



# **Tag Management System**

**Tech Guide & Tutorial**

# WASHLINK SYSTEMS

## Tag Management System

This document provides comprehensive information for using the Washlink Systems Tag Management program.

The Tag Management has the ability to manage, edit, RFID, Gift cards, Unlimited prepaid, etc. Tags and barcodes.

When emailing or calling for assistance, you must have the following information available:

Location Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Distributor Name: \_\_\_\_\_  
Premium Account #: \_\_\_\_\_

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## 1 Explanation of the Tech Guide

Welcome to the Washlink Systems Tech Guide for using the Tag Management program. Understanding the basic functions of the Washlink Systems Tag Management program is not difficult. Washlink Systems suite of programs uses basic Microsoft Windows® functions to adjust any elements within any of the programs. Following this simple and basic tutorial will give you all the basic knowledge necessary to use the Washlink Systems Tag Management program to manage or edit RFID tags, Gift cards, Unlimited and reoccurring prepaids, etc. There is no need to learn any special programming, as this tutorial is designed to provide you a general understanding of the Tag Management program in plain and simple terms. When completing the tutorial you should be able to make any changes within the Tag Management program simply and easily.



This icon identifies a very important piece of information that the user of the Tag Management program should be aware of.



This icon warns the editor that extreme attention must be taken in making any changes to a process or configuration. By editing or altering one of the processes or configurations that is indicated by this warning may potentially cause unintended consequences. Edit with extreme care.



**STOP IMPORTANT** - This icon indicates that making any changes could possibly cause the Washlink Systems, program, network connections, configurations or settings and your car wash not to function in its intended way. Additional changes may cause the you car wash not to operate in its original configuration. Before making any changes it's highly suggested to contact Washlink Systems support team before an emergency intervention is necessary. In the event that an emergency support request becomes necessary, support charges will be accrued.



**WARNING** - Typically the initial configuration of the Washlink Systems Tag Management program has been preconfigured at the time of installation. Any alteration of the original configuration may effect the way barcodes, RFID tags etc. functions. If you encounter any Washlink Systems Tag Management issues please contact Washlink Support by either phone +1-408.924.0808 or e-mail [support@washlinksystems.com](mailto:support@washlinksystems.com)

## 2 Features

### Features of Washlink Systems Tag Management program Tech Guide:

- This Tech Guide (tutorial) will simply guide you in how to easily use the Tag Management program using common and basic Microsoft Windows® user interface, familiar and common with all Microsoft Windows® computers.
- How to use the Washlink Systems suite of common and easily programmable functions from the Washlink Server.
- Learn user defined and customizable settings common in all Washlink Systems suite of programs (all Washlink Systems programs use the same user interface or GUI).
- Understanding where to apply a variety independent functions and personal customizations per every independent RFID tags, Gift cards, Unlimited and reoccurring prepaids, etc..
- Each Washlink Systems suite of programs and products purchased offers free basic limited lifetime support. If at anytime you have questions or need additional technical help not offered within this Tech Guide please contact Washlink Systems support for additional technical support. Contact Washlink Systems support by either phone +1.408.924.0808 or e-mail [support@washlinksystems.com](mailto:support@washlinksystems.com). Washlink Systems highly encourages you the end user to contact Washlink Systems support at any point you believe you have an issue before continuing making any configuration changes.

### 3 Washlink Systems Tag Management program Basics

- The Washlink Systems Tag Management program is installed on and programmed using the Washlink Systems purchased server.
- The Washlink Systems Tag Management program must be purchased and installed by Washlink Systems support team on the Washlink Systems supplied and purchased server.
- The Washlink Systems Server must be connected via WashlinkNET to the equipment and controller.
- The initial configuration of the Washlink Tag Management program is typically configured for basic setup at time of installation.
- Each Washlink Systems purchased system offers free basic lifetime support. If at anytime you have questions or need additional technical help not offered within this Tech Guide please contact Washlink Systems support for additional technical support. Contact Washlink Systems support by either by phone +1.408.924.0808 or e-mail [support@washlinksystems.com](mailto:support@washlinksystems.com)
- Washlink Systems highly encourages you the end user to contact Washlink Systems support at any point you believe you have an issue before continuing making any configuration changes to Tag Management program.

## 4 Explanation of Tutorial

- In this tutorial we're going demonstrate the basic abilities of the Washlink Systems Tag Management program.
- We will give the user clear and simple explanations using basic English on how to manage fleet, RFID tags, Gift cards, Unlimited and reoccurring prepaids, etc..
- The Washlink System Tag Management program was built for you the end user for a very simple method of managing your sold fleet, RFID tags, cards, Unlimited, reoccurring transactions, etc.
- If additional support is necessary contact Washlink Support by phone +1.408.924.0808 or by e-mail [support@washlinksystems.com](mailto:support@washlinksystems.com)

## 5 Getting Started

The Tag Management program resides on the Washlink Systems server. An icon for the Washlink Systems Tag Management program resides on the desktop of the Washlink Server. In the event the icon is not on the desktop please contact Washlink Systems support team by either phone +1.408.924.0808 or by e-mail [support@washlinksystems.com](mailto:support@washlinksystems.com)

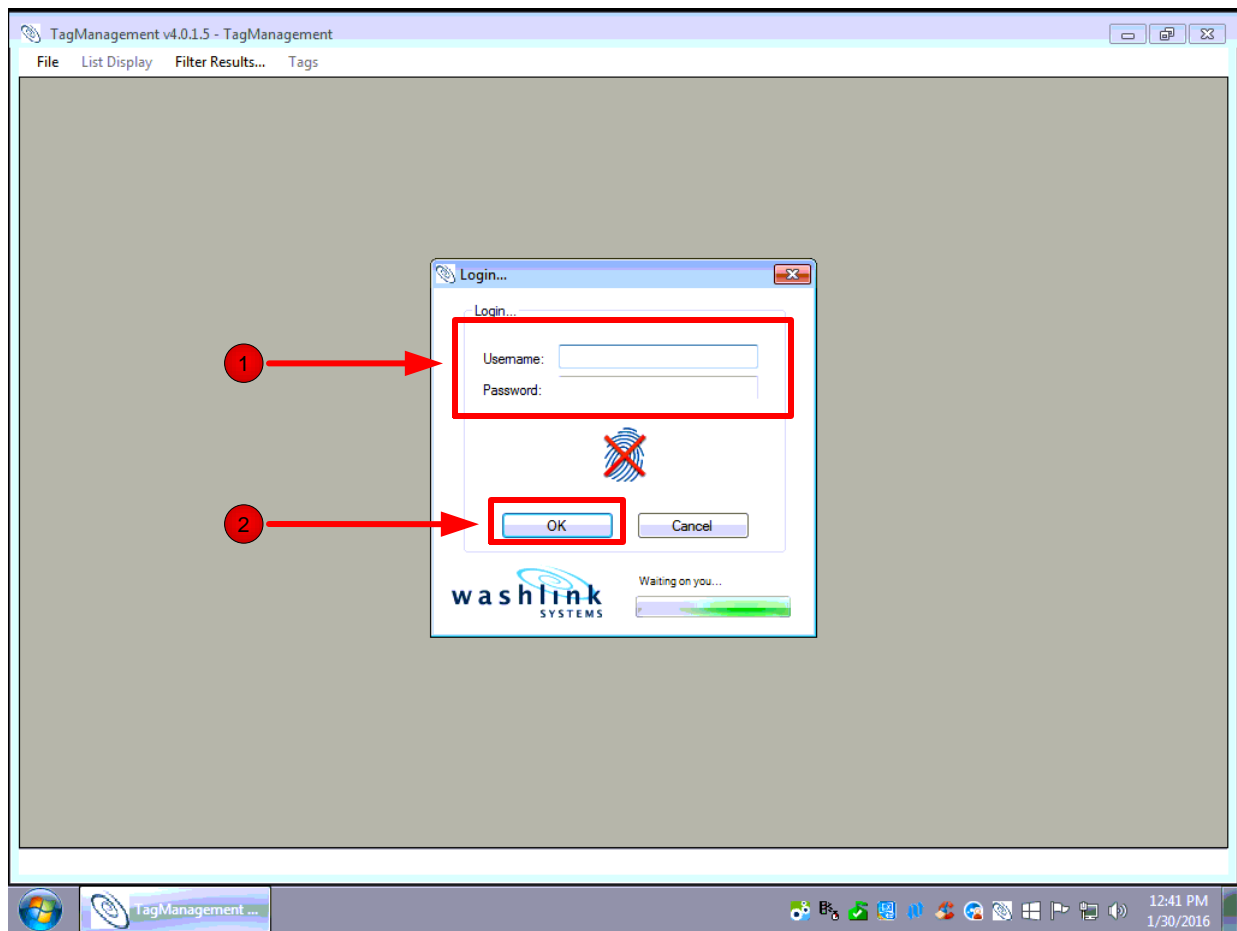


- 1 Double left click on the Tag Management icon.



## 6 Logging in

Logging in is required as a security measure and you should use your typical username and password that you've previously setup. If you haven't yet have a username and password, review tech guide "Washlink Systems Creating Usernames and Passwords v.151008" located on the Washlink Systems website under Support, Documentation. [Washlinksystems.com/documentation](http://Washlinksystems.com/documentation)




1 Enter your username and password

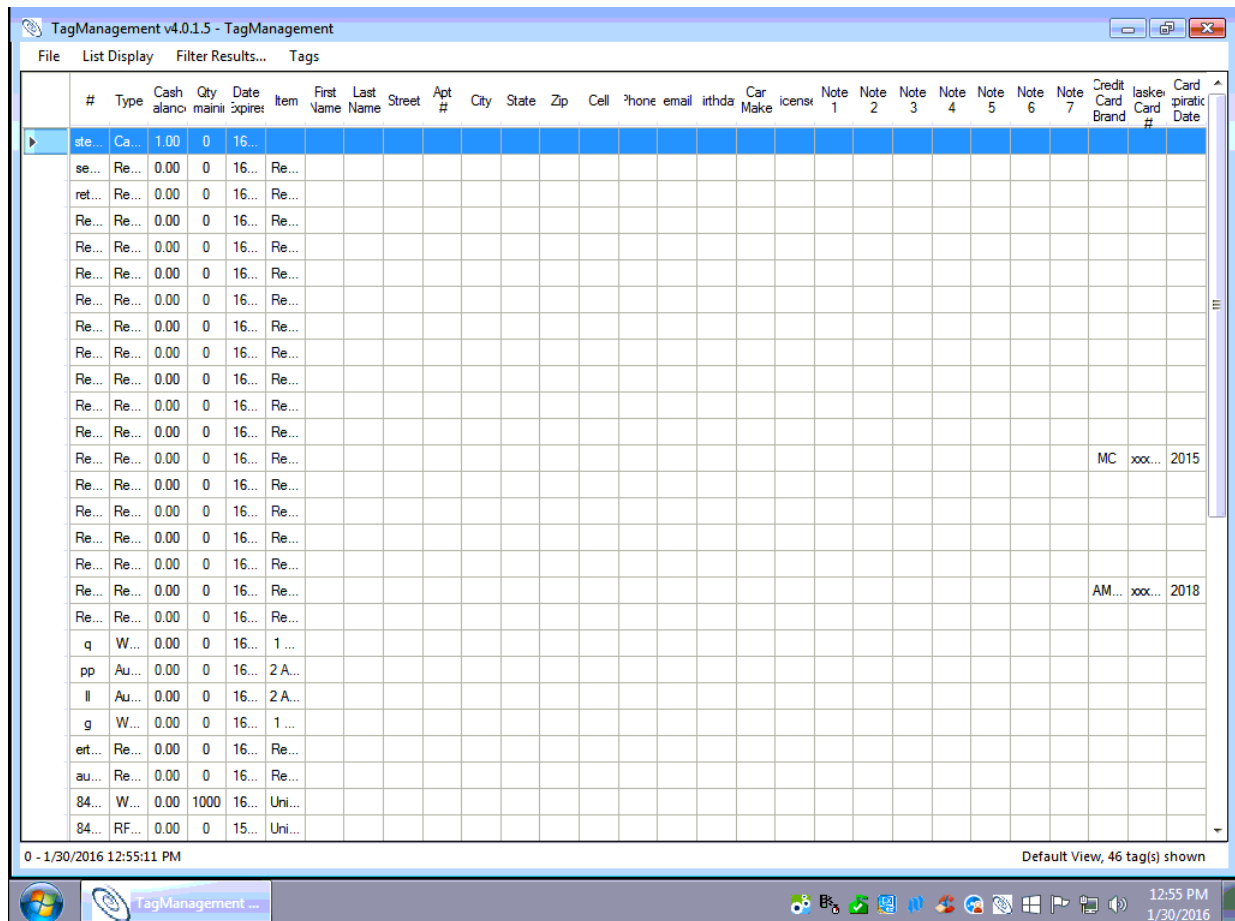
2 The Click "OK"

! You can also contact Washlink Systems support team if your having any issues logging in by either phone +1.408.924.0808 or by e-mail [support@washlinksystems.com](mailto:support@washlinksystems.com)

## 7 Default view

The default view page will load. The default page is a complete list of **all** the fleet, RFID tags, Gift cards, Unlimited and reoccurring prepaids, etc. sold. They are all listed as they were sold. Don't be concerned with the default view at this moment as we will filter and query the view further into this tech guide.

