Function	Command	Last Comm	Version
101	13	AUTO1	Automatic	Power Up Notification	3/11/2005 12:10:55 PM	Version: 2.0
11	9	BAY1	Wash/FBC	Power Up Notification	3/14/2005 12:00:32 AM	Version: 4.3
21	9	BAY1	Wash Timer	Power Up Notification	3/14/2005 12:00:33 AM	Version: 7.5
12	10	BAY2	Wash/FBC	Power Up Notification	3/14/2005 12:00:32 AM	Version: 4.5
22	10	BAY2	Wash Timer	Power Up Notification	3/14/2005 12:00:33 AM	Version: 7.5
31	9	VAC1	Vac/Frag/FBC	Power Up Notification	3/14/2005 12:00:34 AM	Version: 4.0
41	9	VAC1	Vac/Frag Timer	Power Up Notification	3/14/2005 12:00:36 AM	Version: 7.5
32	10	VAC2	Vac/Sham/FBC	Power Up Notification	3/14/2005 8:33:00 AM	Version: 4.3
42	10	VAC2	Vac/Sham Timer	Power Up Notification	3/14/2005 8:33:04 AM	Version: 7.5
33	11	VAC3	Vac/Frag/FBC	Power Up Notification	3/14/2005 12:00:32 AM	Version: 4.5
43	11	VAC3	Vac/Frag Timer	Power Up Notification	3/14/2005 12:00:34 AM	Version: 7.5
51	12	VEND1	Vend/FBC	Power Up Notification	3/14/2005 12:00:32 AM	Version: 1.6
52	12	VEND1	Vend Timer	Power Up Notification	3/14/2005 12:00:33 AM	Version: 7.3
53	14	VEND2	Vend/FBC	Power Up Notification	3/14/2005 12:00:32 AM	Version: 1.6
54	14	VEND2	Vend Timer	Power Up Notification	3/14/2005 12:00:33 AM	Version: 5.5

Last Modified: January 10, 2005

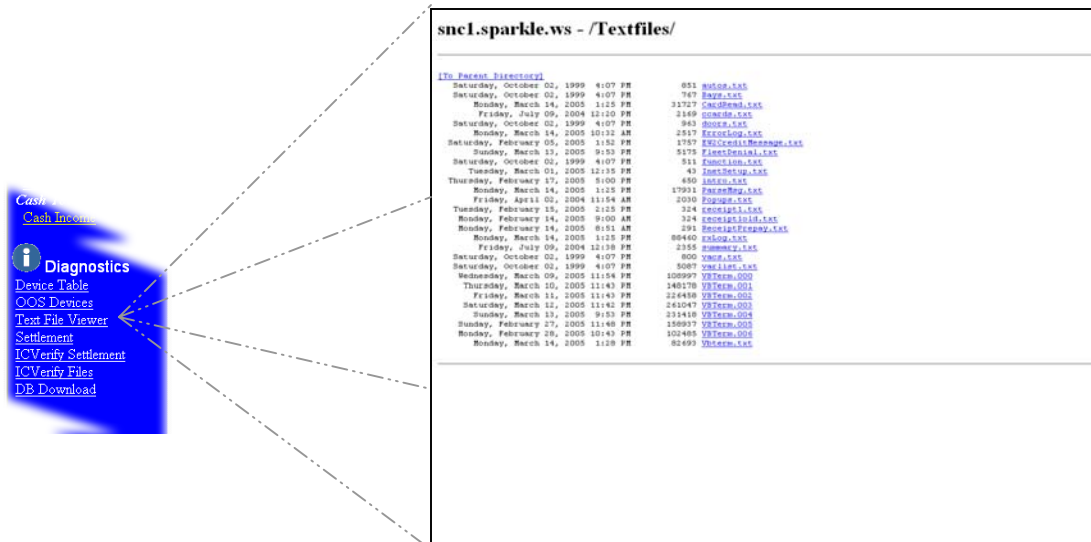
The *Device Table* contains diagnostic information about the "Health" of the Swipe-N-Clean system. At midnight each night, and at application startup, the POS communicates with each device to verify proper operation of the system. The information that is sent back from each device is stored in this table. Each time a device powers up on the system, that transaction is written to this table.

