

AlcoTrack™

Monitor Quick Guide

Alcohol Countermeasure Systems Corp

60 International Boulevard
Toronto, Ontario M9W 6J2 CANADA

T +1 416 619 3500

F +1 416 619 3501

info@acs-corp.com

acs-corp.com

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This document, and the content contained therein, can be used only for purposes relating to the ALCOLOCK™ ignition interlock program.

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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.

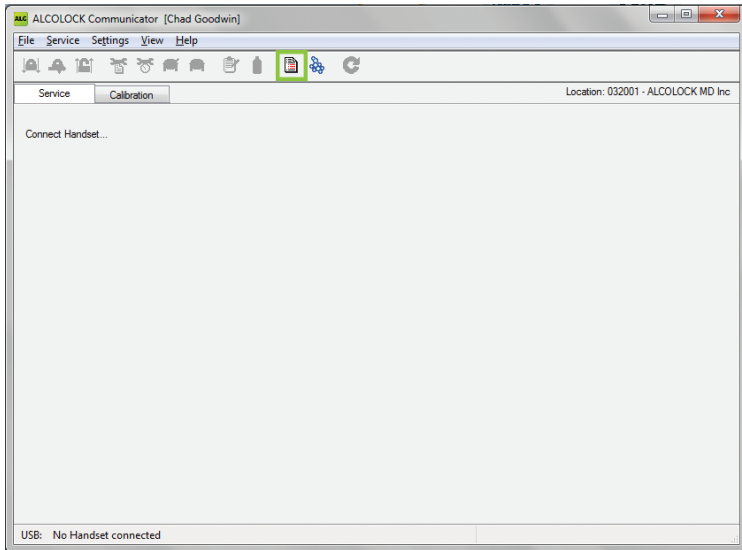
A screenshot of the 'ALCOLOCK Communicator - Log In' dialog box. It has a title bar with a close button (X). The dialog contains four text input fields: 'Jurisdiction:' with '032' entered, 'First name:', 'Last name:', and 'Password:'. Below the fields is a blue link that says 'Forgot password?'. At the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

NOTE: Login credentials are case sensitive.

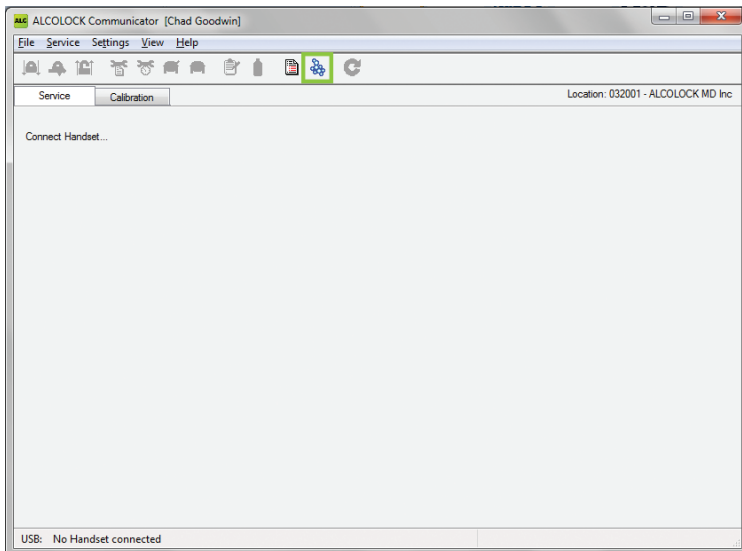
2. Select the appropriate service center (if applicable).

A screenshot of the 'Select Location' dialog box. It has a title bar with a close button (X). The dialog contains a 'Location:' label followed by a dropdown menu showing '032000 - ACS Corp.'. At the bottom is an 'OK' button.

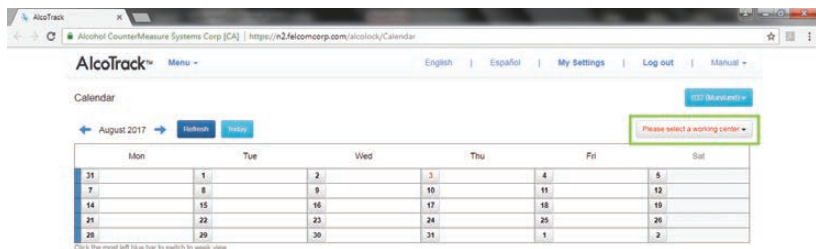
- Click on the Paper icon to access the daily service code. This code is needed to complete the installation procedure on the handset.



