OnTrak® Enterprise

Truck Scale Data Management Software
Version 3.12

Technical Manual

RICE LAKE®
WEIGHING SYSTEMS

February 2, 2026

PN 216813 Rev M

The most current version of this publication, software, firmware and all other product updates can be found on our website:

www.ricelake.com

Revision History

This section tracks and describes manual revisions for awareness of major updates.

Revision	Date	Description
A	April 25, 2023	Initial manual release with product launch; Software version 3.0.0.0
B	July 19, 2023	Updated: dashboard information, database maintenance tool, license plate reader; Software version 3.1.0.0
C	September 28, 2023	Updated: Kiosk View, Indicator is 1280 Kiosk parameter, ticket logo and image capture functions, Image Annotation Font size parameter; Software version 3.2.0.0
D	November 16, 2023	Updated About page images; Software version 3.3.0.0
E	March 18, 2024	Updated: Vendor Costs and Fees functions; Software version 3.5.0.0
F	June 13, 2024	Updated: Disable scale, Manual Outbound Weighment, Signature Field, Upload Function, Universal Fees; Software version 3.6.1.0
G	July 10, 2024	Added Windows Firewall TCP Port Configuration Procedure; Software version 3.6.1.0
H	September 09, 2024	Updated: Cameras and Scale/Kiosk Configuration pages; Software version 3.7.0.0
I	October 29, 2024	Updated: Location Pricing, Feature Options, Manual Outbound Weighment, Edit Weighment, Print Tokens; Software version 3.8.0.0
J	April 3, 2025	Updated: Remote Storage Configuration; Software version 3.10.0.0
K	November 21, 2025	Updated: Transaction Mode menu and Create Truck page; Software version 3.11.0.0
L	December 31, 2025	Updated: Updated Configuration Access menu; Software version 3.11.0.0
M	February 2, 2026	Updated: Administration Access, Configuration Access and Data Access tables; Added tare types and updated Operation and Feature Options sections; Software version 3.12.0.0

Table i. Revision Letter History

Contents

1.0 Introduction

This manual provides an overview of the OnTrak™ Enterprise Software Suite installation and configuration procedures.

OnTrak Enterprise supports various indicators, including:

- 1280 Enterprise Series Programmable Weight Indicator and Controller
- 920i® Series Programmable Weight Indicator and Controller
- 880/880 Plus Performance™ Series Programmable Weight Indicator/Controller
- 820i™ Series Programmable Weight Indicator and Controller
- 720i™ Programmable Weight Indicator and Controller
- IQ Plus® 710 Configurable Weight Indicator
- 680 Synergy Series Digital Weight Indicator
- 682 Synergy Series Weight Indicator
- 480 Legend™ Series Digital Weight Indicator
- 420 Plus Digital Weight Indicator
- IQ Plus® 355 Digital Weight Indicator
- VIRTUi²® PC-based HMI for iQUBE²
- Cardinal® 738
- Avery Weigh-Tronix® E1105
- Avery Weigh-Tronix® WI127
- Mettler Toledo® 8530

Manuals are available from Rice Lake Weighing Systems at www.ricelake.com/manuals

Warranty information is available at www.ricelake.com/warranties

Safety Definitions:

DANGER: Indicates an imminently hazardous situation that, if not avoided, will result in death or serious injury. Includes hazards that are exposed when guards are removed.

WARNING: Indicates a potentially hazardous situation that, if not avoided, could result in serious injury or death. Includes hazards that are exposed when guards are removed.

CAUTION: Indicates a potentially hazardous situation that, if not avoided, could result in minor or moderate injury.

IMPORTANT: Indicates information about procedures that, if not observed, could result in damage to equipment or corruption to and loss of data.

General Safety

Do not operate or work on this equipment unless this manual has been read and all instructions are understood. Failure to follow the instructions or heed the warnings could result in injury or death. Contact any Rice Lake Weighing Systems dealer for replacement manuals.

WARNING

Failure to heed could result in serious injury or death.

Do not allow minors (children) or inexperienced persons to operate this unit.

Do not operate without enclosure completely assembled.

Do not place fingers into slots or possible pinch points.

Do not use this product if any of the components are cracked.

Do not make alterations or modifications to the unit.

Do not remove or obscure warning labels.

Do not submerge.

Before opening the unit, ensure the power cord is disconnected from the power source.

Disconnect all power before servicing. Multiple power sources may be present. Failure to do so may cause property damage,

personal injury or death.

For permanently connected equipment, a readily accessible disconnect device shall be incorporated in the building installation wiring.

Pluggable units must be installed near the socket/outlet and be easily accessible.

Use copper or copper-clad aluminum conductors only.

1.1 System Requirements

- Windows 10® build 1607 or newer (64 bit only) or equivalent Windows® Server OS
- 2.0 GHz processor or faster
- 250 MB drive space needed for install
- 8 GB RAM or greater
- Microsoft® SQL Server® 2019 (Express edition included)
- Ethernet TCP/IP connection to weighing devices or weight indicators
- A supported web browser (Apple® Safari®, Google® Chrome®, Microsoft® Edge®, Mozilla® Firefox®)

2.0 Installation

2.1 Software Installation

1. Download OnTrak Enterprise software and unzip the file if necessary.

NOTE: Typically a download link is supplied with the purchase of software.

2. Launch ***OnTrakEnterprise.Installer.exe***.
3. Read the Rice Lake Weighing Systems License Agreement. Enable the check box below the agreement if the terms are acceptable.

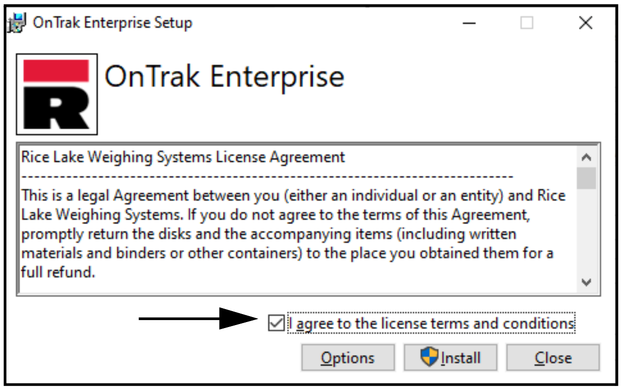

Figure 2-1. OnTrak Enterprise Installation Window

4. (Optional) Perform the following to change the installation location:
   - Select **Options**, then **Browse** to install OnTrak Enterprise in a user specified file location.
   - Select OK to return to the previous window.

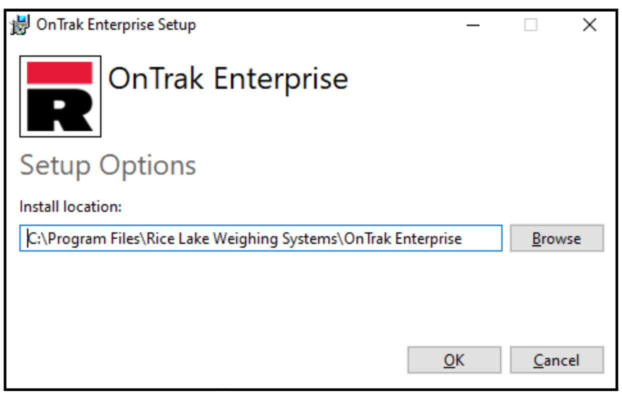

Figure 2-2. OnTrak Enterprise Installation Options

5. Select **Install**. If not already installed on the PC, Microsoft SQL Server installs along with the OnTrak Enterprise software.

6. A Database Installer displays. Select the appropriate buttons and radio buttons for the Remote SQL Server Security:
   - To authenticate the SQL Server, select the SQL authentication radio button and enter a user name and password. This is only required if connecting to a remote SQL Server. For assistance, contact the local IT department.
   - Select either the **Create a new database** or **Use existing database** radio button.
   - Select **Go**.

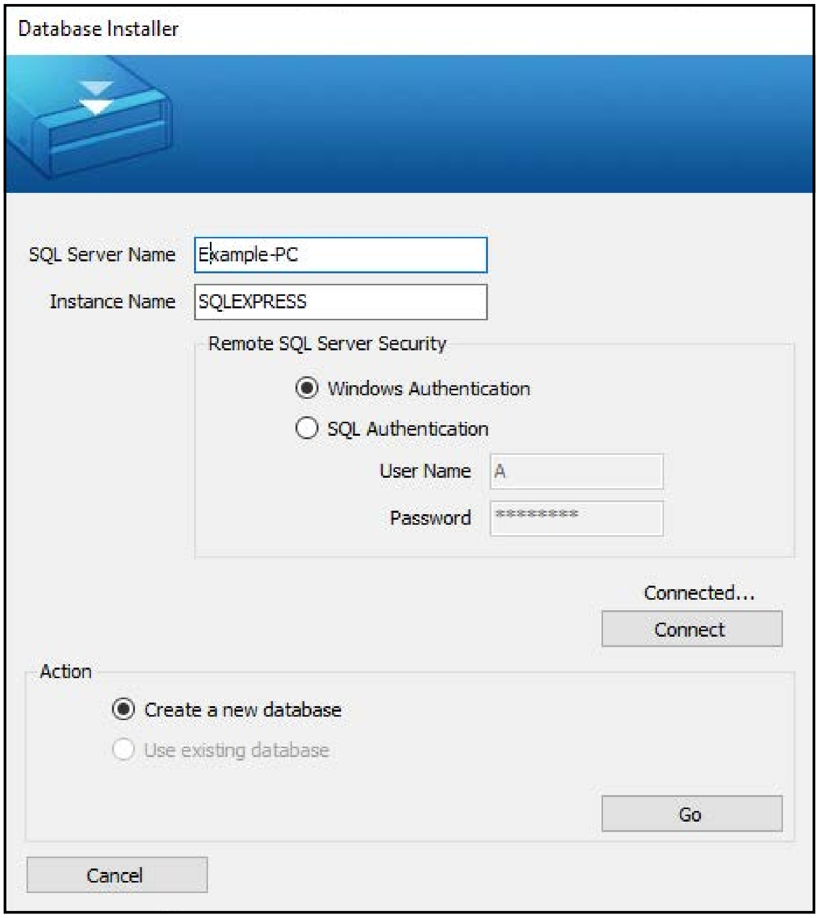

Figure 2-3. Database Installer Windows

NOTE: After activation, the executable file distributes the application and all required prerequisites on the system. If an error occurs during the installation or database setup, the information is written to the installlog.txt file located in the root folder of the C:\ drive.

7. The Installation Successfully Completed window displays, select **Close**. OnTrak Enterprise is successfully installed.

Figure 2-4. OnTrak Enterprise Installation Window

2.2 Configuring OnTrak Enterprise with IIS Web Hosting

After OnTrak Enterprise software is installed, Microsoft Internet Information Services (IIS) can be optionally installed to act as a web host for OnTrak Enterprise. For information on installing Windows features and software, consult Windows help.

***IMPORTANT:* Installation of IIS and the Reverse Proxy is optional and only required if the instance of OnTrak Enterprise will be accessible from the internet.**

***NOTE:* An SSL certificate to enable HTTPS is not provided. The customer must supply a SSL certificate if they intend to make OnTrak Enterprise public or if their IT policy requires support for HTTPS.**

1. To install required Windows system components, perform one of the following:

***NOTE:* Step A uses an optional shortcut to add the Windows system components opposed to the manual process outlined in Step B.**

A. Run the **ontrak-dism-win10.cmd** script (from the installation package) as an Administrator.

B. In Windows Search enter "**Turn Windows features on or off**" and select the **Option** that displays.

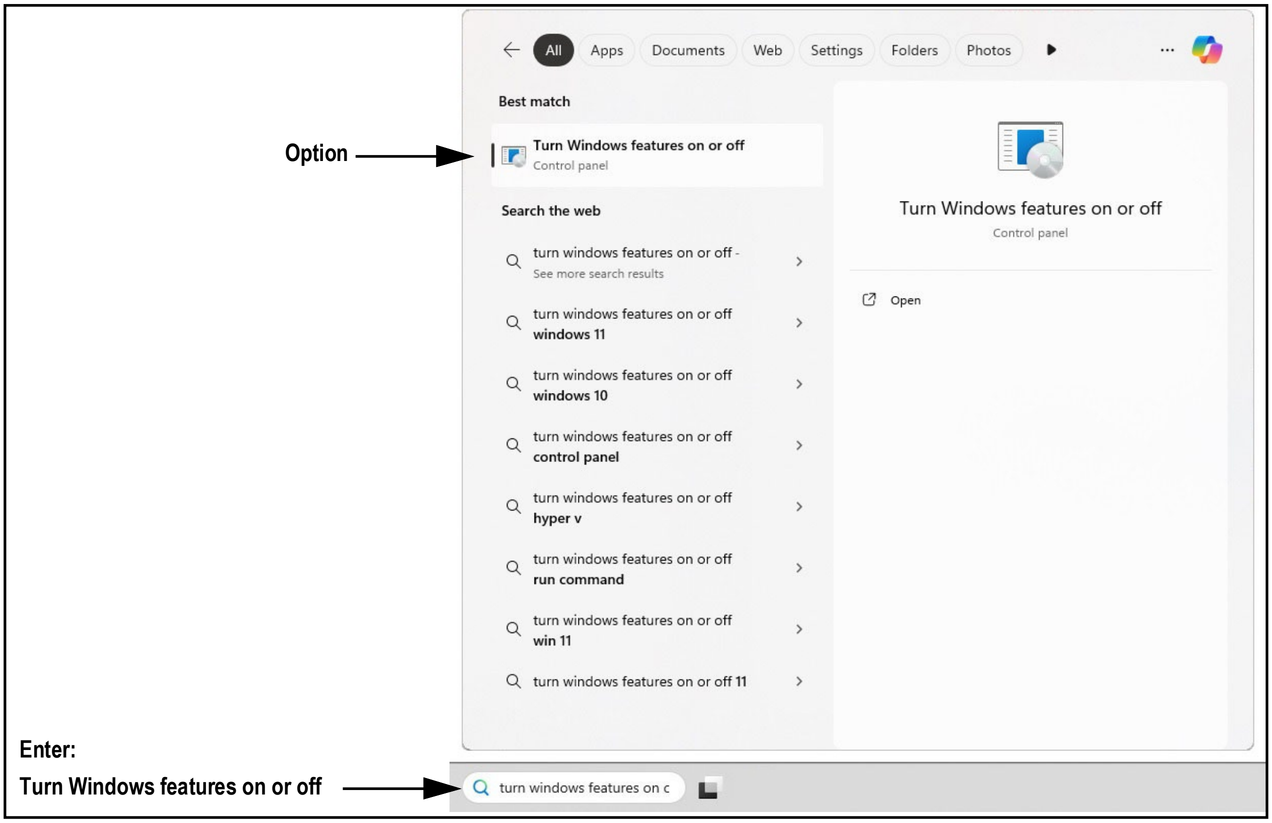

Figure 2-5. Search for Turn Windows Features On or Off

B.1 Windows Features window displays (see Figure 2-6 on page 12).