 Your default view will look significantly different than the images we're demonstrating in this tech guide. Don't be concerned. Your default list will grow and change with every sale you make. What you see today might change tomorrow. This is expected with each sale and is normal.



#	Type	Cash alanc	Qty maini	Date expire	Item	First Name	Last Name	Street	Apt #	City	State	Zip	Cell	Phone	email	irthda	Car Make	icensr	Note 1	Note 2	Note 3	Note 4	Note 5	Note 6	Note 7	Credit Card Brand	laske Card #	Card piratic Date
ste...	Ca...	1.00	0	16...																								
se...	Re...	0.00	0	16...	Re...																							
ret...	Re...	0.00	0	16...	Re...																							
Re...	Re...	0.00	0	16...	Re...																							
Re...	Re...	0.00	0	16...	Re...																							
Re...	Re...	0.00	0	16...	Re...																							
Re...	Re...	0.00	0	16...	Re...																							
Re...	Re...	0.00	0	16...	Re...																							
Re...	Re...	0.00	0	16...	Re...																							
Re...	Re...	0.00	0	16...	Re...																							
Re...	Re...	0.00	0	16...	Re...																					MC	xxx...	2015
Re...	Re...	0.00	0	16...	Re...																							
Re...	Re...	0.00	0	16...	Re...																							
Re...	Re...	0.00	0	16...	Re...																							
Re...	Re...	0.00	0	16...	Re...																							
Re...	Re...	0.00	0	16...	Re...																							
q	W...	0.00	0	16...	1 ...																							
pp	Au...	0.00	0	16...	2 A...																							
ll	Au...	0.00	0	16...	2 A...																							
g	W...	0.00	0	16...	1 ...																							
ert...	Re...	0.00	0	16...	Re...																							
au...	Re...	0.00	0	16...	Re...																							
84...	W...	0.00	1000	16...	Uni...																							
84...	RF...	0.00	0	15...	Uni...																							

## 8 List Display

Under “List Display” is a powerful method of reviewing the following;

**Default View** – lists everything ever sold. This list could be huge and difficult to review or search.

**Cash Value** – items that have a fixed tendered value IE: Gift Cards etc.

**Recurring items** - items that charge the customer on a particular date.

**Wash Card** – prepaid items IE: gift cards, wash cards etc.

**Unlimited** – sales that have parameters that have no limit on wash frequency.

! You can choose any of these methods in reviewing the sales you previously made.

Remember these items in these lists will change as sales are being made. The lists are always evolving.

The screenshot shows the 'Tag Management' software interface. A red circle with the number '1' highlights the 'List Display' menu. The menu is open, showing the following options: Default View, Cash Value, Recurring, Wash Card, and Unlimited. The main window displays a table with columns for Item, First Name, Last Name, Street, Apt #, City, State, Zip, Cell, Phone, email,IRTHDA, Car Make, licens, Note 1, Note 2, Note 3, Note 4, Note 5, Note 6, Note 7, Credit Card Brand, Masker Card #, and Card Expiration Date. The table contains several rows of data, including entries for 'MC xxx...' and 'AM xxx...' with dates '2015' and '2018' respectively. The status bar at the bottom indicates '0 - 1/30/2016 12:55:11 PM' and 'Default View, 46 tag(s) shown'.

1 List Display options

## 9 Cash Value

Items in this list have a fixed tendered value. The list offers a variety of information useful to managing transactions.

#	Type	Cash Balance	Qty Remaining	Date Expires	Item	First Name	Last Name	Street	Apt #	City	State	Zip	Cell	Home	Email	Vehicle	Car Make	License	Note 1	Note 2	Note 3	Note 4	Note 5	Note 6	Note 7	Red Card	Issue	Card #	Card Date
	Cash Card	1.00	0	160130		steve																							
1234	Cash Card	3.00	0	160130																									

Primary information necessary on this list are the;

- 1 # - number of the card
  - 2 Type – the type of card that was issued to the transaction
  - 3 Cash Balance – the value that remains to the type of transaction
  - 4 Qty – Quantity that remains on the type of transaction
  - 5 Date Expires – the expiration date on the transaction. The date the card stops working
  - 6 The remaining fields can be used based on the information collected
- ! The next page will show an example of a typical transaction.
  - ! Remember the content of our list is for demonstration purposes only. Your lists will look completely different.

## 9 Cash Value continued


In this demonstration we'll review the first line in blue in the "Cash Value in the List Display". Listed in our demonstration is a number listed as "Steve".

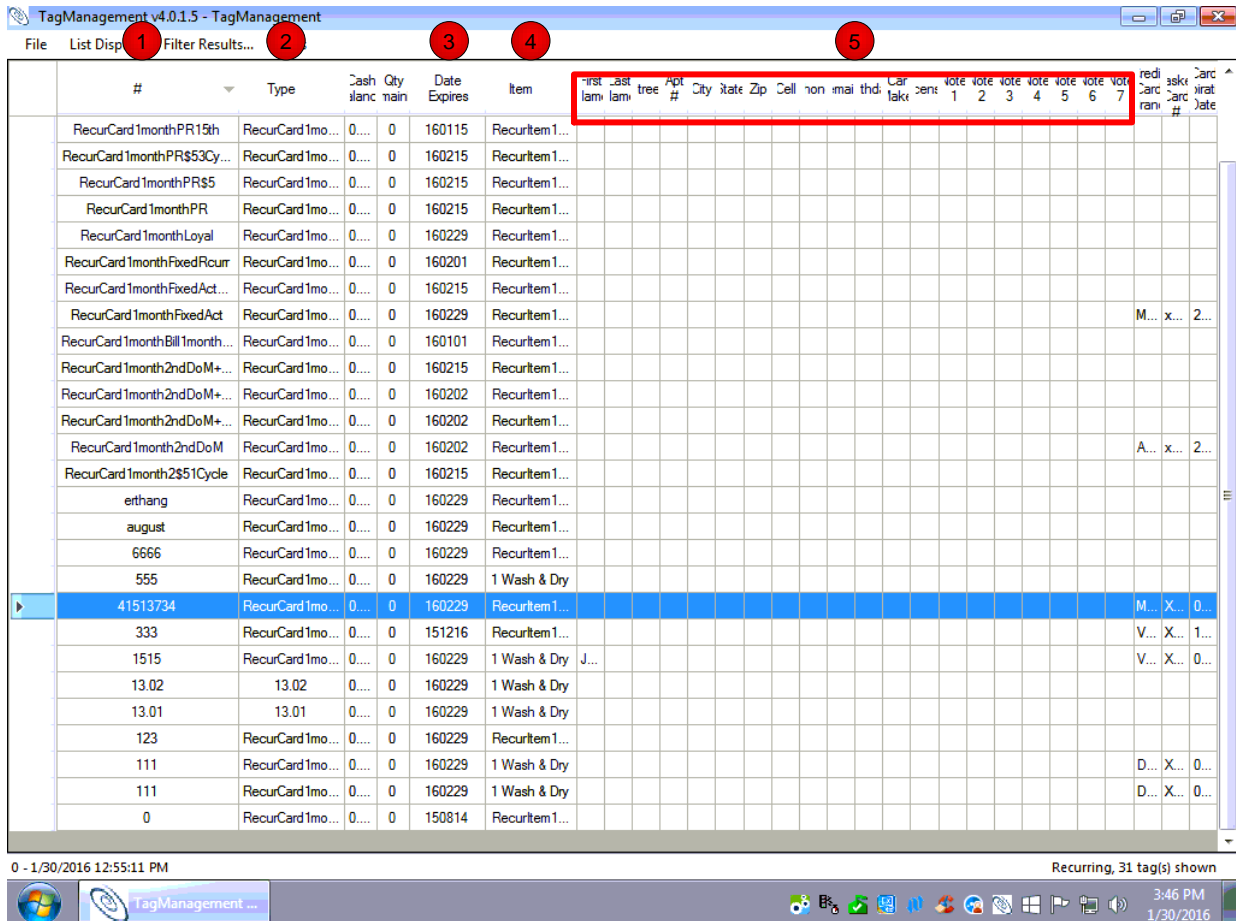
#	Type	Cash Balance	Qty Remaining	Date Expires	Item	First Name	Last Name	Street	Apt #	City	State	Zip	Cell	Home	Email	Phone	Car Make	Car Model	Car Year	Note 1	Note 2	Note 3	Note 4	Note 5	Note 6	Note 7	Credit Card Trans	Expiration Date
steve	Cash Card	1.00	0	160130																								
1234	Cash Card	3.00	0	160130																								

- 1 # - is called "Steve" (it could be listed as numerical or Alfa numerical).
- 2 Type – Steve’s type of transaction is a "Cash Card". The type of transaction was created in Saleslink previously.
- 3 Cash Balance – Steve’s balance remaining on the transaction is \$1.00.
- 4 Qty – Since Steve’s Cash Card is dollar value transaction there is no quantity. Only unit value "Giftcard" would have a remaining value.
- 5 Date Expires – Steve’s car expires on Jan. 30<sup>th</sup> 2016. This is set within Saleslink base on your parameters.
- 6 The remaining fields – No data has been collected for Steve’s transaction.

## 10 Recurring

Items in this list have a reoccurring value. Reoccurring means the payment or an event will occur again, periodically, or repeatedly. The list offers a variety of information useful to managing this type of transaction.


 A credit card is required for recurring payments to function correctly. In the event that the credit card is inaccurate the reoccurring payment will fail.



#	Type	Cash	Qty	Date Expires	Item	first last lami	tree lam	Apt #	City	State	Zip	Cell	non	mail	thd	Car takr	sent	vote 1	vote 2	vote 3	vote 4	vote 5	vote 6	vote 7	redi Card ran	askr Card #	Card Xrat Date	
41513734	RecurCard 1mo...	0...	0	160229	Recuritem 1...																							
333	RecurCard 1mo...	0...	0	151216	Recuritem 1...																							
1515	RecurCard 1mo...	0...	0	160229	1 Wash & Dry	J...																						
13.02	13.02	0...	0	160229	1 Wash & Dry																							
13.01	13.01	0...	0	160229	1 Wash & Dry																							
123	RecurCard 1mo...	0...	0	160229	Recuritem 1...																							
111	RecurCard 1mo...	0...	0	160229	1 Wash & Dry																							
111	RecurCard 1mo...	0...	0	160229	1 Wash & Dry																							
0	RecurCard 1mo...	0...	0	150814	Recuritem 1...																							

