AGENCY USER GUIDE

City of Hoboken

Parking Permit Project

Version: 1.0

July 18, 2011

Note: This document may contain information of a sensitive nature. The information should not be given to persons other than those who are involved in this project or who will become involved during the lifecycle.

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1 Introduction

Welcome to the Hoboken Parking Permit System – HOBOKEN's web-based e-Permit application which allows resident and local business to apply for street parking permit, garage parking permit, parking coupons, Hop-On bus pass and No-Parking signs or bags.

1.1 Overview

Hoboken Parking Utility (HPU) implements the GovOnline's Parking Permit system to allow residents and local business to apply for parking permits through following online functionalities:

- Fill out permit application online 24 by 7
- Upload and submit required documents or attachments online
- Pay the fees online
- Print out the receipt or permit online
- Check the status online and receive email notification

GovOnline also allows agency user to perform following functionalities

- Review permit application online, send back the application when modifications needed
- Configure application programs online
- Configure permit fees online
- Ask for additional fees or information when needed online
- Issue parking permits online
- Receive email notification when application was submitted

The Hoboken Parking Permit System includes the following two websites:

- **GovOnline Public Website**: To submit parking permit application online by Public User
- **GovOnline Agency Website**: To review and manage permit application online by Agency User

This document is served as the Agency User Guide to cover the functionalities of the "GovOnline-Agency Website".

1.2 System Goals and Benefits

There are numbers of beneficial goals that have been considered and which have guided the development of the Hoboken Parking Permit System. Among them are:

- Provide online parking permit application and management.
- Support online availability of up-to-date reporting and tracking of submitted applications.
- Improve the accuracy of data by eliminating potential errors that would otherwise be introduced through manual data entry.
- Save time and efforts for residents and local business and agency.
- Save the HOBOKEN administration costs by reducing, and eventually better utilizing resources required for managing paper-based applications.
- Improve the overall effectiveness of Parking Permit Program with faster responses for data analyses, compliance assessment, and decision-making.

2 Minimum System Requirements

Residents, local businesses and agency will need to have the ability to access the Hoboken Parking Permit System web site through the Internet. Typically, such access is available either through a dedicated connection through the facilities local area network or through a connection to an Internet Service Provider.

To ensure that all of the features of the Hoboken Parking Permit System are available, Microsoft Internet Explorer web browser (version 6.0 or higher) is required. The performance of the system will vary based on the computer's internet connection speed, CPU, Operating System, and available memory. HOBOKEN recommends the following system configuration:

- Broadband Internet Connection or higher
- Pentium II processor or higher
- Microsoft Windows XP or higher
- 256 MB of RAM or higher

3 GovOnline-Agency Home Page

The GovOnline-Agency Portal Home page provides many dashboards to allow the log-in agency user to have direct "quick access" to the desired functional areas to perform his or her daily job functions.

Below are the brief functional descriptions of each dashboard block:

1. Submitted Applications: This block displays the newly submitted applications that may need to be reviewed
2. Applications Summary: This block displays the summary of submitted applications
3. My Tasks: This block lists the work tasks that were assigned to the "lead reviewer"
4. Quick Links: This block provides shortcuts to many useful HOBOKEN functional areas

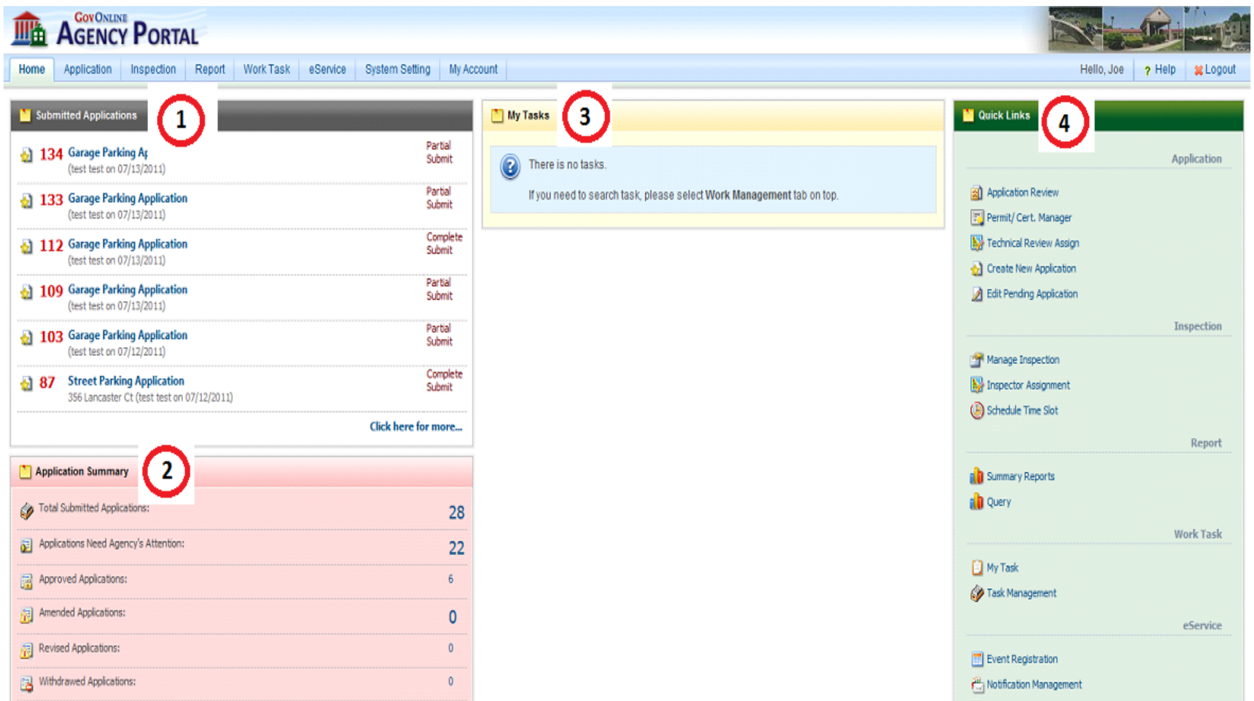


Figure 1: HOBOKEN Agency Portal Home Site

4 Managing Applications

The HOBOKEN Agency system allows the agency user (with proper application access permissions) to review, update, edit, and approve the submitted applications.

Following sample submitted application will take you through a typical permit application management lifecycle. From GovOnline-Agency Portal Home page, the agency user simply clicks a selected submitted permit application icon (such as: 175 Garage Parking Application) from the "**Submitted Applications**" dashboard area to access this recently submitted permit application.

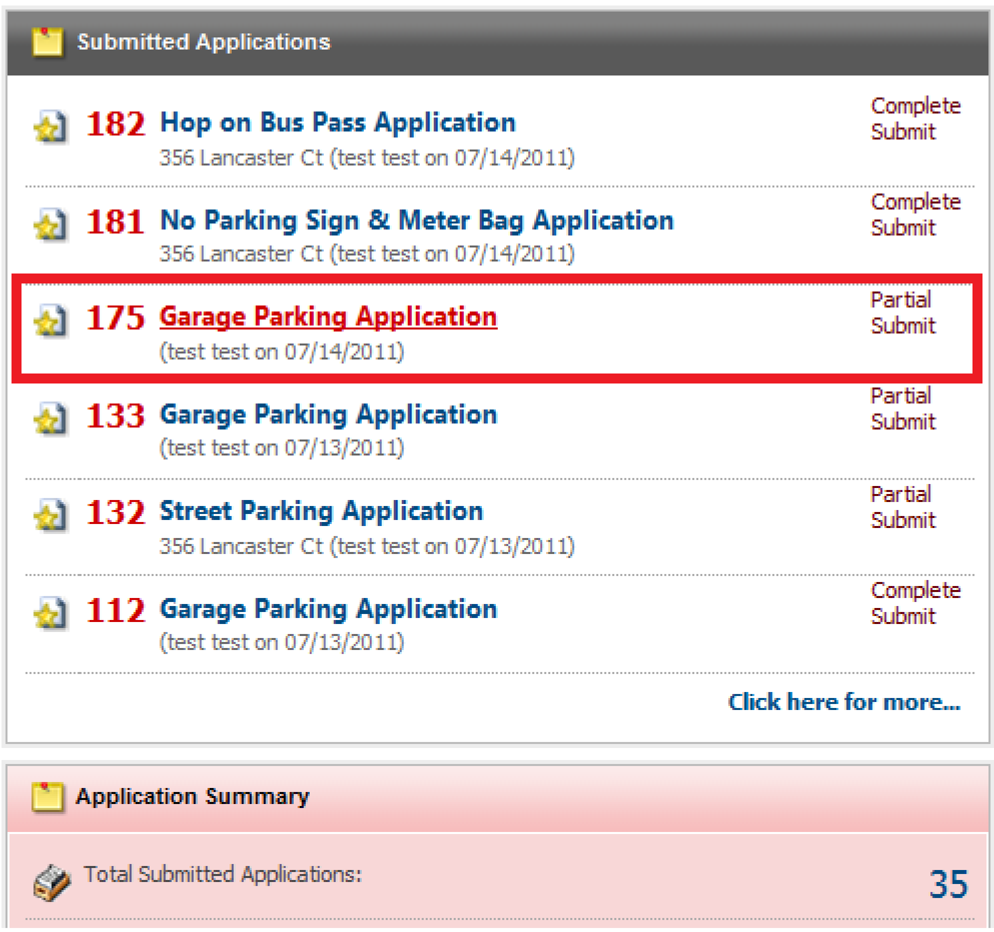


Figure 2: Submitted Applications Web Part on the Home Page

Once entering the selected application review page, the overview of the current application status is displayed on the status bar. Agency staff will work on the current case by accessing following tabs:

- Administrative Review
- Decision
- Application and Fee
- Email History
- Correspondence

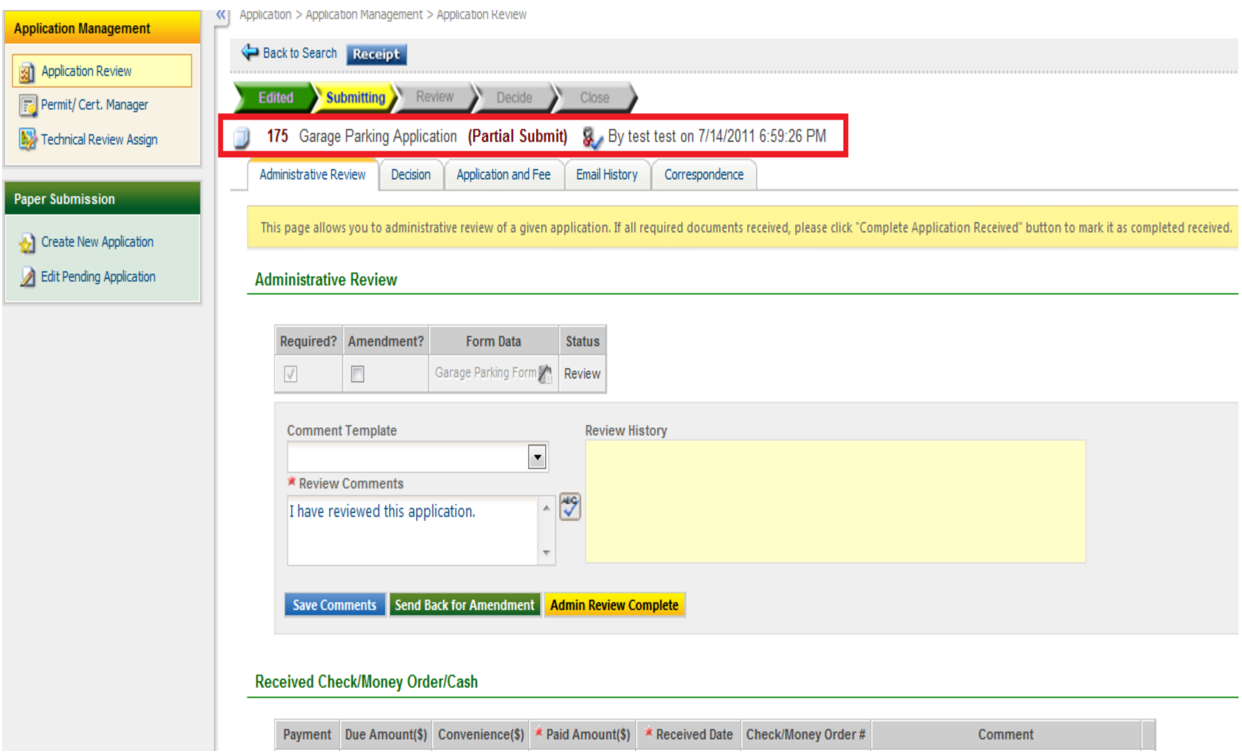


Figure 3: Application Review Page

4.1 Administrative Review

Under the Administrative Review tab, the agency user has the flexibility to decide if the complete application has been received, review for completeness, and review the history of this submitted application.

If all submitted materials are reviewed and satisfactory, click the "Admin Review Complete" button to change the application status to “Admin Review Completed”.

Otherwise, the "Send Back for Amendment" button may be used to request further information or corrections from the reporting company. The agency user may also select and “**Confirm**” an exemption or clarification under the “**Custom Administrative Review**” heading.

Furthermore, the Administrative Review tab also provides a complete Application Review History, which includes the status, dates, owner, applicant and comments of the application.

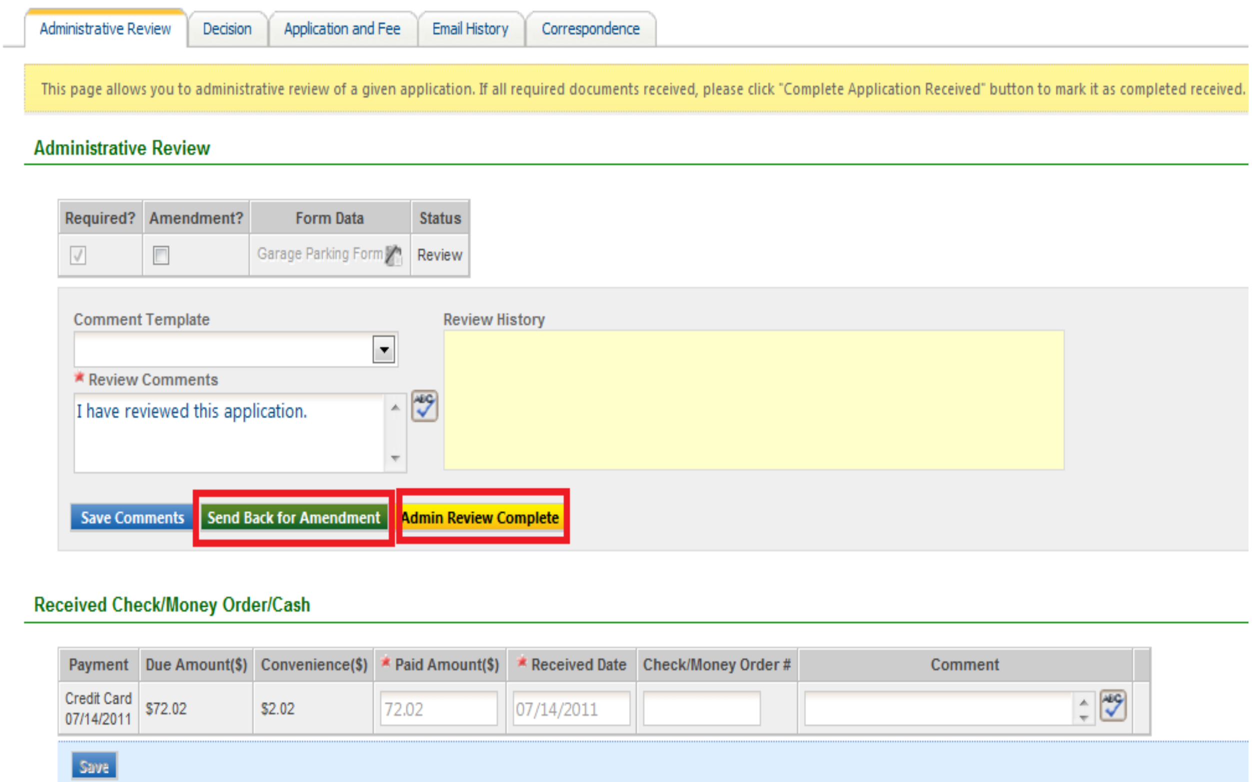


Figure 4: Administrative Review Features on Application Review Page

4.2 Decision

Under Decision tab, an agency user can review the application package and perform the following:

1. Add comments
2. View Review History
3. Set the application status:
   - Admin Review Completed
   - Approved
   - Denied
   - Revised
4. Set a Custom Final Review

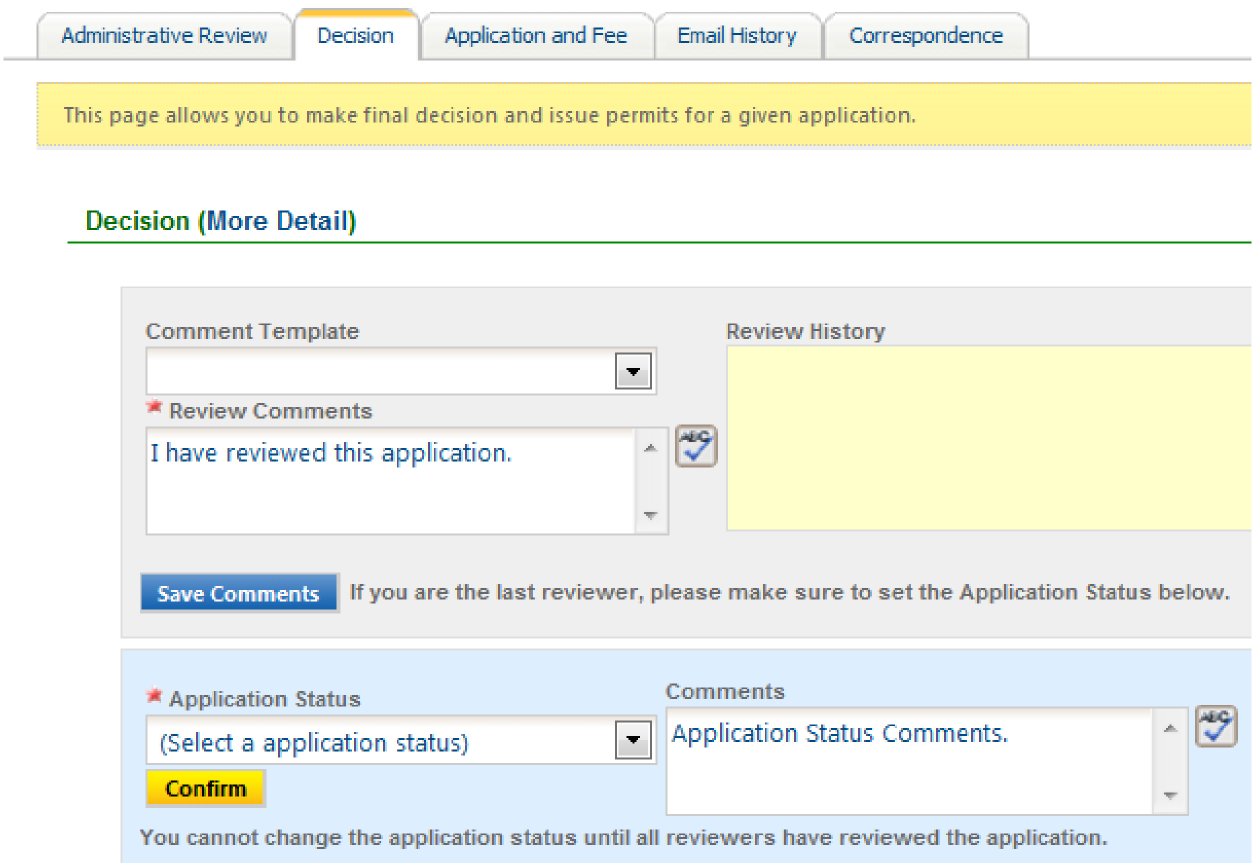


Figure 5: Decision Features on Application Review Page

4.3 Application Data

During any of the agency user's Review/Decision stages, the "**Application Data**" tab allows the reviewer(s) to fully access the user submitted data. This tab consists of following subsections:

1. Data: It contains all original submitted application data form.
2. Attachment: This tab contains all attachments submitted by the applicant
3. Fee: It contains all fees associated with the permit application and allow additional fees to be added.

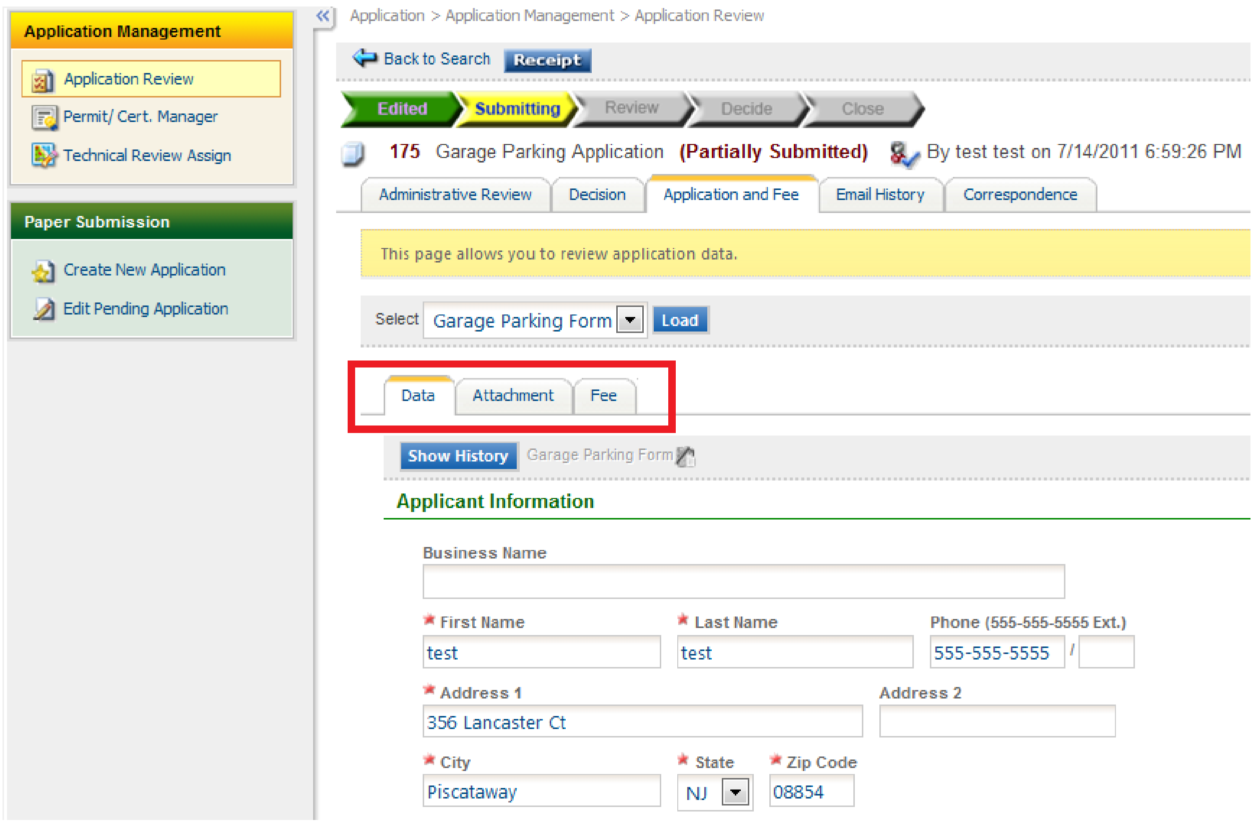


Figure 6: Application Data

4.3.1 Application Data - Data

Clicking on the “Show History” button will display the “history tracking icon”(on the data entry form. Via the “history tracking icon”, any changes made at the selected data element will be displayed. An example screen shot for the history tracking result is shown below:

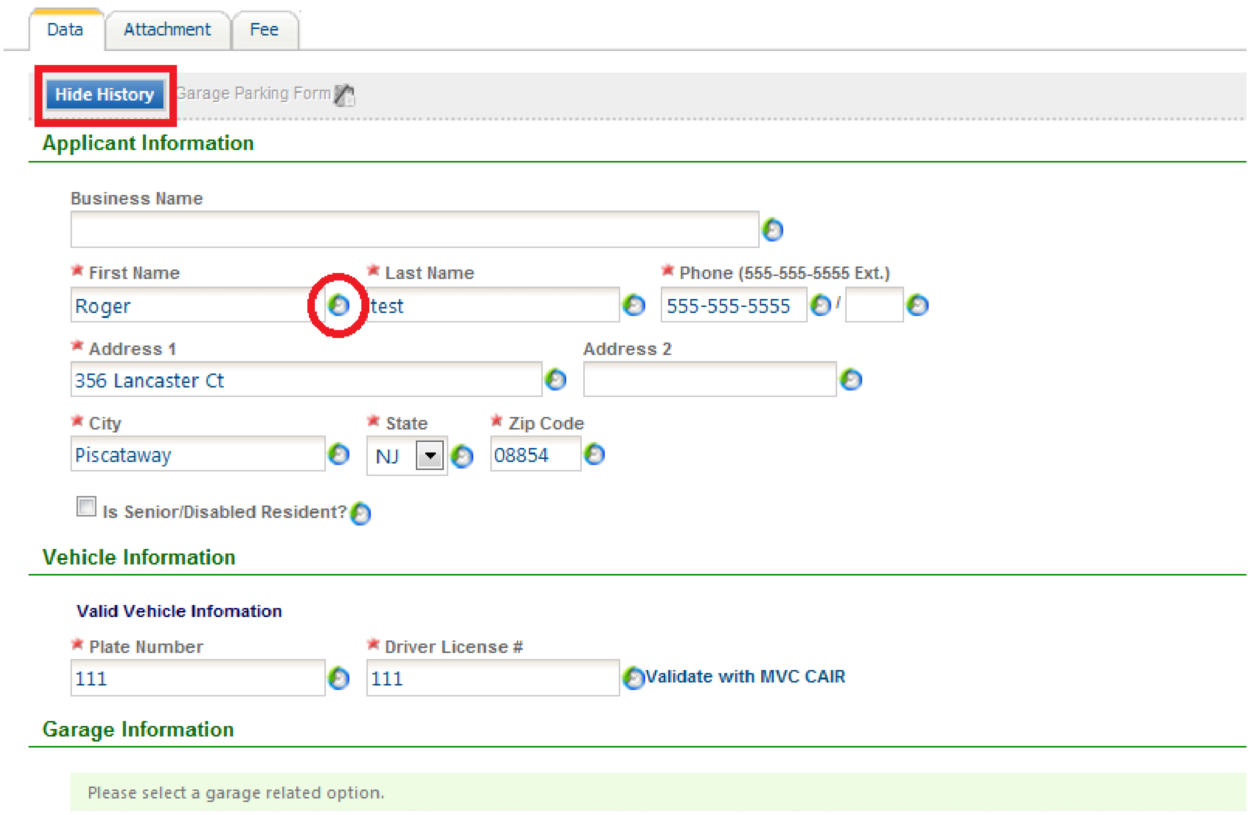


Figure 7: History Tracking Icon on the Data Entry Form

An example result generated after clicking on the history tracking icon ( ). This pop-up panel shows the First_Name was changed from “test” to “Roger” by admin on 7/15/2011 2:50:09 PM.

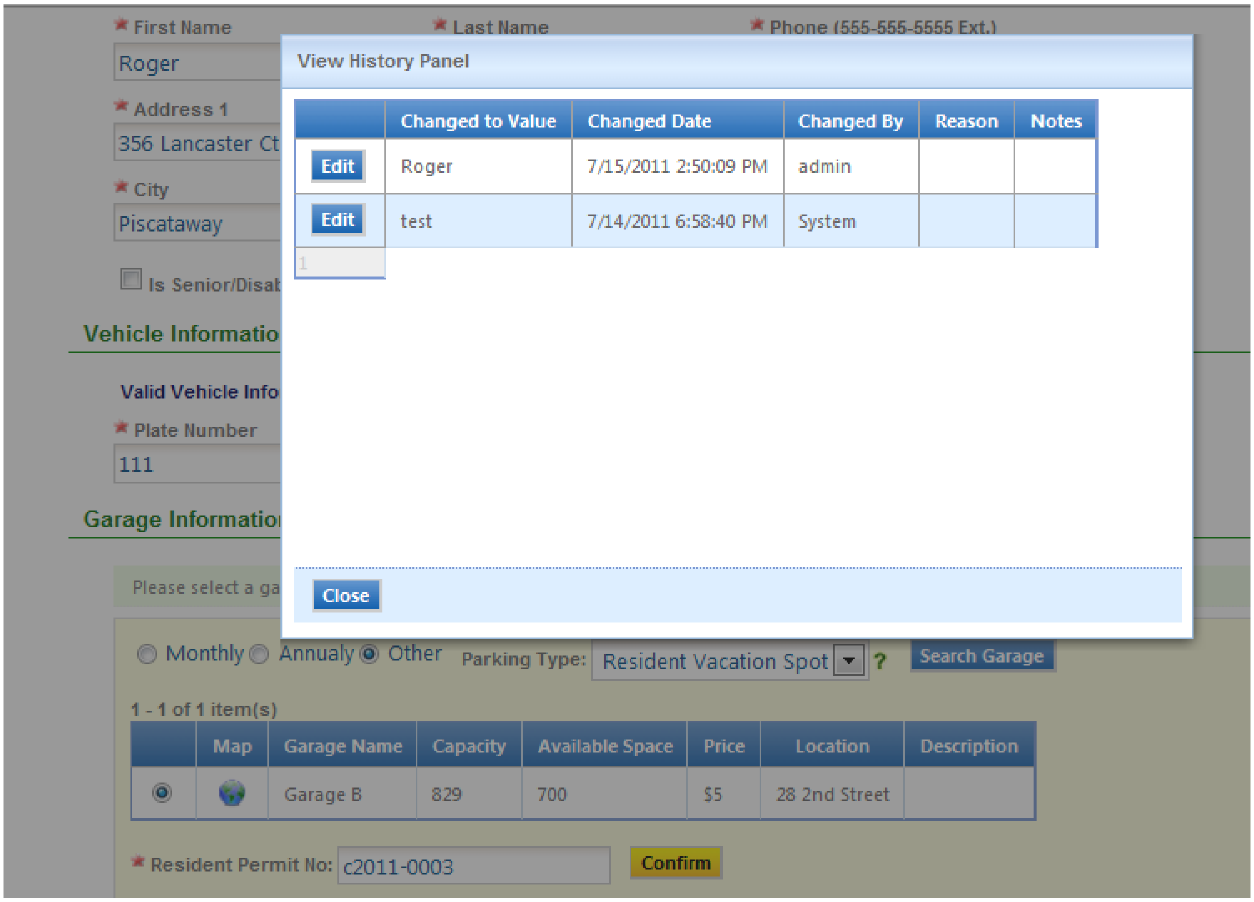


Figure 8: History Tracking Result on the Data Entry Form

4.3.2 Application Data – Attachment

From this tab, agency user can review any attached/submitted documents, agency user can also upload any attachments or add notes to the attachments.