B.2 Expand **Internet Information Services** tree and enable check boxes as displayed in Figure 2-6.

B.3 Select **OK**.

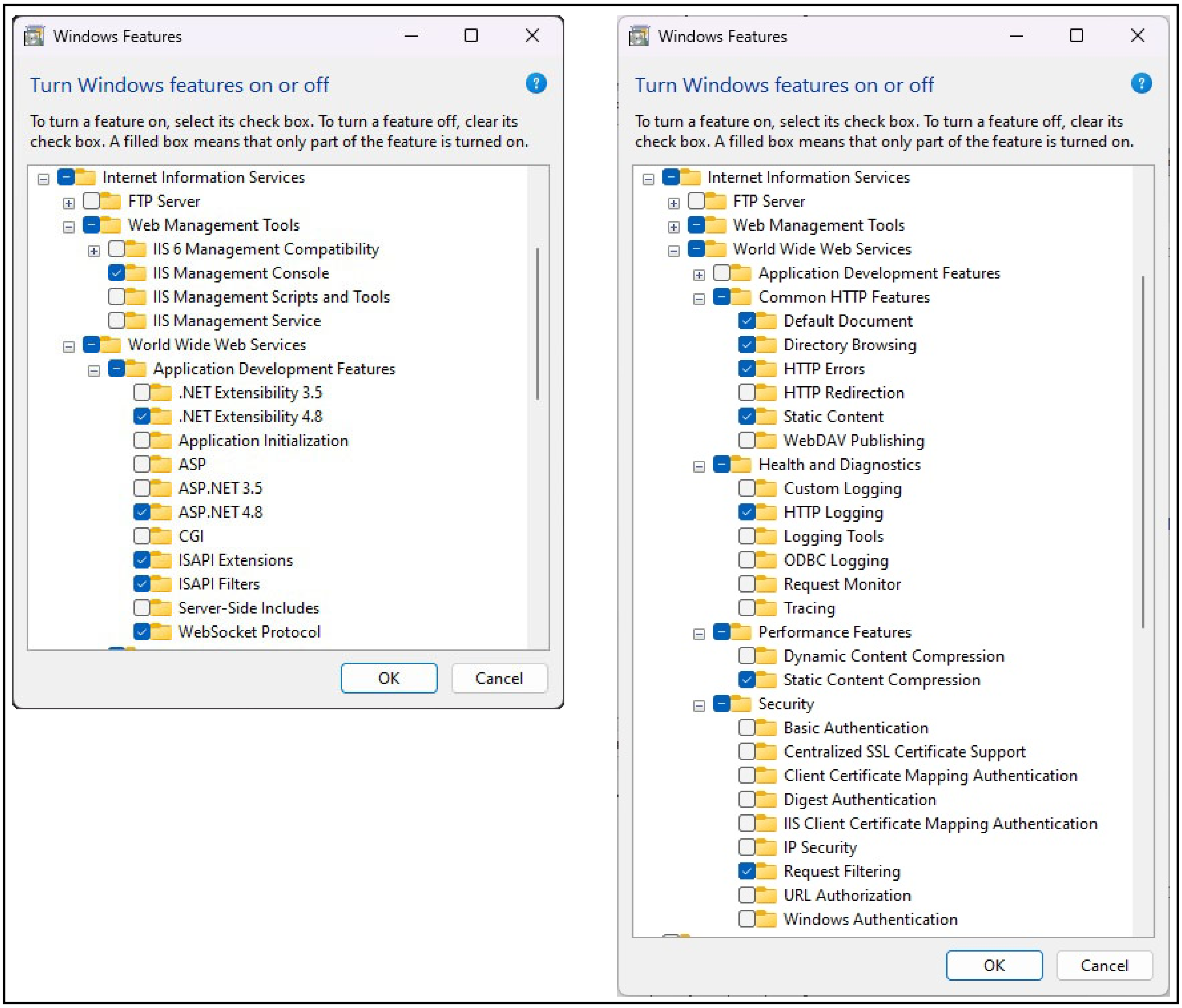

Figure 2-6. Windows Features Configured

3. Download and install the following software from https://www.iis.net:
   - IIS URL Rewrite Extension: https://www.iis.net/downloads/microsoft/url-rewrite
   - IIS Request Routing Extension: https://www.iis.net/downloads/microsoft/application-request-routing

4. Configure IIS as a Reverse Proxy for OnTrak Enterprise:
    4.1 In Windows Search enter "**Internet Information Services**" and select the **Option** that displays.