Primary information necessary on this list are the;

- 1 # - number of the card.
- 2 Type – the type of tender that is issued to the transaction.
- 3 Date Expires – the expiration date on the transaction.
- 4 Item – What service will be tendered when the recurring transaction is tendered.
- 5 The remaining fields can be used based on the information collected.

 The more information collected researching any issues will become easier.

## 10 Recurring continued

Continuing to the right side of the recurring list display is the payment methods. When the date for the recurring payment is expected to occur the credit card will be charged. In this section the credit card information is listed.



A credit card is required for recurring payments. If the credit card information is missing in this section for the # and type, no payment will be accrued. Also credit card info maybe missing when migrating to the Tag Management program.

#	type	Cash amount	Qty main	Date expire	err	ree	it	tat	Zip	Cell	hon	na	hc	Car lak	en	lot	ot	note	ot	note	ot	note	ot	Credit Card Brand	Masked Card #	Card Expiration Date
R...	R...	0.00	0	16...	R...																					
R...	R...	0.00	0	16...	R...																					
R...	R...	0.00	0	16...	R...																					
R...	R...	0.00	0	16...	R...																					
R...	R...	0.00	0	16...	R...																					
R...	R...	0.00	0	16...	R...																					
R...	R...	0.00	0	16...	R...																					
R...	R...	0.00	0	16...	R...																		MC	xxxxxxxxxxxx5678	2015	
R...	R...	0.00	0	16...	R...																					
R...	R...	0.00	0	16...	R...																					
R...	R...	0.00	0	16...	R...																					
R...	R...	0.00	0	16...	R...																		AMEX	xxxxxxxxxxxx9999	2018	
R...	R...	0.00	0	16...	R...																					
ert...	R...	0.00	0	16...	R...																					
au...	R...	0.00	0	16...	R...																					
66...	R...	0.00	0	16...	R...																					
555	R...	0.00	0	16...	1...																					
41...	R...	0.00	0	16...	R...																		MasterCard	XXXXXXXXXXXX2229	0418	
333	R...	0.00	0	15...	R...																		Visa	XXXXXXXXXXXX0010	1218	
15...	R...	0.00	0	16...	1...																		Visa	XXXXXXXXXXXX0010	0116	
13...	1...	0.00	0	16...	1...																					
13...	1...	0.00	0	16...	1...																					
123	R...	0.00	0	16...	R...																					
111	R...	0.00	0	16...	1...																		Discover	XXXXXXXXXXXX9424	0418	
111	R...	0.00	0	16...	1...																		Discover	XXXXXXXXXXXX9424	0418	
0	R...	0.00	0	15...	R...																					

- 1 Credit Card Brand – The type of credit card used for the recurring payment.
- 2 Masked Card # - The credit card number. Except for the last 4 digits everything else is hidden for security reasons.
- 3 Card Expiration Date – The expiration date of the credit card. When the card expires the recurring payment will not accrue.



An example of recurring payment is on the next page.



Some installations of the Tag Management program the CC expiration date might be hidden. Openedge CC clearing automatically handles the expiration date.

## 10 Recurring continued

In our example of a recurring transaction located in the list display is highlighted in blue. We're using # (number) 41513734 as our example.

The screenshot shows a table with the following columns: #, Type, Cash, Qty, Date Expires, Item, and several other columns. The row with ID 41513734 is highlighted in blue. The table contains various recurring transactions with different dates and items.

#	Type	Cash	Qty	Date Expires	Item	First	Last	tree	Apt	City	State	Zip	Cell	non	mai	thd	Car	sent	vote	vote	vote	vote	vote	vote	vote	vote	redi	ask	carc	skat	carc	skat	carc	skat
41513734	RecurCard 1mo...	0	0	160229	Recuritem 1...																					M...	X...	0...						
333	RecurCard 1mo...	0	0	151216	Recuritem 1...																					V...	X...	1...						
1515	RecurCard 1mo...	0	0	160229	1 Wash & Dry	J...																				V...	X...	0...						
13.02	13.02	0	0	160229	1 Wash & Dry																													
13.01	13.01	0	0	160229	1 Wash & Dry																													
123	RecurCard 1mo...	0	0	160229	Recuritem 1...																													
111	RecurCard 1mo...	0	0	160229	1 Wash & Dry																					D...	X...	0...						
111	RecurCard 1mo...	0	0	160229	1 Wash & Dry																					D...	X...	0...						
0	RecurCard 1mo...	0	0	150814	Recuritem 1...																													

- 1 # - Is the recurring identifier 41513734.
- 2 Type – Is a recurring transaction based on the item sold in Saleslink.
- 3 Date Expires – the expiration date on the transaction. The transaction will not recur after this date.
- 4 Item – The item\wash\service\product that will tender upon the recurring event.
- 5 The remaining fields can be used based on the information collected.

**!** The more information collected researching any issues will become easier.



## 10 Recurring continued

Additional example of our recurring transaction located in the list display is highlighted in blue. We're using # (number) 41513734 as our example.

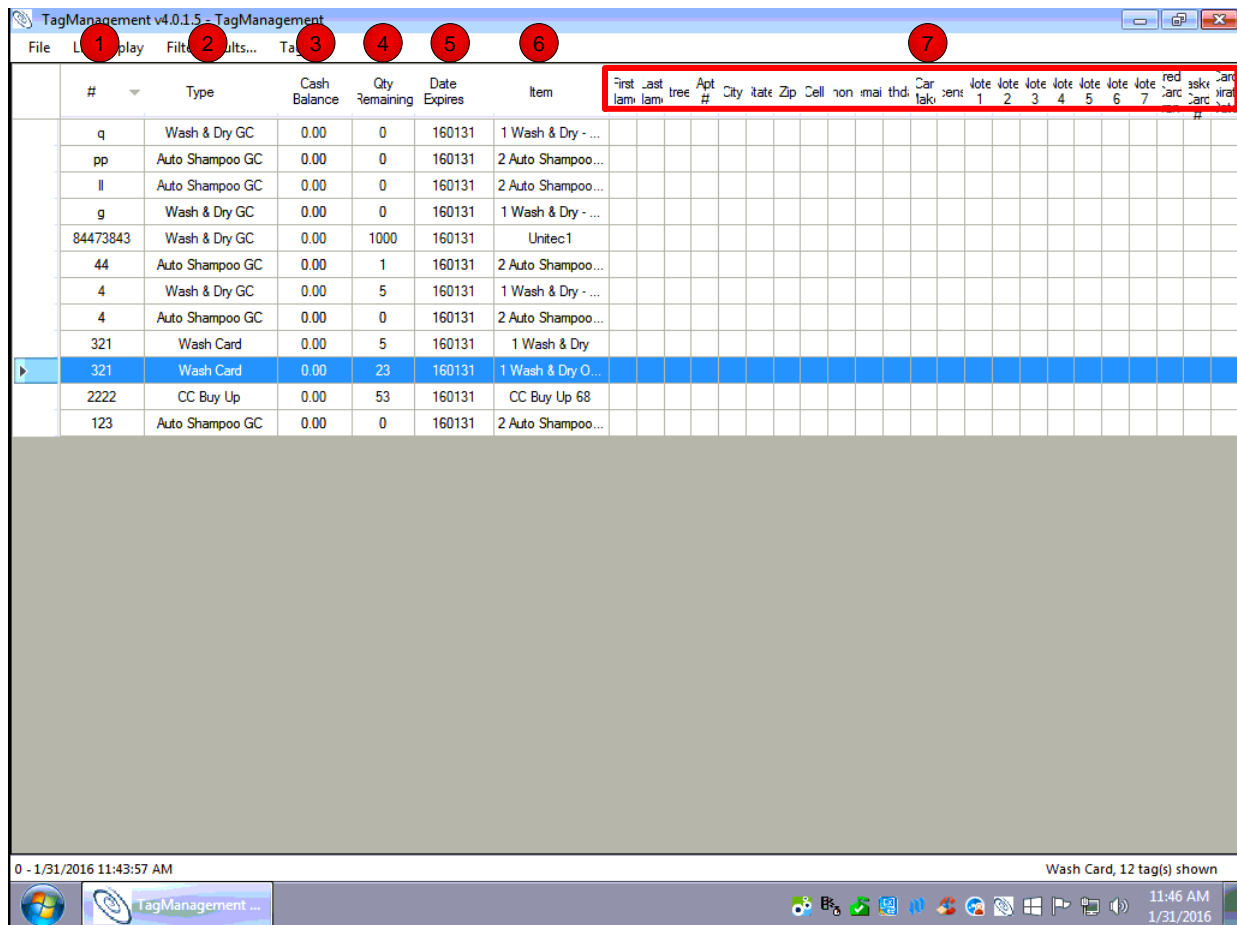
#	Type	Cash Balance	Quantity	Date	Year	Area	City	State	Zip	Cell	Home	Mobile	Car	Lot 1	Lot 2	Lot 3	Lot 4	Lot 5	Lot 6	Lot 7	Credit Card Brand	Masked Card #	Card Expiration Date
R...	R...	0.00	0	16...	R...																		
R...	R...	0.00	0	16...	R...																		
R...	R...	0.00	0	16...	R...																		
R...	R...	0.00	0	16...	R...																		
R...	R...	0.00	0	16...	R...																		
R...	R...	0.00	0	16...	R...																		
R...	R...	0.00	0	16...	R...																MC	xxxxxxxxxxxx5678	2015
R...	R...	0.00	0	16...	R...																		
R...	R...	0.00	0	16...	R...																		
R...	R...	0.00	0	16...	R...																AMEX	xxxxxxxxxxxx9999	2018
R...	R...	0.00	0	16...	R...																		
ert...	R...	0.00	0	16...	R...																		
au...	R...	0.00	0	16...	R...																		
66...	R...	0.00	0	16...	R...																		
555	R...	0.00	0	16...	1...																		
41...	R...	0.00	0	16...	R...																MasterCard	XXXXXXXXXXXX2229	0418
333	R...	0.00	0	15...	R...																Visa	XXXXXXXXXXXX0010	1218
15...	R...	0.00	0	16...	1...																Visa	XXXXXXXXXXXX0010	0116
13...	1...	0.00	0	16...	1...																		
13...	1...	0.00	0	16...	1...																		
123	R...	0.00	0	16...	R...																		
111	R...	0.00	0	16...	1...																Discover	XXXXXXXXXXXX9424	0418
111	R...	0.00	0	16...	1...																Discover	XXXXXXXXXXXX9424	0418
0	R...	0.00	0	15...	R...																		

- 1 Credit Card Brand – # 41513734 is a MasterCard (any type of CC that is accepted is listed here.
- 2 Masked Card # - The credit card number ending in 2229 is associated to 41513734.
  - ! For security reasons only the last four digits are shown.
  - You have no access to the complete credit card number. Again for security reasons.
- 3 Card Expiration Date – The expiration date of the MasterCard used by 41513734 is 4/18. When the card expires the recurring payment will not accrue.

! With some installations of the Tag Management program the credit card expiration date maybe hidden.

## 11 Wash Card

Items in this list have a fixed value. Wash Cards (giftcards) can have a fixed dollar value or unit value. Each card is associated to a particular wash package. Unlike other car washing POS companies, Washlink Systems Wash Cards (giftcards) can have different types of tenders associated to an individual card. The list offers a variety of information useful to managing these types of transactions.



#	Type	Cash Balance	Qty Remaining	Date Expires	Item	First Name	Last Name	Tree	Apt #	City	State	Zip	Cell	Home	Email	Thru	Car Make	Car Rent	Note 1	Note 2	Note 3	Note 4	Note 5	Note 6	Note 7	Red Arc	Ask Arc	Car #
q	Wash & Dry GC	0.00	0	160131	1 Wash & Dry - ...																							
pp	Auto Shampoo GC	0.00	0	160131	2 Auto Shampoo...																							
ll	Auto Shampoo GC	0.00	0	160131	2 Auto Shampoo...																							
g	Wash & Dry GC	0.00	0	160131	1 Wash & Dry - ...																							
84473843	Wash & Dry GC	0.00	1000	160131	Unitec1																							
44	Auto Shampoo GC	0.00	1	160131	2 Auto Shampoo...																							
4	Wash & Dry GC	0.00	5	160131	1 Wash & Dry - ...																							
4	Auto Shampoo GC	0.00	0	160131	2 Auto Shampoo...																							
321	Wash Card	0.00	5	160131	1 Wash & Dry																							
321	Wash Card	0.00	23	160131	1 Wash & Dry O...																							
2222	CC Buy Up	0.00	53	160131	CC Buy Up 68																							
123	Auto Shampoo GC	0.00	0	160131	2 Auto Shampoo...																							

