VCU Import Utility

Application System

User's Guide

Created by:

Automation & Management Consulting, LLC

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Desktop Icon

To use the Garage 4 Card Update Utility Software, first you must open the application by finding the desktop shortcut icon

and double clicking on it.

When opening the program the main form looks like the following:

Once the lot codes that are used have been tied to the appropriate package codes the form is available to be used to import credential and patron information. Enter the appropriate load import file path and archive folder path for importing and retaining the imported file. When the process changes button is clicked the application will look in the import folder path for a file called "Book1.xls". This file will be read and processed to import records or update records in the ScanNet system.

The archive folder path is used to specify the file path the import file will be moved to when processing is complete. The file will be renamed with the current date and time i.e. 04152012 085859.xls.

The example shown above would represent the file that was processed on 4-15-2012 at 08:58:59. In order to process the Excel file the operator must first create records into a supplemental table that tie the lot codes for the VCU parking facilities to the ScanNet package codes. Below is the form that is displayed when the user clicks the map lots to package codes button on the main form.
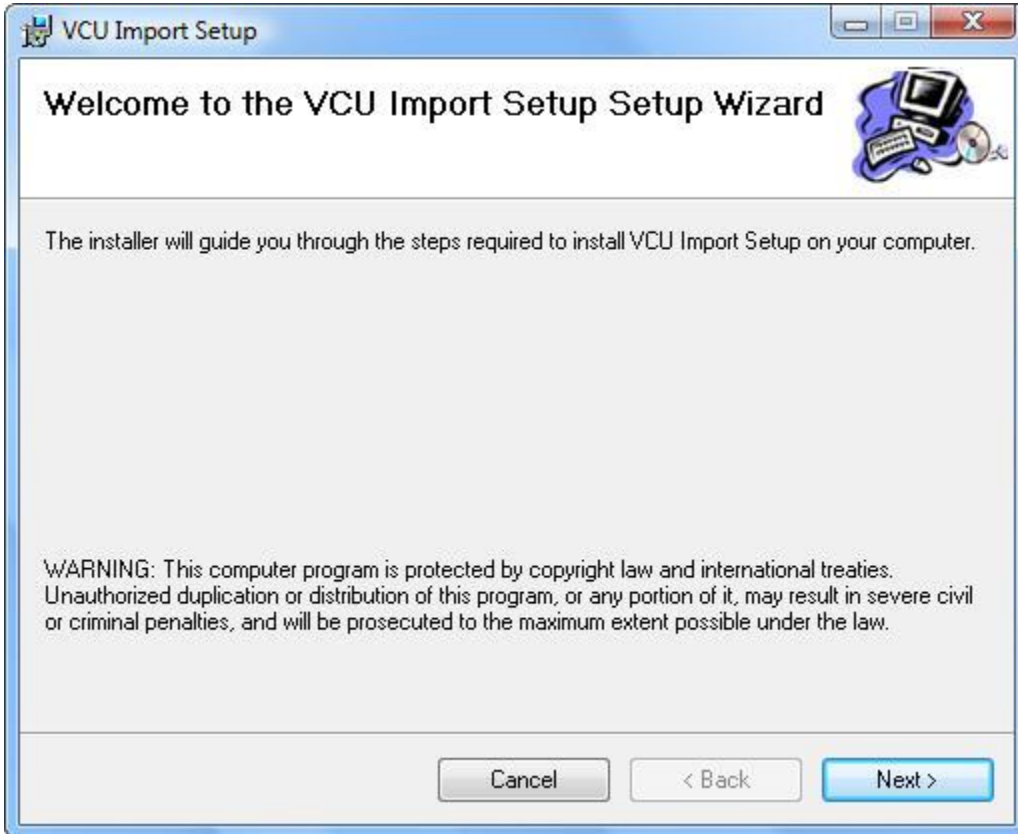