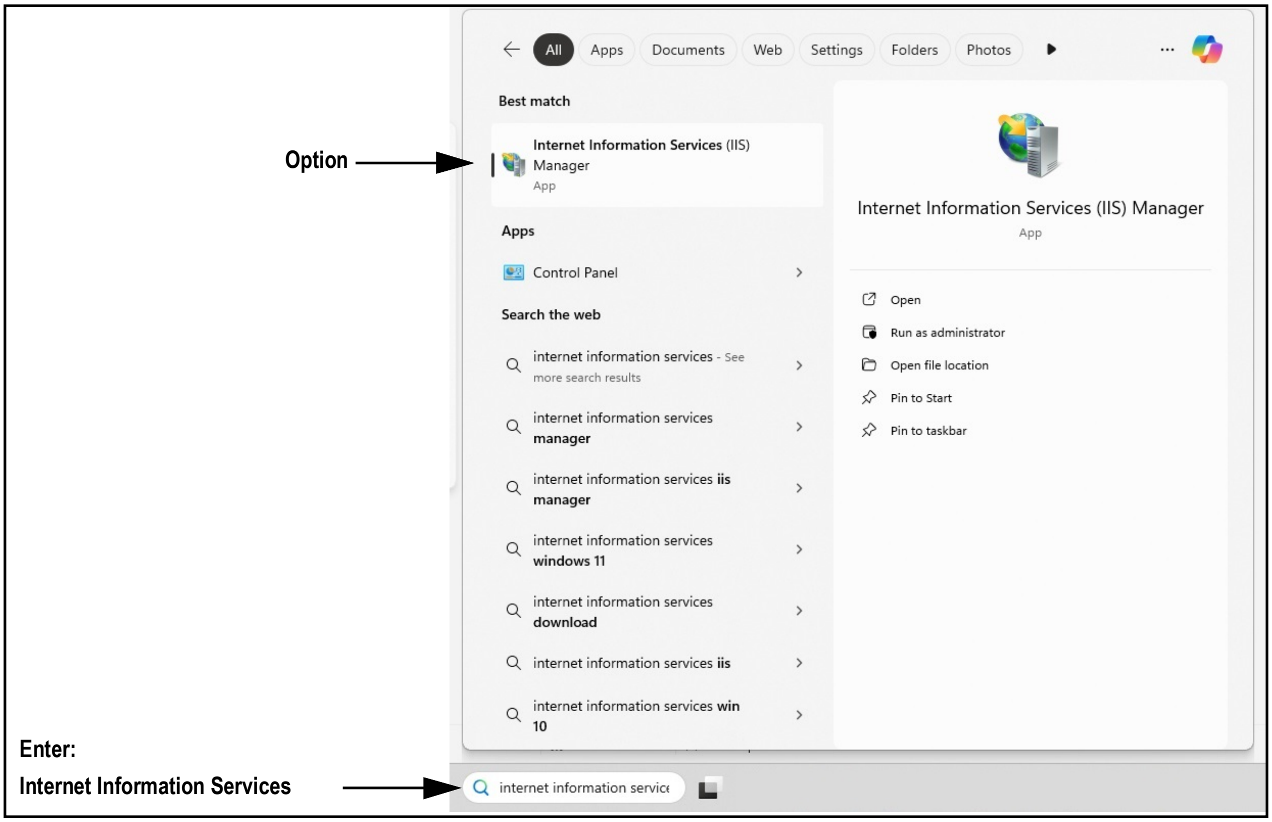

Figure 2-7. Search for Internet Information Services

    4.2 Select **Default Web Site** in the left column then double-click **URL Rewrite**.

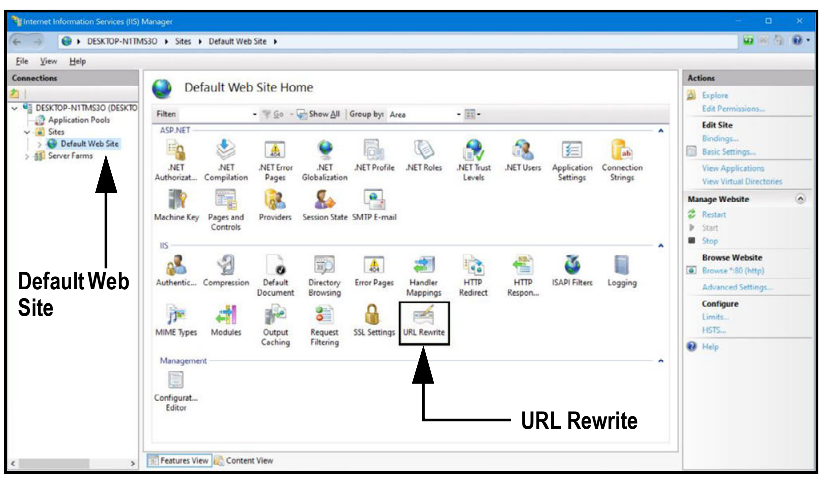

Figure 2-8. Internet Information Services Manager

4.3 Select the **Add Rule(s)** in the right column.

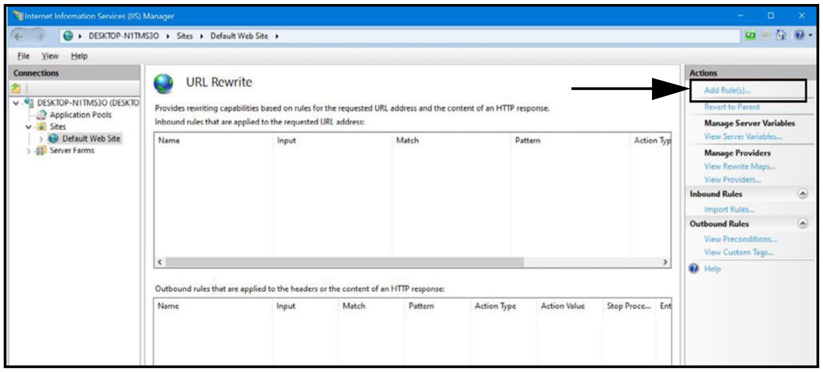

Figure 2-9. Internet Information Services Manager with Add Rule(s) Identified

4.4 The Add Rule(s) window displays.

4.5 Select the **Reverse Proxy** item in the Inbound and Outbound Rules section then select **OK**.

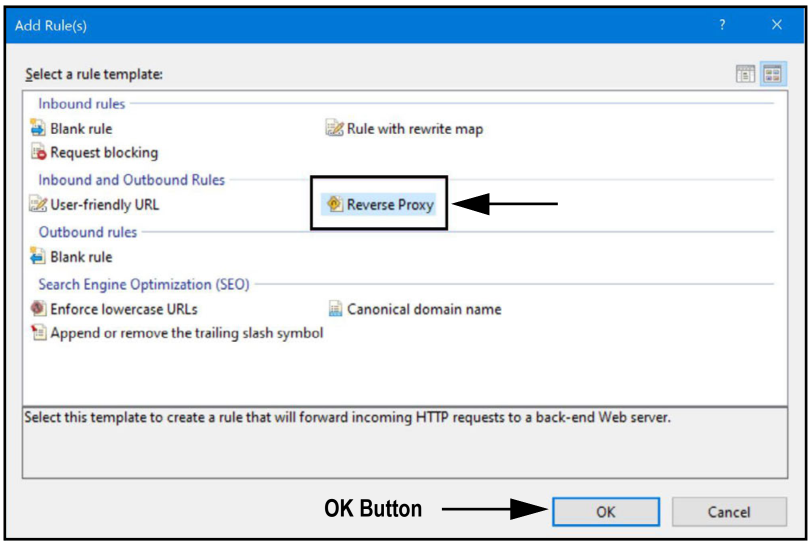

Figure 2-10. Add Rules Window with Reverse Proxy Identified

4.6 A warning may appear requesting to Enable Proxy Functionality.

4.7 Select **OK.**

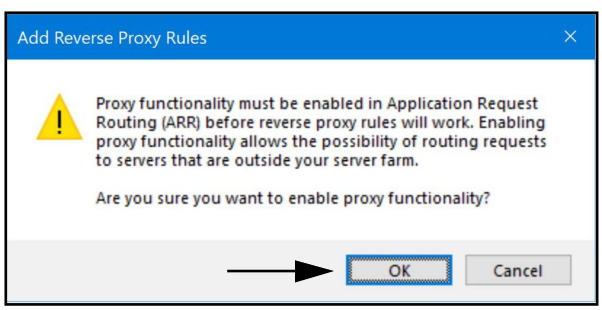

Figure 2-11. Add Reverse Proxy Rules Confirmation Window

4.8 The Add Reverse Proxy Rule Window displays.

4.9 Enter **127.0.0.1:5000** as the IP address to configure IIS to forward requests to the OnTrak Enterprise.

4.10 Activate ***Enable SSL Offloading*** to process HTTPS traffic.

4.11 Ensure the **Outbound Rules** is not configured.

4.12 Select **OK** to apply the rule.

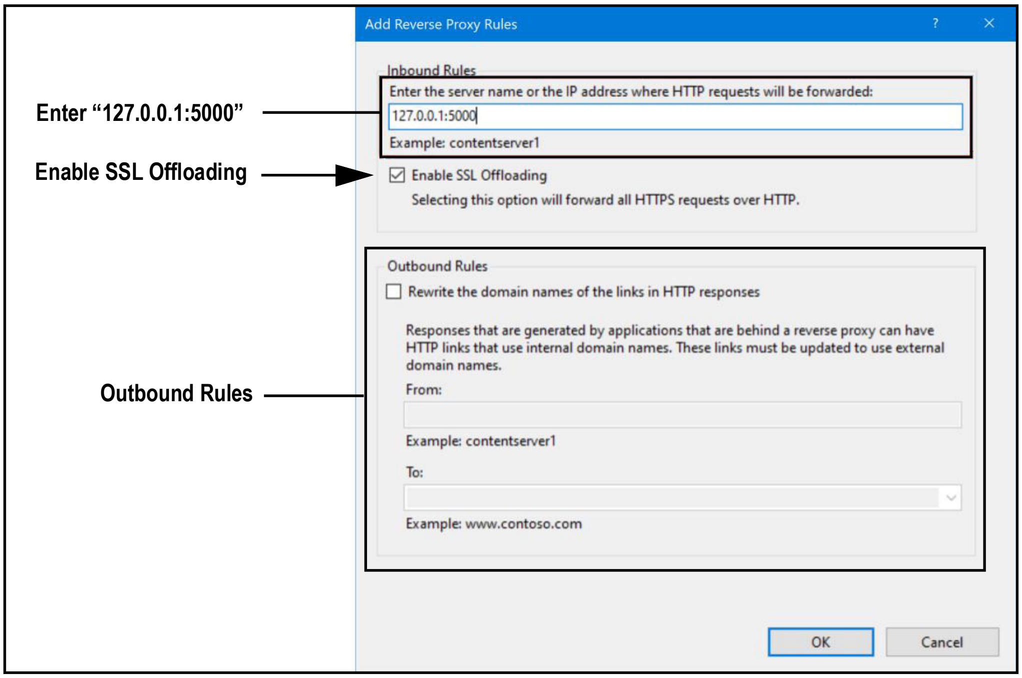

Figure 2-12. Add Reverse Proxy Rules Window with Elements Identified

4.13 Once complete, navigate to the configured address (on this example, **ontrak.localhost**) to open the OnTrak Enterprise. See Section 3.3 on page 28 for information about logging in the first time as an administrator.

2.3 Configuring OnTrak Enterprise with an Existing Website Hosted at Localhost

If a website is currently installed on the computer (hosted at localhost), the following steps can be followed to configure IIS to create a different URL:

IMPORTANT: Installation of IIS and the Reverse Proxy is optional and only required if the instance of OnTrak Enterprise will be accessible from the internet.

NOTE: An SSL certificate to enable HTTPS is not provided. The customer must supply a SSL certificate if they intend to make OnTrak Enterprise public or if their IT policy requires support for HTTPS.

1. In Windows Search enter "**Internet Information Services**" and select the **Option** that displays.

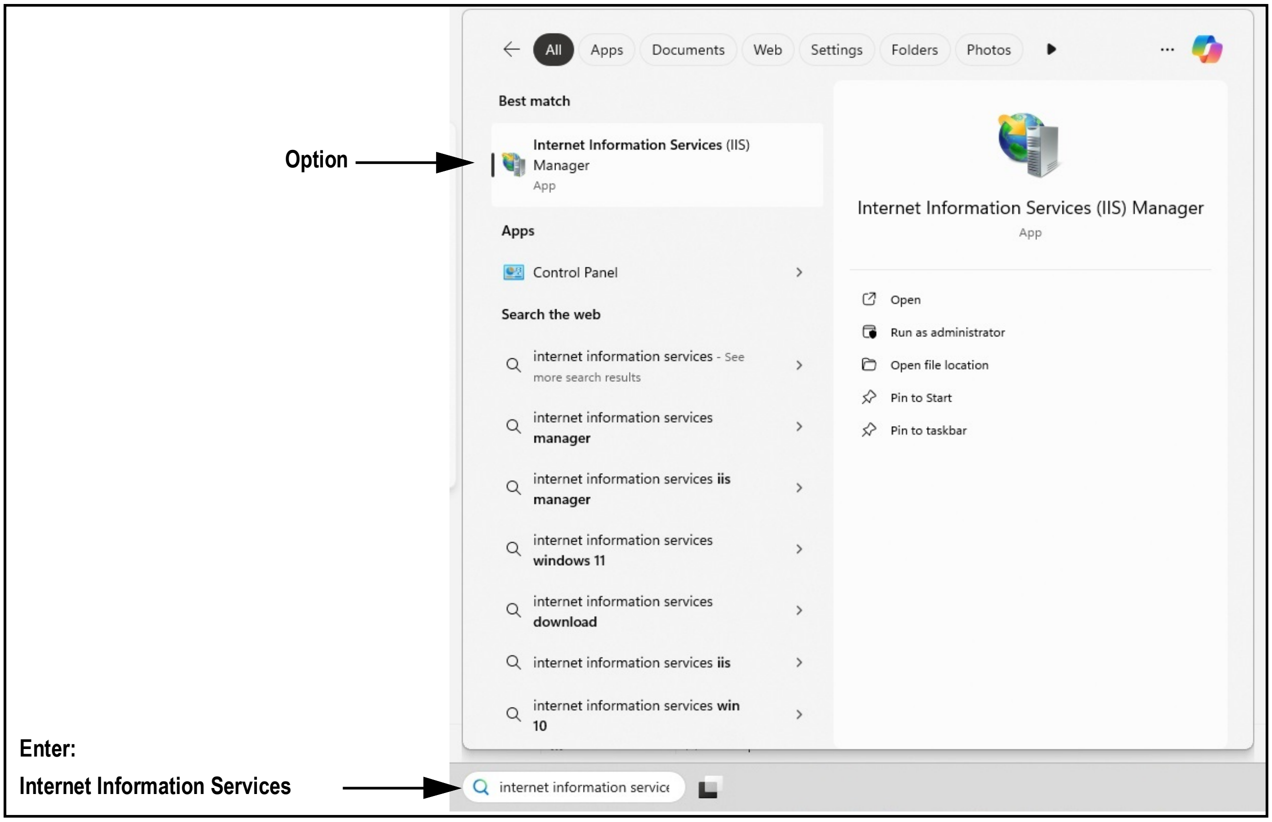

Figure 2-13. Search for Internet Information Services

2. Remove the reverse proxy rule if added to the default website.
3. Add the desired proxy site:
   3.1 Right-click the **Sites** folder in the left panel and select **Add Website**.

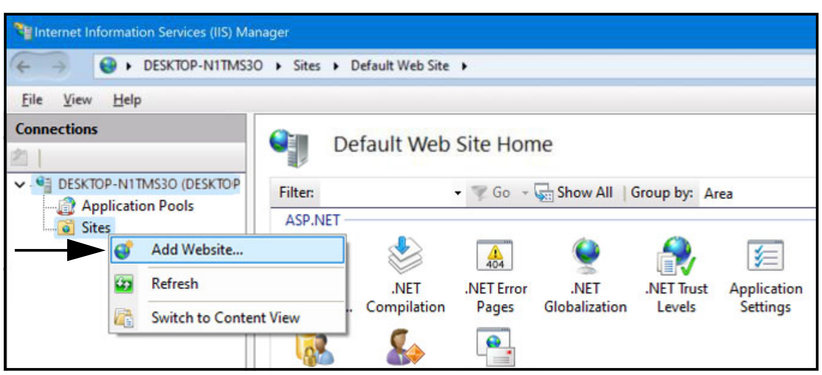

Figure 2-14. Internet Information Services Manager with Sites Folder Identified

3.2 The Add Website window displays.

3.3 Enter the desired the Site and Host names.

NOTE: In this example the name ontrak.localhost is used.

3.4 3.1 Right-click the **Sites** folder in the left panel and select **Add Website**.