Primary information necessary on this list are the;

- 1 # - number of the card.
- 2 Type – the type of giftcard that is issued to the transaction.
- 3 Cash Balance - this is the remaining dollar value remaining on the giftcard.
- 4 Qty Remaining – this indicated the units remaining on the wash card (giftcard).
- 5 Date Expires – the expiration date on the transaction.
- 6 Item – What service will be tendered when the wash card transaction is tendered.
- 7 The remaining fields can be used based on the information collected.

## 11 Wash Card continue

In our example of a wash card (giftcard) located in the wash card list display is highlighted in blue. We're using # (number) 321 as our example.

#	Type	Cash Balance	Qty Remaining	Date Expires	Item	First last lami	tree lam	Apt #	City	state	Zip	Cell	non	mai	thi	Car lako	rent	note 1	note 2	note 3	note 4	note 5	note 6	note 7	red arc	ask arc	car lira
q	Wash & Dry GC	0.00	0	160131	1 Wash & Dry - ...																						
pp	Auto Shampoo GC	0.00	0	160131	2 Auto Shampoo...																						
ll	Auto Shampoo GC	0.00	0	160131	2 Auto Shampoo...																						
g	Wash & Dry GC	0.00	0	160131	1 Wash & Dry - ...																						
84473843	Wash & Dry GC	0.00	1000	160131	Unitec1																						
44	Auto Shampoo GC	0.00	1	160131	2 Auto Shampoo...																						
4	Wash & Dry GC	0.00	5	160131	1 Wash & Dry - ...																						
4	Auto Shampoo GC	0.00	0	160131	2 Auto Shampoo...																						
321	Wash Card	0.00	5	160131	1 Wash & Dry																						
321	Wash Card	0.00	23	160131	1 Wash & Dry O...																						
2222	CC Buy Up	0.00	53	160131	CC Buy Up 68																						
123	Auto Shampoo GC	0.00	0	160131	2 Auto Shampoo...																						

- 1 # - is the wash card identifier is 321.
- 2 Type – it is a “wash card” that was sold.
- 3 Cash Balance – this wash card has a unit value so there is a 0 dollar value.
- 4 Qty Remaining – this column has a quantity of 23 units remaining.
- 5 Date Expires – this wash card (giftcard) expires on January 31, 2016.  
 ⚠ The giftcard will not work after the expiration date listed.
- 6 Item – the item to be tendered using wash card 321 is one “wash & dry” wash.
- 7 The remaining fields are not being used in this transaction.

## 12 Unlimited

Items in this list have a unlimited value. Unlimited sales will have a particular wash package associated to a number. The list offers a variety of information useful to managing these unlimited transactions.

#	Type	Cash Balance	Qty Remaining	Date Expires	Item	First Name	Last Name	tree	Apt #	City	State	Zip	Cell	hon	mai	thd	Car	rent	Note 1	Note 2	Note 3	Note 4	Note 5	Note 6	Note 7	redi Card rank	sske Card #	Card Expirati Date
8447384	RFID - Wash & Dry...	0.00	0	150629	Unitec1																							

Primary information necessary on this list are the;

- 1 # - number associated unlimited account.
- 2 Type – the type of unlimited program that is issued to the transaction.
- 3 Date Expires – the expiration date on the unlimited transaction.
- 4 Item – What service will be tendered when the unlimited transaction is tendered.

## 12 Unlimited continue

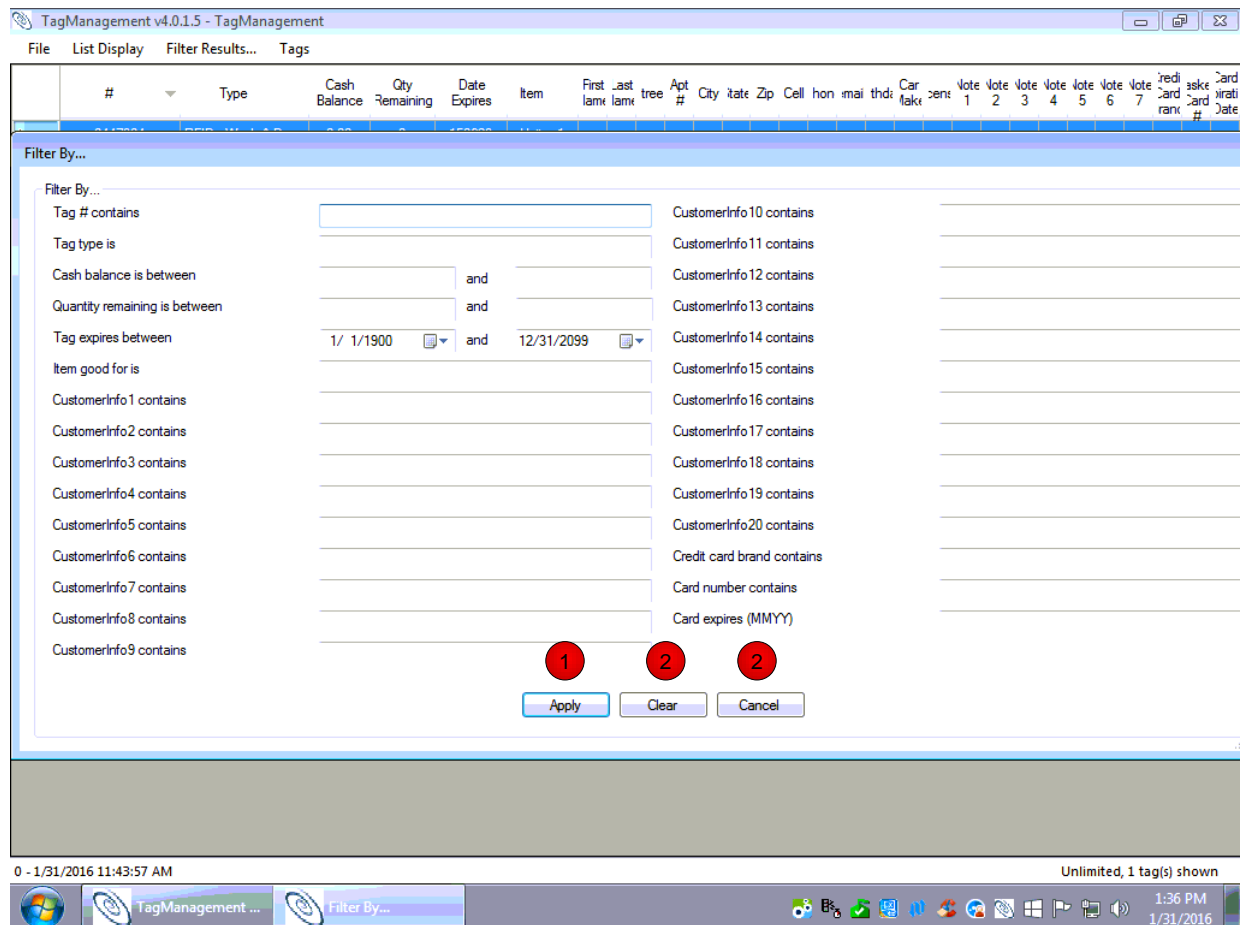
In our example of an unlimited transaction located in the unlimited list display is highlighted in blue. We're using # (number) 8447384 as our example.

#	Type	Cash Balance	Qty Remaining	Date Expires	Item	First Name	Last Name	Tree	Apt #	City	State	Zip	Cell	Hon	Email	Thick	Car	Fax	Sent	Vote 1	Vote 2	Vote 3	Vote 4	Vote 5	Vote 6	Vote 7	Redi Card rank	Sske Card #	Card Expiration Date
8447384	RFID - Wash & Dry...	0.00	0	150629	Unitec1																								

- 1 # - number associated to an unlimited account. In this case an RFID tag.
- 2 Type – the type of unlimited program that is issued to the transaction is a RFID tag.
- 3 Date Expires – the expiration date of this unlimited RFID tag.  
 ⚠ Beware that our RFID tag example will not work after the expiration date.
- 4 Item – What service will be tendered when our RFID tag is read. In this example when our RFID tag is read it will tender a Unitec 1 wash.

## 13 Filter Results

Click on the Filter Results to get to the Filter By dialog box. “Filter Results” is the meat of the Washlink Systems Tag Management program. Filter Results is extremely powerful and a quick method in researching any issues pertaining to any # (number) located within the “List Display”. When you click on the Filter Results the Filter By dialog box will appear giving you many options to query any # (number) a variety of ways.

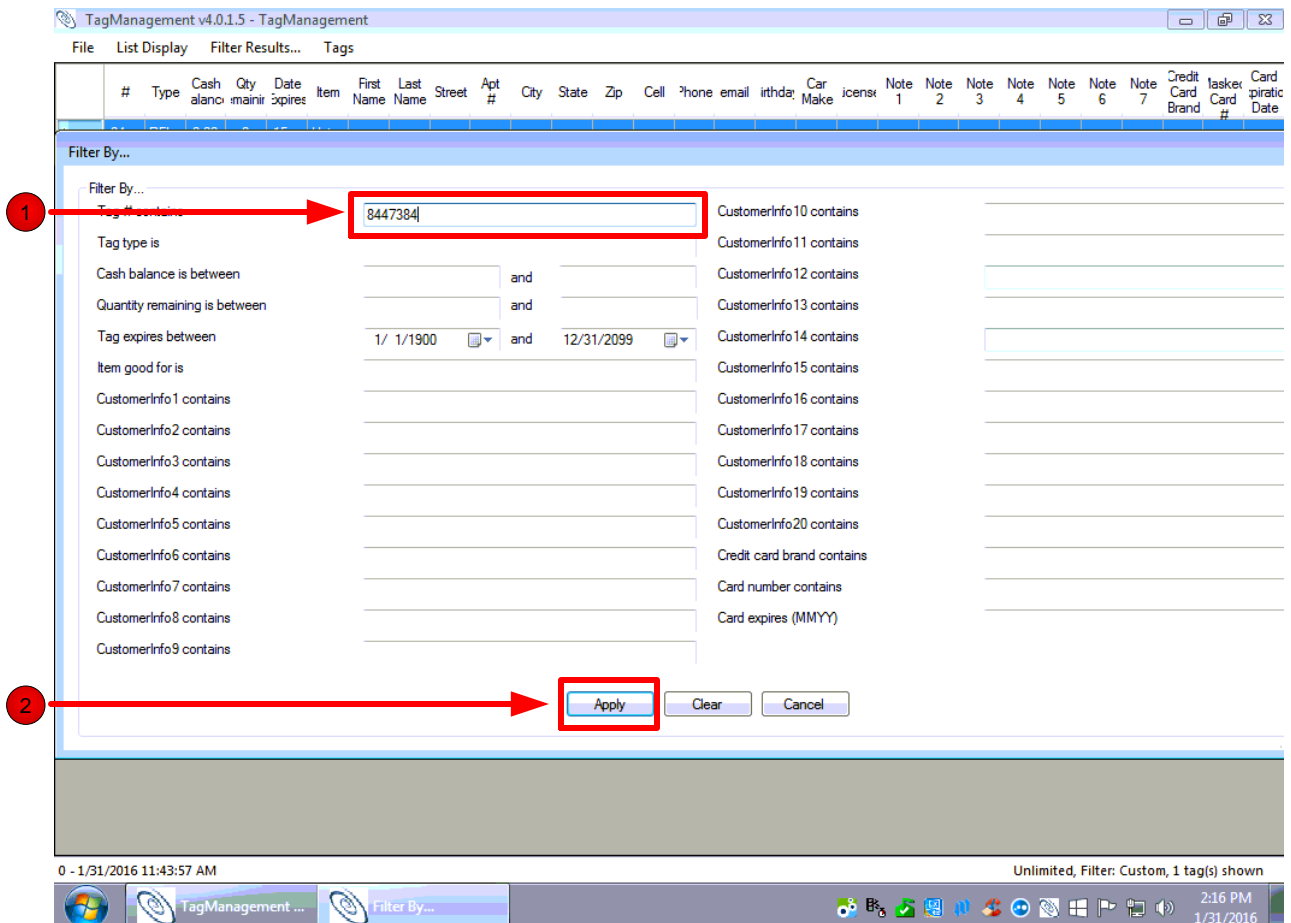


You can research by a variety of methods. Each method is located within the Filter By area. You can enter anyone of the sections within the Filter By area based on the information you have at your disposal. For our example we will do a search by Tag #. You can enter multiple items within your query to fine tune your search.