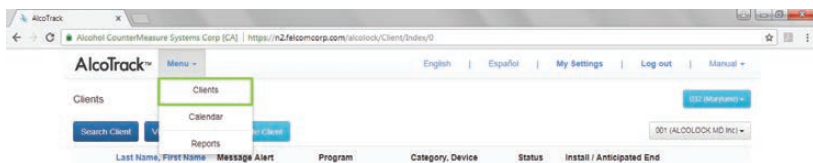
- Click on the blue Molly icon to access the ALCOTRACK web application



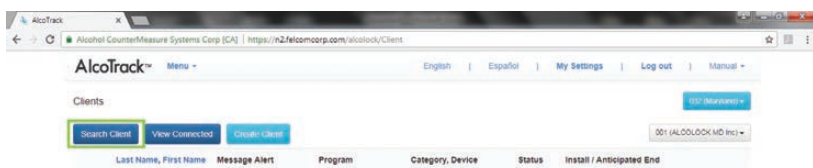
5. In ALCOTRACK, select the service center.



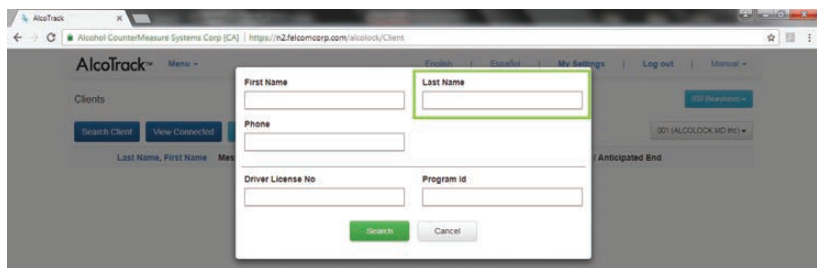
6. From the MENU, select Client.



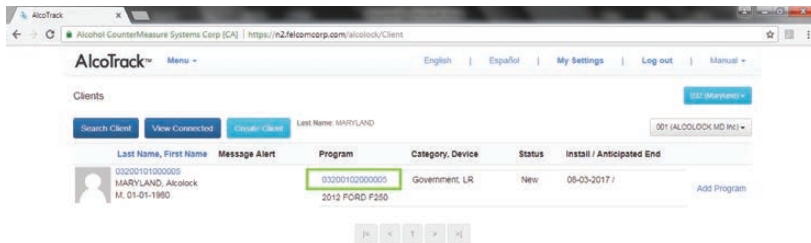
7. Select Search Client.



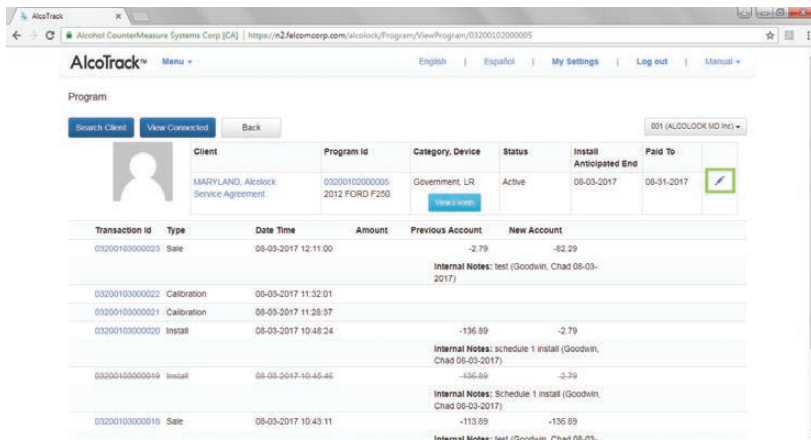
8. Enter the Last Name of the client and click Search.