3.5 Set the Physical path to a folder called OnTrak located in the directory: **C:\inetpub\wwwroot\OnTrak**

3.6 Select **OK**.

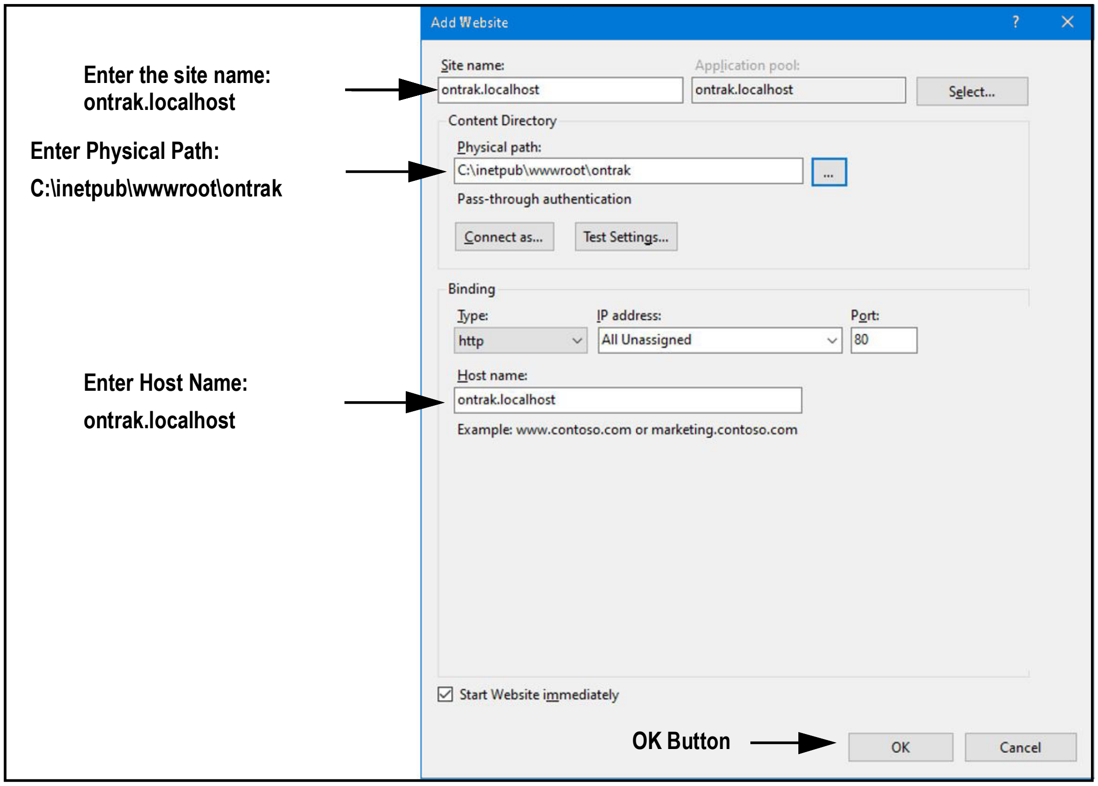

Figure 2-15. Add Website Window with Elements Identified

4. Configure IIS as a Reverse Proxy for ontrak.localhost:

   4.1 Select **Default Web Site** in the left column then double-click **URL Rewrite**.

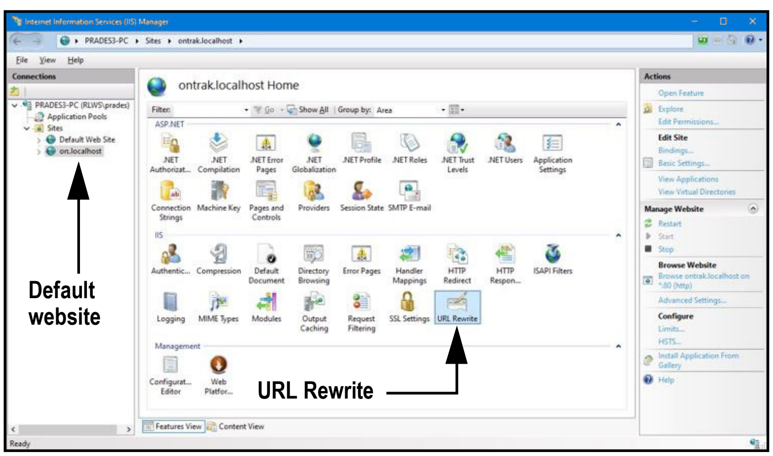

Figure 2-16. Internet Information Services Manager with URL Rewrite Identified

4.2 Select **Add Rule(s)** from the right column.

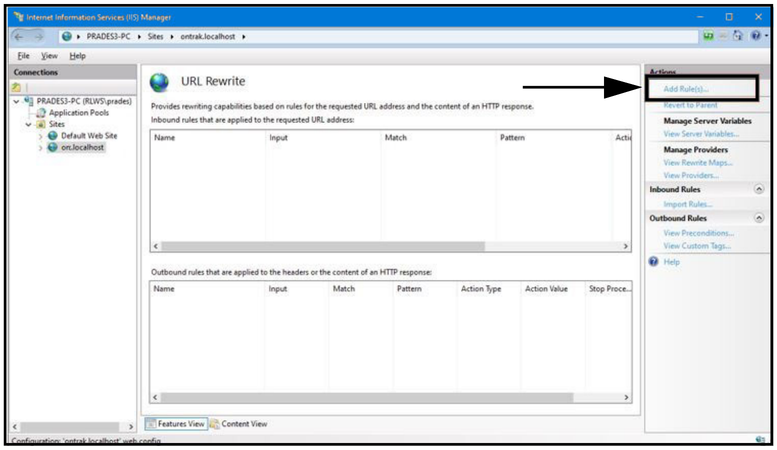

Figure 2-17. Internet Information Services Manager with Add Rule(s) Identified

4.3 Select **Reverse Proxy** in the Inbound and Outbound Rules section.

4.4 Select **OK**.

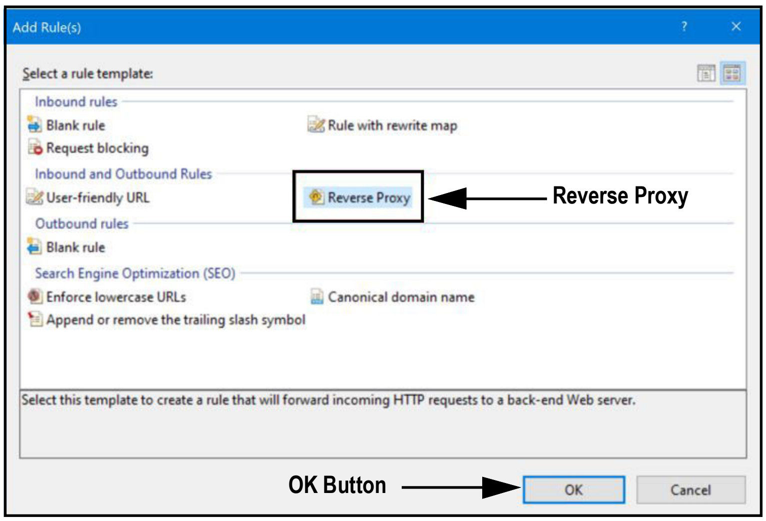

Figure 2-18. Add Rule(s) Window with Reverse Proxy Identified

4.5 A warning may appear requesting to Enable Proxy Functionality.

4.6 Select **OK.**

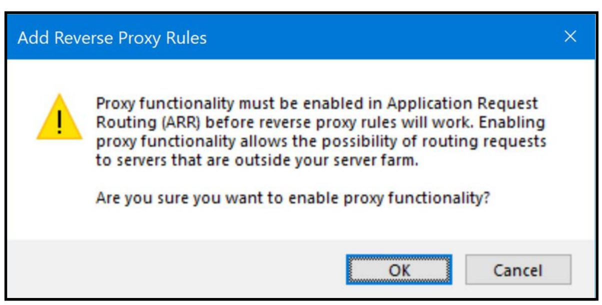

Figure 2-19. Add Reverse Proxy Rules Confirmation Window

4.7 The Add Reverse Proxy Rules window displays permitting configuration of the new rule.

4.8 Enter **127.0.0.1:5000** as the IP address to configure IIS to forward requests to the OnTrak Enterprise.

4.9 Activate ***Enable SSL Offloading*** to process HTTPS traffic.

4.10 Ensure the **Outbound Rules** is not configured.

4.11 Select **OK** to apply the rule.

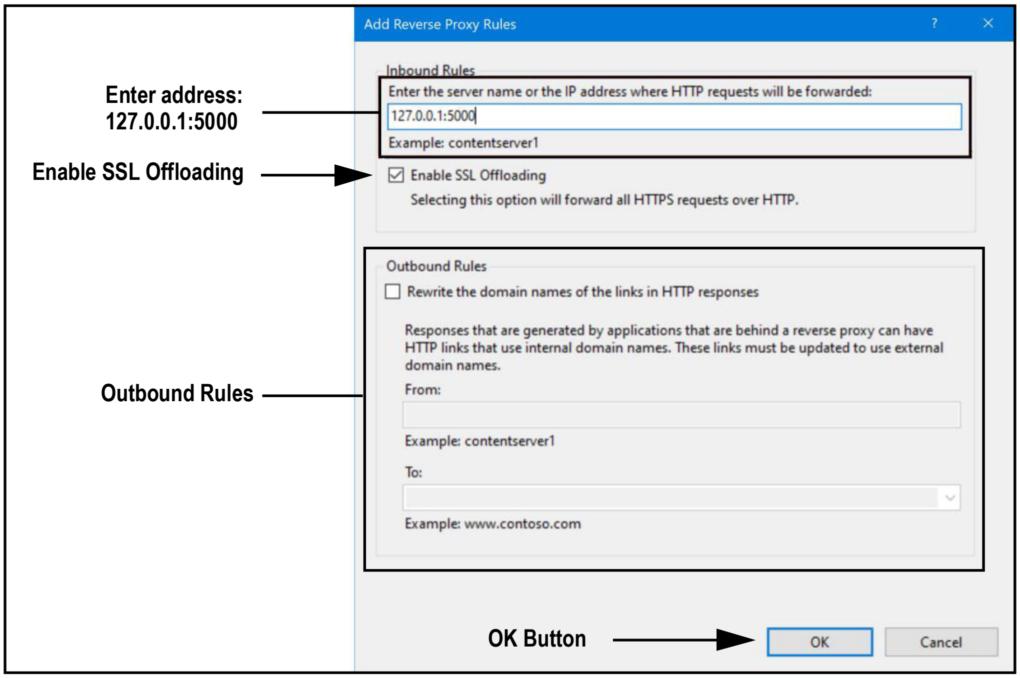

Figure 2-20. Add Reverse Proxy Rules Window with Elements Identified

4.12 Once complete, navigate to **ontrak.localhost** (with a supported web browser) to open the OnTrak Enterprise. See Section 3.3 on page 28 for information about logging in the time first as an administrator.

2.4 System Configuration

Low level system configuration is typically done at the time of installation. These parameters are configured by editing the appsettings.json file using a text editor. Unless changed during installation, the file is located in the application installation folder:

C:\Program Files\Rice Lake Weighing Systems\OnTrak Enterprise

Open **appsettings.json** with a text editor such as Notepad with administrator privileges. Make required changes and save the file. Restart the computer for the changes to take effect.

2.4.1 Email Server Parameters

Configure the email server parameters to enable account confirmation, account recovery and other email related features. Figure 2-21 displays an example of email parameters.

```
"EmailOptions": {
      "Enabled": false,
      "MailServer": "",
      "MailPort": 587,
      "SenderName": "OnTrak-Enterprise",
      "FromAddress": "",
      "Sender": "",
      "Password": "",
      "EnableSsl": true
       }
```

Figure 2-21. Email Server Parameters

Parameter	Description
Enabled	Set to True to enable, or False to disable
MailServer	The name or IP Address of the SMTP email server. Obtain this information from email provider or the local IT department. Leave blank to disable email functionality
MailPort	Configures the TCP port used by the mail server. Obtain this information from the mail provider or the IT department
SenderName	The display name of the sender
FromAddress	The email address of the sender
Sender	The account name used for authentication on the email server. This is typically an email address
Password	The account password
EnableSsl	Set to true or false to configure secure sockets layer encryption when authenticating and sending email messages. This information can be obtained from the email provider or IT department. The default value is true

Table 2-1. Email Parameters Descriptions

2.4.2 Windows Firewall TCP Port Configuration

The host computer's firewall must be configured to allow inbound and outbound traffic for specific network ports in order for devices to communicate with OnTrak Enterprise.

NOTE: OnTrak Enterprise configuration determines which port numbers are required. Only enable inbound and outbound traffic for required port numbers.

Port Number	Description
80	Required if the website uses IIS with a reverse proxy.
5000	Required if the website does not use IIS with a reverse proxy.
9171	Required if using the OnTrak Enterprise Kiosk.

Table 2-2. TCP Port Numbers

NOTE: The following procedure describes configuring Inbound and Outbound rules in the Windows Defender® firewall. Other firewall configurations may vary.

1. Open the Control Panel.
2. Select **Windows Defender Firewall**.

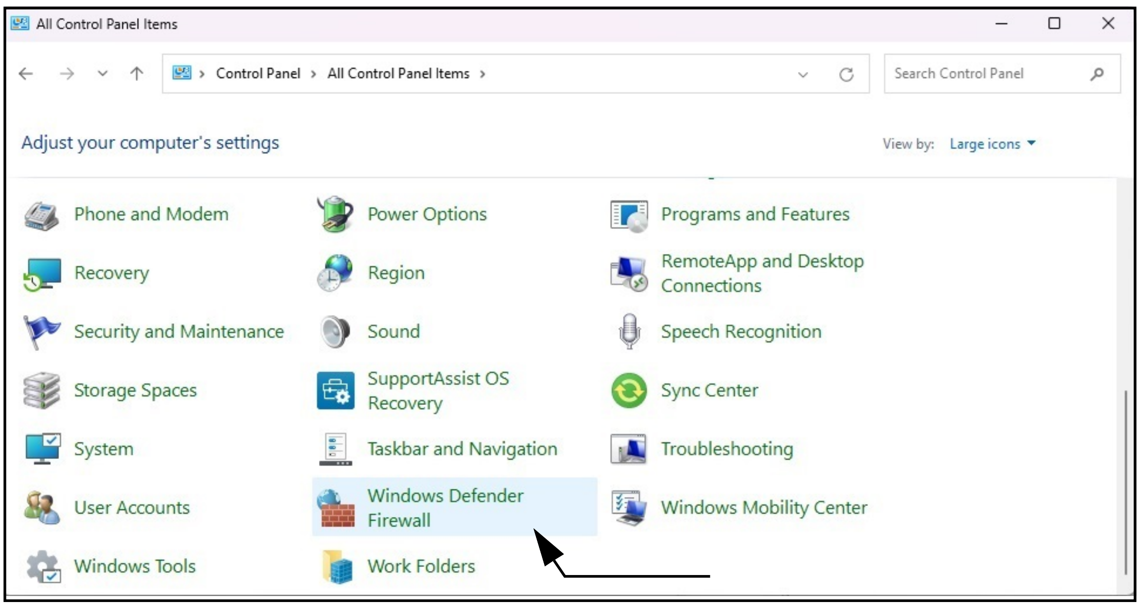

Figure 2-22. Control Panel

3. Windows Defender Firewall settings display.
4. Select **Advanced settings**.

Figure 2-23. Windows Defender Firewall Settings

5. Windows Defender Firewall with Advanced Security displays.
6. Right-click **Inbound Rules** and then select **New Rule**.

