

AlcoTrack™

Violation Quick Guide

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



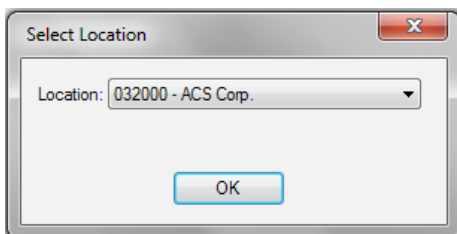
- b. Enter your jurisdiction and login credentials.



The screenshot shows a window titled "ALCOLOCK Communicator - Log In". It contains four text 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 are two buttons: "OK" and "Quit".

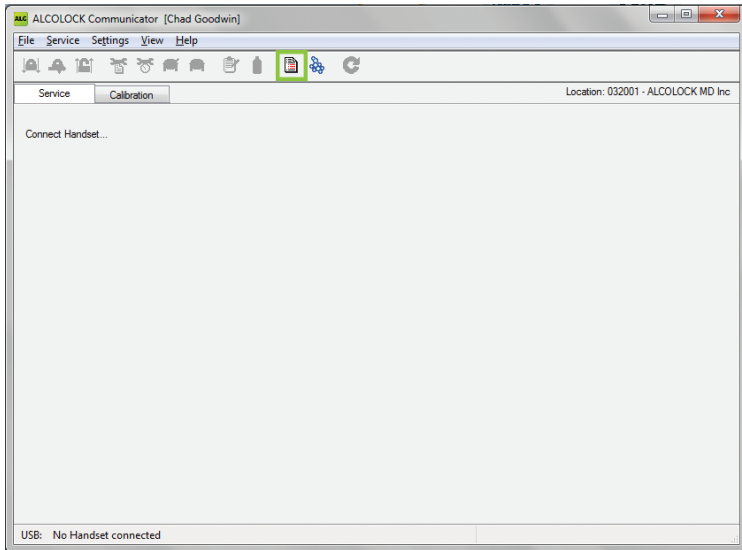
NOTE: Login credentials are case sensitive.

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

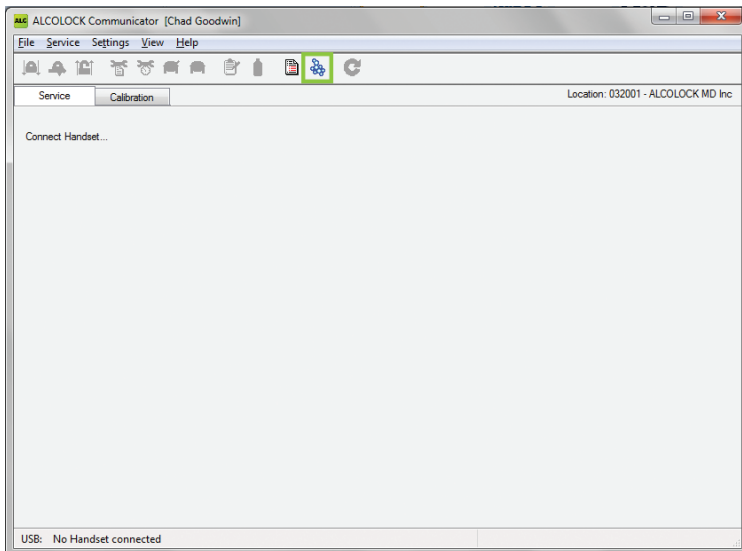


The screenshot shows a window titled "Select Location". It contains a dropdown menu labeled "Location:" with the selected value "032000 - ACS Corp.". Below the dropdown is an "OK" button.

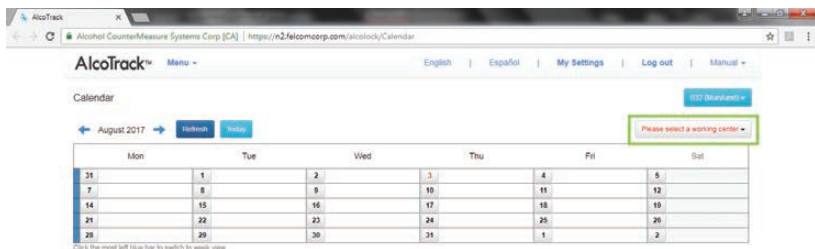
3. Click on the Paper icon to access the daily service code. This code is needed to complete the installation procedure on the handset.



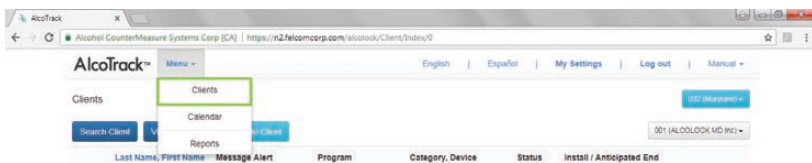
4. Click on the blue Molly icon to access the ALCOTRACK web application



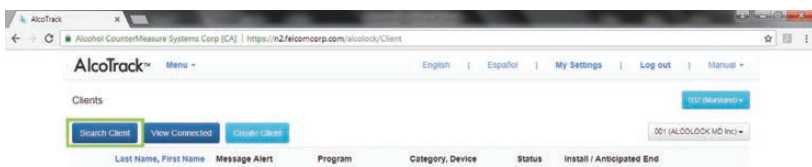
5. In ALCOTRACK, select the service center.



