



Parking Rate Update Deployment Documentation

Project: Parking Rate Configuration and Deployment

Location: A-Center

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Role: Technical Support Specialist / IT Specialist

Date Finalized: June 16, 2025

Planning Meeting: June 15, 2025

Deployment Window: June 30 (Midnight) to July 1 (Morning)

1. Planning (June 15, 2025)

- Conducted a meeting with the Parking Manager to identify the parking locations affected by the rate changes.
- Affected terminals were as follows:
 - Madrigal – P8, P10, P10A ,deck1
 - Corporate – ACC Upper, ACC Lower
 - Deck to Lower
 - Deck to Upper
 - Parking 1
 - NEC
 - Parking 4
 - Parking 6
- Coordinated with the Teller Officer for Z-read schedules.
- Prepared the updated **rate masterfile** based on the provided rate matrix.
- Scheduled the rate upload to begin at midnight (Windows system time) to minimize operational disruption.

2. Testing (Before Deployment)

- Created a backup of the current production configuration.
- Uploaded the updated rate file to a test environment or production terminal (depending on availability).
- Printed test tickets and validated the rates against approved signage.
- Observed system behavior and reviewed logs after applying the updated configuration.

3. Execution (June 30 Midnight to July 1)

- Confirmed that all terminals had completed Z-read before proceeding.
- Uploaded the updated **rate masterfile** to each terminal after Z-read.
- Verified upload success using system logs or config status checks.
- Rebooted or refreshed terminals if necessary to activate the new rates.
- Printed validation tickets for confirmation.
- Ensured consistency with posted rate signage.

4. Post-Deployment Monitoring (July 1 Morning)

- Conducted early morning monitoring at each terminal.
- Verified live ticket issuance matched updated rates.
- No issues, discrepancies, or system errors were reported.
- Confirmed with Mall Operations and Teller Officer that the update was successful.