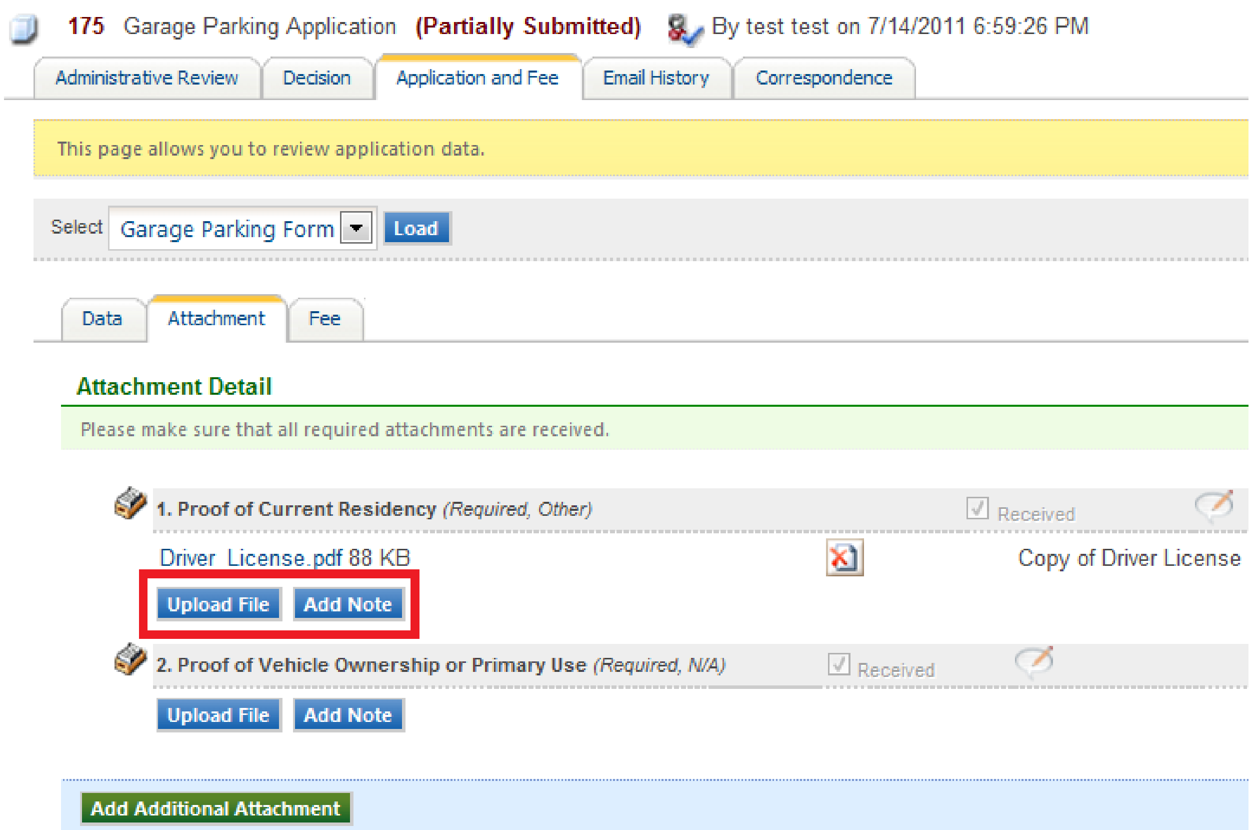


Figure 9: Application Data: Attachment

4.3.3 Application Data – Fee

This tab allows agency user reviews any required fees are paid correctly or not, agency user can also add any additional fees to the application.

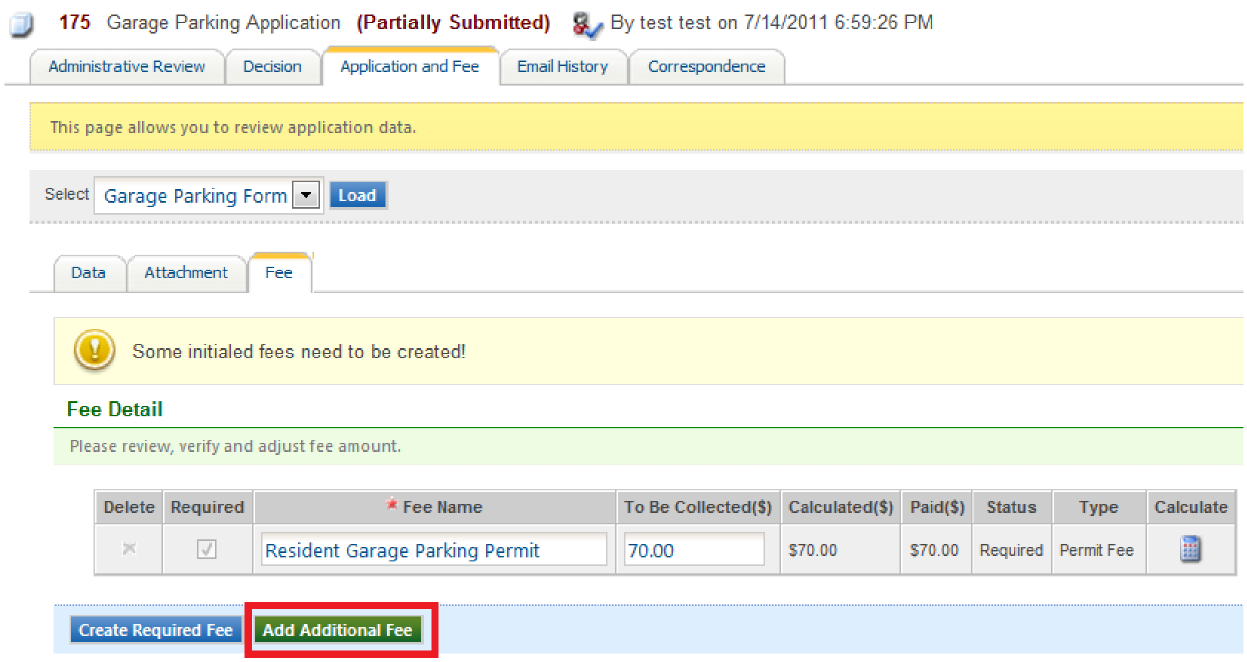


Figure 10: Application Data: Fee

4.4 Email History

Agency user can view all emails sent and received pertaining to the application, including the confirmation, receipts, and approvals. Agency user can also create a new email by clicking the “New Email” button.

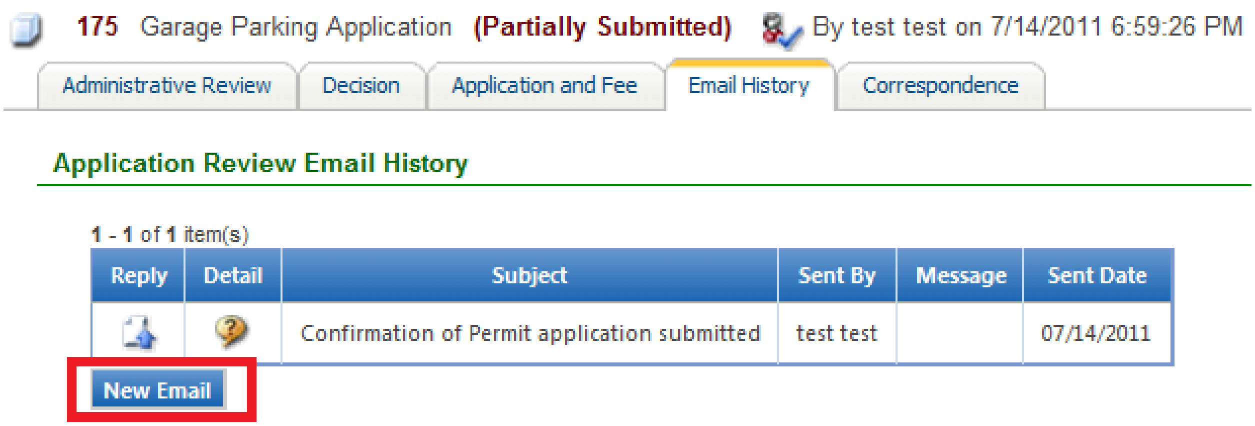


Figure 11: Email History Tab on Application Review Page

The email creation pop-up screen:

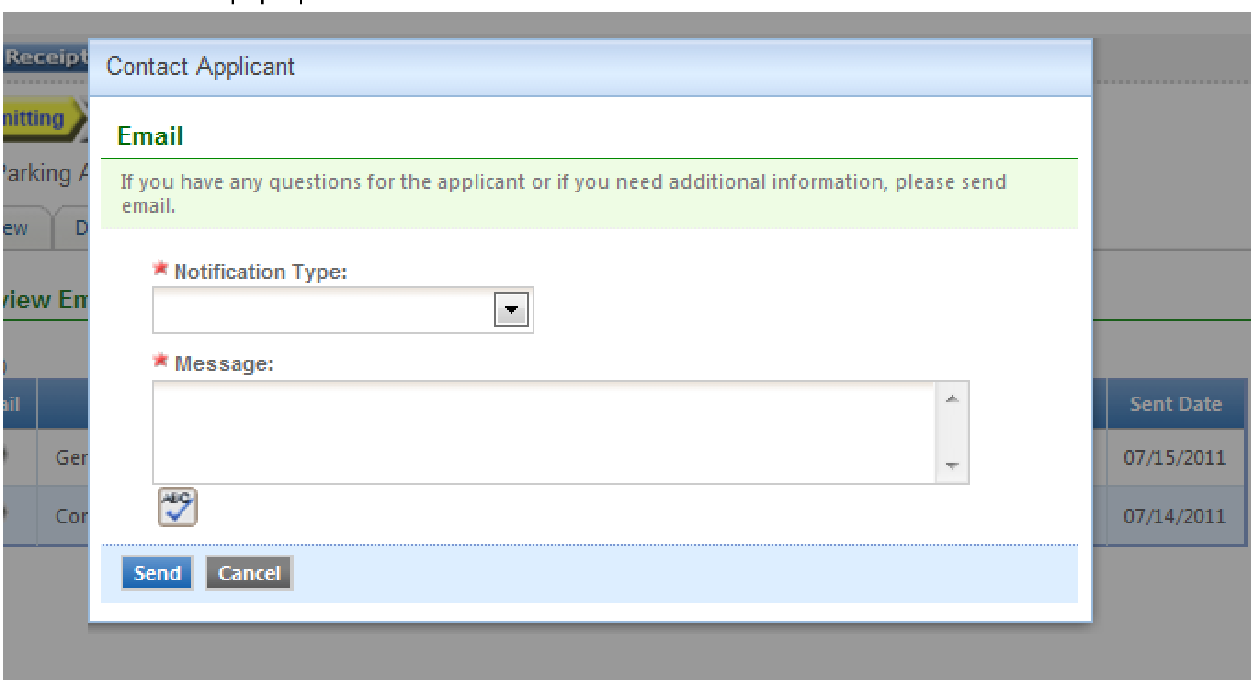


Figure 12: Add New Email in Email History Tab on Application Review Page

4.5 *Correspondence*

The agency user may view all sent and received correspondences for the application. The agency user may also create a new correspondence by clicking “New Comment” button.

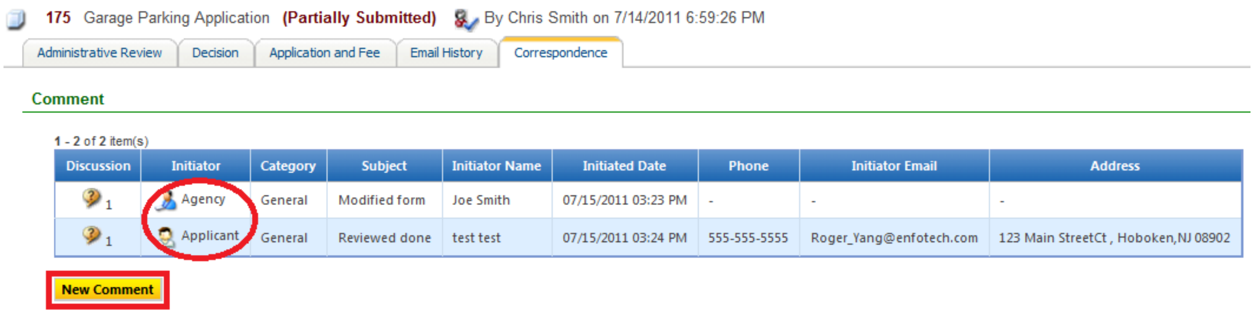


Figure 13: Correspondence Tab on Application Review Page

The correspondence creation pop-up screen:

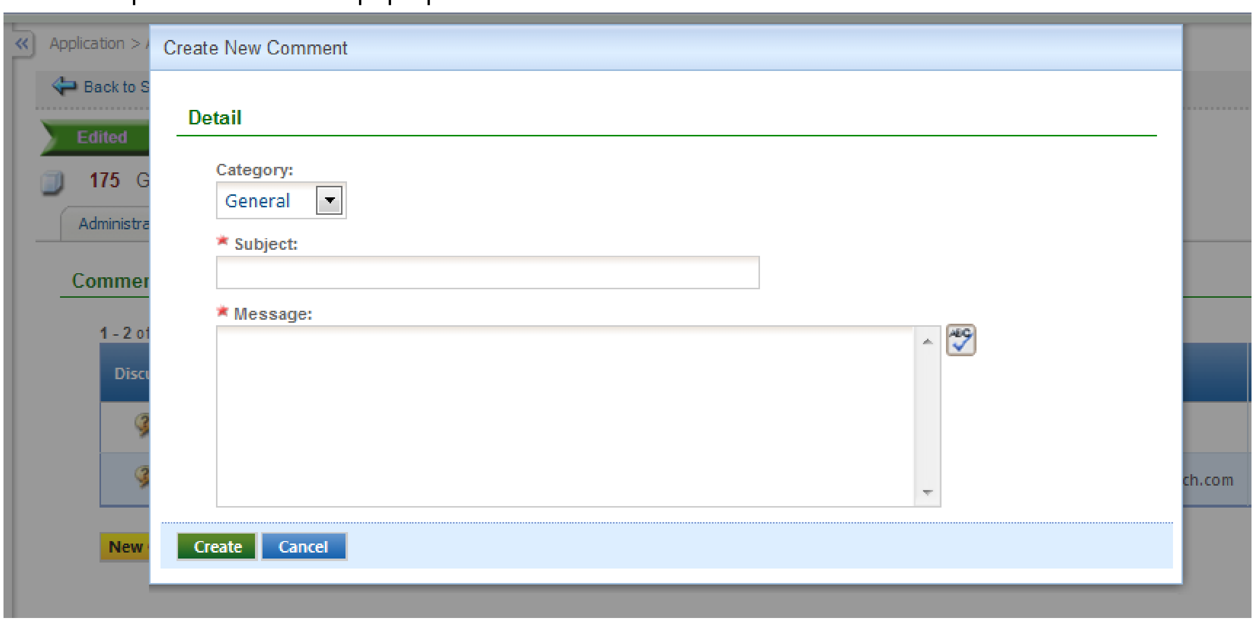


Figure 14: Add New Correspondence in Correspondence Tab on Application Review Page

5 Report

From the Report menu tab, the agency user may view various summary reports, including:

- Payment Summary Report
- Parking Summary Report
- Parking Detail Report

Reports may also be filtered by name and type as shown below.

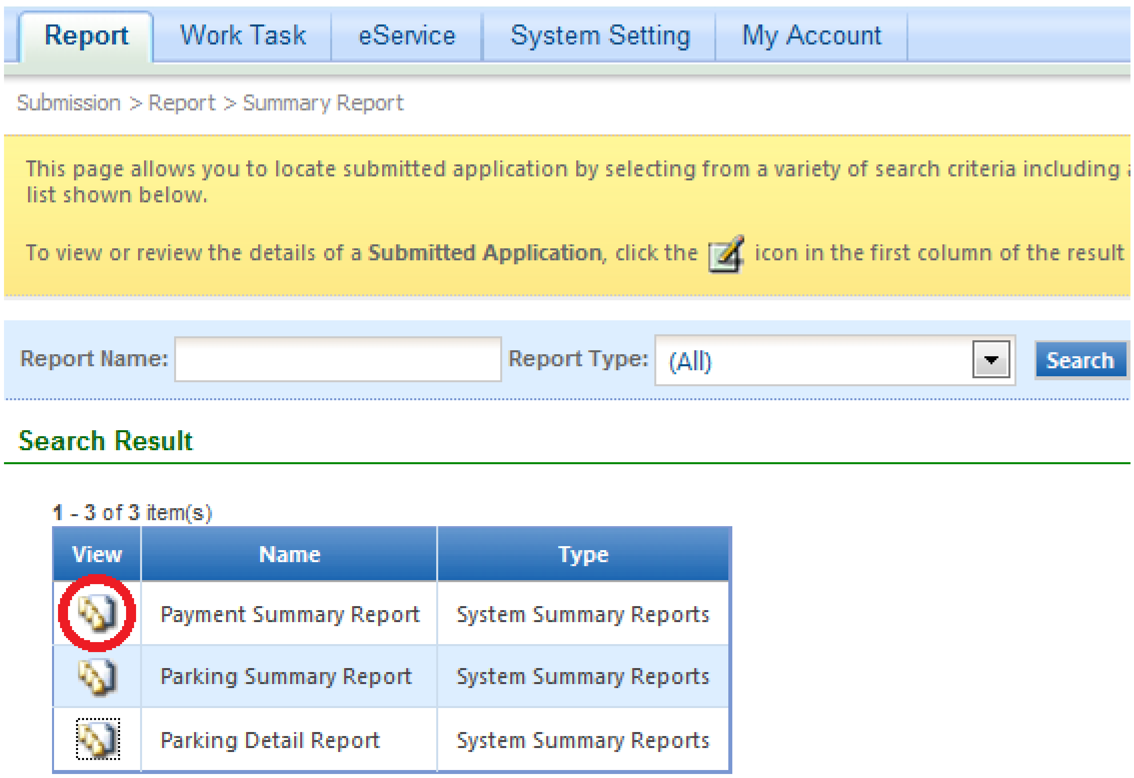


Figure 15: Listing of Reports Available in GovOnline-Agency Website

5.1 *Report Filter*

Each report comes with filter dropdown to filter out un-wanted data. For the date range, check “NULL” if you want all data to be displayed. Select specific Parking Type to filter out data or select (All) to select all parking types. Select payment type, “credit card”, “check” … or (All) for everything.

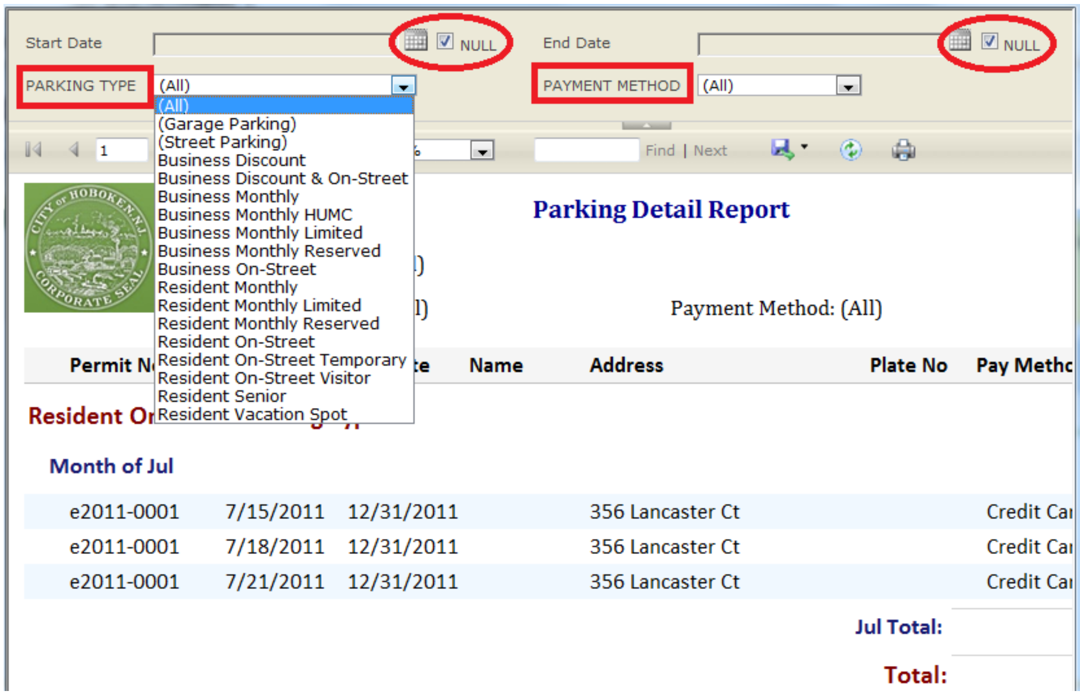


Figure 16: Reports Filter

5.2 *Report Output*

Each report can be printed out directly by clicking the “printer” icon. Report can also be exported to different formats by selecting the desired format, like CSV, PDF, Excel …

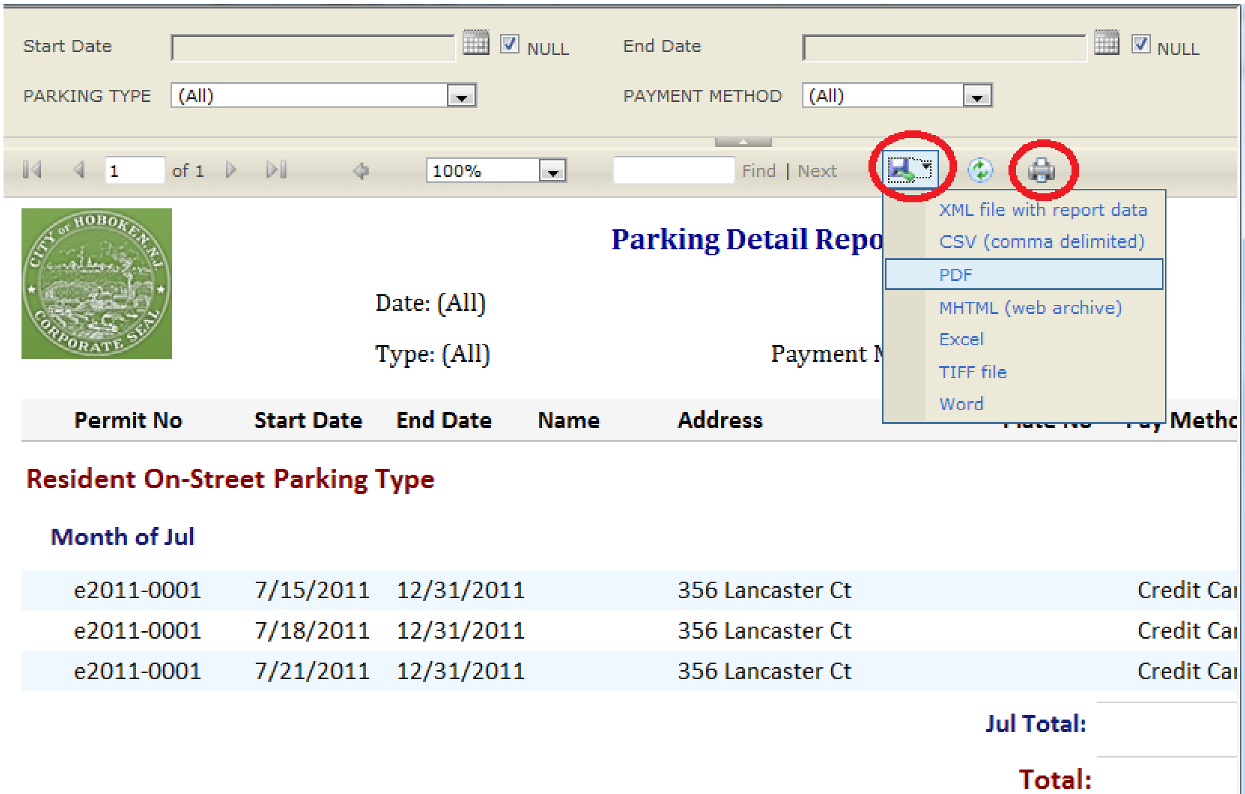


Figure 17: Reports Output

6 Work Task

From the Work Task system menu tab, the agency user may locate a desired task by clicking "**My Task**" or "**Task Management**" on the left panel.

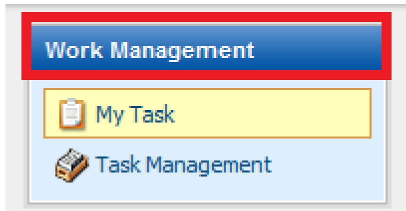


Figure 18: Work Task System Menu

6.1 My Task

The My Task page allows the agency user to search and retrieve tasks by name, group, type, status, start date, due date, or completion date.

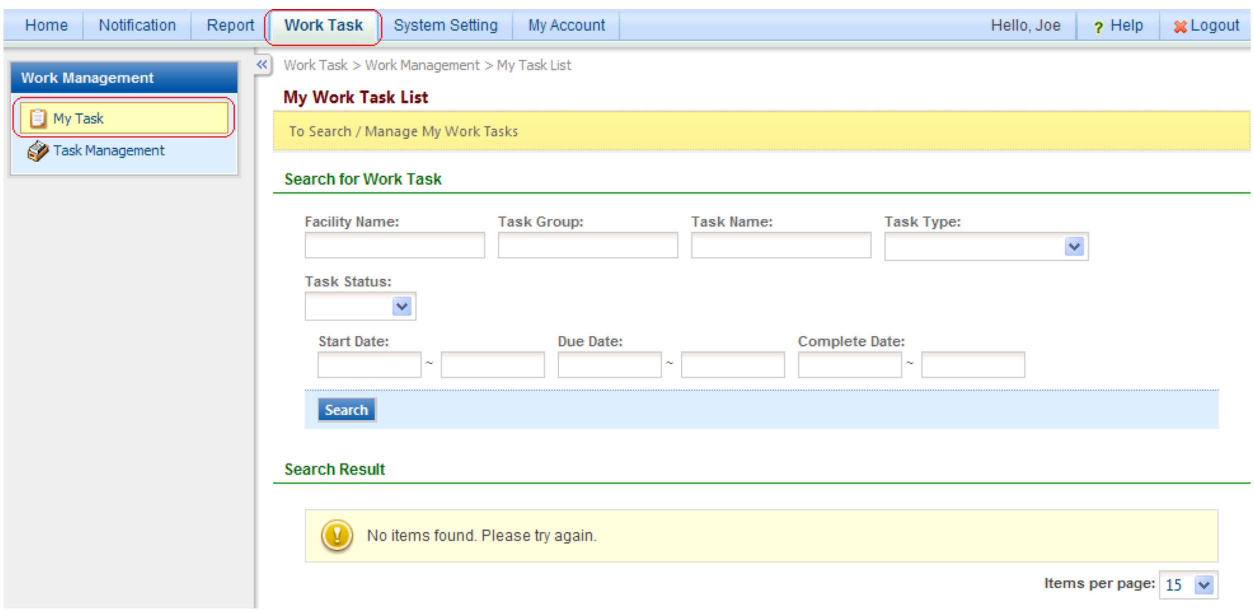


Figure 19: Work Task - My Task Page

6.2 Task Management

The Task Management page allows agency users to search for all work tasks created in the system.