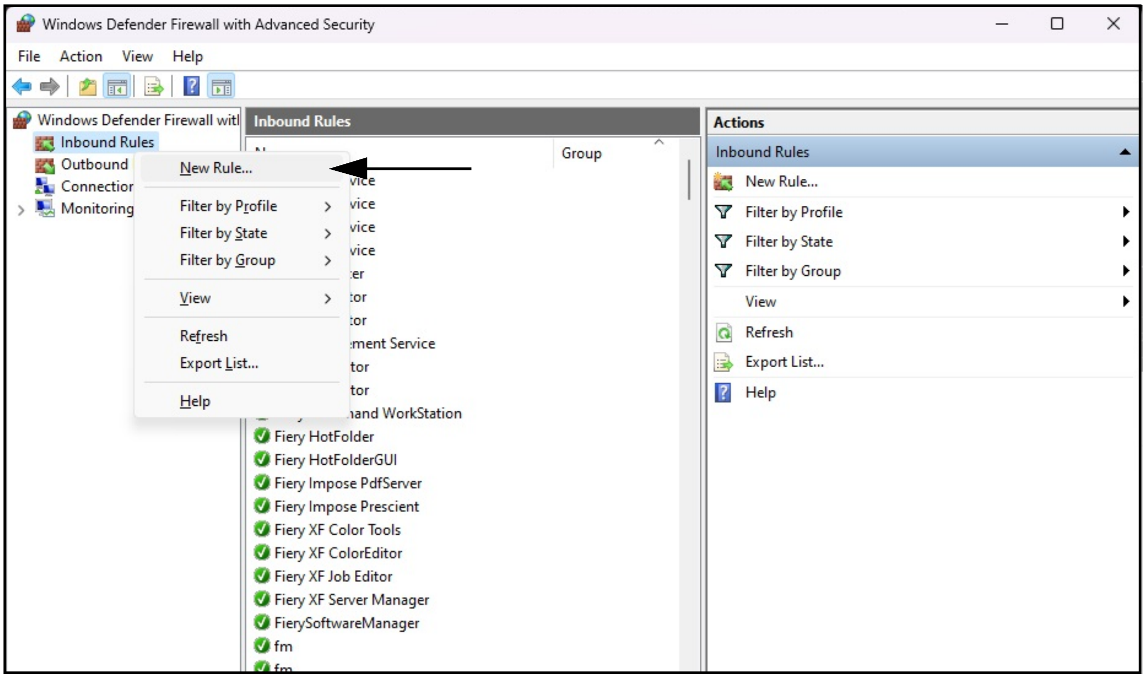

Figure 2-24. Windows Defender Firewall with Advanced Security

7. New Rule Wizard opens with Rule Type parameters displayed.
8. Select **Port**.
9. Select **Next**.

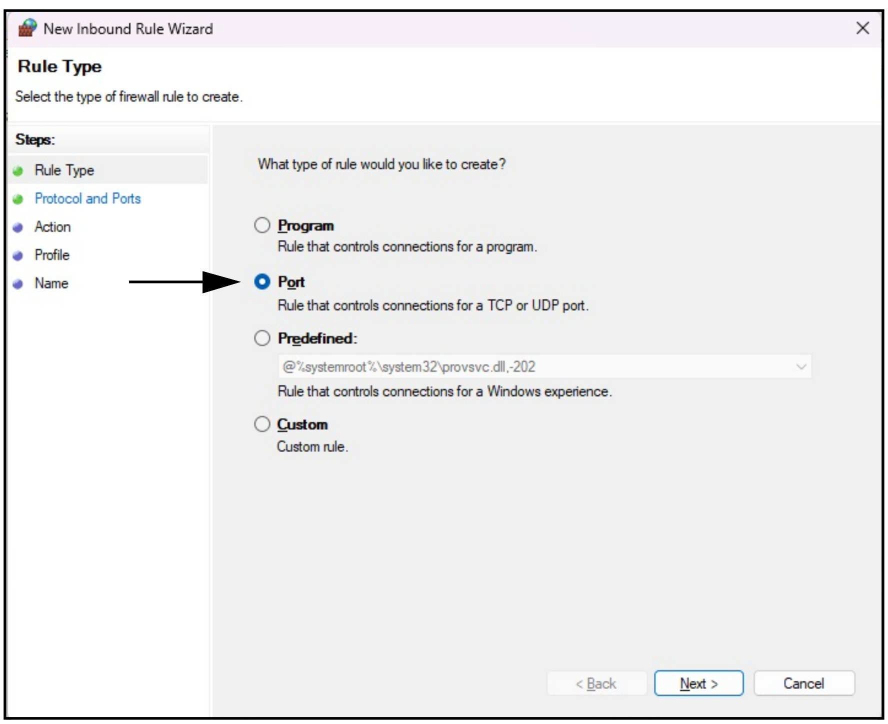

Figure 2-25. Rule Type Parameters

10. Protocol and Ports parameters display.
11. Select **TCP**.
12. Enter the required port numbers 80, 5000 or 9171 in the specific local ports field (see Table 2-2 on page 21).
13. Select **Next**.

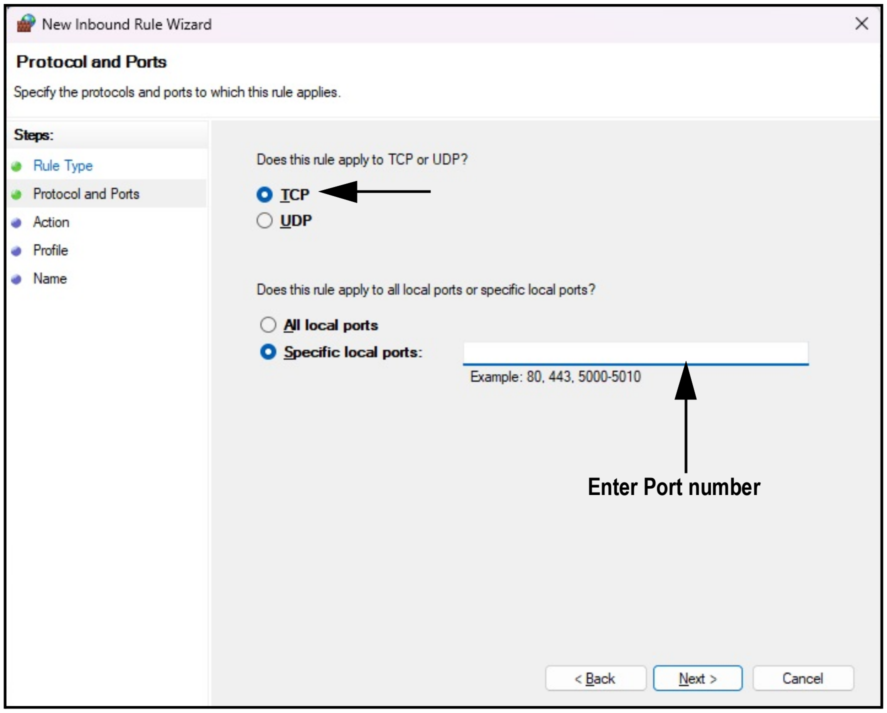

Figure 2-26. Protocol and Ports Parameters

14. Action parameters display.
15. Select **Allow the connection**.
16. Select **Next**.

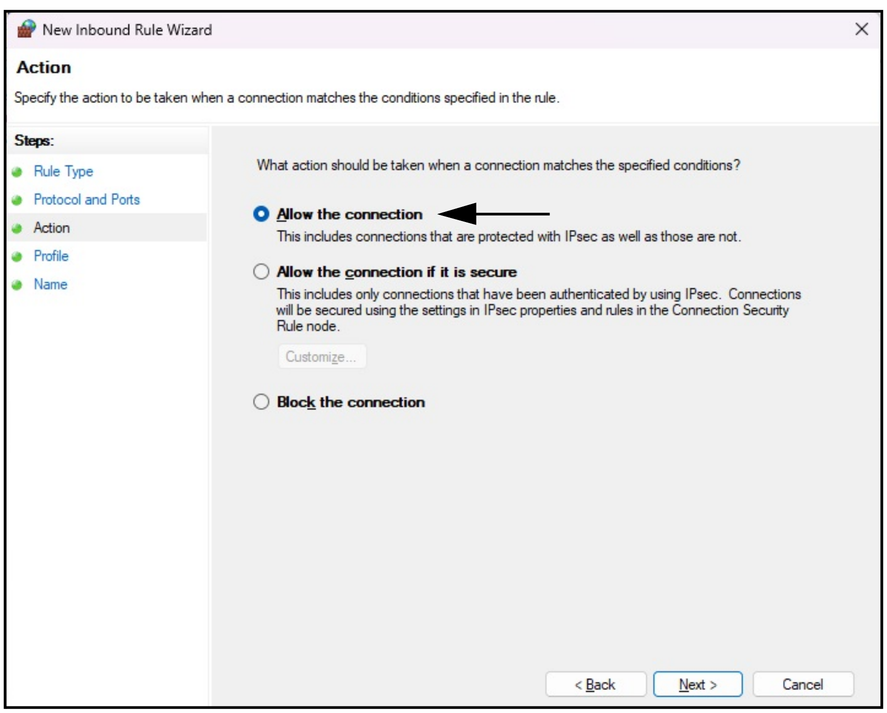

Figure 2-27. Action Parameters

17. Profile parameters display.
18. Enable parameters as required (typically all).
19. Select **Next**.

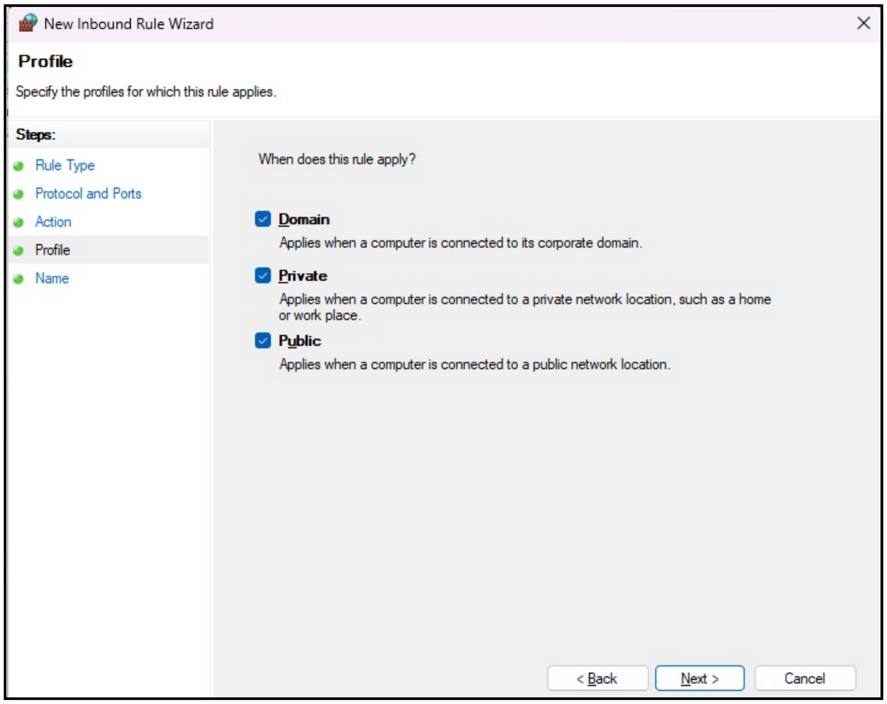

Figure 2-28. Profile Parameters

20. Name parameters display.
21. Enter a name for the rule.
22. (Optional) If desired, enter a description for the rule.
23. Select **Finish**.

