

# System Messaging Checklist

## What Needs Your Attention

Here is the list of all the major pages and messaging you will want to review. There are some that are standard messages and probably don't need customization. These items are listed but marked as optional.

Functional page elements are displayed on the page automatically by the system based on which page you are currently on. For example, the Sign In page boxes that appear for username and password are automatically generated on the page. Therefore, you need not worry about editing these items. However, if you want to add additional content on these pages you may do so.

## Templates and Designs

Click on Toggle template to get a list.

You will want to edit the following:

- Header - You will want to customize this content. This is the common header on all user portal pages.
- Footer - You will want to customize this content. This is the common footer on all user portal pages.

### **Header**

```

< header style = "height:320px; background: white url(/uploads/FILES/PA-DEMO/Tomahawku-arial.jpg) center center; background-size:
cover;" >
< div class = "container" style = "height:95%;position:relative" >
< div class = "row" style = "bottom:0;right:0;position:absolute" >
< div class = "col my-3 text-center"
style = "background-color:white;padding:10px;max-width:200px;border-radius:15px;border:1px solid darkgray" >
< a href = "/" target = "_blank" >
< img alt = "Tomahawk University" align = "right" border = "5" src = "/uploads/FILES/PA-
DEMO/TomahawkUniversity_logo.png" class = "img-fluid" ></ a >
</ div >
</ div >
</ div >
</ header >

[user_menu]

```

## Footer

```

< div class = "bg-light text-dark" >
< div class = "container py-3" >
< div class = "row" >
< div class = "col-sm" >
< a href = "https://ops-com.com" >< img
class = "img-fluid mb-3 mb-md-0" style = "max-width:250px;padding-top:10px"
src = "https://kp.ops-com.com/uploads/FILES/PA-DEMO/Banner_W_Tagline.png"
alt = "OperationsCommander" /></ a >
< address style = "padding-left:25px;padding-top:5px;" >
92 Bridge St., Carleton Place, Ont., K7C 2V3< br />
</ address >
</ div >
< div class = "col-sm text-right" style = "padding-top:15px" >
< strong >Learn about Parking & Security Management</ strong >< br />
< a href = "mailto:info@ops-com.com" >info@ops-com.com</ a > < br />
855.410.4141
</ div >
</ div >
</ div >
</ div >

```

Go into System Messaging and update the following System Messaging:

(These are the actual pages that occupy the content area between the header and footer that you configured above)

# The Pages Tab

- User Dashboard - Currently the generic page. You will want to customize this content.

- Login Screen - You will want to customize this content.
- Payments Page - Optional. This content will appear on the Payments page above the functional part of the page.
- Permits - Most clients customize this message. A good place to put a Campus Map and Messaging about permits.
- User Registration- Optional.
- My Vehicles - Optional.

## Login Screen

```
< h3 style = "text-align: center;" >Welcome to Tomahawk University < br />< span style = "color: #ffffff;" >Parking and
Security Services</ span ></ h3 >
< div class = "row my-3" >
< div class = "col-s-12 col-md-6" >[system_code]</ div >
< div class = "col-s-12 col-md-6" >
< h4 style = "padding-top: 25px;" >< span style = "color: #f1c40f;" >< span style = "font-family: arial, helvetica, sans-serif;"
>< br />< strong >Do you have an account?</ strong > </ span ></ span ></ h4 >
< h5 >< span style = "font-family: arial, helvetica, sans-serif;" >Sign in using the email address you were provided with when you set
up your OPS-COM DEMO user account. < br />For most visitors, a DEMO account will have been supplied previously by Tomahawk.</ span
></ h5 >
< p ></ p >
< h4 >< span style = "font-family: arial, helvetica, sans-serif; color: #f1c40f;" >< strong >Are you a New user?</ strong ></
span ></ h4 >
< h5 >< span style = "font-family: arial, helvetica, sans-serif;" > Click 'Create Account' and fill out the form. If you do not wish to use
your email address or other personal details, please contact the < span style = "color: #f1c40f;" >< a style = "color: #f1c40f; text-
decoration: underline; font-style: italic;" title = "Email OPS-COM" href = "mailto:sales@ops-com.com" target = "_blank" rel =
"noopener" >OPS-COM demo team by email</ a > </ span ></ span ></ h5 >
< span style = "color: #f1c40f;" >< em >Learn more about < a style = "color: #f1c40f;" href = "https://ops-com.com"
>OperationsCommander</ a ></ em ></ span ></ div >
</ div >
```

