

Validator Admin Groups

User Level Capabilities within the Validator Tool

Here is a description of what each user level can do with the **Validator Tool**.

1. The **Super Admin** can set up new **Groups** with a **Group Name**, as well as assign **Managers** and **Group Members**. Only the Super Admin can add Managers and Admins.
 1. Definition: The Super Admin will also be any Primary Admin with permissions in OPS-COM to manage the Validator; they can create groups and have the ability to add users to the group. The permissions that the Super Admin assigns to the individual group members will determine their access level on the system. All permissions must be added or removed by the Super Admin and cannot be done by any other user.
2. The Super Admin will be able to see all current, pending, past and archived (deleted) validations.

These are the permissions required to use the **Super User Manager** role.

Tomahawk	Permissions	
Administrator	Permissions	
Appeals Officer	Permissions	
Counter Admin	Permissions	
Dispatcher	Permissions	
Financial Admin	Permissions	
Incident Manager Admin	Permissions	
Kayako Support	Permissions	
Locker Admin	Permissions	
Parking Manager Admin	Permissions	
Patrol Officer	Permissions	
Super User Manager	Permissions	
Validator Admin	Permissions	
Validator Entry	Permissions	
admin	Permissions	
demo	Permissions	

<input type="checkbox"/> Pricing & Lot Administration	Create and edit permit lots.
<input type="checkbox"/> View Permits	Ability to View Permits
<input type="checkbox"/> Edit Permits	Ability to edit the Permit State on permits
<input type="checkbox"/> Allocate Permits	Ability to allocate permit numbers to a Lot
<input type="checkbox"/> Edit Permit Allocations	Ability to edit permit allocation Sale windows
<input type="checkbox"/> View Access Cards	Ability to view Access Cards
<input type="checkbox"/> Edit Access Cards	Ability to edit Access Card information
<input type="checkbox"/> Add Access Cards	Ability to Add Access Card numbers
<input checked="" type="checkbox"/> Create Temp Permit Entries	Access the temp permit creation page. Used for parking validation.
<input checked="" type="checkbox"/> Manage Validator Group Records	View and delete records created with the validation tool from admins in the same group as the admin.
<input checked="" type="checkbox"/> Manage All Validator Records	View and delete records created with the Validate Parking tool from other admins.
<input checked="" type="checkbox"/> View Validator Report	View records created with the Validate Parking tool.
<input type="checkbox"/> Prorate Permit Purchases	When the lot allows for proration, this permission enables the admin to prorate the permit purchase for a user.
<input type="button" value="Save Permissions"/>	

3. Group Managers and Admins will be able to see all of their Groups, current/pending validations and delete future/current validations up to the 15-minute mark of the Start Date. Group Managers can only manage one group at a time.
1. Please note that deletions would only be available from the Manage Validations page.

These are the permissions required to be the **Validator Admin** role:

User	Permissions	Actions	Description
Parking Manager Admin	Permissions	<input checked="" type="checkbox"/> Create Temp Permit Entries	Access the temp permit creation page. Used for parking validation.
Patrol Officer	Permissions	<input checked="" type="checkbox"/> Manage Validator Group Records	View and delete records created with the validation tool from the same group as the admin.
Super User Manager	Permissions	<input type="checkbox"/> Manage All Validator Records	View and delete records created with the Validate Parking tool for all admins.
Validator Admin	Permissions	<input checked="" type="checkbox"/> View Validator Report	View records created with the Validate Parking tool.
Validator Entry	Permissions	<input type="checkbox"/> Prorate Permit Purchases	When the lot allows for proration, this permission enables the user to prorate the permit purchase for a user.
admin	Permissions		
demo	Permissions		

Save Permissions

4. The Super User will be able to delete any future, current, and past validations.
1. Please note that archived is considered deleted. Archived information is not purged from the system. This is due to the need to keep system data integrity.