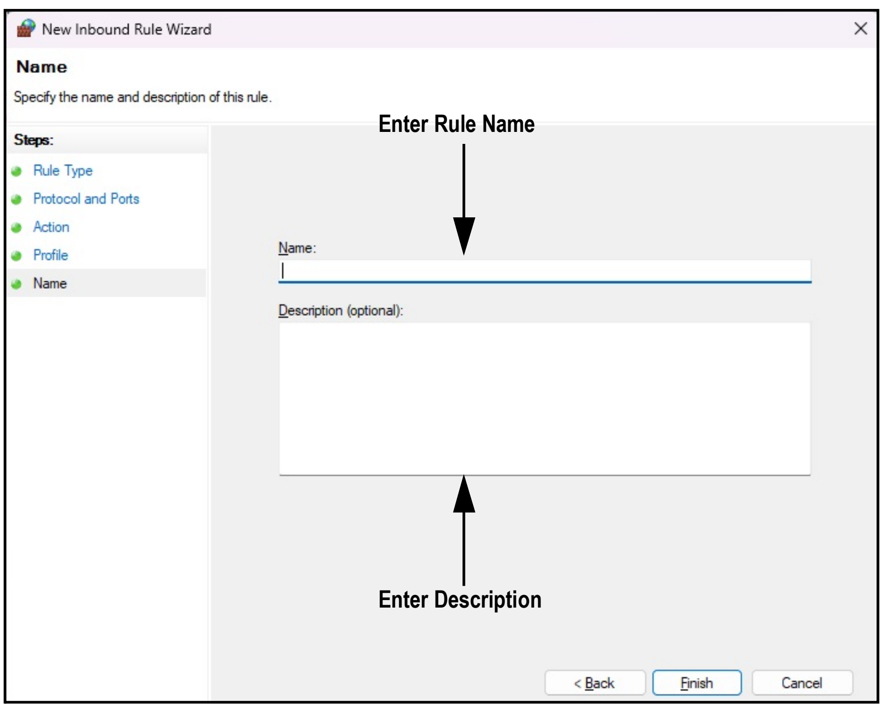

Figure 2-29. Name Parameters

24. The new Rule is added to the top of the Inbound Rules list.

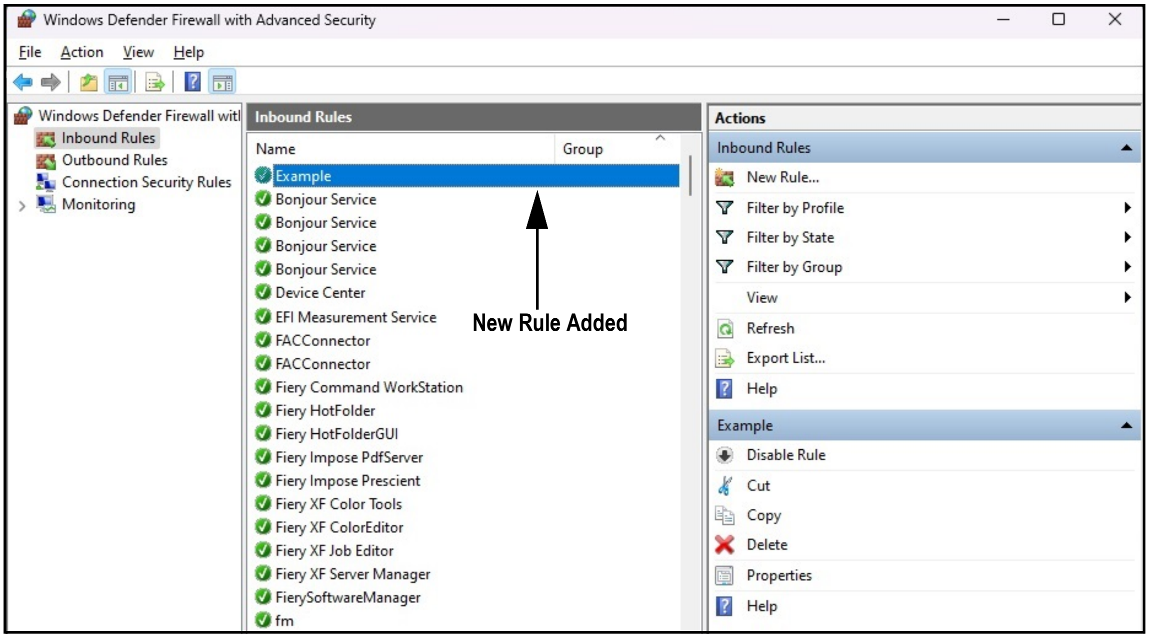

Figure 2-30. New Rule added to Windows Defender Firewall Advanced Settings

25. Right-click **Outbound Rules** and then select **New Rule**.

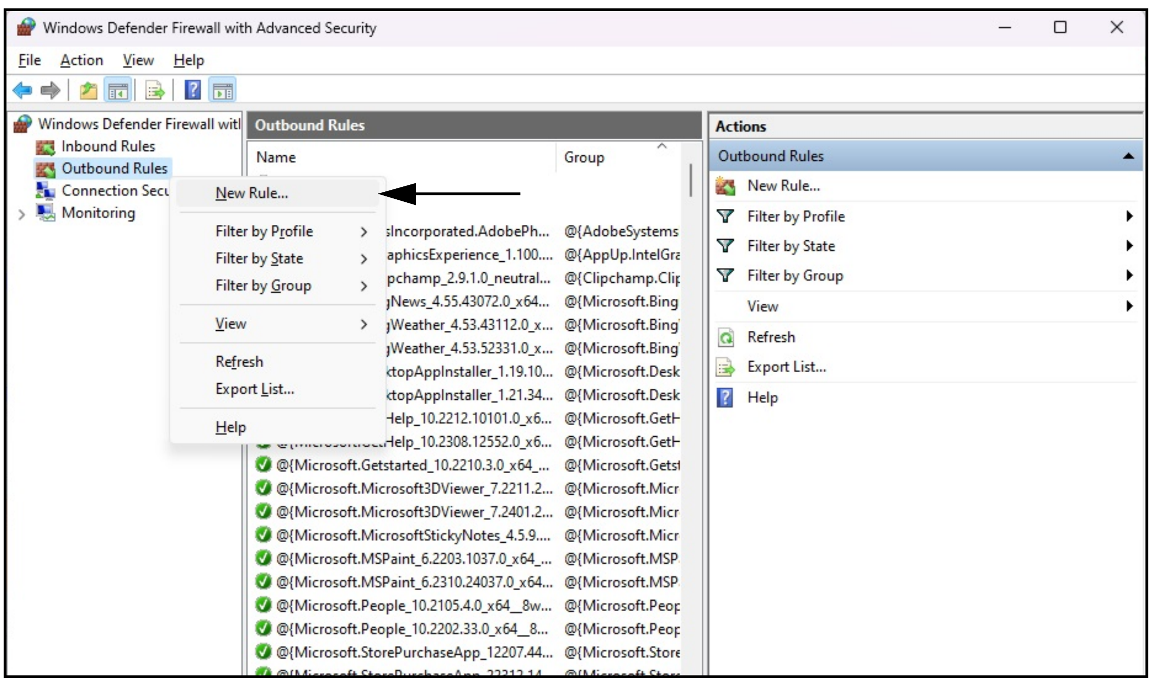

Figure 2-31. Windows Defender Firewall with Advanced Security

26. Repeat Steps Step 7 through Step 24 to create an outbound rule.

2.5 Licensing

OnTrak Enterprise installs in a demo mode and it must be licensed to unlock the program. When requesting a license from Rice Lake Weighing Systems the Device Id number (in the About page) must be provided. Once licensed, the application is unlocked.

NOTE: While demo mode provides basic weighments and ticket processing, it prohibits adding new data (Trucks, Customers, Drivers, etc) and only allows using sample data.

1. Access OnTrak Enterprise (see Section 3.1 on page 27).
2. Select **About** option.

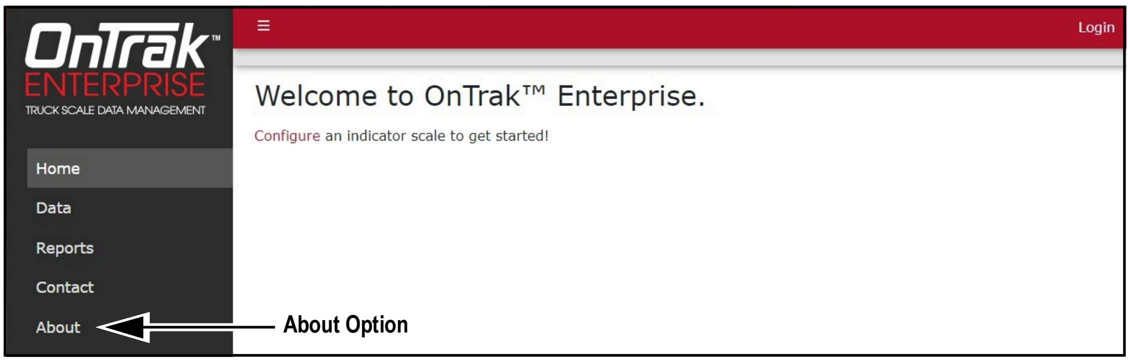

Figure 2-32. OnTrak Enterprise Opened In Microsoft Edge

3. About OnTrak Enterprise displays. Record the Device Id.
4. Contact Rice Lake Weighing Systems' sales or technical support (US 800-472-6703 or International +1 715-234-9171) to purchase the full version of OnTrak Enterprise.
5. A file titled **licenese.lic** will be provided, place the file into the following directory: **C:\ProgramData\Rice Lake Weighing Systems\OnTrakEnterprise**

IMPORTANT: Features will not be available unless license.lic file is placed in the correct folder:

6. Reopen OnTrak Enterprise. Once the license is activated, OnTrak Enterprise unlocks.

IMPORTANT: If Kiosk Support is enabled (set as true), the computer running OnTrak Enterprise must be restarted in order for the service to function properly.

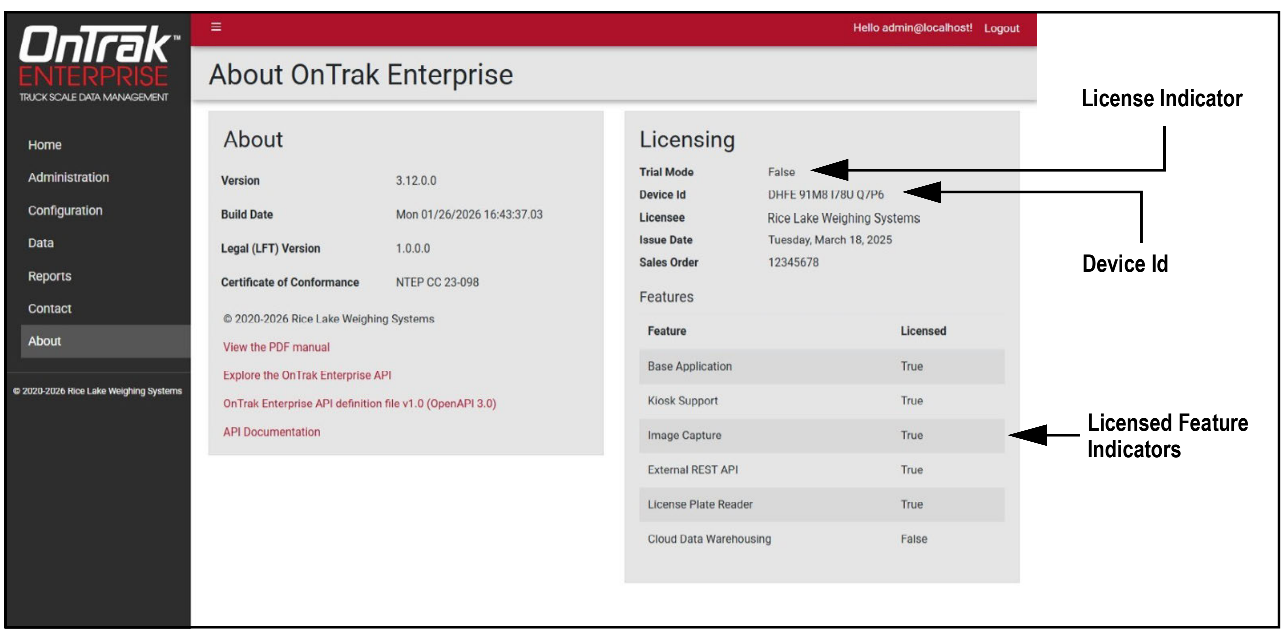

Figure 2-33. About Page Elements with Licensed Features

3.0 Login and Page Elements

This section discusses OnTrak Enterprise navigation, pages and page elements that may display during normal use.

Topics in this section include:

- Access OnTrak Enterprise (Section 3.1)
- OnTrak Enterprise Initial Administrator Password (Section 3.2 on page 27)
- Login and Logout (Section 3.3 on page 28)
- Reset Password (Section 3.4 on page 29)
- OnTrak Enterprise Menus (Section 3.5 on page 30)
- OnTrak Enterprise Pages (Section 3.6 on page 32)

3.1 Access OnTrak Enterprise

OnTrak Enterprise may be accessed from a supported web browser (see Section 1.1 on page 8).

1. There are two options for accessing OnTrak Enterprise, depending on configuration:
   - Navigate to localhost:5000 or {host ip address}:5000, if using the computer where the OnTrak Enterprise was installed.
   - Navigate to the configured proxy address (see Section 2.3 on page 16), if OnTrak is configured to work with an existing default website.

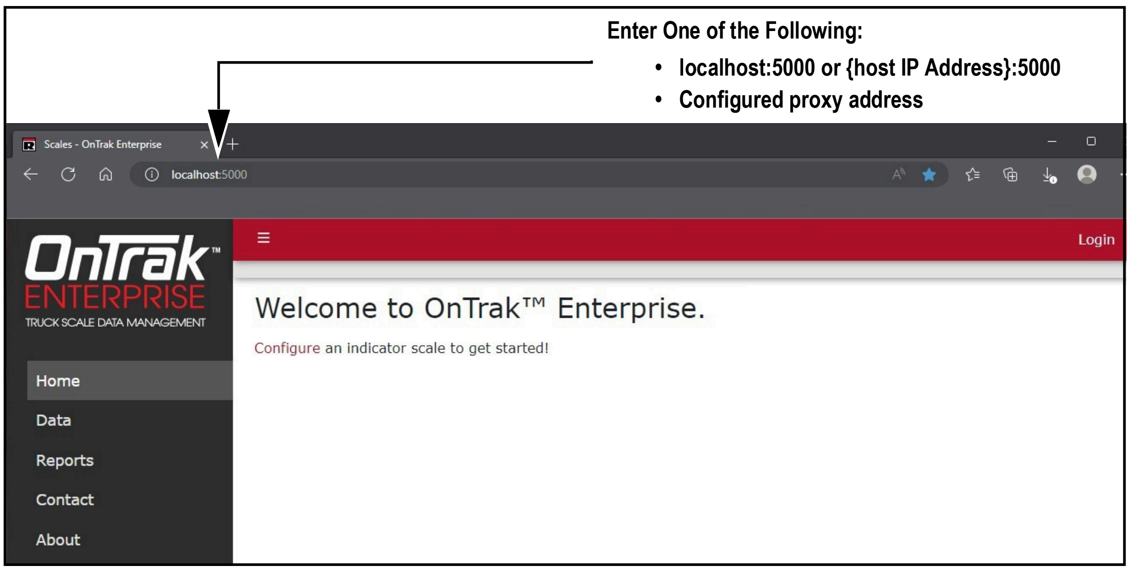

Figure 3-1. OnTrak Enterprise Opened In Microsoft Edge

3.2 OnTrak Enterprise Initial Administrator Password

To perform all site operations, the system creates an administrator account titled **admin@localhost**.

The default password for the account is randomly generated. The password is stored in the initialAdminPassword.txt file located in the following installation folder:

C:\Program Files\Rice Lake Weighing Systems\OnTrak Enterprise\secrets\initialAdminPassword.txt

Open this file to view the current password. After the first login, OnTrak Enterprise redirects to the Change Password page to configure the preferred administrator password.

3.3 Login and Logout

Upon launching the website a welcome page displays. Select Login and enter the required credentials to access OnTrak Enterprise.

1. Access OnTrak Enterprise (see Section 3.1 on page 27).
2. Click **Login**.

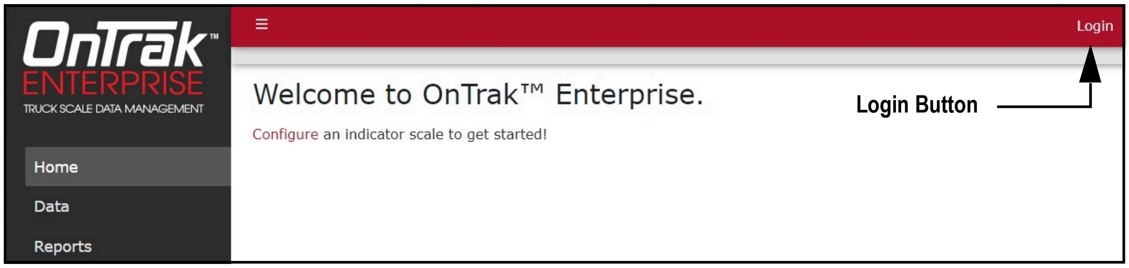

Figure 3-2. Login Button

3. Enter username and password in the text fields.
4. Select **Log In**.

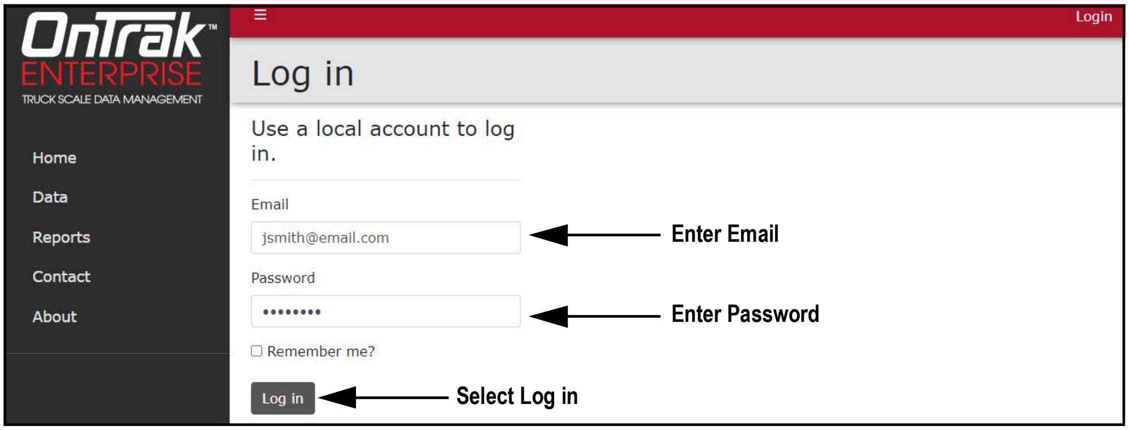

Figure 3-3. Login Prompt

5. When logged in OnTrak Enterprise, the user account email address displays adjacent to the Logout button.
6. Select **Logout**.