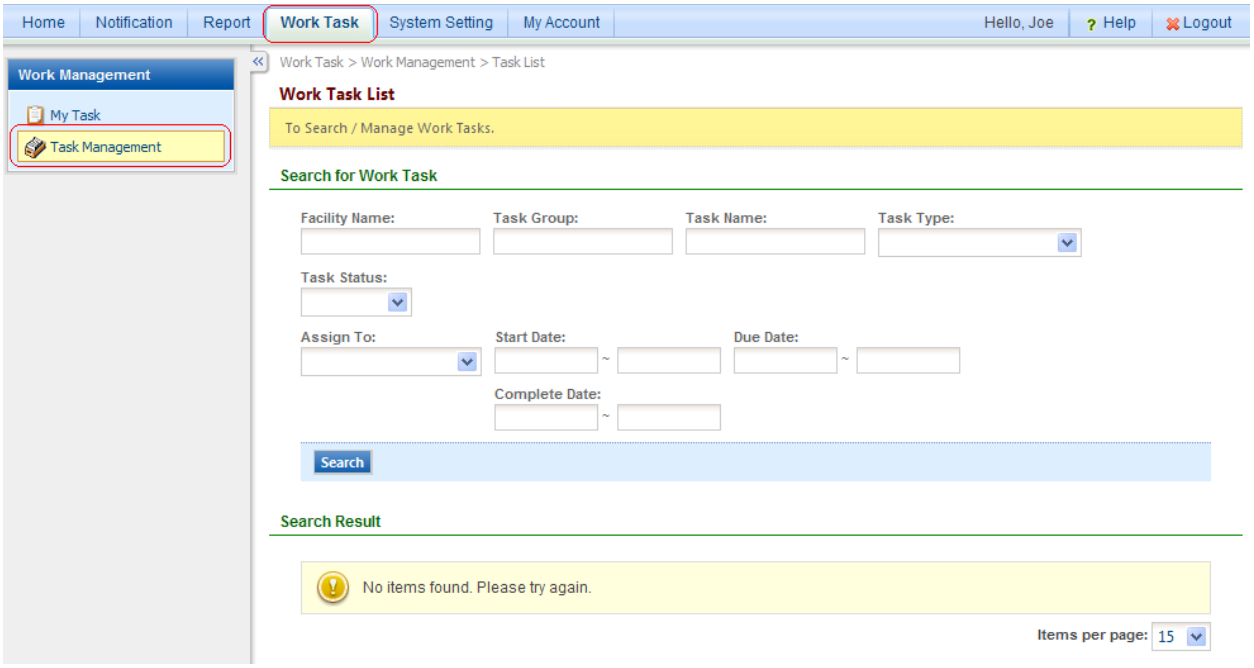


Figure 20: Work Task - Task Management page

7 System Setting

The System Setting main tab allows the agency user to adjust its operations in the following ways:

- Security Setting
  - Manage System Users (Agency User)
  - Manage Groups
  - Manage Roles
  - Manage Permissions
  - Manage Reporting Company User
- System Management
  - Application Configuration
  - System Configuration
  - Reference Data
  - Workflow Configuration
  - System Logs

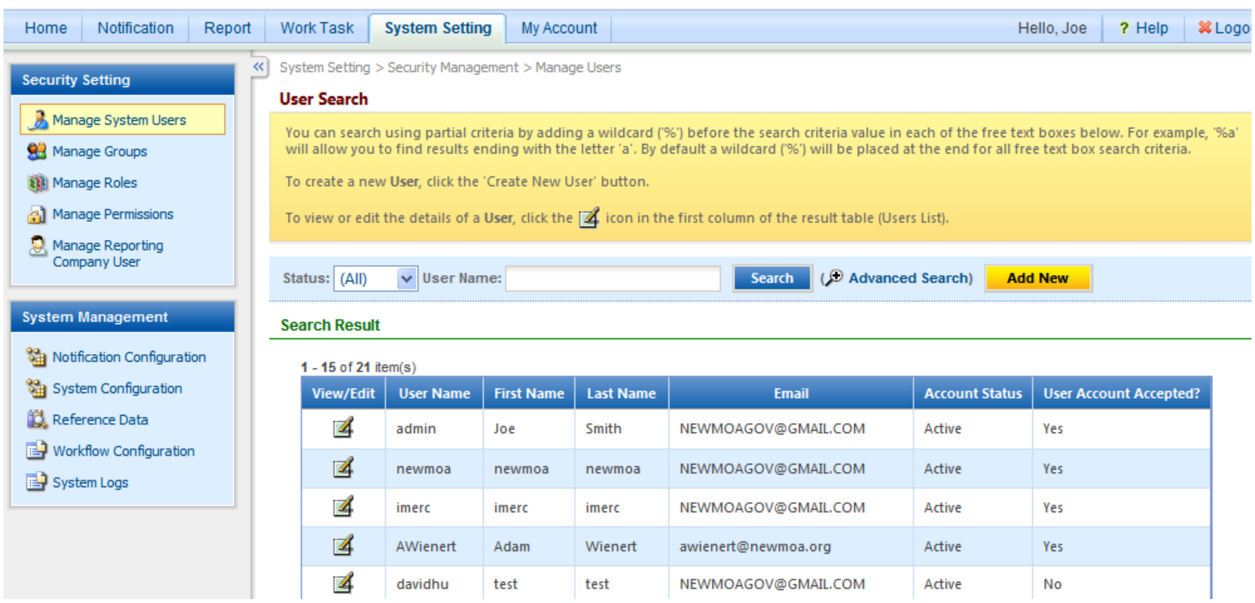


Figure 21: System Setting: Manage System User Page

7.1 Security Setting

The Security Setting panel under the “System Setting” System menu is used to manage system users (agency users), permissions, roles, and the reporting company user.

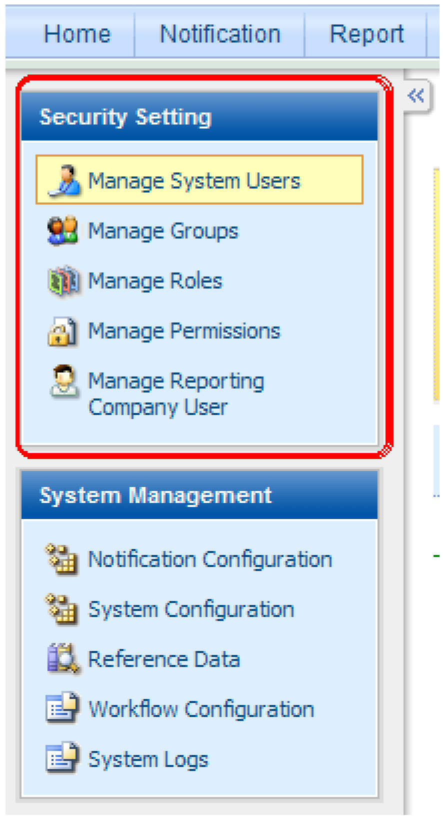


Figure 22: System Setting: Security Setting Panel

7.1.1 Manage System Users

This section will display all different functionalities to handle agency users.

7.1.1.1 Viewing Users

To view a complete list of system users (agency Users), go to Security Setting -> Manage System Users. To modify an existing agency user, click on the View/Edit ("  ") icon beside the user name.

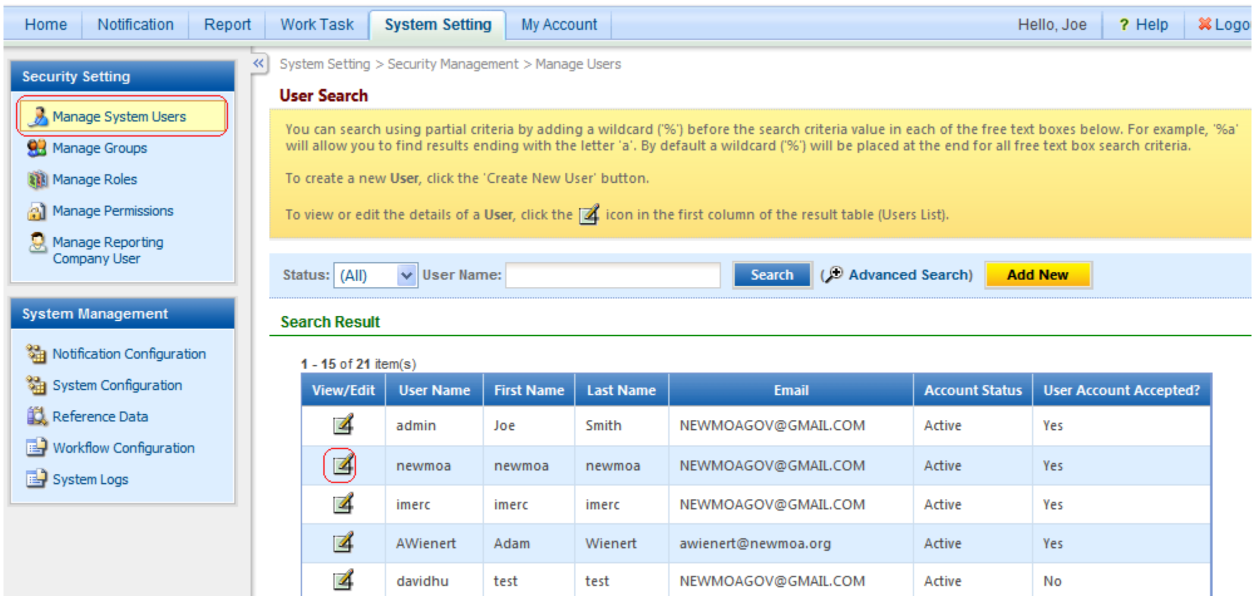


Figure 23: System Setting - Manage System Users

From this screen, the agency user may view or modify the agency user's General and Account Information. The agency users may also click "**Reset Password**" to send a new, machine generated password to the user. Once the modification is finished, click "**Save User Info**" to save all changes.

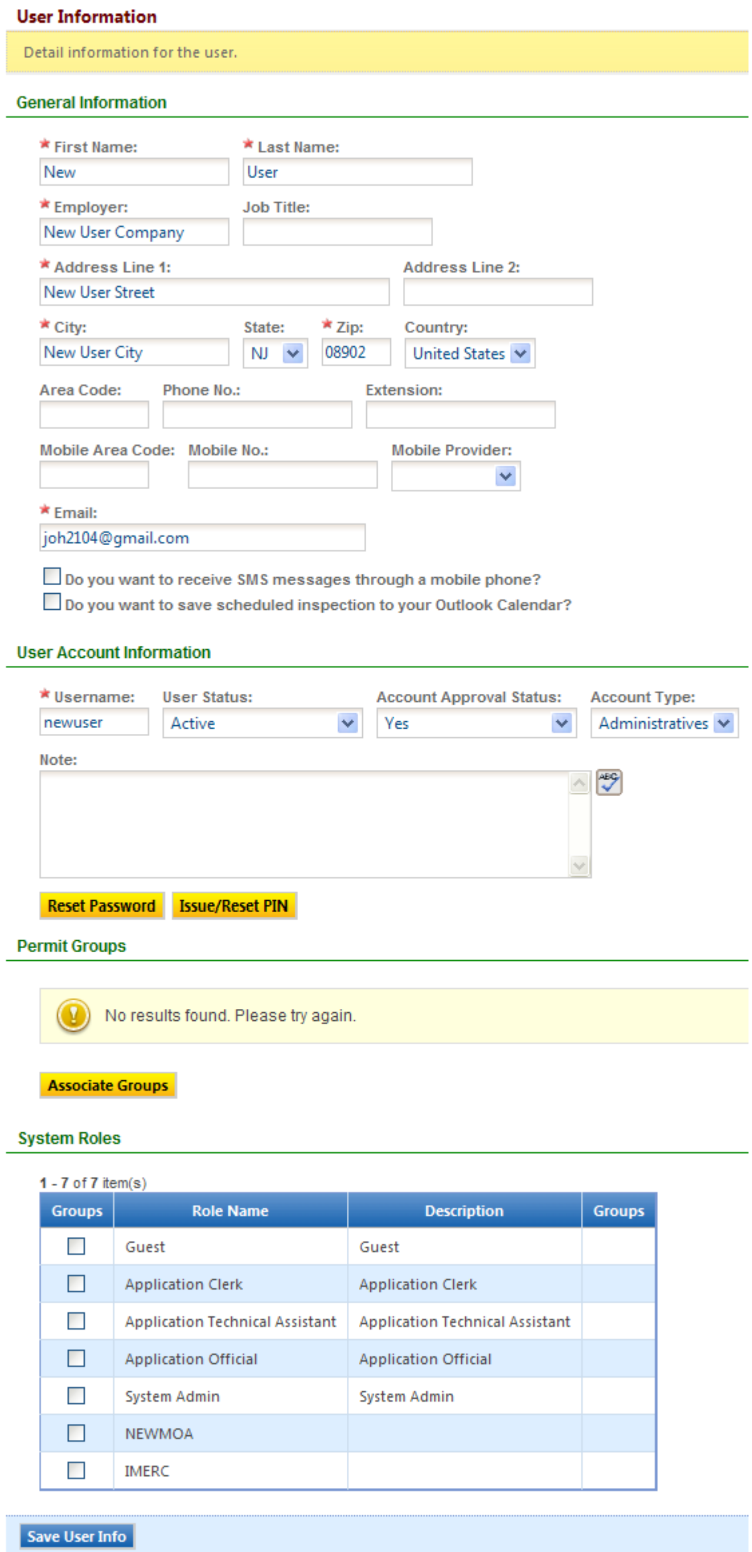


Figure 24: System Setting - Manage System Users - Modifying User Information

7.1.1.2 Permit Groups

The agency user may also click “**Associate Groups**” to add the user to various groups, including [HOBOKEN Administration] and [Super Admin]. Check the boxes of the groups you wish to associate the new user with and click “**OK**”.

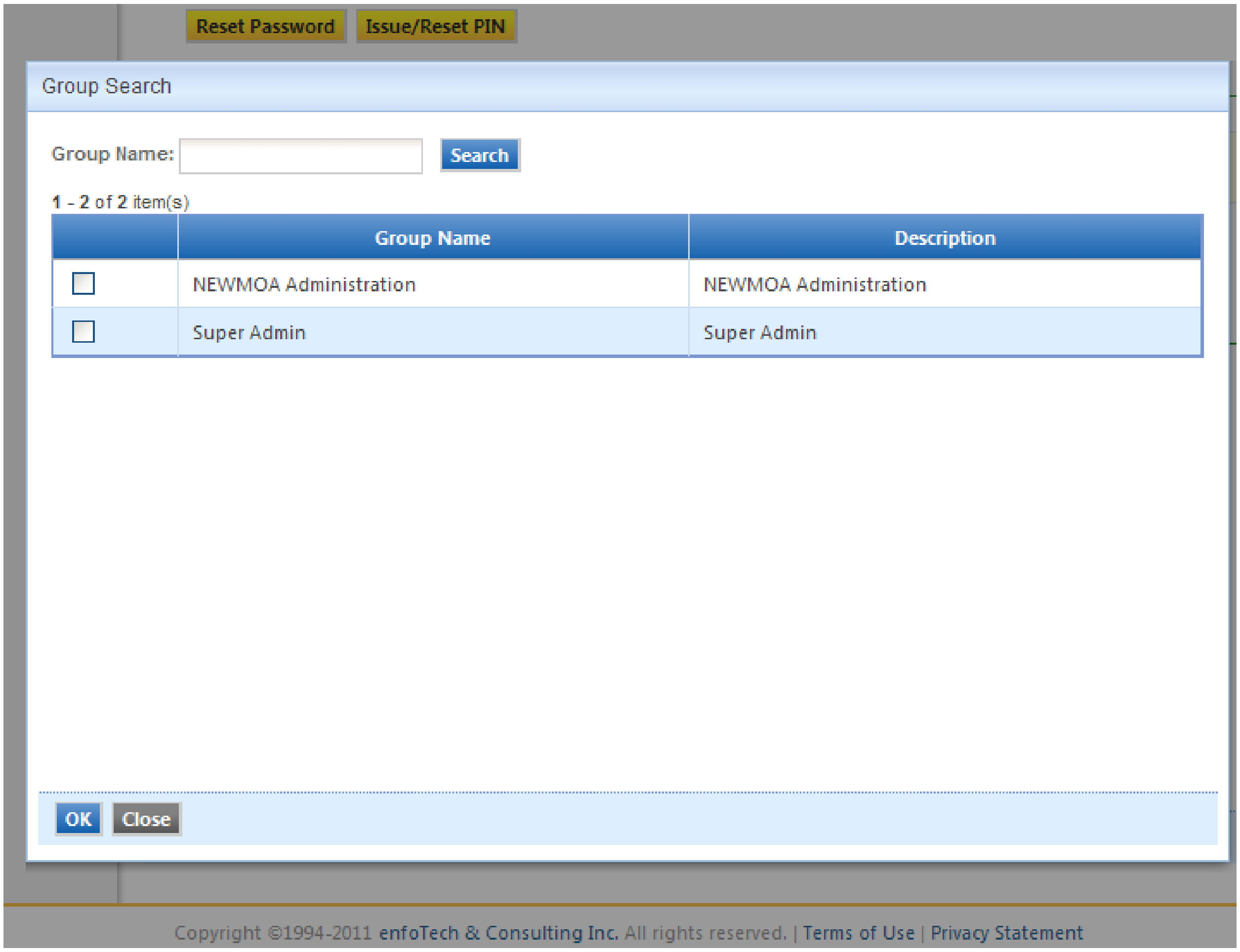


Figure 25: System Setting - Manage System Users - Associate Groups

7.1.1.3 System Roles

The agency user may also designate various system roles to the user by checking the box to the user name and clicking “**Save User Info**”

System Roles

1 - 7 of 7 item(s)

Groups	Role Name	Description	Groups
☐	Guest	Guest	
☐	Application Clerk	Application Clerk	
☐	Application Technical Assistant	Application Technical Assistant	
☐	Application Official	Application Official	
☐	System Admin	System Admin	
☐	NEWMOA		
☐	IMERC		

Save User Info

Figure 26: System Setting - Manage System Users - System Roles

7.1.1.4 Adding a New Agency User

To add a new agency user, click "**Add New**" button and fill out all required information. Once "**Save User Info**" button is clicked, a randomly generated password will be sent to the user's email address.

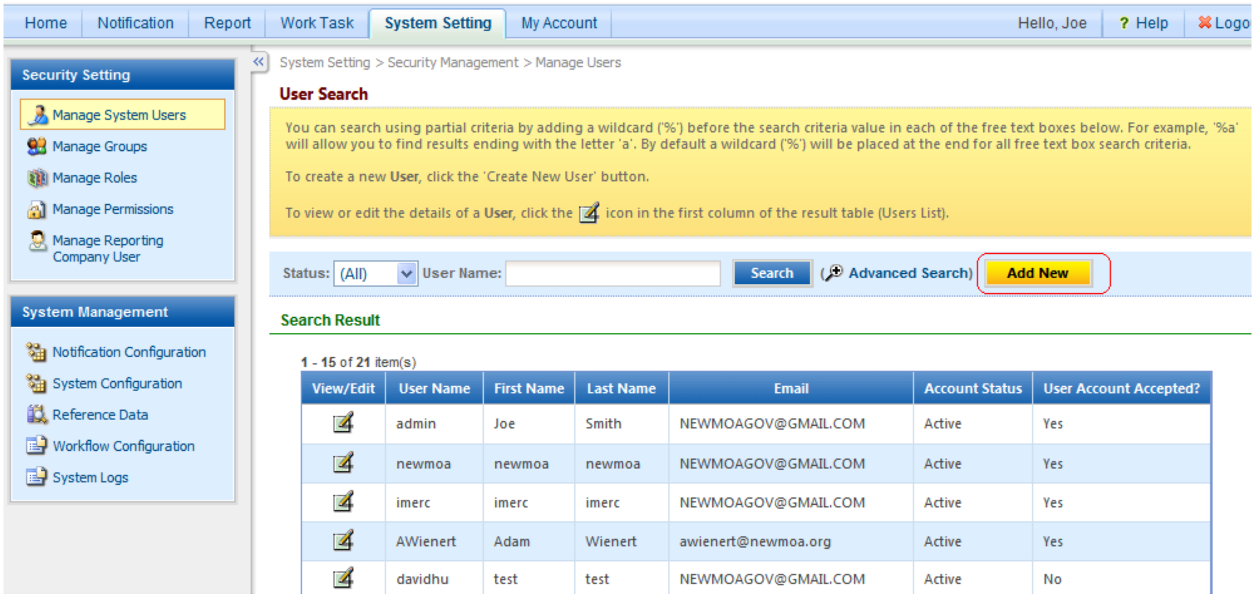


Figure 27: System Setting - Manage System Users - Adding a New User

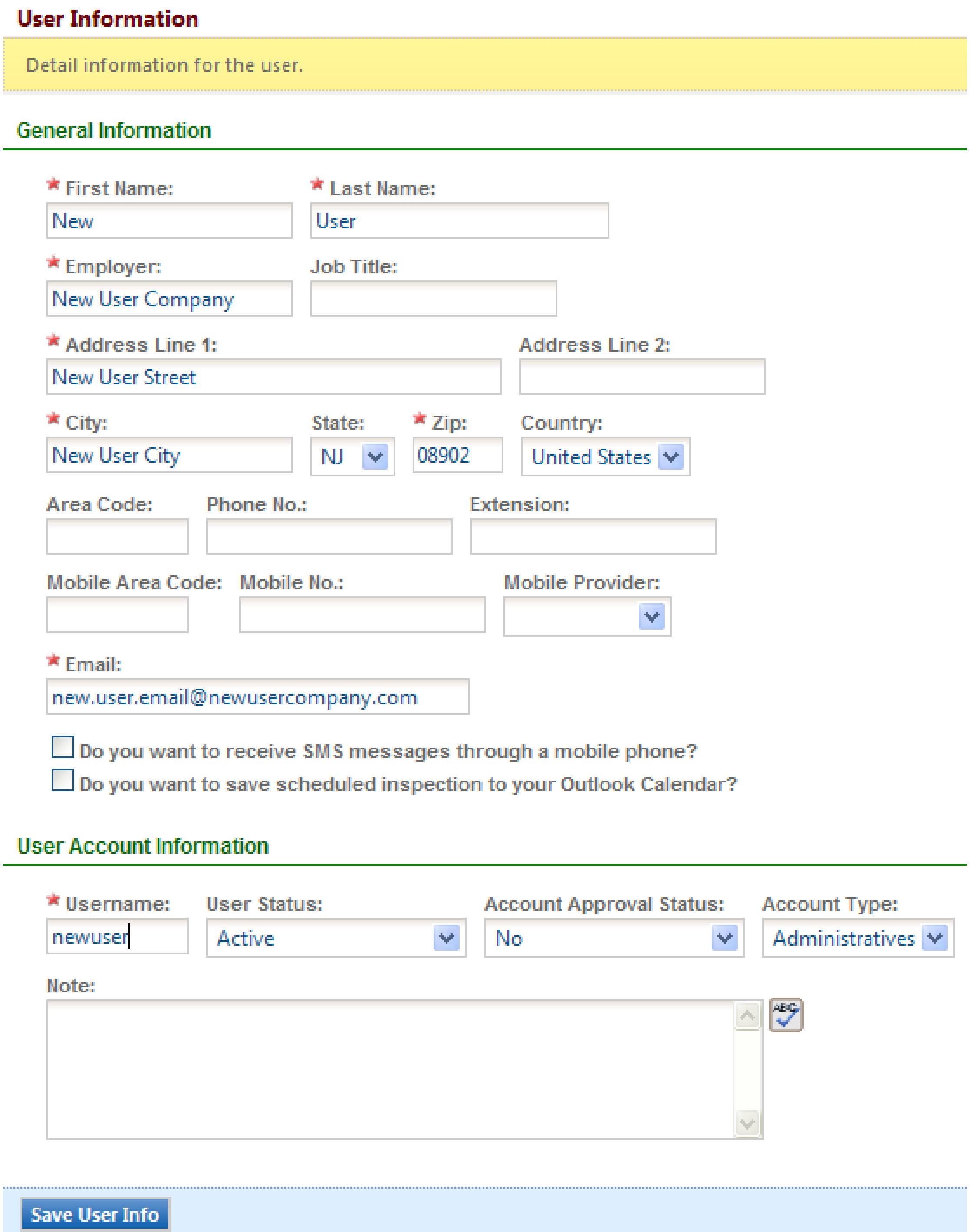


Figure 28: System Setting - Manage System Users - Inputting New User Information

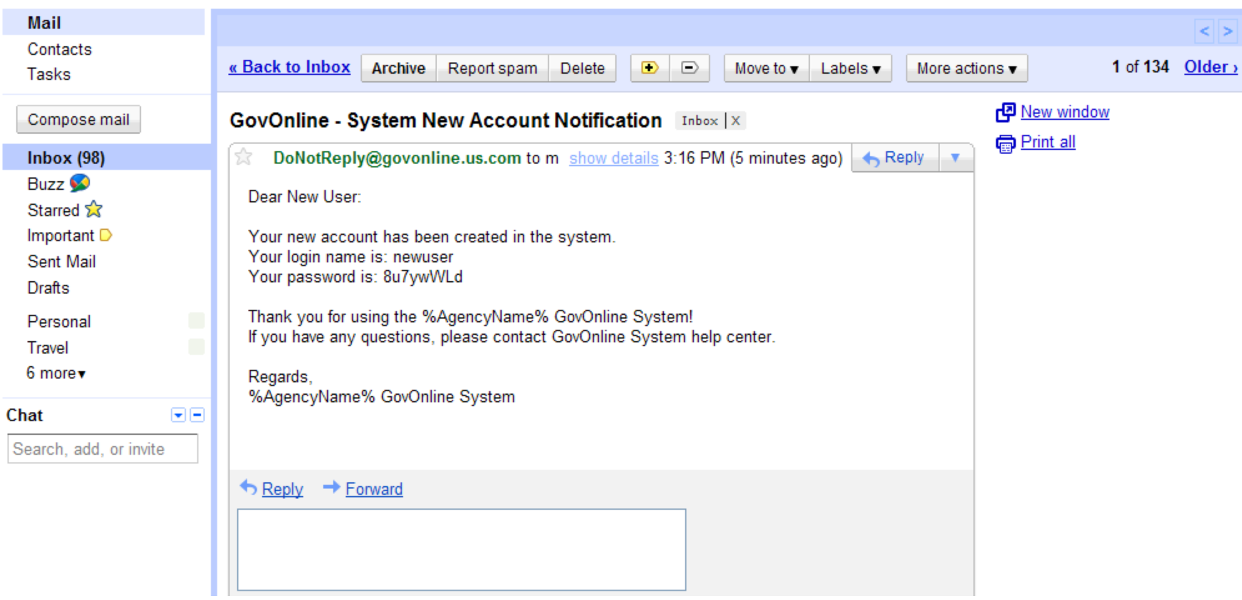


Figure 29: System Setting - Manage System Users - New User Account Application Email

7.1.2 Manage Groups

This is used to add a new application security group or modify existing application security group which includes modifying the associated users with the application security group and also the application security group property setting of Permit Type, Inspection Type, Report Type, Event Type, Application Type and Request Type.

7.1.2.1 Creating Application Security Groups

1. To add a new application security group, click the "+" icon and fill out group name and description.
2. Then click the "**Associate Users**" button to select users to be associated with the group.
3. Click the "**Save Group**" button at the end of the page to save all changes.