- 1 Apply – use when you want to make your search.
- 2 Clear – allows you to remove everything in the search parameters.
- 3 Cancel – closes the “Filter By” search option dialog box.

### 13 Filter Results continued

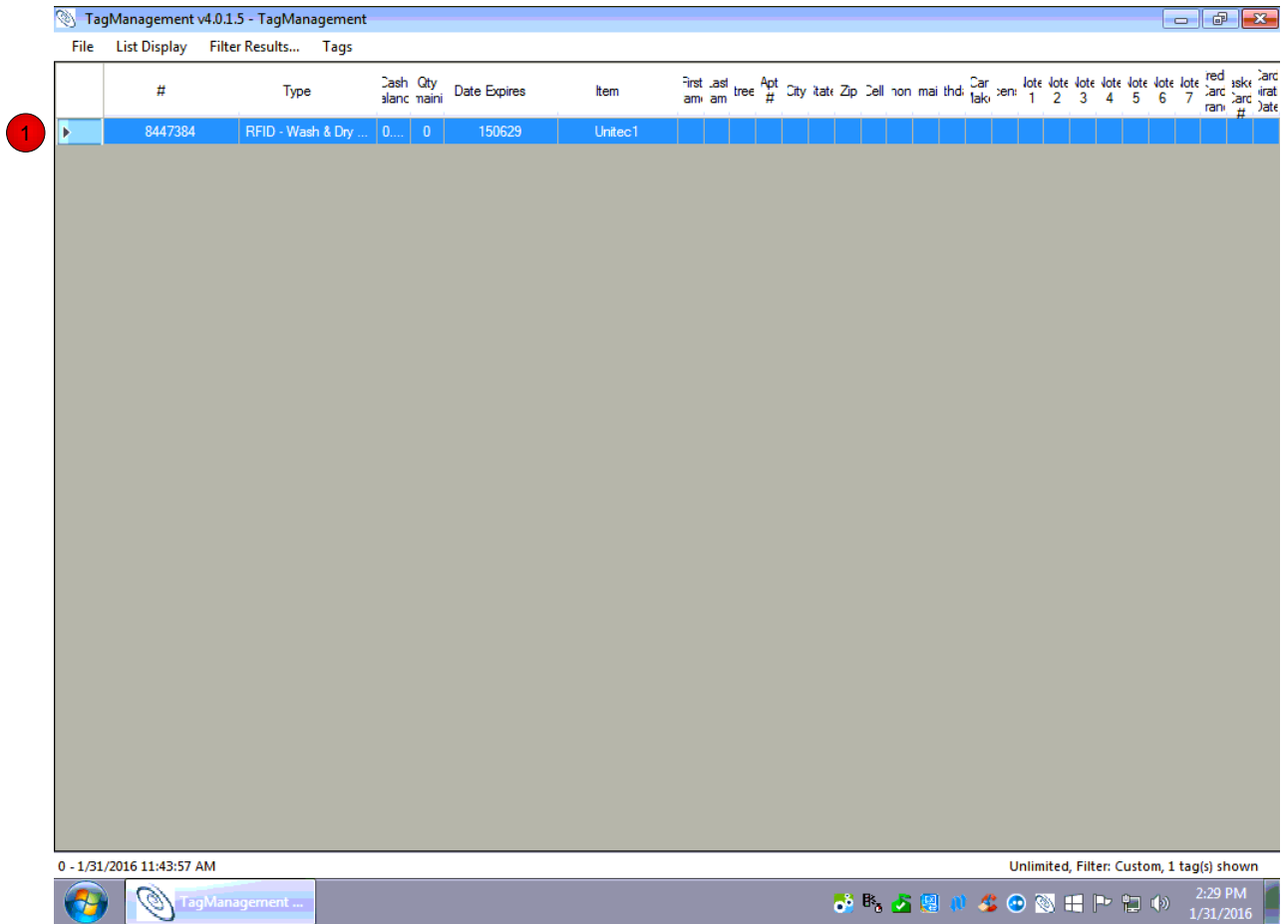
In our example we're going to search for tag # (number) 8447384. We want to change the expiration date of that tag number.



- 1 In the Tag # contains box we'll enter our number we want to search. We're going to search for tag # 8447384. Type the number in that Tag # contains box.
- 2 The press Apply.

### 13 Filter Results continued

- 1 The results of our query reveals the tag # we were searching for 8447984. It also shows everything that is associated with that tag number as it did in the list display.

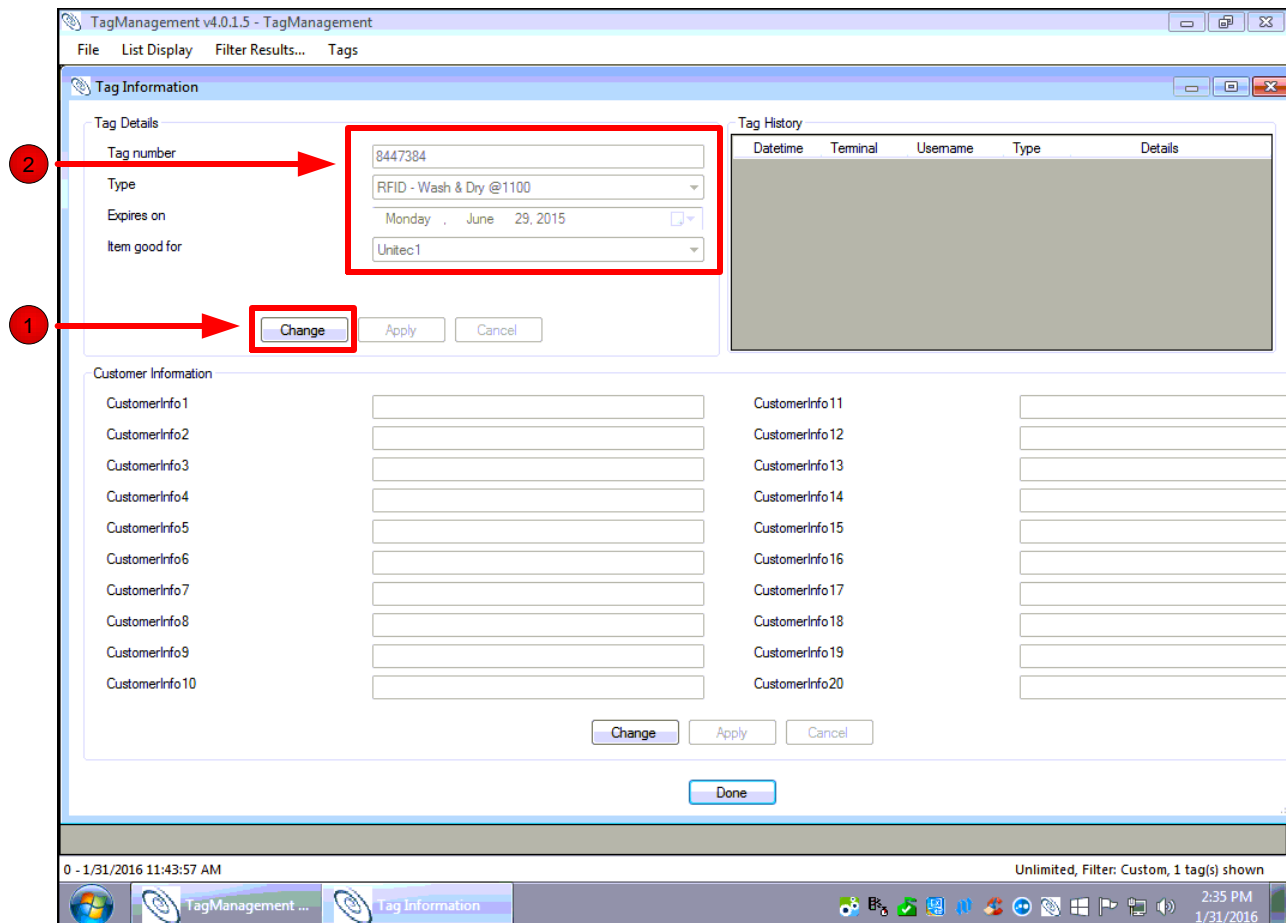


- 2 Now we want to change the expiration date. To do this we need to double left click on the blue highlighted search results. This will allow us to access the “Tag Information area.”



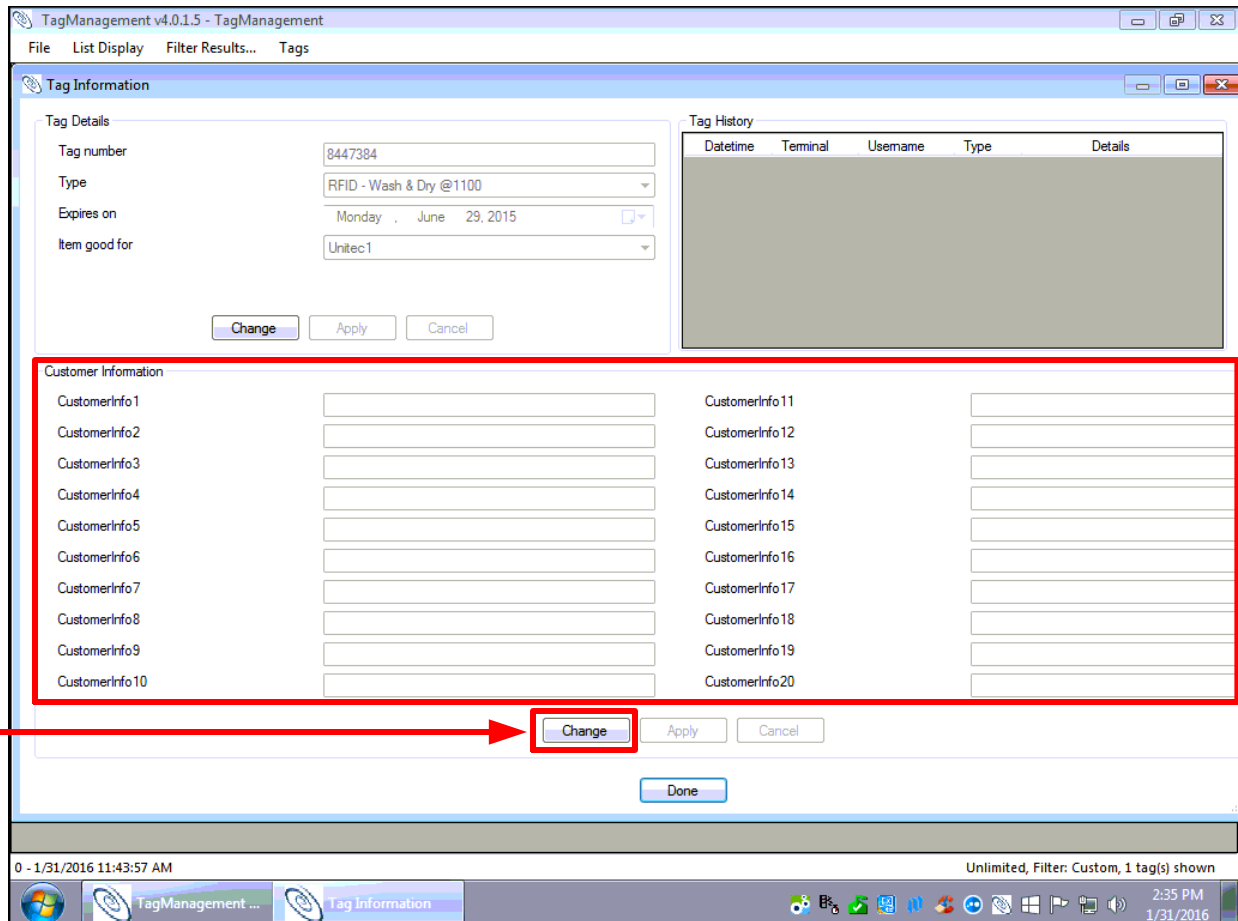
## 14 Tag Information

The results of our query reveals the tag # we were searching for 8447984. It then shows everything that is associated with that tag number.



