Group Overuse Norfolk Plaza
Users Guide

Created by:
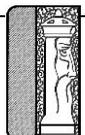
Automation & Management Consulting, LLC

As of: 12-03-2013

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Overview

The Group Overuse Norfolk Plaza program processes ScanNet data to determine group overuse for Central access credentials for all groups which have a group setup record created. This group setup record is defined in the Group Setup form and assigns a merchant code to a given group. This application is used in conjunction with AMC's Group Archive application.

The processing form requires the user to enter a beginning and ending date range. The application will then process all activity within the given date range to determine the group activity within the given date range. The application will save all records to a supplementary table in ScanNet.

On the right you will see the screen for the group count archive program. This monitor is to be running at all times. The counts are archived to a special table defined in the ScanNet® database. The current count along with the minimum and the maximum count achieved in the archive period are captured.

Program can be run on any workstation that has ODBC access to the ScanNet® database.

In addition to monitoring the group counts, the program will also beep whenever any group is at or over its limit and highlight the entry in the monitoring window.

Installation is simple. Run the SETUP program on the provided CD. On first run of the program, the necessary set-up will automatically take place in the ScanNet® database.

Operations are simple as well. After launching the program, you simply click the 'START' button. The program will ask you if you want to do an immediate archive. It is up to the operator if they want to perform that archive.

There are three options on the screen that the operator can adjust. 'Timer Interval' is the number of seconds between checks of the group counts. 'Beep When Counter Exceeds Limit' check box will silence the beep for group overuse. 'Archive Interval' set the frequency of archiving the counts.

Another feature is the ability to 'watch' which credentials are currently considered 'IN' for a select DBA/Group. If the operator clicks on a group in the 'Group Counts Being Watched' grid, then the grid 'Credentials Associated With DBA/Group Currently In Facility' will be updated and will be continuously upgraded each time the 'Timer Interval' is reached.

The 'Print Report' button in the upper left hand corner will allow the operator to print one of three reports of the archive counts or credential violators over a select time period. The reports can be exported to Excel for further analysis.
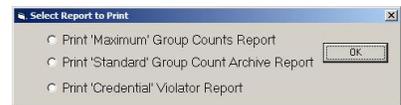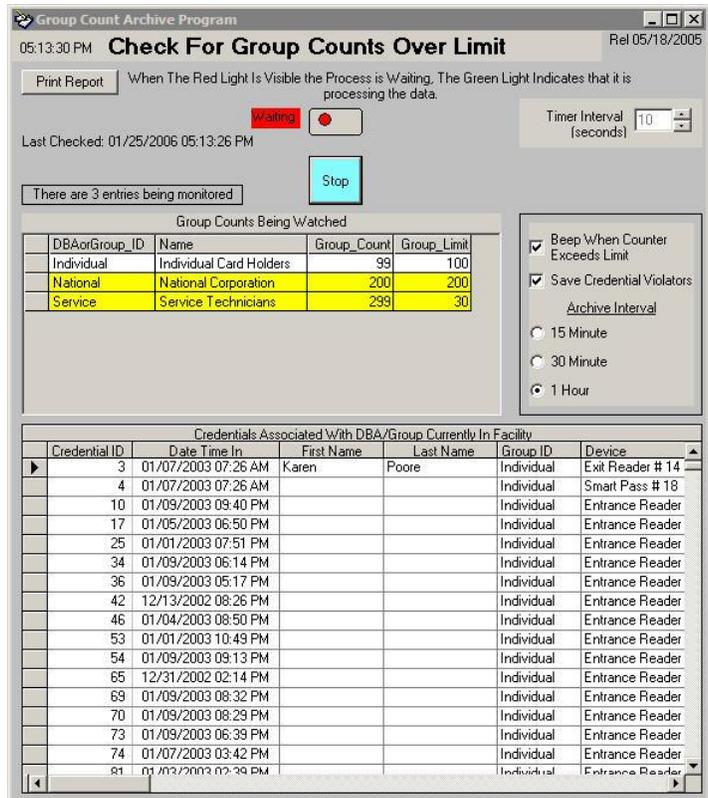
Prerequisites

The system requires that ScanNet from Federal APD has been purchased and is installed. All dba/groups have been defined and credentials associated with the DBA/Group desired. The group setup form is utilized to map merchant codes to existing DBA/Group codes. These will be the groups that the group overuse will process.
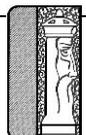
Group Overuse Installation

