Auto Sentry® CPT

Central Payment Terminal

User Manual - Version 1.0

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Chapter 1:
Introduction

Congratulations! Thank you for purchasing the Auto Sentry® CPT, the versatile central payment terminal for your unattended Self-Serve Wash Locations. We are excited to announce an affordable and secure Chip and PIN solution for your Jet Wash or Vacuums. The Auto Sentry® CPT designed to directly access and authorize Jet Wash or vacuum. The Auto Sentry® CPT is the latest model of the industry-leading Auto Sentry® pay station. The Auto Sentry® CPT is equipped with various hardware components and software you can configure. Some key features include the following:

- Cost effective path to EMV in harsh self-serve environment.
- Activate any Jet Wash bay or vacuum station directly from the Auto Sentry® CPT.
- Mobile application for buying and redeeming time.
- Generate a code to activate any bay or vacuum for a preset amount of time.
- Use the mobile application to activate any bay or vacuum.
- Accepts multiple forms of payment: cash, coin, credit/debit cards, gift cards, and Apple Pay/Android Pay.
- Integrate with WashConnect® web-based multi-site management system.
- Supports up to 4 languages.
- Generates wash codes for purchased time that may be redeemed directly at the Jet Wash or vacuum station.
    - A Text Message can be sent to a customer with the Wash Code. This is used when a customer does not select a bay, or for whatever reason, they did not receive a receipt. The customer can enter their mobile phone number at the CPT, and then receive their wash code in a text message. The customer can proceed to a Jet Wash bay and enter the wash code.
- Customer can choose to have the receipt emailed by entering their email address.

Version Considerations

This is Version 1.0 of this document and includes content based on the following PSD Codax software versions:

- WashConnect.exe (Container Application) Version 1.5.6.0
- WashConnect (Web) Version 1.5.6.1

- WashConnect Reports 2.5.5.0

- ICSCoreGatewayServer Version 2.5.6.0

- Touch/TouchPOSReady Version 5.2.26.6-SQL, V5.2.25.25-TM

- DeviceInt.exe software version 2.4.12.1

- CoreClubService 2.4.11.1

- AlertNotificationServer 2.4.9.0

- Replication 4.5.6.1

- CagePADSS 4.0.1.99

- CageSecure 5.0.0.32

- CentralLogServer 1.2.0.1

- NetFuelEXP 1.1.8.4

Related Documents

The following documents are available for further reference:

- **WashConnect**® User Manual
- *Auto Sentry*® *CPT* Installation Guide

Audience

This document was written for **Auto Sentry**® **CPT** owners and operators. Some familiarity with *WashConnect*® software and **Auto Sentry**® **CPT** operations is assumed.

This manual applies to the **Auto Sentry**® **CPT** stationed at a central location by the wash bays. Configuration and settings are done through *WashConnect*® software.

Purpose of User Manual

Before you begin, the **Auto Sentry**® **CPT** should be installed and operational. This User Manual was designed to walk a user through both configuring the Central Payment Terminal (CPT) device and also in using it to buy time in the form of wash codes, direct activation of Wash Bays, direct activation of vacuums, purchase of gift cards, and using it as a bill breaker.

NOTE: Installation instructions and Maintenance Instructions are not included in this manual but are found in separate documents.

System Overview

The CPT is a device that has many similarities to an Auto Sentry (payment components, dispensing capabilities) but is used to directly access/authorize wash bays and vacuum stations, generate Wash

Codes for purchased time that may be redeemed directly at the wash bays or vacuum stations, and offers Bill Breaker functionality.

The Auto Sentry® CPT touch screen interface can be fully translated into four languages. You can configure the button text and many other text fields to your own language requirements. A standard set of language buttons is also included with your Auto Sentry® CPT.

Module	Communication Process
Auto Sentry® CPT	Sends sales activity information to **WashConnect**® software for reporting purposes. Communicates with the Jet Wash equipment.
Jet Wash Equipment	Receives wash selection from **Auto Sentry® CPT**. Sends wash activity to **WashConnect**® software for reporting purposes.
WashConnect®	Provides reporting and configuration information for the **Auto Sentry® CPT**.

Table 1: System Overview

WashConnect® Software

WashConnect® software can operate as a control, configuration, and management system, providing sales, marketing, and reporting information. *WashConnect*® provides a way to configure options, wash services, promotions and reports. This includes the time packages to display at the **Auto Sentry® CPT**, and payment options accepted.

Touch Screen

The **Auto Sentry® CPT** touchscreen is durable and was designed and built for reliability in all types of harsh environments. The entire unit, including the touch screen, has been rated IPX NEMA 4X. The enclosure is built for rugged endurance for either indoor or outdoor use to provide a degree of protection against falling dirt, rain, sleet, snow, windblown dust, splashing water, and hose-directed water. The enclosure's design guards against damage from the external formation of ice and prevents corrosion.

Figure 1. Touch Screen with Custom Graphics and Buttons

Single Board Computer (Motherboard)

The Single Board Computer, often called the motherboard enclosure, provides processing and memory for the **Auto Sentry® CPT**. Different peripheral devices (for example: bill dispenser, bill acceptor, and others) connect to the WashConnect through various communication ports (COM1, COM2, COM3, COM4, and 4 USB, etc.).

Figure 2. SBC (Single Board Computer) Motherboard

Port Assignments

Device	Port Type and Location
Gift Card Dispenser	COM Port 1
Bill Acceptor	COM Port 2
Coin Acceptor	COM Port 3
Bill Dispenser	COM Port 4
SIO Board	COM Port 6
Touchscreen	USB
Credit Card Reader (Standard)	USB
Hecon Receipt Printer	USB
Barcode Reader	USB (Virtual COM Port 5)
Coin Hoppers	SIO Board

Table 2: Port Assignments for the Auto Sentry® CPT

Serial Input/Output Board (SIO)

Most of the field wiring is terminated on the SIO board inside the Auto Sentry® CPT.
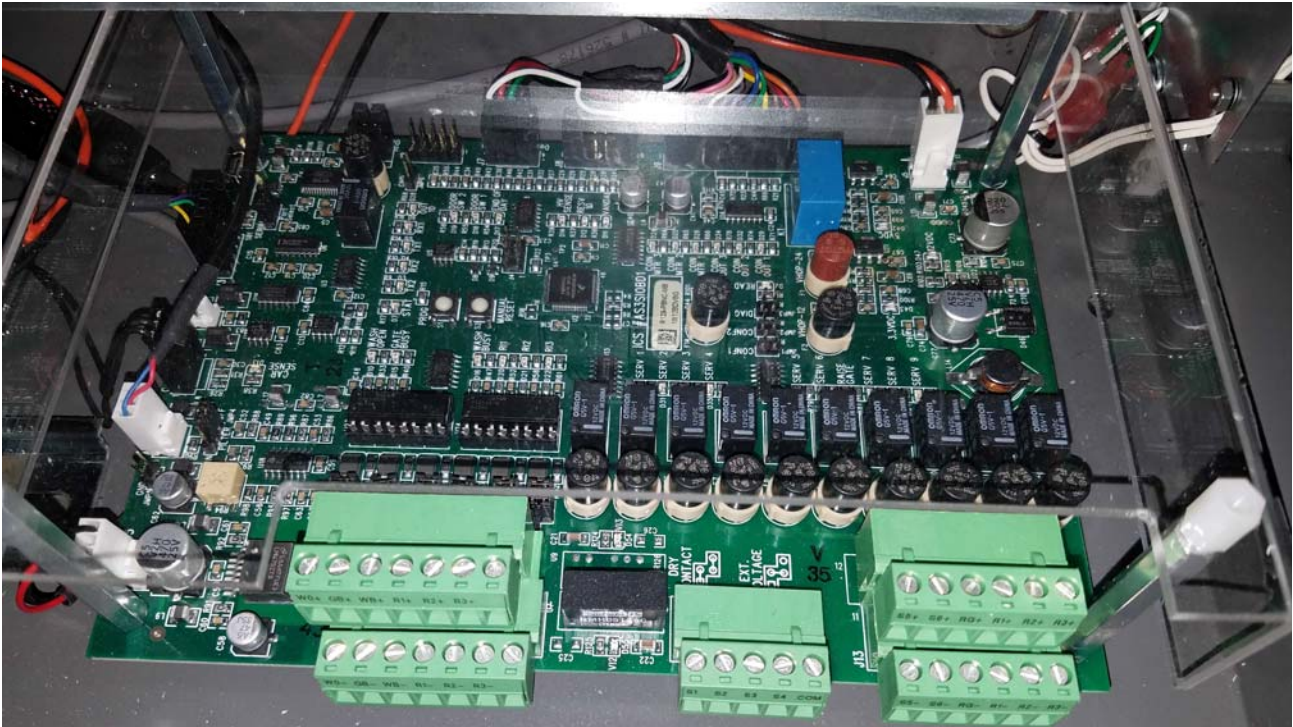
Figure 3. Serial I/O Board

Bill Acceptor

The bill acceptor can accept paper media, for example, bills, or coupon notes. It provides four-way acceptance to allow the bills to be inserted in any direction. The bill acceptor will also accept bills in bad condition such as torn, wrinkled, faded, or dirty. Up to two bill acceptors are supported.

Figure 4. Bill Acceptor

Coin Acceptor

The installed coin/token acceptor can be programmed to distinguish and accept up to 6 different coins or tokens.
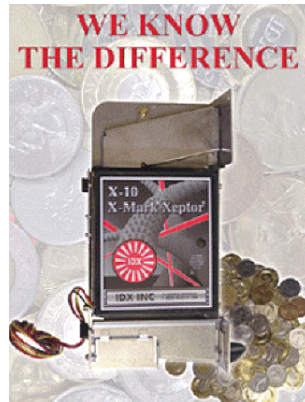
Figure 5. Coin Acceptor

Bill Dispenser

The ATM-grade bill dispenser includes one cassette which can be configured to dispense a denomination of your choice, or token notes.

- Gen-Mega — 2,000 new per cassette.

Figure 6. Gen-Mega Bill Dispenser for the Auto Sentry CPT

Coin Hopper

Each coin hopper can dispense approximately 300 coins per minute. One hopper can hold approximately 600 coins, depending on the coin's value. Up to three hoppers can be installed.

Figure 7. Coin Hopper

Chip and PIN Card Reader

The card reader can accept credit, debit, gift, fleet, and wash cards.

The card reader allows the card to be inserted in one direction.

The Auto Sentry® CPT supports EMV cards which is the technical standard for smart payment cards, also called Chip Cards. These EMV cards store their data on integrated circuits in addition to magnetic stripes and can be physically inserted into a reader.

CARD READER
CHIP AND PIN
FRONT VIEW

CARD READER
BOTTOM VIEW

Figure 8. Chip and PIN Card Reader

Contactless Tap & Pay Reader

EMV smart payment cards, also known as Chip Cards, store data on integrated circuits in the card in addition to their magnetic stripe. These cards can be read over a short distance using RFID technology. It's no longer necessary to dip or swipe the card in to the reader, customers simply wave or tap their EMV card on the contactless reader to pay for their transaction.

Figure 9. Tap & Pay Contactless Reader

PIN Pad

The PIN Pad is used to enter numeric password that customer's have established with their credit card or debit card.

Figure 10. PIN Pad

Receipt Printer

The installed high-speed printer is designed to provide your customers with up to a 2 3/8-inch wide receipt or ticket, with or without bar codes depending on your configuration preferences and if you have a bar code reader installed. This device has a low power consumption rate and will detect when the printer paper is reaching the end of the roll. Purchasing thermal paper from PSD Codax provides the best quality receipt as the heat index is matched exactly to our printer and we order custom length rolls of paper. Call PSD Codax at +44 1275 866 910.

Figure 11. Printer

Bar Code Scanner

This is an optional feature. Our bar code scanner makes a fast customer transaction even speedier by scanning tickets and coupon bar codes. This must be installed at the time you purchased your *Auto Sentry® CPT*.

Figure 12. Barcode Scanner

Vandalism Sensor

Guard your Auto Sentry with the Vandalism Sensor. The Vandalism Sensor needs to be installed inside the top of the Auto Sentry. The Seismic Detector is wired to the SIO or PIO board. When the Vandalism Sensor detects tampering of the unit after the wash is closed, the VandalismAlarm.mp4 video plays on the Auto Sentry screen. This is known as the Break-In alarm.

The Vandalism Sensor will also fire up to two outputs. The outputs may control lights, horns, or may provide a signal to the alarm company's monitoring system to notify authorities of the warning. The Vandalism Warning parameters are configured in WashConnect through the System Setup/Devices/Settings/TouchConfiguration/Vandalism Deterrent settings: Deterrent Break-In Alarm Output 1 and 2.

The Vandalism Sensor is installed on the security wall in the center of the Auto Sentry® CPT.

Figure 13. Vandalism Sensor installed on center security wall of the Auto Sentry® CPT

Field	Description
Deterrent Alarm Output	Numeric. Type the numeric portion of the relay that will be fired when the alarm is tripped. (R1, R2, and R3) if PIO board. (S1-S6) if SIO board. For example, if you are using R2, type in 2.
Deterrent Alarm Time Out	Numeric. Minutes. If set to zero, the alarm never resets based on this timeout. Any number entry greater than zero represents the time to wait (in minutes) until the alarm is automatically reset.
Deterrent Disarm Alarm Time Out	Numeric. Seconds. How long the alarm stays off after you press the Disable Alarm button in the Service Unit diagnostics screen.
Deterrent Enable	**True** or **False**. Type True to Enable or False to disable the vandalism alarm.
Deterrent On Change Low High	Type **HIGH** if the alarm triggers on a logic change from low to high. Otherwise, type LOW.

Vandalism Sensor Input

Deter vandalism, equip your Auto Sentry® CPT with a Vandalism Deterrent.

You have the ability to install a seismic shock detector known as the Vandalism Sensor inside your Auto Sentry® CPT, and connect it to the HV Sense/Vandal input on the SIO board. Upon being triggered by impact, a video plays, "Tampering attempt detected. Police have been notified." This video is a deterrent.

You can take the additional precaution of connecting the vandalism deterrent input to your on-site alarm system that triggers whatever additional security and police notifications services are provided by your alarm company.

*This feature is optional and additional fees may apply. Purchase the Vandalism Sensor from PSD Codax by contacting your sales representative.
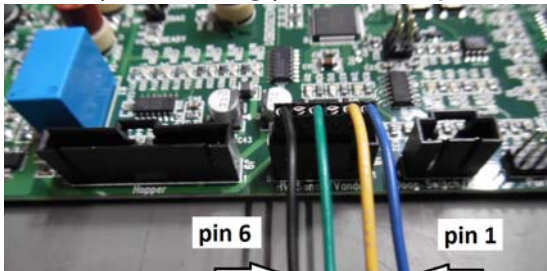
Figure 14. SIO Board - Vandalism Sensor Location

Chapter 2: Operating

This chapter includes descriptions of the screens presented to a customer. It includes an explanation of the on-screen buttons, dialog boxes, and graphics used to interact with the terminal. Most of these options can be customized.

About Custom Graphics

In addition to your configuration settings, the Auto Sentry® CPT can be visually customized with your own graphics, including fonts, color schemes, logos, and backgrounds with our talented ICS marketing team. With a fully customized skin, you can use the Auto Sentry® CPT to build brand recognition.

Contact PSD Codax technical support for more information about designing custom graphics for your Auto Sentry® CPT, additional charges may apply. Custom audio and video prompts are also available.

<div align="center">

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</div>

These are the major customer screens that appear in the following order on the Auto Sentry® CPT:

- Idle Screen
- Language Screen
- Instructional Video
- Main Options Screen
- Alternate Main Options
    - Add to Card on File
    - Purchase Wash Code/ Purchase Wash Time Screen
    - Wash Only Screen
    - Vacuum Only Screen
    - Bill Breaker
- Payment Selection Screen
    - Credit Card Selection Screen
    - Try Again Screen
    - Optional Payment Screens
    - Cash
    - Debit
    - Gift Card

- **Thank You Screens**
  - Thank You/ Wash Code Screen
  - Thank You/Activate Bay Screen
  - Thank You/Credit Card Added Screen
- **Email Receipt Entry Screen**
- **Send Text Message with Wash Code (only when Customer doesn't receive a Wash Code Receipt)**

Introducing the Idle Screen

When the Auto Sentry® CPT unit is in idle, the Idle screen will be displayed. The following is a custom designed Idle screen.

Figure 1. Custom Idle Screen

When the Idle screen is initially touched, there are several screens that may appear next based on the following configuration options:

- **Alternative Language Screen (if configured)**
- **Instructions Video (if configured)**
- **Main Options Screen**

Alternative Language Screen

If configured for multiple languages, after touching the Idle screen, the next screen displayed will be the language selection screen.

Since the **Auto Sentry® CPT** will support up to 4 languages, you will see the flags for the configured countries based on configuration. If only one language is configured, there is no Language screen.
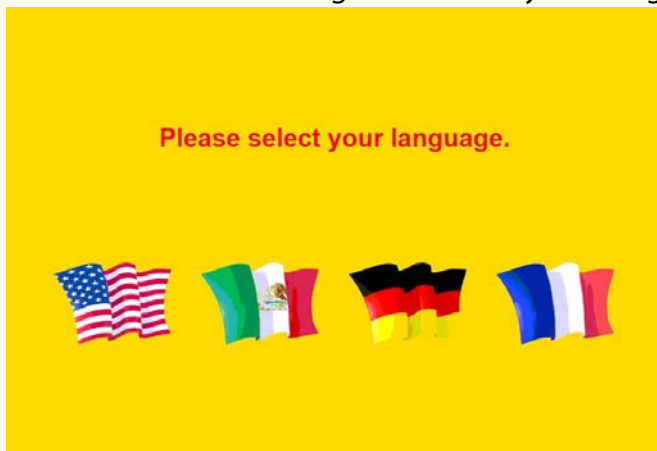
Figure 2. Alternative Language Screen example of 4 languages

Instructions Video

If the site has created an Instructions Video, it will play now. This will be in the mp4 format and will need to be named **Instructions.mp4**. Since we may support multiple languages there should be a separate video for each language that may be called based on the language selection.

The file must be located at D:\ICS\WCTouch\Web\Resources\AVIFiles\en\. In this example, **en** is the folder for the English version of the video. There will be separate language folders for each language being used with two-letter designations (es = Spanish, de = German, fr = French).

If there is no Language Selection screen, but there is an Instructions Video, it will play upon touching the Idle screen. When the Instructions video plays, it will include a **Skip Instructional Video** button that will allow the customer to skip this video and proceed directly to the Main Options screen. If the video plays, the Main Options screen will appear upon completion.

Figure 3. Instructions Video Screen

Main Options Screen

A customer is presented with up to five options at the Auto Sentry® CPT Main Options Screen:

- **Wash Code** - If you have not parked in a bay yet, you can select the Wash Code button to purchase a time package, and then use the wash code in any available wash bay.

- **Wash Only** - If you are parked in a wash bay, you can select Wash Only button to purchase a time package for the wash bay you are already parked in.

- **Vacuum Only** - If you are parked at a vacuum station, you can select the Vacuum only button to purchase Vacuum time.

- **Use Bill Breaker**- If you want to break bills into smaller denominations, you can select the **Use Bill Breaker** button.

- **Add Card on File** - This feature is optional and needs to be configured. If you want to tie a credit card on file to the assigned customer number that will be entered at the various devices to access their prepaid balance and /or recurring ID. This does not charge the card, it simply assigns the desired credit card that will be used.

After the customer decides which button to select on the Main Options screen, the Auto Sentry® CPT will display the correct sequence of screens to meet the customer's requirements.
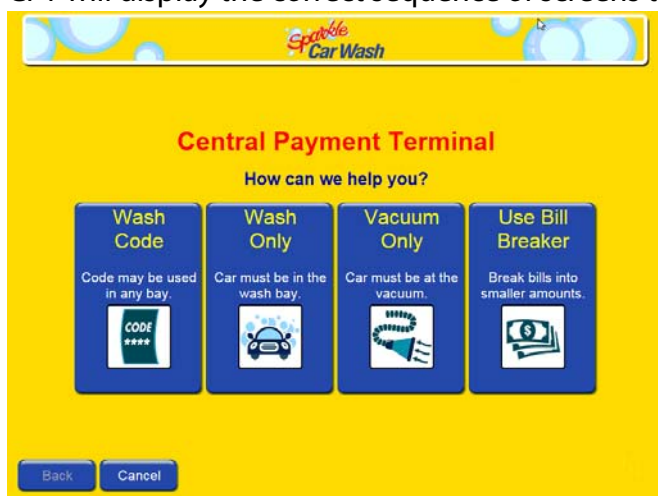
Figure 4. Main Options Screen

	Button	Description
1	**Wash Code**	Used to purchase a bulk time package for a Jet Wash if customer has not parked in a wash bay yet. A code will print on the receipt for the customer to use in any available bay.
2	**Wash Only**	Vehicle must already be parked in the wash bay. Used to purchase a bulk time package for a Jet Wash.
3	**Vacuum Only**	Used to purchase time if your vehicle is parked a the vacuum station.
4	**Use Bill Breaker**	Bill Breaker accepts a bill and in return dispenses smaller denominations for the same amount as the original bill.
5	**Add Card on File**	(if configured) This button is used to tie a credit card on file to the assigned customer number that will be entered at the various devices to access their prepaid balance and or recurring ID. This does not charge the card, but simply assigns the desired credit card that will be used.