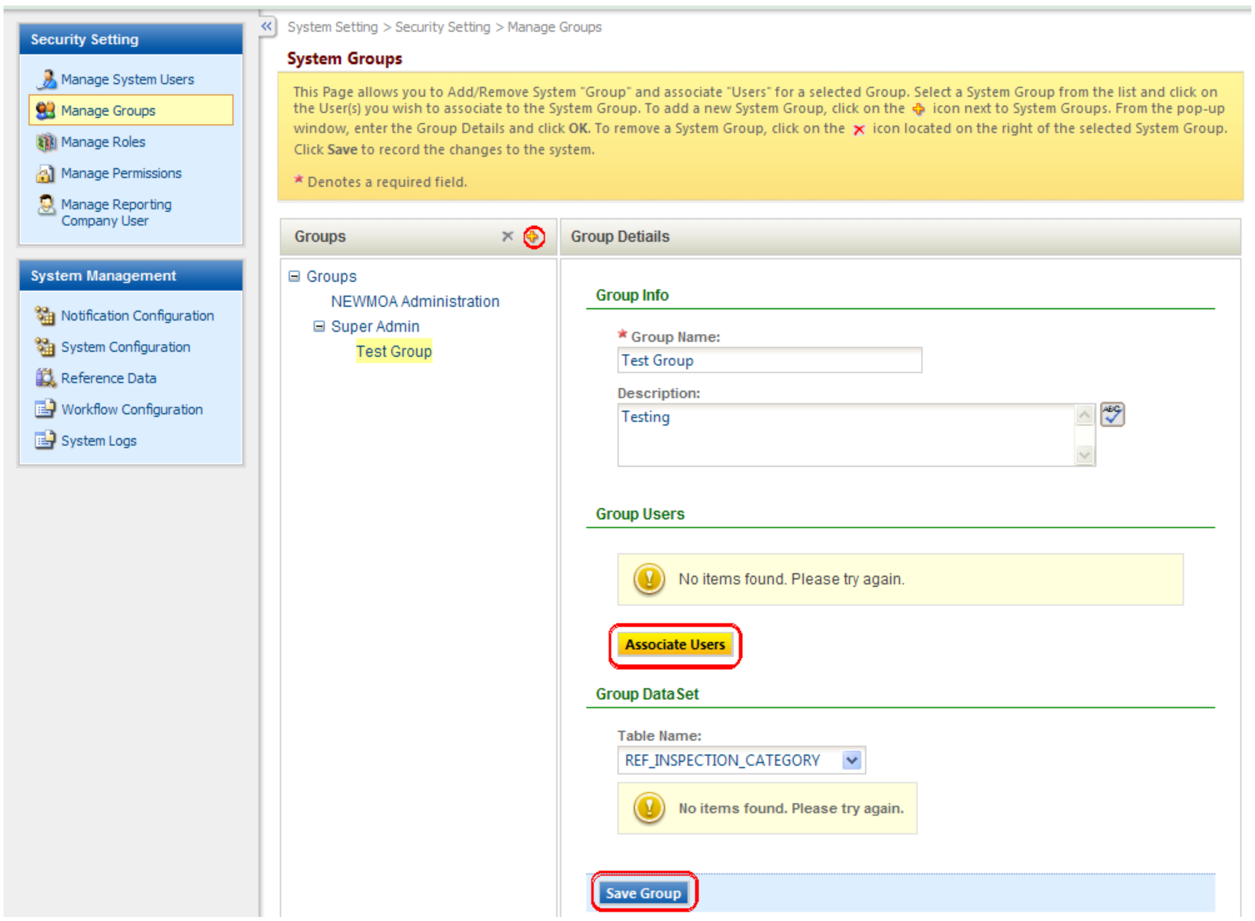


Figure 30: System Setting - Creating a New Application Security Group

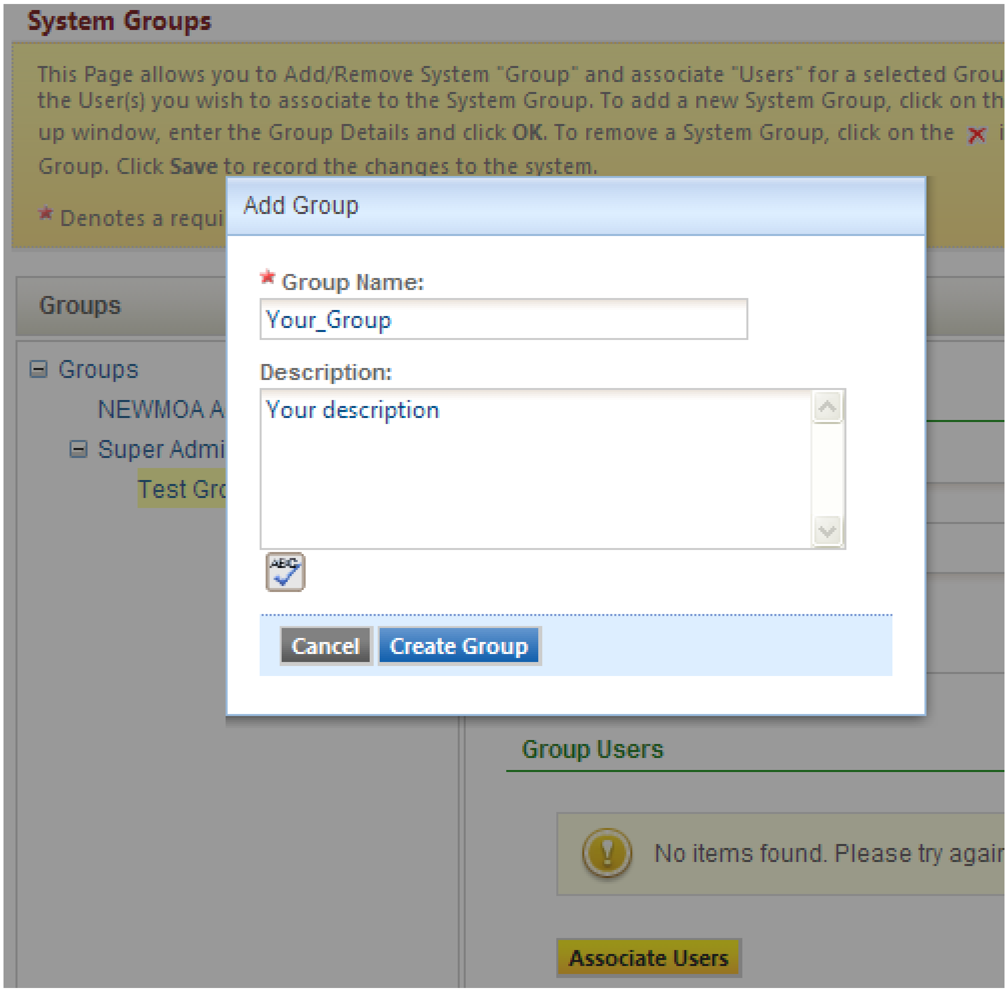


Figure 31: System Setting - Manage Groups - Create Group Description Box

7.1.2.2 Group Data Set

The Group property setting can be set from the “**Group DataSet**” dropdown. For example choose PM_TYPE (Permit Type) to set the group property for the associated users who have access rights to the selected permit application types. Choose REF_INSPECTION_CATEGORY (Inspection Type) to set the group property for the associated users who have access rights to the selected inspection types.

1. **PM_TYPE** (Permit Type): To set the group property for the associated users who have access rights to the selected permit application types.
2. **REF_INSPECTION_CATEGORY** (Inspection Type): To set the group property for the associated users who have access rights to the selected inspection types.
3. **PM_FORM** (Form Type): To set the group property for the associated users who have access rights to the selected application form types.
4. **REF_REPORT_TYPE** (Report Type): To set the group property for the associated users who have access rights to the selected report types.
5. **REF_EVENT_CATEGORY** (Event Type): To set the group property for the associated users who have access rights to the selected event types.
6. **REF_NOTIFICATION_CATEGORY** (Notification Type): To set the group property for the associated users who have access rights to the selected notification types.
7. **REF_REQUEST_CATEGORY** (Request Type): To set the group property for the associated users who have access rights to the selected request types.

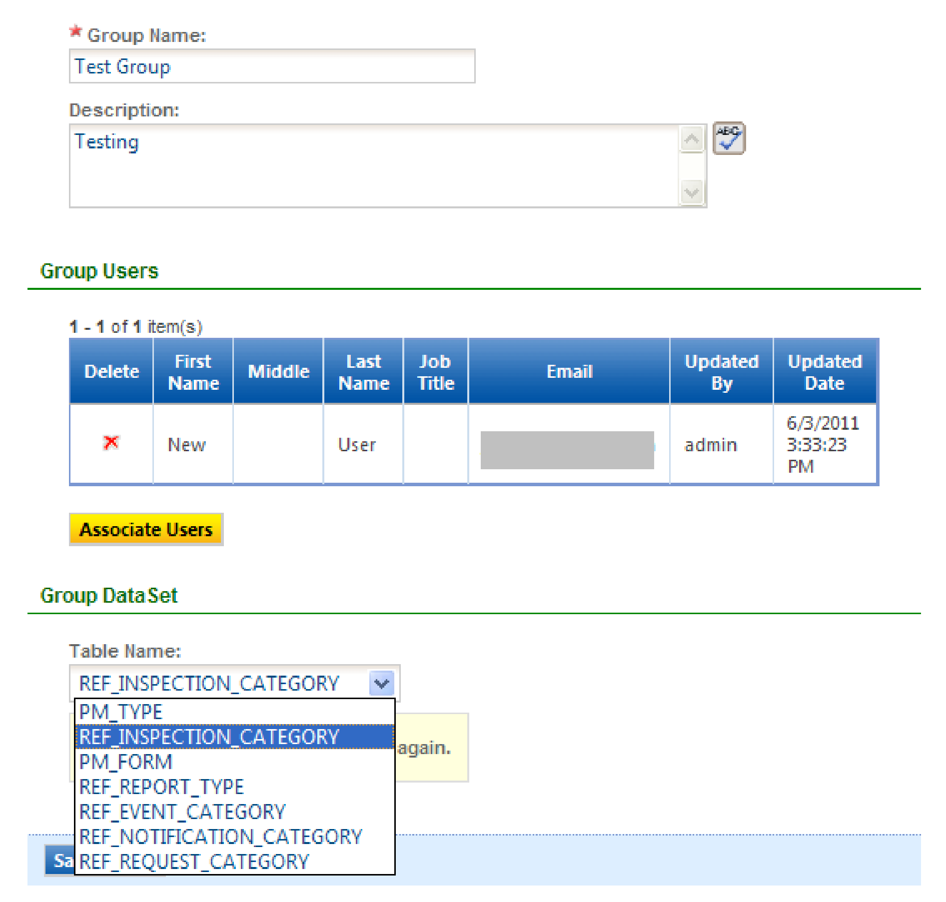


Figure 32: System Setting - Manage Groups - Group Data Set

7.1.3 Manage Application Security Roles

This is used to add a new Application Security role or modify an existing Application Security role which includes modifying the associated role tasks (permission sets) with the Application Security role.

1. To add a new user role, click the "+" icon and fill out role name and description.
2. Then select the role tasks (permission sets) to be associated with the role.
3. Click the "**Save Role**" button at the end of the page to save all changes.

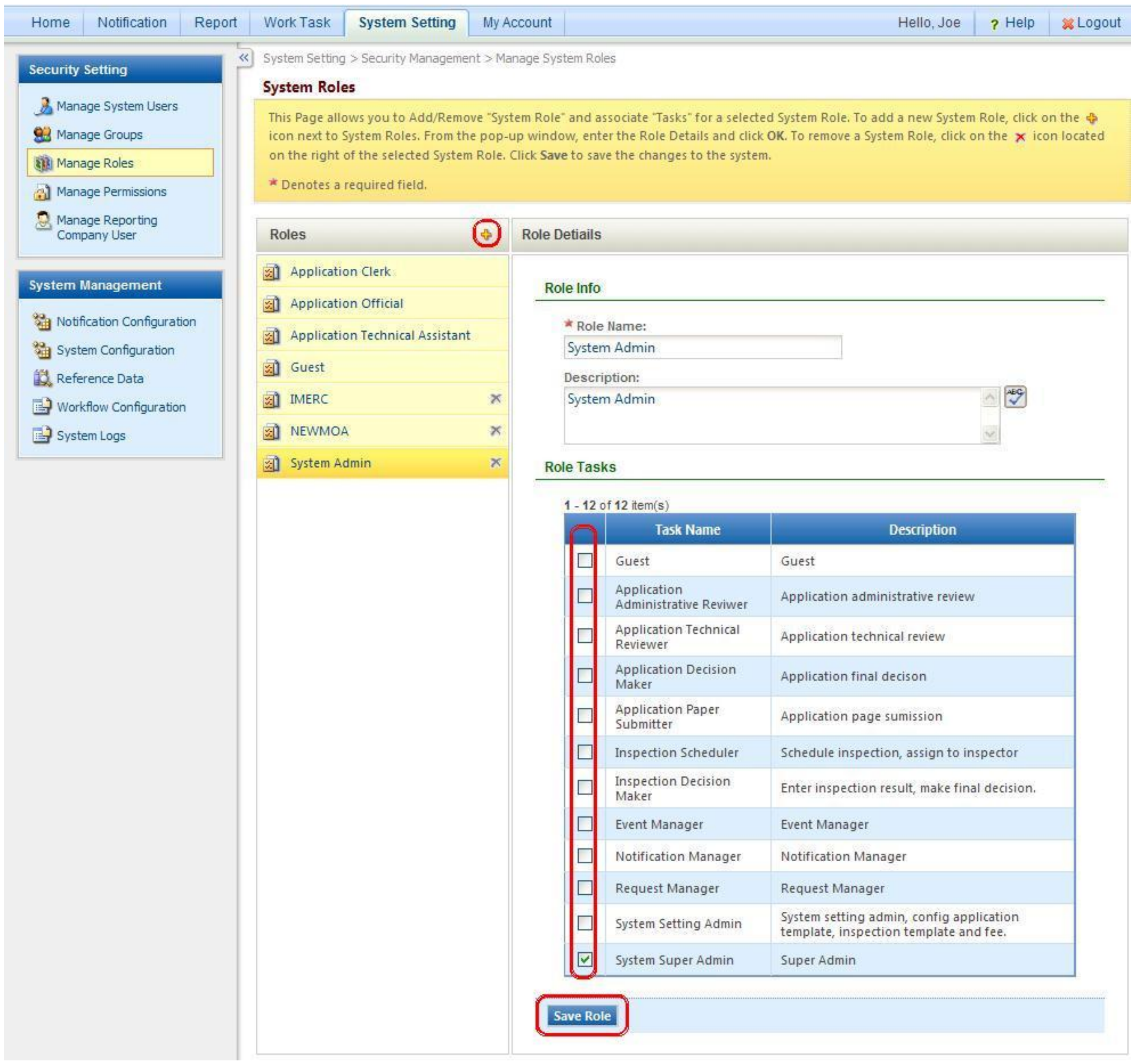


Figure 33: System Setting - Manage Application Security Roles

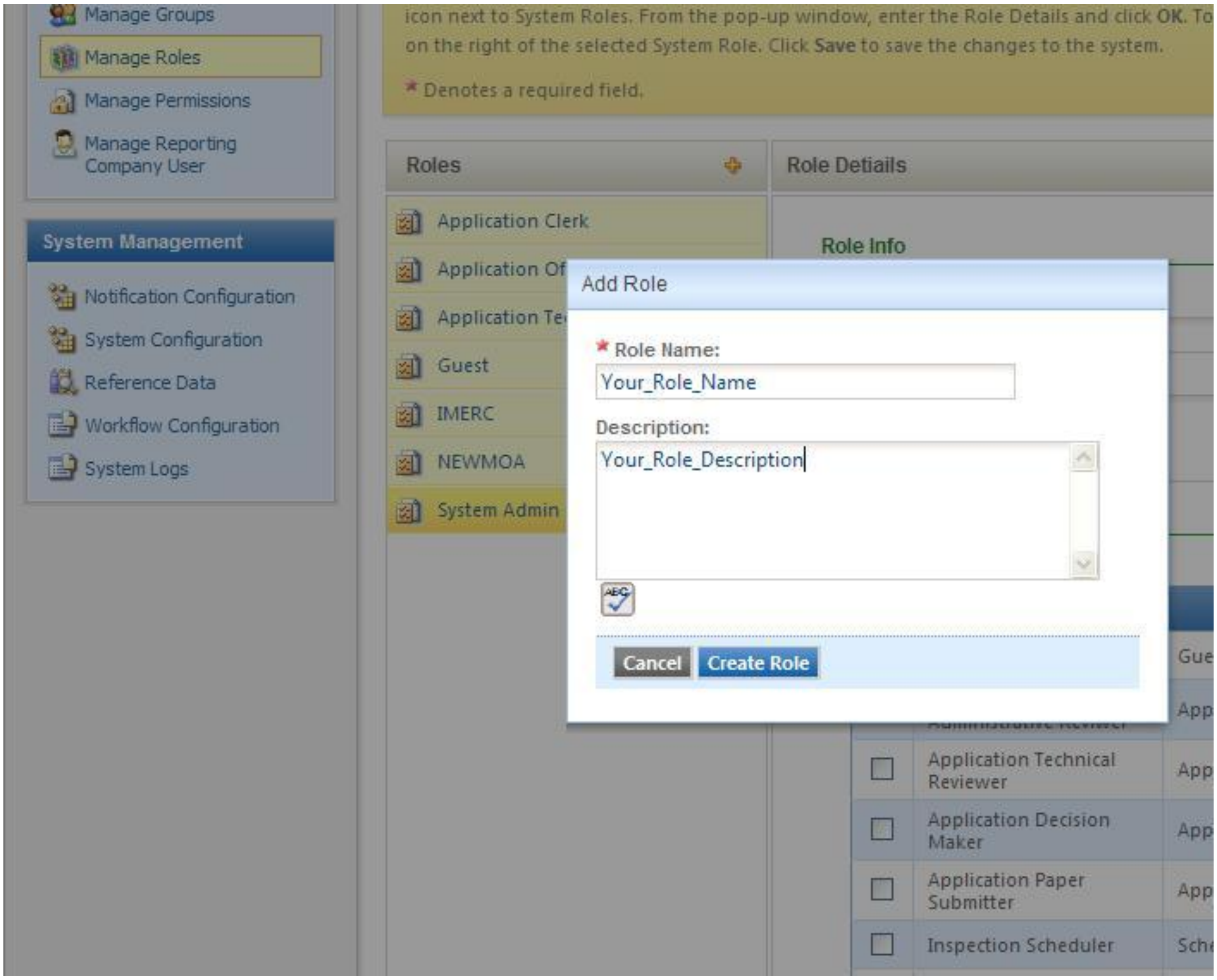


Figure 34: System Setting - Manage Roles - Adding a Role

7.1.4 Manage Application Permissions

This is used to add new role tasks (permission set) or modify existing role tasks which includes modifying the associated permissions (process/page/controls) with the role task.

1. To add a new role task, click the "+" icon and fill out role task name and description.
2. Click the "**Associate Permission**" to select desired permissions (process/page/controls) to be associated with the role task.
3. Click the "**X**" icon to disassociate associated permissions.
4. Click the "**Save Task with Permission**" button at the end of the page to save all changes.

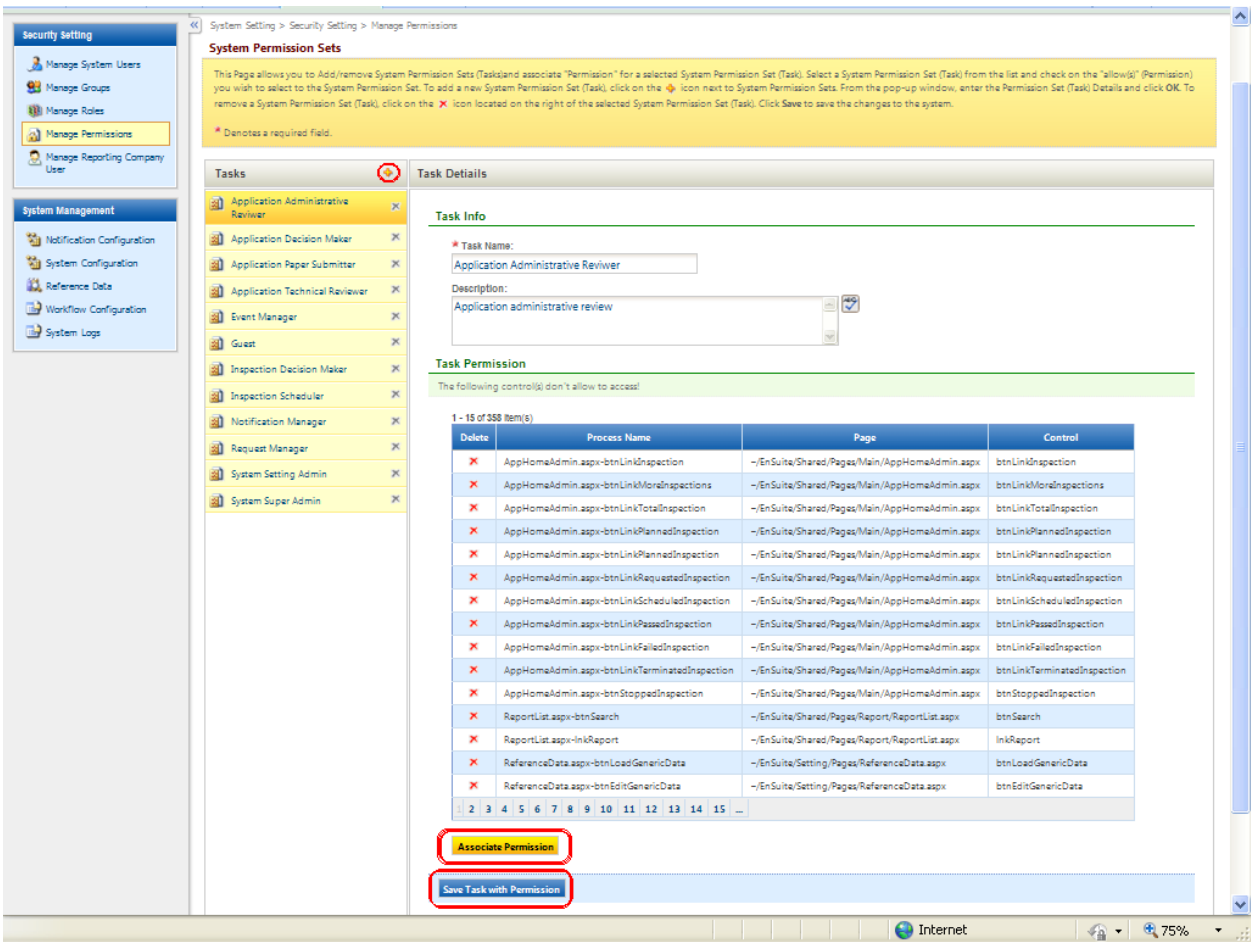


Figure 35: System Setting - Manage Permissions - Managing Permissions

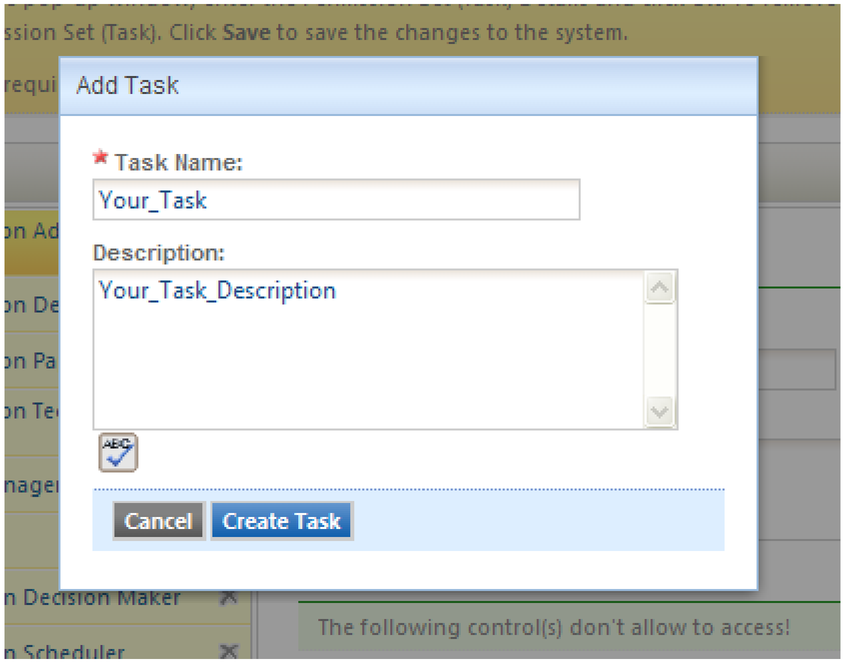


Figure 36: System Setting - Manage Permissions - Adding a Task

7.1.5 Manage Public User (Reporting Company User)

This is used to add new public users (Reporting Company User) or modify existing public users, including modifying user information, status and reset password or PIN.

1. To add a new role task, click the "**Add New**" button and fill out all required user information. Once the "**Save**" button is clicked, a randomly generated password will be sent to the user's email address.

2. To modify an existing agency user, click on the View/Edit (" ") icon to select the desired user to update. Once the modification is finished, click the "**Save**" to save all changes.

    a. Click the Change Status " " icon to change public user's status.

    b. Click the Reset Password " " icon to reset public user's login password.

    c. Click the Reset PIN " " icon to reset public user's PIN.

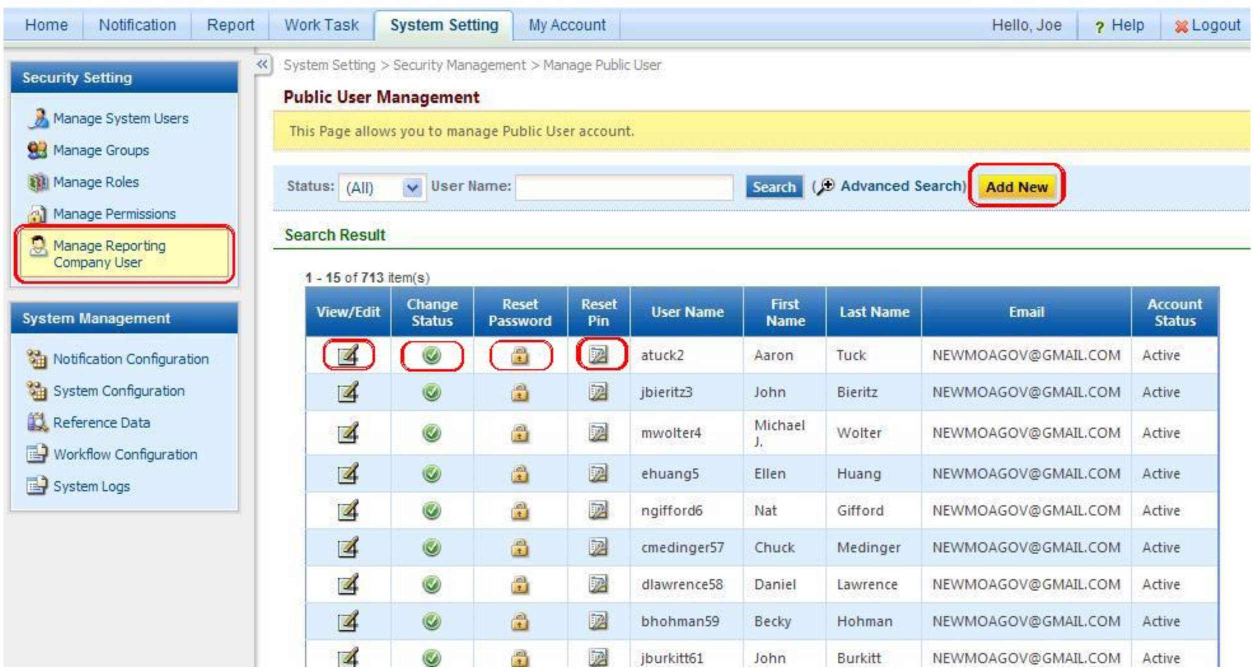


Figure 37: System Setting - Manage Reporting Company User

7.2 System Management

The System Management panel under the “System Setting” System menu is used to adjust the system and notification level configuration. It can also take care of workflow configuration and system logs.

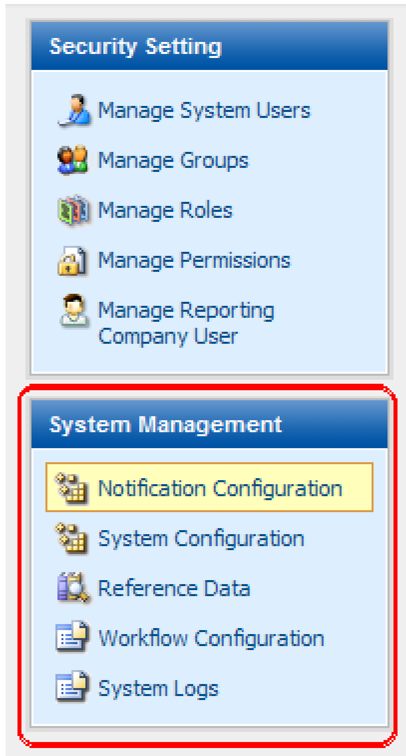


Figure 38: System Management Panel

7.2.1 Application Configuration

This section is used to set up the application level configuration. Click the “**Add New**” button to add a new application configuration. Or click the Edit (“ .”) icon to modify existing application configuration.

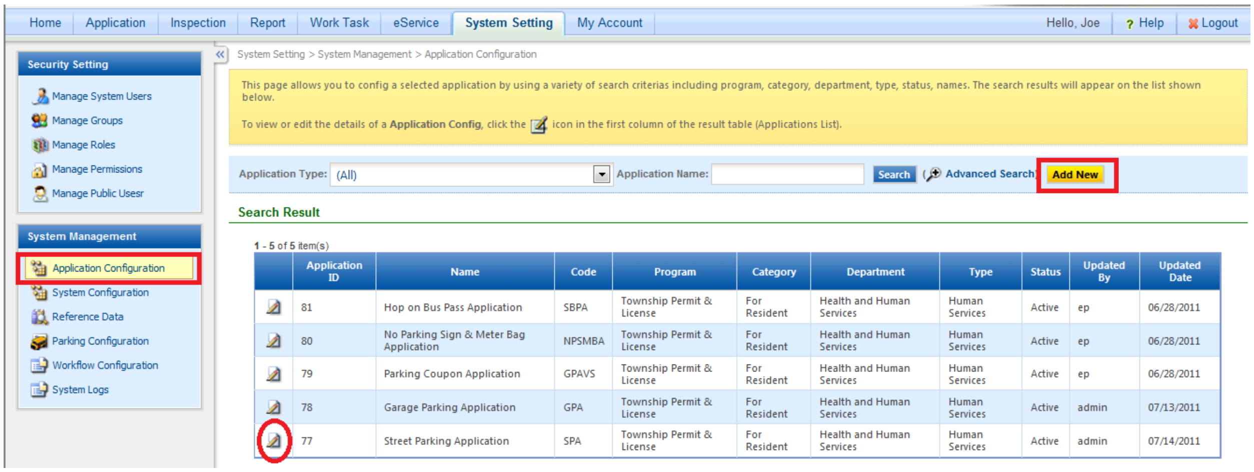


Figure 39: System Setting - Application Configuration

7.2.1.1 General

The General section consists of application information, attachment's mail-to and fax-to address and fee pay-to (to send check) address. It also provides the ability to upload application instructions in PDF format.

