

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.

The screenshot displays the 'Permissions' configuration page for the Validator Admin tool. On the left, a list of user roles is shown, each with a 'Permissions' button and an edit icon. The 'Super User Manager' role is highlighted. On the right, a detailed view of the permissions for the 'Super User Manager' role is shown, including a list of permissions with checkboxes and a 'Save Permissions' button.

User Role	Permissions
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

Permission	Description
<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.

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:

Locker Admin	Permissions	
Parking Manager Admin	Permissions	
Patrol Officer	Permissions	
Super User Manager	Permissions	
Validator Admin	Permissions	
Validator Entry	Permissions	
admin	Permissions	
demo	Permissions	

Create Temp Permit Entries

Manage Validator Group Records

Manage All Validator Records

View Validator Report

Prorate Permit Purchases

Save Permissions

Access the temp permit creation page. Used for parking vali

View and delete records created with the validation tool for the same group as the admin.

View and delete records created with the Validate Parking to admins.

View records created with the Validate Parking tool.

When the lot allows for proration, this permission enables to prorate the permit purchase for a user.

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:

Locker Admin	Permissions	
Parking Manager Admin	Permissions	
Patrol Officer	Permissions	
Super User Manager	Permissions	
Validator Admin	Permissions	
Validator Entry	Permissions	
admin	Permissions	
demo	Permissions	

Create Temp Permit Entries

Manage Validator Group Records

Manage All Validator Records

View Validator Report

Prorate Permit Purchases

Save Permissions

Access the temp permit creation page. Used for parking validat

View and delete records created with the validation tool from a the same group as the admin.

View and delete records created with the Validate Parking tool f admins.

View records created with the Validate Parking tool.

When the lot allows for proration, this permission enables the a prorate the permit purchase for a user.

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

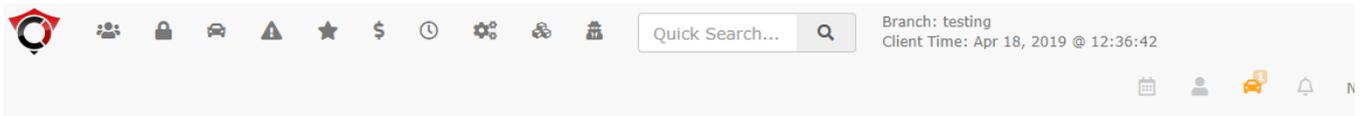
-  Manage Files
-  System Settings
-  Classic System Settings

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

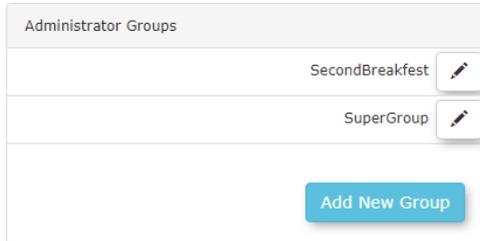
-  Disclaimers & Messaging
-  Notice Literature
-  Email Templates
-  Email Headers & Footers