Table 3: Main Options Screen Descriptions
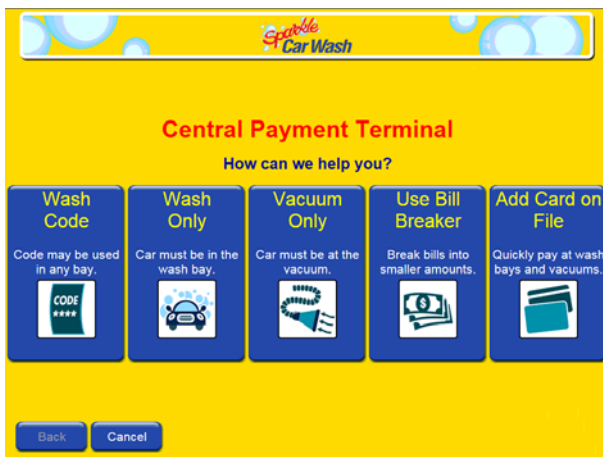
Figure 5. Main Options Alternative Screen

Purchasing Wash Code

If the customer has not parked their vehicle in a wash bay yet, they would use the Wash Code button to purchase time. After the customer receives a wash code via receipt, they can park in a wash bay and enter the wash code at the Touch N Clean terminal in the wash bay of their choice.

There are two different ways to purchase time: One is the discounted Bulk Time package, which is a discounted package but no more time can be added to this base package. The other is to buy Time by selecting the exact amount of minutes/dollars that you would like.

> 📖 *If they are already parked in a wash bay, see Purchasing Wash Only.*

1 On the Main Options screen, select the **Wash Code** button.

The **Purchase Wash Time** screen appears which offers the configured time options.
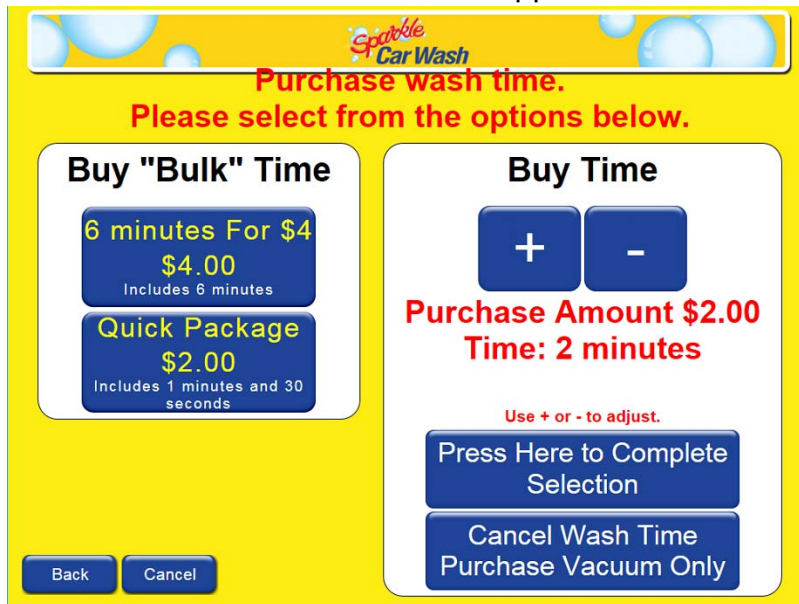
Figure 6. Purchase Wash Time Screen example

2 Customer needs to make a choice: to select either a Bulk Time Package or simply Buy the Time:

  ▪ Select one of the **Buy Bulk Time** packages that has the configured amount of time necessary, then the screen will automatically advance to the Vacuum Time screen if configured. If no vacuum, then the **Auto Sentry® CPT** advances to the Payment Selection Screen.

NOTE: When a bulk package is selected, you cannot move to the right side and add minutes to your selection.

  -or-

  ▪ Select the **Buy Time** button on the right side to select an amount of time. The customer needs to tap the **Plus** button to increase or **Minus** button to decrease minutes/dollars until the correct amount of time to purchase is selected, and then tap the **Press here to Complete Selection**.

NOTE: Tapping the minus sign will never lower your minutes/dollars below the default setting. The right side will display the minimum purchase amount as the lowest default bulk time package rate (minutes/dollars). For example, if that amount is $3, you can never use the minus sign to go below the default; three dollars would be the starting purchase price.

  If Vacuums are configured, the Vacuum Time screen appears. If vacuums are not configured, the Payment Selection screen appears.

3 If Vacuums are configured, select a Vacuum selection from the Vacuum Time screen. The Payment Selection screen appears.

  📖   *For more information, see Vacuum Only.*

4 From the Payment Selection screen, the **Insert Cash** screen appears where a customer can finalize the transaction by inserting payment.

   📖   *For more information on payment methods, see "Understanding Payment Scenarios" on page 34.*

5   After the payment is approved, the **Thank You Activate Bay** screen appears.

Purchasing Wash Only

If the customer already has their car parked in a bay, they can choose **Wash Only** from the Main Options screen.

1   From the Main Options screen, select the **Wash Only** button.
The Wash Only screen displays the list of wash bays with current status: Available, In Use, Out of Service, or Closed.

Figure 7. Select Wash Only Screen

2   Customer must select the desired available **Wash Bay** button.
The Purchase Wash Time screen appears.

NOTE: Selection of an **In Use** or **Out of Service** bay will result in an error message directing the customer to select an available bay to continue. The **Closed** status occurs when the Bay is closed by the configurable operating time.

3   Customer selects one bulk time package if configured.
-or-
Customer can select minutes needed.
The Payment Selection screen appears.

4   From the **Payment Selection** screen, the **Insert Cash** screen appears where a customer can finalize the transaction by inserting payment.
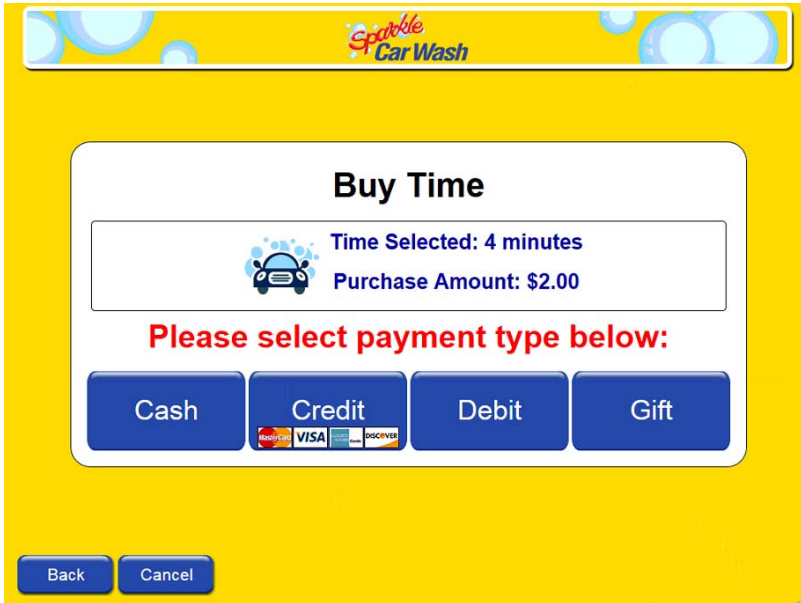
Figure 8. Payment Selection Screen

5   After the payment is approved, the next screen that appears is the Thank You/Activate Bay screen.

Vacuum Only

Customers can also pay for their Vacuum time at the **Auto Sentry® CPT**.

1   From the **Main Options** screen, select the **Vacuum Only** button.
The Vacuum Only screen will display the list of the site's vacuum bays and their current status. Status options: Available, In Use, and Out of Service.

2   Select an available **Vacuum** button.
-or-
Select the **Back** button to go to the prior screen.
-or-
Press the **Cancel** button to return to the Main Options.

3   After making a vacuum selection in the **Vacuum Only** screen, the Payment Selection screen appears and customer needs to complete the payment process.

> 📖   *For more information, see Understanding Payment Scenarios.*

4   After the payment is accepted, the **Auto Sentry® CPT** advances to the **Thank You Activate Vacuum** screen.

Use Bill Breaker

The Auto Sentry® CPT can also be used as a bill breaker that simply accepts a bill and exchanges it with smaller denominations.

Customers can insert a bigger bill and receive smaller bills of the same amount.

1   From the Main Options screen, select the **Use Bill Breaker** button.

2   The Bill Breaker screen will display.

3   The customer simply inserts a bill in the *Auto Sentry® CPT*.

4   The *Auto Sentry® CPT* will dispense smaller bills.

NOTE: This is based on the available currency with the use of multiple cassettes. For example, if using two cassettes with $1 bills and $5 bills, inserting a $20 bill will return four $5 bills. Inserting a $10 bill will return two $5 bills. Inserting a $5 bill will return five $1 bills. If the only currency available is $1 bills, then you will always break the entered bill into the appropriate number of $1 bills. The bill breaker function is simply to change a current bill into smaller denominations.

Card on File

The Card on File button is for customer's who already have an assigned customer number, and would like to change the Credit Card of File. The Card on File button can be selected from the Main Options screen if a customer already has an assigned customer number.

NOTE: In order to use this button, a customer number would be assigned earlier or through the Mobile App to create a customer number for the purpose of paying by Card on File.

1   On the *Auto Sentry® CPT* Main Options screen, select the **Add Card on File** button.
     An on-screen keypad will be displayed.

2   With the on-screen numeric keypad, type the assigned customer number, and then tap the **Enter** button.
     -or-
     Scan your assigned customer number barcode.
     If the customer card has been setup to use a PIN number, the on-screen keypad appears.

3   Type in the PIN using the on-screen keypad.
     On the Add Billing Zip Code keypad, the customer will be prompted type their Billing Zip Code.

4   Type the Billing Zip Code using the on-screen keypad.
     After these entries are accepted, the Terms and Conditions screen will appear.

5   Tap the **Accept** button to tie a different credit card to their assigned customer number.

NOTE: The customer may tap the **up** or **down** buttons to completely read the terms and conditions. They can at any time on this screen click the **Back** button to go to the prior screen or Click the **Cancel** button to return to the Main Options screen.

Customer's credit card will be billed $1 while creating the recurring ID, but the charge will be voided immediately.
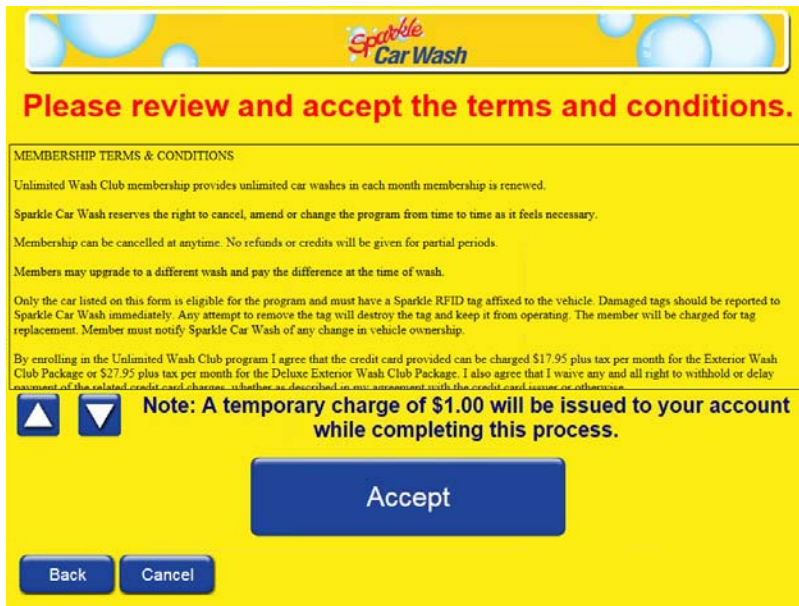
Figure 9. Accept Terms and Conditions Screen

Understanding Payment Scenarios

The Payment Selection screen will display the amount of time that is going to be purchased along with the purchase amount. It will also display the configured payment options. These may be configured to include Cash, Credit, Debit, or Gift Card based on the configured credit card processor and Gift Card processor. You must first select a payment option before proceeding with the payment. For example, the cash acceptors are disabled until the Cash button has been selected. Card acceptance is also disabled until one of the card types (credit, debit, or gift) is selected.

1 Select a payment type of either cash, credit, debit, or gift card (if configured).
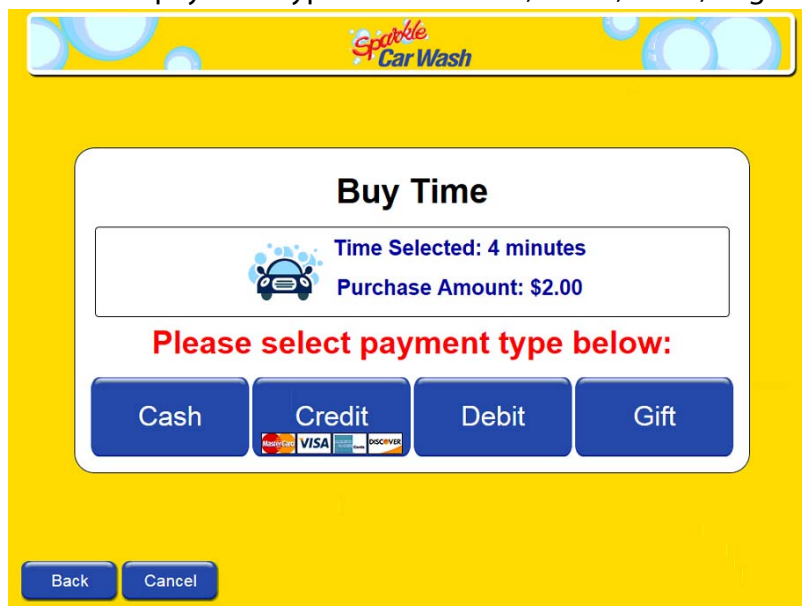
Figure 10. Payment Selection Screen

Cash payment methods include the following:

- Cash bills

- ■ Coins

- ■ Token coins and notes (for example, *MEI*® brand coins and coupons)

Card payment methods include the following:

- ■ Credit cards

- ■ Debit cards

- ■ Gift cards (if configured)

About Credit Card and Gift Card Combinations

The on-screen credit card and gift card payment options depend on the settings configured in *WashConnect*® for your site.

Credit Card Selection Screen

The Credit Card Selection screen will display after the Credit button has been selected. The expected credit card graphic will display on the Credit button based on whether the selected processor supports EMV or not. It will display whether the card MUST be swiped or whether it can also be tapped or whether a smart phone may be used with Apple Pay or Android Pay.

> EMV - (Europay, Mastercard, and Visa) is a global standard for cards equipped with computer chips and the technology used to authenticate the chip-card transactions.
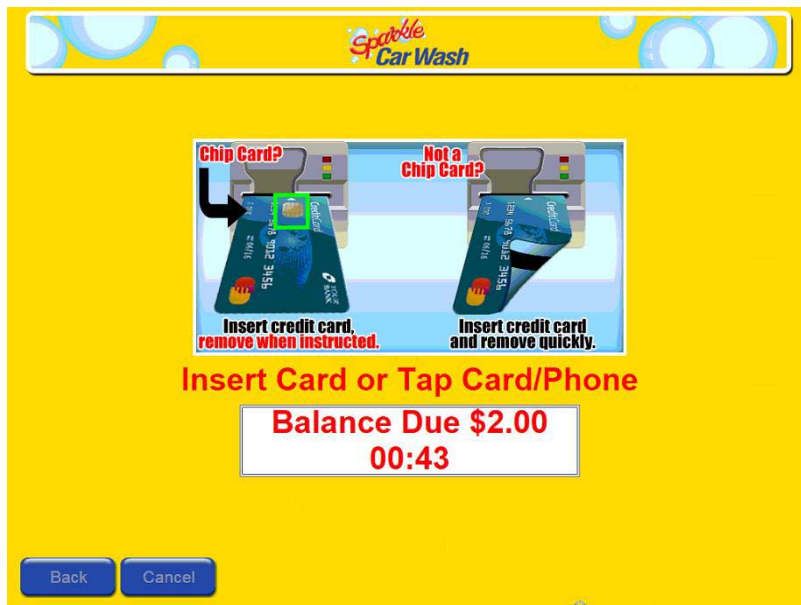
Figure 11. Credit Card Selection Screen

If the user takes too long to swipe, tap, or insert the card, or the card could not be processed in the expected time, an error message will appear regarding a timeout condition. When this occurs, the **Try Again** button should be tapped and the card reread (inserted, swiped, or tapped).
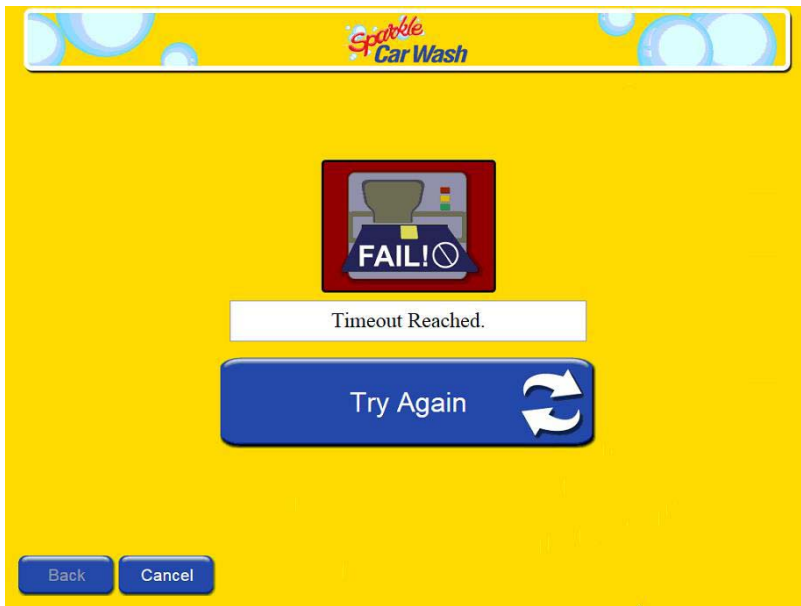
Figure 12. Fail Try Again Screen

Cash and Coin Payment Combinations

You can configure the Auto Sentry® CPT to accept a cash payment type of bills only, or both bills and coins. A coin only payment option is not available. Once a cash payment type is selected, the transaction must be finalized with cash. The customer cannot split the payment with cash and credit. If the customer requires change, and the Auto Sentry® CPT is able to provide it.
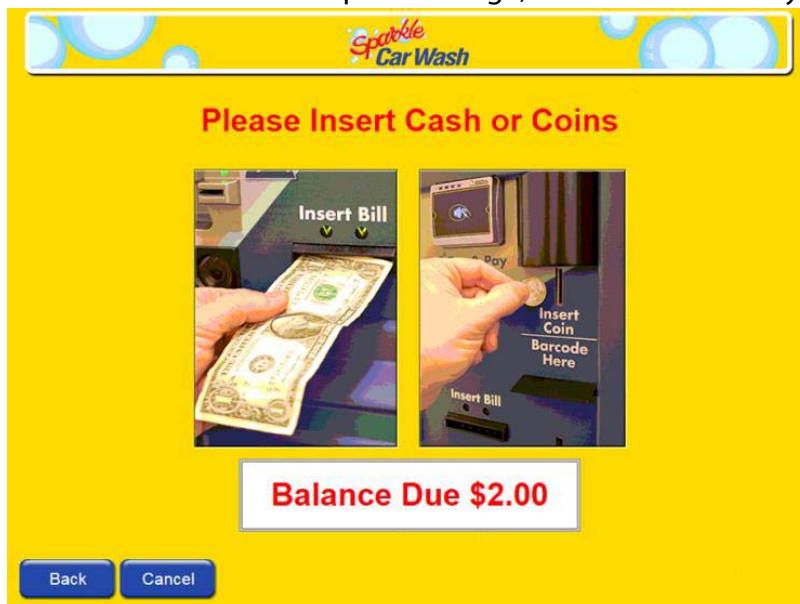
Figure 13. Cash or Coin Screen

Debit Card

Debit Selection screen prompts customer to insert Debit card and then remove it quickly. Some phones and Debit cards can be tapped on the Touchless reader.
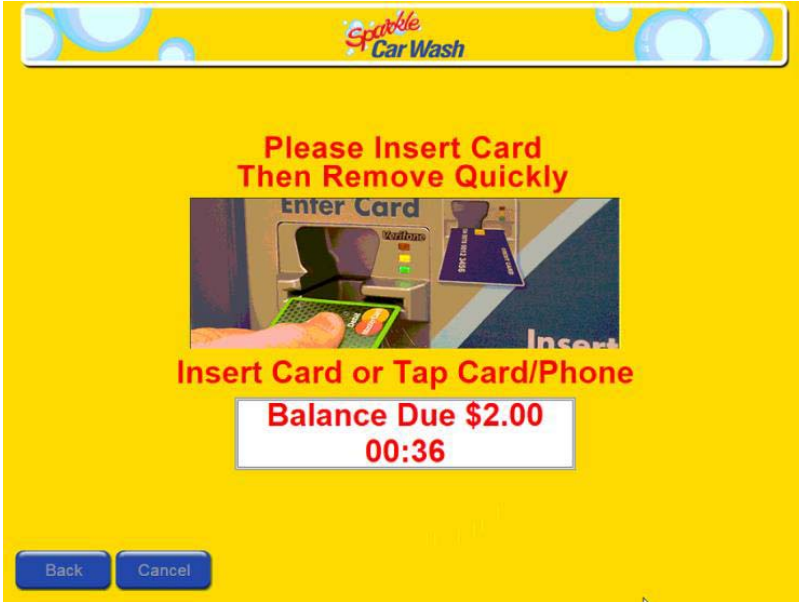
Gift Card

Gift Card Selection prompts the customer through the use of a gift card as payment.
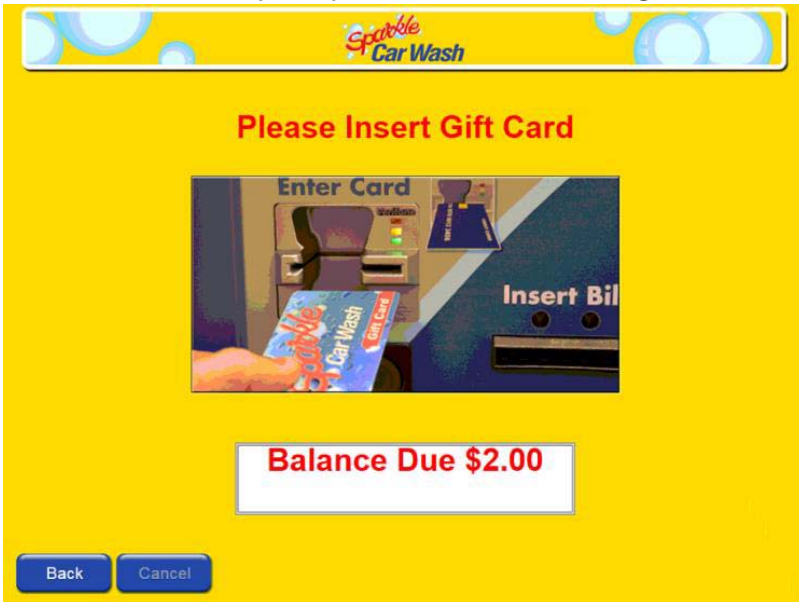
Figure 14. Gift Card Screen

Thank You and Receipt Screens

Upon receipt of payment, the CPT will move to a **Thank You** screen. These screens may vary slightly depending on whether a wash code has been purchased, a wash bay was directly activated, or a new credit card has been added to your Card on File account.