## Permits

```
< p >[disclaimer name=permitDisclaimer dismiss=never]</ p >
< div class = "row" >
< div class = "col-md-4" >< a title = "Tomahawk U Parking Map" href = "/uploads/FILES/PA-DEMO/TomahawkU_Map.jpg"
target = "_blank" rel = "noopener" >< img class = "img-thumbnail modal-image" src = "/uploads/FILES/PA-
DEMO/TomahawkU_Map.jpg" width = "385" height = "400" /></ a ></ div >
< div class = "col-md-8" >
< p >Parking availability changes considerably during the year and permits are offered for sale in select lots. Like any parking lot, there are
fewer spaces in parking lots that needed over the course of an average day because not all parkers are there at the same time. Permit
allocations are processed and maintained by the Parking Services Office. (Y)early, (S)emester, and (M)onthly parking permits are available for
sale below. Please select from one of the parking permit options on the side of the map. If no permit options are available, permits may be
temporarily sold out. If this is the case, please select the option to add yourself to the Waiting List - you will be contacted by e-mail to advise
when further permit selection/options become available. Permit prices and parking rates are based on our fiscal-year schedule and are prorated
for users throughout the year. Persons requiring parking during the summer months (May to August) must purchase a Summer parking
permit.</ p >
< p >FOR STAFF/ FULL-TIME PARKING PERMITS, PLEASE SELECT OPTION TO PLACE YOUR NAME ON THE WAITING LIST (select waiting list link
below).</ p >
< p style = "font-style: italic; font-weight: bold;" >Attention Residents - All those living in Residence at must purchase RESIDENCE
ONLY parking permits. </ p >
</ div >
</ div >
< p >[system_code]</ p >
< p ></ p >
```

User Registration

```

< div class = "row my-3" >
< div class = "col-s-12 col-md-6" >
< p >[system_code]</ p >
</ div >
< div class = "col-s-12 col-md-6" >
< p >< img style = "width: 400px; height: 209px; float: left; margin: 5px;" src = "/uploads/FILES/PA-
DEMO\TomahawkUniversity_logo_white_bg.png" alt = "" /></ p >
< p ></ p >
< p ></ p >
< p ></ p >
< p ></ p >
< p ></ p >
< p ></ p >
< p >< span style = "font-size: 10pt;" >Already Registered? < span style = "color: #f1c40f;" >< a style = "color:
#f1c40f;" href = "/login" >< strong >Click here</ strong ></ a > </ span >to login.</ span ></ p >
< p >< span style = "font-size: 10pt;" >To register, please follow the registration process below.</ span ></ p >
< ol >
< li >< span style = "color: #236fa1; font-size: 10pt;" >< strong >< span class = "title" >< span style = "color:
#f1c40f;" >Complete the Registration Form</ span > </ span ></ strong ></ span >< br />< span style = "font-size: 10pt;"
>Simply fill out the registration form below, review your information for accuracy, and click the Submit button.< br />< br /></ span
></ li >
< li >< span class = "title" style = "color: #fbbeb8; font-size: 10pt;" >< strong >< span style = "color: #f1c40f;"
>Receive Confirmation Instructions</ span > </ strong ></ span >< br />< span style = "font-size: 10pt;" >We will send you
an email message with a link to activate your account and setup your password. </ span >< br />< span style = "font-size: 10pt;"
>If you have already completed Step 1 and would like us to resend the activation link, please< span style = "color: #f1c40f;" >< a
style = "color: #f1c40f;" href = "#" data-toggle = "modal" data-target = "#modalForgotPassword" >< strong > click here</
strong > </ a ></ span >.< br />< br /></ span ></ li >
< li >< span style = "font-size: 10pt;" >< strong >< span class = "title" style = "color: #f1c40f;" >Confirm Your
Registration</ span ></ strong ></ span >< br />< span style = "font-size: 10pt;" >Once you have received your password,
you can visit the< span style = "color: #f1c40f;" >< strong >< a style = "color: #f1c40f;" href = "/account/profile" >edit
profile</ a > </ strong ></ span >page to change your password or profile information.</ span ></ li >
</ ol >
</ div >
</ div >

```

## Appeals Message

```

< p >[disclaimer name=appealsDisclaimer dismiss=never]</ p >
< p >< strong >All persons receiving a parking violation have a right to appeal within 10 days of the date the violation was issued.</
strong >< br />< strong >Before searching for your ticket or license plate please ensure that you have registered the vehicle the
violation applies to. < br />Click < span style = "color: #ba372a;" >< a style = "color: #ba372a;" href = "/vehicles"
>here</ a > </ span > to register your vehicle.</ strong >< br />< strong >If you experience any problems using these forms or
have any questions concerning the registration, please contact the < span style = "color: #ba372a;" >< a style = "color: #ba372a;"
href = "mailto:support@parkadmin.com?Subject=Online%20Appeal%20Question/Comment" >Appeals Officer</ a ></ span ></
strong ></ p >
< p >< span style = "color: #000000;" >[system_code]</ span ></ p >

```

# The Messages Tab

- Dashboard Message - Admin Dashboard.