- 1 Press the Change button to make changes to that tag # (number).
- 2 When pressing change here will allow you to change the upper portion of the Tag Information pane. It will allow you to change the following only;
  - Tag number
  - Type
  - Expires on

## 14 Tag Information continued



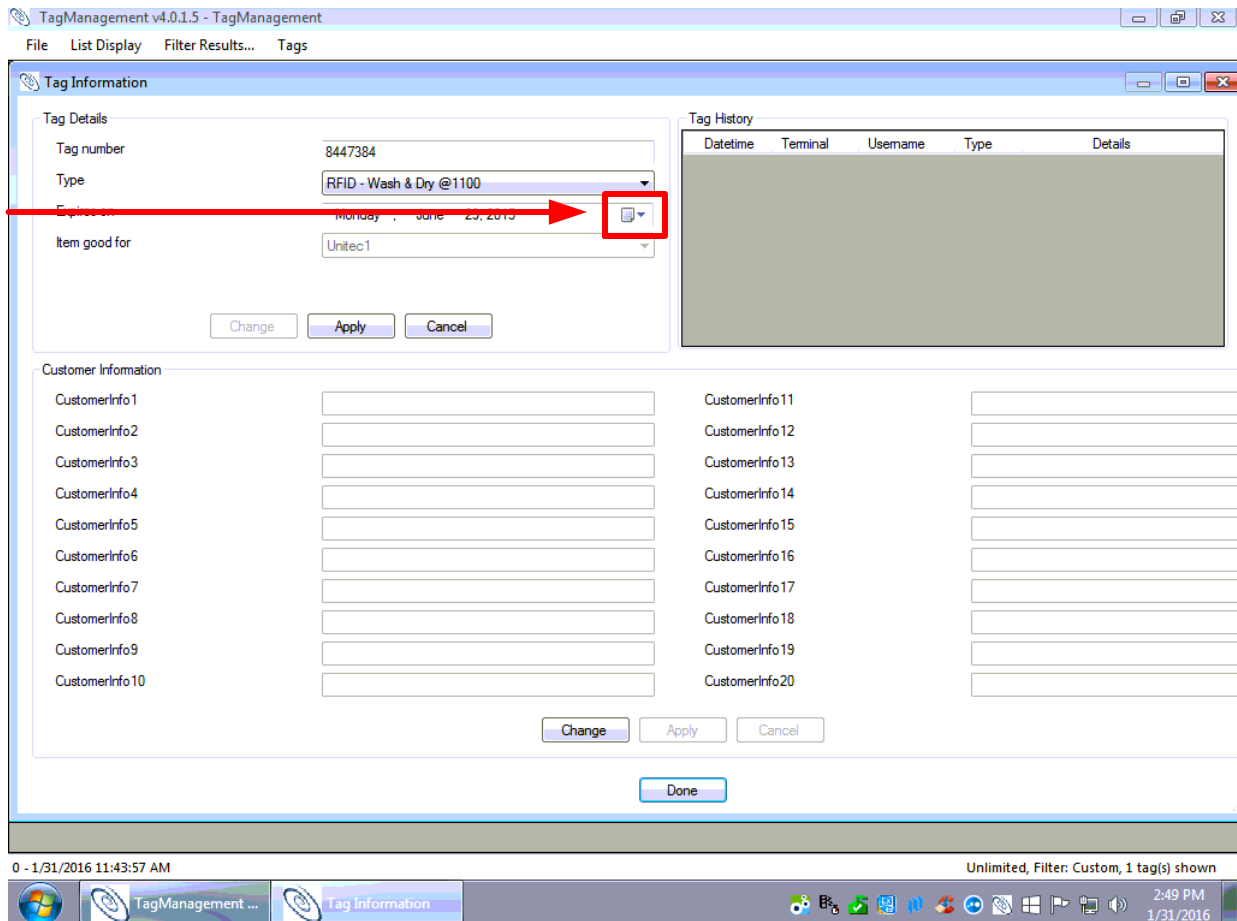
- 1 Pressing “Change” here makes changes to the lower section of the Tag Management pane. It doesn’t effect the upper section. This section allows you to add additional customer information and details associated to the tag.

## 14 Tag Information continued

We are now able to make edits to the Tag #. The Tag Information area shows everything associated to the tag # (number) we searched for. We can edit any of the fields shown. Now we'll make the change to the expiration date.



Beware; any changes you make to the tag in the Tag Information area will effect the way the tag # functions. If you enter the wrong information it may adversely effect the way you want the tag to function. Caution is advised when making any changes.



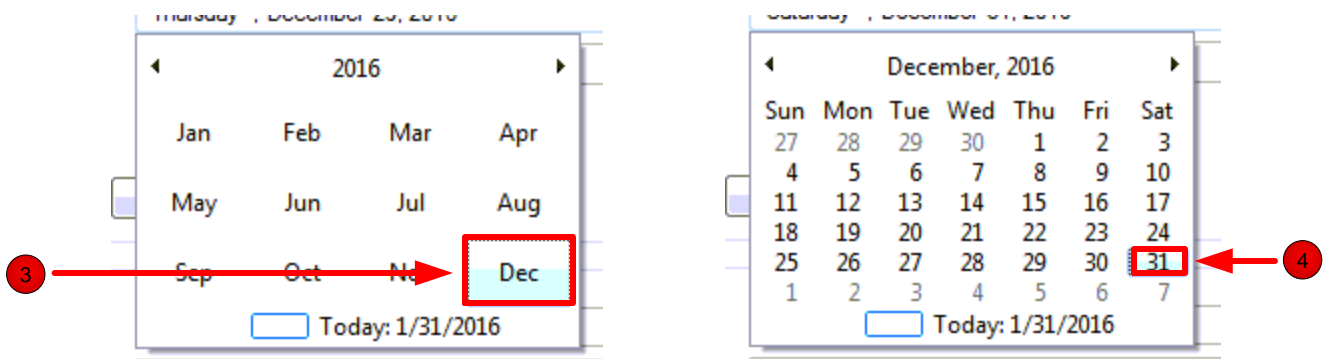
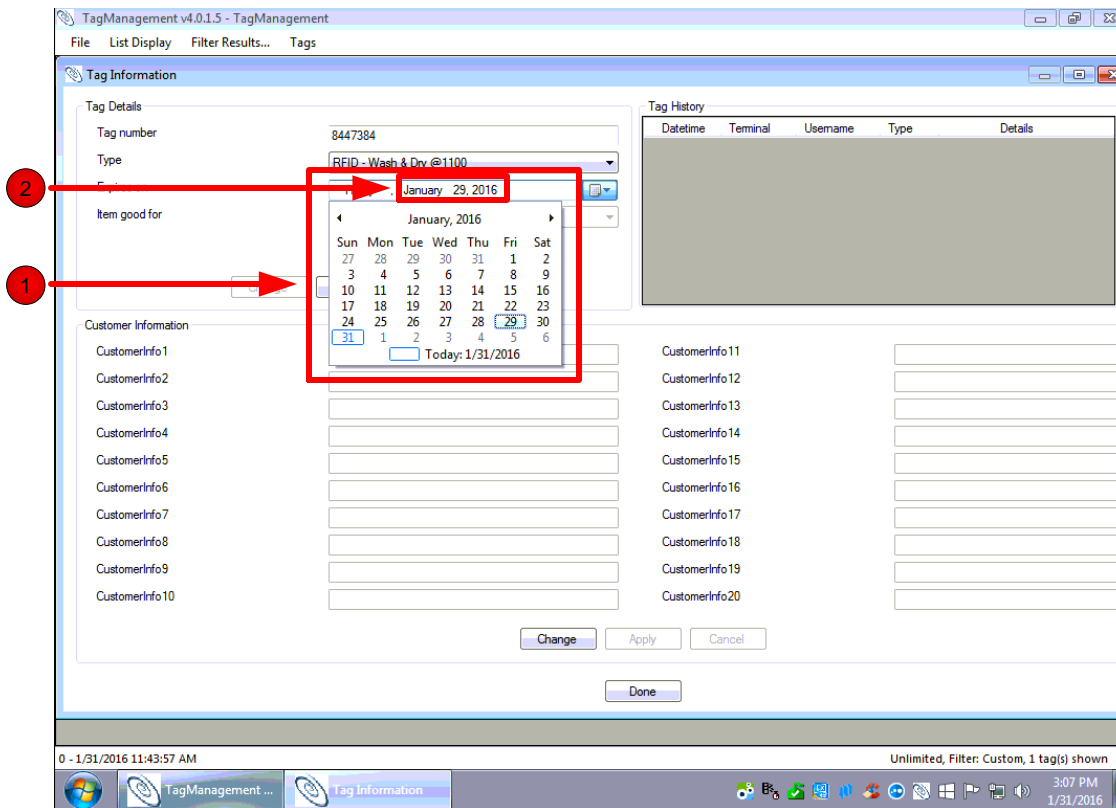
Left click on the small calendar located in the “Expires On” area. This will show a calendar that will adjust the expiration date for our tag.



Remember you can make changes to any of the areas in the Tag Information area. In our example we're only going to make changes to the expiration date.

## 14 Tag Information continued

- 1 The calendar becomes visible.
- 2 Click on the month and year
- 3 Click on the month you want to change to.
- 4 Click on the date you would like to choose to expire on.



## 14 Tag Information continued

The screenshot shows the 'Tag Information' window in the Tag Management v4.0.1.5 application. The window has a menu bar with 'File', 'List Display', 'Filter Results...', and 'Tags'. The main area is divided into three sections:

- Tag Details:** Contains fields for 'Tag number' (8447384), 'Type' (RFID - Wash & Dry @1100), 'Expires on' (Saturday, December 31, 2016), and 'Item good for' (Unitec1). There are 'Apply' and 'Cancel' buttons below these fields.
- Tag History:** A table showing a list of changes. The table has columns for 'Datetime', 'Terminal', 'Username', 'Type', and 'Details'. Three entries are visible, all showing a change made by 'TagManagement' on 1/31/2016.
- Customer Information:** A grid of 20 input fields labeled 'CustomerInfo1' through 'CustomerInfo20'. There are 'Change', 'Apply', and 'Cancel' buttons at the bottom of this section.