Thank You Wash Code Screen

After the payment has been selected for a transaction that will generate a wash code, a screen is presented that asks if you received your printed receipt. This is done so we do not display the wash code on the screen unless we absolutely necessary.

- If the customer answers "Yes, they received their receipt," we simply advance to the Thank You screen shown below which reminds the customer the code is on the receipt.
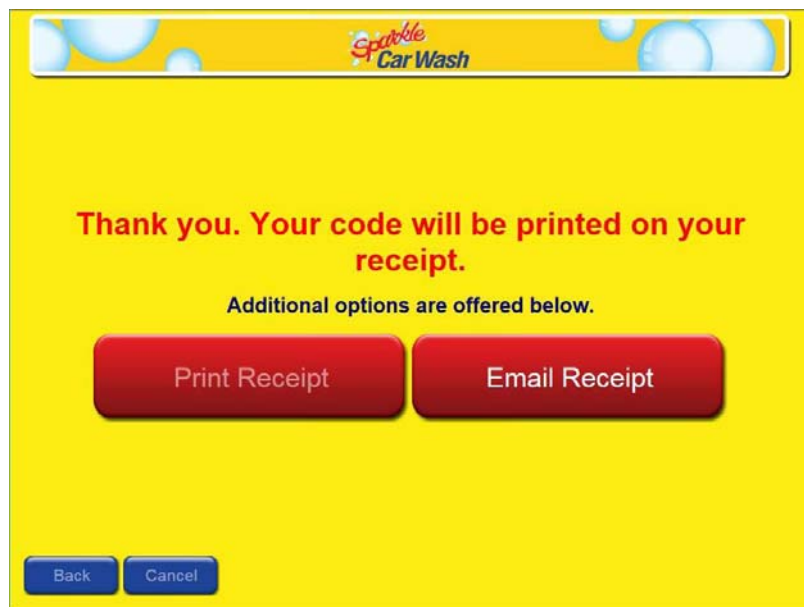
Figure 15. Thank You Wash Code Screen

- If the user answers, "No, I did not receive a receipt," the Thank You Wash Code screen asks the customer if they want to have their wash code sent to their phone via text message. If they choose to do this, they will be guided through the procedure to get the text message.

> 📖   *For more information, see Text Messaging.*

- If they choose No to receiving a text message with their wash code, the Thank You Wash Code screen will display the wash code that was created for this sale and instruct you to proceed to a bay to redeem it.

   It is important to know that the code will only be displayed for a configured amount of time and then it will be removed from the screen. The countdown will start at the configured amount of time, decrementing each second. When the countdown reaches zero, the code is removed from the screen.

> 📖   *For more information, see Email Receipt.*
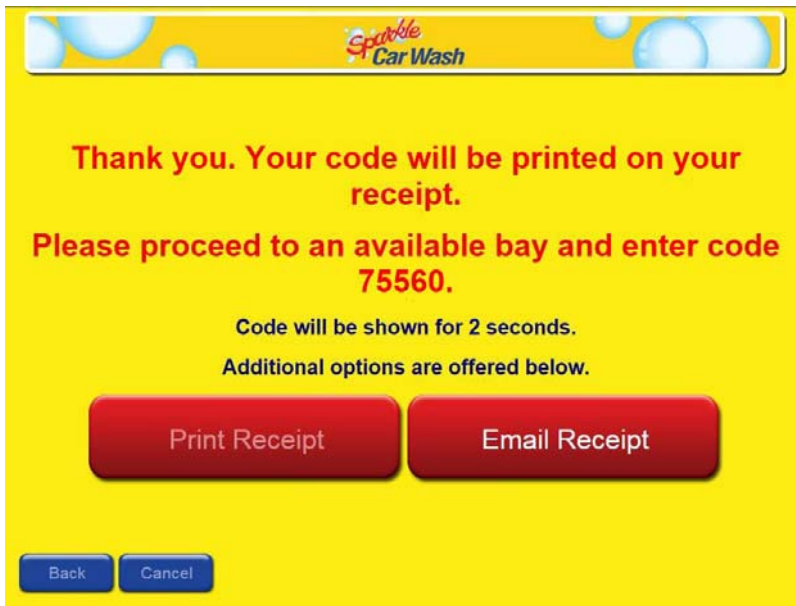
Figure 16. Thank You with Wash Code on Screen

Thank You Activate Bay Screen

The Thank You Activate Bay Screen appears after completing a sale for either Wash Only or Vacuum Only to activate the bay. The Thank You Activate Bay screen will display three buttons: Print Receipt, Email Receipt, and Transaction Complete.

    📖   *For more information, see Email Receipt.*

The Transaction Complete button after depressed, simply activates the said bay within the displayed (configurable) amount of seconds.

NOTE: If you select the Print Receipt button, a paper receipt will be printed but then the button will be grayed out. If you select the Email Receipt button, you can go through the process of sending an email with a receipt but then the button will be grayed out. If you select the Transaction Complete button, the signal will be sent to activate the bay in the configured amount of seconds. Pressing this button before asking for any of the receipt options will automatically disable the Email Receipt option because this option takes too much time to complete when the activation command has already been sent to the bay. The system will still allow access to the Print Receipt option because this may be completed quickly.

Email Receipt

Emailing Receipt is only available when the **Auto Sentry® CPT** presents it to the customer as a button.

Figure 17. Email Receipt Entry Screen

1 After purchasing a wash, select the **Email Receipt** button from a Thank You screen.
   The Email Receipt Screen appears.

2 In the **Please enter your email address then press "Enter"** box, type the email address.

NOTE: Some common suffix buttons are available (@hotmail.com, @gmail.com, .com, and .net) to speed up the entry.

3 When finished, tap the green **Enter** button.

4 Immediately, the receipt is sent to the email account.
   After completing the email receipt, the screen will return to the original Thank You screen, but now the Email Receipt button will be disabled.

Send Text Message with Wash Code Purchase

This feature is only available when the Customer doesn't receive a Wash Code Receipt for whatever reason.

When purchasing a wash code at the CPT, the wash code will be printed on the receipt that is generated when the transaction has successfully completed. Because of the need to get the wash code to the customer, these extra steps ensure the customer is able to redeem the time they purchased.

1   After a customer purchases a wash code and is offered to print their receipt or email their receipt, the **Receipt Printed?** dialog box appears.

2   Select the **Yes** or **No** button:

- If **Yes**, text messaging is not offered because they indicated they received their wash code. Instead the screen advances to a Thank You screen that explains their wash code is printed on the receipt, and also there is an Email Receipt button to send an email with the receipt.
-or-

- If **No**, a Text your Code? dialog box appears with the message "Would you like to your code to be texted to your mobile phone (your carrier's standard messaging rates may apply)?
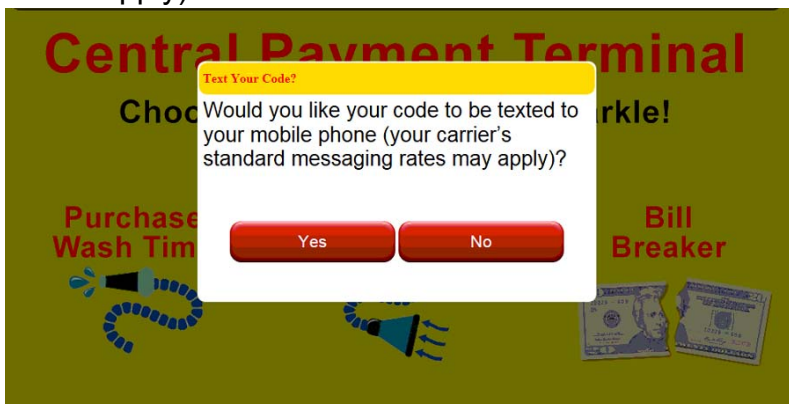
Figure 18. Text Your Code Dialog Box

3   Tap the **Yes** or **No** button:

- If **No**, the Thank You screen will display the customer's wash code only for the configured amount of time to prevent theft. The screen will indicate the amount of time that is left by decrementing a counter while displaying the wash code.
- If **Yes**, a screen is displayed to have the customer select their Mobile carrier. After selecting a carrier, the screen automatically advances to enter their phone

number. If they choose **My Carrier is Not Listed**, they will need to enter the required information to send a text message with their carrier.
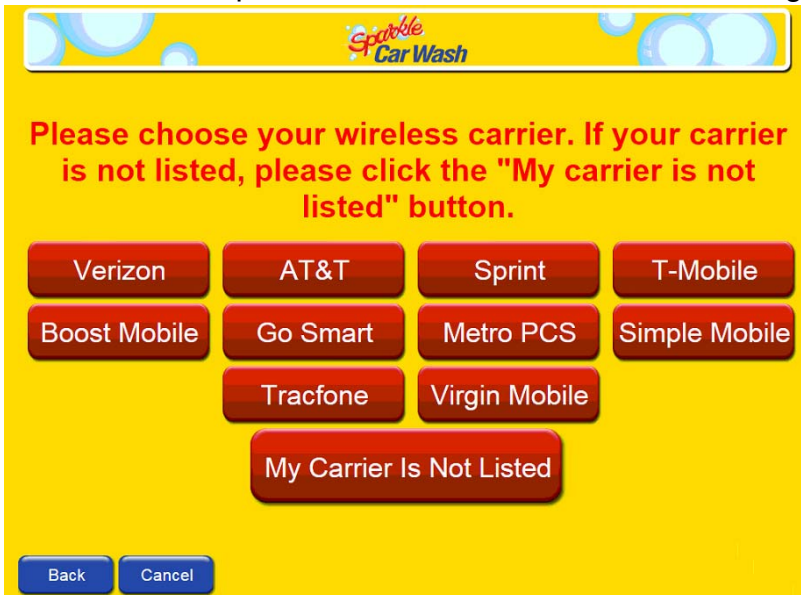
Figure 19. Wireless Carrier Screen
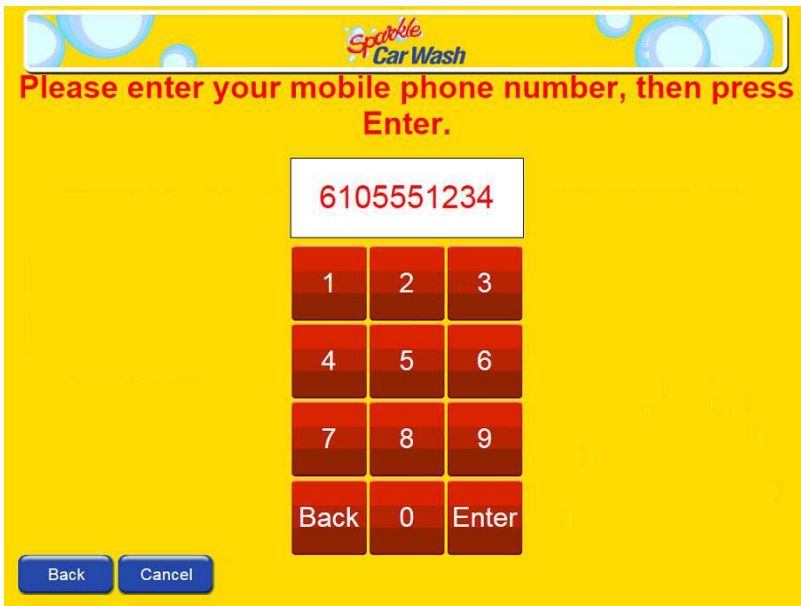
Figure 20. Enter Mobile Phone Number Screen

There will be a confirmation message indicating the text message has been sent to the customer.

Tap the **OK** button to advance to the Thank You screen where you can send an email receipt if necessary.
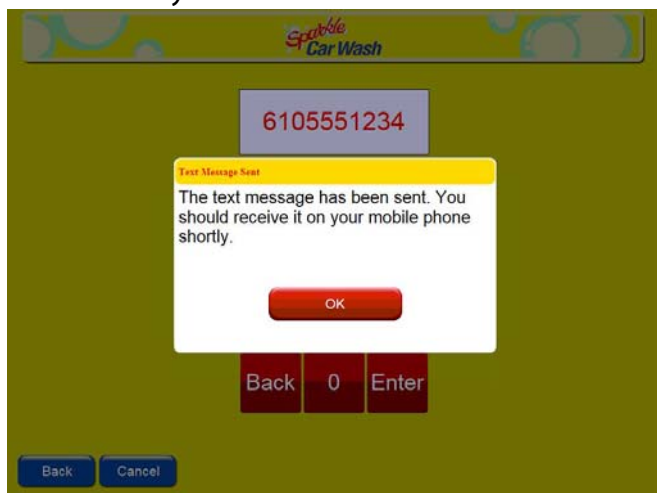
Figure 21. Text Message Sent Dialog Box

Thank You - Credit Card Added Screen

When the **Add Card on File** option is selected from the Main Option screen, the Thank You Credit Card Added Screen appears after the credit card has successfully been added.

The Thank You Credit Card Added screen will simply display a Thank You with the confirmation that the credit card has been added to their account. There are no receipt options for this transaction, as this is not a purchase, it's just an update card on file to your account.
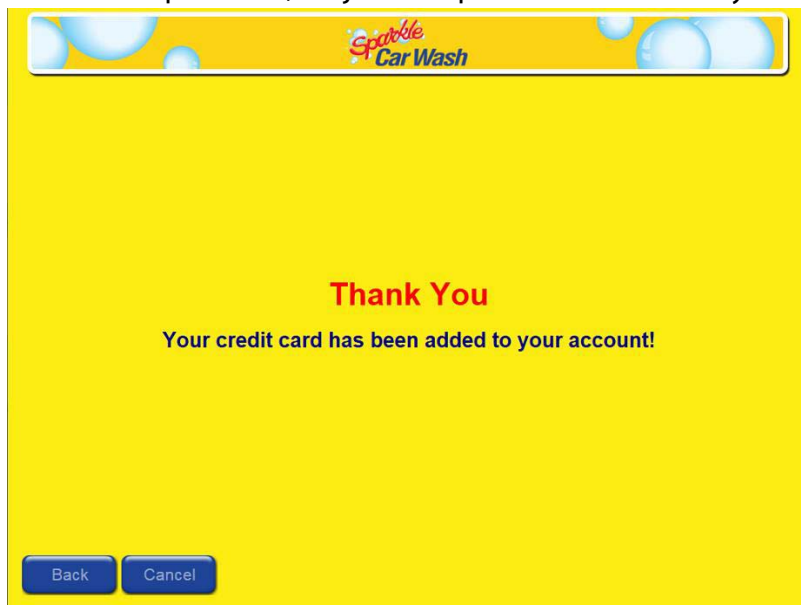
Figure 22. Thank You Credit Card Added Screen

About Cancel and Back Buttons

Various error messages provide instructions to customers when an unexpected condition occurs. Command buttons such as **Cancel** and **Back** help customers navigate the touchscreen interface.

Card Authorization Failure

If a card fails to authorize, an error message is displayed. Customers are given the option to Cancel or try again.

Back and Cancel buttons

The **Back**, and **Cancel** buttons are available to help customers navigate the Auto Sentry® CPT touchscreen interface.

Figure 23. Back and Cancel Buttons

Chapter 3:
Configuring Settings

This chapter includes descriptions of the **Configuration** menu. If you need to make any changes to the **Settings** menu in **WashConnect**®, please contact PSD Codax technical support.

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PSDCodax.com

About Device Settings
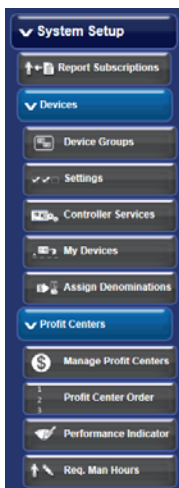
Figure 15. System Setup Menu

You can find the **Settings** menu in **WashConnect**® software. Many of these settings are configured by ICS technicians during installation. Therefore, you should contact PSD Codax technical support if you are not certain if you are using the correct setting.

Other settings can be modified to enhance the functionality of your Auto Sentry® CPT. For example, you can change settings for screen layout, languages, and many more.

About Settings and Logon Location

To change settings for a specific device, you must log on to the site location where that device is installed.

Figure 16. Log on to Express N FullService CW

In the illustration, **Express N FullService CW** is selected as the logon location. The **Express N FullService CW** location is a site where devices are installed. After you log on with your credentials, you can select the device in the **Device Name** list, and then edit settings for that device. You will need to Restart Touch after making changes to the settings.

NOTE: If you do not see devices in the **Device Name** list, log on to a site location. Once you log on to a site where devices are installed, devices appear in the **Device Name** list.

Restart Touch

After you make changes in any **Settings** screen, you must remember to restart the corresponding Auto Sentry® CPT which will enable the changes.

Confirm that you can restart your *Auto Sentry® CPT* with the Service Unit switch inside the *Auto Sentry® CPT*, follow these steps:

1   Open **WashConnect**, and log on to the site.

2   From the **System Setup** menu, select **Devices**, and then **Settings**.

3   In the **Device Type** box, select *Auto Sentry® CPT*.

4   In the **Device Name** box, select *Auto Sentry® CPT*.

5   In the **Settings Type** box, select **TouchConfiguration**.

6   In the **Settings** box, select **Control**.

7   In the **Switch Enabled** box, select **True**.

This confirms that holding the Service Switch will reboot the machine.

To restart *Auto Sentry® CPT*, **follow these steps:**

After you make changes in any **Settings** screen, you must remember to restart the corresponding Auto Sentry® CPT which will enable the changes.

1 Go to the Auto Sentry® CPT, open the door locks with a hex key, and then locate the service switch.

2 Press and hold the service switch or button for about five seconds or longer. The unit will reboot.

3 After the unit has rebooted, verify that the settings have taken effect.

NOTE: If the unit does not reboot or if **Switch Enabled** is **FALSE**, then you can make the settings effective by restarting **Touch.exe** with a USB keyboard attached to the motherboard of the Auto Sentry® CPT. Contact PSD Codax technical support for more information.

Set up Self-Serve Profit Center

Configure the CPT Device to be able to sell services within the Self-Serve Profit Center.

