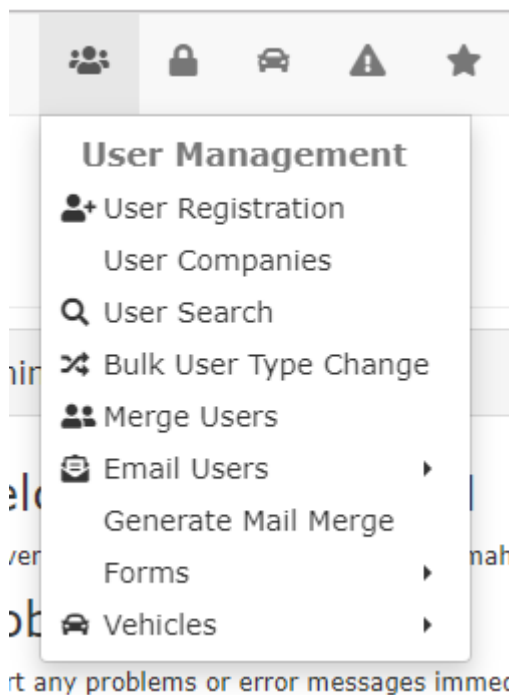


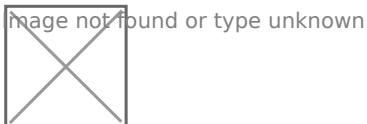
Company Setup and Invoices

Create the Acme company

An Admin for ABC Parking must create a company entry for ACME in OPS-COM. Hover over **User Management** and click **User Companies**.



The Company Search page displays. Click the '**Create New Company**' button



The Company Edit page displays. For this example the Admin will enter the following information about the ACME company.

- **Account Number:**19380688
- **Company Name:** ACME Incorporated
- **Receives Invoices:** Checked
- **Address (Company):** 2946 Jerome Avenue
- **Invoice Emails:**James.Rockwood@ACMEINC.com
- **Contact Name:** James Rockwood

- **Address (Contact):** 4777 Ersel Street

Company Edit

[Back](#)

Account Number

19380688



Account Name

ACME Incorporated

☒ Receives Invoice

Address

2964 Jerome Avenue

Line 2

Line 3

City

Ottawa

Province

Ontario ▼

Postal

M4C IB5

Tenant

Phone

Fax

Invoice Emails

James.Rockwood@ACMEINC.com

Contact Name

James Rockwood

Contact Address

4777 Ersel Street

Line 2

Line 3

Contact City

Ottawa

Contact Province

Ontario ▼

Contact Postal

M4C IB7

[Add New Company](#)

Click the **'Add New Company'** button to save the information. A green confirmation message displays that the company has been added.

Company Edit

Back

Company has been added.

Account Number

19380688

Account Name

ACME Incorporated

✓ Receives Invoice

Address

2964 Jerome Avenue

Line 2

Line 3



Assign Users to the Acme company

Search for the user profiles of the users you wish to add to the Acme company. Click User Management, User Search.

User Search

Username / Last Name / Email	<input type="text" value="jrockwood"/>	<input type="text" value="First name or initial"/>
Student Number OR Employee Number	<input type="text"/>	
Phone	<input type="text"/>	
Plate	<input type="text"/>	
Department	<input type="text"/>	
Tax Exemption Code	<input type="text"/>	
User Type(s)	<div> Athletics Member Complimentary Daily Reserved Demo Exchange Student Full Time Staff Full Time Student Part Time Staff </div>	
Control + Click to select / deselect multiple types.		
<input type="button" value="Search"/>		

	Username	FULL NAME	ADDRESS	CITY	Stu./Emp. No.	User Type
 	jrockwood	Rockwood, James	92 Baseline Road	Ottawa	0001234	Full Time Student

Click on a header to change sort order.
Click on a username to edit profile, register permit or locker, and to view history.
Click  to view system history.
Click  to send user a mail message.