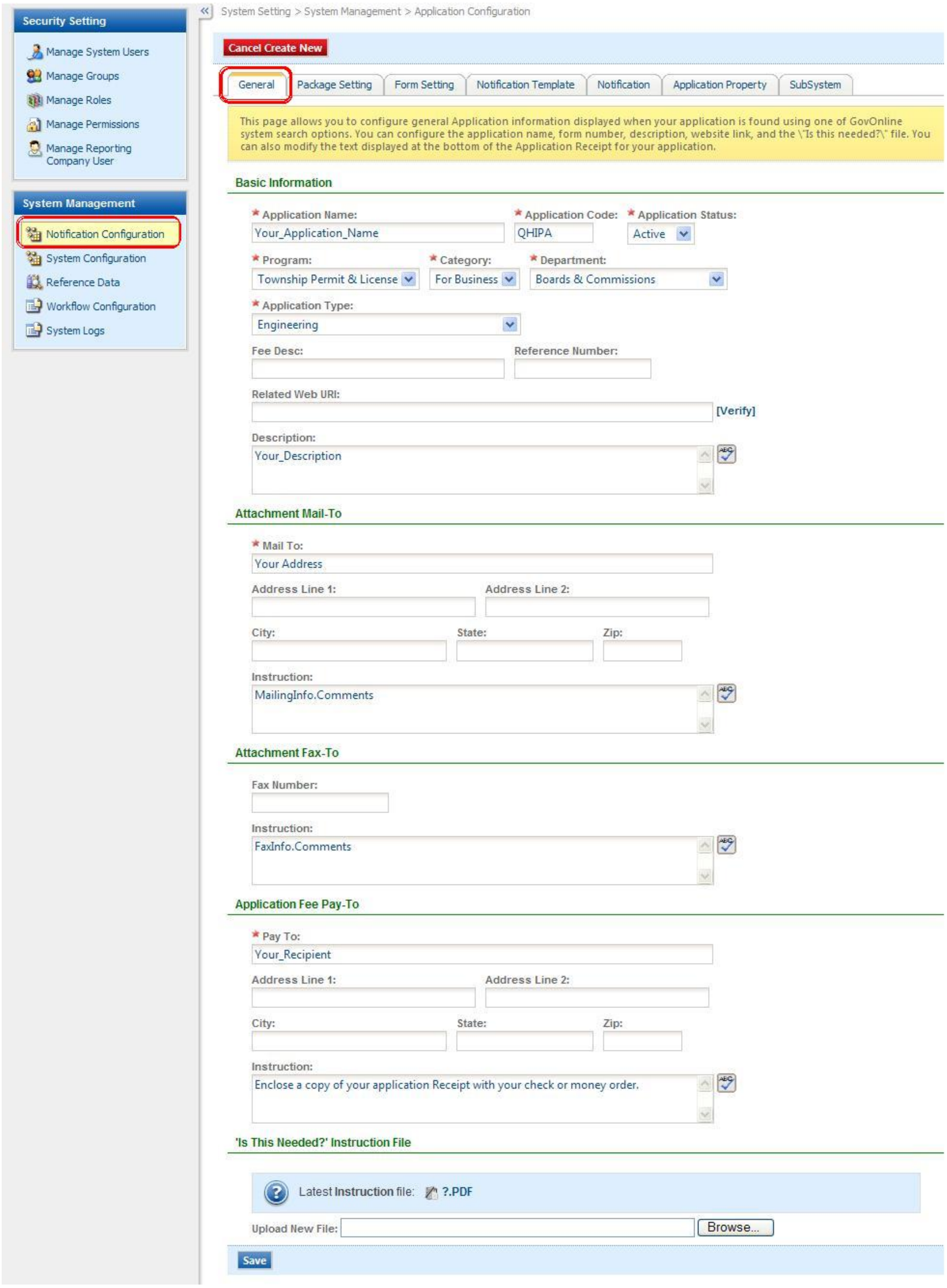


Figure 40: System Setting - Application Configuration - General

7.2.1.2 Package Setting

This is used to set up application package's configuration. If attachments, fees, inspections, issuance and reviewer are required for the Application package, configuration needs to be set here.

7.2.1.2.1 Attachment

- Click the checkbox ( ) if the attachment page needs to be displayed.
- Click the "**New/Edit Contact**" icon to add a new attachment mail-to contact or modify existing contact.
- Click ( ) icon to add additional required/optional attachments. Optional mail-to contact can be selected. Attachment name and attribute are required to be specified.
- Click ( ) icon to delete the selected attachment.
- Select the "**Required"** option button if the attachment is required.

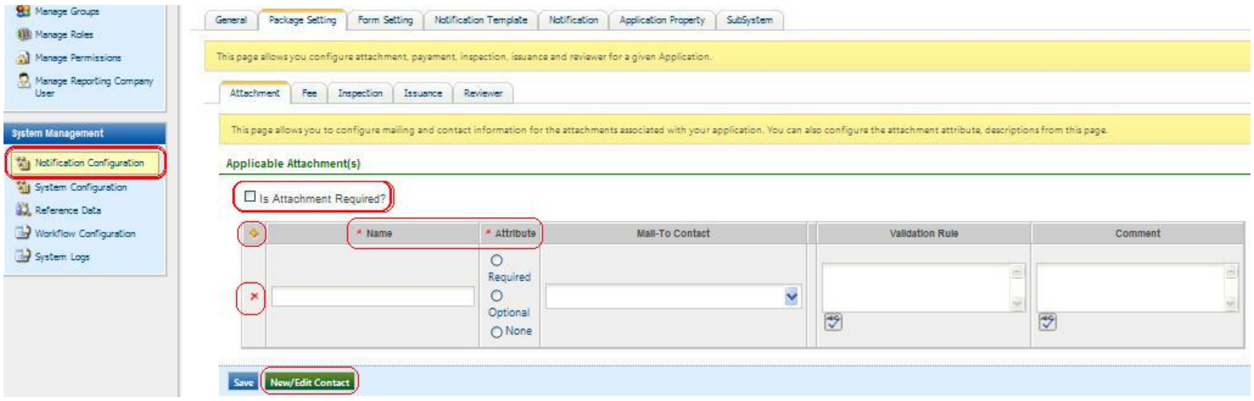


Figure 41: System Setting - Application Configuration - Package Setting - Attachment

7.2.1.2.2 Fee

The Fee tab is used to configure fees for different types of parking programs.

- Click the checkbox ( ) if the fee page needs to be displayed.
- Click the ( ) icon to add additional required fees. Fee name and amount and fee type are required fields to be specified.
- Click the ( ) icon to delete the selected fee.
- The “**Pay Upfront**” checkbox needs to be checked if the fee needs to be paid up front.

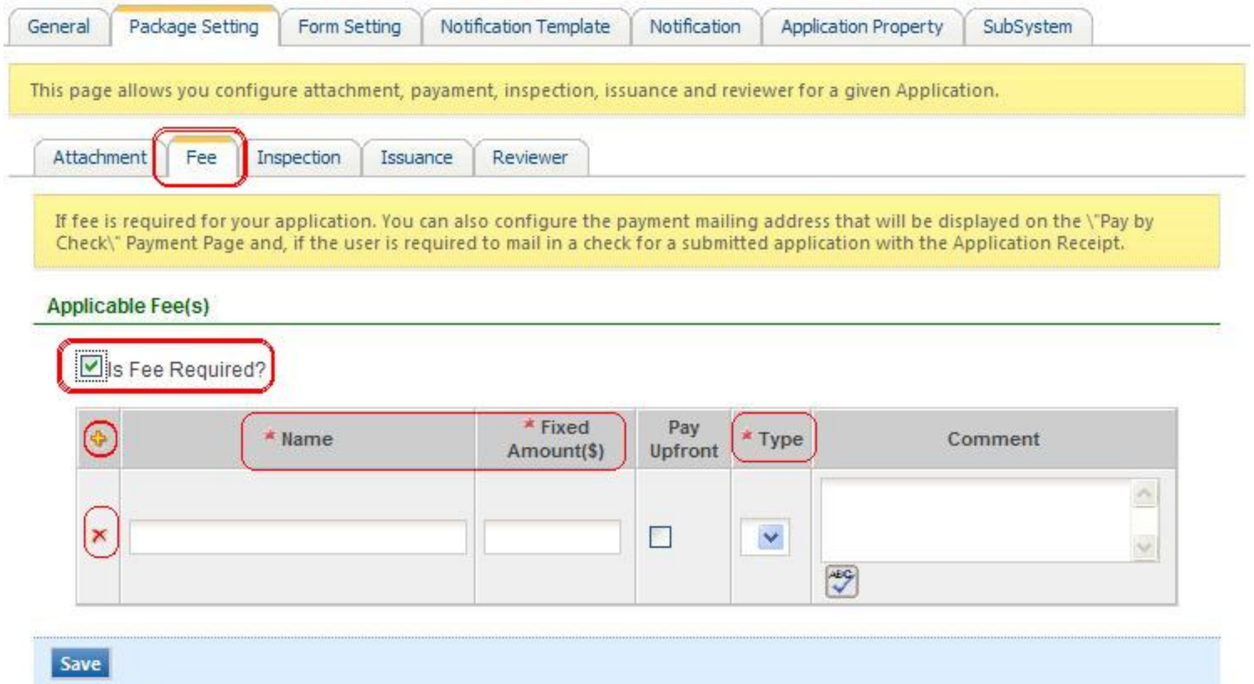


Figure 42: System Setting - Application Configuration - Package Setting - Fee

7.2.1.2.3 Inspection

Inspection function is currently not used by HOBOKEN in Parking Permit Reporting.

- Click the checkbox ( ) if the inspection page is needed for the application.
- Click ( ) icon to pre-populate pre-configured inspections.
- Click ( ) icon to add additional inspection. Inspection name, type and proper order fields are required to be specified.
- Click ( ) icon to delete the selected inspection.

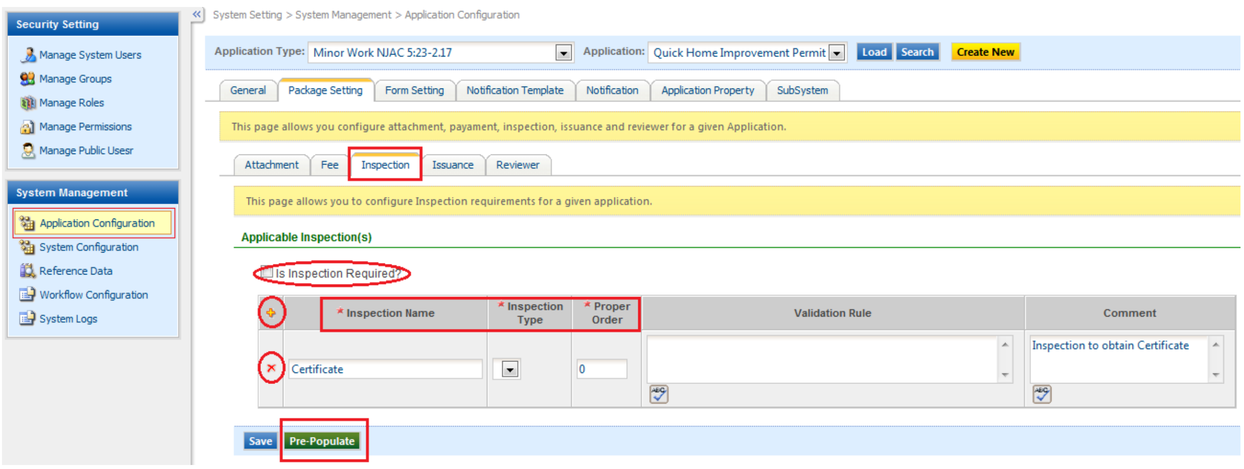


Figure 43: System Setting - Application Configuration - Package Setting - Inspection

7.2.1.2.4 Issuance

The Issuance tab is used to configure parking permits or decals for different types of parking programs..

- Click the ( ) icon to add additional issuance. Issuance name is required to be specified.
- Click the ( ) icon to delete the selected inspection.
- Application status is used to determine when the issuance should happen.
- "**Auto Issue**" is used to determine whether the issuance should be automatically triggered.

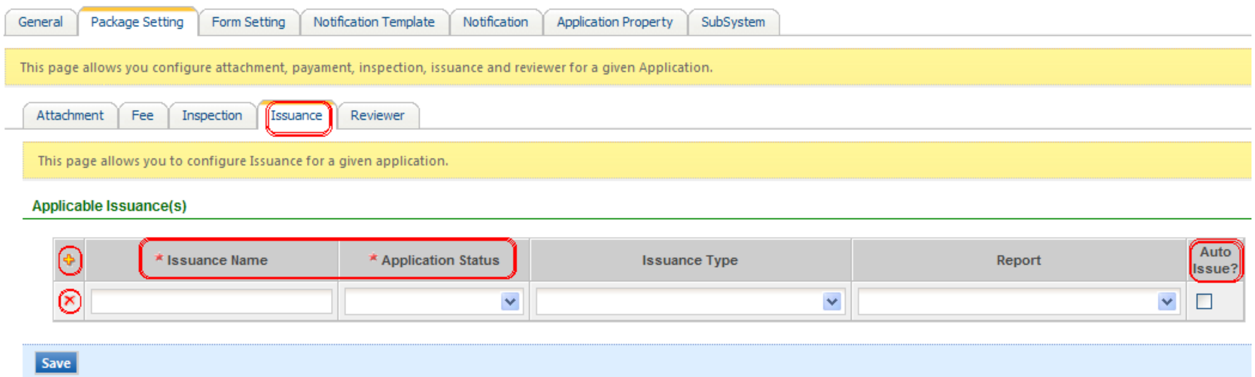


Figure 44: System Management - Notification Configuration - Package Setting - Issuance

7.2.1.2.5 Reviewer

- Click the ( ) icon to add additional issuance. Issuance name is required to be specified.
- Click the ( ) icon to delete the selected inspection.
- Review sequence can be no sequence (parallel) or in sequence.
- Reviewer can be one individual or group of many individuals.
- Review duration days need to be specified to prevent any review delay.

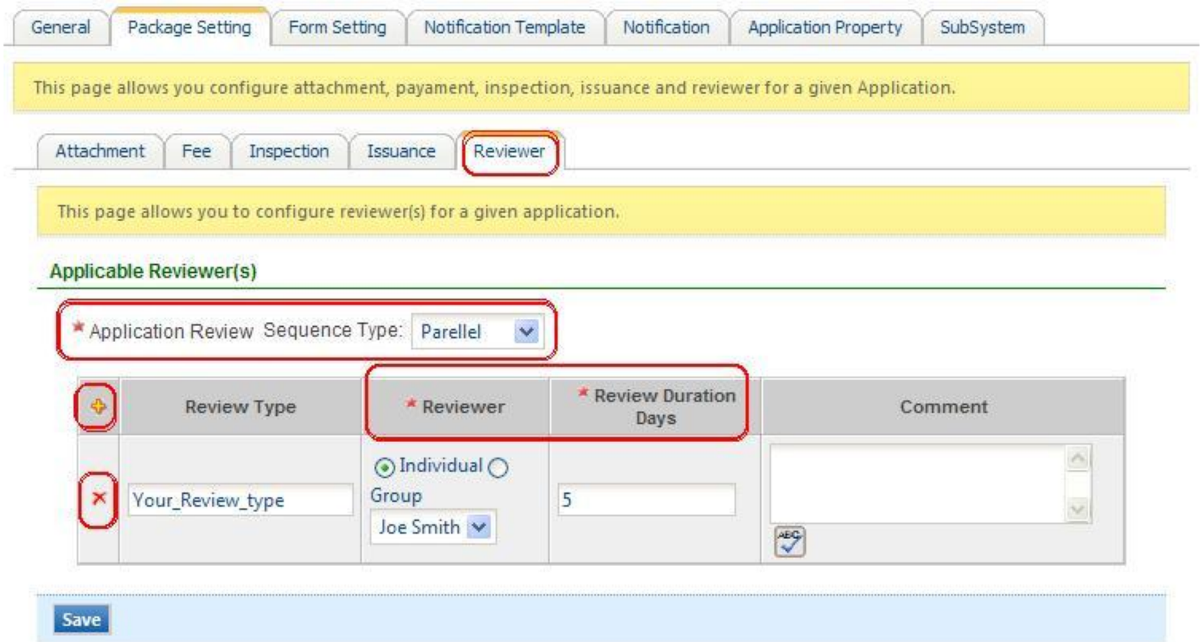


Figure 45: System Setting - Application Configuration - Package Setting - Reviewer

7.2.1.3 Form Setting

The Form Setting tab is used to set up the Application Form configuration. If the attachments, fees, inspections, issuance and reviewer are required for the Application Form, configuration needs to be set here.

- Click the ( ) icon to add additional form for the Application package. Form type and attribute fields are required to be specified. Main type form will be displayed for applicant to fill out. If pre-fill checkbox is checked, the form will be pre-filled with stored data.
- Click the ( ) icon to delete the selected form.
- Click the ( ) icon to modify the selected form.

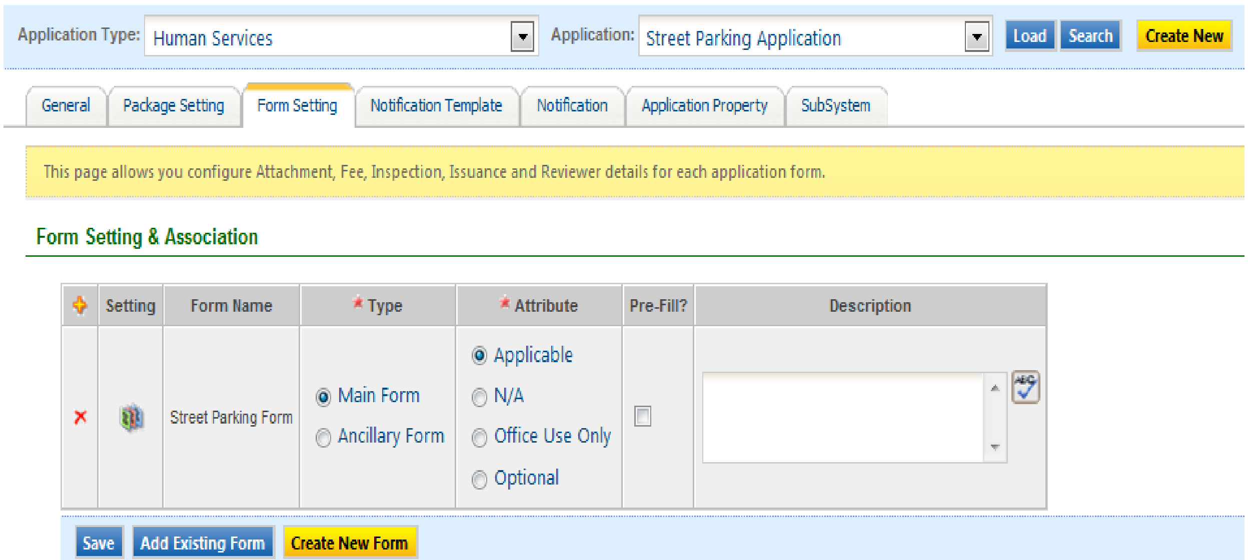


Figure 46: System Setting - Application Configuration - Form Setting - Form Setting

7.2.1.3.1 Attachment

- Click the checkbox ( ) if the attachment page needs to be displayed.
- Click the "**New/Edit Contact**" icon to add a new attachment mail-to contact or modify existing contact.
- Click the ( ) icon to add additional required/optional attachments. Optional mail-to contact can be selected. Attachment name and attribute are required to be specified.
- Click the ( ) icon to delete the selected attachment.
- Select "**Required"** option button if the attachment is required.

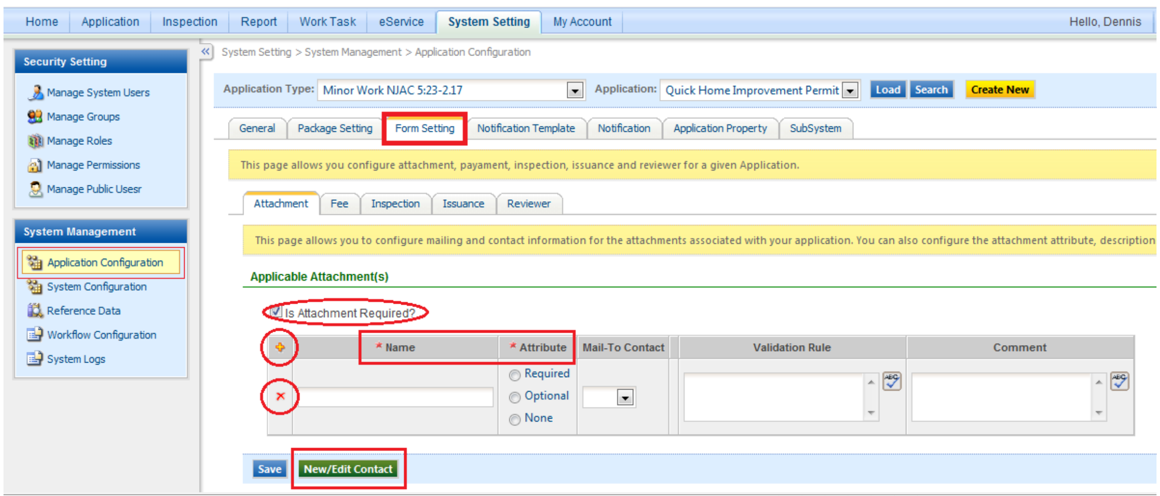


Figure 47: System Setting - Application Configuration - Form Setting - Attachment

7.2.1.3.2 Fee

The Fee tab is used to configure form level fees for different types of parking forms.

- Click the checkbox ( ) if the fee page needs to be displayed.
- Click the ( ) icon to add additional required fees. Fee name and amount and fee type are required fields to be specified.
- Click the ( ) icon to delete the selected fee.
- The “**Pay Upfront**” checkbox needs to be checked if the fee needs to be paid up front.

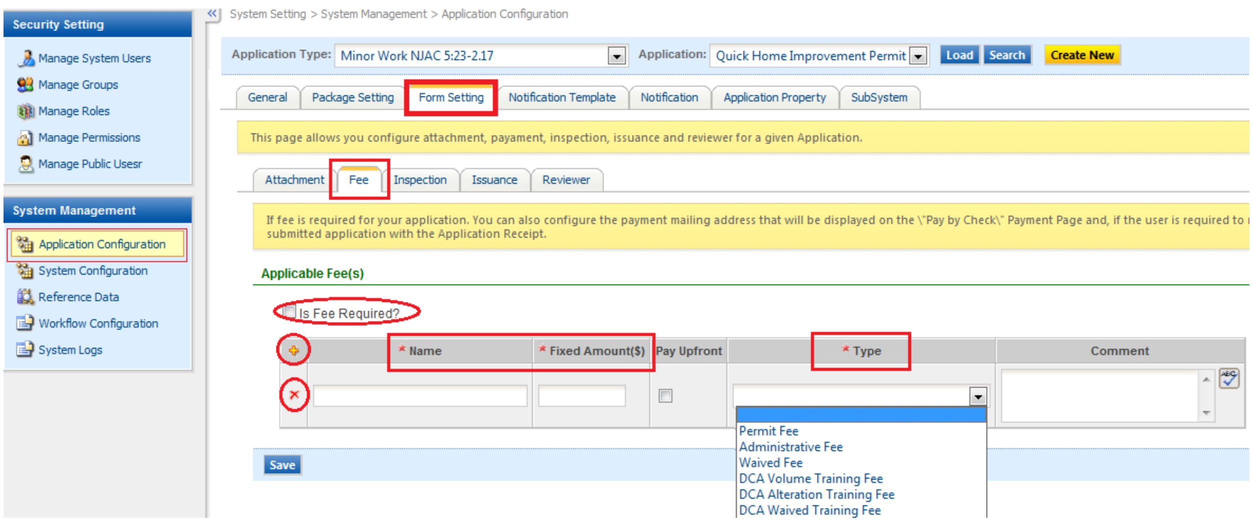


Figure 48: System Setting - Application Configuration - Form Setting - Fee

7.2.1.3.3 Inspection

- Click the checkbox ( ) if the inspection page is needed for the application.
- Click the “Pre-Populate” to pre-populate pre-configured inspections.
- Click the ( ) icon to add additional inspection. Inspection name, type and proper order fields are required to be specified.
- Click the ( ) icon to delete the selected inspection.

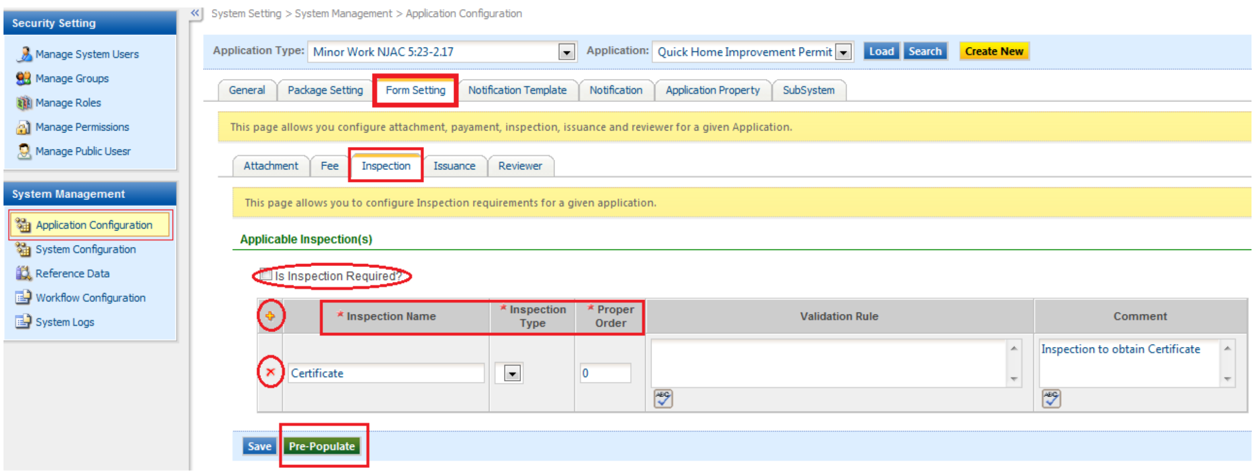


Figure 49: System Setting - Application Configuration - Form Setting - Inspection

7.2.1.3.4 Issuance

- Click the ( ) icon to add an additional issuance.
- Click ( ) icon to delete the selected inspection.
- Application status is used to determine when the issuance will occur.
- “Auto Issue” is used to determine whether the issuance should be automatically triggered.

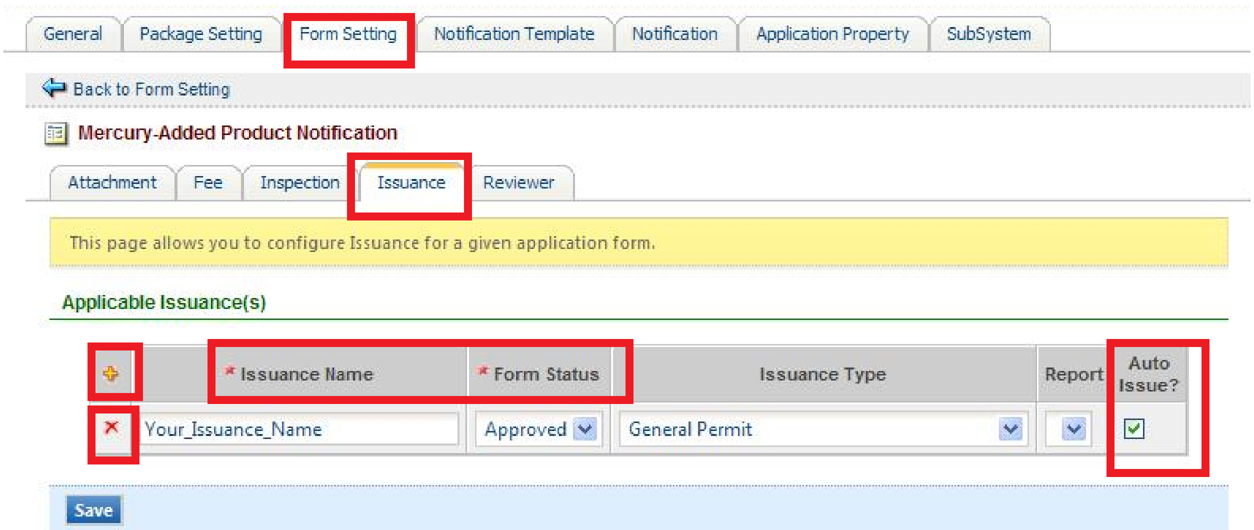


Figure 50: System Setting - Application Configuration - Form Setting - Issuance

7.2.1.3.4.1 Reviewer

- Click “**Reviewer**”
- Click the ( ) icon to add additional issuance. Issuance name is required to be specified.
- Click the ( ) icon to delete the selected inspection.
- The review sequence can be no sequence (parallel) or in sequence.
- The reviewer can be one individual or group of many individuals.
- The review duration days need to be specified to prevent any review delay.

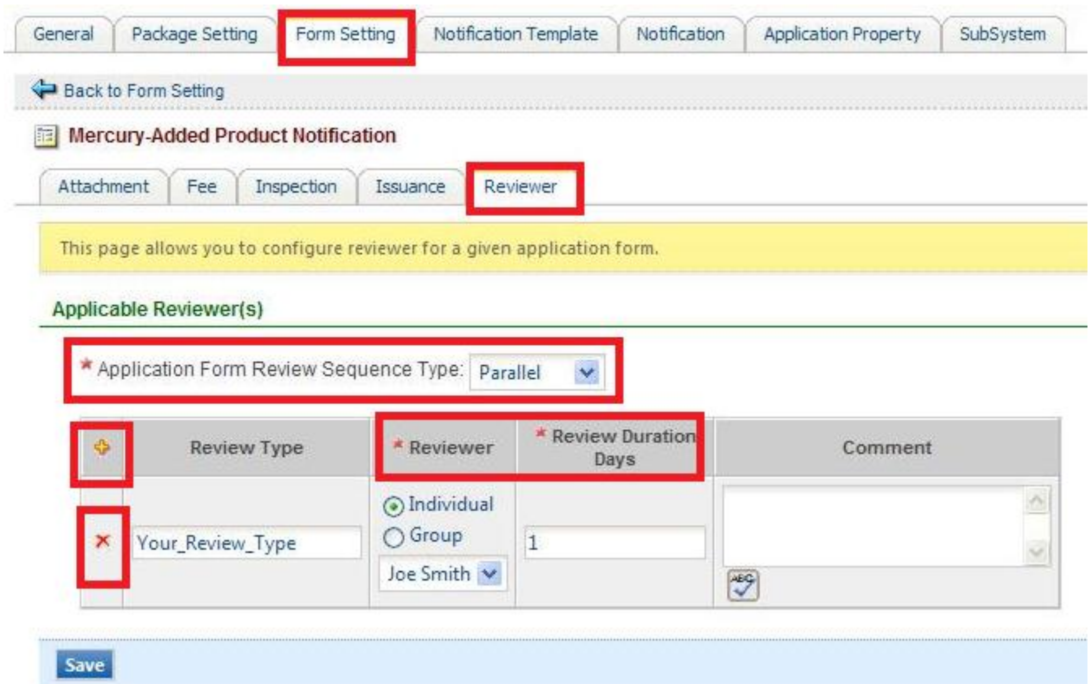


Figure 51: System Setting - Application Configuration - Form Setting - Reviewer

7.2.1.4 Application Template

The Application Template is used to set up the email notification template for agency and applicant, based on different events (approval, denial, etc.) and recipients.

- For each desired notification template, select template item from template list to set up email recipient and content and message text.
- Click “**Admin**/**Applicant**” dropdown to select the notification template type.
- Fill out “**FROM**”, “**TO** list”, “**CC** list”, “**BCC** list”.
- Select status (“**Active**” or “**Inactive**”); format (“**Text**” or “**HTML**”).
- Fill out email content text and message text.
- Click “**Save Template**” to save all changes.

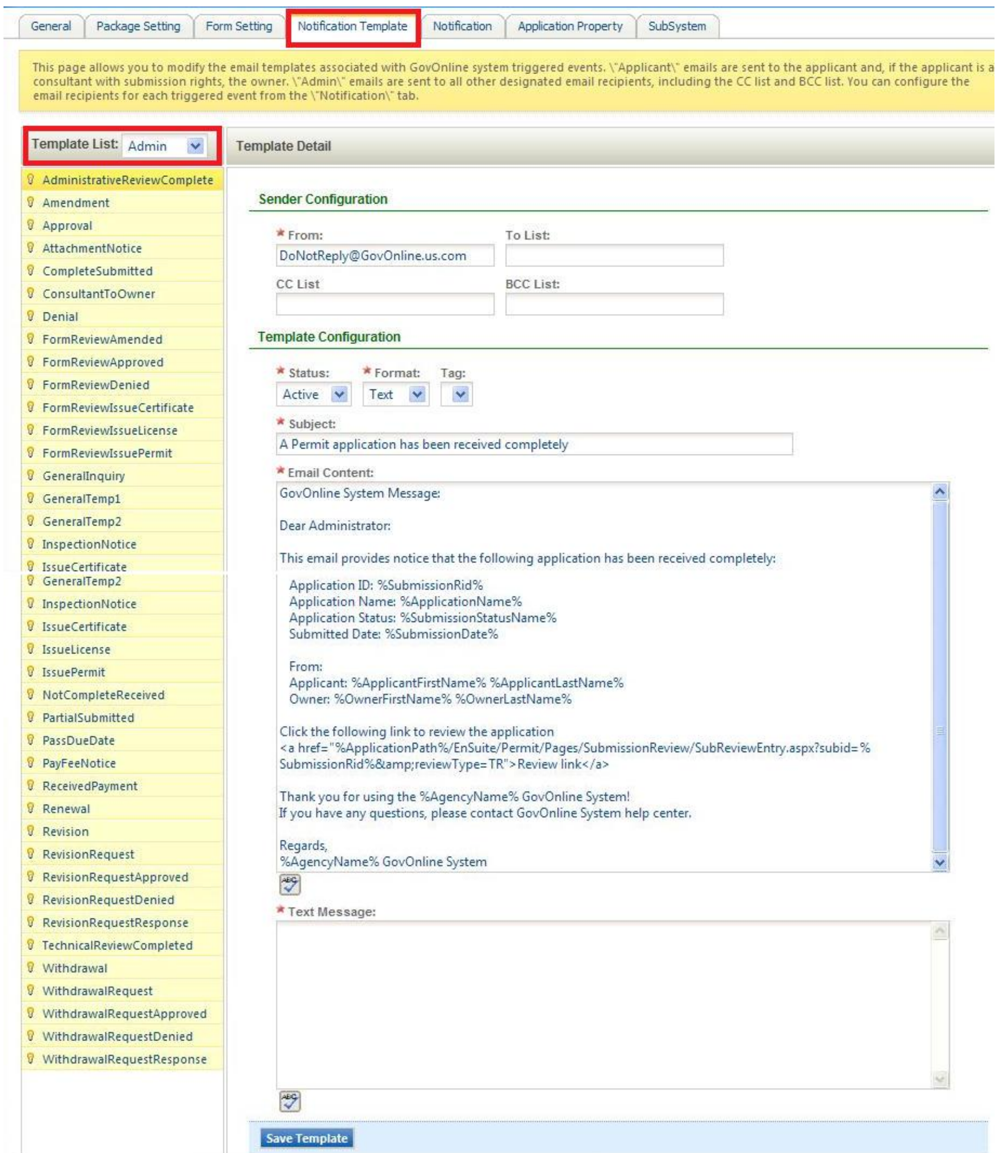


Figure 52: System Setting - Application Configuration - Application Template

7.2.1.5 Notification

Here the agency user may set up the notification configuration, including the email template and notification recipients for each event.

- Click the ( ) icon to set up notification receiver, multiple recipients can be set for each receiver.
- Once all receivers are set, click the "**Notification Config**" icon to configure notification event.

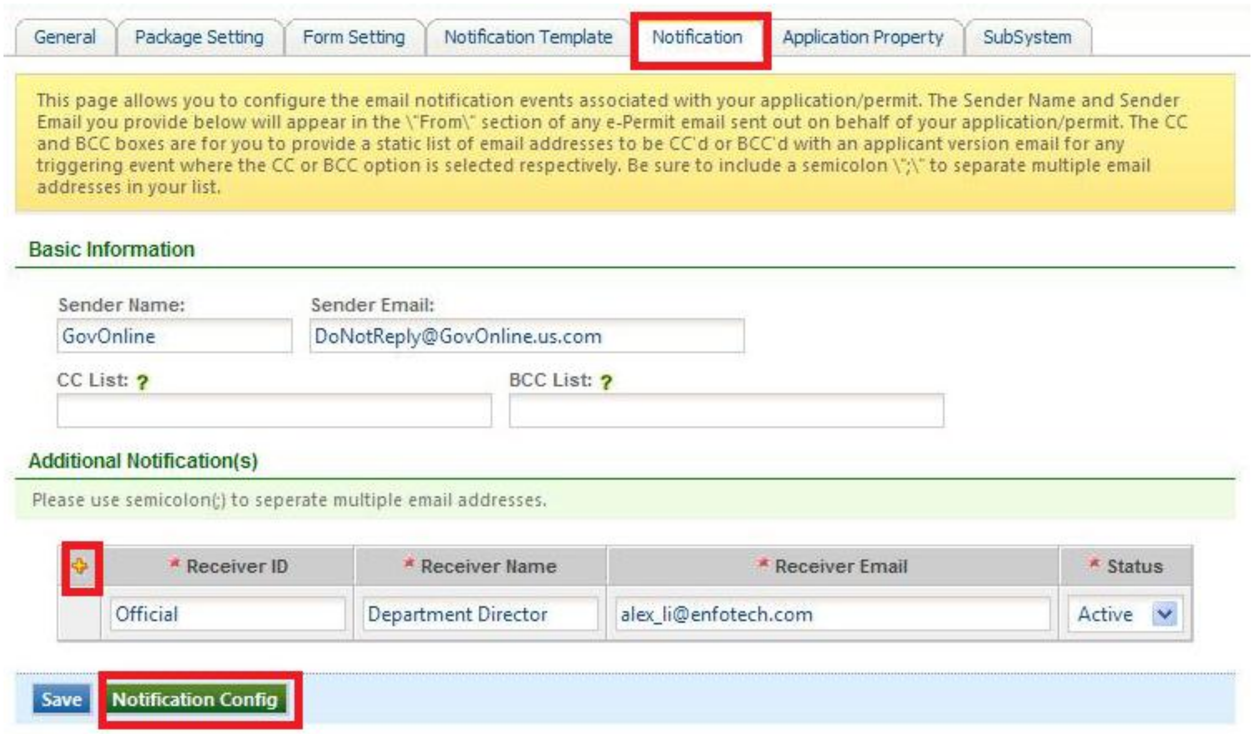


Figure 53: System Setting - Application Configuration - Notification

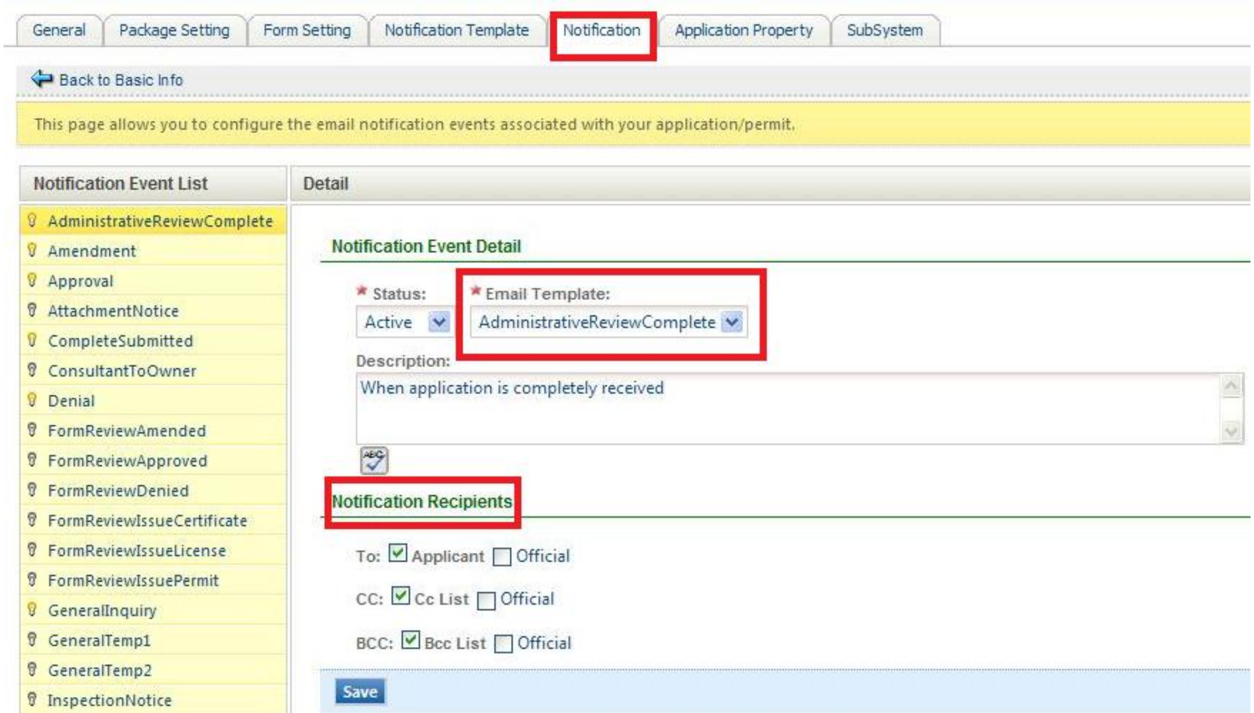


Figure 54: System Setting - Application Configuration - Notification

- Select email template from email template dropdown for the notification event.
- Select the receivers for the notification event. All agency staff given access rights will be shown to be selected.

7.2.1.6 Application Property

Here the agency user sets up application property for each individual permit application. For example, Is the permit renewable? Does the permit need to have administrative review?

- Click ( ) to turn on any individual property for the selected permit application.
- Decide if the permit application needs to have administrative / technical review and final decision?
- Specify the review duration to send reminder email to prevent any review delay.
- Specify whether permit application allows renewal / extension or termination.
- Specify whether the email notification will have PDF format's application forms attached.
- Decide whether post review allows additional attachments, additional payments, withdraw or revision.

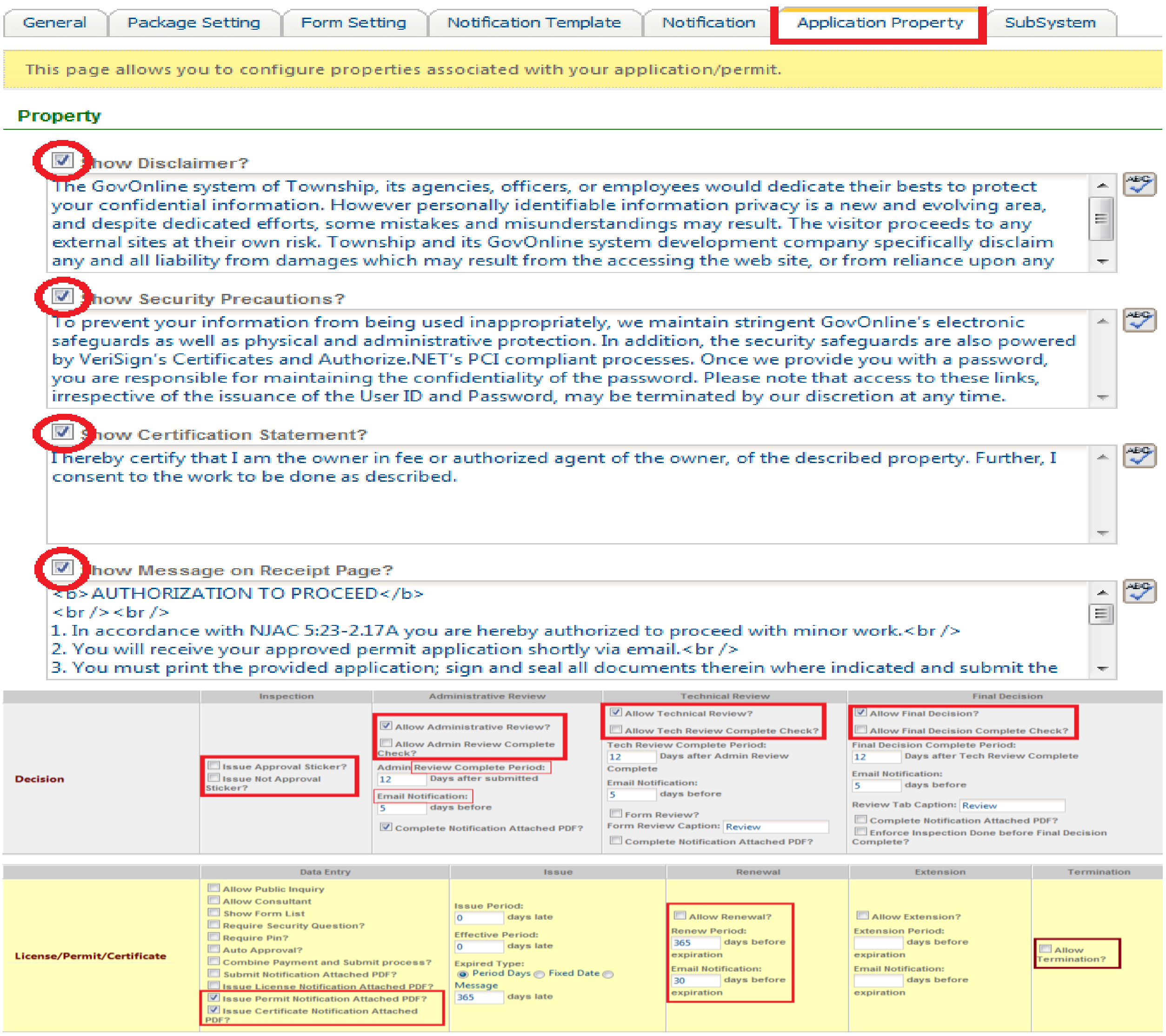


Figure 55: System Setting - Application Configuration - Application Configuration/Property

7.2.1.7 Subsystem

Here the agency user may set up the Application package's integration with the subsystem.

- Specify the service location, User/Password for HOBOKEN to integrate with the subsystem.
- Specify the file location if the attachments download is allowed.
- Specify task name and triggering point for the subsystem integration.

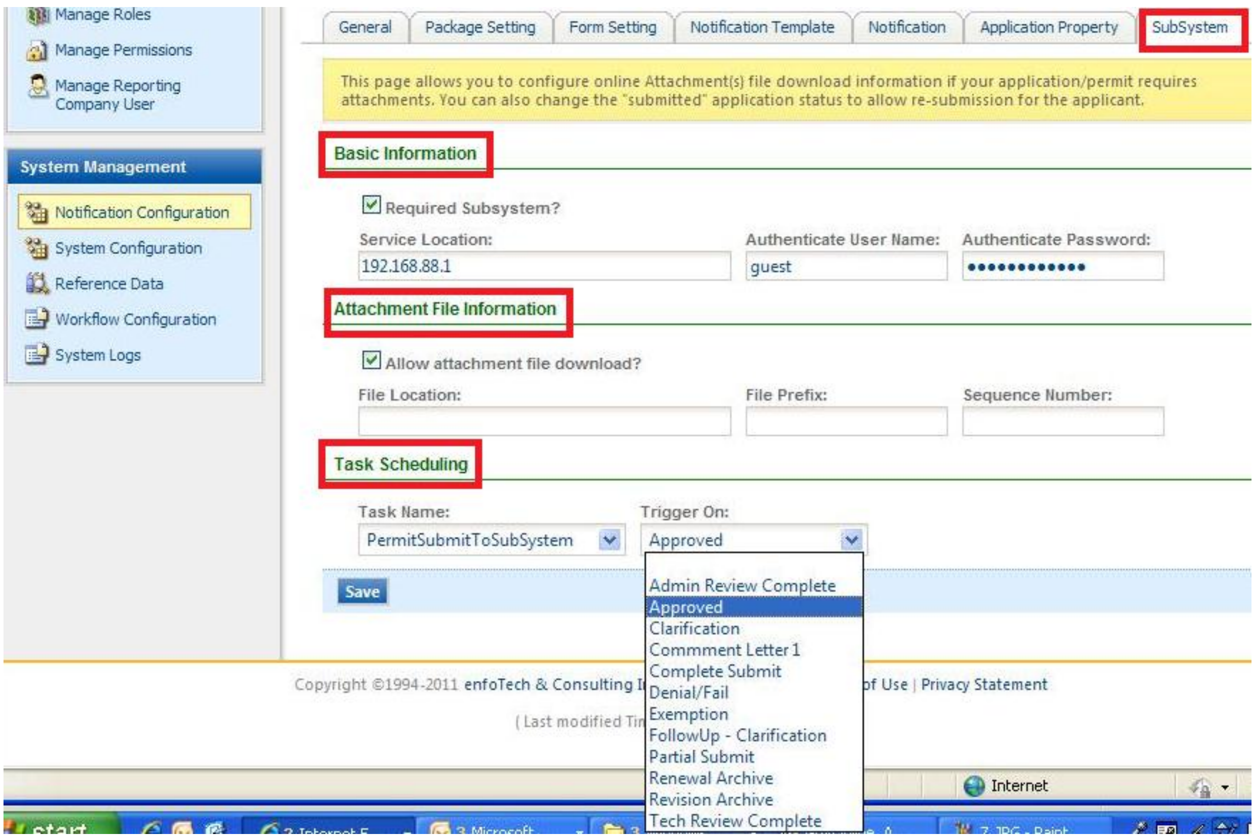


Figure 56: System Setting - Application Configuration - Subsystem

7.2.2 System Configuration

System Configuration allows the agency user to configure tasks, email templates, email servers, report servers, web services, atomic time and seed code.

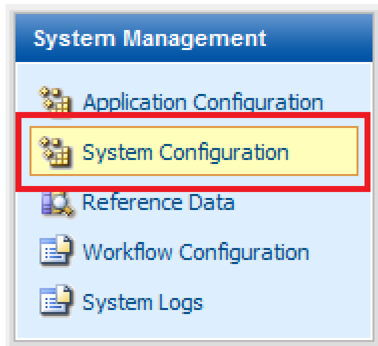


Figure 57: System Configuration

7.2.2.1 Task

- Select the desired task to be configured from the Task dropdown.
- Specify the task schedule.

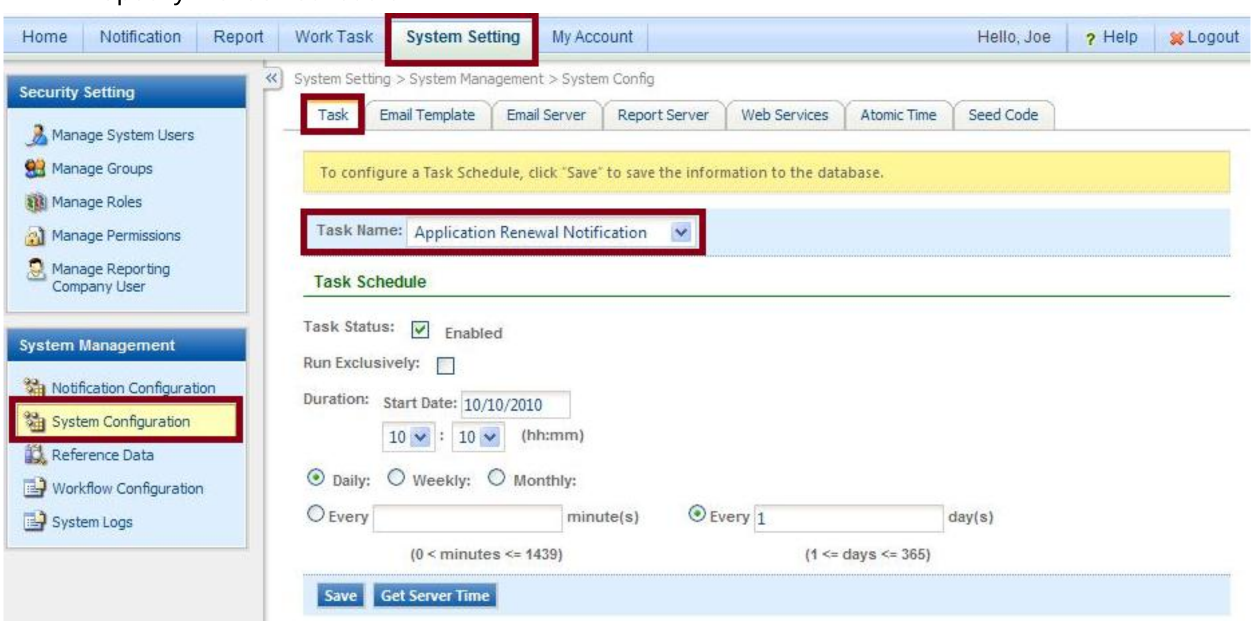


Figure 58: System Setting - System Configuration - Task

7.2.2.2 Email Template

- For each desired email template, select the template item from the template dropdown.
- Fill out "**FROM**", "**TO** list", "**CC** list", "**BCC** list".
- Select status ("**Active**" or "**Inactive**"); format ("**Text**" or "**HTML**").
- Fill out email content text and message text.
- Click "**Save Email Template**" to save all changes.

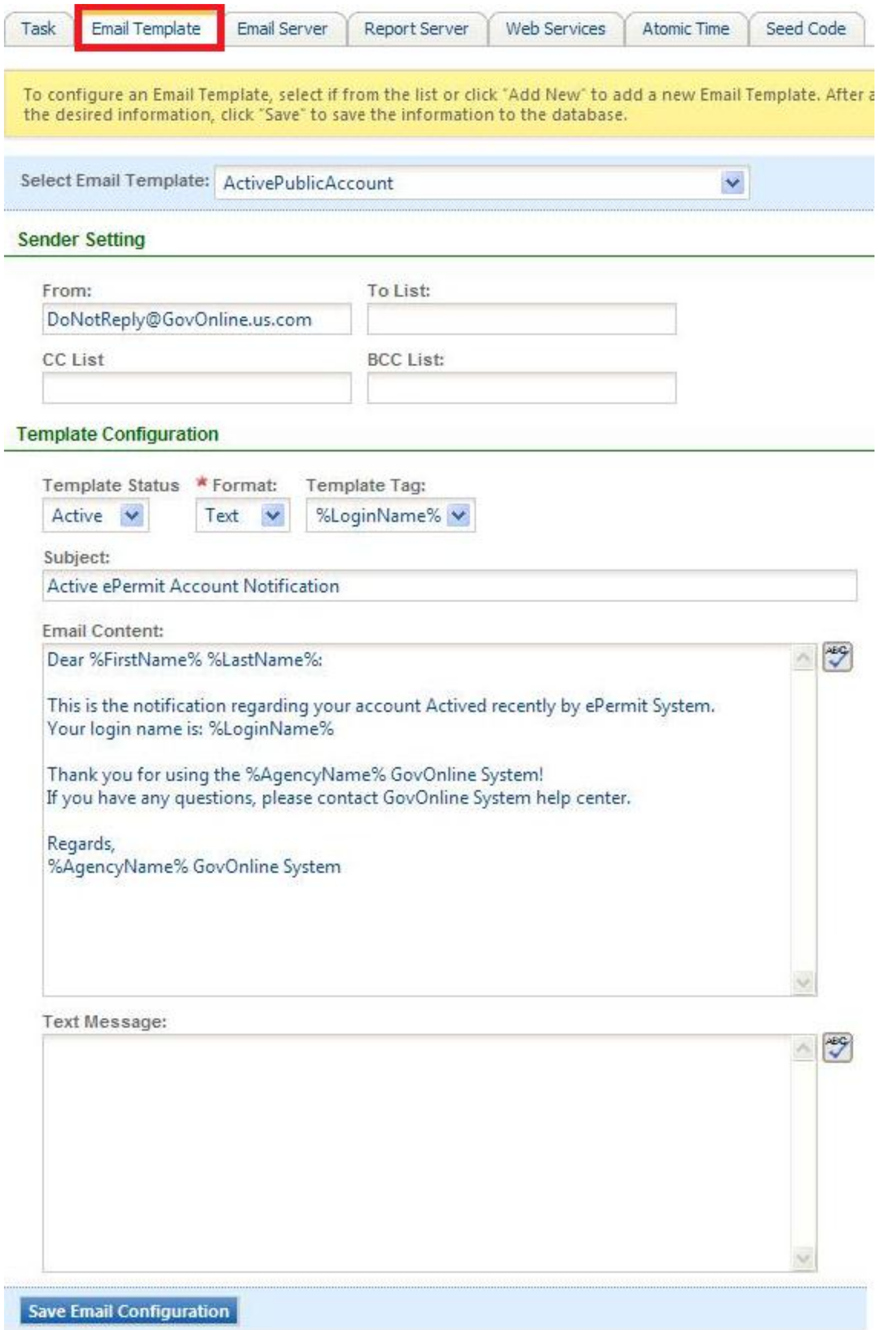


Figure 59: System Setting - System Configuration - Email Template

7.2.2.3 Email Server

- Specify the email server's host name, port, ID and password to be able to send email.

Figure 60: System Setting - System Configuration - Email Server

7.2.2.4 Report Server

- Specify report server's name, ID, password and domain to be able to show report.

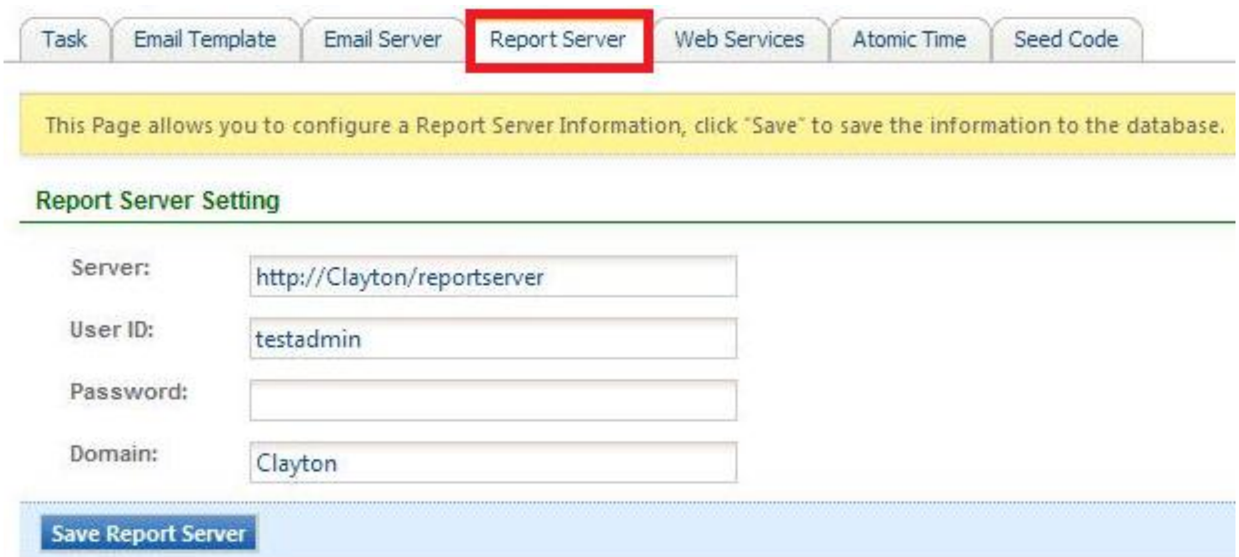


Figure 61: System Setting - System Configuration - Report Server

7.2.2.5 Web Services

- Specify GovOnline's HOBOKEN Web Services name, URL, token and status to be called from other system.