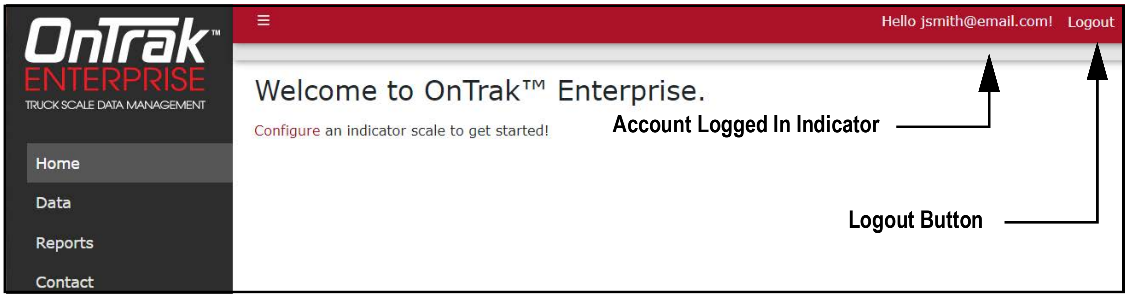

Figure 3-4. Logout Button

7. OnTrak Enterprise logs out and returns to the Home page.

3.4 Reset Password

***IMPORTANT:** In order to reset, a password an email server must be configured (see Section 2.4.1 on page 20). If an email server is not configured, reset password emails are not generated and consequently forgotten passwords are not reset.*

1. Access OnTrak Enterprise (see Section 3.1 on page 27).
2. Select **Login** then **Forgot your password?**.

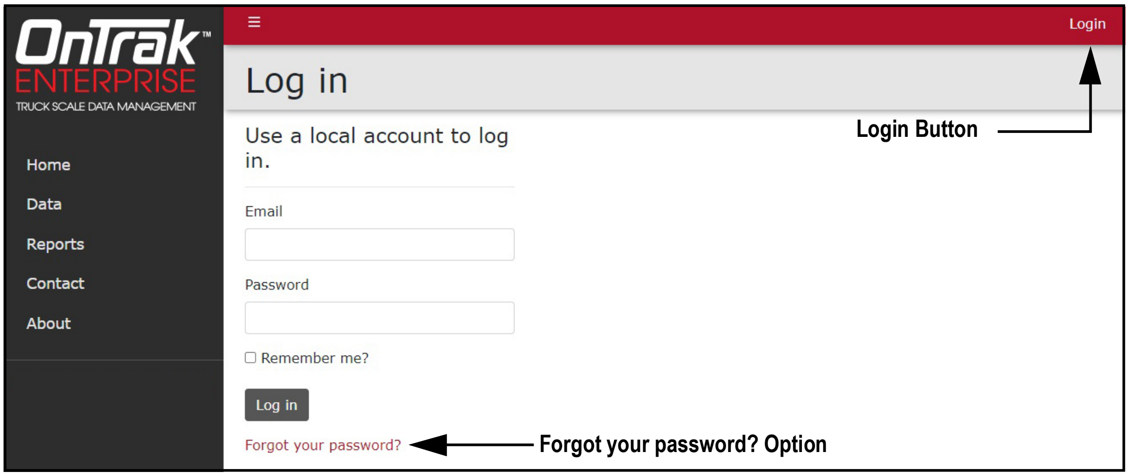

Figure 3-5. Login Prompt with Forgot your password Option Identified

3. Enter email address associated with the account.
4. Click **Submit**.

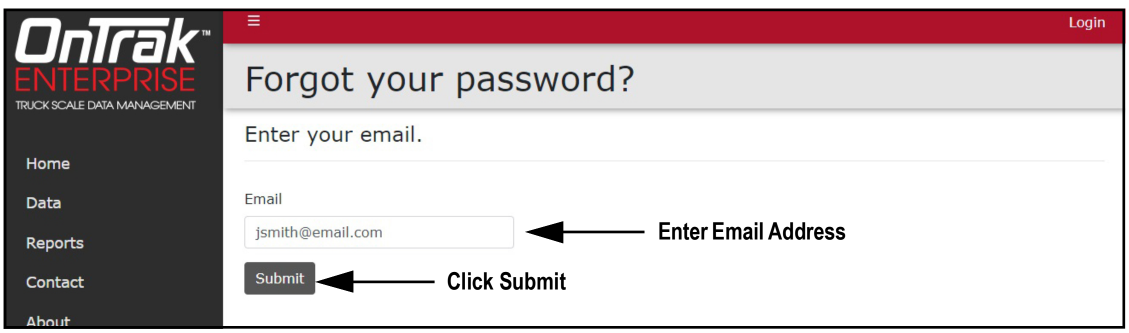

Figure 3-6. Forgot Your Password Page

5. After activating Submit, OnTrak Enterprise indicates the password reset information is sent to the specified email address.

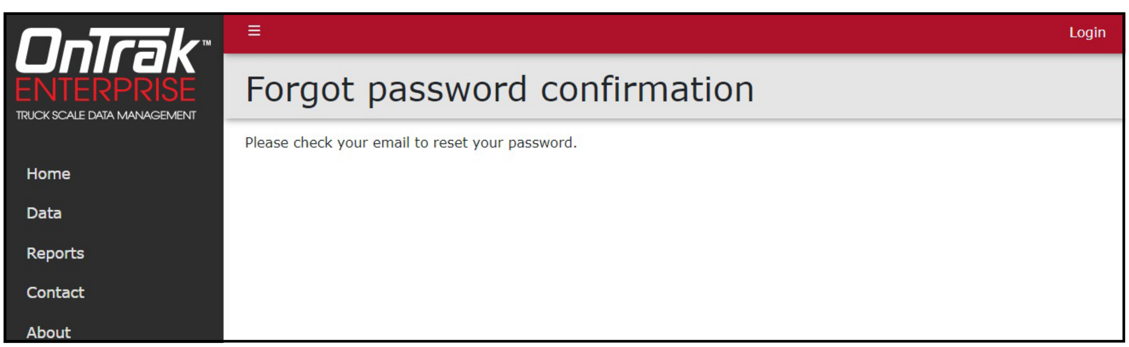

Figure 3-7. Forgot Password Confirmation Page

6. Open email and follow instructions to complete password reset process.

3.5 Menus

3.5.1 Menus and Options

OnTrak Enterprise has several elements available on every page that facilitate operation. Each element is identified in Figure 3-8.

NOTE: If the Main menu (left column) is not currently available, verify if it is hidden (see Section 3.5.2 on page 31).

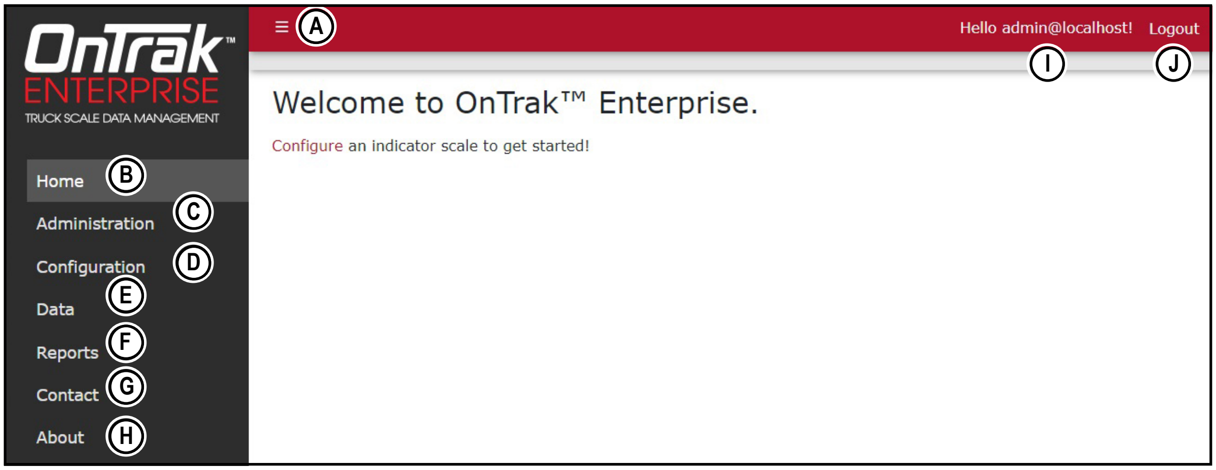

Figure 3-8. OnTrak Enterprise Elements

Item	Function	Description
A	Menu Button	Collapses or expands the Main menu (see Section 3.5.2 on page 31)
B	Home Option	Opens Home page and displays welcome message (see Section 3.6.1 on page 32)
C	Administration Option	Opens Administration page which provides access to user configuration and viewing log files (see Section 3.6.2 on page 33) ***NOTE: Only available to Administrator accounts***
D	Configuration	Opens Configuration page which provides access to system configuration (see Section 3.6.3 on page 36) ***NOTE: Only available to Administrator accounts***
E	Data Option	Opens Data page which provides access to database information (see Section 3.6.4 on page 48)
F	Reports Option	Opens Reports page which provides report generation (see Section 3.6.5 on page 60)
G	Contact Option	Opens Contact Information for Rice Lake Weighing Systems (see Section 3.6.6 on page 62)
H	About Option	Opens About page which provides OnTrak Enterprise version, build and licensing information (see Section 3.6.7 on page 63)
I	Account Option	Opens Account Management page which provides the functionality to change information for the active account (see Section 4.0 on page 64)
J	Logout Option	Logs out of OnTrak Enterprise (see Section 3.3 on page 28)

Table 3-1. OnTrak Enterprise Element Descriptions

3.5.2 Hiding and Displaying Menus

NOTE: The Menu is hidden by default with small screen devices, such as a mobile phone. In this case the procedure is reversed.

It is possible to hide and display the Main menu (left column in OnTrak Enterprise). Perform the following to hide the Main Menu.

1. While the Main menu is open, select the **Menu** button to hide it.

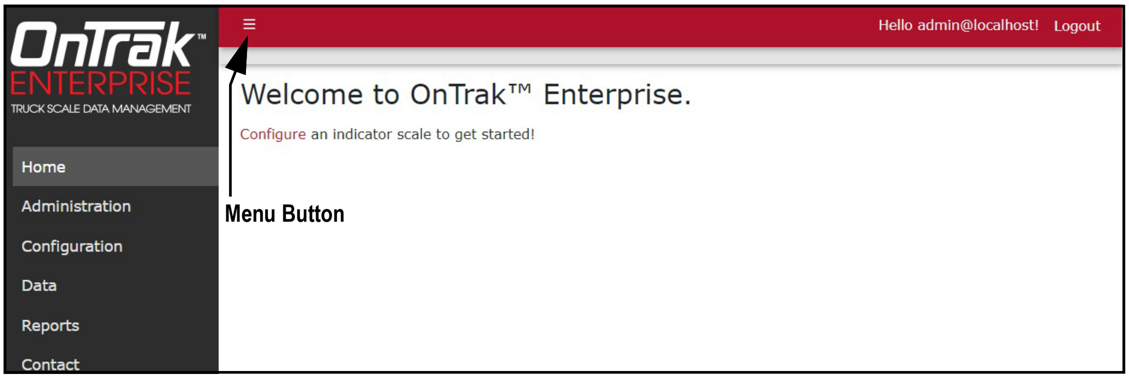

Figure 3-9. Home Page with Menu Button Identified

2. The Main menu hides.

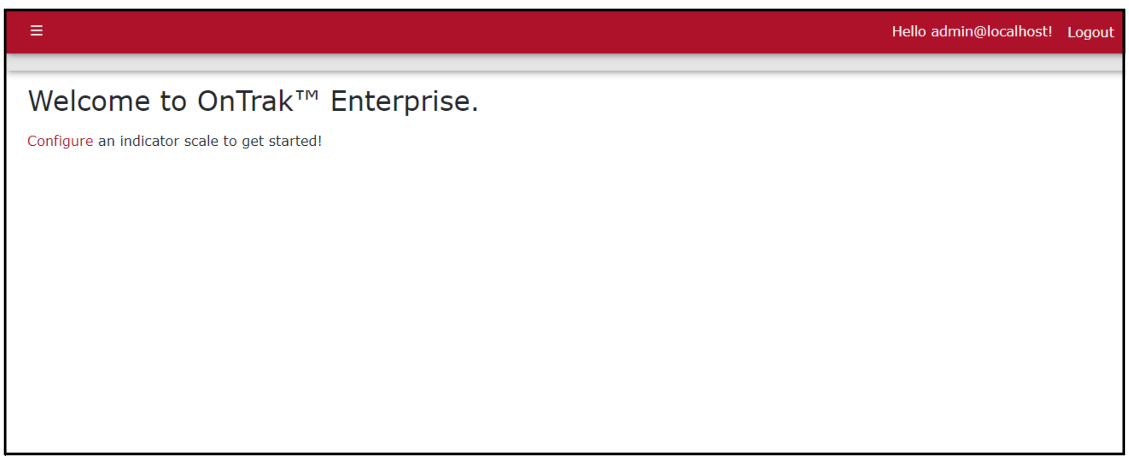

Figure 3-10. Home Page with Menu Collapsed

3. Select ☰ (menu button) again to display the Main menu.

3.6 OnTrak Enterprise Pages

OnTrak Enterprise has six pages accessed from the Main menu (see Section 3.5.1 on page 30) that facilitate operation:

- Home Page (see Section 3.6.1.1)
- Administration Page (see Section 3.6.2)
- Configuration Page (see Section 3.6.3)
- Data Page (see Section 3.6.4 on page 48)
- Reports Page (see Section 3.6.5 on page 60)
- Contact Page (see Section 3.6.6 on page 62)
- About Page (see Section 3.6.7 on page 63)

3.6.1 Home Page

When connecting to OnTrak Enterprise the home page automatically opens.