1 Open WashConnect.

2 On the **System Setup** menu, select **Profit Centers**, and then select **Manage Profit Centers**.

3 In the Profit Center section, select **Self Serve** profit center.

4 Use the **Tools** button to assign the CPT Device to this profit center.
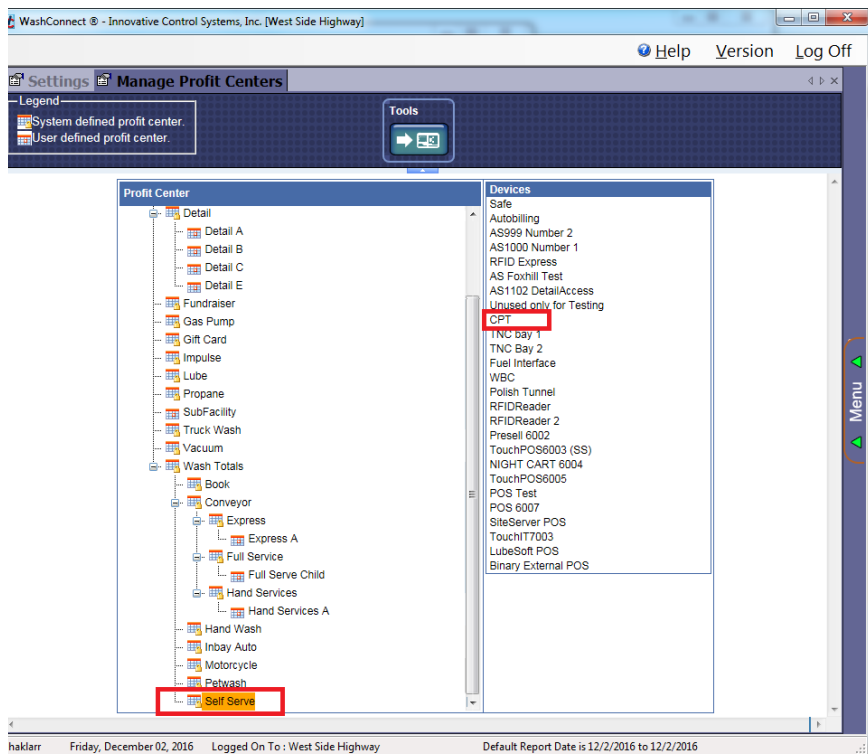
Figure 17. Manage Profit Centers tab

Setup Jet Wash Bulk Time Packages and Options

Create a Bulk Time package or various Bulk Time Package options that you would like to sell at the *Auto Sentry® CPT*.

1 Open WashConnect.

2 On the **Configuration** menu, select **Goods and Services**, and then select **Sales Items**.

3 In the Profit Center section, select **Self Serve** profit center.

4 Use the **Add** button to create a new Bulk Time Package.

5 In the **PLU** box, type a number.

6 In the **Price** box, type a price.

7 In the **Name** box, type a name for the bulk package.

8 In the **Units Time(sec)** box, type an amount of time (in seconds).

9 In the **Description 1** box, type the first line of the description to appear on the button.

10 In the **Description 2** box, type the second line of the description to appear on the button.

11 In the **Account ID** box, select an account that your bookkeeper/accountant/controller advised.

12 Click the **Save** button.

Figure 18. Self-Serve Sales Items

Set Up Bulk Time Package for Vacuum

Create a Bulk Time package or various Bulk Time Package options that you would like to sell at the *Auto Sentry® CPT*.

1 Open WashConnect.

2 On the **Configuration** menu, select **Goods and Services**, and then select **Sales Items**.

3   In the Profit Center section, select **Vacuum** profit center.

4   Use the **Add** button to create a new Bulk Time Package.

5   In the **PLU** box, type a number.

6   In the **Price** box, type a price.

7   In the **Name** box, type a name for the bulk package.

8   In the **Units Time(sec)** box, type an amount of time (in seconds).

9   In the **Description 1** box, type the first line of the description to appear on the button.

10 In the **Description 2** box, type the second line of the description to appear on the button.

11 In the **Account ID** box, select an account that your bookkeeper/accountant/controller advised.

12 Click the **Save** button.

Figure 19. Sales Items Vacuum Bulk Package Time

Create a Profile to sell Bulk Time Packages at the CPT

Set up the CPT Device to have its own profile. This is used to determine whether offering a single Bulk Time package or various Bulk Time Packages at the CPT. If more than one is offered, they will all display for the customer's selection. To setup up a CPT Profile, follow these steps:

1   Open WashConnect.

2   On the **Configuration** menu, select **Goods and Services**, and then select **Profiles**.

3   Click the **Add** button to create a new Profile.

4   In the **Profile** box, type the name of the Profile.

5   In the **Device Type** box, select *Auto Sentry® CPT*.

6   In the **Devices** box, select the *Auto Sentry® CPT*.

7   In the **Wash Service** box, select Wash Service.

8   Click the **Add Base Service** button.

9   In the **Base** dialog box, select one or more bulk packages, and then click the **OK** button.
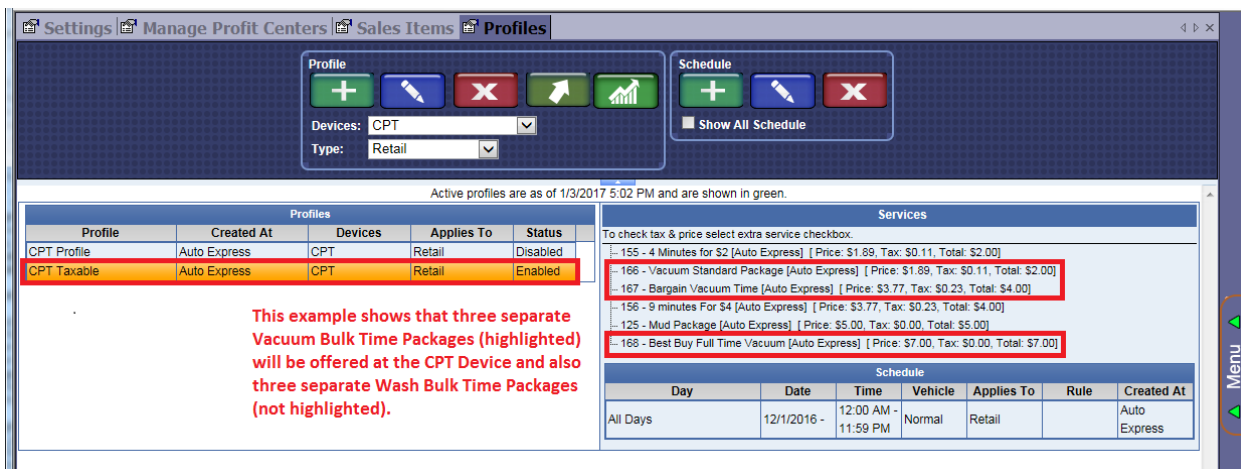
10 In the **Schedule** tool box, select the **Add** button.

11 In the **Day of Week** box, select All Days or the individual days.

12 In the **Start Date** box, select a start date.

13 In the **End Date** box, select an end date if necessary.

14 In the **Start Time** and **End Time** boxes, select a specific time, if necessary.

15 In the **Vehicle Height** box, select **Normal** or **High Vehicle**.

16 In the **Applies To** box, select a category this Profile applies to **Retail**, and click the **Save** button.
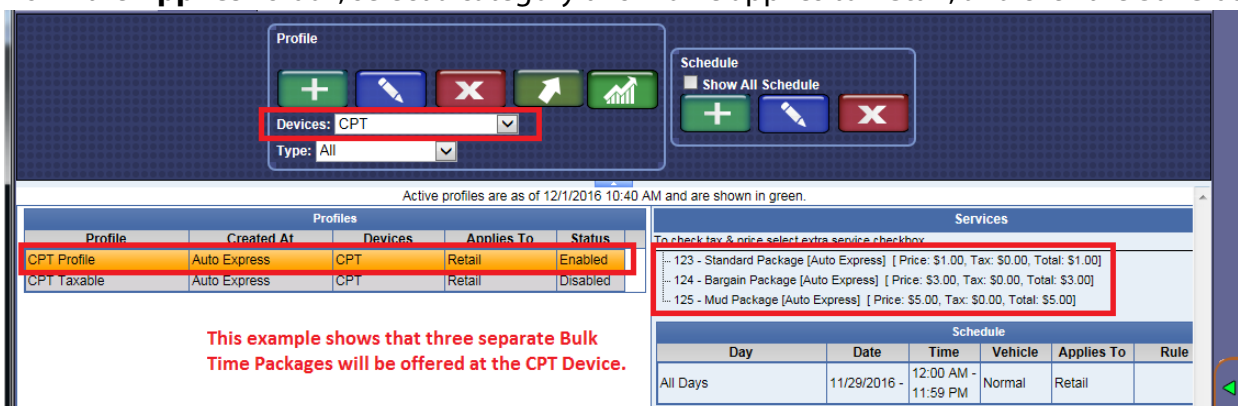
Figure 20. Profile for Bulk Time Packages including Vacuum on *Auto Sentry® CPT*

Settings for Devices

In ***WashConnect***®, the **Settings** tab includes selections for **Device Type**. Each **Device Type** includes various **Device Name** selections. And each **Device Name** includes several **Settings Types**. And each **Settings Type** includes various **Settings** selections.

Figure 21. Settings for Languages on the *Auto Sentry® CPT*

For example, you can select the **Device Type** of *Auto Sentry® CPT*; the **Device Name** of **CPT**, and then select **Settings Type** as the **TouchConfiguration,** and then select specific **Settings** for that device (for example, **Language**, **Coin Acceptor**, and more).

There are many **Device Type** and **Settings** combinations. For each combination, a description table is included in this section. Description tables provide more information about the settings for a particular combination. For example, to learn more about the **Accept Multiple Tokens** setting, you can look at the **Coin Acceptor** description table.

This is what can be changed in Settings

■ Configure text that will displayed within the screens of the **Auto Sentry® CPT**.

  ▪ Centralized Payment

  ▪ Control

■ Configure the timeouts that will be used to control how long to display (inactivity timers) the various screens of the **Auto Sentry® CPT**.

  ▪ Control

■ Configure Bulk Time Buttons that will be displayed within the screens of the **Auto Sentry® CPT**.

  ▪ Service Font Color - Within the buttons, there are settings for the Font Color, Font Style, Font Size, and Font Spacing for the Name, Price, Description 1, and Description 2 fields.

■ Configure the Ticket Expiration period that will be tied to all wash codes generated through the **Auto Sentry® CPT** device.

  ▪ Tickets

■ Select up to four Languages

  ▪ Languages

Configure the text displayed within the *Auto Sentry® CPT* screens

There are separate groups of settings for Button headers, the standard contents of the buttons, Large buttons, Medium Buttons, Small Buttons, header lines, secondary lines, and Dialog boxes. Within these groups there are individual settings for the Font Color, Font Style, Font Size, and Font Spacing.

All of these settings, except for Font Color, are available through the WashConnect menu at System Setup/Devices/Settings/TouchConfiguration/Centralized Payment. They are arranged in setting groups of four to configure the font color, font name, font size, and font spacing. The exception to this standard is a setting called Font Color that is available at System Setup/Devices/Settings/TouchConfiguration/Control. This does set a font color. The other three associated settings (name, size, and spacing) are under System Setup/Devices/Settings/TouchConfiguration/Centralized Payment and are titled as Text, such as Text Font Name.

The following table contains an example of specifications for each button size.

Name of Configuration	Font Color	Font Name	Font Size	Font Spacing
Font Color	Red	Arial	30	0
Small Button	White	Arial	16	0
Button Header	Yellow	Arial	24	0
Control Header	Black	Arial	32	0
Large Button	White	Arial	26	0
Medium Button	White	Arial	26	0
Modal Popup	Black	Arial	20	0
Control Secondary	Navy	Arial	20	0

Table 4: Configure *Auto Sentry® CPT* Text Configurations Example

Configure Text Groups

You can change the Font or Text configurations for the **Auto Sentry® CPT**. In WashConnect Settings, you can adjust the Font Color, Name, Size and Spacing from the Centralized Payment Settings.

Figure 22. Settings for Font on *Auto Sentry® CPT* Screens

Font Color Setting

The exception to this standard is a setting called Font Color that is available at System Setup/Devices/Settings/TouchConfiguration/Control. This does set a font color.
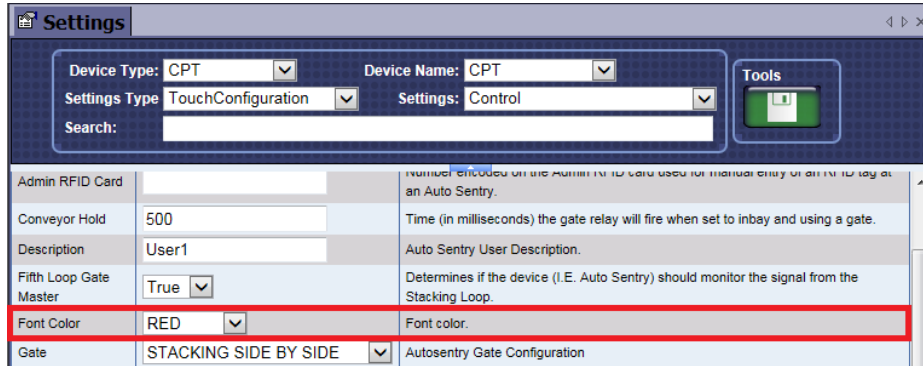
Figure 23. Setting for Font Color

The Font color setting controls the text on the screen as follows:

- Language Selection page - Controls "Please select your language."

- Instructional Video - Controls "Using the Central Payment Terminal is easy! The brief instructional video below shows you how."

- Main Option Selection page - "Central Payment Terminal."

- Purchase Selection page - Controls"Purchase wash Service. Please make a selection from the options below." Also controls the amount and time to the right, "Purchase Amount $2.00 Time: 4 minutes." Also applies when making selections for Vacuum.

NOTE: The words "Use + or – to adjust" located above the "Press Here to Complete Selection" button to the right, are also controlled by this setting for color, name, and spacing, however, the size is fixed.

- Bay Selection page - Controls "Please choose the vacuum where your vehicle is located." Also true for the wash bay option.

- Payment Selection page - Controls "Please select payment type below:"

- Payment in Progress page - Controls the info in the box – "Balance Due $2.00" and the down counter, currently shown as "00:43"

- Thank You page - Controls "Thank you. Your code is being printed on your receipt. Please proceed to an available bay and enter code 22043". Also controls the title info on the other Thank You screens.

- Email Entry page - Controls "Please enter your e-mail address then press "Enter."" Also controls the typed entry info for the email address. In this example the entry is "FJONES@GMA"

Small Button

The following screens display what is controlled by the Small Button group:

- Main Option Selection page - Controls the description text (displayed in white) on the individual option buttons. Also controls the text on the Back and Cancel buttons.

- Email Entry page - Controls the text on all of the keys of the keyboard.

Button Header

The following screens display what is controlled by the Button Header group:

- Main Option Selection page - Controls the Names (displayed in yellow) on the option buttons.

Control Header

The following screens display what is controlled by the Control Header Group Timeouts.

- Purchase Selection page - Controls the headers "Buy "Bulk" Time" and "Buy Time."
- Payment Selection page - Controls the header "Buy Time.""

Large Button

The following screens display what is controlled by the Large Button group:

- Purchase Selection page - Controls the plus sign + and minus sign - on the Buy Time menu.
- Thank You page - Controls the text on the "Print Receipt" button, the "Email Receipt" button, and the "Transaction Complete" button.

Medium Button

The following screens display what is controlled by the Medium Button group:

- Instructional Video - Controls the text on the "Skip Instructional Video" button.
- Purchase Selection page - Controls the text on the "Press Here to Complete Selection" button to the right. The smaller one on the left is a custom bitmap.
- Payment Selection page - Controls the text on the Payment buttons (Cash, Credit, Debit, and Gift).

Control Secondary

The following screens display what is controlled by the Control_ Secondary group.

- Main Option Selection page - Controls "How can we help you?" text.
- Payment Selection page - Controls summary text about time and purchase. They are "Time Selected: 4 minutes" and "Purchased Amount: $2.00." This would also include the line to display which bay the vehicle is in, if a bay selection was made during the transaction.
- Thank You page - Controls "Additional options are offered below."

Modal Popup

The following screens display what is controlled by the Modal Popup group.

- Service Unit page - Controls the text properties within any confirmation popup boxes or informational error messages. This controls the message text but does not alter the heading text.
- Information/Error popup - Controls the text properties within any error popup boxes or informational error messages. This controls the message text but does not alter the heading text.

Service Font Color

The following screens display what is controlled by the Service Font Color group:

- Purchase Selection page - Controls the text on the bulk time package when it does not use a custom bitmap. In this example it is the upper button on the left side. It controls the Description 1, Description 2, Name, and Price lines.

Service Menu Time Outs

Configure the timeouts that will be used to control how long to display (inactivity timers) the various screens of the *Auto Sentry® CPT*.

- **Service Menu Logout Time Out** - The Service Menu Warning Time Out setting is the inactivity timer for the Service Unit screen. If no one has touched the screen for this set amount of time, the message comes up stating no one has used the screen, do you want to exit from it.

- **Service Menu Warning Time Out** - The Service Menu Logout Time Out setting is the time the screen will wait before exiting if no one reacts to the warning screen that is displayed for the inactivity timer.

Configure Bulk Time Buttons

Within the buttons, there are settings for the Font Color, Font Style, Font Size, and Font Spacing for the Name, Price, Description 1, and Description 2 fields.

These settings are available at WashConnect/System Setup/Devices/Settings to access the CPT device, TouchConfiguration, Service FontColor menu. The screenshot below shows the settings that were chosen for use at Sparkle.

Figure 24. *Auto Sentry® CPT* **Settings for Service FontColor**

Configuring a TNC device to interface with CPT

Configure an ICS Jet Wash device, Touch N' Clean (TNC), to interface with the CPT by setting the EnableCPT to True in the WashConnect settings for each individual Jet Wash device.

1 Open WashConnect.

2 Log on to the local site.

3 On the **System Setup** menu, select **Devices**, and select **Settings**.
     The check mark appears in the AutoSentry CPT Service Unit box.

4 In the **Device Type** box, select **TNC**.

5 In the **Device Name** box, select the name of the TNC.

6 In the **Settings Type** box, select **TouchNCleanConfiguration**.

7 In the **Settings** box, select **Centralized Payment**.

8 In the **EnableCPT** box, click **True**.

9 Click the **Save** button.
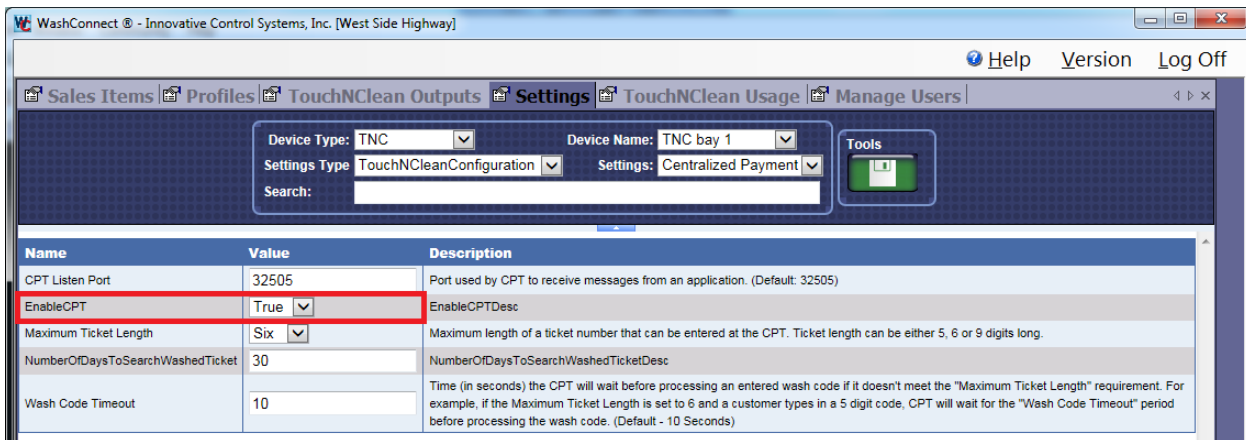
Figure 25. Settings tab EnableCPT

Configuring a Vacuum Device

Configure the CPT to communicate and monitor the Vacuum PLC. This is configured using WashConnect.

1 Open **WashConnect**, and log on to the site.

2 From the **System Setup** menu, select **Devices**, and then **Settings**.

3 In the **Device Type** box, select *Auto Sentry® CPT*.

4 In the **Device Name** box, select *Auto Sentry® CPT*.

5 In the **Settings Type** box, select **TouchConfiguration**.

6 In the **Settings** box, select **Centralized Payment**.

7 In the **Switch Enabled** box, select **True**.

8 In the **Monitor Vacuum PLC** box, select **True**.

9 In the **PLC Vacuum Port** box, type in the default **32505**.

NOTE: The additional configurations, PLC Vacuum IP and PLC Vacuum Port, are only used when there are multiple CPT devices at a single site. Only one CPT may directly communicate with the Vacuum PLC so we need to designate which CPT will be assigned for this responsibility. These additional settings are required for the CPT that would have the Monitor Vacuum PLC configuration set to False.

Configuring to sell within the Vacuum Profit Center

Configure the CPT Device to be able to sell services within the Vacuum Profit Center.