-  Reset Database

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

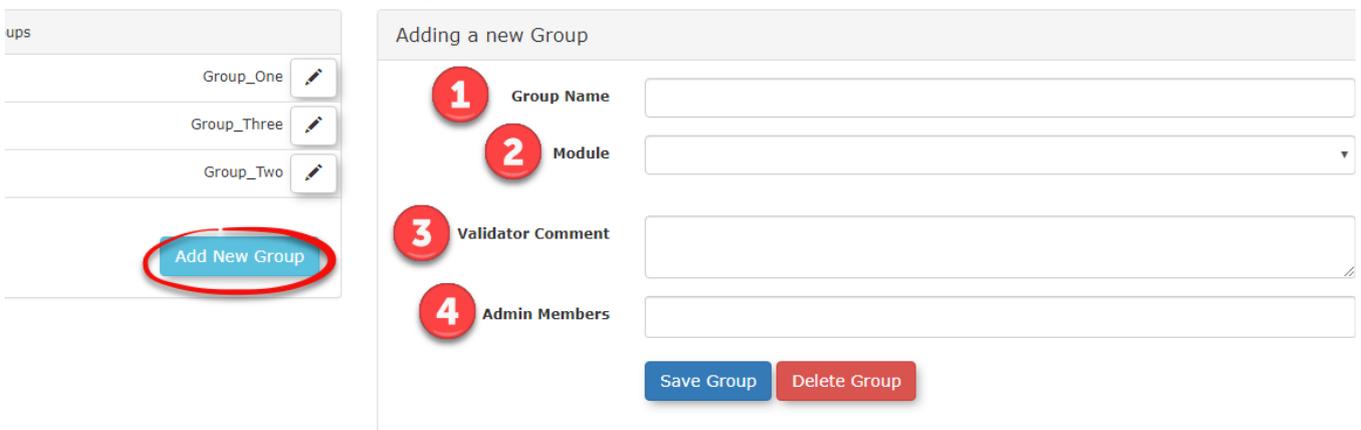


Manage Administrator Groups



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

Manage Administrator Groups

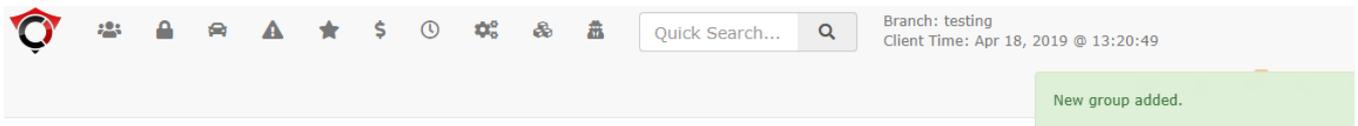


Adding a new Group

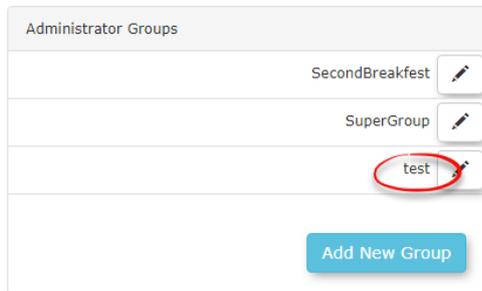
Info

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

- 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 pencil icon next to it is also circled. A tooltip labeled 'Edit Group' is visible over the pencil icon. 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), and 'Validator Comment' (test). The 'Admin Members' field contains 'clark.tomahawk' and 'nick.tomahawk'. At the bottom of the form are 'Save Group' and 'Delete Group' buttons. The top navigation bar includes a search bar, branch information ('Branch: testing', 'Client Time: Apr 18, 2019 @ 13:25:27'), and user information ('Nick @ Tom').

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

This screenshot shows the 'Admin Members' bar in the 'Editing Group: test' form expanded. The 'Admin Members' label is circled in red. The bar contains the text 'clark.tomahawk nick.tomahawk |' followed by a list of users. The list includes the following entries:

<i>brian.tomahawk</i>	Brian @ Tomahawk
<i>demo</i>	Demo Admin
<i>james.tomahawk</i>	James @ Tomahawk
<i>jmulloy</i>	Josh
<i>john.tomahawk</i>	John @ Tomahawk
<i>johngriffiths</i>	johngriffiths
<i>josh.tomahawk</i>	Josh @ Tomahawk
<i>justin.tomahawk</i>	Justin @ Tomahawk

The top navigation bar is identical to the previous screenshot, showing 'Client Time: Apr 18, 2019 @ 13:37:06' and 'Nick @ Tomahawk'. A copyright notice 'pyright (c) 2019 Tomahawk Technologies Inc.' is visible at the bottom left.