2.3.2 OOS Devices



This table is used to keep track of any device(s) that failed to report to the POS in the last 24 hours. This tool will help troubleshoot devices that are not working properly. If a device is not reporting properly you should consult the troubleshooting section.

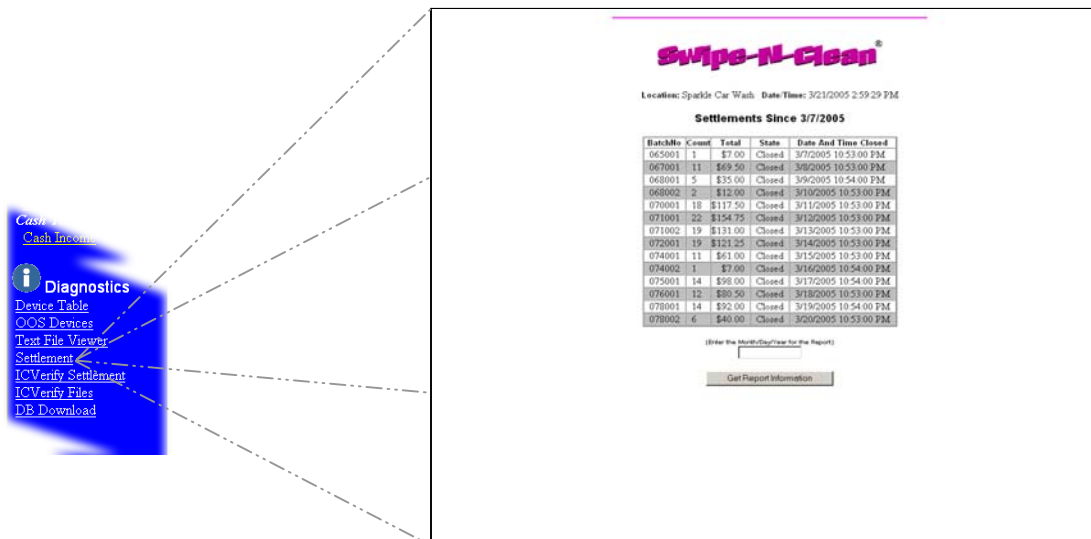
2.3.3 Text File Viewer



The screenshot shows a web interface with a navigation menu on the left containing: Cash, Cash Income, Diagnostics, Device Table, OOS Devices, Text File Viewer, Settlement, ICVerify Settlement, ICVerify Files, and DB Download. The main content area displays the title "snc1.sparkle.ws - /Textfiles/" and a list of files with their creation dates and times. The files listed include various log files such as 051 AUTOB.LAS, 787 BAPP.LAS, 31717 ONCIPSW.LAS, 2169 OSMR.LAS, 963 SHOPY.LAS, 2517 EXCEL.LAS, 17157 EXCEL11REPORT.LAS, 5175 FASHION.LAS, 511 FASHION.LAS, 43 FASHION.LAS, 450 LASH.LAS, 17951 FASHION.LAS, 2030 FASHION.LAS, 324 EXCEL.LAS, 314 EXCEL.LAS, 291 EXCEL.FASHION.LAS, 80440 FASHION.LAS, 2355 FASHION.LAS, 800 VNC.LAS, 8087 VNC.LAS, 108997 VTRM.D00, 148178 VTRM.D01, 224418 VTRM.D02, 261047 VTRM.D03, 211418 VTRM.D04, 188937 VTRM.D05, 102488 VTRM.D06, and 82493 VTRM.D07.

This utility is used exclusively by maintenance personnel. Swipe N Clean logs all transactions to and from the database in a text file. These files are kept for diagnostic purposes, error tracking, and system performance. You will not hurt anything by viewing the files in this page, however, they will be of little use to you.

