

# AlcoTrack™

Install Quick Guide

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1. Log in to the ALCOLOCK Communicator (ALC) application.
  - a. Click on the ALC shortcut on the desktop.



- b. Enter your jurisdiction and login credentials.

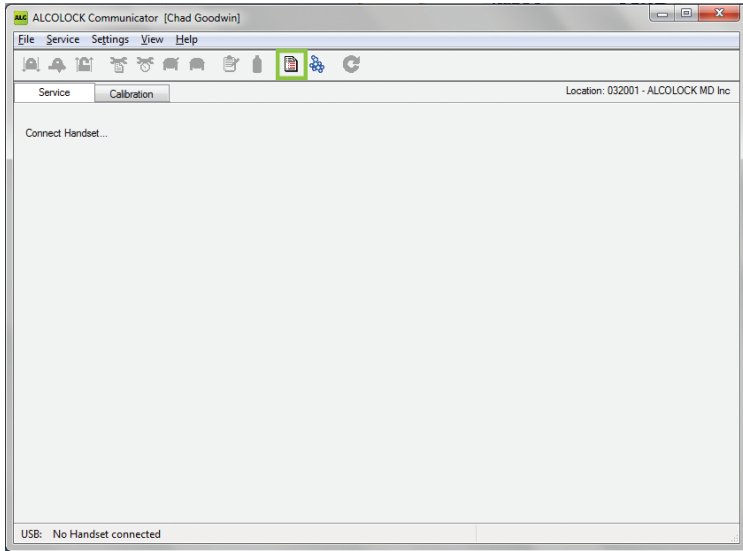
A screenshot of the 'ALCOLOCK Communicator - Log In' dialog box. The window has a title bar with the text 'ALCOLOCK Communicator - Log In' and a close button (X). Inside the dialog, there are four input fields: 'Jurisdiction:' with the value '032', 'First name:', 'Last name:', and 'Password:'. Below the fields is a blue link that says 'Forgot password?'. At the bottom, there are two buttons: 'OK' and 'Quit'.

NOTE: Login credentials are case sensitive.

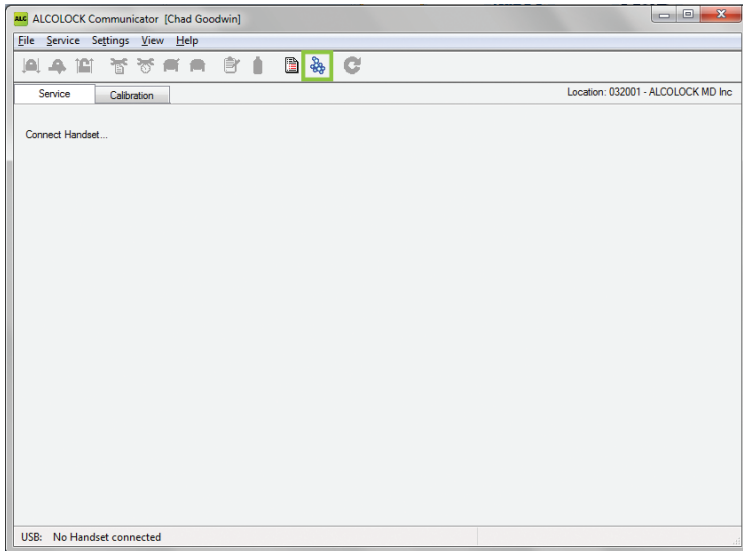
2. Select the appropriate service center (if applicable).

A screenshot of the 'Select Location' dialog box. The window has a title bar with the text 'Select Location' and a close button (X). Inside the dialog, there is a dropdown menu labeled 'Location:' with the selected value '032000 - ACS Corp.'. Below the dropdown is an 'OK' button.