These are the permissions required to be the **Validator Entry** role:

User	Permissions	Actions	Description
Parking Manager Admin	Permissions	<input checked="" type="checkbox"/> Create Temp Permit Entries	Access the temp permit creation page. Used for parking validation.
Patrol Officer	Permissions	<input type="checkbox"/> Manage Validator Group Records	View and delete records created with the validation tool from the same group as the admin.
Super User Manager	Permissions	<input type="checkbox"/> Manage All Validator Records	View and delete records created with the Validate Parking tool for all admins.
Validator Admin	Permissions	<input type="checkbox"/> View Validator Report	View records created with the Validate Parking tool.
Validator Entry	Permissions	<input type="checkbox"/> Prorate Permit Purchases	When the lot allows for proration, this permission enables the user to prorate the permit purchase for a user.
admin	Permissions		
demo	Permissions		

Save Permissions

User Level Display within the Validator Tool

Here is the description of what each user level can see in the Validator Report and Manage Validations tools.

1. The **Super Admin** will be able to see all **Validator Groups** via the drop-down menu of **All/Individual Validators** within each group. The Super Admin should be able to delete




any entry at any time, pre or post validation.




2. Group Managers will only be able to see their own Validator Groups within a drop-down of **All/Individual Validators** within their group. They will also be able to delete any entry pre-validation.
3. **Admins** will only be able to see and delete their own entries pre-validation or within a 15-minute leeway (as described below).
4. Please set-up a 15-minute grace period on deletions. This will allow a current validation to be deleted up to 15-minutes past the start date, in the case of an input error. (Setting)
5. **Users** will be able to search for a partial or full plate, by entering the time period. No admin name or lot should be required. If the entry was made within the appropriate time period, it should show accordingly. If an Admin name is required then an **All** Admins option, and individual admins within their group are required.



How to create a Group

1. Navigate to **Manage Groups** under **System Config**.

System Config

-  Manage Roles
-  **Manage Groups**
-  Edit Admin Users

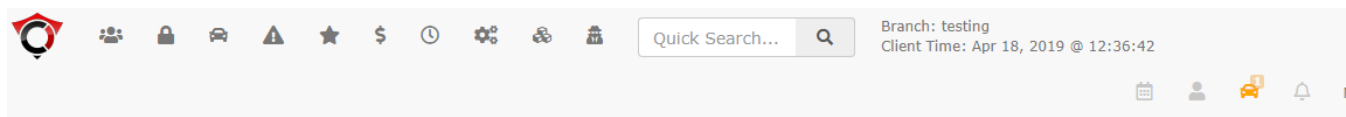
-  Manage Files
-  System Settings
-  Classic System Settings

-  System Messaging
-  Templates & Design **Beta**



-  Disclaimers & Messaging
-  Notice Literature
-  Email Templates
-  Email Headers & Footers

-  Reset Database

2. This brings you to the **Manage Administrator Roles** page.






Manage Administrator Groups

Administrator Groups	
SecondBreakfest	
SuperGroup	
Add New Group	

3. To create a group click on **Add New Group** and the Adding a new Group window will appear.

Manage Administrator Groups

ups

Group_One	
Group_Three	
Group_Two	
Add New Group	

Adding a new Group

1

Group Name

2

Module

3

Validator Comment

4

Admin Members

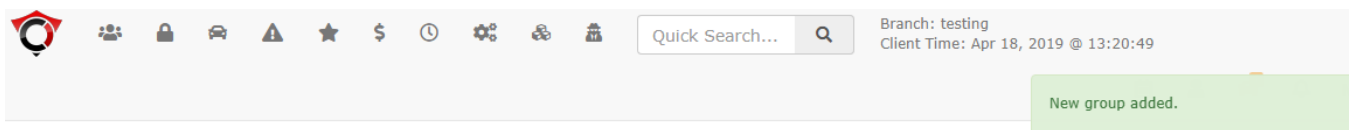
[Save Group](#) [Delete Group](#)