Click on the plus button in the navigation toolbar to add a new record. Select the appropriate package code and assign a lot code to it. Then click the save button to update the supplemental table. The user may also click the red x button after highlighting a record if the record is to be removed from the supplemental table.
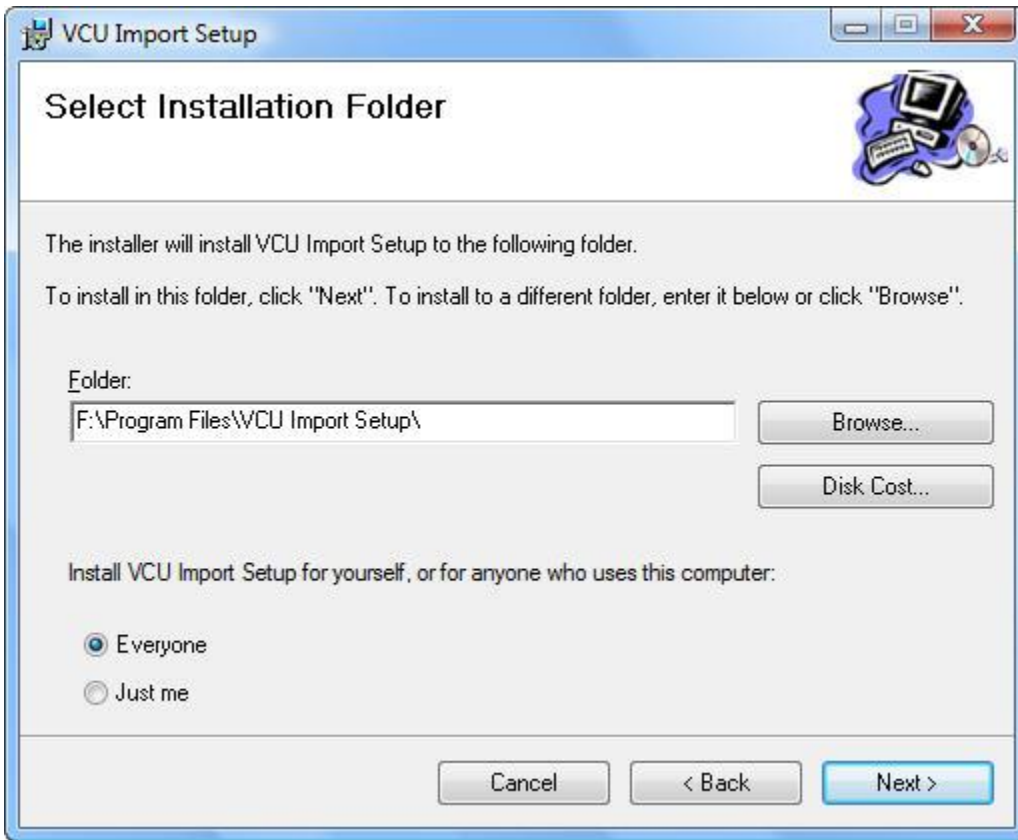
Prerequisites

The system requires that ScanNet from Federal APD has been purchased and is installed as well as the custom application.

Install Application

To install the application simply click on the setup.exe file on the installation disk. The application setup will display the following form:
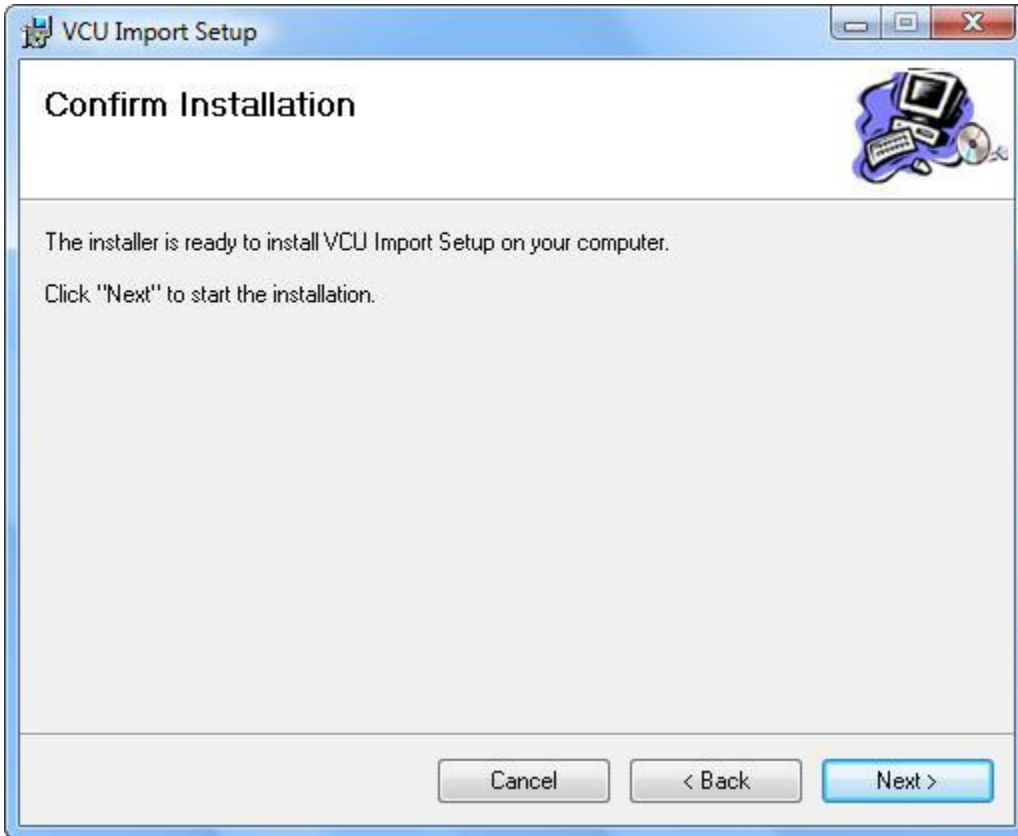

Click Next to Continue to install the application. The following screen will appear:

The user can select the folder where the application is to reside. The user can also specify if the application is available to everyone who uses this computer or just the individual assigned.

The following screen will appear to confirm installation of the software.

The application will then indicate either the application was successfully installed or an error was encountered during installation. Contact AMC at 1-406-442-6665 if an installation error was encountered.

The user should now see the icon on their desktop and a link to the application in the user's program menu. The application is now ready to be used.