1 Open WashConnect.

2 On the **System Setup** menu, select **Profit Centers**, and then select **Manage Profit Centers**.

3 In the Profit Center section, select **Vacuum** profit center.

4 Use the **Tools** button to assign the **CPT** device to this profit center.
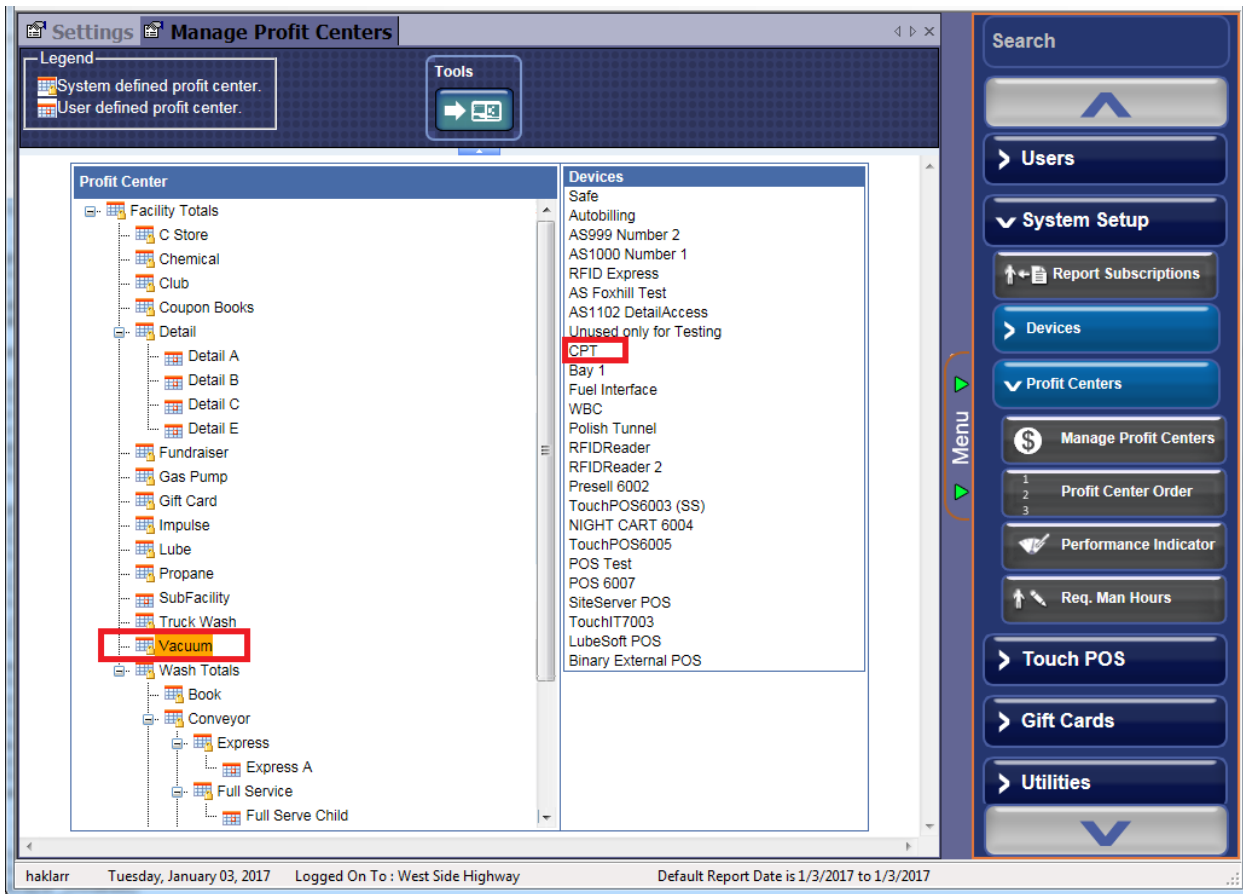
Figure 26. Manage Profit Centers tab

Auto Sentry® CPT Settings Description Tables

Auto Sentry® CPT Receipt Footer

Field	Description
Receipt Footer 0 to 5	Text that appears on the receipt footer. Six lines are available. Each line is limited to 50 characters.

Table 5: *Auto Sentry® CPT* **Receipt Footer**

Auto Sentry® CPT Receipt Header

Field	Description
Receipt Header 0 to 5	Text that appears on the receipt header. Six lines are available. Each line is limited to 50 characters.

Table 6: *Auto Sentry® CPT* **Receipt Header**

Auto Sentry® CPT Coin Acceptor

Field	Description
Accept Multiple Tokens	Set to True if you want to allow customers to use more than one token per transaction. Set to False if you want to allow only one token per transaction. Operators frequently do not allow customers to use multiple tokens. For example, when $5.00 tokens are dispensed as part of a promotion, you can program the coin acceptor to take only one token per transaction. The token is typically used to redeem one free wash.

Table 7: Coin Acceptor

Auto Sentry® CPT Centralized PaymentAuto Sentry® CPT Control

Field	Description
Allow Bill Breaker	Set to True if you want to allow customers to use Auto Sentry® CPT as a bill breaker. A Bill Breaker button will appear for customers if this is set to True.
Text Background Color	The background color used for the text prompts on each screen.
	SMALL BUTTON
Small Button Font Color	
Small Button Font Name	
Small Button Font Size	
Small Button Font Letter Spacing	
	BUTTON HEADER
Button Header Font Color	
Button Header Font Name	
Button Header Font Size	
Button Header Font Spacing	
Use Custom Buttons	When True, CPT will not display any text on button images since the images will have custom text defined in the image. When False, CPT will write the text values on the buttons.
	TEXT FONT
Text Font Name	
Text Font Size	
Text Font Spacing	
	Control_HeaderFont
Control_HeaderFontColor	
Control_HeaderFontName	
Control_HeaderFontSize	
Control_HeaderFontSpacing	

Table 8: *Auto Sentry® CPT* Centralized Payment

Field	Description
Control_IncrementByDollars	
LARGE BUTTON FONT	
Large Button Font Color	
Large Button Font Name	
Large Button Font Size	
Large Button Font Spacing	
MEDIUM BUTTON FONT	
Medium Button Font Color	
Medium Button Font Name	
Medium Button Font Size	
Medium Button Font Spacing	
MODAL POPUP TEXT FONT	
Modal Popup Text Font Color	
Modal Popup Text Font Name	
Modal Popup Text Font Size	
Modal Popup Text Font Spacing	
Control SecondaryFont	
Control_SecondaryFontColor	
Control_SecondaryFontName	
Control_SecondaryFontSize	
Control_SecondaryFontSpacing	
	Service Menu (Service Unit Screen)
Service Menu Logout Timeout	This setting is the time to wait before exiting the Service Unit Screen if no one reacts to the Warning screen that is displayed for the inactivity timer.
Service Menu Warning Timeout	This setting i the inactivity timer for the Service Unit Screen.
CPT Listen Port	
Monitor Vacuum PLC	
PLC Vacuum IP	
PLC Vacuum Port	

Table 8: *Auto Sentry® CPT* **Centralized Payment**

Field	Description
Accept Token Note	Determines whether or not to accept token notes. Set to Y to accept token notes and identify them as such. Set to N when the site does not have or accept token notes.
Admin RFID Card	The manager RFID card number used as an override for customers with RFID tags that do not read.
Conveyor Hold	Time in milliseconds to hold the conveyor/gate output (i.e., 500 represents ½ of a second).
Description	The name (descriptive) of the Auto Sentry® CPT terminal. This will appear on shift reports.
Fifth Loop Gate Master	NOT IMPLEMENTED. Only applicable with gate and stacking feature. This setting is ignored for the typical setup, (for example, one Auto Sentry® CPT to an in-bay automatic, no gate, no stacking). Setting to **N** means Auto Sentry® CPT is a second unit and not wired to the fifth loop.
Font Color	This sets a font color to use for displaying non-service text on the Auto Sentry® CPT interface. Only use if not using custom graphics. If you would like more information about using Custom Graphics, contact your salesman or Technical Support.
Gate	NOT IMPLETMENTED. Indicator that represents how terminals are stacked (valid range is 0 to 2). Zero (0) means terminals are not stacked (for example, here is only one terminal or one terminal per tunnel and, therefore, cars can be added to the stack at will). One (1) represents terminals that are stacked side by side which requires the terminal to fire a gate output. The gate input represents the terminals actual gate state (NOT the other terminals gate state). Two (2) represents terminals that are stacked front to back (there are no physical gates in this scenario). For the terminal closest to the wash entry, the gate input MUST NOT be used (always off - this terminal can always add the car to the stack). For the other terminal, the gate input represents whether or not a car is at the terminal in front of this terminal (for example, the proximity sensor from the first terminal is wired to the gate input of the second terminal).
Gross Time Out	Time to wait (in seconds) on any Auto Sentry® CPT screen before returning to "Touch Screen to Start" screen, if there is no user interaction. See Restart Delay setting below.
Multiple Languages	Set to true for multiple languages (primary/secondary/tertiary/quaternary), otherwise select false for Primary language only. Primary/secondary/tertiary/quaternary avi files, bitmaps, and text must be defined if this is set to True.
No Extra Buy Time Out	The set time that the system will move forward to the next screen if the customer does not make a selection on the buy extra services screen (set to 0 to disable)
Print Vacuum Barcode	Set to True, the Auto Sentry will print a barcode on vacuum tickets. Set to False if not printing a barcode on receipts.
Restart Delay	Time to wait at the final screen before transitioning to the base state of "Touch Screen to Start." This setting can be set shorter than the Gross Time Out value to keep your line or queue of people moving at the **Auto Sentry® CPT**.
Screen Bright Level	NOT IMPLEMENTED. Sets screen hardware bright level. Default is 22. For more information, refer to the document titled **Auto SentryBrightDimSettings.pdf**.

Table 9: Auto Sentry® CPT Control

Field	Description
Screen Dim Level	Sets screen hardware dim level. Default is 2. For more information, refer to the document titled **AutoSentryBrightDimSettings.pdf**.
Secondary Tunnel	NOT IMPLETMENTED. Set this to true if the site contains two tunnels, you are stacking and this terminal stacks to the "secondary" (as opposed to the "primary") tunnel. Otherwise, set to false default.
Short Cut Name	NOT IMPLEMENTED. Name of shortcut used to launch touchint.exe (usually "Interface.lnk")
Short Cut Path	NOT IMPLEMENTED. Path where shortcut resides (usually C:\ICS)
Stacking	Add car to stack (1 = true, 0 = false)
Station	Unique station identifier. If using PCCharge, set this to the user name.
Switch Enabled	Set to True if holding the Service Unit Switch or button to reboot the machine. This setting is only for rebooting purposes. If **Switch Enabled** is **FALSE**, then you can make the settings effective by restarting **Touch.exe** with a USB keyboard attached to the motherboard of the Auto Sentry® CPT. Contact PSD Codax technical support for more information.
Use Wash Detail	Print wash detail "WD" ticket. True or False.
Use Wash Open	Use signal from rollover (or some other external source) to determine if wash is open (1 = true, 0 = false).
Use Wash Open Label	Display text field on bitmap when wash is closed/out of service. If the owner does not have a custom bitmap for this feature, set it to True, otherwise False.

Table 9: Auto Sentry® CPT Control (Continued)

Auto Sentry® CPT Credit Card

Field	Description
American Express	Set to Y if site accepts *American Express*® cards, otherwise **N**. Only effects the buy wash bitmap that is displayed.
CreditCard_CageHost	Host location where **Cage.exe** credit card processing software runs. Example: localhost.
CreditCard_CagePort	Port number to communicate with **Cage.exe** credit card processing software. Example: 3211.
CAPS Host	DEPRECATED Machine name or IP Address of machine which is running CAPS.
CAPS Port	DEPRECATED Port number CAPS is listening on (generally 32511).
Card Path	Path used to produce the file for clearing. If using PCCharge, set this to where the program was installed (usually C:\Program Files\Active-Charge).

Table 10: Auto Sentry® CPT Credit Card

Discover	Set to **Y** if site accepts *Discover*® cards, otherwise **N**. Only effects the buy wash bitmap that is displayed.
Interface	Set to "PCCharge" if clearing gift cards through PCCharge Payment Server or "Cage" for clearing gift cards through Cage.
Merchant ID	Merchant number. Defined by PCCharge, ICVerify or TransActive.
Processor	Name of the credit card processor (i.e. "VISA").
Store ID	Store ID assigned by Lynk eCommerce.
Tax Credit Card	Set to**Y** if credit card sales are taxable, but cash sales are not. Otherwise set to **N**. Currently, this is only necessary for New York locations.
Terminal ID	Terminal ID assigned by *Lynk* eCommerce.
TimeOut	Timeout (in seconds) to wait for credit card to clear.
Transactive	Use TransActive credit card processor (Y = true, N = false)?
Visa Master	Set to **Y** if site accepts Visa/MC cards, otherwise **N**. Only effects the buy wash bitmap that is displayed.

Auto Sentry® CPT Languages

The Auto Sentry® CPT can support up to 4 languages for its instructions. If using more than one language, multiple languages must be set to True in the Control Settings for Touch Configuration. If

you are uncertain, contact PSD Codax technical support.
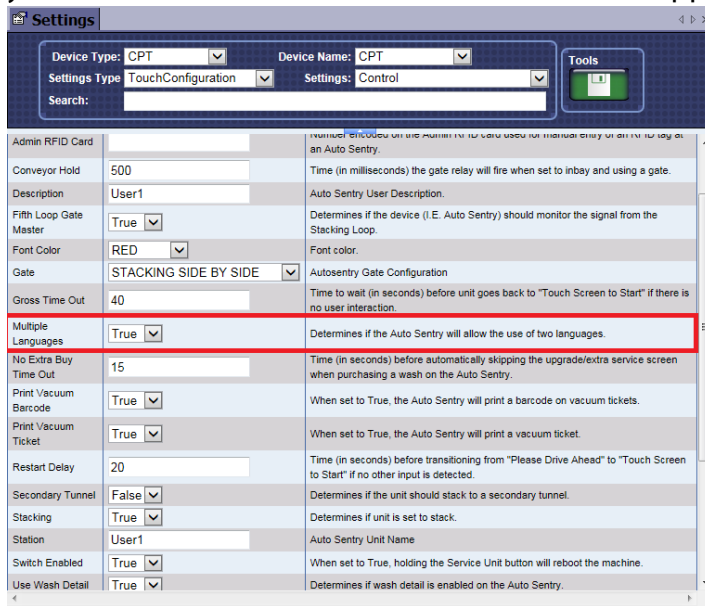
1 Open WashConnect at local site.

2 On the **System Setup** menu, select **Devices**, and then select **Settings**.

3 From the TouchConfiguration Control settings, in the **Multiple Languages** box, select **True.**

4 From the TouchConfiguration Control settings, in the Language settings.

5 Select up to four languages from the Language Settings for Touch Configuration.
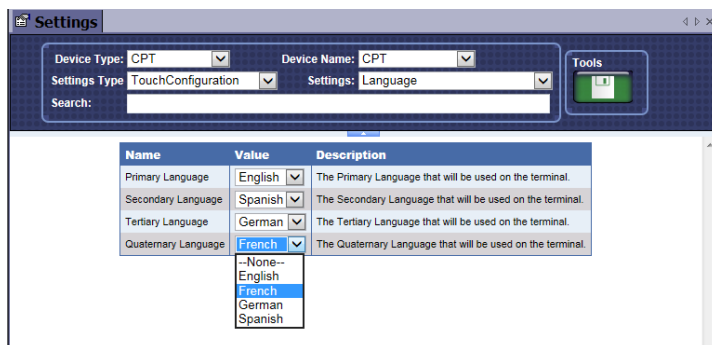
Figure 27. Language Settings for the _Auto Sentry® CPT_

Auto Sentry® CPT Language

Field	Description
Primary Language	Primary language setting that will be used on the terminal.
Secondary Language	Secondary language setting that will be used on the terminal.
Tertiary Language	Tertiary language setting that will be used on the terminal.
Quaternary Language	Quaternary language setting that will be used on the terminal.

Table 11: Auto Sentry® CPT Language Description

Auto Sentry® CPT Main Options

Field	Description
MainOption_MyListenPort	Port number (for example, 32503) for debugging and logging. This setting should only be modified by ICS technicians.
Allow Card	Credit cards accepted (True or False).
Allow Cash	Cash accepted (True or False).
Allow Code	Paid tickets accepted (True or False).
MainOptions_AllowFundraiser	Set to **Y** if you want the Fundraiser button to appear on the main options screen of the Auto Sentry® CPT. The software will require a new bitmap to be placed in the primary and secondary folders of the BMPFiles. This file will be called **MainForm.Fundraiser.png**.
Allow Pay	Pay attended feature (True or False). Always set to "N" fort he Auto Sentry® CPT.
Express	NOT IMPLEMENTED. FOR FUTURE USE. Set to **Y** if you wish the system to bypass the main choice menu (buy wash, enter code, enter coupon) if a member is recognized. Otherwise set to **N**.
No Video Only Audio	Set to **Y** if you want to turn off the video.
Pay Output	Output to fire if pay attendant is selected (0 = no output).
Save Logs of Days	Number of days to save logs.
Sell Clubs	Set to **Y** if you wish to sell clubs from the touch screen, otherwise set to **N**.
Show Video to Left	Set to **Y** if you want the video to be displayed on the left hand side of the screen. Otherwise set to **N** and the video will be displayed on the right hand side of the screen.
Wash Type	Valid values are "Presell", "Conveyor" or "Automatic". Set to Automatic for the Auto Sentry® CPT.

Table 12: *Auto Sentry*® Main Options

Auto Sentry® CPT Tickets

Field	Description
Allow Loaded Tickets	
Detail Ticket Expiration Period	
Ticket Expiration Period	This expiration setting value (in days) will be tied to every wash code ticket generated through the CPT device.
Vacuum Ticket Expiration Period	

Table 13: *Auto Sentry® CPT* Tickets

Vandalism Deterrent

Field	Description
Deterrent Alarm Output	Numeric. The output that will be fired when the alarm is tripped.
Deterrent Alarm Time Out	Numeric. Minutes. If set to zero, the alarm never resets based on this timeout. Any number entry greater than zero represents the time to wait (in minutes) until the alarm is automatically reset.
Deterrent Disarm Alarm Time Out	Numeric. Seconds. How long the alarm stays off after you press the Disable Alarm button in the Service Unit diagnostics screen.
Deterrent Enable	**Y** or **N**. Enable or disable the vandalism alarm.
Deterrent On Change Low High	Type **HIGH** if the alarm triggers on a logic change from low to high. Otherwise, type LOW.

Table 14: *Auto Sentry*® Vandalism Deterrent

Receipt

Field	Description
Bar Code Receipt	Print barcode on receipt ("Y" = true, "N" = false). You generally only need the barcode if you are manually stacking from the input terminal and want to scan the ticket
Bar Code Ticket	Print barcode on presell ticket ("Y" = true, "N" = false). You generally only need the barcode on the presell ticket if you are manually stacking from the input terminal and want to scan the ticket. Not valid for the Auto Sentry® CPT.
Change Error Msg1	Error message to print on receipt when touch is incapable of dispensing the correct change (coin out, bill dispenser failure, etc)
Change Error Msg2	Error message to print on receipts when touch is incapable of dispensing the correct change (coin out, bill dispenser failure, etc). This is appended to ChangeErrorMsg1
Receipt Count	NOT IMPLEMENTED. FOR FUTURE USE. Number of receipts to print. Set to 0 if you want the system to prompt the customer to print a receipt.
Credit Receipt Count	Number of receipts to automatically dispense for credit/gift transactions. Set to 0 if you want the system to prompt the customer to print a receipt.

Table 15: Receipt

Field	Description
Receipt Count	Number of receipts to automatically dispense for cash transactions. Set to 0 if you want the system to prompt the customer to print a receipt.
Token Error Msg1	Error message to print on receipts when touch is incapable of dispensing the correct tokens.
Token Error Msg2	Error message to print on receipts when touch is incapable of dispensing the correct tokens. This is appended to TokenErrorMsg1.

Table 15: Receipt (Continued)

Service Font Color

Field	Description
Font Color Description1	Color of text for the first description.
Font Color Description2	Color of text for the second description.
Font Color Name	Color of text for the service name.
Font Color Price	Color of text for the price.

Table 16: Service Font Color

Shift

Field	Description
Auto Bump	Parameter no longer supported. Was used to automatically bump the shift at midnight (closes the previous shift at 11:59 pm the previous day and opens a new shift at 12:00 am the current day).
Close on Exit	Parameter no longer supported. Was used to close the register shift whenever the touch application is shutdown ("Y" = true, "N" = false).
Coupon Length	Number of digits in PLU for coupons (may be set to 3, 4 or 5).
Max Transaction Amount	Set the register to desired dollar value for maximum cash amount to be accepted by *Auto Sentry*® per transaction.

Table 17: Auto Sentry® CPT Shift

Logging

Field	Description
LogPurgeThreshold	Number of days to keep logs. Example: 30.

Table 18: Logging

Coupons Accepted by CPT Bill Acceptor

The Auto Sentry® CPT includes an *MEI*® brand bill acceptor. For best results with this bill acceptor, order standard coupons from *MEI*. The bill acceptor only recognize $1.00 and $5.00 *MEI* coupons.

Part Number: 3617   Part Number: 3616

Figure 28. Standard-Order *MEI* **Jet Wash Coupons**

Contact your MEI sales associate or distributor for a complete overview, product pricing, and ordering information.
Visit mei.anro.com

Component Port

Field	Description
XCeptor - Coin Acceptor	Port selection for the coin acceptor.
Mars - Bill Acceptor	Port selection for the bill acceptor.
Card Reader	Port selection for the card reader.
Coin Hopper 1	Port selection for coin hopper 1.
Coin Hopper 2	Port selection for coin hopper 2.
Coin Hopper 3	Port selection for coin hopper 3.
Bill Dispenser	Port selection for the bill dispenser.
HECON-C56 - Printer	Port selection for the receipt printer.