After downloading the setup zip file extract the 2 files to any folder on the computer the application is to be installed on. Double click on the setup.exe file. It will begin the installation. The following welcome screen will appear.
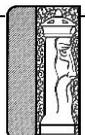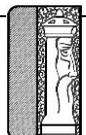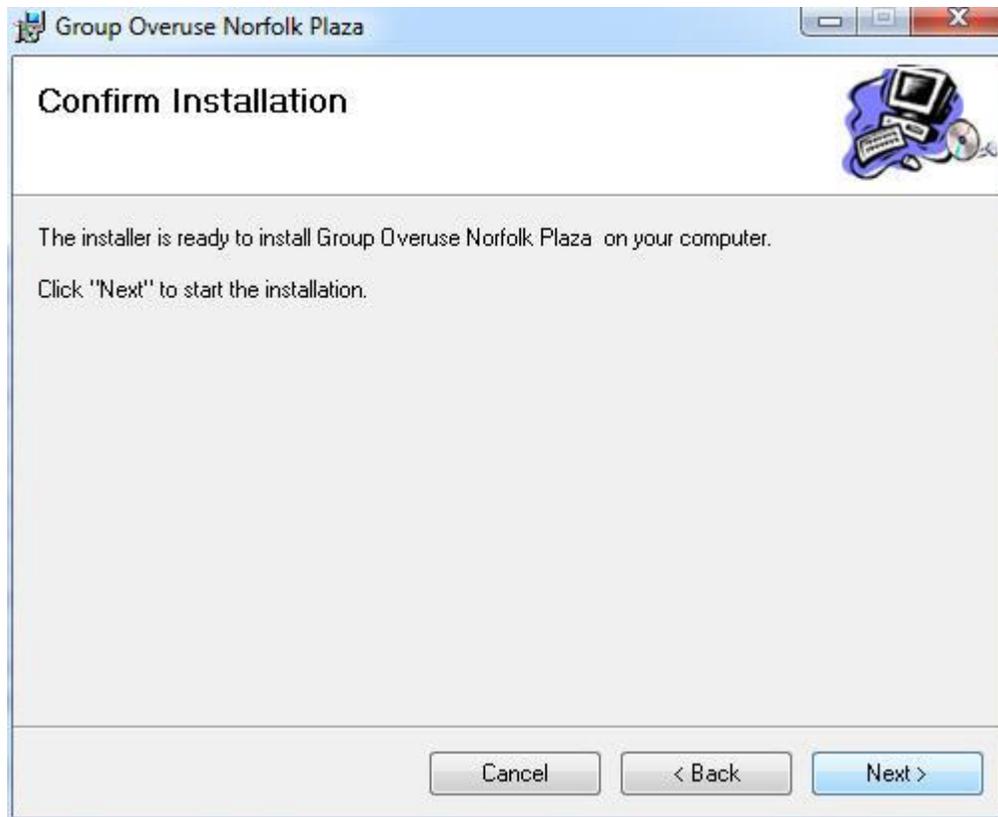
Click next to proceed with the installation process or you may click cancel to abort the installation.

This screen will allow the user to specify which folder the application is to be installed. It will also allow the user to specify whether the application is to be installed for just the individual logged in to the computer or for everyone. You may click the browse button to display a Windows explorer screen to select the folder for the installation files. Click Next when finished or you may click cancel to abort the installation.

Group Overuse Norfolk Plaza

Confirm Installation

The installer is ready to install Group Overuse Norfolk Plaza on your computer.

Click "Next" to start the installation.