- 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

Module

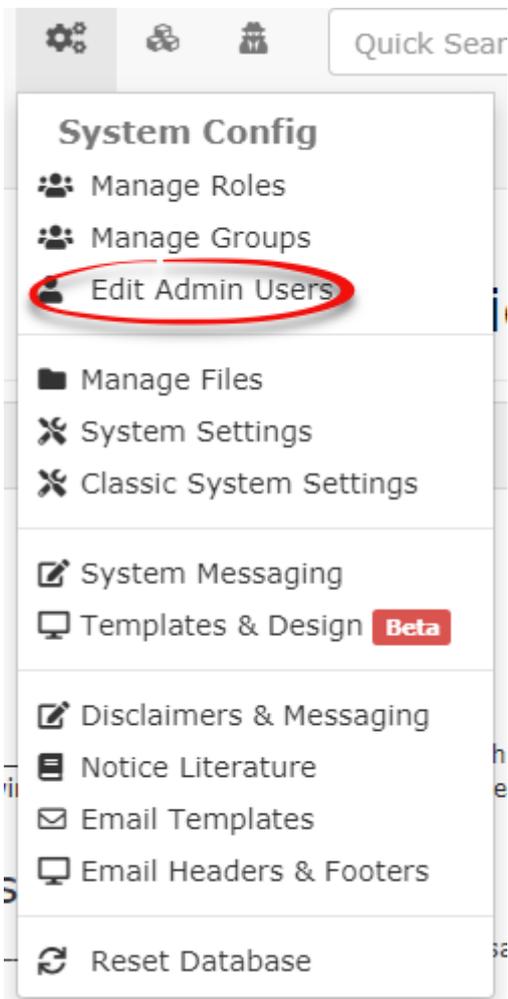
Validator Comment

Admin Members

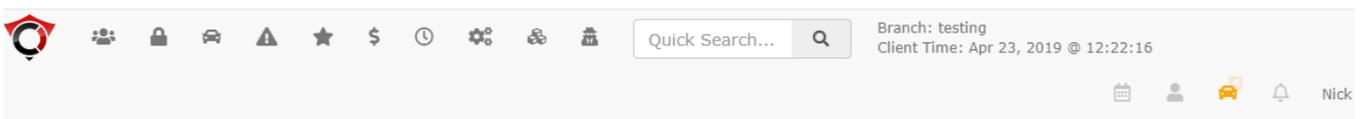
[Save Group](#) [Delete Group](#)

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

Creating New User

Activate this account and allow system login

Username

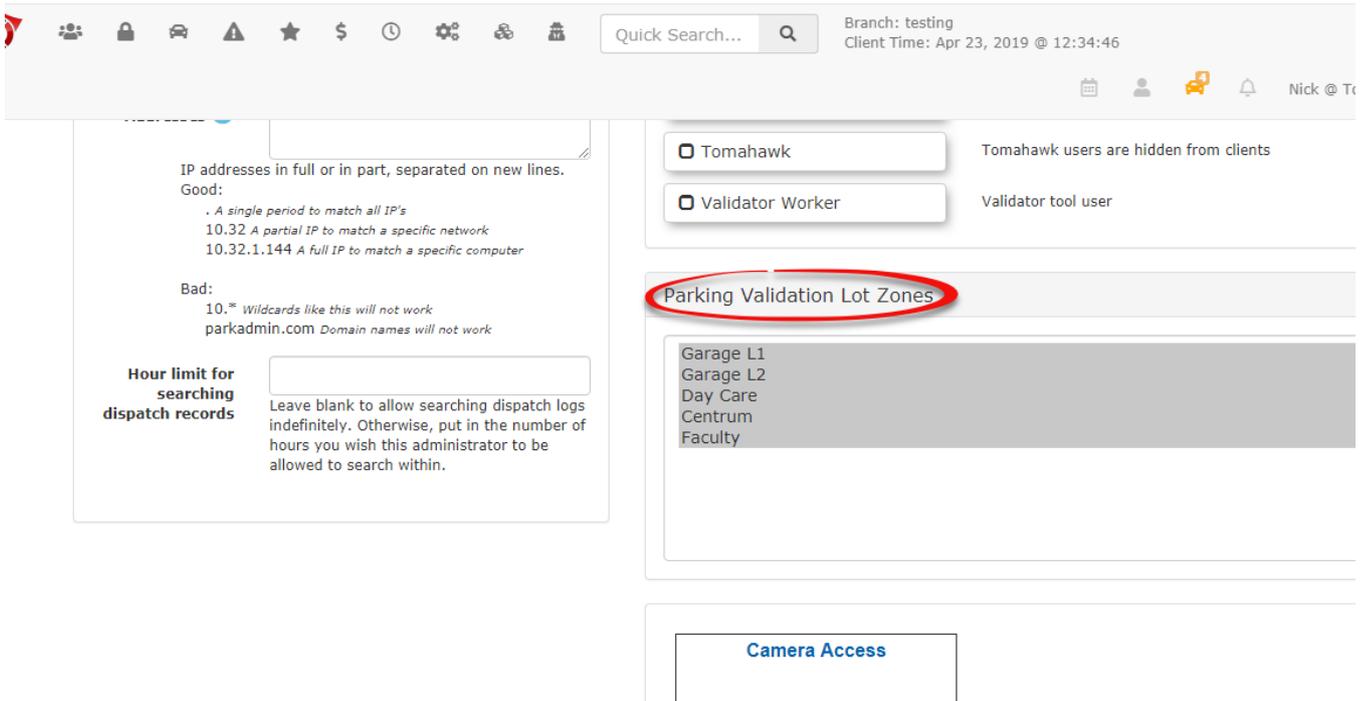
Password

Leave this blank to keep the existing password.
Passwords are case sensitive.

Active Roles

<input type="checkbox"/> Administrator	Administrators are the highest role under Owne may not have all the permissions
<input type="checkbox"/> Appeals Officer	Manage Appeals, granting, Upholding or Cancell
<input type="checkbox"/> Counter Admin	Front facing Admin, customer contact, accepts p and hands out permits
<input type="checkbox"/> Dispatcher	Dispatcher enters dispatches and can assign to Incident
<input type="checkbox"/> Financial Admin	Ability to manage payments, refunds and all per

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.



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