Red circles and arrows indicate the following steps:

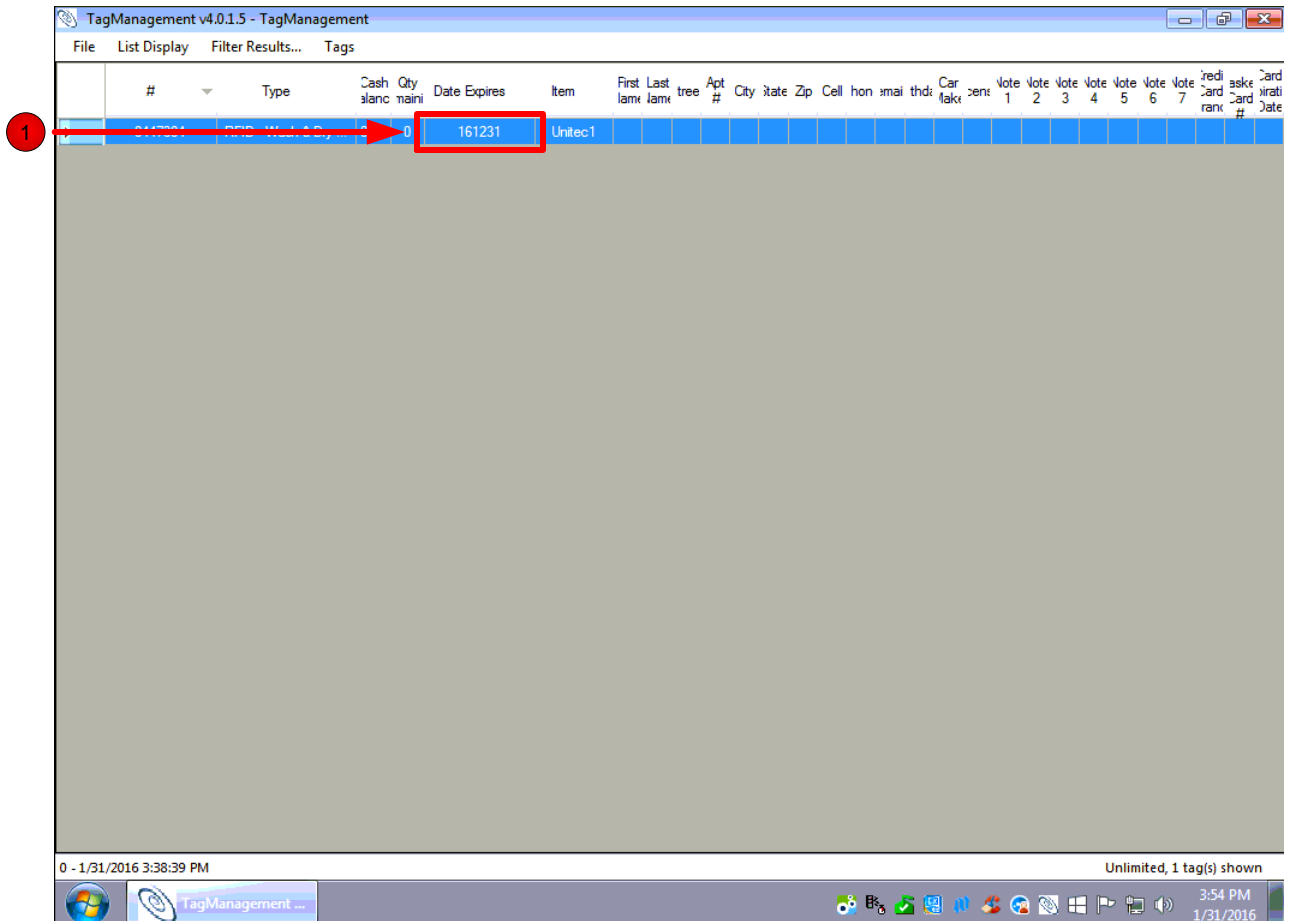
- Change has been made (pointing to the 'Expires on' field).
- Press "Apply" (pointing to the 'Apply' button).
- Press "Done" (pointing to the 'Done' button).
- Changes made are now indicated in the "Tag History" area (pointing to the 'Tag History' table).

- 1 Change has been made.
- 2 Press "Apply"
- 3 Press "Done"
- 4 Changes made are now indicated in the "Tag History" area.

**!** Any changes you make in the Tag Information sections will show in the Tag History area.

## 14 Tag Information continued

- Now we can see that the date the tag # expires has been changed as viewed in the List Display.



This completes the process on how to edit Tag # when necessary. You can change any of the fields you like.

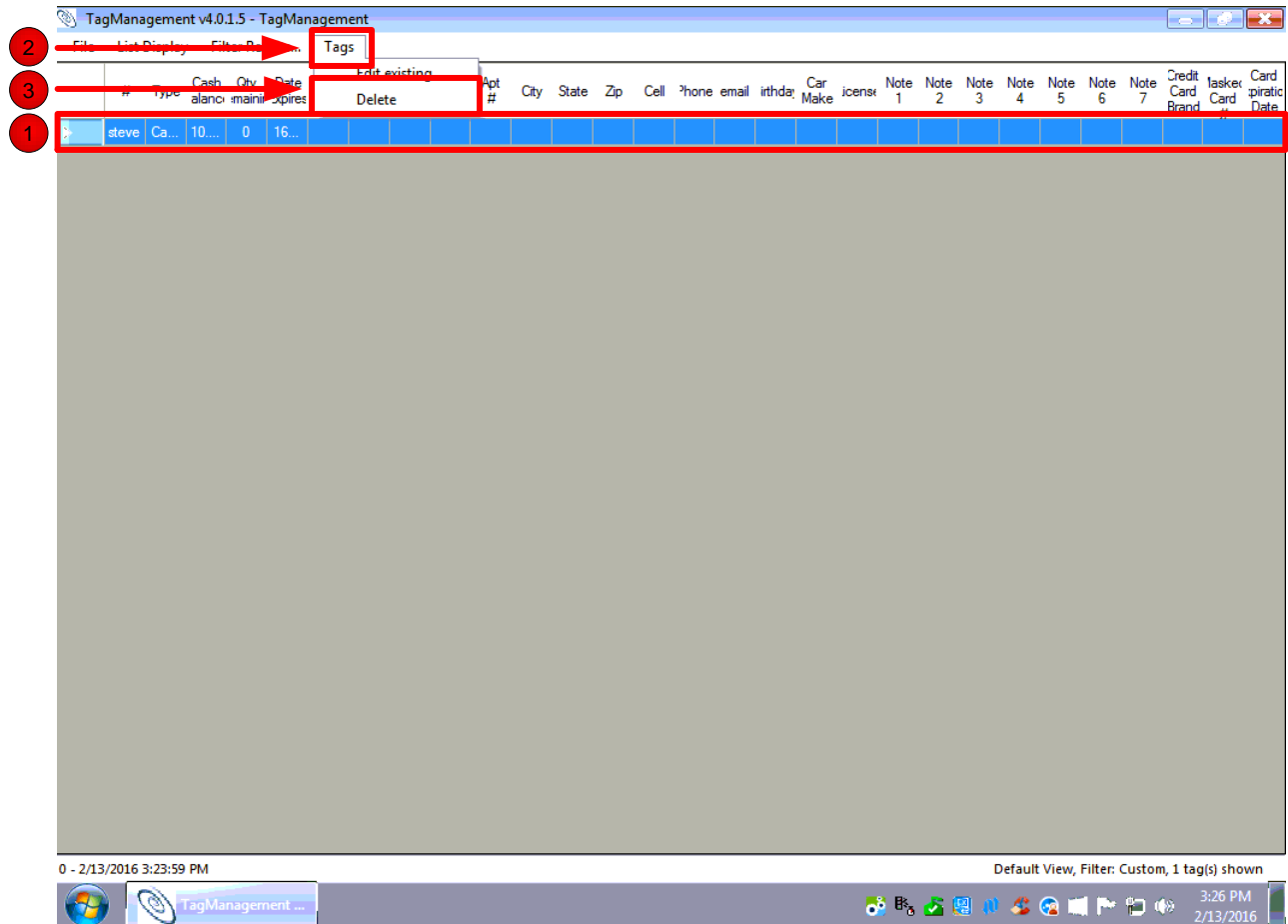


Remember any changes you make may adversely effect the way you expect the Tag # to function. Make any changes with care.

## 15 Deleting a Tag

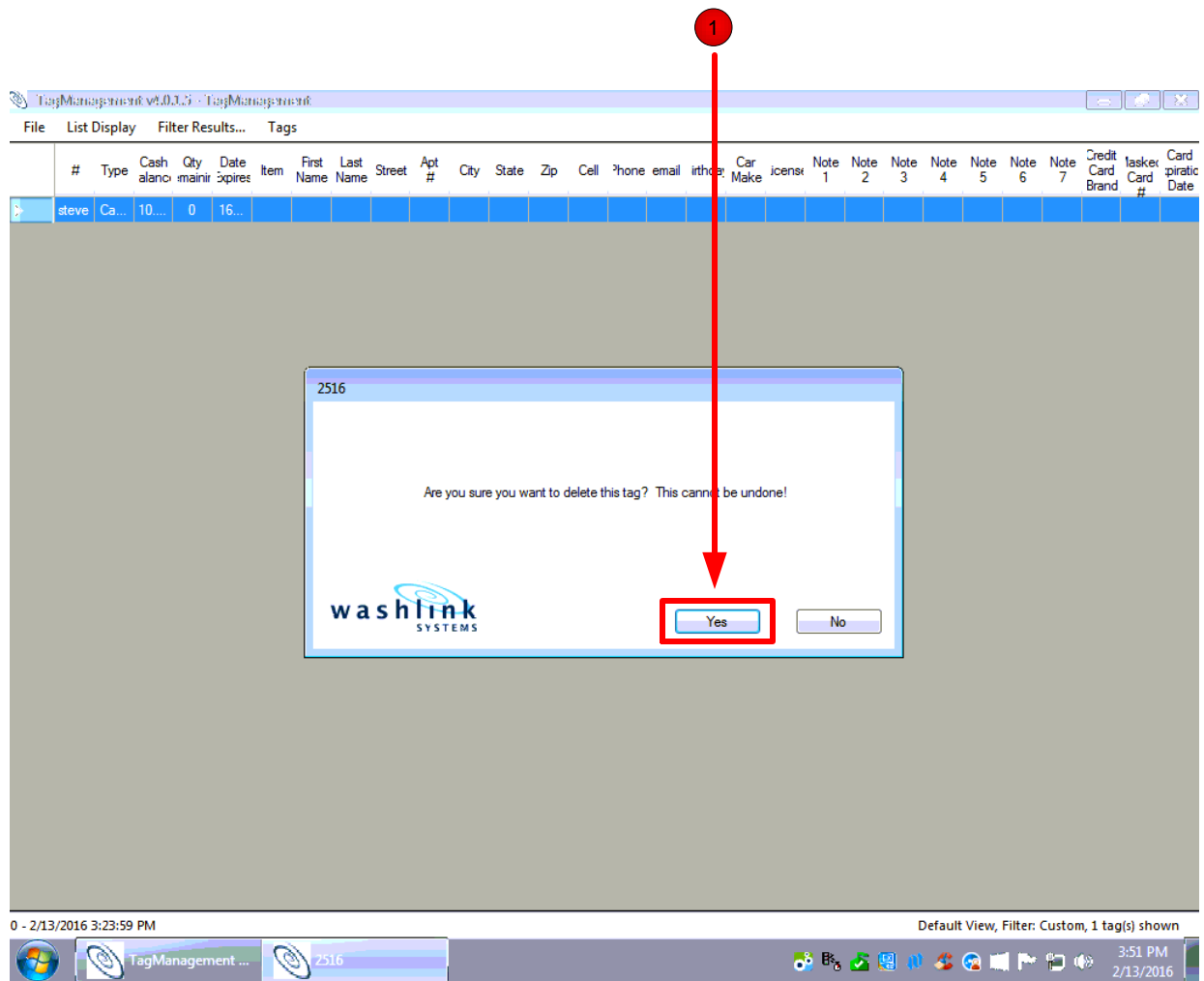
There is a variety of ways to completely delete an entry. This way is the easiest.

**⚠ WARNING:** Deleting any tag will permently remove the tag from the default list. Deleting any tag may cause unexpected results. Delete a tag with extreme care.