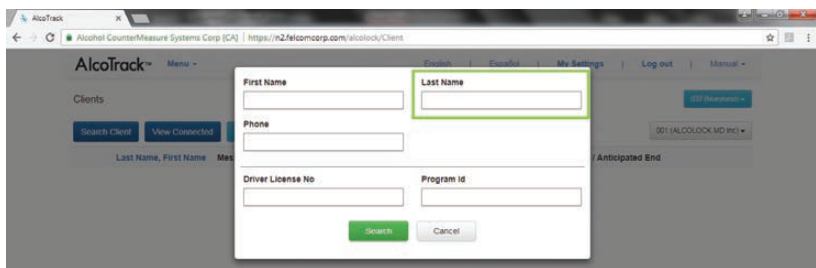
6. From the MENU, select Client.



7. Select Search Client.



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



9. Select the client's Program number.

Alcotrack - Menu - English | Español | My Settings | Log out | Manual -

Clients

Search Client View Connected Upload Client Last Name: MARYLAND 001 (ALCOLOCK MD Inc)

Last Name, First Name	Message Alert	Program	Category, Device	Status	Install / Anticipated End	
03200101000005 MARYLAND, Alcotrack M. 01-01-1960		03200102000005 2012 FORD F250	Government, LR	New	06-03-2017 /	Add Program

Navigation: [Previous] [Next] [First] [Last] [Refresh]

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

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Program

Search Client View Connected Back 001 (ALCOLOCK MD Inc)

Client	Program Id	Category, Device	Status	Install Anticipated End	Paid To
MARYLAND, Alcotrack Service Agreement	03200102000005 2012 FORD F250	Government, LR	Active	06-03-2017	06-31-2017

Transaction Table:

Transaction Id	Type	Date Time	Amount	Previous Account	New Account
03200103000023	Sale	06-03-2017 12:11:00		-2.79	-62.29
Internal Notes: test (Goodwin, Chad 06-03-2017)					
03200103000022	Calibration	06-03-2017 11:32:01			
03200103000021	Calibration	06-03-2017 11:26:37			
03200103000020	Install	06-03-2017 10:48:24		-136.89	-2.79
Internal Notes: schedule 1 install (Goodwin, Chad 06-03-2017)					
03200103000019	Install	06-03-2017-10-46:46		-136.89	-3.79
Internal Notes: Schedule 1 install (Goodwin, Chad 06-03-2017)					
03200103000018	Sale	06-03-2017 10:43:11		-113.89	-136.89
Internal Notes: test (Goodwin, Chad 06-03-2017)					

11. In the Service Group field, select Violation Reset from the drop-down menu.

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Program: Create Transaction

Service Type Products Payment 001 (ALCOLOCK MD Inc)

Client: MARYLAND, Alcotrack

Current Paid To: 06-31-2017

Service Group: Monitor

Next Service Date: Scheduler Assistant 10-09-2017

Program Id: 03200102000005

Opening Account: -62.29

Service Type dropdown menu:

- Monitor
- Service
- Violation Reset

Buttons: Next Step Cancel

12. Select Next Step.

The screenshot shows the 'Program: Create Transaction' interface in the Alcotrack application. The 'Service Type' tab is selected. The 'Client' is 'MARYLAND, Alcotrack'. The 'Current Paid To' is '08-31-2017'. The 'Service Group' is 'Monitor'. The 'Program Id' is '03200102000005'. The 'Opening Account' is '-62.29'. The 'Service Type' is 'Violation Reset'. The 'Next Step' button is highlighted with a green box.

13. In the Add Product field, select Violation Reset (\$75) from the drop-down menu..

The screenshot shows the 'Program: Create Transaction' interface. The 'Add Product' dropdown menu is highlighted with a green box. The 'Product' table is empty. The 'Remarks', 'Government Comments', and 'Internal Notes' fields are empty. A red text prompt at the bottom says 'Please enter the reason of creating this transaction under Internal Notes'.

The screenshot shows the 'Program: Create Transaction' interface. The 'Add Product' dropdown menu is highlighted with a green box, showing a list of products. The 'Product' table is empty. The 'Remarks', 'Government Comments', and 'Internal Notes' fields are empty. A red text prompt at the bottom says 'Please enter the reason of creating this transaction under Internal Notes'.

14. In the *Internal Notes* field, enter the appropriate Early Service code for which the client is being seen.

The screenshot shows the Alcotrack software interface for a 'Violation Reset' program. The 'Internal Notes' field is highlighted with a green box and contains the text 'Early Service []'. The interface includes fields for 'Current Paid To', 'New Paid To', 'Product Type', 'Service/Accessory', 'Discount', 'Refund', 'V3/Drivesafe', 'Opening Account', 'Service Type', and 'Add Product'. A table shows the product 'VIOLATION RESET' with a quantity of 1, a price of 75.0000, and a total of 75.00. The subtotal is 75.00, and the total including sales and use tax is 79.50. The 'Remarks', 'Government Comments', and 'Internal Notes' fields are at the bottom, with 'Internal Notes' being the focus.