Table 19: Component Port

Chapter 4:
Service Unit Screen

You can use the Service Unit screen to add and remove money from the bill dispenser or coin hoppers; remove money from the bill or coin acceptors; and verify the coin hoppers, and more. This screen will be directly accessible on the Auto Sentry® CPT touch screen.

The following are the functions you can do from the Service Unit Screen:

■ **Reset Device**—sends a reset device command to the chosen device.

■ **Select Device**—offers various actions that may be taken for that specific device:

▪ **Add**—Adds bills to the dispenser or coins to the hopper (not available for Bill and Coin acceptors).

▪ **Remove**—Removes funds from the unit.

▪ **Verify**—Empty selected coin hopper and get a count of coins dispensed.

▪ **Cancel**—Clears this selection.

■ **Diagnostics**—Offers a receipt printer test and a dispense test for the bill and coin dispensers. Also displays Bill Dispenser Diagnostics and History, as well as a listing of current Software Revisions. If set up, disable or reset Vandalism Alarm from this screen.

■ **Close Terminal**—Close the current terminal upon exiting the Service Unit screen to prevent access to *Auto Sentry® CPT* functions. The *Auto Sentry® CPT* touchscreen displays the message Wash Is Closed.

■ **Bump Shift**—Bump the Shift and create a new Shift for reporting purposes.

■ **Wash Bay Ticket**—Generate wash bay tickets that can be used at the TNC devices to enable the bay for a predetermined amount of time that may be used to clean in the bays.

■ **Exit**—Exit the service unit screen to return to the standard CPT functionality.

Figure 29. Service Unit Main Options Screen

Create User Password and PIN for Service Unit Screen

To access the *Auto Sentry® CPT* Service Unit Screen, a user password and PIN must be created. You can create the password and PIN in the **User** dialog box.

To create a password and PIN, follow these steps:

1 In WashConnect®, on the **Users** menu, click **Manage Users**.
The **Manage Users** tab appears.

2 Select a User, and then click the **Edit** button.
The **User** dialog box appears.

3 In the **Password** box, type an alphanumeric password.

NOTE: This is an alphanumeric password can be upper and lower case letters with numbers and symbols if the user would like to use them. Must be at least six characters long.

4 In the **PIN** box, type a four-digit PIN.

5 Click the **Save** button.
The user's password and PIN are saved.

NOTE: On the **User** menu, click **Security Roles**, and then in the **Financial** group you will see it includes **Cash Management**. Security Roles can only be assigned or adjusted when logged into Corporate. Manage Users can be added or modified at both the Corporate and the local site. This security role must be set for users who use the Service Unit Screen.

Set Users Privilege to access Service Unit Screen

Configure specified users to have access to the Service Unit screen on the CPT Device. There is a privilege that must be enabled for a user to open the Service Unit screen.

1   Open WashConnect, and log on to **Corporate**.

2   On the **Users** menu, select **Security Roles**.

3   Expand the **System Setup** menu, expand **Devices**, and click to select **AutoSentry CPT Service Unit**.
    The check mark appears in the AutoSentry CPT Service Unit box.

4   Click the **Save** button.

📖   *For more information on accessing and performing service actions, see the "Service Unit Screen" on page 71.*
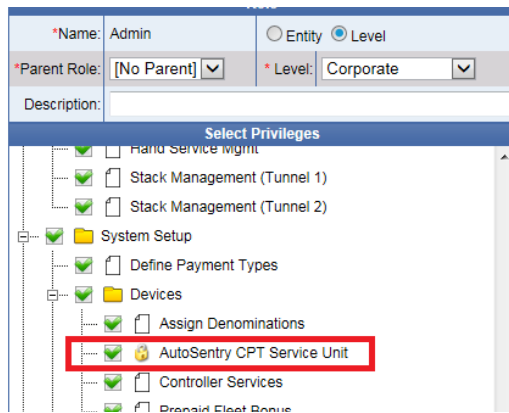
Figure 30. Security Roles Service Unit Screen Privilege

Accessing the Service Unit Screen

There are different ways to access the Service Unit Screen:

- Swipe Management Card without accessing doors.

NOTE: Contact Technical support to set up this feature.

- Open Door, and Hold Service Switch. (Default)

Access Service Unit Screen with the Service Switch

To access the Service Unit Screen for the Auto Sentry® CPT, the user needs to have either an Admin Card or Username and Password prior to accessing the Service Unit Screen. First, unlock and open the back of the unit. Locate one of the service buttons inside the Auto Sentry® CPT, in either the upper-left chamber of the Auto Sentry or in the lower chamber.

SERVICE SWITCH
UPPER-LEFT CHAMBER
ON THE BACK SIDE OF
THE AUTO SENTRY

SERVICE SWITCH
LOWER CHAMBER
WHERE THE BILL
DISPENSER IS LOCATED

Figure 31. Service Unit Screen Buttons

To log on to the Auto Sentry® CPT service unit screen, follow these steps:

1   Unlock the Auto Sentry® CPT door.

2   Open the door with a hex key, and then locate the service button. See Figure 31.

3   Press and hold one of the Service switches for three to four seconds, and then release.
      On the **Auto Sentry® CPT** touch screen, the Service Unit Username Entry screen appears.

WARNING: **If the service switched is held too long, then the _Auto Sentry® CPT_ may reboot.**
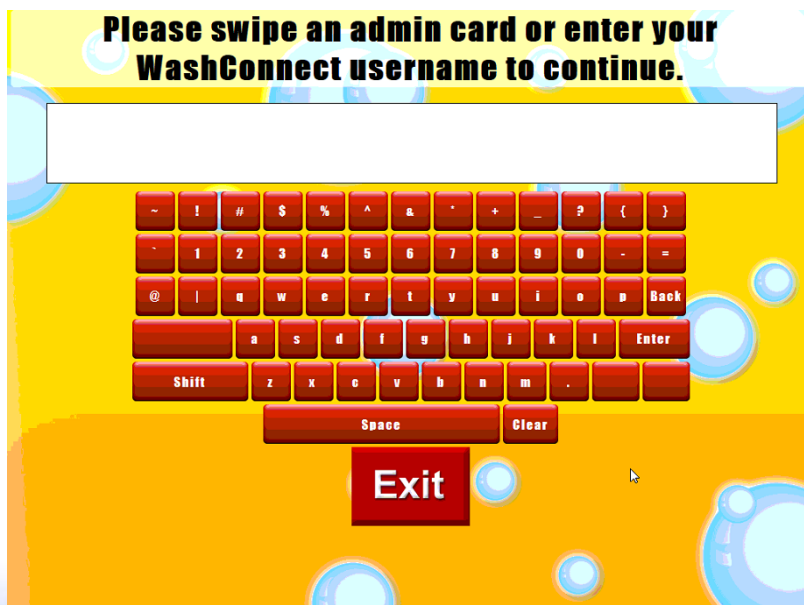
Figure 32. Service Unit Username Entry Screen

4   From the Service Unit Username Entry Screen, the user may access the Service Unit Screen in one of two ways:

- The user may simply swipe the authorized Admin/Management card, and if it has authorization, the machine will advance to the Service unit menu.
-or-

- The user may type their WashConnect User Name and tap the Enter button. Then, the user may type their WashConnect Password and tap the Enter button.

NOTE: If there was an error, the machine will indicate the user must try again. If the entries are correct, the **Auto Sentry® CPT** will advance to the Service unit screen.

NOTE: The Username and four-digit numeric PIN is set up on the **Users** menu, in the **Manage Users** dialog box in **WashConnect®.**

Access Service Unit Screen with Admin/Management Card

There is another way to access the Service Unit Screen if you do not want to open the doors of the Auto Sentry® CPT. All you need to do is to swipe an authorized Admin/Management Card on the **Auto Sentry® CPT**. Contact Technical Support to setup this process.

1   At the Idle idle screen on the **Auto Sentry® CPT**, swipe an authorized Admin/Management Card. The **Auto Sentry® CPT** will enter the Service Unit Screen.

Table 20: Service Unit Screen Icon Descriptions

Bill Dispenser Group.

For units that include a multi-denomination dispenser.

- Each bill dispenser shows the assigned denomination, for example, $1.00, and the current amount, 50, within the dispenser.

Coin Hoppers.

- Coin and token hoppers show the assigned denomination, for example, $1.00, and the current amount, for example, 50, within the coin hopper.

Reset Device.

Typically used if the bill dispenser is jammed. Also for coin hoppers.

- Tap the bill dispenser or coin hopper icon.
- Tap the **Reset** button. A reset command is sent to the device. **Message Sent To Reset …** appears in the information box.

Table 20: Service Unit Screen Icon Descriptions (Continued)

Bill Acceptor, Coin Acceptor, Actions.

- Command buttons include **Reset Device** and S**elect Device.**
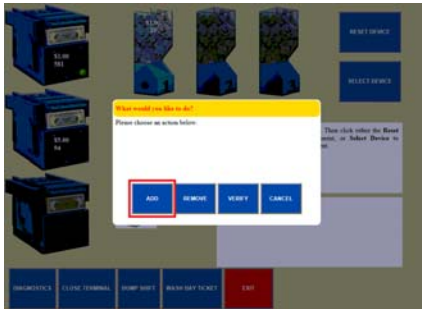
Bill Acceptor, Coin Acceptor, Actions.

- Command buttons include **Add**, **Remove**, **Verify**, and **Cancel**.

Diagnostics.

To perform more advanced testing and history information.

Close Terminal, Open Terminal.

Do this when you need to open or close the *Auto Sentry® CPT*. When the terminal is closed, customers cannot purchase washes.

- Tap **Close Terminal** while you service the unit.
- Tap **Exit** to display **Wash Closed** on the touch screen.
- Tap **Open Terminal**. The terminal is opened.

Bump Shift.

Create a new shift for reporting and cash management purposes.

Wash Bay Ticket.

Create a wash bay ticket for the TNC Devices through the *Auto Sentry® CPT*.

Exit.

Exit the Service Unit Screen to return to the *Auto Sentry® CPT* normal functionality.

Keypad, Clear, OK, and Cancel.

Use the on-screen keypad for numerical input.

- Verification amounts appear in the rectangular Box above the numeric buttons.
- The **Clear** button to clear the entry and be able to retype the number.
- Use the **Cancel** button to clear the action without saving.
- Click OK to save the number, and advance to the next screen.

Add Funds

You can add coins, tokens, or bills to the Auto Sentry® CPT. The following instructions include adding coins, tokens, and bills to the Auto Sentry® CPT. The journal entry is added automatically. Adding coins or tokens to the Auto Sentry is Auto Verified so the user will not need to verify the journal.

Add Coins, Tokens, or Bills to a Dispenser

Do the following when you need to replenish the coins, tokens, or bills in an *Auto Sentry® CPT*. In this example, we are replacing Bills.

Do this when you need to replenish the bills in an *Auto Sentry® CPT®* bill dispenser.

1   From the **Auto Sentry® CPT**, open the Service Unit Screen. See Figure 33.

Figure 33. Add funds on the Service Unit Screen

2   On the Service Unit Screen, tap a component to select it.
    The message "Click on a component to highlight it. Then click either the Reset Device button to reset that component, or Select Device to perform an operation on that component" appears.

3   Tap the **Select Device** button to perform an operation on the selected component.

The available functions for that device will be displayed in Figure 34.
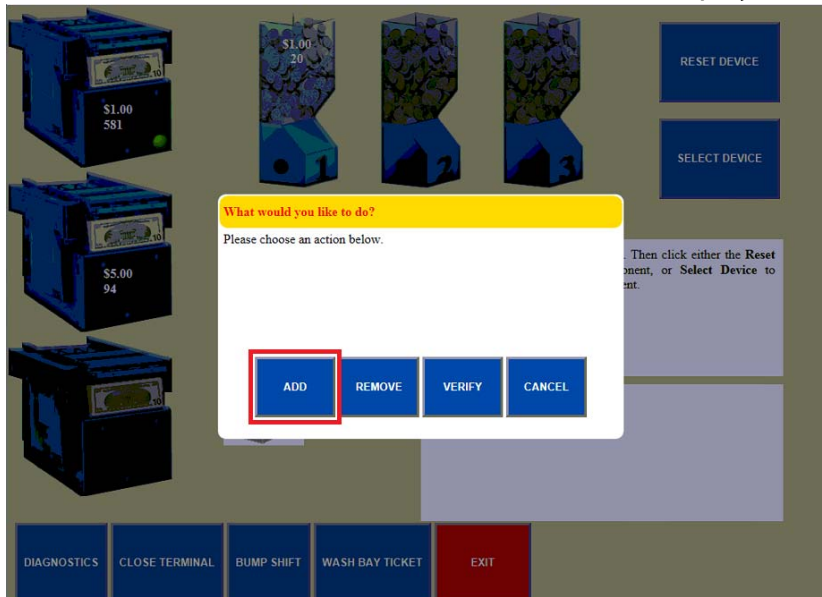
Figure 34. Choose an Action dialog box

4 In the **Add Bills** dialog box, type the dollar value of the bills you are adding to the cassette. The amount appears in the keypad display.
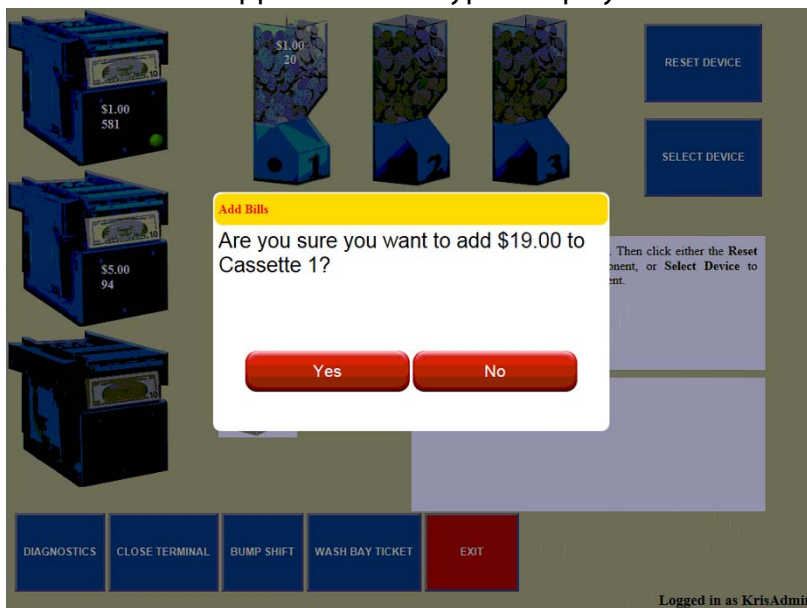
Figure 35. Add Bills Dialog Box

5 Tap the **OK** button.
A confirmation message appears to verify the correct amount will be added to the specified device and in this case the specified cassette.

▪ When the correct amount is displayed, select the **Yes** button to continue.
-or-

▪ If selecting the **No** button, the process is stopped and the money is not added to the device.

When the Add process is completed, the overall value of the device is increased.

Figure 36. Add Bills to Bill Dispenser

6   Take the receipt.

7   Slide out the bill dispenser drawer. Physically add the bills, and then slide the drawer back.

Remove Bill or Coins

Selecting the Remove command tells the software to zero out the quantity at the selected device. This automatic journal entry is entered in the *WashConnect®* software. However, you need to Verify the journal entry after the Remove is completed.

Removing from Bill Dispenser, Bill Acceptor, or Coin Acceptor

NOTE: When the user removes money from the Auto Sentry® CPT, they will have to verify the journal entry associated with the remove because it is not Auto Verified.

To remove funds from the bill dispenser, bill acceptor, or coin acceptor, follow these steps:

1   Open the Auto Sentry® CPT, and log on the Service Unit Screen.

2   On the Service Unit Screen, tap an device. (In this example, the Bill Dispenser).

BILL DISPENSER   BILL ACCEPTOR   COIN ACCEPTOR

Figure 37. Service Unit Screen Icons

3   Tap the **Select Device** button to bring up the available functions for that device.

4 The "What would you like to do?" dialog box appears with the available functions for this device.
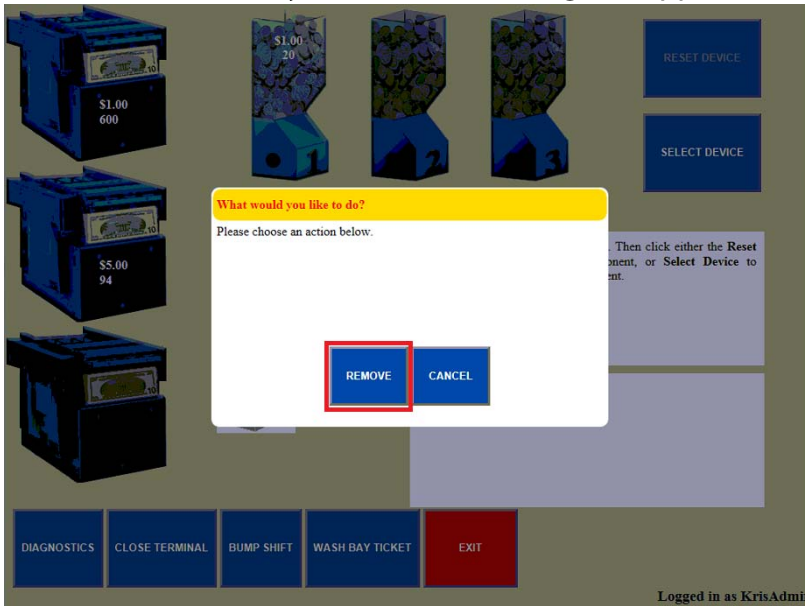
5 Tap the **Remove** button.
A confirmation message appears to verify to proceed with the selected function.

NOTE: When removing bills from the bill acceptors, you must remove all bills in it. There is no ability to remove only a partial amount.

- If **Yes**, continue with the Remove function.
-or-

- If **No**, the process is stopped and the money is not removed from the device.
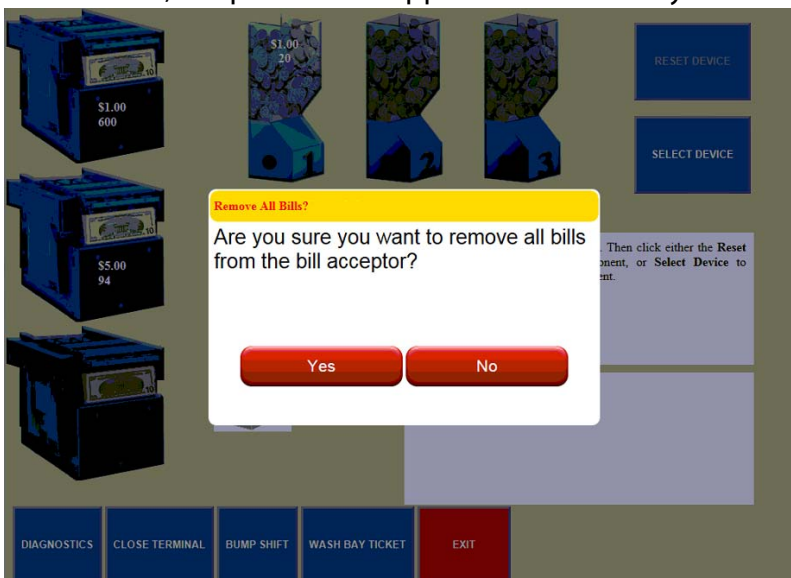
Figure 38. Remove all Bills Dialog Box

6 A message "Cash Drop Accepted" may appear in the information box.

7 Take the receipt.

8 Slide out the bill dispenser, bill acceptor or coin acceptor drawer. Collect all the bills or coins, and then slide the drawer back.

When the Remove process is complete, the overall value of the device is reset to $0.00 and the screen displays the action that was completed.

Figure 39. Remove cash from bill acceptor example

Verify Coin Hoppers

To audit the coin totals in the *Auto Sentry® CPT* for accuracy, the Service Unit Screen provides a Verify function. This function dispenses all of the coins held within a selected hopper, and then reports the total quantity. This total quantity can be used to verify the quantity or dollar-coin amount currently represented in the selected hopper.

To verify the contents of a hopper, follow these steps:

1 After logging on the Service Unit Screen, select a coin hopper icon.
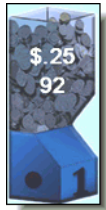
2 Tap the **Select Device** button.
The available functions for that device appear in the **What would you like to do?** dialog box.

