



# orbitality

## HowTo: Create Pass Cards

### Requirements:

Park Access (version 2.18.0.0 or greater)

EasyContract (version 14.91.0.0 or greater)

EasyConf (version 15.10.0.2 or greater)

### Steps:

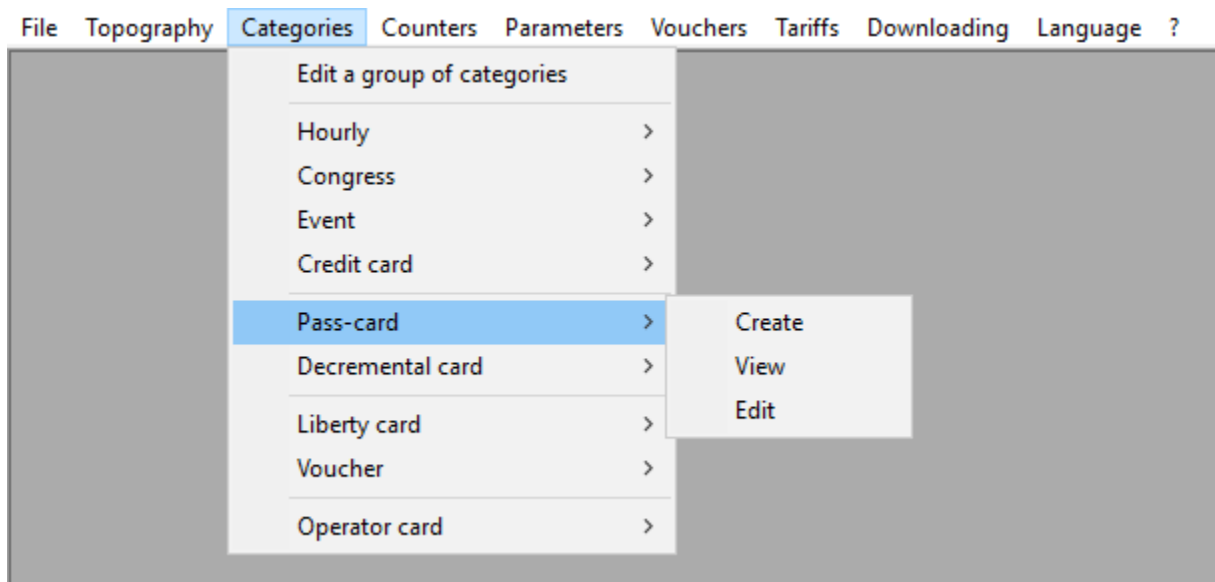
1. Encoding the Pass Cards

Encode the cards (***see Encode\_MiFare\_Cards document for specifics***)

2. Creating the Category

Open EasyConf

Select **Categories > Pass-card > Create**



From here, enter something in the **name** field.

For Antipassback enabled, choose “**With Blocking**” Under the Antipassback section.

Select the areas that this pass card category will be able to access.

Configuration - View a pass-card category - 02108

Categories

Name : ATL TEST

Group : Passcards

Vehicle class : Unimportant

Number : 22

Overbooking ☐

Renewal mode with interruptions ☐

Keep Exit by date and time ☐

Time credit :

Type : Without - Standard pass card

Close

Help

Print

Anti-passback

☐ Without ☐ Without blocking ☒ With blocking

Type

☐ Magnetic ☒ Proximity ☐ Hands free

Areas

Tariffs

Parking area

☒ North Daily

☒ North Economy

Definition

Transit area

☐ North Daily

☐ North Economy

For **Tariffs**, enter “99” for the **Duration (in months)** and “0.00” for the **Fee**.

Configuration - View a pass-card category - 02108

Categories

Name: ATL TEST

Group: Passcards

Vehicle class: Unimportant

Number: 22

Overbooking ☐

Renewal mode with interruptions ☐

Keep Exit by date and time ☐

Time credit:

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Type

☐ Magnetic ☒ Proximity ☐ Hands free

Areas

Tariffs

Renewal	Duration (in months)	Fee	USD	Reconduction	Duration (in months)	Fee	USD
<input checked="" type="radio"/>	99	0.00		<input type="radio"/>	00		
<input type="radio"/>	00			<input type="radio"/>	00		
<input type="radio"/>	00			<input type="radio"/>	00		
<input type="radio"/>	00			<input type="radio"/>	00		
<input type="radio"/>	00			<input type="radio"/>	00		
<input type="radio"/>	00			<input type="radio"/>	00		

Renewal grace period

00 Days

Extension of validity grace period

00 Days

### 3. Create a Contract

Next, you will go over to easyContract and create a contract.

#### Contracts > Create

Enter a Contract Subscriber name, then click on resume.

This searches the database for the rest of the details to fill in the other fields. This is due to the fact that you may have a contract subscriber that has multiple contracts with you.

Give the contract a name (this doesn't have to match the subscriber name), and select when Payment is due: **Immediate** means that when the subscriber uses a passcard attached to this contract, they will have to go to a cashier or a Pay on Foot machine to make payment. **Invoice** means that the car park operator will invoice them directly.

Click on **Apply**: this will generate a contract number and subscriber number. **NOTE: You cannot go back and modify the Payment type after the contract number is created, so choose that option carefully!**

Pass-cards - Contract - View - 05010

Contract subscriber

Name : ATLtest2

Number : 8

Company : ☐ VAT n. :

**Correspondent** Billing

Name :

First name :

Address :

Postcode :

City :

Country :

Phone n.1 :

Phone n.2 :

Fax n. :

Internet :

Contract

Name : 12

Number : 12

Created on : 2/25/2021 12:06:10 PM

Close

Print

Help

Payment of subscription and extension

☐ Immediate

☒ Invoice

Payment of parking overstay

☐ Immediate

☒ Invoice

Card

Renewal :

☒ No

☐ Automatic

☐ User

☐ Operator

Overbooking

☐ Yes

☒ No

Cancelled on :

Supervision : ☐

Black List ☐

Interrupted extension : ☐

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Next >

#### 4. Create the Pass Card

Now that the setup work is done, let's create a pass card.

Click on **Cards > Create Pass-Card**.

Enter the Contract number that this pass card is associated with (in this case, it's 12) and click on **Resume**. It will populate the Name of the Contract and the next increment available.

Enter the pass card number and select the category we created earlier. Deselect the License plate registered pass card (if desired), then click on **Duration**.

Pass-cards - Cards - Create - 05035

<b>Contract</b> Number : 12		Name : 12		OK	
<b>Card</b> Number : 6 Category : ATL TEST		<b>Validity</b> Month Day Year Start of validity : 02 25 2021 End of Validity : 02 25 2021 Extension of validity (in days) : 0 Duration Apply Cancel		Cancel	
Name : First name : Comment : License pl: Enter license plate		Subscription fee : Montant de la caution (FF 1):		Apply	
<input type="checkbox"/> Licence plate registered pass card				Help	
Number of cards : 001				Print	

Pass-cards - Cards - Create - 05036

Select one duration

Duration	Fee	Fee
99	0.00	

OK Cancel Help

For a pass card that doesn't expire, ensure that "99" is entered in the duration and "0.00" is entered in the fee and click **OK**. Click on **Apply** next to the **Duration** button.

Click on **Apply** or **OK**.

You can then test your pass card at an ET , then test for antipassback by using it again at the same ET (the ET should say "Wrong Antipassback"), then an XT machine.

You should also be able to verify all of these transactions in the Event Log in Multipark Web.