2.3.4 Settlement

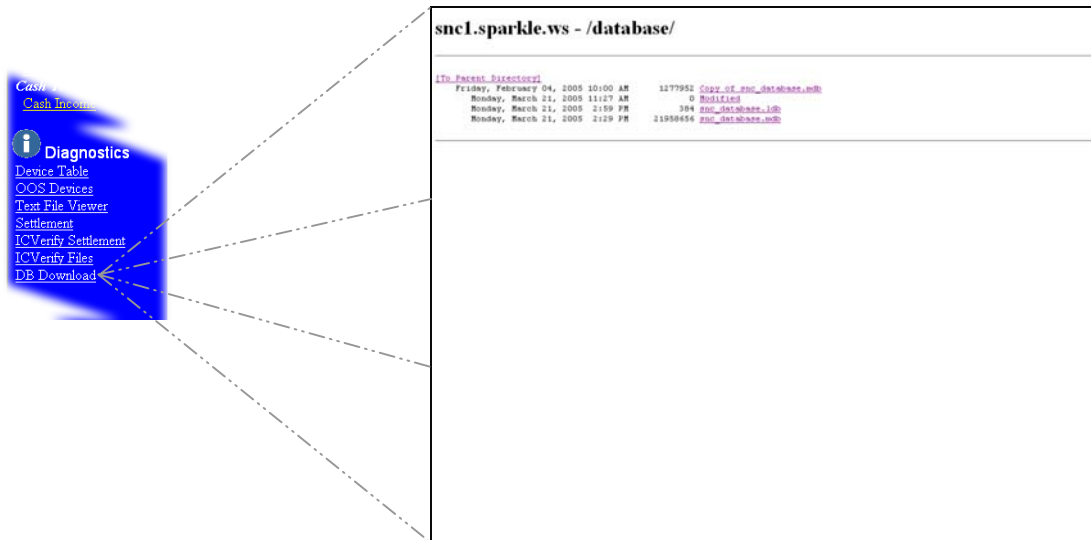


The screenshot shows a web interface with a navigation menu on the left containing: Cash, Cash Income, Diagnostics, Device Table, OOS Devices, Text File Viewer, Settlement, ICVerify Settlement, ICVerify Files, and DB Download. The main content area displays the title "Swipe N Clean" and the text "Location: Sparkle Car Wash Date/Time: 3/21/2005 2:59:29 PM". Below this is a section titled "Settlements Since 3/7/2005" which contains a table with the following data:

BatchNo	Count	Total	State	Date And Time Closed
065001	1	\$7.00	Closed	3/7/2005 10:53:00 PM
067001	11	\$69.50	Closed	3/8/2005 10:53:00 PM
068001	5	\$35.00	Closed	3/9/2005 10:54:00 PM
068002	2	\$12.00	Closed	3/10/2005 10:53:00 PM
070001	18	\$117.50	Closed	3/11/2005 10:53:00 PM
071001	22	\$154.75	Closed	3/12/2005 10:53:00 PM
071002	19	\$131.00	Closed	3/13/2005 10:53:00 PM
072001	19	\$121.25	Closed	3/14/2005 10:53:00 PM
074001	11	\$61.00	Closed	3/15/2005 10:53:00 PM
074002	1	\$7.00	Closed	3/16/2005 10:54:00 PM
075001	14	\$98.00	Closed	3/17/2005 10:54:00 PM
076001	12	\$80.50	Closed	3/18/2005 10:53:00 PM
078001	14	\$92.00	Closed	3/19/2005 10:54:00 PM
078002	6	\$40.00	Closed	3/20/2005 10:53:00 PM

Below the table, there is a text input field with the placeholder "(Enter the Month/Day/Year for the Report)" and a "Get Report Information" button.

2.3.5 DB Download



This utility is used for backing up your database to a remote location. It is recommended that you backup your database to your home or office on a regular basis. In the event of a corrupted database that can not be repaired, you will have a backup copy of the database to get your Swipe N Clean system up and running quickly.