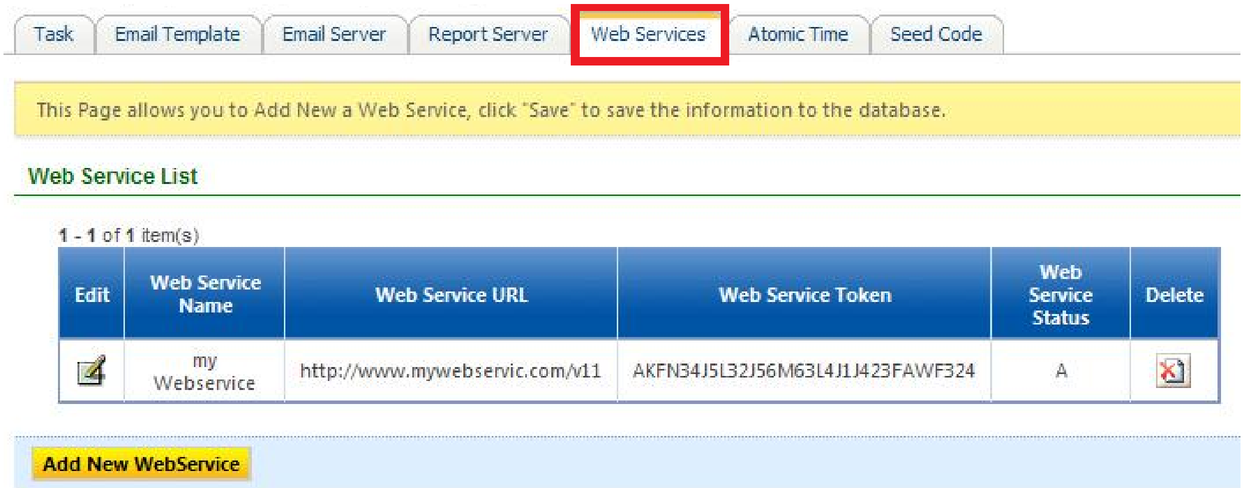
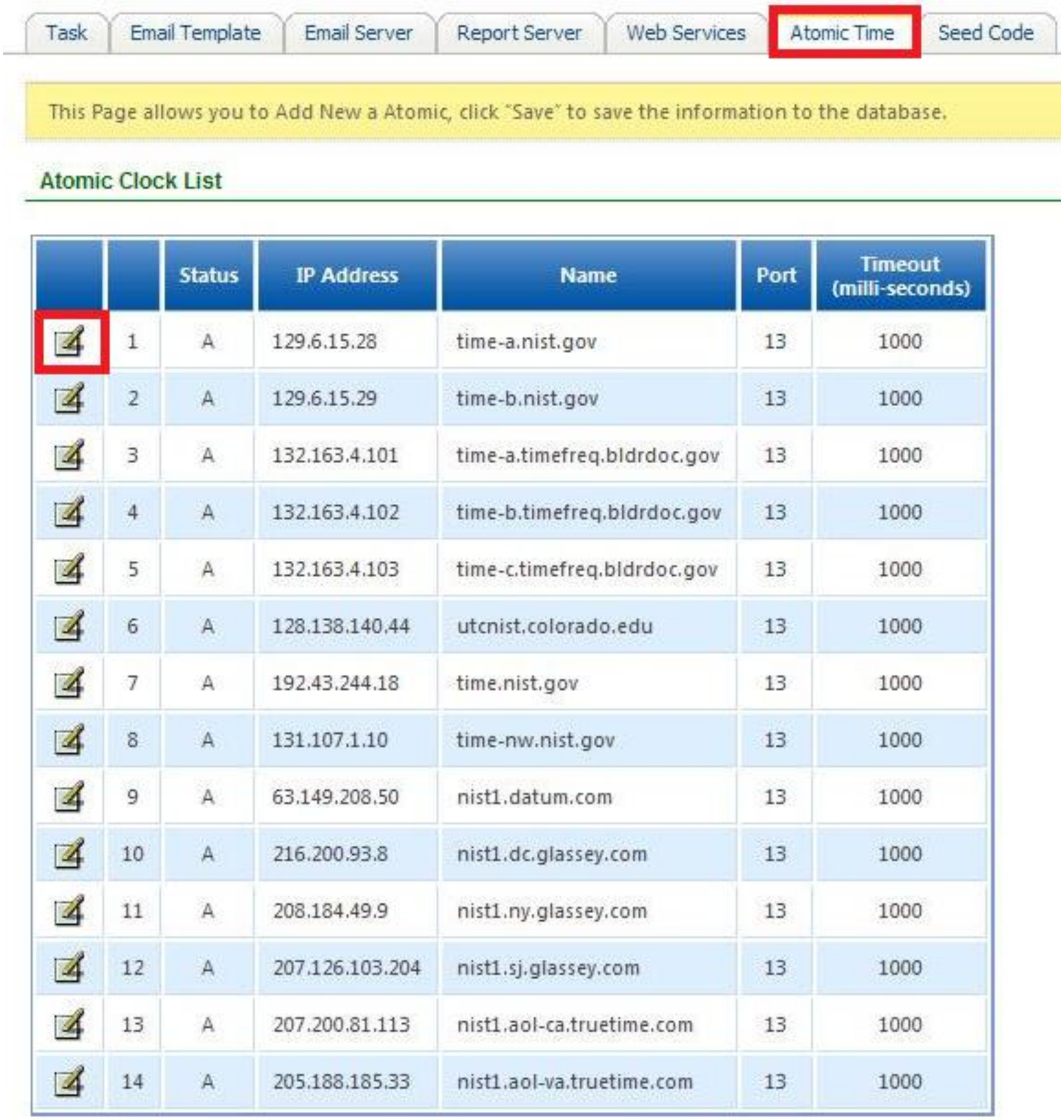


Figure 62: System Setting - System Configuration - Web Services

7.2.2.6 Atomic Time

Edit Atomic Clock's information or change the priority sequence of all atomic clocks for HOBOKEN to use.



		Status	IP Address	Name	Port	Timeout (milli-seconds)
	1	A	129.6.15.28	time-a.nist.gov	13	1000
	2	A	129.6.15.29	time-b.nist.gov	13	1000
	3	A	132.163.4.101	time-a.timefreq.bldrdoc.gov	13	1000
	4	A	132.163.4.102	time-b.timefreq.bldrdoc.gov	13	1000
	5	A	132.163.4.103	time-c.timefreq.bldrdoc.gov	13	1000
	6	A	128.138.140.44	utcnist.colorado.edu	13	1000
	7	A	192.43.244.18	time.nist.gov	13	1000
	8	A	131.107.1.10	time-nw.nist.gov	13	1000
	9	A	63.149.208.50	nist1.datum.com	13	1000
	10	A	216.200.93.8	nist1.dc.glassey.com	13	1000
	11	A	208.184.49.9	nist1.ny.glassey.com	13	1000
	12	A	207.126.103.204	nist1.sj.glassey.com	13	1000
	13	A	207.200.81.113	nist1.aol-ca.truetime.com	13	1000
	14	A	205.188.185.33	nist1.aol-va.truetime.com	13	1000

Figure 63: System Setting - System Configuration - Atomic Time

7.2.2.7 Seed Code

Change or reset different kinds of Permit Numbers.

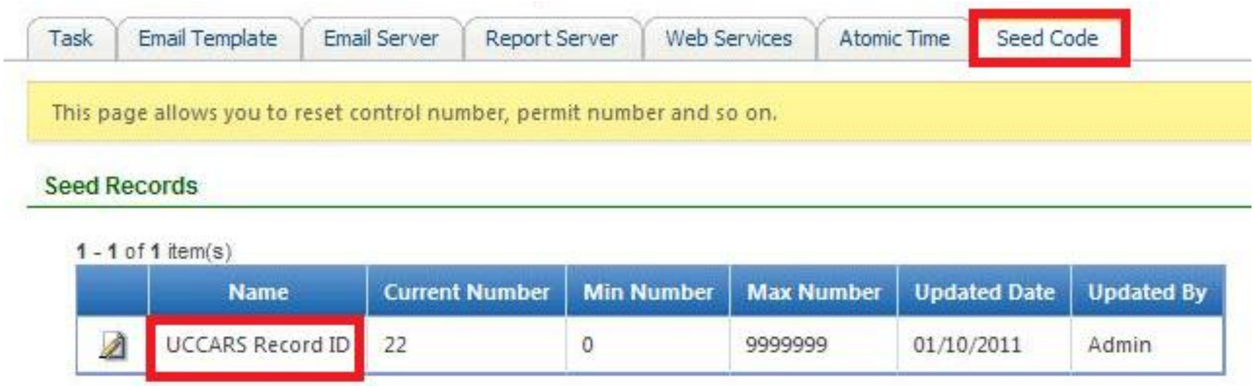


Figure 64: System Setting - System Configuration - Seed Code

7.2.3 Reference Data

Here the agency user may manipulate all types of reference data, including fee data, event category, inspection category, comment template, statute code and work items.

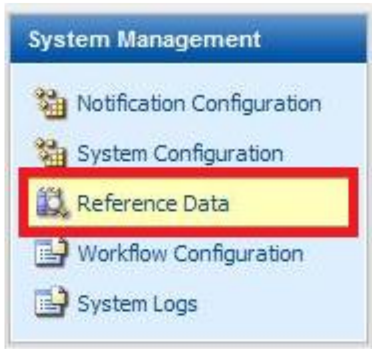


Figure 65: System Setting - Reference Data

7.2.3.1 Generic Data

This is used to configure different types of reference data .

- Click the “**Add New**” button to add any new reference table.
- Click edit ( ) to add/edit/inactivate data of any existing reference table.

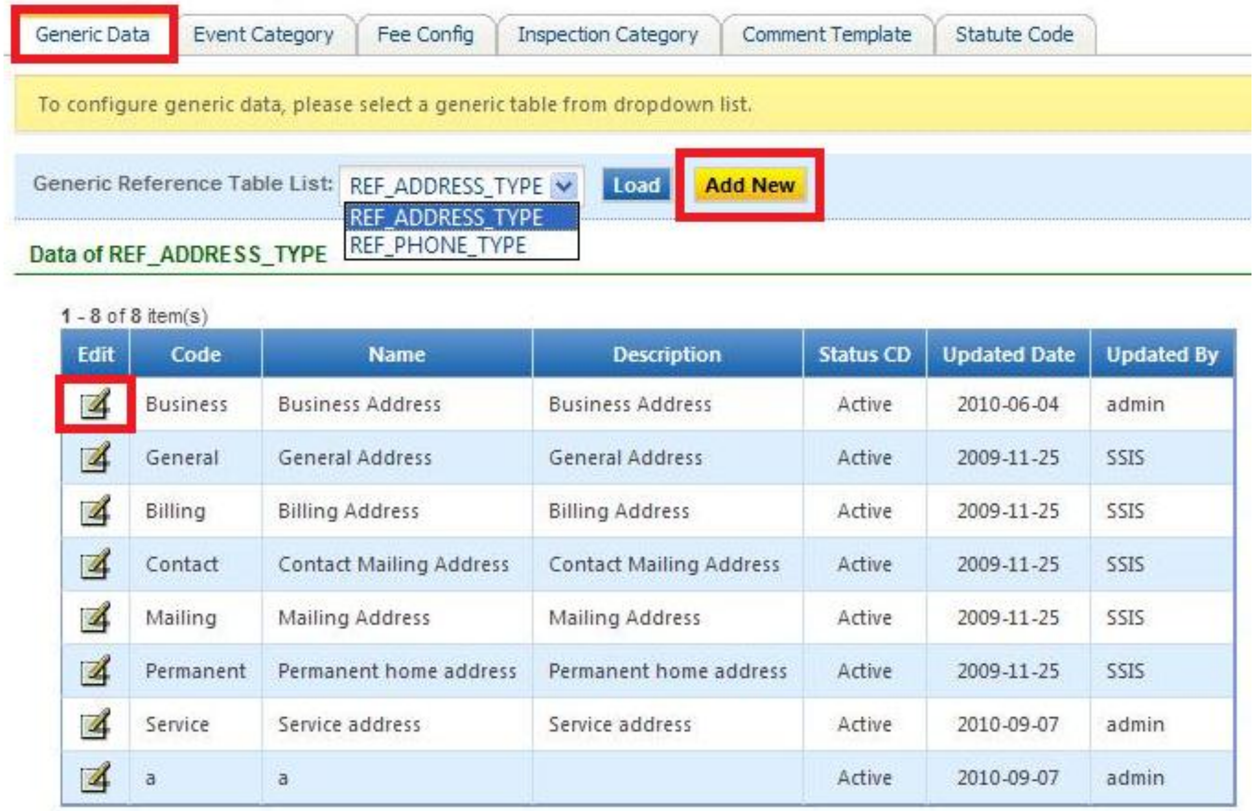


Figure 66: System Setting - Reference Data - Generic Data

7.2.3.2 Event Category

This is currently not used in Hoboken Parking Permit system.

- Select desired department and click “Search” button to retrieve the desired event category.
- Click “Add New” button to add new event category.
- Click edit ( ) to edit any existing event category.

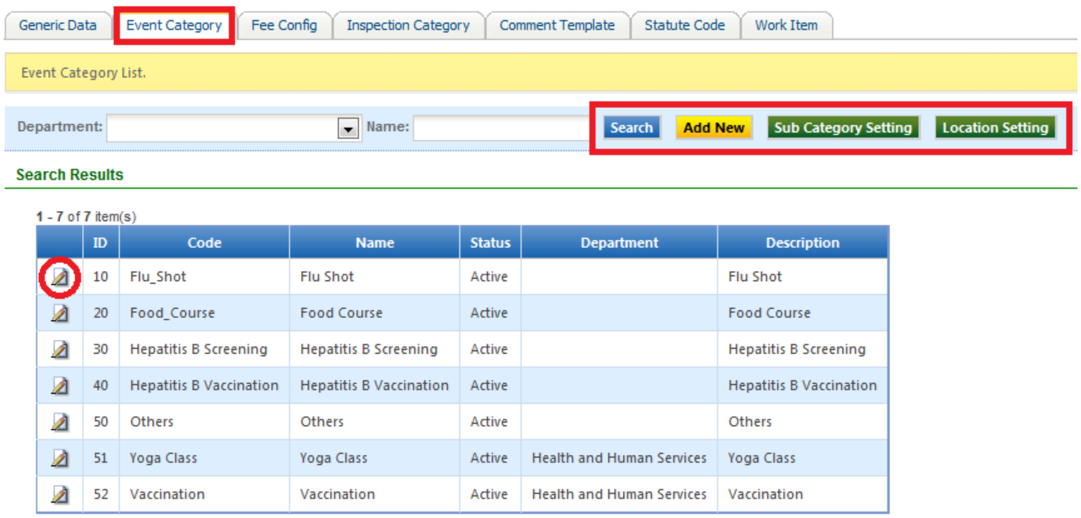
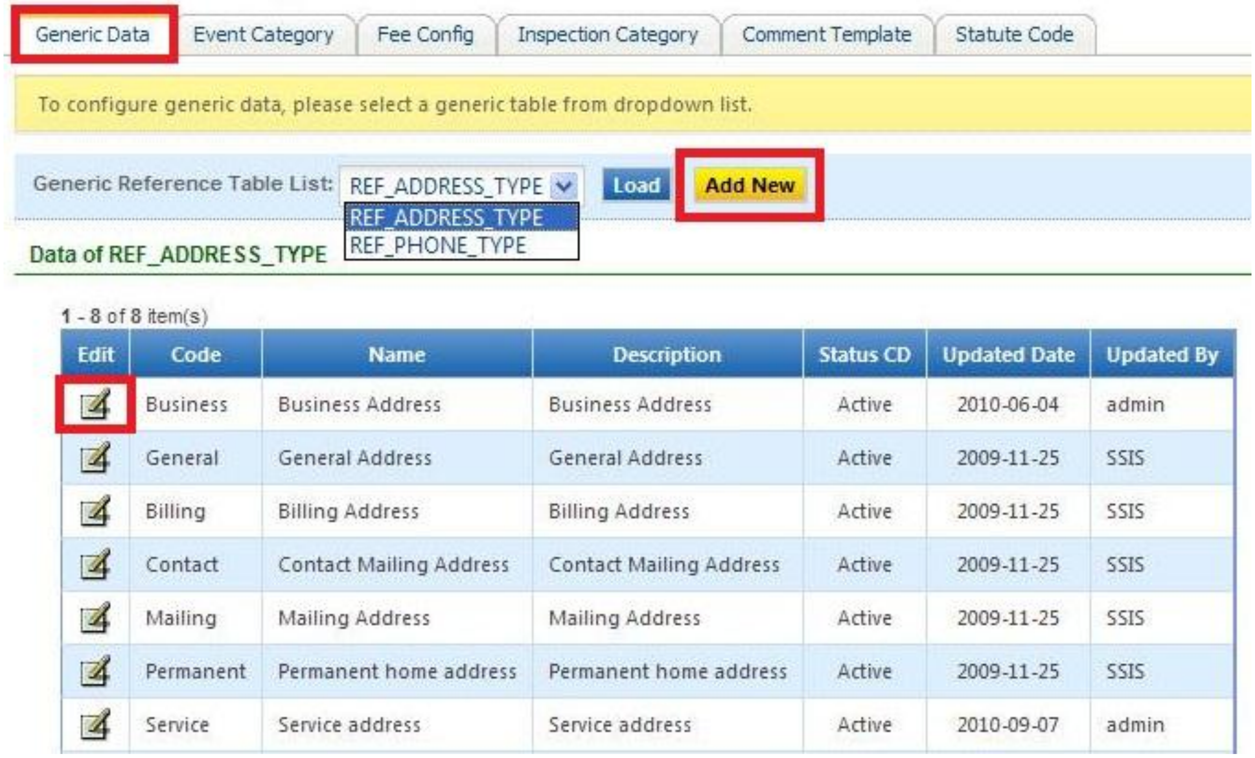


Figure 67: System Setting - Reference Data - Event Category



Edit	Code	Name	Description	Status CD	Updated Date	Updated By
	Business	Business Address	Business Address	Active	2010-06-04	admin
	General	General Address	General Address	Active	2009-11-25	SSIS
	Billing	Billing Address	Billing Address	Active	2009-11-25	SSIS
	Contact	Contact Mailing Address	Contact Mailing Address	Active	2009-11-25	SSIS
	Mailing	Mailing Address	Mailing Address	Active	2009-11-25	SSIS
	Permanent	Permanent home address	Permanent home address	Active	2009-11-25	SSIS
	Service	Service address	Service address	Active	2010-09-07	admin

Figure 68: System Setting - Reference Data - Event Category

- Click the “**Sub Category Setting**” button to manage event sub category.
- Click the “**Add New**” ( ) button to add a new event sub category.
- Click “**Add New**” ( ) button to delete an existing event sub category.
- Click “**Save**” button to save the modification of an existing event sub category.

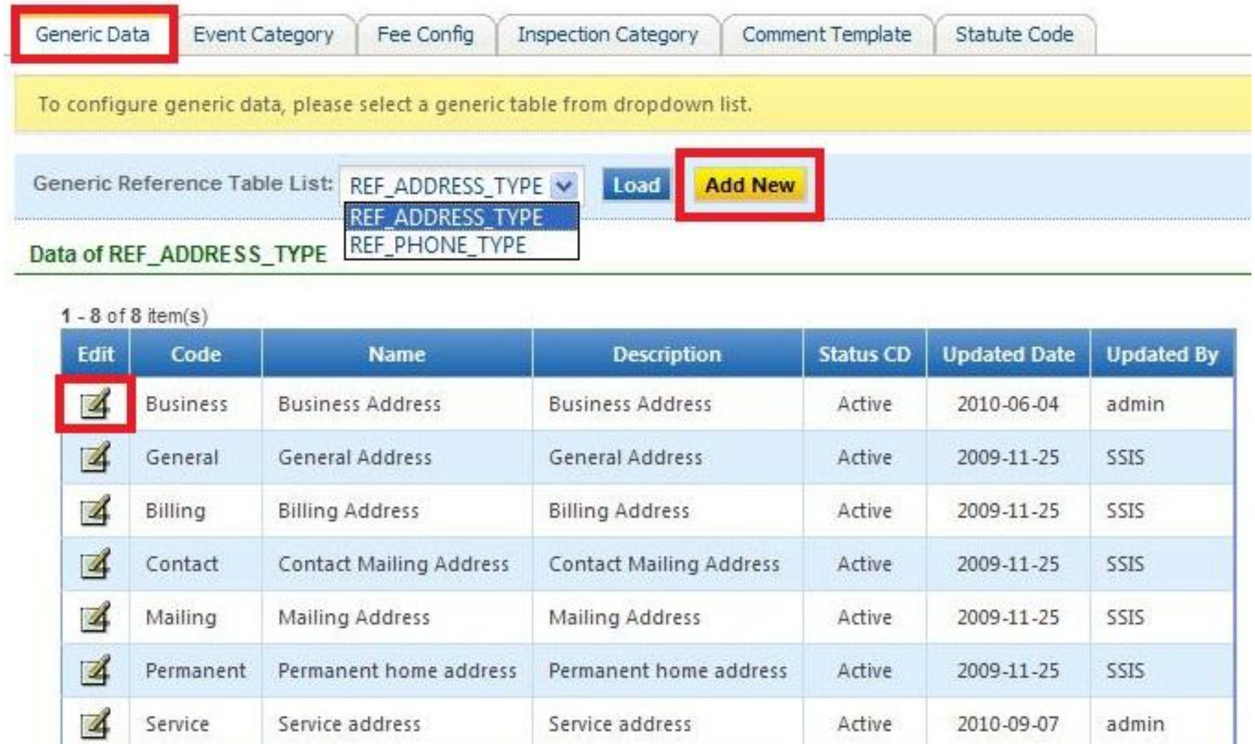


Figure 69: System Setting - Reference Data - Generic Data

- Click the “**Location Setting**” button to manage event location.
- Click the “**Add New**” button to add new event location.
- Click edit ( ) to edit any existing event location.

7.2.3.3 Fee Config.

This is used to configure parking permit fee schedules for different parking programs.

- Click the "**New Fee Category**" button to add new fee category.
- Click edit ( ) to change any existing fee category.
- Click the ( ) icon to delete the selected fee category.

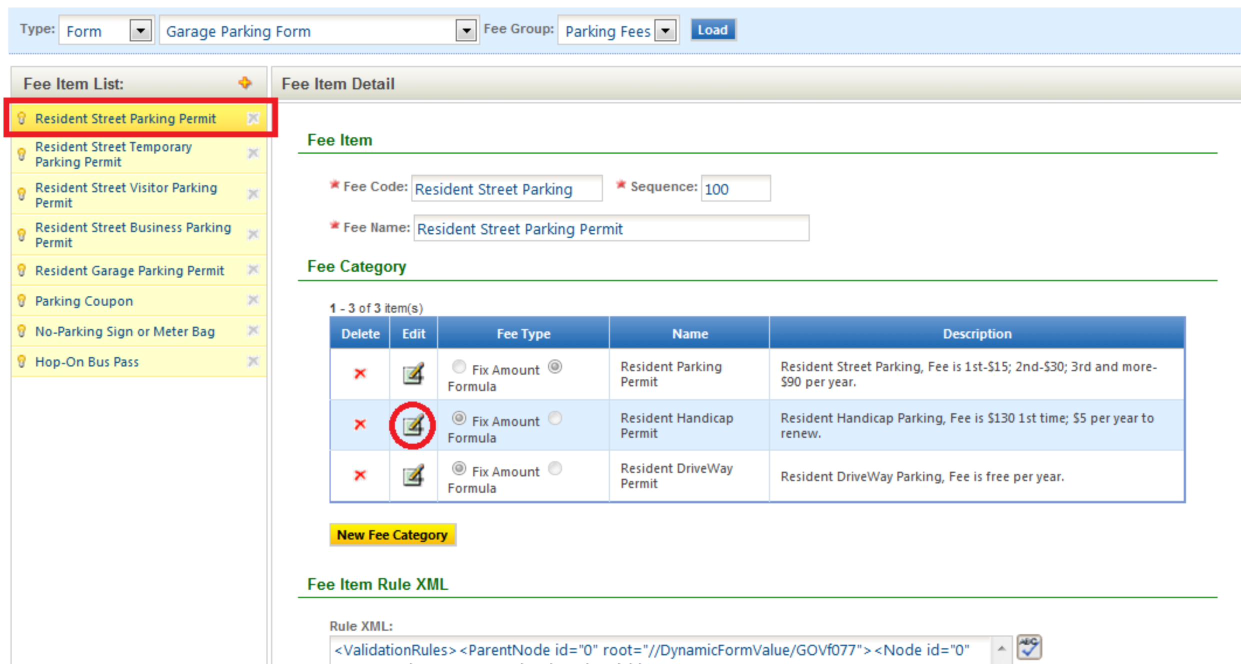


Figure 70: System Setting - Reference Data - Fee Config

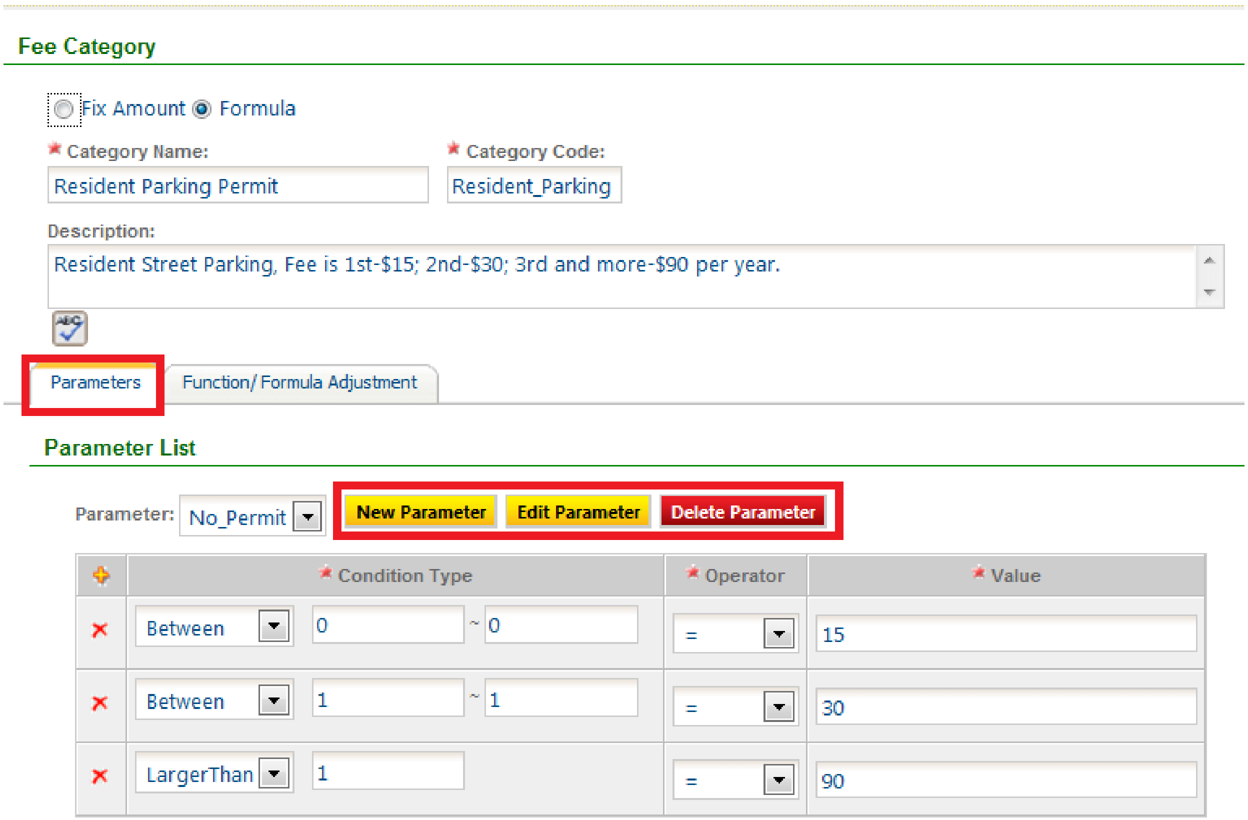


Figure 71: 3 System Setting - Reference Data - Fee Config - Parameters

- Click the “New Parameter” button to add new fee parameter.
- Click the “Edit Parameter” to edit any existing fee parameter.
- Click the “Delete Parameter” icon to delete the selected fee parameter.