- 1 Filter or Query your desired tag you'd like to delete. Your results will be highlighted in blue.
- 2 Choose the "Tag" tab from the toolbar.
- 3 Choose "Delete from the drop down menu.

## 15 Deleting a Tag continued



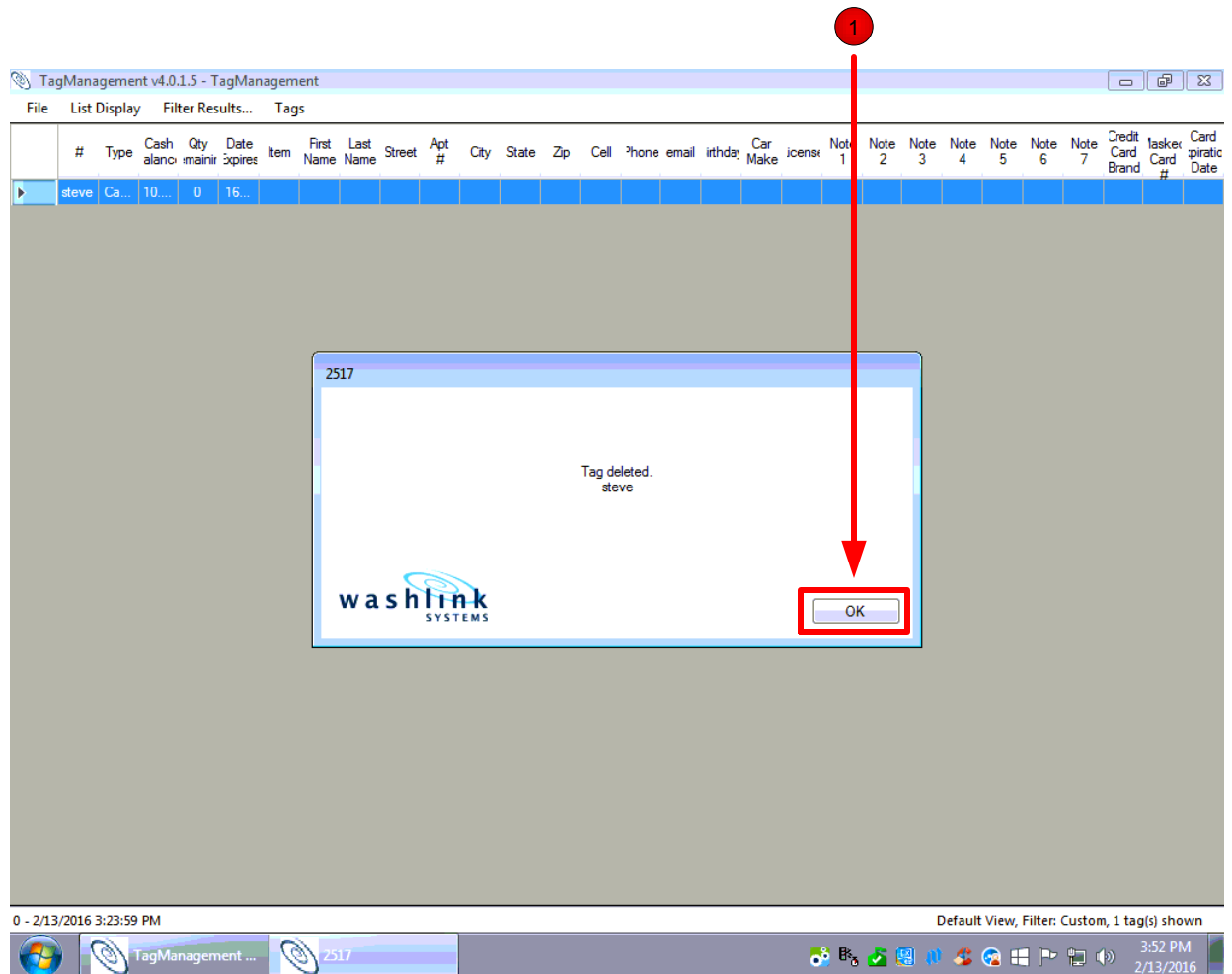
- 1 Press the “Yes” button to verify that you want to delete all records of the tag # (number).



**WARNING:** If you delete a Tag number it will be permanently removed from the default list. There will be no more record of the tag number. Beware that deleting a tag number may adversely effect your expectations of how that tag functions. Delete with extraordinary care.



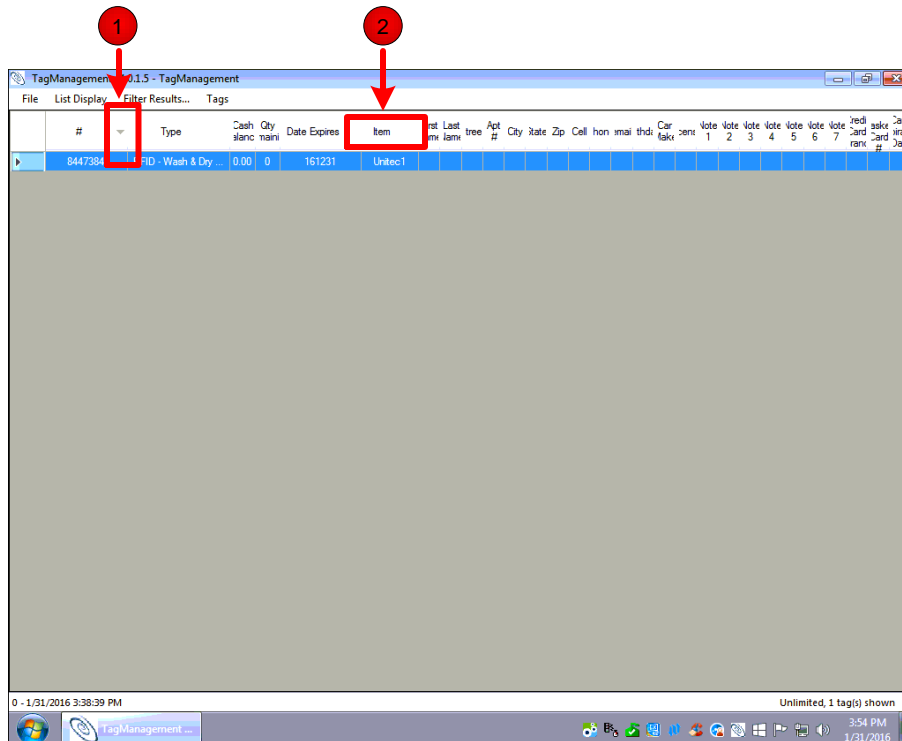
## 15 Deleting a Tag continued



- 1 Press the “OK” button and the tag # (number) has been permanently deleted.

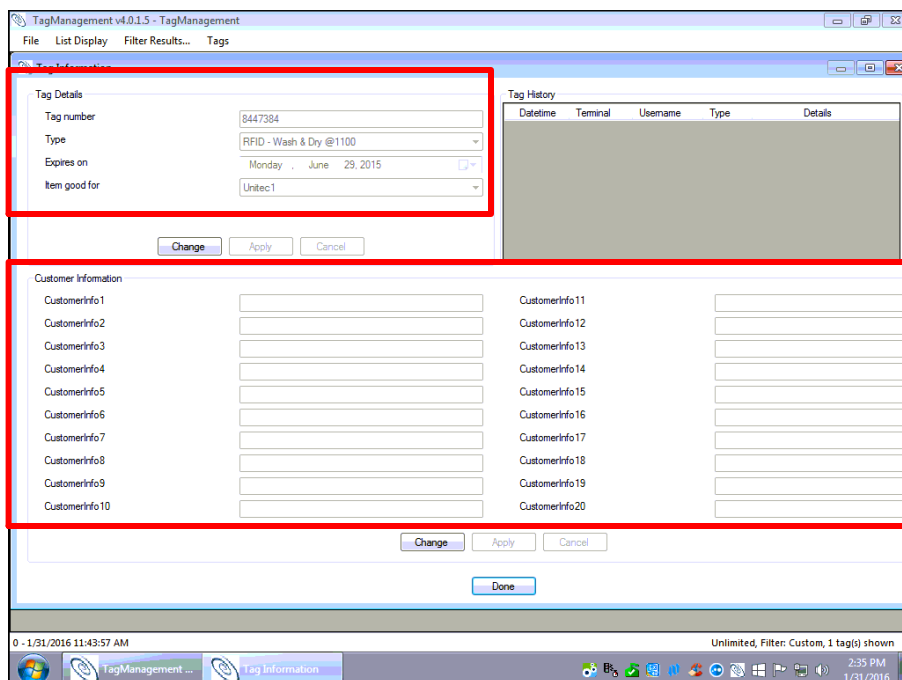
## 16 Tag Management program tips

Here are a few tips on making the Tag Management program easier to use and increase its functionality.



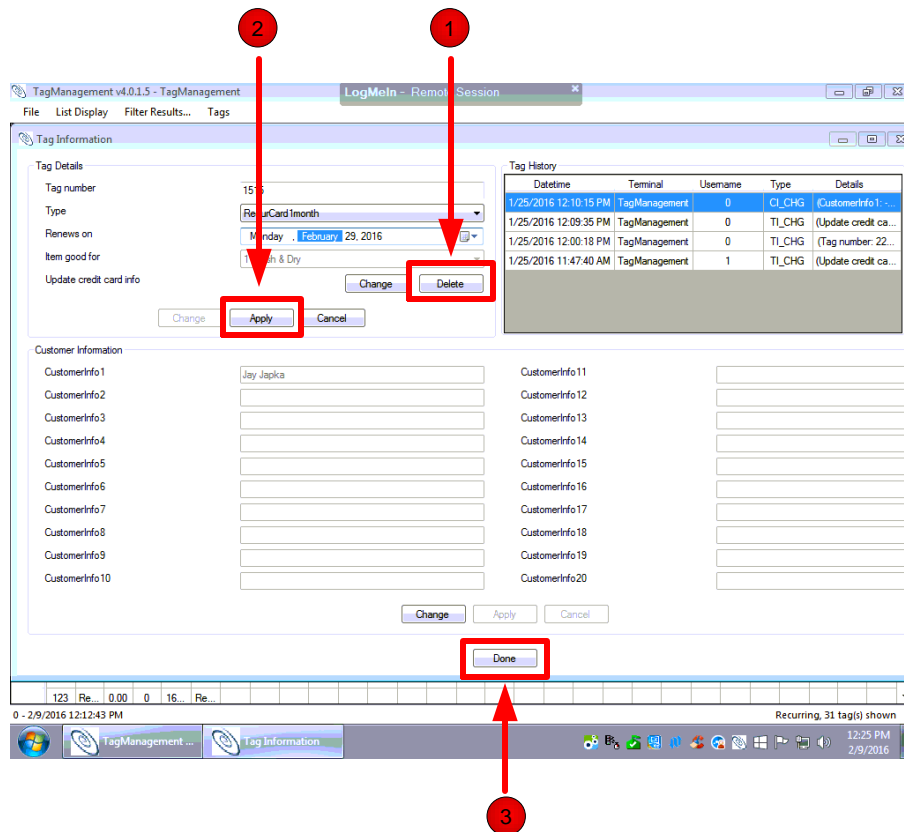
1 The arrow on the right of the column allows you to adjust the query to either descending or ascending order.

2 You can adjust the width of each column by placing your mouse on the vertical line and pressing the right mouse button either left or right.



3 Any of these areas within the Tag Information area is searchable. Example: If you only have your customers name but not the tag number you could query by their name. The more information you have the easier time you'll have with your searches.

## 16 Tag Management program tips continued



1 If you would like to delete the transaction press the “Delete” button.

2 Then press the “Apply” button.

3 Complete the action by pressing the “Done” button.

**WARNING:** If you delete a Tag number it will be permanently deleted. There will be no record of the tag number. Beware that deleting a tag number may adversely effect your expectations of how tag functions. Delete with extraordinary care.

## 17 Appendix

Notes: