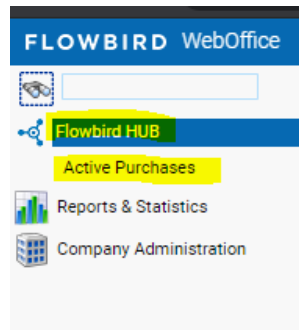


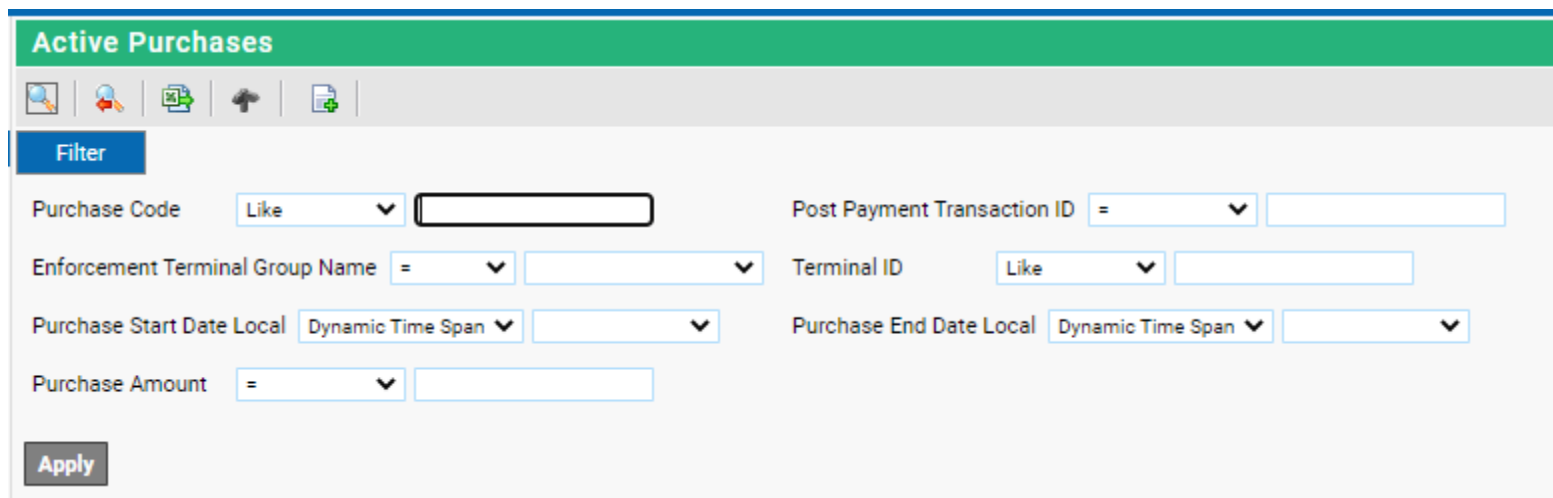
A. How to see if a license plate paid at Pittock Mansion

1. Select Flowbird HUB > Active Purchases



2. Under “Purchase Code” enter license plate number and hit apply.

- If the license plate is paid for, it will show up.
- If the license plate does not show, ask caller to try the transaction again.

A screenshot of the 'Active Purchases' filter interface. The title 'Active Purchases' is in a green header. Below the header is a toolbar with icons for search, refresh, print, and export. A 'Filter' button is on the left. The filter area contains several fields: 'Purchase Code' with a 'Like' dropdown and an empty text box; 'Post Payment Transaction ID' with an '=' dropdown and an empty text box; 'Enforcement Terminal Group Name' with an '=' dropdown and an empty text box; 'Terminal ID' with a 'Like' dropdown and an empty text box; 'Purchase Start Date Local' with a 'Dynamic Time Span' dropdown and an empty text box; 'Purchase End Date Local' with a 'Dynamic Time Span' dropdown and an empty text box; and 'Purchase Amount' with an '=' dropdown and an empty text box. An 'Apply' button is at the bottom left.

- **OR, to see ALL paid license plates: Under “Enforcement Terminal Group Name” select “PITK Enforcement”**
 - Click “purchase start date” to sort license plates by most current date/time
 - Yellow band means session is active
 - Red band means session expired

Active Purchases

The list is filtered

Filter

Purchase Code Like Post Payment Transaction ID =

Enforcement Terminal Group Name = **PITK Enforcement** Terminal ID Like

Purchase Start Date Local Dynamic Time Span Purchase End Date Local Dynamic Time Span

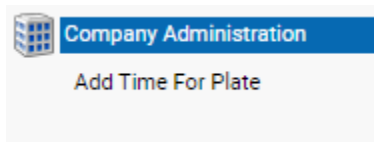
Purchase Amount =

Apply

Purchase Code	Post Payment Transaction ID	Purchase Start Date Local <input type="text"/>	Purchase End Date Local	Purchase Amount
704FJY		2021-01-15 7:23:31 PM	2021-01-15 8:00:31 PM	2.00
BUG9568		2021-01-15 5:26:52 PM	2021-01-15 5:58:52 PM	1.00
317LYT		2021-01-15 4:17:52 PM	2021-01-15 4:49:52 PM	1.00

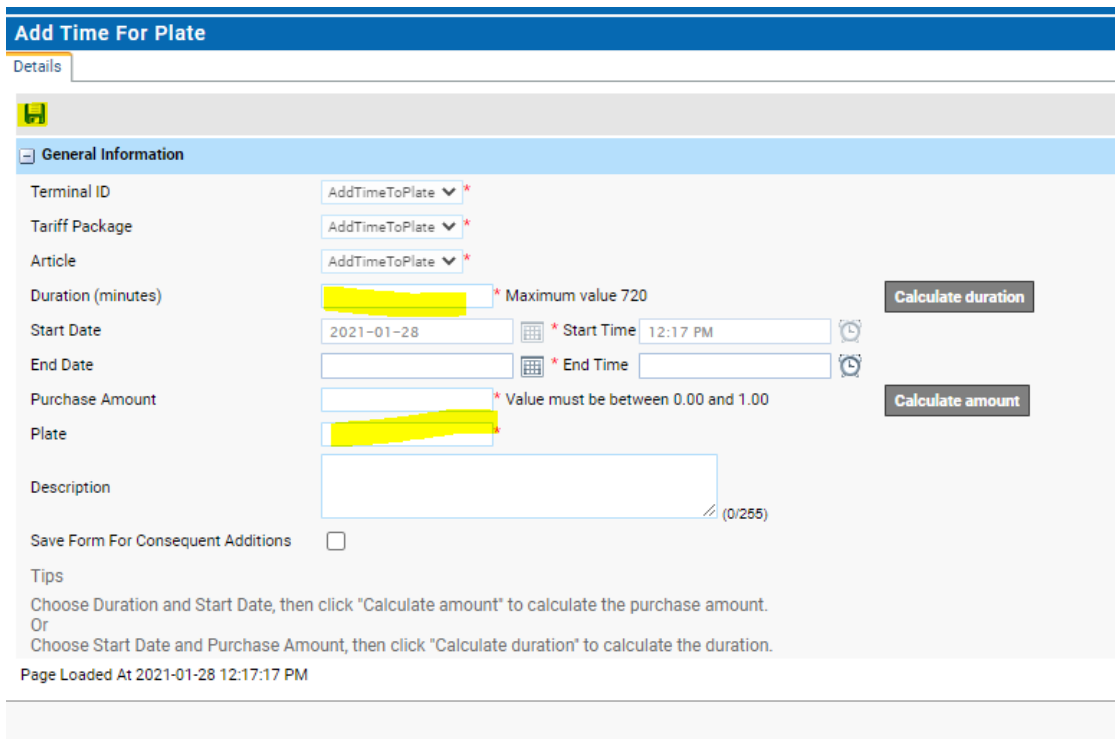
B. Adding time to license plate at Pittcock Mansion

1. Select Company Administration > Add Time for Plate



2. Under “Duration” enter the length of stay (in minutes, example: 60 = 1 hour of parking), under “plate” enter license plate number and hit save.

- A pop-up screen will read “time has been added successfully. You may proceed to add another.”
- To confirm the transaction went through, follow steps outlined in Section A

A screenshot of a web application form titled 'Add Time For Plate'. The form has a blue header bar with the title. Below the header is a 'Details' tab. The form is divided into sections, with 'General Information' being the first. It contains several input fields: 'Terminal ID', 'Tariff Package', and 'Article' are dropdown menus, all with 'AddTimeToPlate' selected. 'Duration (minutes)' is a text input field with a yellow highlight and a note '* Maximum value 720'. 'Start Date' is a date picker set to '2021-01-28' and 'Start Time' is a time picker set to '12:17 PM'. 'End Date' and 'End Time' are empty. 'Purchase Amount' is a text input field with a note '* Value must be between 0.00 and 1.00'. 'Plate' is a text input field with a yellow highlight. 'Description' is a large text area with a character count '(0/255)'. There are two buttons: 'Calculate duration' and 'Calculate amount'. At the bottom, there is a checkbox 'Save Form For Consequent Additions' which is unchecked, and a 'Tips' section with instructions: 'Choose Duration and Start Date, then click "Calculate amount" to calculate the purchase amount. Or Choose Start Date and Purchase Amount, then click "Calculate duration" to calculate the duration.' The page footer says 'Page Loaded At 2021-01-28 12:17:17 PM'.