3 Prepare a bag or bucket to collect the coins, if necessary.
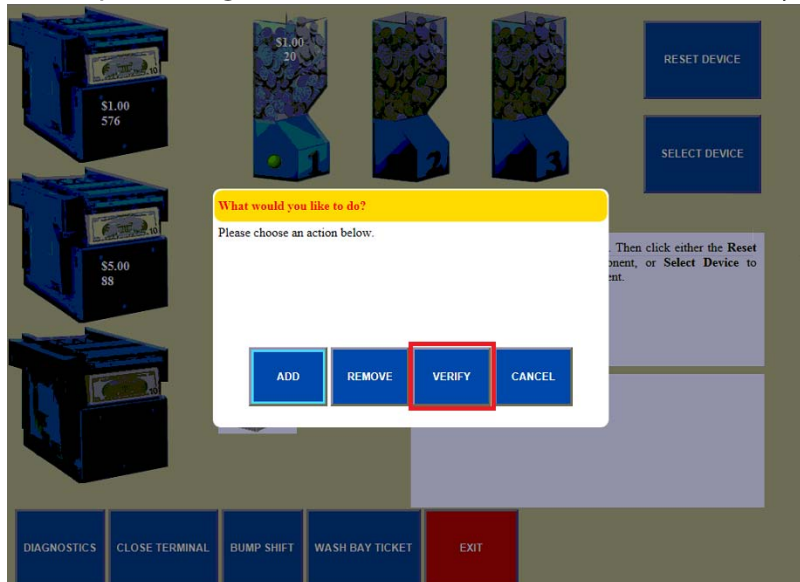
Figure 40. Verify Action Dialog Box

4 Tap the **Verify** button.

5 In the **Verify Coin Hopper** dialog box, tap **Yes** to verify coin hopper.
The coin hopper is emptied as the *Auto Sentry® CPT* counts all the coins as they are dispensed.

NOTE: By selecting No, the verify process is stopped and the money is not dispensed.

6 When the message "After all of the coins have been dispensed, click the OK button to continue" appears, and coin hopper is empty, tap **OK**.

7 To complete the verification, count the number of coins that were dispensed, and confirm that number of coins entered in the **Verify Coin Count** box is exactly the same as the number of coins counted.
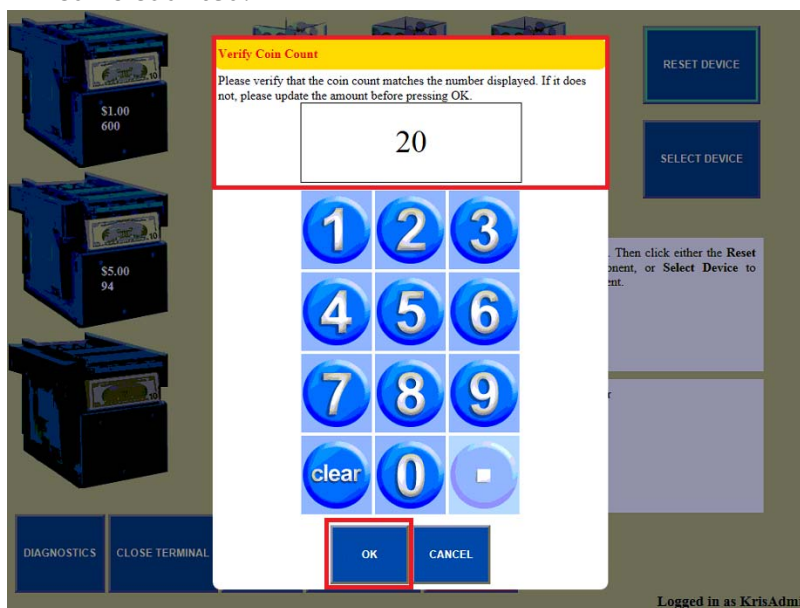
Figure 41. Verify Coin Count dialog box

▪ If the amount is correct, tap the **OK** button.
The message "Ending Bank Unchanged" appears in the instruction box. No receipt is printed.

- **If the amount is not correct, type the correct amount of coins (not the dollar amount), and then tap OK.**
  The message "Ending bank has been adjusted by… " appears in the instruction box.

- **Take the receipt**

Figure 42. Ending Bank Unchanged message in instruction box

Terminal Operations

Close Terminal - Auto Sentry

IMPORTANT: If the user closes the terminal with the Close Terminal button on the Auto Sentry® CPT, they will need to use the Open Terminal button on the Auto Sentry® CPT to open the machine the next day or they will not be able to process sales on that machine.

The **Close Terminal** button is used when closing the wash at the end of business to prevent customers from attempting to purchase a wash. A message will be displayed on the screen to indicate that the **Wash is Closed**.

NOTE: The **Close Terminal** button simply stops access to the terminal to prevent wash purchases. It does not close the wash shift. *WashConnect®* will automatically close the shift each night at midnight.

Bump Shift

You can manually close a shift at the *Auto Sentry® CPT*.

For example, you might service the *WashConnect®* in the middle of the day by removing all the cash and replacing the bill dispenser with a fresh cassette. At this point, you might want to create a new shift for the *WashConnect®*. You can use the **Bump Shift** button at the *WashConnect®* to create a new shift.

To close a shift, follow these steps:

1   Log on the Service Unit Screen of the Auto Sentry® CPT.

2   In the **Site ID** box, select a Site ID, which is typically a four-digit number such as 1002.

3   Log on with your user ID / four-digit PIN, and then tap **Enter**.

4   Tap **Bump Shift**.
     The following message appears:
     "Attempting to bump shift . . ."
     "New shift [nnnn] Created Successfully"

You can see the new shift in the **Journals** dialog box and the shift report screen.

Close Terminal

Select the **Close Terminal** button or use the override switch if installed at the facility.

Open Terminal

Select the **Open Terminal** button or use the override switch if installed at the facility.

Diagnostics

The diagnostics screen displays information about the bill dispenser. You can also test the printer and issue a dispense command to the bill dispenser and coin hoppers.

1   On the Auto Sentry® CPT, open the Service Unit Screen.

2 Click the **Diagnostics** button.

Figure 43. Diagnostic Button

The Diagnostic Screen appears.

Figure 44. Diagnostic Screen

Table 21: Diagnostics Screen Descriptions

 Tap the **Test** button to print a test receipt.

Table 21: Diagnostics Screen Descriptions (Continued)
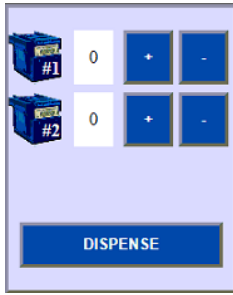
Tap the bill dispenser, and then tap the **Dispense** button. A single bill is ejected from the device. This is not recorded in the software. You should replace the bill or coin after it has been dispensed.
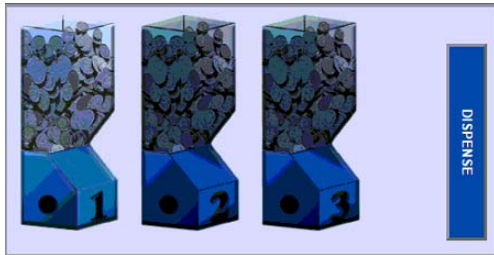
Tap the coin dispenser, and then tap the **Dispense** button. A single coin is ejected from the device. This is not recorded in the software. You should replace the bill or coin after it has been dispensed

Tap the Application Versions **Shutdown** button to close any running software on the Auto Sentry® CPT.

Tap the **Exit** button to leave the diagnostics screen.

Version information may include but is not limited to the following application names:

- CAGE.exe. Credit card clearing software.

- CoreGatewayServer.exe. Sever application.

- Touch.exe. *WashConnect®* touchscreen software.

- Deviceint.exe. Device interface software.

- Bill Acceptor. Configured bill acceptor for the *WashConnect®*.

Exiting the Service Unit Screen

After all maintenance has been completed on the main Service Unit Screen or Diagnostics Screen, tap the **Exit** button.

Exit

Figure 45. Exit Button on Service Unit Screen

Terminal Balances

In WashConnect, on the **Financial** menu, click **Cash Management**, and then click **Terminal Balances** to view the current Terminal Balances.

The Terminal Balances shows the total bills, coins, and tokens in each Auto Sentry® terminal. You can also select **Safe** to view balances in the virtual safe. The numbers are updated in real time as customers make purchases at your Auto Sentry®. Therefore, you can view the Terminal Balances dialog box to decide whether you should add to or remove the cash in your Auto Sentry®.

    📖   See **WashConnect Web Help** *on the WashConnect menu for more information.*

Cash Management

Cash management is available in *WashConnect®* software for the *Auto Sentry® CPT*. Cash management provides a system to track cash flow in and out of the unit.

In *WashConnect®*, on the **Financial** menu, select **Cash Management**, and then select **Journals** to access the main cash management journal.

About Entries in the Cash Management Journal

Your cash management journal shows various entries for your *Auto Sentry® CPT*:

- Beginning Balance

- Adds

- Removes

- Ending Balance

Automatically Created Shifts in the Cash Management Journal

Each time the *Auto Sentry® CPT* creates a new shift—either automatically or with the Bump Shift command—an entry appears in the cash management journal.

Servicing Tips

The following tips are provided to help you service your *Auto Sentry® CPT*.

Stagger Times for Cash Removal

Theft is an unfortunate reality in the Jet Wash business. Do some of the following to protect your cash.

Prevent temptation of theft by adding cash inside a locked office: Remove the cassettes from the Auto Sentry, take them directly to an office, lock the doors of the office and then load the money.

By varying the time of day, and day of the week you access your Auto Sentry to remove the cash, you can make it more difficult for potential criminals to predict your business practices.

Tip It is often safer to leave money in the Auto Sentry than to open it late at night.

If theft is a more serious consideration for your site, consider an armored-car service. For example, an armored-car might service your *Auto Sentry® CPT®* by emptying the acceptors, replacing the dispensers, and then bumping the shift. Armored car personnel can be trained to log on and use the *Auto Sentry® CPT®* Service Unit Screen to maintain accurate cash management records.

Check Balances Periodically

You can view the balances for each Auto Sentry® CPT as often as you like in the **Terminal Balances** screen (**Financial > Audit Controls > Terminal Balance Report**). The numbers are updated in real time as customers make purchases. You can press the Refresh button to refresh the report and see the most current balances. By monitoring these balances, you will know when to add funds if levels fall too low. Bill dispensers can be configured to accept ones or fives with a typical

maximum capacity between 1,500 and 2,000 bills. You can also remove bill acceptor funds before maximum capacity is reached, typically 1,000 bills.

Verify Cash Management Transactions Daily

The **Verify** command in the **Journals** is available to help you locate and correct discrepancies in the Cash Management journal. Use the **Verify** command whenever you remove money from the *Auto Sentry® CPT*.

It is not necessary to verify entries—**WashConnect®** software will continue to operate with unverified journal entries; however, it is good business practice to verify entries.

- For example, someone else created the **Corporate Bank Deposit** entry in the cash management journal. You can double-check the amount shown in the journal against an actual count of the cash received. If you find a mistake, you can use the **Verify** command to modify the entry, correcting the mistake.

Generate Wash Bay Tickets for Wash Down

This feature is used to generate enough tickets to wash down each individual wash bay on site. You can Generate Wash Bay Tickets for the TNC Wash Bay devices through the **Auto Sentry® CPT** Service Unit Screen.

1	On the Auto Sentry® CPT, open the Service Unit Screen.

2	Click the **Wash Bay Ticket** button at the bottom of the Service Unit screen.
	The Generate Wash Bay Tickets dialog box appears.

3	In the **How many Wash Bay Tickets should be generated** box, type how many tickets you wan to create.

4	Tap the **OK** button.
	The tickets print and will be good until they expire after the site's configured amount of hours.

Chapter 5:
Customizing your CPT

This chapter includes information on customizing your Auto Sentry® CPT with custom buttons and screens.

Custom Buttons

Custom buttons are used in place of the standard buttons presented to customers at the **Select Wash** screens.

You can enable custom buttons to make your Auto Sentry® CPT stand out in various ways:

- Custom buttons can increase brand recognition for your Jet Wash.

About Custom Buttons, PLUs, and Profiles

Your custom button is assigned in the **Sales Item** tab to one or more PLU numbers. The PLU is added to a profile, which may contain other PLUs. Other PLUs in the profile can also link to custom buttons. (If not, then a combination of standard and custom buttons will appear).

When the profile is active, based on settings in the **Schedules** dialog box, then the custom buttons will be used at the Auto Sentry® CPT touchscreen.

Configure the **Auto Sentry® CPT** device to have its own profile. This is used to determine whether we will offer a single Bulk Time package or various Bulk Time Package options at the CPT. When more than one is offered, they will all be displayed on the screen for the customer's selection.

This is done by creating a new profile, assigning it to the CPT device, assigning the desired Bulk Time Packages, and creating a schedule for the profile.

Location of Images, Videos, and Sounds

All of the images used in the CPT are .PNG files. All of the videos used are .mp4 files. and all of the sounds are .mp3 files.

The CPT will support up to 4 languages at the same time. The CPT will support the language specific images and videos by maintaining them in separate language specific folders. The language specific folder will use the two letter code standardly assigned to it. For example, use 'en' for English, 'de' for German, 'es' for Spanish, and 'fr' for French.

The images that are not language specific and will be shared across all screens will reside at the typical path of D:\ICS\WCTouch\Web\Resources\BMPFiles\Common. The images for language specific screens will reside in D:\ICS\WCTouch\Web\Resources\BMPFiles**en** for the **English** images.

The videos for the language specific screens will reside in D:\ICS\WCTouch\Web\Resources\AVIFiles\en for the English images. Currently the main video to be played would be an Instructions.mp4 video that is specific to a selected language meaning there

should be a unique video for each language selected. This video is to instruct a user about the features and use of the CPT.

The sounds will reside at the typical path of D:\ICS\WCTouch\Web\Resources\WAVFiles for those sounds that are not language specific and will be shared across all screens. Currently these include a sound for Back and a common Beep. The sounds for language specific screens will reside in D:\ICS\WCTouch\Web\Resources\WAVFiles\en for the English sounds.

Different size buttons are displayed based on how many services are contained in the profile. For example, if the profile contains two services, then the extra large button size is used. But if the profile contains six services, then the small button size is used.

Configure the text displayed within the *Auto Sentry® CPT* screens

There are separate groups of settings for Button headers, the standard contents of the buttons, Large buttons, Medium Buttons, Small Buttons, header lines, secondary lines, and Dialog boxes. Within these groups there are individual settings for the Font Color, Font Style, Font Size, and Font Spacing.

All of these settings, except for Font Color, are available through the WashConnect menu at System Setup/Devices/Settings/TouchConfiguration/Centralized Payment. They are arranged in setting groups of four to configure the font color, font name, font size, and font spacing. The exception to this standard is a setting called Font Color that is available at System Setup/Devices/Settings/TouchConfiguration/Control. This does set a font color. The other three associated settings (name, size, and spacing) are under System Setup/Devices/Settings/TouchConfiguration/Centralized Payment and are titled as Text, such as Text Font Name.

The following table contains an example of specifications for each button size.

Table 22: Configure *Auto Sentry® CPT* Text Configurations Example

Name of Configuration	Font Color	Font Name	Font Size	Font Spacing
Font Color	Red	Arial	30	0
Small Button	White	Arial	16	0
Button Header	Yellow	Arial	24	0
Control Header	Black	Arial	32	0
Large Button	White	Arial	26	0
Medium Button	White	Arial	26	0
Modal Popup	Black	Arial	20	0
Control Secondary	Navy	Arial	20	0

Configure Text Groups

You can change the Font or Text configurations for the **Auto Sentry® CPT**. In the WashConnect Settings, you can adjust the Font Color, Name, Size, and Spacing from the Centralized Payment Settings.

Figure 46. Settings for Font on *Auto Sentry® CPT* Screens

Service Unit Time Out Settings

- **Service Menu Logout Time Out** - The Service Menu Warning Time Out setting is the inactivity timer for the Service Unit screen. If no one has touched the screen for this set amount of time, the message comes up stating no one has used the screen, do you want to exit from it.

- **Service Menu Warning Time Out** - The Service Menu Logout Time Out setting is the time the screen will wait before exiting if no one reacts to the warning screen that is displayed.

Add a Currency Value for the Coin Acceptor

You can program the coin acceptor to recognize the correct token coins. Keep in mind that the channel you program on the acceptor must match the channel you configure in the following procedure. For example, if you configure **US One Dollar Token Coin** on channel six, then you should also program channel six on the coin acceptor to recognize your token.

To assign a currency value for a channel of the coin acceptor, follow these steps:

1   Open WashConnect and log in at the local site.

2   On the **System Setup** menu, click **Devices**, and then click **Assign Denominations**.
     The **Assign Denominations** tab appears.

Figure 47. Assign Denominations Tab

3   In the **Device** box, select a device.

4   In the **Component** box, select a coin acceptor.

NOTE: Items that appear in the **Denominations** list are defined. Token denominations are set up
          as **Some Token**.

5   Click the **Add** or **Edit** button.
     The **Assign Denominations** dialog box appears.

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Figure 48. Assign Denominations Dialog Box

6   In the **Denomination** box, select a denomination.

NOTE: Coin acceptor channels must be programmed separately at the coin acceptor. Refer to the
          coin acceptor documentation or contact PSD Codax technical support for more
          information.

7   Click **Save** when you are finished.
     The denomination is assigned to a channel on the coin acceptor.

Chapter 6:
Reporting

You can view many different reports for the transactions that take place on your Auto Sentry® CPT. This chapter includes an overview of the most essential reports: Shift Detail, Journals, and Terminal Balance.

> 📖 *See WashConnect Web Help if you would like more information on the other management reports that are available.*

Shift Detail Report

The Shift Detail Report is a cash management tool that accounting views at the end of the day. The report was designed to account for all the money taken in during the day as well as money added to the Auto Sentry on site to prevent theft. The report summarizes all register transactions and lists all services sold for the selected shift. The idea is to improve your efficiency, so you can resolve a day and post to your accounting software in less time.

You can view the **Shift Detail** report.

Car Wash

Requested By: Admin User
On Wednesday, May 24, 2017
10:53:30 AM

Date Range From: 5/7/2017 To: 5/13/2017
Logged At:Corporate
Device(s): CPT[1500], Bay 1[2021], Bay 2[2022], Bay 3[2023], Bay 4[2024],
Bay 5[2025], Vac 1[2501], Vac 2[2502], Vac 3[2503], Vac 4[2504], Vac 5[2505],
Vac 6[2506]

All Shifts

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Self Serve

Sales Time Package	PLU	Service	Quantity	Price	Amount
	5004	$2 for 3 Minutes	655	$3.95	$2,588.43
	5006	10 Minute Package	131	$4.73	$619.26
Total Sales Time Package			786		$3,207.69
	Total for Self Serve		786		$3,207.69

Vacuum

Sales Time Package	PLU	Service	Quantity	Price	Amount
	5007	Vacuum Time	351	$1.60	$561.35
Total Sales Time Package			351		$561.35
	Total for Vacuum		351		$561.35

Net Sales Without Sales Tax					**$3,769.04**
Sales @ PA State [6.00%]			$3,769.04		**$225.96**
Total Sales:					**$3,995.00**
Total Income					**$3,995.00**
Total Noncash Reconciliation					
Amex			6	for	$30.00
Discover			1	for	$5.00
Visa/MC			140	for	$556.00
Total Credit Cards			**147**	**for**	**$591.00**
Bank Card			131	for	$515.00
Total Debit Cards			**131**	**for**	**$515.00**
Gift Card Redeemed			8	for	**$21.00**
Total Noncash					**$1,127.00**
Cash Reconciliation					
Beginning Bank					$3,381.00
Add			2	for	$1,600.00
Refunds Due			5	for	$1.50
Cash from Operations					$2,868.00
Cash To Account For					**$7,850.50**
Bank Deposits (Cash)			8	$4,340.00	
Total Bank Deposits:			8		**$4,340.00**
Ending Bank					$3,511.50
Cash Accounted For					**$7,851.50**
Unverified					$1.00

*** Unverified Journal Entries Exist ***

Club expiration date was changed outside of autobilling. Click here to see details.

Figure 49. Shift Detail Report, Page 1of 1

The **Shift Detail** report summarizes all transactions and lists all services sold for the selected shift or shifts.

The following table describes the shift report section headings and line-item labels. The table is comprehensive. Not every shift report includes all the labels described in the table. For example, if there were no fuel sales to show in your report, then the **Fuel Sales** heading does not appear on the report.

Table 23: Shift Detail Report Descriptions

Line-Item Name	Description
Profit Center	A Profit Center name will appear on the left above the section breakdown. The breakdown of each Profit Center will be itemized based on how the PLUs were setup for the particular Profit Center, for example, breakdown may include Base, Extra, Discount, Other, and more. Anything not sold during the shifts being viewed will not appear. In each category, the units sold will be broken down by PLU, the name of the item or service, the total number sold (Quantity), the cost of the individual service (Price), and the total dollar value of the quantity sold (Amount).
Base	Base includes all base wash service PLUs defined in the Sales Items tab as a 'Base' item in the Type box. Base items will always appear first. Base may be the only category listed in the Profit Center unless there are types, such as discounts or promotions, defined within that profit center.
Extra	Extra includes all PLUs defined in the Sales Items tab as an 'Extra' item in the Type box.
Discount	Discount includes all PLUs defined in the Sales Items tab as a 'Discount ' item in the Type box.
Other	Other includes all PLUs defined in the Sales Items tab as an 'Other' item in the Type box. These are PLUs that are unique and don't fall into the typical categories listed above. They may also be configured to accept variable pricing.
Miscellaneous	Miscellaneous includes all PLUs defined in the Sales Items tab as a ' Miscellaneous ' item in the Type box.These are PLUs that are unique and don't fall into the typical categories listed above. They may also be configured to accept variable pricing and offer the ability to change the name at the time of purchase.
Net Sales Without Sales Tax:	
Wash or Account (Profit Center) Name	Main headings indicate the specific Profit Center sales information that is being viewed. Each subcategory will display the type of service (Base, Extra, and more), PLU number, name, along with the combined quantity, individual service price, and the total Amount (quantity multiplied by individual price) which displays the total revenue for each PLU. For example, in the displayed Shift Detail Report, the following are the Profit Centers show in the report: Express, Hand Services, and Club.
Net Sales Without Sales Tax	This is the total amount of all sales transactions in all profit centers before any Sales Tax is applied.
Total Sales in all profit centers prior to tax.	NOTE: Gift Cards sold are not a Sale but a liability. This is why they are not shown in the Services section of the report.