Edit the User profile and indicate if the user is an individual or as a company member. In this case they are a Company Member for Acme Company.

☒ **Allow Text2ParkMe reminders**

There are no credit cards on file.

☒ **Company Member**

☐ **Individual**

Company:

ACME

19380688 ACME Incorporated

☐ **Company Billing Account**

To designate a Company Manager, enable the **Company Manager** and **Company Billing Account** checkboxes. James Rockwood is the company manager for this example. He is the person who will pay for invoices for all users assigned to ACME.

☒ **Allow Text2ParkMe reminders**

There are no credit cards on file.

☒ Company Member

☐ Individual

Company: ACME Incorporated: 19380688|

☒ Company Manager


☒ Company Billing Account

Click the **Submit Registration Information for Processing...** button to save this.

In this example we added user **Colby** to the company as well. They are regular users. These user accounts that are created for the Company will not be used by the end user and are only for the Company Manager to use.


Manage the Company Account

The company manager (**John Doe Welch**) logs into the **OPS-COM** user portal. Now he can manage permits for his user Colby. Click on the **Company Users** icon.



TOMAHAWK UNIVERSITY

[Home](#)[Vehicles](#)[Permits](#)[Appeals](#)[Lockers](#)[Forms](#)[Payments](#)[English](#)

[Company Manager](#) John Doe Welch

These menu elements will be generated based on the modules that are enabled on your system.

Personal Information

Mr. John Doe Welch (jrock)

jrock@demo.net

1 Demo Way
Carleton Place, Ontario
a1a1a1

Account Number:

Profile management is now handled from the menu on the right.

Vehicles

BEEP	Ontario	Passenger	Active
2016	Not Listed	Unknown	Acura

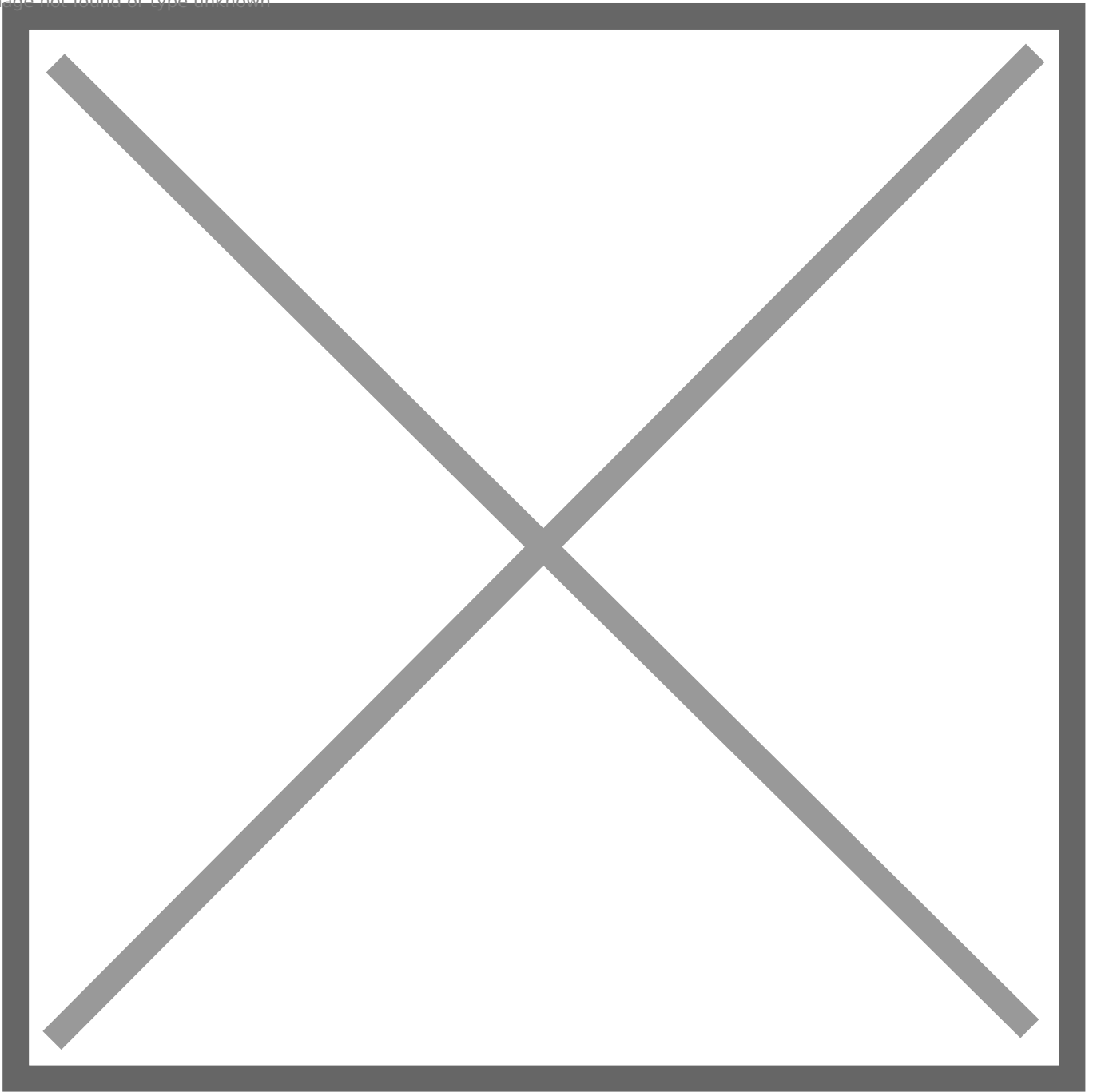
James wishes to purchase a permit for **Colbin**. He must login as the user to do so. Click the **Login as User** button to the right of **Colbin's** name.