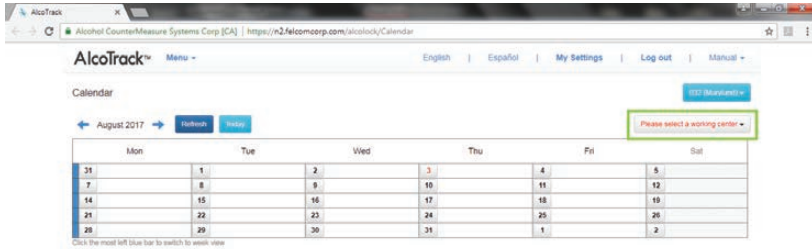
3. Click on the Paper icon to access the daily service code. This code is needed to complete the installation procedure on the handset.



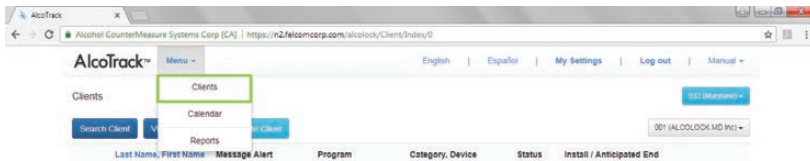
4. Click on the blue Molly icon to access the ALCOTRACK web application



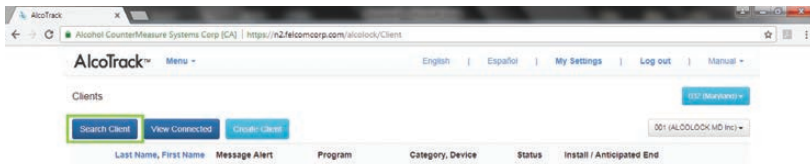
- In ALCOTRACK, select the service center.



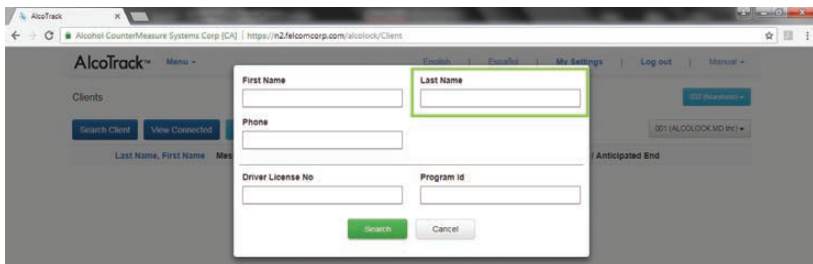
- From the MENU, select Client.



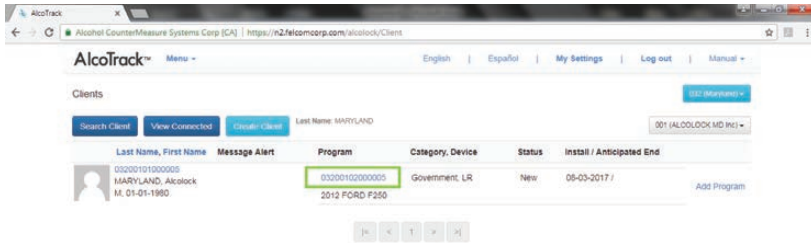
- Select Search Client.



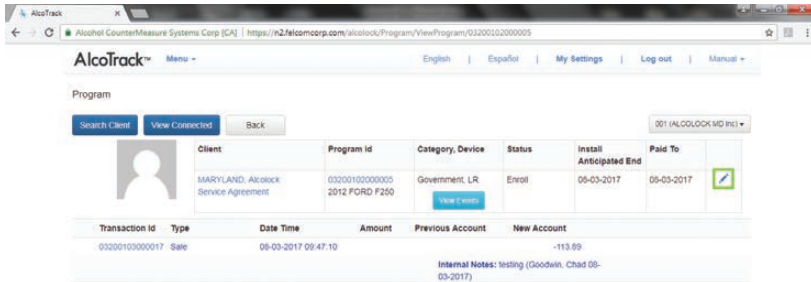
- Enter the *Last Name* of the client and click Search.