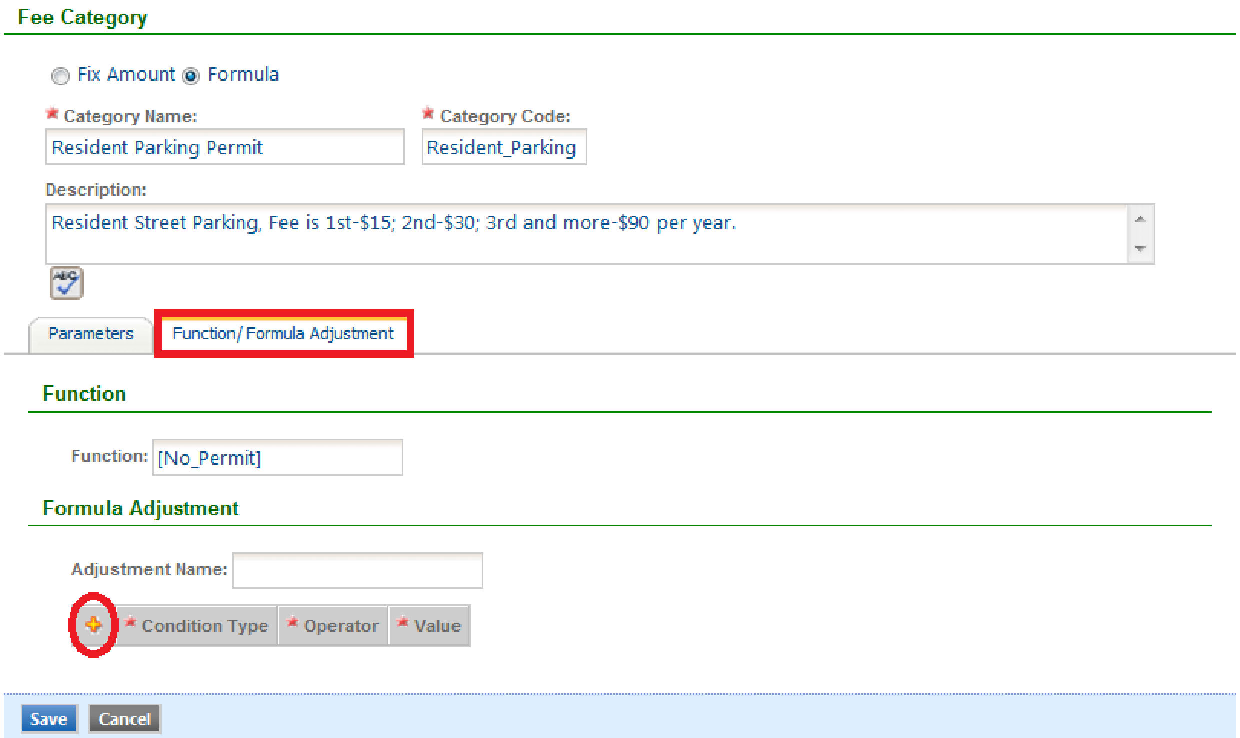


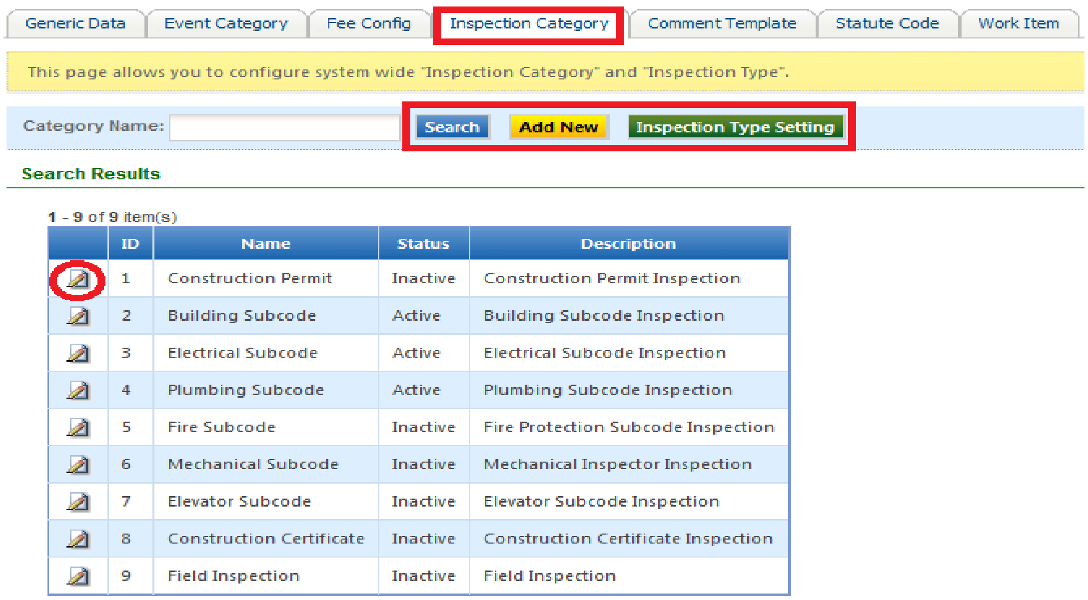
Figure 72: System Setting - Reference Data /Fee Config - Function/Formula Adjustment

- Click the "**Add New**" ( ) button to add new fee formula.
- Click the "**Save**" button to save any updated fee formula information.
- Click the ( ) icon to delete the selected fee formula.

7.2.3.4 Inspection Category

The Inspection Category is currently not used in Hoboken Parking Permit System.

- Click the “**Search**” button to retrieve the desired Inspection Category.
- Click the “**Add New**” button to add new Inspection Category.
- Click the ( ) icon to edit desired Inspection Category.
- Click the “**Inspection Type Setting**” button to set up the desired inspection type.



	ID	Name	Status	Description
	1	Construction Permit	Inactive	Construction Permit Inspection
	2	Building Subcode	Active	Building Subcode Inspection
	3	Electrical Subcode	Active	Electrical Subcode Inspection
	4	Plumbing Subcode	Active	Plumbing Subcode Inspection
	5	Fire Subcode	Inactive	Fire Protection Subcode Inspection
	6	Mechanical Subcode	Inactive	Mechanical Inspector Inspection
	7	Elevator Subcode	Inactive	Elevator Subcode Inspection
	8	Construction Certificate	Inactive	Construction Certificate Inspection
	9	Field Inspection	Inactive	Field Inspection

Figure 73: Data - Fee Inspection Category

- Click the “**Search**” button to retrieve the desired Inspection Type.
- Click the “**Add New**” button to add new Inspection Type.
- Click the ( ) icon to edit desired Inspection Type.

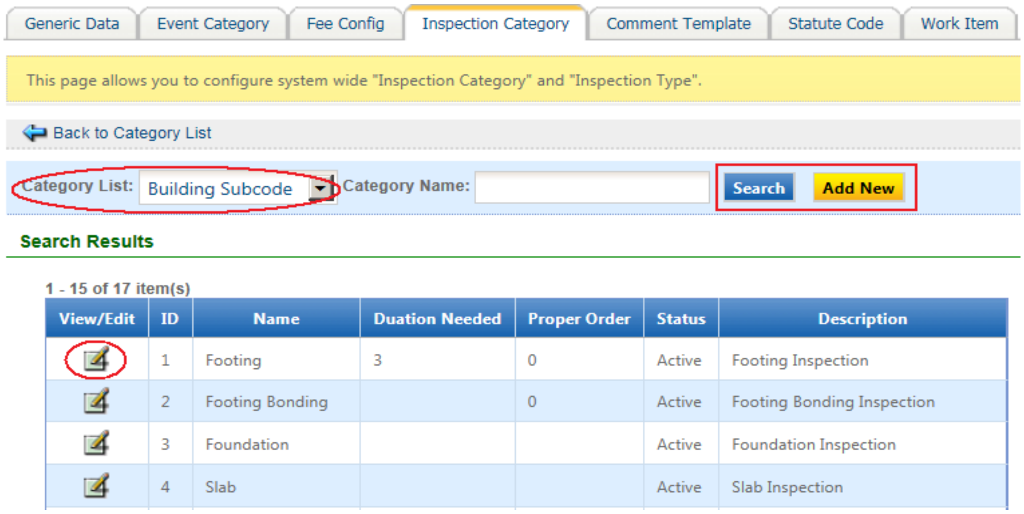


Figure 74: System Setting - Reference Data - Fee Inspection Category - Inspection Type

7.2.3.5 Comment Template

This is used to create commonly used comment template to save the trouble of repeat typing.

- Click the "**Search**" button to retrieve the desired Comment Template.
- Click the "**Add New**" button to add new Comment Template.
- Click the () icon to edit desired Comment Template if there is one existing template in the grid.

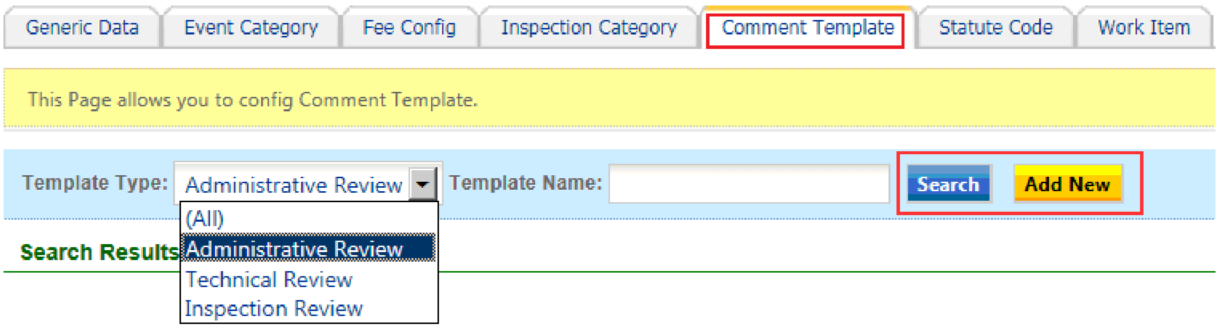


Figure 75: System Setting - Reference Data - Comment Template

7.2.3.6 Statute Code

This is used to add/modify/delete reference status code.

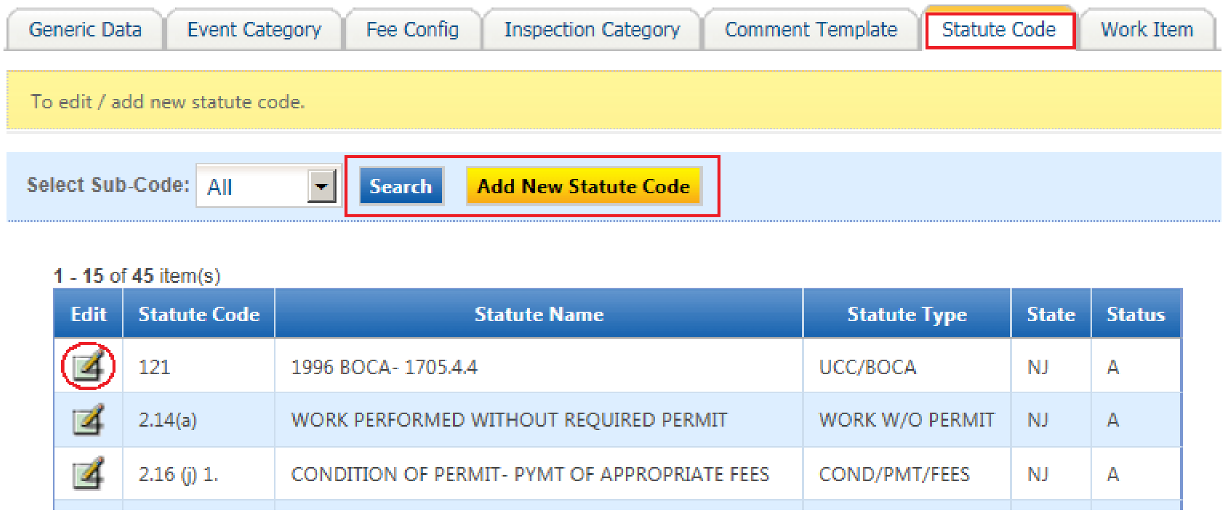


Figure 76: System Setting - Reference Data - Statute Code

- Click the "**Search**" button to retrieve the desired Statute Code.
- Click the "**Add New Statute Code**" button to add new Statute Code.
- Click the () icon to edit desired Statute Code.

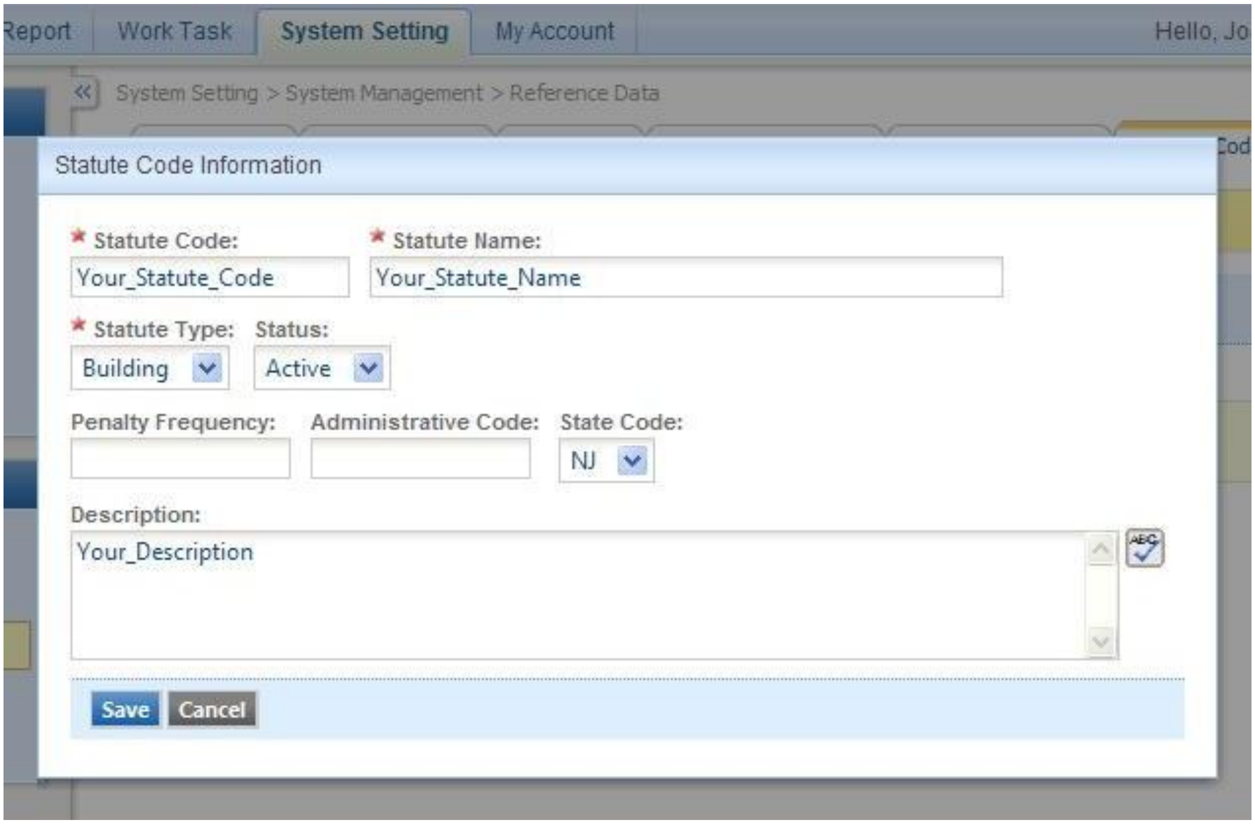


Figure 77: Statute Code Information

7.2.4 Workflow Configuration

Workflow is used to configure additional external processes to be integrated with GovOnline.

- Click the “**New Process**” button to add new workflow process.
- Specify process name, description and create trigger information for the process
- Click “**Add New**” ( ) button to add new process property.
- Click the ( ) icon to delete existing process property.
- Click “**Save**” button to save any updated process property information.

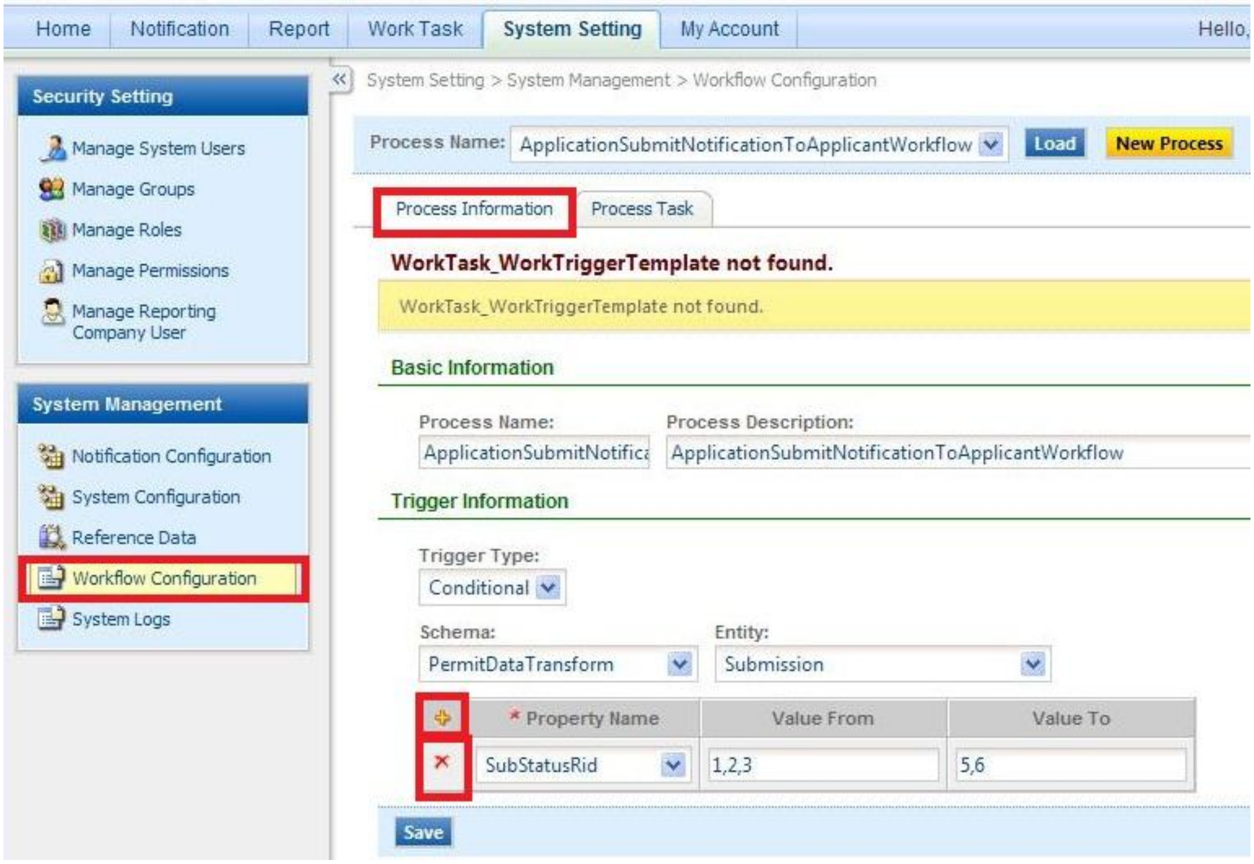


Figure 78: System Setting - Workflow Configuration

- Click the "**Add New**" ( ) button to add new process task group.
- Within particular task group, click the "**Add New**" ( ) button to add new process task.
- Within particular task group, click the ( ) button to delete existing process task.
- Within particular task, click "**Add New**" ( ) button to add new action for the process task.
- Within particular task, click the ( ) button to delete existing action for the process task.
- Click the "**Save Task Group**" button to save any updated process property information.

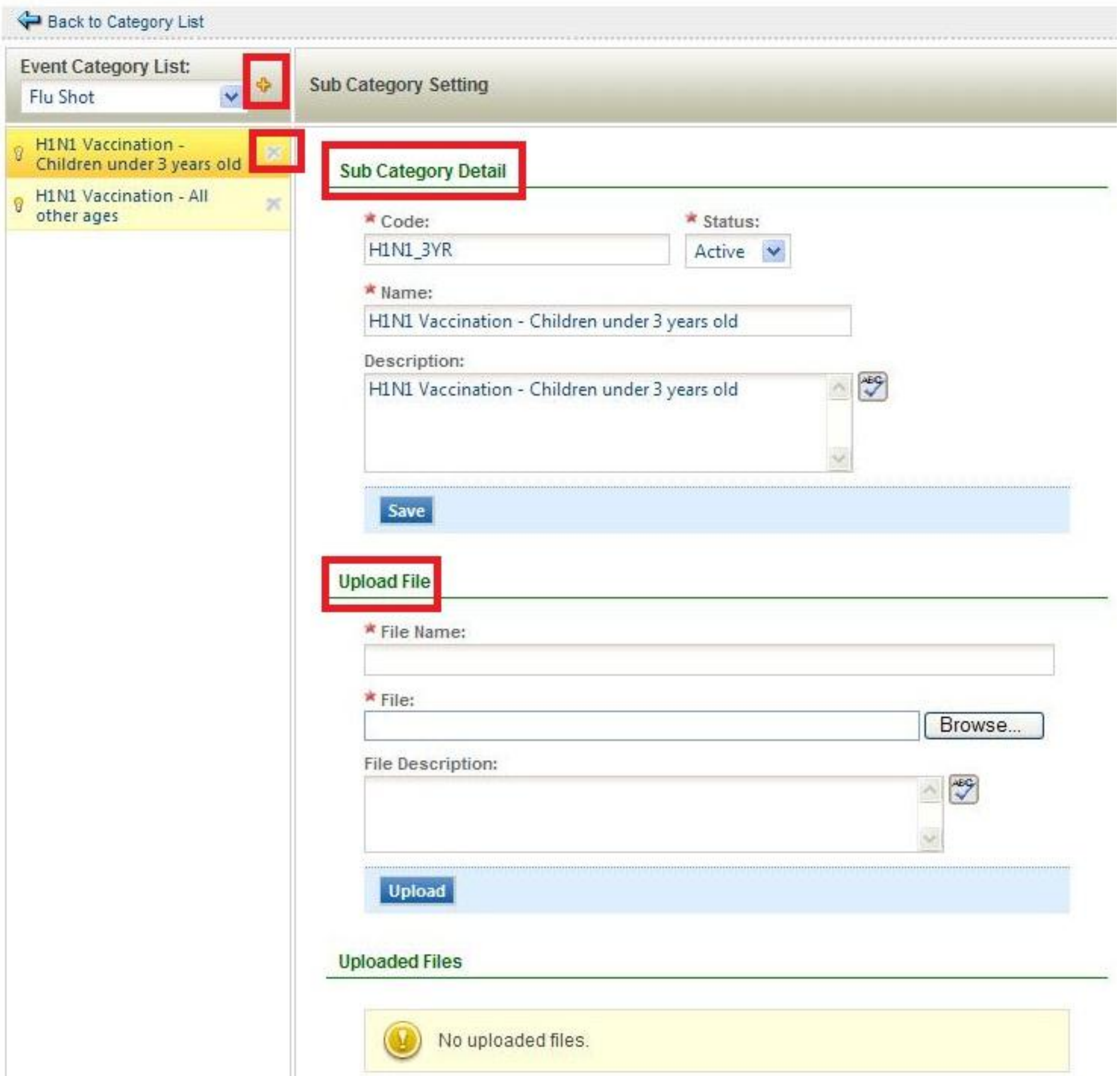


Figure 79: System Setting - Workflow Configuration - Process

7.2.5 System Logs

- Provide message type and date range, then click the "**Search**" button to retrieve desired system messages.
- Click the "**Detail**" ( ) button to view detail information on the selected message.
- Click the "**Purge**" button to purge selected message.

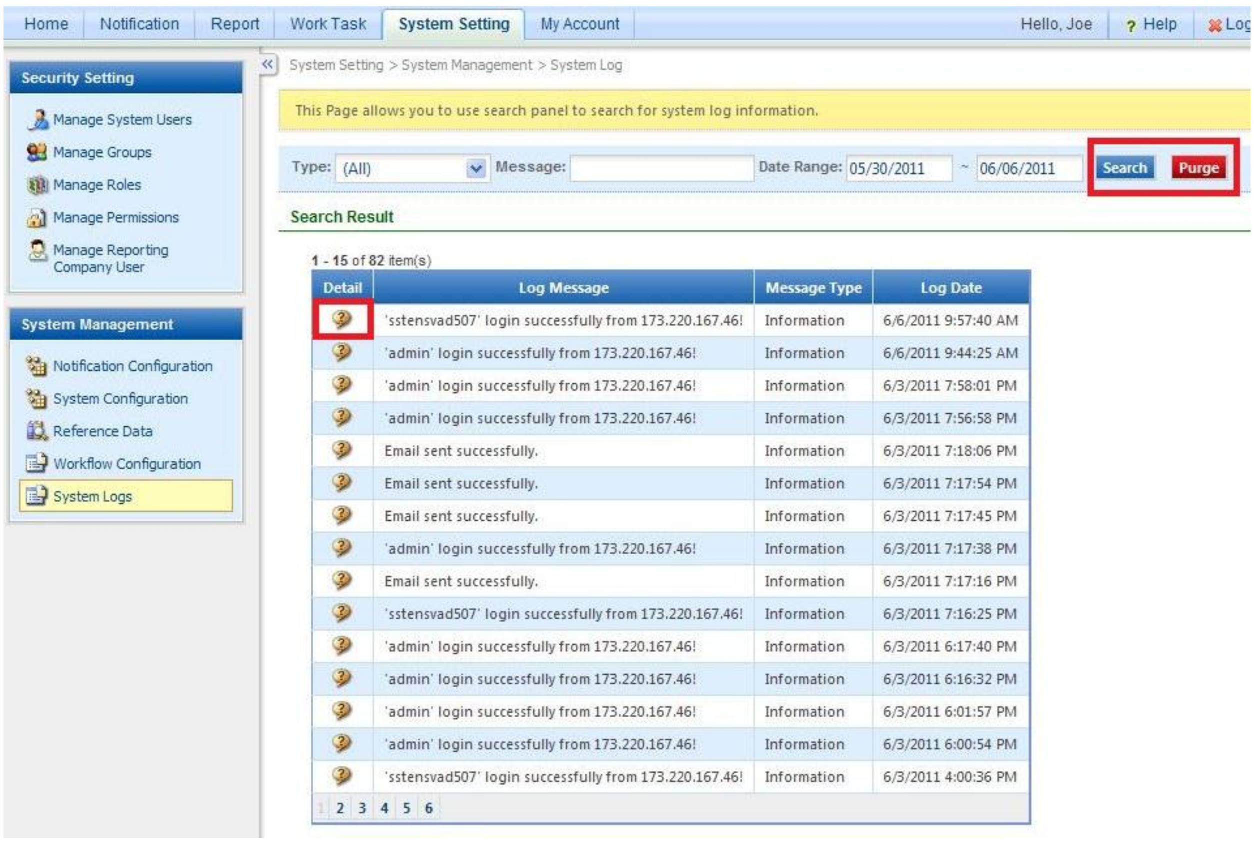


Figure 80: System Setting - System Logs

8 My Account

The Agency user may at any time access the My Account tab to modify his or her user information, including name, employer, job title and contact information. The user may also opt to receive messages via SMS and save scheduled inspection to their outlook calendar. The account password may also be changed by entering the new password and old password twice.

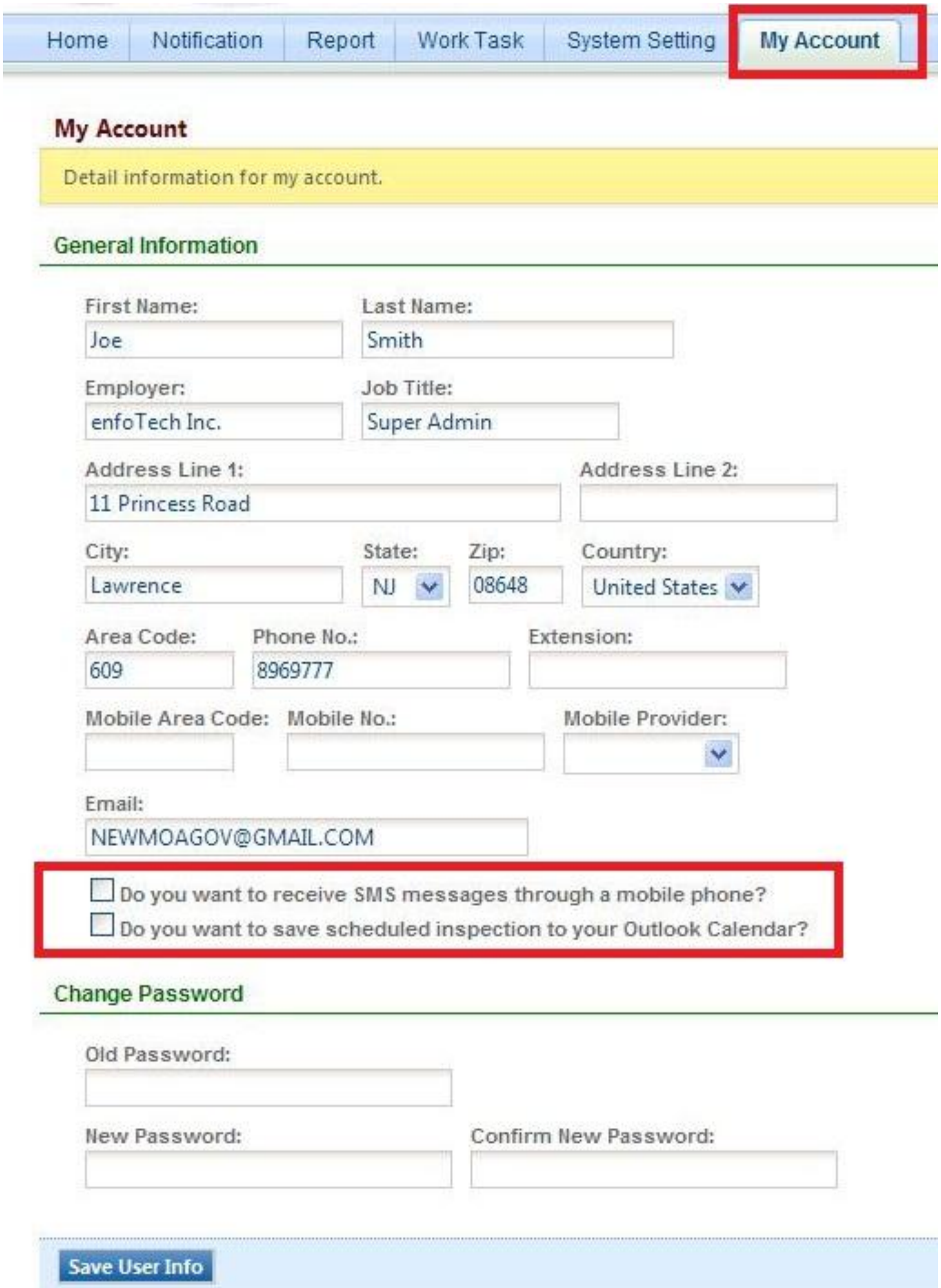


Figure 81: My Account