- noPaymentOptions - Currently a standard generic message. Edits Optional.
- permitPDF - Set for printing a standard permit.
- permitTempPDF - Set for printing a temporary permit.
- tempPermitText - Optional.

## **Admin Dashboard**







```
< h2 id = "mctec_1d6qrcts00" >Welcome to OperationsCommander Admin Landing Page</ h2 >
< h3 id = "mctec_1d6qrcts11" >< span style = "color: #bf0404;" >"Important Notices"</ span ></ h3 >
< p >This version of < strong >Operations< span style = "color: #bf0404;" >Commander</ span > </ strong > is our demo
environment. The details of this page are fully customizable in the "System Config Menu" (gears icon ) under the "Manage System Messaging"
option.</ p >
< p ></ p >
< h3 id = "mctec_1d6qrcts12" >Staff Schedules</ h3 >
< p >You can use these sections for any number of uses such as Staff schedules</ p >
< table style = "width: 100%;" border = "1" cellpadding = "5" >< caption >Spring Schedule?</ caption
>
< tbody >
< tr >
< td style = "height: 35px; text-align: center; width: 150px;" >< strong >< span style = "color: #ba372a;" >Officer</ span
></ strong ></ td >
< td style = "height: 35px; text-align: center;" >< strong >< span style = "color: #ba372a;" >Mon</ span ></ strong ></
td >
< td style = "height: 35px; text-align: center;" >< strong >< span style = "color: #ba372a;" >Tue</ span ></ strong ></
td >
< td style = "height: 35px; text-align: center;" >< strong >< span style = "color: #ba372a;" >Wed</ span ></ strong ></
td >
< td style = "height: 35px; text-align: center;" >< strong >< span style = "color: #ba372a;" >Thu</ span ></ strong ></
td >
< td style = "height: 35px; text-align: center;" >< strong >< span style = "color: #ba372a;" >Fri</ span ></ strong ></
td >
< td style = "height: 35px; text-align: center;" >< strong >< span style = "color: #ba372a;" >Sat</ span ></ strong ></
td >
< td style = "height: 35px; text-align: center;" >< strong >< span style = "color: #ba372a;" >Sun</ span ></ strong ></
td >
</ tr >
< tr >
< td style = "height: 35px; text-align: center;" >Kevin</ td >
< td style = "height: 35px; text-align: center;" >7-6</ td >
< td style = "height: 35px; text-align: center;" >7-6</ td >
< td style = "height: 35px; text-align: center;" >7-6</ td >
< td style = "height: 35px; text-align: center;" >7-6</ td >
< td style = "height: 35px; text-align: center;" >7-6</ td >
< td style = "height: 35px; text-align: center;" >Off</ td >
< td style = "height: 35px; text-align: center;" >Off</ td >
</ tr >
< tr >
< td style = "height: 35px; text-align: center;" >Mary Beth</ td >
< td style = "height: 35px; text-align: center;" >12-8</ td >
< td style = "height: 35px; text-align: center;" >Off</ td >
< td style = "height: 35px; text-align: center;" >Off</ td >
< td style = "height: 35px; text-align: center;" >12-8</ td >
< td style = "height: 35px; text-align: center;" >12-8</ td >
< td style = "height: 35px; text-align: center;" >9-5</ td >
< td style = "height: 35px; text-align: center;" >9-5</ td >
</ tr >
< tr >
< td style = "height: 35px; text-align: center;" >Don</ td >
< td style = "height: 35px; text-align: center;" >Off</ td >
< td style = "height: 35px; text-align: center;" >12-8</ td >
< td style = "height: 35px; text-align: center;" >12-8</ td >
< td style = "height: 35px; text-align: center;" >9-6</ td >
< td style = "height: 35px; text-align: center;" >10-7</ td >
< td style = "height: 35px; text-align: center;" >Off</ td >
< td style = "height: 35px; text-align: center;" >Off</ td >
</ tr >
< tr >
< td style = "height: 35px; text-align: center;" >Jerome</ td >
< td style = "height: 35px; text-align: center;" >Off</ td >
< td style = "height: 35px; text-align: center;" >Off</ td >
< td style = "height: 35px; text-align: center;" >Off</ td >
< td style = "height: 35px; text-align: center;" >Off</ td >
< td style = "height: 35px; text-align: center;" >Off</ td >
```

No Payment Options

< p class = "alert alert-danger" >There are no payment options available. Please contact an administrator for more information.</ p  
>

Permit PDF Layout





```

< div id = "header-img" >
< table style = "width: 850px;" >
< tbody >
< tr >
< td style = "width: 600px;" >< img style = "display: block; margin-left: auto; margin-right: auto;" src =
"/uploads/FILES/OC_TOMA/TomahawkUniversity_logo.png" width = "314" height = "81" />< /td >
< /tr >
< /tbody >
< /table >
< br />
< table style = "height: 500px; width: 852px;" >
< tbody >
< tr >
< td style = "width: 560px; text-align: center;" >
< h2 id = "mctoc_1dholgses1" >< /h2 >
< table class = "table table-striped" >
< tbody >
< tr >
< td >Permit Holder< /td >
< td >[permitpdf user=fullName]< /td >
< /tr >
< tr >
< td >Lot< /td >
< td >
< p >[permitpdf permit=lotshortname]: [permitpdf permit=lotname]< /p >
< p >[permitpdf permit=location]< /p >
< /td >
< /tr >
< tr >
< td >Permit No.< /td >
< td >[permitpdf permit=permitno]< /td >
< /tr >
< tr >
< td >Vehicle(s)< /td >
< td >
< p >[permitpdf vehicle=all]< /p >
< p >[permitpdf vehicle=1]< /p >
< /td >
< /tr >
< tr >
< td >Expiry< /td >
< td >
< p >[permitpdf permit=expiry]< /p >
< /td >
< /tr >
< tr >
< td >< /td >
< td >
< h1 class = "barcode" >*[permitpdf permit=permitno]TT*< /h1 >
< /td >
< /tr >
< /tbody >
< /table >
< /td >
< td style = "width: 560px; text-align: center;" >
< h4 >< span style = "color: #ff0000;" >Automated License Plate Recognition< /span >< /h4 >
< p >We offer full integration with < span style = "color: #ff0000;" >< a style = "color: #ff0000;" href = "https://ops-
com.com/parking-security-platform/license-plate-recognition/" >< em >three types< /em >< /a >< a style = "color: #ff0000;"
href = "https://ops-com.com/parking-security-platform/license-plate-recognition/" > of fixe< /a >< a style = "color: #ff0000;" href
= "https://ops-com.com/parking-security-platform/license-plate-recognition/" >d and mobile LPR< /a >. < a style = "color: #ff0000;"
href = "https://ops-com.com/parking-security-platform/parking-enforcement/" >Android integration< /a >< /span > makes it as simple
as taking a picture. Mobile ANPR hardware is so lightweight it can be easily transferred from one vehicle to another. Our static mounted
cameras allow tracking 24 hours a day 7 days a week.< /p >
< p >Leave behind the need for multiple integrations, numerous troubleshooting environments and licensing fees. Our < span style =
"color: #ff0000;" >< a style = "color: #ff0000;" href = "https://ops-com.com/parking-security-platform/license-plate-
recognition/pl8rdr-lpr/" >< strong >PL8RDR< /strong >< /a >< /span > license plate reader hardware sets a new standard in
simplified LPR and ANPR camera technology.< /p >
< p >Automated parking software and electronic parking ticket system.< /p >
< h4 id = "mctoc_1dholej2b0" >< span style = "color: #ff0000;" >Temporary Parking with Text2Park.Me< /span >< /h4 >

```

Temp Permit Layout

```
< p style = "text-align: center;" >< img src = "/uploads/FILES/OC_TOMA/TomahawkUniversity_logo.png" alt = "Round Purple"
width = "250" height = "100" /></ p >
< p >This permit is valid only for the date(s) as purchased and printed on the face of this permit via < em >< strong >ParkAdmin</
strong ></ em > - UNA Transportation Services. This permit is valid in specified parking areas only and is not transferable to any other
vehicle or user. Vehicles found displaying fraudulent permits will be ticketed and/or towed. Permit must be displayed and visible from the front
windshield of the parked vehicle while parked on campus. It is the responsibility of the permit holder to display in accordance with this permit
any supporting documentation required to substantiate the validity of said permit. </ p >
< div style = "border: solid 1px black; padding: 10px; text-align: center; font-size: 24pt; text-transform: uppercase;" >[permittemppdf
vehicle=plate]</ div >
< p ></ p >
< table style = "width: 851px; height: 117px;" cellpadding = "5" align = "center" >
< tbody >
< tr style = "height: 49px;" >
< td style = "width: 118.667px; height: 49px;" align = "right" >< strong >Vehicle:</ strong ></ td >
< td style = "width: 730.667px; height: 49px;" >[conditional var=permittemp.VehicleID test=equal value=-1][permittemppdf
vehicle=guest][conditional][conditional var=permittemp.VehicleID test=notequal value=-1][permittemppdf vehicle=year] [permittemppdf
vehicle=colour] [permittemppdf vehicle=make] [permittemppdf vehicle=type][conditional]</ td >
</ tr >
< tr style = "height: 17px;" >
< td style = "width: 118.667px; height: 17px;" align = "right" >< strong >Permit No:</ strong ></ td >
< td style = "width: 730.667px; height: 17px;" >[permittemppdf permit=permitno]</ td >
</ tr >
< tr style = "height: 17px;" >
< td style = "width: 118.667px; height: 17px;" align = "right" >< strong >Lot Name:</ strong ></ td >
< td style = "width: 730.667px; height: 17px;" >[permittemppdf permit=lotname]</ td >
</ tr >
< tr style = "height: 17px;" >
< td style = "width: 118.667px; height: 17px;" align = "right" >< strong >Location:</ strong ></ td >
< td style = "width: 730.667px; height: 17px;" >[permittemppdf permit=location]</ td >
</ tr >
</ tbody >
</ table >
< p ></ p >
< p style = "text-align: center;" >Valid For</ p >
< p style = "text-align: center;" >[permittemppdf permit=expiry]</ p >
< div style = "text-align: center;" >[conditional var=permittemp.DoNotTow test=true]
< p style = "color: red; font-size: 18pt;" >Do Not Tow</ p >
[/conditional]</ div >
< div class = "barcode stretch1-2" style = "padding: 10px; text-align: center; font-size: 30pt;" >[permittemppdf permit=barcode]</
div >
```

Temp Permit Text

```
< p >This permit is valid only for dates as purchased and printed on the face of this permit only. This permit is valid in specified parking
areas only and is not transferable to any other vehicle or user. Vehicles found displaying fraudulent permits will be ticketed and/or towed.< br
/>< br />Permit must be displayed and visible from the front windshield of the parked vehicle while parked on campus.< br />< br
/>It is the responsibility of the permit holder to display in accordance with this permit any supporting documentation required to substantiate
the validity of said permit.< br />< br />Parking Services</ p >
```

# Popup Disclaimers

You may opt to place popup disclaimers throughout the system. These popup windows can be triggered to appear based on navigation to a page or associated with a button on a page.

- Appeals Disclaimer
- Locker Disclaimer
- Permit Disclaimer
- Vehicle Disclaimer

## Appeals Disclaimer

```
< p >Please NOTE: By Appealing this citation, < br />You will be waiving the early Payment Discount</ p >
```

## Locker Disclaimer

```
< p >< span style = "font-size: 14px;" >< span style = "font-family: verdana,geneva,sans-serif;" >< strong >Summer rentals and extensions, must be made in person *an additional rental fee may apply</ strong >< br />< br />< strong >Fees and Registration Cost : </ strong >< br />< strong > $23</ strong > for ½ locker valid for use between August 15 to April 30 < br />< strong >$35</ strong > for Full Lockers valid for use between August 15 to April 30 </ span ></ span >< span style = "font-size: 14px;" >< span style = "font-family: verdana,geneva,sans-serif;" > </ span ></ span ></ p >
< p >< span style = "font-size: 14px;" >< span style = "font-family: verdana,geneva,sans-serif;" >Please note due to supply and demand lockers located in X are subject to rental restrictions of < strong >ONE LOCKER PER STUDENT</ strong >. Students are able to purchase multiple lockers in all other areas of the school. </ span ></ span ></ p >
< p >< span style = "font-size: 14px;" >< span style = "font-family: verdana,geneva,sans-serif;" >< strong >Terms and Conditions</ strong ></ span ></ span ></ p >
< p >< span style = "font-size: 14px;" >< span style = "font-family: verdana,geneva,sans-serif;" >< strong >Reminders about the End of Rental Terms</ strong >< br />Two weeks before the end of your Rental Term, an email will be sent to you to remind you that you need to vacate your locker; student should verify that email address and update it. If your locker has not been emptied after your Rental Term expires, your lock will be cut and the contents of your locker will be removed and put into storage. If you do not come to reclaim your belongings from the Locker Administrator within < strong >ten</ strong > business days, they will be donated or thrown out. The Locker Program is not responsible for any items subject to removal from a locker.</ span ></ span ></ p >
< p >< span style = "font-size: 14px;" >< span style = "font-family: verdana,geneva,sans-serif;" >< strong >Locker Access</ strong >< br />The Locker Program reserves the right to access lockers at its sole discretion if there is a suspected security risk or there is an environmental concern such as pest control or odors. Security has the right to enter a locker at any time should they suspect it contains items that put the college or university environment in danger. Any criminal activity will be reported to police. The college or university is required to provide police with access in the event of a criminal investigation. </ span ></ span ></ p >
```

## The Permit Disclaimer

```

< p >< span style = "font-size: 14px;" >< span style = "font-family: verdana,geneva,sans-serif;" >< strong >The Permit
Disclaimer Information</ strong > </ span ></ span ></ p >
< p >< span style = "font-size: 14px;" >< span style = "font-family: verdana,geneva,sans-serif;" >< img style = "float:
right; height: 120px; width: 256px; margin: 5px;" src = "/MEDIA/demo_extras/TomahawkUniversity_logo.png" alt = "" /></ span
></ span ></ p >
< p style = "text-align: justify;" >< span style = "font-size: 14px;" >< span style = "font-family: verdana,geneva,sans-serif;"
>Set your terms and conditions here and insist that users agree prior to the purchase. </ span ></ span ></ p >
< p style = "text-align: justify;" >< span style = "font-size: 14px;" >< span style = "font-family: verdana,geneva,sans-serif;"
>By Purchasing your parking permit you agree to the terms and conditions set forth herein and further agree to purchase parking here on this
day and that other day, from this day forward.</ span ></ span ></ p >
< p style = "text-align: justify;" >< span style = "font-size: 14px;" >< span style = "font-family: verdana,geneva,sans-serif;"
>You agree to park between the lines and only take up one spot. It is also understood that parking here is at your own risk and that you will
not sell , lend, copy or distribute your pass to any other individual with out written consent which has been notarized and seal by the
government of this university countersigned by the Dean. President, Vice President CEO, grounds keeper and the crossing guard. All Permits are
the property of the school and will be returned at the end of use. Failure to return the physical permit is subject to a fee of $38,496.98 applied
to your pre approved credit card.</ span ></ span ></ p >
< p style = "text-align: justify;" >< span style = "font-size: 14px;" >< span style = "font-family: verdana,geneva,sans-serif;"
>Thank you for using the Parking Service</ span ></ span ></ p >

```

## The Vehicle Disclaimer

```

< p >< span style = "font-family: verdana, geneva, sans-serif; font-size: 14px;" >By adding this vehicle/license plate to my
OperationsCommander profile, I agree to assume all responsibilities for the vehicles registered herein, to adhere to the Traffic and Parking
Regulations, as amended from time to time and authorized by the Board of Governors, and to accept all the conditions contained therein. I
acknowledge having read these regulations, and further certify that I am in possession of a valid driver's license and that the vehicle registered
for parking is properly licensed and insured.</ span ></ p >

```

## Email Headers and Footers Configuration

These are the common elements that will be used for all outgoing emails.

You will probably want to customize the messages as well as add your logo to the header, although there are no rules here you can decide, for example, to put the logo in the footer.

Click on toggle templates and have a look at:

- Header - You will want to customize this content.
- Footer - You will want to customize this content.

## Header Template for Default Email Template

```

< img src = "https://demo.preview.parkadmin.com/uploads/FILES/PA-DEMO/TomahawkUniversity_logo.png" alt = "Logo" />
< br />

```

## Footer Template for Default Email Template Collapse source



< i style = "text-align:center;" >

This footer will appear on all outgoing Payment Emails

Thank you for the payment of your Parking Permit or Violation. By purchasing this permit you have agreed to the terms and conditions prior to moving on to the permit purchase section.

Permit distribution: Permits are mailed out on the 15th of the month to your selected mailing address. If you wish to pick it up please contact parking@yourschool.com and quote your name and permit #. Any permits purchased after the 15th can only be picked up at the office.

You may pick up your permit at the Parking Office between

9:00 am and 3:00 PM Monday to Friday.

If you have any questions please contact The Parking Office

855-410-4141

</ i >

# Email Templates

These are the ones I believe you will be using at this point.

- Appeal Decision
- Appeal Submitted - Standard. Edits Optional.
- Lost Password - Standard. Edits Optional.
- Create Password registration email. - Standard. Edits Optional.
- User Receipt - Standard. Edits Optional.
- Waitlist Selected - Standard. Edits Optional.

## Appeal Decision

```
< p >Dear [user show=firstname] [user show=lastname],< br /> < br /> Your violation [violation show=Ticket] has been: [violation show=appeal_type].< br /> [conditional var=violation.appealType test=eq value=2]</ p >
< table >
< tbody >
< tr >
< th style = "text-align: right;" >Original Value:</ th >
< td >[violation show=fine]</ td >
</ tr >
< tr >
< th style = "text-align: right;" >Current Value:</ th >
< td >[violation show=final_fine]</ td >
</ tr >
</ tbody >
</ table >
< p >[conditional] < br /> < strong >Administrator Comments:</ strong > [violation show=AppealAdminComment]</ p >
```

## Appeal Submitted

< p >Your appeal has been submitted for ticket number < strong >[violation show=Ticket]< strong > on [violation show=TicketAppeal  
format="Y-m-d h:i a"].</ p >  
< p >Thank you.</ p >

## Lost Password

< p >Hello [user firstname],</ p >  
< p >Please click < a href = "[passwordreset]" >here</ a > to reset your password.</ p >  
< p >You may change your profile at the following location:</ p >  
< p >< a href = "https://demo.parkadmin.com" >https://demo.parkadmin.com</ a ></ p >  
< p ></ p >

## Permit Invoice





```

< table style = "width: 100%;" >
< tbody >
< tr >
< td style = "width: 50%;" colspan = "2" ></ td >
< td style = "text-align: right;" colspan = "2" >
< p > Address of Invoicing Company< br />Address line 2< br />Address line 3</ p >
</ td >
</ tr >
< tr >
< td colspan = "2" >
< h1 style = "text-align: center;" >Sample Invoice< img style = "display: block; margin-left: auto; margin-right: auto;" src =
"/uploads/FILES/PA-DEMO/Banner_W_Tagline.png" alt = "" width = "242" height = "58" /></ h1 >
< p ></ p >
</ td >
< td style = "text-align: right;" colspan = "2" >
< h3 ></ h3 >
< h3 >Invoice</ h3 >
</ td >
</ tr >
< tr >
< td style = "vertical-align: top;" >Bill To:</ td >
< td style = "text-align: right; vertical-align: top;" >
< p >[invoice account="name"]</ p >
< p >[invoice account="fulladdress"]</ p >
</ td >
< td style = "text-align: right; vertical-align: top;" >
< p >Invoice No.:</ p >
< p >Date:</ p >
< p >Due Date:</ p >
</ td >
< td style = "text-align: right; vertical-align: top;" >
< p >[invoice show="invoiceno"]</ p >
< p >[invoice show="billdate"]</ p >
< p >[invoice show="duedate"]</ p >
</ td >
</ tr >
</ tbody >
</ table >
< p ></ p >
< p >[invoice show="details"]</ p >
< p ></ p >
< table style = "float: right;" border = "0" cellpadding = "0" >
< tbody >
< tr >
< td style = "text-align: right;" >Subtotal</ td >
< td style = "text-align: right;" ></ td >
< td style = "text-align: right;" >${invoice show="subtotal"}</ td >
</ tr >
< tr >
< td style = "text-align: right;" >Taxes</ td >
< td style = "text-align: right;" ></ td >
< td style = "text-align: right;" >${invoice show="taxtotal"}</ td >
</ tr >
< tr >
< td style = "text-align: right;" >Total</ td >
< td style = "text-align: right;" ></ td >
< td style = "text-align: right;" >${invoice show="amounttotal"}</ td >
</ tr >
< tr >
< td style = "border-top: solid 3px #000000; border-color: #000000;" >
< h2 >Balance Due</ h2 >
</ td >
< td style = "border-top: 3px solid #000000; border-right-color: #000000; border-bottom-color: #000000; border-left-color: #000000;
width: 20px; text-align: right;" ></ td >
< td style = "border-top: 3px solid #000000; border-right-color: #000000; border-bottom-color: #000000; border-left-color: #000000;
text-align: right;" >
< h2 style = "text-align: right;" >${invoice show="amounttotal"}</ h2 >
</ td >
</ tr >

```

## Create password registration email

```
< p ></ p >
< p >< strong >Hello!</ strong ></ p >
< p ></ p >
< p >You are recieving this email because you have created a new account.</ p >
< p ></ p >
< p >< a href = "[activateinfo]" >Create password</ a ></ p >
< p ></ p >
< p >Please complete your registration.</ p >
< p ></ p >
< p ></ p >
< p >Regards,</ p >
< p >< br />Tomahawk University Parking Services</ p >
< p ></ p >
< p ></ p >
< p ></ p >
< p >If you're having trouble clicking the "Create Password" button, copy and paste the URL below into your web browser:</ p >
< p ></ p >
< p >[activateinfo]</ p >
```

## User Receipt

```
< p >< img style = "margin-right: 90px; margin-left: 90px;" src = "/uploads/FILES/PA-DEMO/TomahawkUniversity_logo.png" width
= "197" height = "100" />< br />< br />[user_card]</ p >
< p ></ p >
< table >
< tbody >
< tr >
< td >< strong >Name: </ strong ></ td >
< td >[payinfo user=fullname]</ td >
</ tr >
< tr >
< td >< strong >Company: </ strong ></ td >
< td >N/A</ td >
</ tr >
< tr >
< td >< strong >Submitted: </ strong ></ td >
< td >[payinfo payment=submitdate]</ td >
</ tr >
< tr >
< td >< strong >Amount: </ strong ></ td >
< td >[payinfo payment=amount]</ td >
</ tr >
< tr >
< td >< strong >Method: </ strong ></ td >
< td >[payinfo payment=method]</ td >
</ tr >
< tr >
< td >< strong >Processed: </ strong ></ td >
< td >[payinfo payment=processdate]</ td >
</ tr >
< tr >
< td >< strong >Confirm Code: </ strong ></ td >
< td >[payinfo payment=confirmcode]</ td >
</ tr >
</ tbody >
</ table >
< p ></ p >
< p >< a class = "btn btn-info" href = "[payinfo payment=receipt_url]" >View the receipt online</ a ></ p >
< p ></ p >
```

## Waitlist Selected

```
< p >You have been selected to receive a permit in lot [waitlist show="lot"].</ p >  
< p >You have until [waitlist show="date_to_pay"] to pay for the permit before losing the permit and being returned to the waiting list.</ p  
>
```

# Disclaimers & Messaging

There are only 2 that would be of concern.

- Payment Footer
- Receipt Header

## Payment Footer

```
<p><span style="font-family:verdana,geneva,sans-serif;">Thank you for the payment of your Parking Permit or Violation. By purchasing this  
permit you have agreed to the terms and conditions prior to moving on to the permit purchase section.</span></p>
```

```
<p><span style="font-family:verdana,geneva,sans-serif;"><strong>Permit distribution:</strong> Permits are mailed out on the 15th of the  
month to your selected mailing address. If you wish to pick it up please contact parking@yourschool.com and quote your name and permit #.  
Any permits purchased after the 15th can only be picked up at the office.</span></p>
```

```
<p><span style="font-family:verdana,geneva,sans-serif;">You may pick up your permit at the Parking Office between</span></p>
```

```
<p><span style="font-family:verdana,geneva,sans-serif;">9:00 am and 3:00 PM Monday to Friday.</span></p>
```

```
<p><span style="font-family:verdana,geneva,sans-serif;">If you have any questions please contact The Parking Office</span></p>
```

```
<p><span style="font-family:verdana,geneva,sans-serif;">855-410-4141</span></p>
```

## Receipt Header

```

< table align = "center" width = "700" >
  < tbody >
    < tr >
      < td align = "left" >< span style = "font-family:verdana,geneva,sans-serif;" >Reciept header beside HST in a table</
span ></ td >
      < td align = "right" >< span style = "font-family:verdana,geneva,sans-serif;" >HST #1234556789</ span ></ td >
    </ tr >
    < tr >
      < td align = "left" ></ td >
      < td align = "right" ></ td >
    </ tr >
    < tr >
      < td align = "left" colspan = "2" >
        < p style = "text-align: center;" >< span style = "font-size: 18px;" >Thank you for parking at Tomahawk
University...your payment details appear below.</ span ></ p >
      </ td >
    </ tr >
    < tr >
      < td align = "left" colspan = "2" >
        < p style = "text-align: center;" >< span style = "font-size: 18px;" >< em >< strong >< span style = "font-
size: 14px;" >If you have purchased a temporary parking permit (print at home parking permit),< br />
        please proceed to the (H)istory page of your ParkAdmin profile and select the printer icon< br />
        located beside the respective parking permit number.</ span ></ strong ></ em ></ span ></ p >
      </ td >
    </ tr >
  </ tbody >
</ table >

```

# Notice Literature

These are notices that get sent out to end users as an email. They would use the Headers and Footers you configured above.

- Overdue Notice Literature - sent to a user when they have an overdue violation. You will want to customize this message.
- New Notice Literature - sent to a user when they have received a violation. You will want to customize this message.

## Overdue Notice Literature

```

< p >This letter will serve as notice and advise you that your account with Parking Services is now past due. Please refer to the table below
for a report of your outstanding items remaining unpaid with Parking Services at the time of this mailing. Further details regarding this overdue
amount are available to you by logging-in to the OperationsCommander system. Your username required to access ParkAdmin is provided
above. If you have forgotten your password, please use the "Lost or Forgotten Password" link on the main log-in page or contact Parking
Services. For your convenience, your outstanding balance can be paid securely on-line using your credit card (Visa or MasterCard). You can
also settle your account with Parking Services by mailing your cheque or money order to our office after selecting your payment option and
obtaining a reference number on-line from ParkAdmin - please make your cheque payable to and mail same to Parking Services at the
following address: Parking Services If you have already settled your account with Parking Services, we apologize for the inconvenience and
thank you for your payment. By this notice, Parking Services advises that overdue accounts listed under a public profile remaining unpaid
within 30 days of this notice will be forwarded for collection/recovery. If you are registered as a student at the outstanding balance will be
forwarded to the Business Office 14 days post violation date by Parking Services. With this application against your student account, student
transcripts will not be released until all accounts are settled. Thank you for your prompt attention to this matter.</ p >

```

## New Notice Literature



< p >This communication will serve as notice and advise you that you have received a parking violation notice from Parking Services. Your violation may be eligible for an early payment discount. To view additional details about this violation or to appeal/make payment, please log-in to your ParkAdmin account.</ p >

---

Revision #2

Created 15 May 2024 08:42:02

Updated 11 September 2024 13:40:49