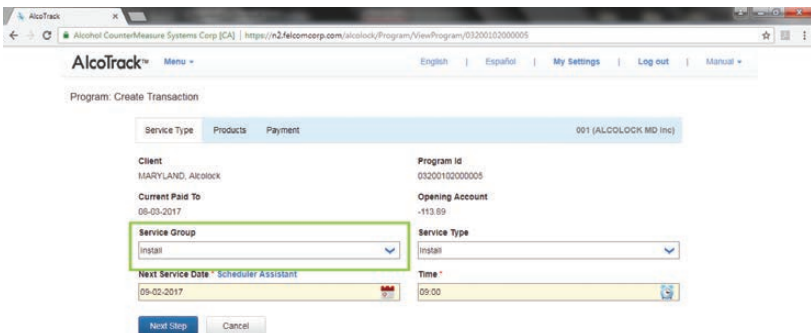
9. Select the client's Program number.



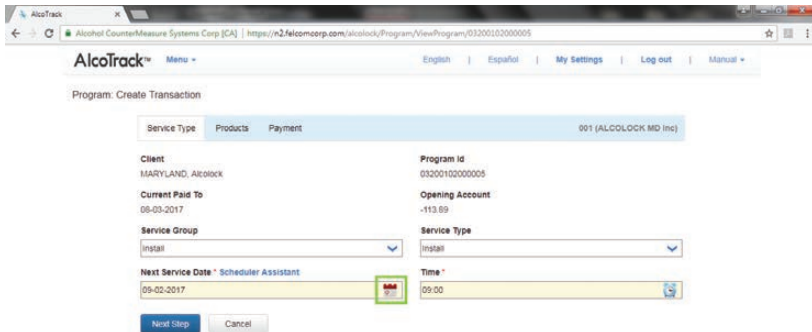
10. Click the Pencil icon to create a new transaction.



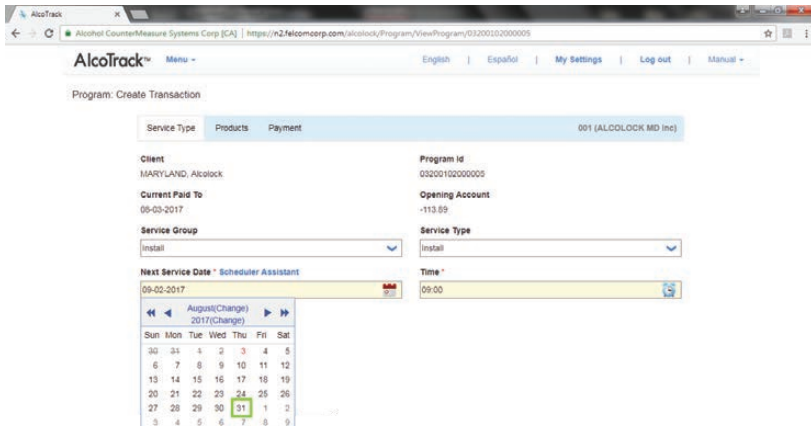
11. For a new client, Install will already be filled in for the Service Group field.



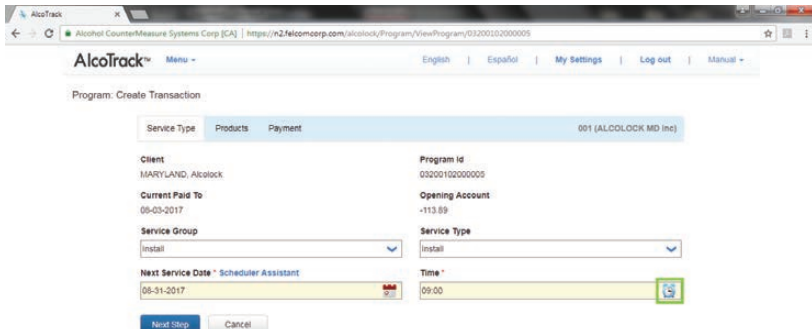
12. In the *Next Service Date* field, select the Calendar icon to set the client's next appointment.