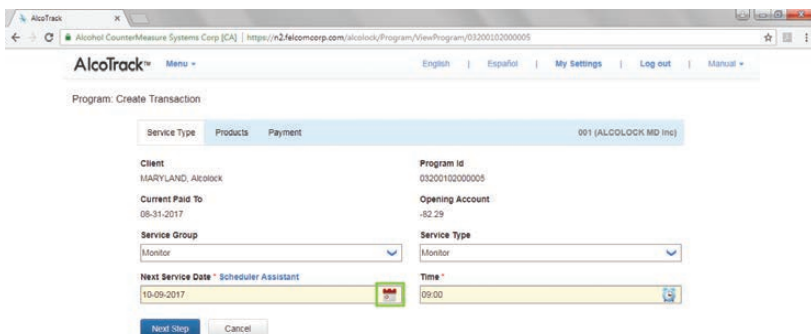
- Select the client's Program number.



- Click the Pencil icon to create a new transaction.



- In the *Next Service Date* field, select the Calendar icon to set the client's next appointment at 28 days (4 weeks) from the last service date.



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

Alcotrack™ Menu English Español My Settings Log out Manual

Program: Create Transaction

Service Type Products Payment 001 (ALCOLOCK MD Inc)

Client: MARYLAND, Alclock
Current Paid To: 08-31-2017
Service Group: Monitor
Next Service Date: Scheduler Assistant 10-09-2017

Program id: 01200102000005
Opening Account: -82.29
Service Type: Monitor
Time: 09:00

Next Step Cancel

13. Select Next Step.

Alcotrack™ Menu English Español My Settings Log out Manual

Program: Create Transaction

Service Type Products Payment 001 (ALCOLOCK MD Inc)

Client: MARYLAND, Alclock
Current Paid To: 08-31-2017
Service Group: Monitor
Next Service Date: Scheduler Assistant 10-09-2017

Program id: 01200102000005
Opening Account: -82.29
Service Type: Monitor
Time: 09:00

Next Step Cancel

14. Select Next Step.

Alcotrack™ Menu English Español My Settings Log out Manual

Program: Create Transaction

Service Type Products Payment 001 (ALCOLOCK MD Inc)

Client: MARYLAND, Alclock
Current Paid To: 08-31-2017
New Paid To: 09-28-2017
Product Type: Service/Accessory Discount Refund V3/Drivesafe

Program id: 01200102000005
Opening Account: -75.97
Service Type: Monitor
Add Product

Product	Quantity	Price	Total
ALCOLOCK™ LR PROGRAM FEE	28	2.4658	69.04
		Subtotal	69.04
		Sales And Use Tax	4.14
		Total	73.18

Remarks Government Comments Internal Notes

15. Select Complete.

The screenshot shows the 'Program: Create Transaction' window in the Alcotrack application. The window has tabs for 'Service Type', 'Products', and 'Payment'. The 'Service Type' tab is active, showing client information for 'MARYLAND, Alcotrack' and program details for '03200102000005'. A table lists the product 'ALCOLOCK™ LR PROGRAM FEE' with a quantity of 28 and a price of 2,465.8, resulting in a subtotal of 69.04. The total amount is 73.18. At the bottom, there are buttons for 'Previous Step', 'Complete' (highlighted with a green box), and 'Cancel'.

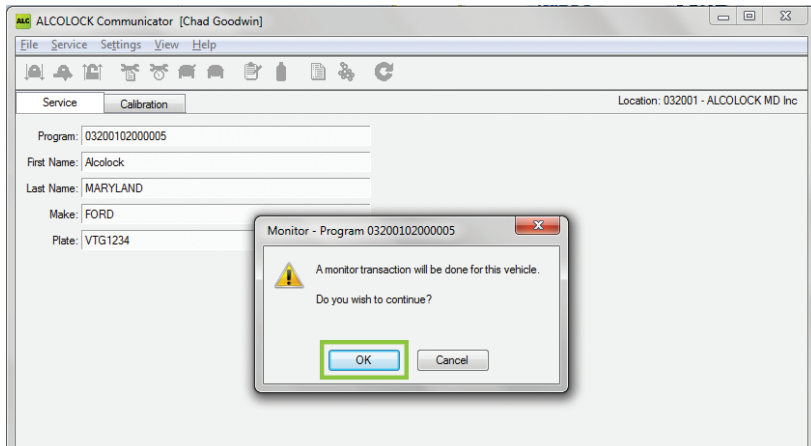
Product	Quantity	Price	Total
ALCOLOCK™ LR PROGRAM FEE	28	2,465.8	69.04
		Subtotal	69.04
		Sales And Use Tax	4.14
		Total	73.18