Sales Tax: This is to account for the amount of money that will be collected as Sales Tax revenue, received from applying specified tax rates to specific Sales Items. This works with the configuration of Sales Items to determine if they are nontaxable, subject to a single tax, or subject to multiple taxes. Please see 'Sales Tax' configuration to learn how to setup the tax tree structure and assign sites at the required tax rates.	
Sales @ NonTaxable	This entry will include all sales in all profit centers from PLUs setup as Never Taxable. The amount reflects the sum on the nontaxable items sold in the selected shifts.
Sales @ User Defined Tax Rate 1(Example - PA Department of Revenue tax rate)	This entry will include all sales in all profit centers from PLUs setup as Always, and possibly Conditional or Force Taxable. It includes all purchased Sales Items that will apply this user defined Tax Rate. For example, if Tax Rate 1 is 6% (the PA Department of Revenue tax rate), and sales are $1000.00, then Taxes at Rate 1 are $60.00.
Sales @ User Defined Tax Rate 2	This entry will include all sales in all profit centers from PLUs setup as Always, and possibly Conditional or Force Taxable. It includes all purchased Sales Items that will apply this user defined Tax Rate.
Total Sales	The total dollars of revenue for all sales including tax received from all profit centers within the selected shifts.
Total Income: This section will adjust the Total Sales number by including the following types of additional sources of income:	
Gift Card Sold	This entry includes the total adjusted value of gift cards sold during the selected shifts. This uses the total value of gift cards sold minus any Gift Card Free value to create the adjusted total. This total is added to the amount of Total Income.
Fund raiser	This entry includes the total value of Fund Raiser sales sold during the selected shifts. This total is added to the amount of Total Income.
ROA	This entry includes the total amount received as payment on an account (For example: fleet). This total is added to the amount of Total Income.
Gift Card Free	This entry includes the dollar amount equal to the free percent or amount given to the purchaser when buying the gift card or when a customer adds value to a gift card. This value will be represented as a negative amount and will reduce the overall amount of the Gift Card Sales.
Gift Card Issued	This entry includes the dollar amount of all Gift Card purchases or the value added to an existing Gift Card.
Total Income	This entry includes the total dollars of revenue for all sales made from all profit centers during the selected shifts including all Prepay and Post Pay Sales that have been paid for in the date range. This adds the Total Sales section to additional revenue streams such as Gift Cards, Fund Raisers, and ROA transactions.

Total Non-Cash Reconciliation - This section will sum up all non-cash payments to determine what amount of revenue is tied to payments other than cash.	
Total Credit Cards	This entry includes the total number and total dollar amount of all sales identified as being processed with a Credit Card during the selected shift(s). The Credit Card totals will be broken down and listed by credit card type, i.e. Visa, MasterCard, etc. All of the individual credit card types will be summed and displayed in the Total Credit Cards line. The total from these entries will be subtracted from the amount of Total Income to help tie out the cash sales.
Debit Card	This entry includes the number and total dollar value of all sales identified as being processed with a Debit Card during the selected shift(s). The total from this entry will be subtracted from the amount of Total Income to help tie out the cash sales.
Fuel Sales	This entry includes the total dollar amount of wash services purchased at a fuel pump during the selected shifts. The total from this entry will be subtracted from the amount of Total Income to help tie out the cash sales.
Fleets	This entry includes the number and total dollar value of sales that were charged to Fleet Account customers during the selected shift(s). The total from this entry will be subtracted from the amount of Total Income to help tie out the cash sales.
Gift Cards Redeemed	This entry includes the number and total dollar value of all sales that were paid by redeeming an existing Gift Card during the selected shift(s). The total from this entry will be subtracted from the amount of Total Income to help tie out the cash sales.
Tokens Redeemed	This entry includes the number and dollar value of the tokens used toward payment of wash services during the selected shift(s). The total from this entry will be subtracted from the amount of Total Income to help tie out the cash sales.
External POS Sales	This entry includes the total dollar amount of wash services purchased at an External POS that communicates with us to generate wash sales during the selected shifts. The total from this entry will be subtracted from the amount of Total Income to help tie out the cash sales.
Total Non-Cash	This entry includes the combined amount of non-cash sales during the selected shift(s). This total adds up all sales completed by credit cards, debit cards, fuel sales, Fleet accounts, gift cards, tokens, and External POS sales. This total will be subtracted from the amount of Total Income to help tie out the cash sales
Cash Reconciliation - This section will sum up all cash payments to determine what amount of revenue is tied to cash payments.	

Cash To Account For: This section will sum up all of the cash sources to determine the total amount of cash that is available in the selected shifts. This amount of cash is determined by including the following cash sources	
Beginning Bank	This entry includes the beginning amount of cash available in each device at the opening of its shift. This is known as the Beginning Bank and this entry will sum up all Beginning Bank entries for each device included in the selected shifts.
Adds	This entry includes all amounts where an Add function was done to add money into a device. This is the sum of all Add functions completed on every device that has a corresponding shift selected for this report. This entry can be expanded to show the total number and total amount of all 'adds' done for a specific device. This can be verified by reviewing the Cash Management Operation Report for the Adds to count the total number of transactions and confirm the total amount.
Refunds Due	This entry includes the amount of cash that should have been paid out as change from an Auto Sentry, but was unable to be refunded because the machine was out of money or it didn't support the required denominations. This amount is expected to be paid out from a POS at some time. The Refund Due amount does not carry over to the next day. Refunds that are not paid out during the same shift will cause an overage that will be included in the total cash amount for the day and be included in the Beginning Bank.
Checks from Operations	This entry includes the number and total dollar amount of all checks used as payment for transactions during the selected shifts. Checks are treated as Cash. The Auto Sentry does not accept checks.
Cash from Operations	This entry includes the total dollar amount of cash used as payment for transactions during the selected shifts.
Cash Accounted For: This section will sum up all of the cash operations that will remove money from the devices, and determine the total amount of cash that was available in the selected shift(s). It considers all Removes, Deposits, Payouts, Edits, and Ending Banks.	
Payouts	This entry includes the number and total dollar amount of all cash that was paid outs during the selected shifts. This entry is expandable to view the individual payout transactions.
Removes	This entry includes all amounts where a Remove function was done to remove money from a device. This is the sum of all Remove functions completed on every device that has a corresponding shift selected for this report. This entry can be expanded to show the total number and total amount of all 'Removes' done for a specific device. This can be verified by reviewing the Cash Management Operation Report for the Removes to count the total number of transactions and confirm the total amount.

Bank Deposits (Checks)	This entry includes the total number and dollar amount of checks being taken from the system and sent to the Bank for Deposit. Checks are treated as Cash so Checks deposited to the Bank will be deducted from your total Cash on Hand.
Bank Deposits (Cash)	This entry includes the total dollar amount of cash being taken from the system and sent to the Bank for Deposit. Cash deposited to the Bank will be deducted from your total Cash on Hand.
Total Bank Deposits	This entry includes the total number and amount of all deposits taken to the bank. It is the sum of the total Bank Deposits for Cash and Check.
Dispenser Edits	This entry includes all dollar amount changes created during completed edits for the Auto Sentry bill dispenser or coin hopper. Each edit references a cash management journal number and will reflect a positive or negative change in the Auto Sentry cash totals. This entry will also display modifications to the edits if necessary. (For example, re-verifying and already verified entry).
Ending Bank (-)	Ending Bank is the cash remaining in the devices at the end of the shift after any removes or deposits. This entry will include a sum of all devices associated to the selected shifts.
Over/Under/Even	The display entry will be determined by a comparison of what revenue the software says you should have based on recorded transactions, and what you actually count as physical Cash on Hand from transactions and your Ending Banks. The result of the comparison will be what is displayed on the Shift Detail report. Over means the devices ended the shift with extra money than what was recorded by the software at the shift's close. Under means the devices ended the shift with less money than what was recorded by the software at the shift's close. Even means the devices ended the shift with the exact money that was recorded by the software at the shift's close.
Unverified	This entry will include the dollar amount associated with journal entries that are not verified. There is also an expandable entry called 'Unverified Journal Entries Exist'. Expanding this will display a list of those journals that are currently unverified.
Voided Transactions	This entry displays the number of transactions and the total dollar amount of those transactions that were voided for the selected shift(s). This is informational because those transactions do not appear in any other part of the Shift report and are not used in the calculations.
Edited Transactions –	– Only can occur if site is using a Tunnel Master

Retired Transactions -Only can occur if site is using a Tunnel Master	This entry displays the number of transactions and the total dollar value of all transactions that have been retired for the selected shift(s). These transactions could have been retired while the shift was open or after it was closed. When transactions are edited after a shift has been closed it will be necessary to reprint the Shift Detail report to see the updated entry for Retired Transactions. You can only Retire a Transaction within Tunnel Master.
Edited Customer Promotions	If any employee manually changes a customer's bonus points, punch card, or prepaid fleet balance, it will appear on the bottom of the Shift Detail Report under the expandable title named Edited Customer Promotions. This is informational to track any changes to customer promotions that were modified manually. It will also include the reason and the name of the employee who made the modification.

View a Shift Detail Report

To view the **Shift Detail** report, follow these steps:

1   At WashConnect log on, select a level from your Corporate structure. When at the Corporate location, the entire Corporate structure will be available. When at a site level, only that site will be available for selection.

2   On the **Financial** menu, click **Register Reports**, and then click **Shift Detail**.
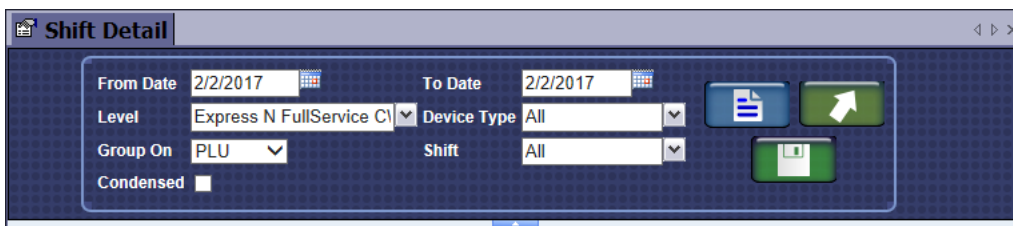The **Shift Detail** tab appears.

Figure 50. Shift Detail Tab

3   In the **From Date** and **To Date** boxes, select a date range.

4   In the **Level** box, select a level.

5   In the **Device Type** box, select one or more devices.

▪   To see sales from the fuel pump, this is where you would select a device type such as **Fuel**.

6   In the **Group On** box, do one of the following:

▪   Select **PLU** to see PLUs. The report will show PLUs sorted numerically for each profit center. When PLU is selected the report will be broken down by PLU, showing the PLU number and how many of each individual PLU were purchased.

▪   Select **Account** to see profit centers. The report will show profit center summaries, not PLUs.When Account is selected the report will be broken down by the Account ID and name that the individual services will be associated to in your accounting package. The report will display how many services are tied to each individual account.

7   In the **Shift** box, select one or more shifts.

8 In the **Condensed** box, click to select. Click again to clear the Condensed check box. The report will do one of the following:

- If Condensed formatting option is not selected:
  The report will appear formatted with a lot more white space between the columns.

- If Condensed formatting option is selected:
  The report is formatted to allow the exact same content to appear closer together.

9 Click the **View Report** button.
The Shift Detail report appears.

Journals

You can view the Journal.

Shift	Journal ID	Date	Action	Remove From	Add To	Cash to Verify	Difference	Verified Cash	Token	Check	Verified By	Verified Date
3678	100099212	4/13/2015 4:36:45 PM	Add	Lobby POS (Drawer)	Safe	$1,279.45			$0.00	$0.00		
3678	100099224	4/13/2015 4:48:11 PM	Add	Lobby POS (Drawer)	Safe	$1,492.40			$0.00	$0.00		
3680	100099227	8/27/2015 3:02:41 PM	Convert	Safe	Safe	$200.00			$0.00	$0.00		
3680	100099228	8/27/2015 3:03:49 PM	Convert	Safe	Safe	$200.00			$0.00	$0.00		
3680	100099229	8/27/2015 3:09:48 PM	Add	Bank	Safe	$200.00			$0.00	$0.00		
3683	100099240	9/1/2015 3:23:05 PM	Add	Lobby POS (Drawer)	Safe	$100.00			$0.00	$0.00		
3686	100099247	9/2/2015 9:56:34 AM	Convert	Safe	Safe	$200.00			$0.00	$0.00		
3686	100099249	9/2/2015 10:18:56 AM	Add	Lobby POS (Drawer)	Safe	$2,000.00			$0.00	$0.00		
3688	100099257	9/3/2015 2:42:52 PM	Add	Lobby POS (Drawer)	Safe	$500.00			$0.00	$0.00		
3690	100099265	9/14/2015 8:42:24 AM	Add	Lobby POS (Drawer)	Safe	$2,000.00			$0.00	$0.00		

Figure 51. Journal

About Journal Actions

Every line in the Journal is considered one journal entry. The **Action** column shows what activity occurred for the journal entry. The following table describes each of the possible activities or movements that can appear in the Action column for each journal entry.

Table 24: Journal Actions Descriptions

Action Column	Description
Add	Amount of money added to a device.
Beginning Balance	The beginning balance of a specific component, i.e. Bill Acceptor, in a device for that shift.
Beginning Bank	The beginning bank of the shift for a device. **Also ensure Beginning Bank is two words, not one word.
Convert	Indicates a journal used to convert currency (Safe to Bank or Bank to Safe).
Deposit	Amount of money deposited to the bank.
Ending Bank	The ending bank of the shift for a device.
Ending Balance	The ending balance of a specific component, for example, Bill Acceptor, in a device for that shift.
Modify Dispenser	A journal action that is marked as edited.
Remove	Amount of money removed from a device.
Verify	Journal entry has been verified by the user.

Search for a Journal

You can view one journal for each shift and device combination. You cannot simultaneously view multiple shifts and devices.

To search for a journal, follow these steps:

1   On the **Financial** menu, click **Cash Management**, and then click **Journals**. The **Journals** tab appears.

2 In the **Start Date** and **End Date** boxes, select a date range.

3 In the **Site** box, select a site.

4 In the **Device** box, select a device.

5 In the **Shift** box, select a shift.

6 Click the **Search** button.
The journal for that shift and device appears.

View Journal Entry History

Every time a journal entry is verified or re-verified, WashConnect keeps a record of the changes that have been made and that history can be viewed by the user.

To view a journal entry history, follow these steps:

1 On the **Financial** menu, click **Cash Management**, and then click **Journals**. The **Journals** tab appears.

2 Search for a journal entry, and then click to select the entry.
The entry is highlighted.

3 Click the **View Journal History** button.
The **Journal History** dialog box appears.
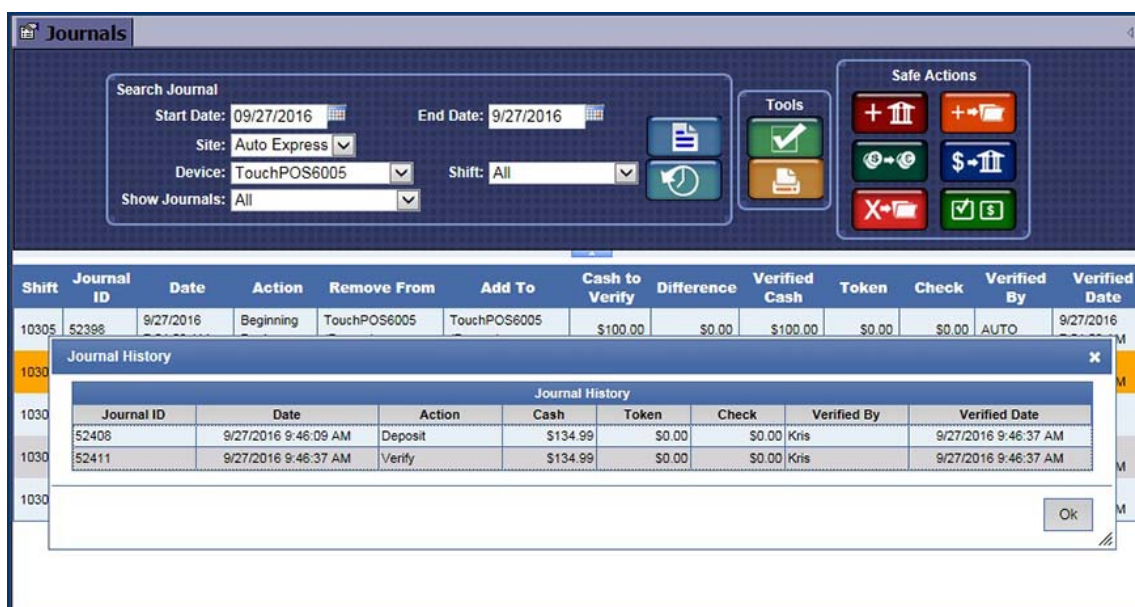
Figure 52. Journal History

In the example Journal History above:

- The **Deposit** appears with the breakdown of Cash $134.99 and Check $0.00.

- The Verify line appears with the same breakdown f Cash $134.99 and Check $0.00.

Verify a Journal Entry

Verifying journal entries is an important, yet simple process, where a manager or supervisor verifies the money that was moved via a journal action matching the amount that is shown in Cash Management. This is an easy way to verify that cash at the site has been accounted for physically

and entered correctly in WashConnect, and if it wasn't you can make a quick edit while Verifying the entry. Certain actions in Cash Management will automatically verify the journal entry. These are typically journal entries (records) that are created by the system that would not need to be verified by the user such as Adds to an Auto Sentry Dispenser, or the Beginning and Ending Balance of a Point-of-Sale (POS) shift (using the virtual safe).

You can verify entries in the **Journals**. The **Verify** command is available when you need to verify the accuracy of certain entries, for example, when cash changes hands from one employee to another.

You can verify a **Corporate Bank Deposit** and perform an **Edit** at the same time.

NOTE: You must be logged in at the site level to verify an entry. If you are not logged in at the site level, then the following message "**Journals from selected site cannot be edited/ verified**" appears.

To verify an entry and edit if necessary, follow these steps:

1   At WashConnect logon, select a site level.

2   On the **Financial** menu, click **Cash Management**, and then click **Journals**. The **Journals** tab appears.

3   Search for a journal entry, and then click to select the entry.
    The entry is highlighted.

Figure 53. Select a Journal Entry to Verify

4   Click the **Verify** button.
    The **Verify Journal** dialog box appears.

Figure 54. Verify Journal Dialog Box

5 **Optional:** Type changes in the **New Qty.** boxes, and then click the **Save** button.

6 Click the **Save** button.

The entry is verified and **Journals** appears.
The **Verified** column shows a date and logon ID for the verified entry.

Figure 55. Journal Entry Verified

Terminal Balance Report

The Terminal Balance Report will give the user the ability to see the ending terminal balance for a specific day. The report can be viewed per day and the user can drill down from the Site level all the way to the individual component level in a device to see the ending balance on that specific day.

You can view the **Terminal Balance** report.

Figure 56. Terminal Balance Report

The **Terminal Balance** report shows the total bills, coins, and tokens in each Auto Sentry® CPT terminal. You can view the **Terminal Balance** report to decide whether you should add or remove cash from the Auto Sentry® CPT.

View the Terminal Balance Report

To view the **Terminal Balance** report, follow these steps:

1   On the **Financial** menu, click **Cash Management**, and then click **Terminal Balance** report. The **Terminal Balance** tab appears.
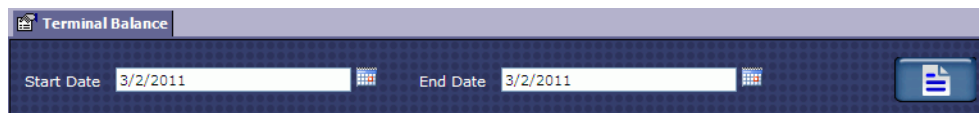

Figure 57. Terminal Balance tab

2   In the **Start Date** box, select a start date.

3   In the **End Date** box, select an end date.

4   Click the **View** button. The **Terminal Balance** report appears.

Change Version History

Table 1: Document Change History

Document Version	Date	Reviewer Initials	Description
Version 1.0	July 26, 2017	W.S.	First release.

Environmental Statement

PSD strive to create top quality products that minimize impact on the environment. We work with all our partners to produce products that are in compliance with the relevant environmental regulations and legislation.

We also recognize our responsibility to minimize the quantity of electrical and electronic waste reaching landfill. For this reason we encourage reuse or responsible disposal of waste electronic and electrical equipment (WEEE). All applicable products are marked with the crossed-out wheelie bin label to indicate the need for responsible disposal.

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