Product	Quantity	Price	Total
VIOLATION RESET	1	75.0000	75.00
Subtotal			75.00
Sales And Use Tax			4.50
Total			79.50

15. Select Next Step.

The screenshot shows the same Alcotrack software interface as before, but the 'Next Step' button is highlighted with a green box. The 'Internal Notes' field still contains 'Early Service []'. The interface includes fields for 'Current Paid To', 'New Paid To', 'Product Type', 'Service/Accessory', 'Discount', 'Refund', 'V3/Drivesafe', 'Opening Account', 'Service Type', and 'Add Product'. A table shows the product 'VIOLATION RESET' with a quantity of 1, a price of 75.0000, and a total of 75.00. The subtotal is 75.00, and the total including sales and use tax is 79.50. The 'Remarks', 'Government Comments', and 'Internal Notes' fields are at the bottom, with 'Internal Notes' being the focus.

Product	Quantity	Price	Total
VIOLATION RESET	1	75.0000	75.00
Subtotal			75.00
Sales And Use Tax			4.50
Total			79.50

16. Select Complete.

Alcotrack - Program Create Transaction

Service Type: Products Payment 001 (ALCOLOCK MD Inc)

Client: MARYLAND, Alcolock

Program Id: 03200102000005

Current Paid To: 05-31-2017

New Paid To: 05-31-2017

Service Type: Violation Reset

Next Service Type: Monitor

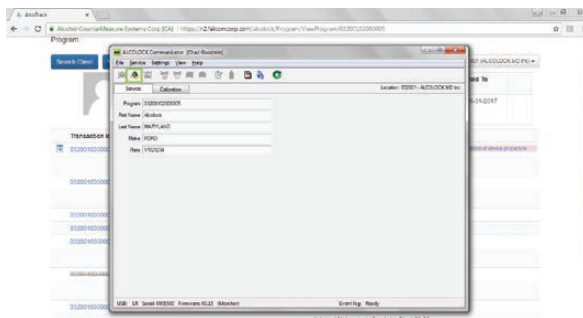
Product	Quantity	Price	Total
VIOLATION RESET	1	75.0000	75.00
Subtotal			75.00
Sales And Use Tax			4.00
Total			79.50

Opening Account: -82.29 Amount: 0 New Account: -2.79

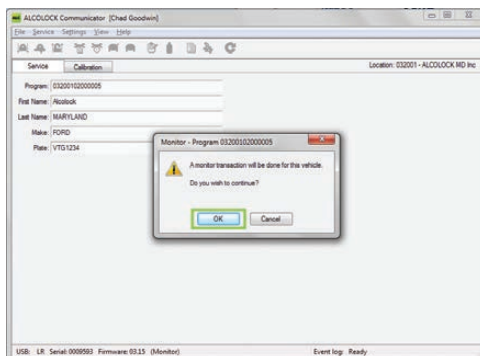
Previous Step **Complete** Cancel

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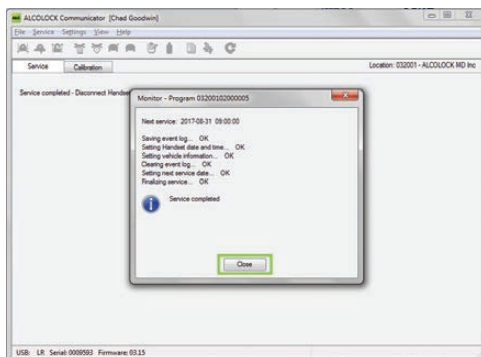
17. Plug in the handset. In ALC, once the client information appears, select the Monitor icon.



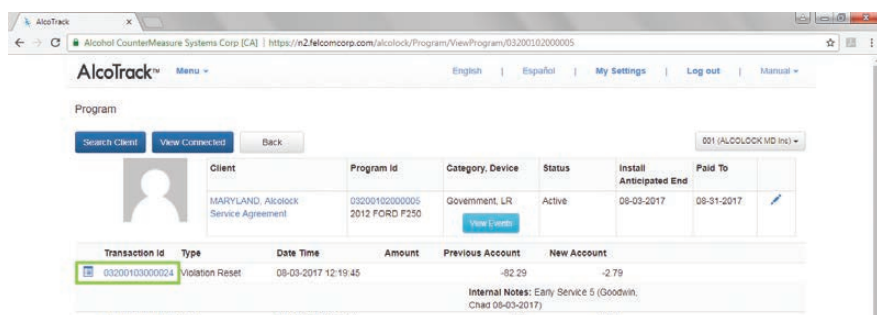
18. A pop up will appear asking “Do you wish to Continue?”. Select OK.



19. Once the handset beeps twice, click Close.



20. In ALCOTRACK, select the transaction number for the violation reset transaction to print the client invoice.



21. In ALCOTRACK, select the transaction number for the violation reset transaction to print the client invoice.