13. Set the first appointment at 29 days (4 weeks) from the installation date.

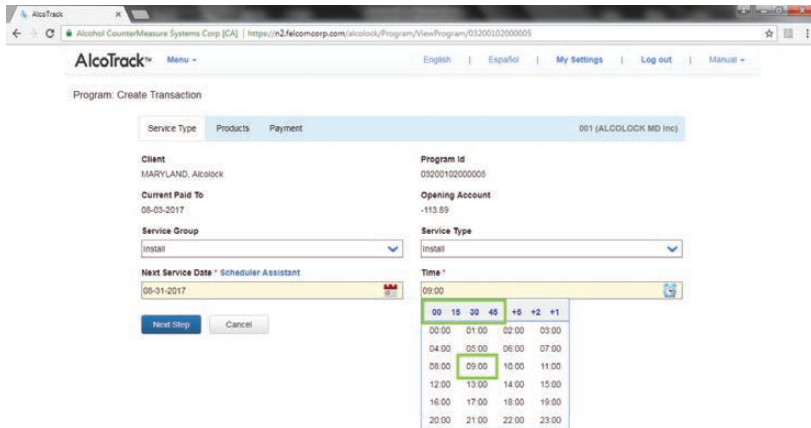


14. In the *Time* field, select the Clock icon to set the appointment time.

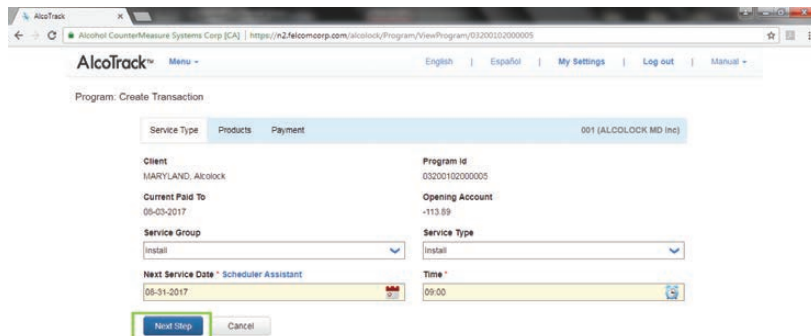




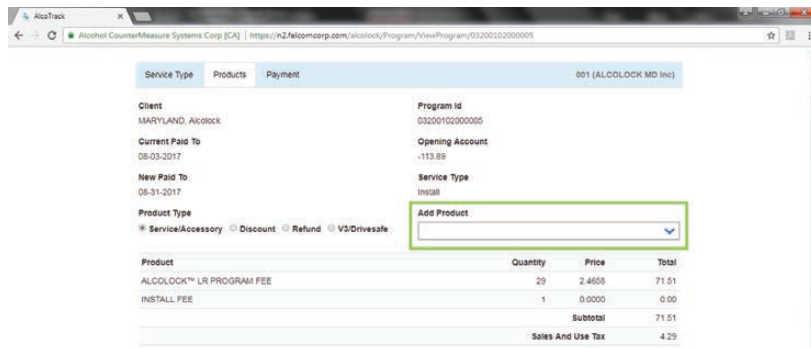
- Select the hour and set increments of 15, 30, or 45 from the top portion of the popup.



- Select Next Step.



- In the Add Product field, click the arrow to display the product options.



18. Select the appropriate *Install Fee – Schedule*, based off of the amount collected from client.

The screenshot shows the Alcotrack software interface. A dropdown menu is open, listing various fees and their amounts. The 'INSTALL FEE' option is selected, and a sub-menu is visible showing different schedule options:

- INSTALL FEE - Schedule 1 vehicle (55.00)
- INSTALL FEE - Schedule 2 vehicle (110.00)
- INSTALL FEE - Schedule 3 vehicle (165.00)
- INSTALL FEE - Schedule 4 vehicle - hourly (55.00)
- INSTALL FEE - Schedule 4 vehicle (minimum) (220.00)
- LPP DAILY (0.33)
- LPP DEDUCTIBLE (100.00)
- MISSED APPOINTMENT (75.00)
- MOBILE INSTALLATION / RE-INSTALLATION ADMIN FEE (25.00)
- MOUTHRICE RND 25 (7.25)
- OUT-OF-STATE MONITORING ADMIN FEE (50.00)
- RECONNECT (75.00)
- REDUCED INTERNAL FEE (50.00)
- RE-INSTALL FEE (75.00)

The main interface shows a summary of the transaction with the following data:

Product	Quantity	Price	Total
ALCLOCK™ LR PROGRAM FEE	29	2.4655	71.51
INSTALL FEE	1	0.0000	0.00
<b>Subtotal</b>			71.51
<b>Sales And Use Tax</b>			4.29
<b>Total</b>			75.80

Below the table are three input fields: Remarks, Government Comments, and Internal Notes.

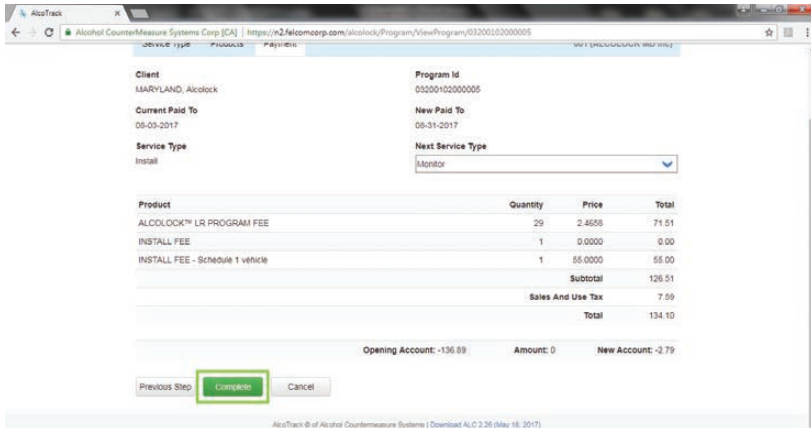
19. Fill out the Internal Notes field advising which schedule was charged and select Next Step.

The screenshot shows the Alcotrack software interface with the 'INSTALL FEE - Schedule 1 vehicle' option selected in the dropdown menu. The quantity is set to 1, and the price is 55.0000. The total for this item is 55.00. The overall subtotal is 126.51, and the total including sales and use tax is 134.10.

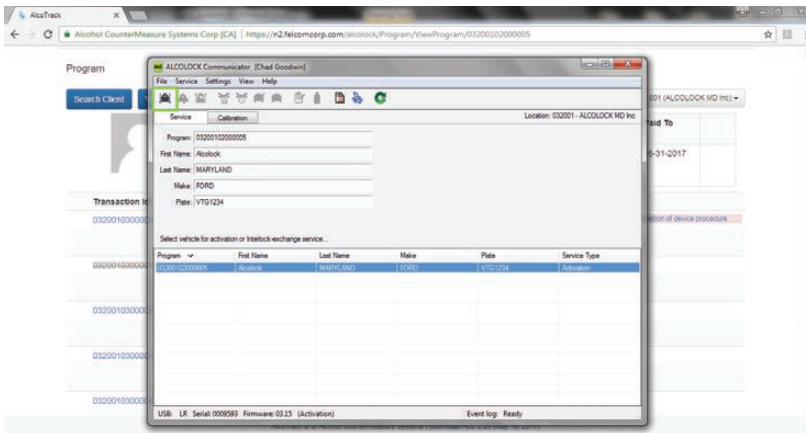
The 'Internal Notes' field is highlighted with a green box and contains the text: "Schedule 1 Install".

Below the form, there is a small red text prompt: "Please enter the reason of adding a product to the transaction under Internal Notes".