Users

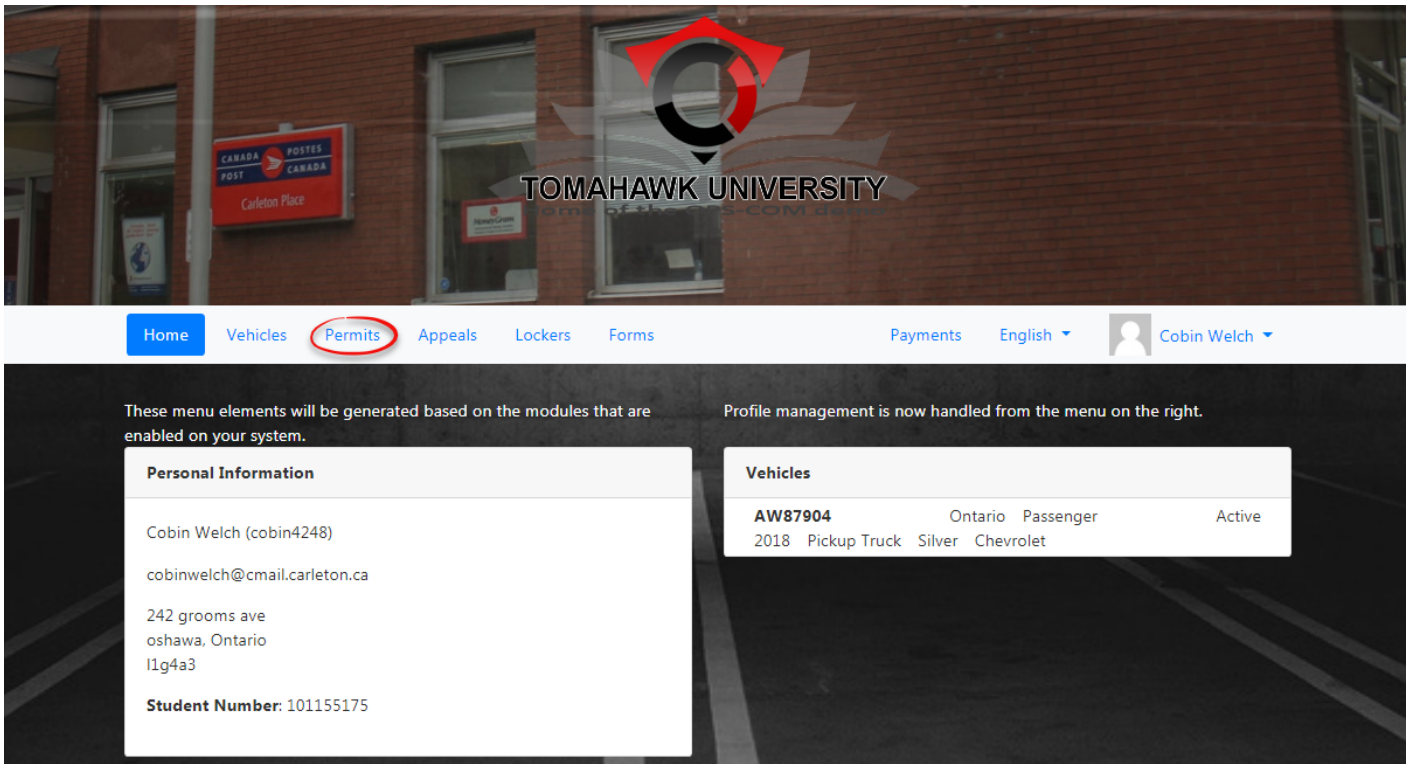
Name	Vehicle	Active Permits
Colbin Welch	AW87904	Login as User
John Doe Welch	BEEP	Login as User