Adding a new Group

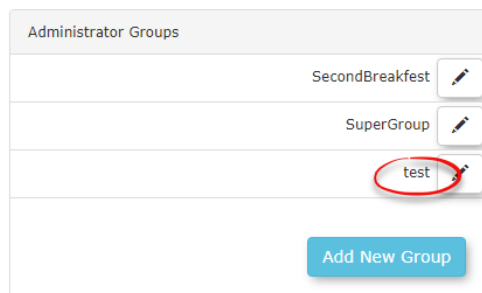
Info

1. Group Name	The Group Name is how you change the name of a group.
2. Module	The Module is where you can set the purpose of the group.
3. Validator Comment	The Validator Comment is a spot where you can add any comments that you need to.
4. Admin Members	The Admin is the area in which you can add admin members to the group

4. When you are finished click the **Save Group** button. You will see your group added to the bottom of the Administrator Groups.






Manage Administrator Groups








How to Add Members to a Group

1. First, you will have to navigate to **Manage Groups** under **System Config**.

System Config

-  Manage Roles
-  **Manage Groups**
-  Edit Admin Users

-  Manage Files
-  System Settings
-  Classic System Settings

-  System Messaging
-  Templates & Design **Beta**

-  Disclaimers & Messaging
-  Notice Literature
-  Email Templates
-  Email Headers & Footers

-  Reset Database

2. You can edit a group by clicking the blue button with a pencil icon next to the Administrator Groups you wish to edit.

The screenshot shows the 'Manage Administrator Groups' interface. On the left, a list of groups includes 'SecondBreakfest', 'SuperGroup', and 'test'. The 'test' group is highlighted with a red circle, and a blue button with a pencil icon is visible next to it. A tooltip labeled 'Edit Group' is shown above this button. Below the list is an 'Add New Group' button. On the right, the 'Editing Group: test' form is displayed. It contains fields for 'Group Name' (test), 'Module' (Parking Validator Group), 'Validator Comment' (test), and 'Admin Members' (clark.tomahawk, nick.tomahawk). At the bottom of the form are 'Save Group' and 'Delete Group' buttons. The top navigation bar includes a search bar, a branch selector (testing), a client time display (Apr 18, 2019 @ 13:25:27), and a user profile (Nick @ Tom).

3. You can then click on the **Admin Members** bar to add more members to the group.

This screenshot shows the 'Admin Members' section of the 'Editing Group: test' form. The 'Admin Members' label is circled in red. Below it, a text input field contains 'clark.tomahawk' and 'nick.tomahawk'. A dropdown menu is open, displaying a list of users with their usernames and names. The users listed are: brian.tomahawk (Brian @ Tomahawk), demo (Demo Admin), james.tomahawk (James @ Tomahawk), jmulloy (Josh), john.tomahawk (John @ Tomahawk), johngrieffiths (johngrieffiths), josh.tomahawk (Josh @ Tomahawk), and justin.tomahawk (Justin @ Tomahawk). The top navigation bar and the left sidebar are also visible.