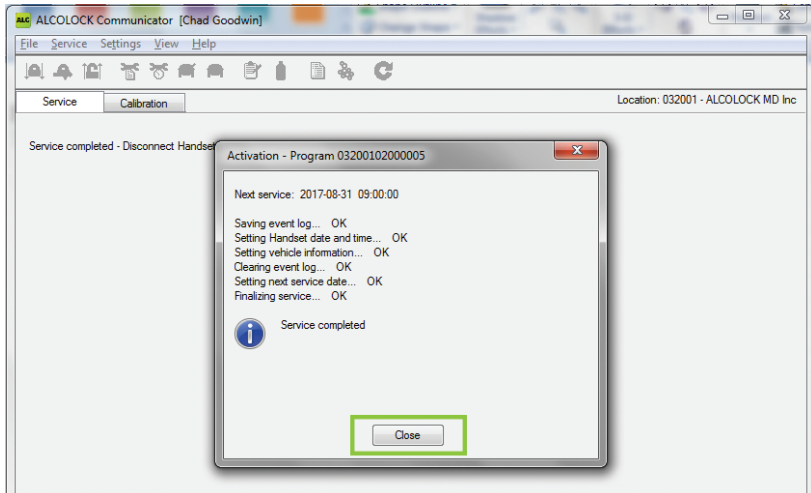
20. Select Complete.



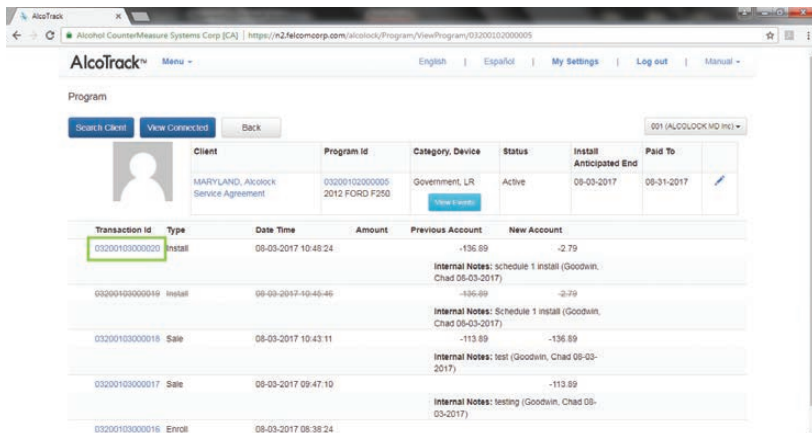
21. In ALC, make sure that the correct client is highlighted and select the Activation icon.



22. Once the handset beeps twice, click Close.



23. In ALCOTRACK, select the transaction number for the installation to print the client invoice.



24. Select Print. The installation procedure is now completed.

The screenshot shows the Alcotrack web interface. At the top, there's a navigation bar with 'Alcotrack' logo, a menu, and language options (English, Español). Below that, the page title is 'Program: Transaction Details'. A user profile icon is visible on the left. The main content area contains several tables:

Transaction Id	Type	Date	HS	CM	Couple Device	Next Service
03200103000020	Install	08-03-2017	0008983	0013114	0013114	08-31-2017 Monitor

Client	Program Id	Previous Paid To	New Paid To	Previous Account	New Account
MARYLAND, Alcolock	03200102000005	08-03-2017	08-31-2017	-136.89	-2.79

Product	Quantity	Price	Subtotal	Sales And Use Tax	Tax2	Tax3	Tax4	Total
1 INSTALL FEE	1.00	0.0000						
2 ALCOLOCK™ LR PROGRAM FEE	29.00	75.0000	71.51	4.29				75.80
3 INSTALL FEE - Schedule 1 vehicle	1.00	55.0000	55.00	3.30				58.30
			<b>Total</b>	126.51	7.59			134.10

Remarks: Government Comments Internal Notes: schedule 1 install (Goodwin, Chad 08-03-2017)

At the bottom, there are three buttons: 'New Comments', 'Print (English)' (highlighted with a green box), and 'Back'. The footer text reads: 'Alcotrack © of Alcohol Courtmeasure Systems | Download AL03.36 (May 16, 2017)'.