A blue message appears telling **John Doe Welch** that he is logged in as another user.

Image not found or type unknown



Click the **Parking** icon to buy a permit for **Colbin**.



In this example we selected a Standard Parking permit in **Red Student Lot West**. If the company is planning to pay for the permit through the user side (not using invoices) then **John Doe Welch** (*the company manager*) would select the **"proceed to payment"** button. In this example ACME company is using invoices to purchase permits. John Doe Welch would logout of the User Portal at this point.

Prepare Invoices

The admin user at ABC Parking must create the invoice for the company. This is done by hovering over the Allocations menu and clicking Prepare Invoices.

NOTE: An invoice email template must be already in place prior to being able to prepare invoices. The email template can be modified by the Admin by going to **System Config/ Email Templates**.

Prepare Invoices

Invoicing for Monthly 1807 July (M)

This is for rolling active permits from the current active sales window to the selected future sales window.

Invoice

Total Permits

Total Amount

Account Number

Account Name

Contact Name

Email

Toggle All



1

\$113.00

19380688



ACME Incorporated

Company

James Rockwood

James.Rockwood@ACMEINC.com

Send Invoices

A green confirmation message is displayed indicating the invoice is scheduled.



Invoicing has been scheduled.

There will be an icon on the top right of the menu bar that will indicate the progress of the invoices being created. Once completed it will then be sent to the **Company Billing Account** designate.

elp



Scheduled Tasks

Invoice Generation: 5b51e4... Running



In the event of an error, the Admin may opt to cancel the invoice, correct the error and then reissue the invoice.

Paying an Invoice as a Company Manager

Once the company manager at ACME receives the invoice, they must log in to the **OPS-COM** user portal and click the **Payments** icon. **Joseph Callaghan's** permit now available for payment.



Payments

Permits			
Sales Window	Submit Date	Permit Number	Amount
<input checked="" type="checkbox"/> Test Annual	2019-09-30	59	\$169.50
Permits - Total Owing			\$169.50

Subtotal	\$150.00
Taxes	\$19.50
Total Owing	\$169.50
Continue to Checkout	



The *complete* parking and security management solution that links parking, violation and incident management collectively.

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 K7C 2V3
 +1.855.410.4141
info@ops-com.com

The Company Manager can Continue to Checkout and submit the payment in the method they prefer. This completes the cycle.

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Created 8 May 2024 07:57:43

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