Opening Account: -75.97 Amount: 0 New Account: -2.79

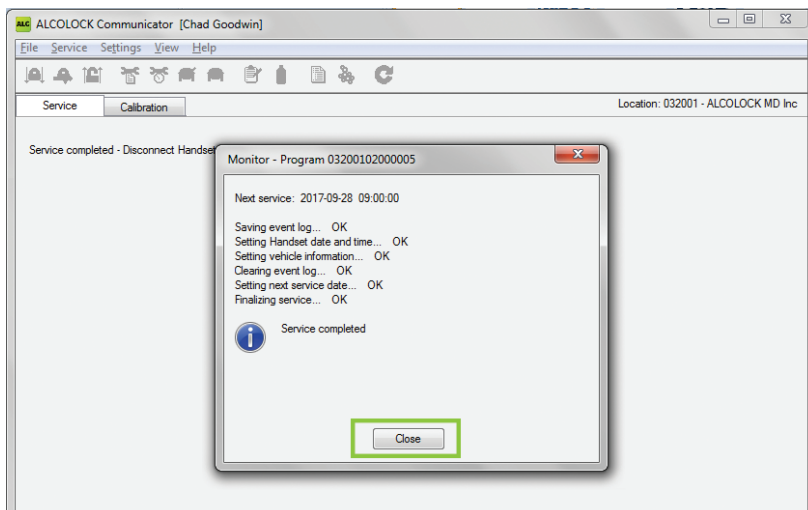
16. Plug in the handset. In ALC, once the client information appears, select the Monitor icon.

The screenshot shows the Alcotrack application with the 'ALCOLOCK Communicator' window open. The window displays client information for 'MARYLAND' and program details for '03200102000005'. A 'Monitor' icon is visible in the top right corner of the window. The status bar at the bottom indicates 'USB: LR, Serial: 000593, Firmware: 03.15 (Monitor)' and 'Event log: Ready'.

17. A pop up will appear asking “Do you wish to Continue?”. Select OK.



18. Once the handset beeps twice, click Close.



19. In ALCOTRACK, select the transaction number for the monitor transaction to print the client invoice.

Program

Search Client View Connected Back

Client: MARYLAND, Alcotrack Service Agreement

Program Id: 03200102000005

Category, Device: 2012 FORD F250

Status: Active

Install Anticipated End: 06-03-2017

Paid To: 09-26-2017

Transaction Id	Type	Date Time	Amount	Previous Account	New Account
032001030000026	Monitor	06-03-2017 13:39:33	-75.97	-2.79	-75.97
032001030000025	Sale	06-03-2017 13:38:12	-2.79	-75.97	-75.97
Internal Notes: test (Goodwin, Chad 06-03-2017)					
032001030000024	Violation Reset	06-03-2017 12:19:45	-82.29	-2.79	-82.29
Internal Notes: Early Service 5 (Goodwin, Chad 06-03-2017)					
032001030000023	Sale	06-03-2017 12:11:00	-2.79	-82.29	-82.29
Internal Notes: test (Goodwin, Chad 06-03-2017)					
032001030000022	Calibration	06-03-2017 11:32:01			
032001030000021	Calibration	06-03-2017 11:28:37			
032001030000020	Install	06-03-2017 10:48:24	-136.89	-2.79	-136.89
Internal Notes: schedule 1 install (Goodwin, Chad 06-03-2017)					
032001030000019	Install	06-03-2017 10:45:46	-136.89	-2.79	-136.89

20. Select Print. The monitor procedure is now completed.

Program: Transaction Details

Transaction Id: 032001030000026

Type: Monitor

Date: 06-03-2017

HS: 0009593

CM: 0013114

Couple Device: 0013114

Next Service: 09-26-2017 Monitor

Client: MARYLAND, Alcotrack

Program Id: 03200102000005

Previous Paid To: 06-31-2017

New Paid To: 09-28-2017

Previous Account: -75.97

New Account: -2.79

Product	Quantity	Price	Subtotal	Sales And Use Tax	Tax2	Tax3	Tax4	Total
1 ALCOLOCK™ LR PROGRAM FEE	26.00	75.0000	69.04	4.14				73.18
Total			69.04	4.14				73.18

Remarks: Government Comments Internal Notes

New Comments Print (English) Back