Cancel   < Back   Next >

Click next to begin the installation or cancel to abort. The setup program will then install the application in the folder specified. It will place an icon on the desktop and in the user's start menu when complete and display the following screen.
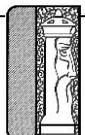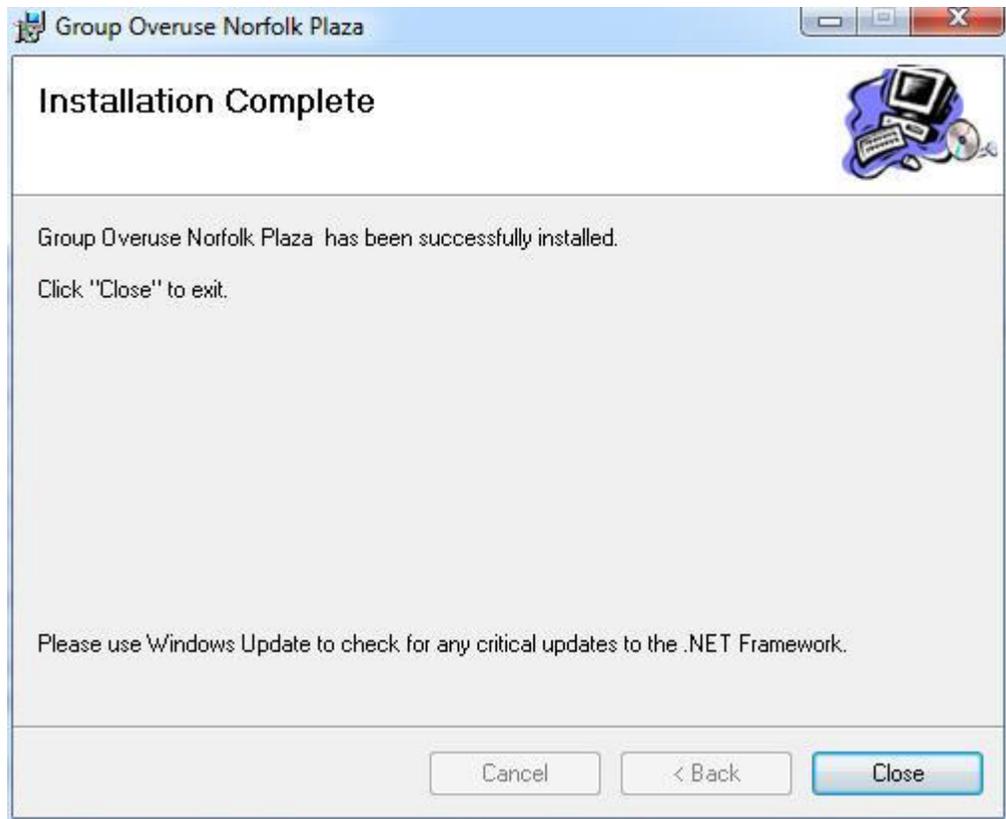
If you do not get the following screen when the installation has been completed call technical support at 406-442-6665. Otherwise you are ready to begin using the application.
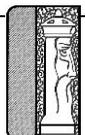
Setup Parameters

The only setup necessary for the Group Overuse is to assign existing merchant codes to DBA/Group codes. Below is a screen shot of the Group Setup form.

Click the ⊞ button to add a new record. Select the appropriate DBA or Group ID from the combo box pull down as well as an existing merchant code. Once completed click the save button 🖫. If the user wishes to edit a record they must select the record from the grid, change the merchant code and click the save icon. To delete a record select the record from the grid and click the delete button ✖
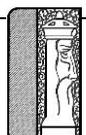
Operations

The Group Overuse application program can be run at any time in order to report group overuse.

When the program is active, the operational form will look as shown below:

Note: The first time the application is run, it will perform the necessary database setup required for operations.

Click the generate counts button to process the group overuse.
Once this has finished processing it will display a print preview window of the snap shot violation report.
This report may be printed, exported to Excel or exported to any given format that the Crystal report writer provides.
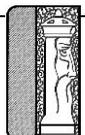
Reporting

There are 3 different reports that can be generated from the captured data. The Snap shot report can be printed as well as a detail report of monthly cards used and a summary report of cards used.

Before any report is printed, the operator should select the date range for the reports.

Remember, all of these reports will only report on data archived by the program. If the program is not running, then no data will be found for that period.

For samples of each report, see the following pages.
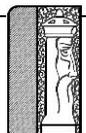
CRViewerPrintForm

Main Report

Snap Shot Violation Report

As Of: 12/03/2013 7:06:40AM

Group or Account Name	# of Monthly Cars	# of Transient Cars	Date/Time of Violation	Max Limit
Hotel Room Keys				
	1	0	09/11/2013 1:19:00PM	0
	1	0	09/11/2013 1:20:00PM	0
	0	1	09/27/2013 7:00:00AM	0
	0	1	09/27/2013 10:38:00AM	0
	0	1	10/05/2013 4:10:00PM	0
	0	1	10/07/2013 7:49:00AM	0
	0	1	10/09/2013 11:58:00PM	0
	0	1	10/11/2013 8:16:00AM	0
	0	2	10/11/2013 8:21:00AM	0
	0	3	10/11/2013 8:25:00AM	0

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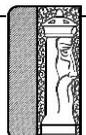
CRViewerPrintForm

Main Report

Detail Monthly Cards Used Report

From: 01/03/2013   To: 12/03/2013

Account Name	Card #	# of Cars Enter	# of Cars Exit
Hotel Room Keys	1250001	2	2
Grand Total:		2	2

Current Page No.: 1 | Total Page No.: 1 | Zoom Factor: Page Width

CRViewerPrintForm

Main Report

Monthly Cards Used Summary Report

From: 01/03/2013   To: 12/03/2013

Account Name	# of Cars Enter	# of Cars Exit
Hotel Room Keys	2	2
Grand Total:	2	2

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