4. When finished click the **Save Group** button found at the bottom of the Editing Group.

Manage Administrator Groups

Administrator Groups

SecondBreakfest

SuperGroup

test

Add New Group

Editing Group: test

Group Name

test

Module

Parking Validator Group

Validator Comment

test

Admin Members

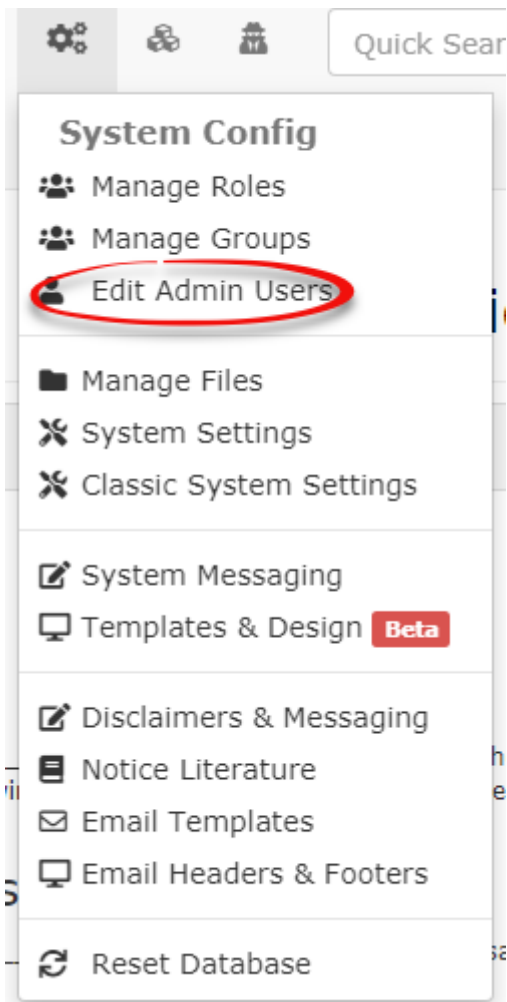
clark.tomahawk nick.tomahawk

Save Group

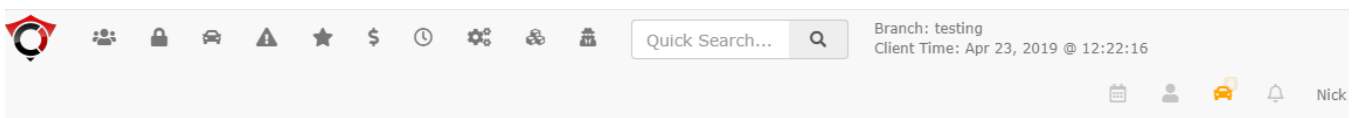
Delete Group

Zones and How They are Assigned

1. Navigate to **System Config** → **Edit Admin Users**



2. Select an **Admin User** which you want to edit and apply the **Parking Validation Lot Zones** they will manage.



Manage Administrator Users

A form titled 'Manage Administrator Users'. It contains a dropdown menu with the text 'Insert New User' and a blue button labeled 'Retrieve'. The dropdown menu is highlighted with a red oval.A form titled 'Creating New User' and 'Active Roles'. The 'Creating New User' section has a checkbox 'Activate this account and allow system login', input fields for 'Username' and 'Password', and a note: 'Leave this blank to keep the existing password. Passwords are case sensitive.' The 'Active Roles' section lists several roles with checkboxes: 'Administrator', 'Appeals Officer', 'Counter Admin', 'Dispatcher', and 'Financial Admin'. Each role has a brief description of its permissions.

3. Scroll to the bottom of the page to find the **Parking Validation Lot Zones** window. Select the **Zone(s)** in which this admin will be managing validations.

The screenshot shows the Tomahawk system interface. At the top, there is a navigation bar with icons for users, settings, and other functions. A search bar labeled 'Quick Search...' is present. The main content area is divided into several sections. On the left, there is a section for IP addresses with examples of good and bad formats. Below that is a section for 'Hour limit for searching dispatch records' with a text input field. On the right, there are two toggle switches: 'Tomahawk' (checked) and 'Validator Worker' (unchecked). Below these is a section titled 'Parking Validation Lot Zones' which is circled in red. This section contains a list of zones: 'Garage L1', 'Garage L2', 'Day Care', 'Centrum', and 'Faculty'. At the bottom right, there is a button labeled 'Camera Access'.

4. Click any **Zones** that apply to this Admin and click **Update User** at the bottom of the page to finish.

The screenshot shows the Tomahawk system interface. At the top, there is a navigation bar with icons for users, settings, and other functions. A search bar labeled 'Quick Search...' is present. The main content area is divided into several sections. On the left, there is a section for IP addresses with examples of good and bad formats. Below that is a section for 'Hour limit for searching dispatch records' with a text input field. On the right, there are two toggle switches: 'Tomahawk' (checked) and 'Validator Worker' (unchecked). Below these is a section titled 'Parking Validation Lot Zones' which is circled in red. This section contains a list of zones: 'Garage L1', 'Garage L2', 'Day Care', 'Centrum', and 'Faculty'. At the bottom right, there is a button labeled 'Update User' which is circled in red.