3.6.1.1 Home Page Prior to Configuration

Prior to system configuration, the Home page only contains a link to configure indicators.

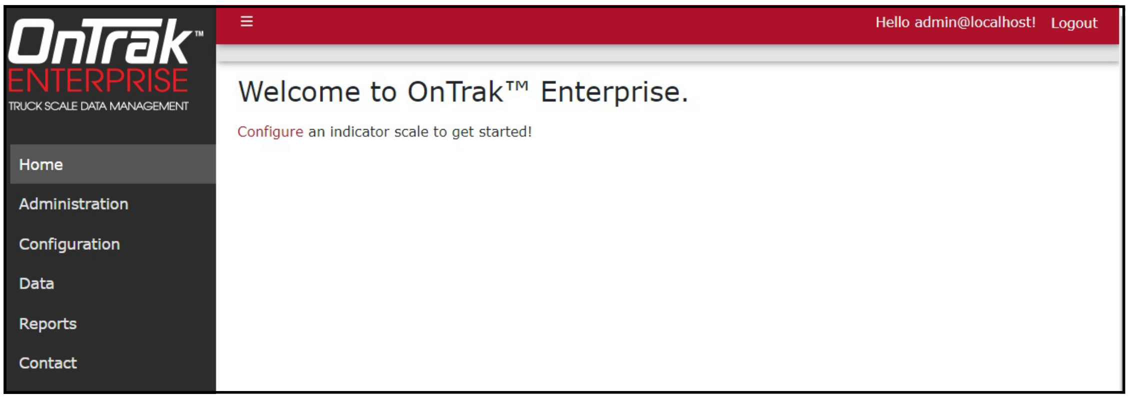

Figure 3-11. Home Page Prior to Configuration

3.6.1.2 Home Page After Scale Configuration

After configuration, the home page displays Switch to Kiosk View shortcut, icons of configured scales, and an informational dashboard. To view dashboard information, select manual navigation tabs at the bottom of the dashboard or allow the dashboard to automatically cycle. The dashboard display metrics for the following topics:

- Weighments in the last 24 Hours
- Weighments in the last Hour
- Top Products in the last 24 Hours
- Top Products in the Last Hour

***NOTE:** The dashboard is optional and may be enabled or disabled. For more information, see Section 6.13 on page 98. For information about Kiosk View, see Section 10.0 on page 148.*

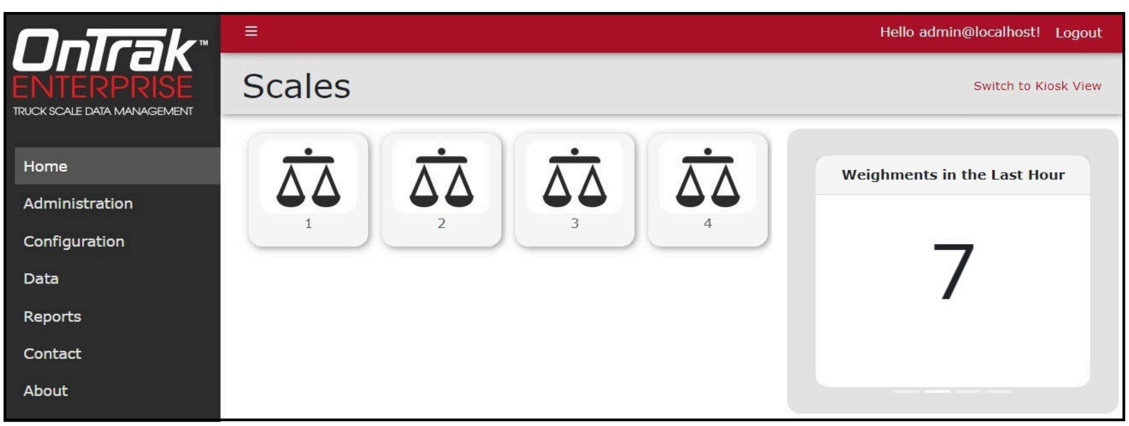

Figure 3-12. Home Page After Configuration

3.6.2 Administration Page

The Administration page is selected from the Main menu and displays four sub-page buttons that provide administrative functions. For more information, see Section 4.0 on page 64.

NOTE: The Administration page, sub-pages and functions are only available to OnTrak Enterprise administrators. Features may not appear if not licensed.

The functions that appear on the Administration page varies depending on licensed features and if OnTrak Enterprise is licensed at the time of use. Figure 3-13 displays the Administration page when OnTrak enterprise is licensed with all features.

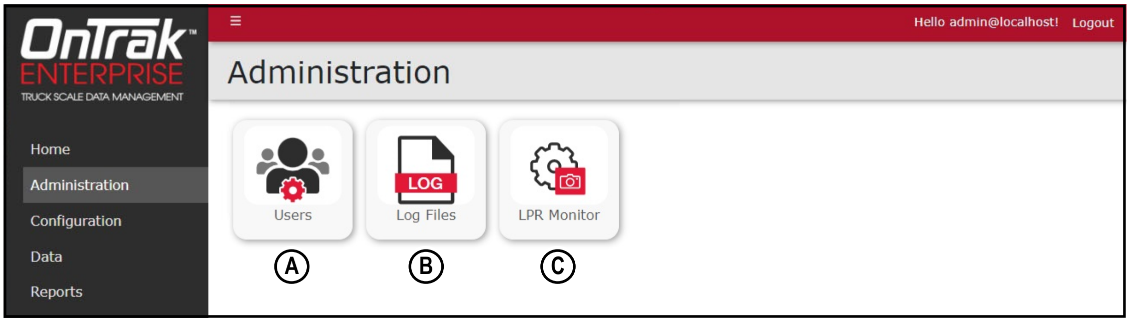

Figure 3-13. Licensed Administration Page Elements

Figure 3-14 displays the Administration page when OnTrak Enterprise is unlicensed.

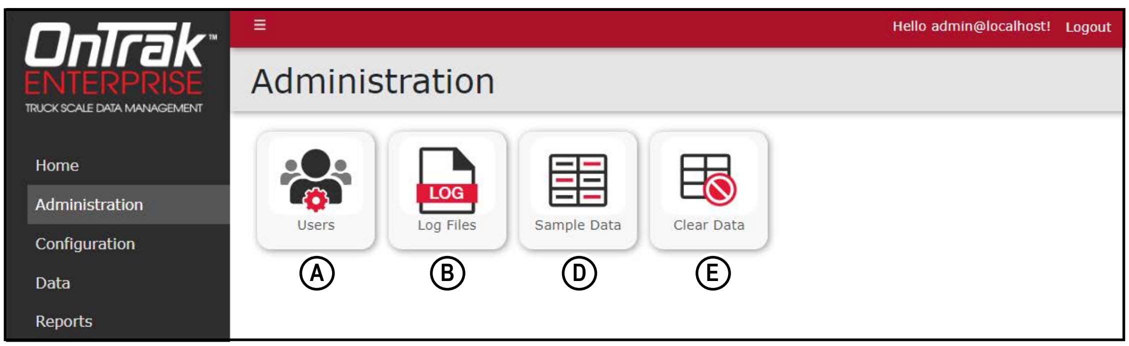

Figure 3-14. Unlicensed Administration Page Elements

Item	Feature	Description
A	Users	Allows administrator to add, edit or delete users (see Section 3.6.2.1 on page 34)
B	Log Files	Opens the Application Logs page. Allows viewing and downloading of log files (see Section 3.6.2.2 on page 34)
C	License Plate Monitor	***NOTE: This function is only available if a License plate reader is licensed.*** Opens License Plate Monitor Recognition page. Allows reviewing of the license plate images captured by the license plate reader (see Section 3.6.2.3 on page 35).
D	Sample Data	***NOTE: This function is only available if OnTrak Enterprise is in Demo Mode. Sample data is only used while in Demo Mode.*** Opens a window that provides functionality to add sample data to database
E	Clear Data	***NOTE: This function is only available if OnTrak Enterprise is in Demo Mode.*** Opens a window that provides functionality to clear all data from the database ***WARNING: Ensure all data must be cleared from the database before using this function. This is typically used to clear sample data prior to licensing OnTrak Enterprise. If unsure, do not clear the data***
****NOTE: Remove the license file from its installation location to change OnTrak Enterprise's license status to not licensed (see Section 2.5 on page 26). Restore the license file to its installation folder to return OnTrak Enterprise's license status.***		

Table 3-2. Administration Page Elements Described

3.6.2.1 Users Page

The Users page is accessed by selecting **Users** in the Administration page. It displays a list of OnTrak Enterprise Users and provides the administrator the functionality to add, edit and delete users.

NOTE: The Administration page, sub-pages and functions are only available to OnTrak Enterprise administrators.

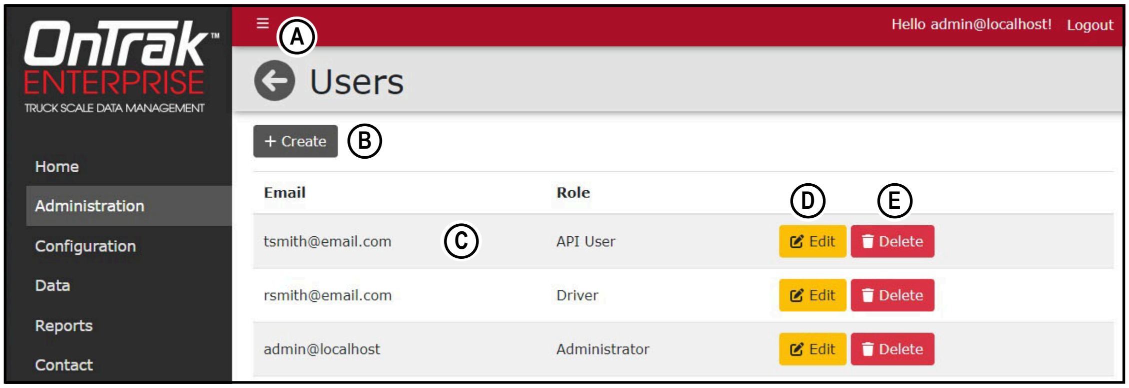

Figure 3-15. Users Page Elements

Item	Feature	Description
A	Back Button	Returns to previous page
B	+ Create Button	Opens the Create User page (see Section 5.1.3 on page 72)
C	Email and Role	Displays the email address and user role
D	Edit Button	Opens the Edit User page (see Section 5.1.4 on page 73)
E	Delete Button	Deletes the user (see Section 5.1.5 on page 74)

Table 3-3. Users Page Elements Described

3.6.2.2 Application Logs Page

The Application Logs page is accessed by selecting **Log Files** in the Administration page. The Application Logs page lists available JavaScript Object Notation (*.json) log files with dates as the file names.

NOTE: Administration page, sub-pages and functions are only available to OnTrak Enterprise administrators.

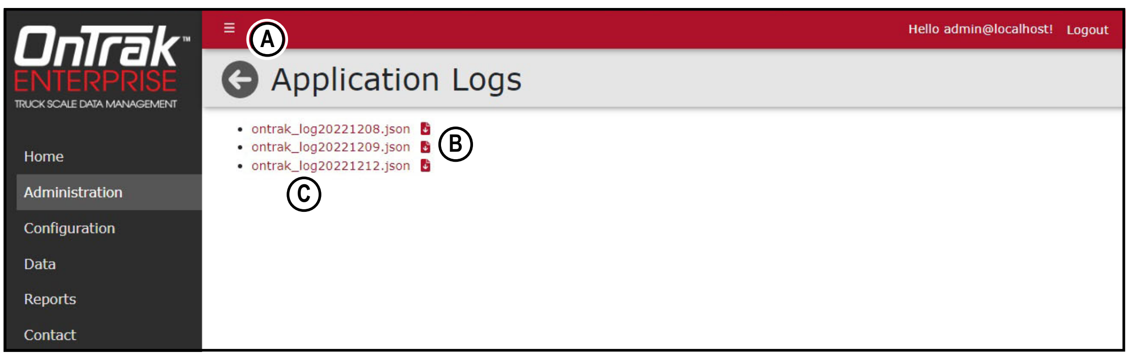

Figure 3-16. Application Logs Page Elements

Item	Feature	Description
A	Back Button	Returns to previous page
B	Download Button	Downloads log file (see Section 5.2 on page 75)
C	Log File Link	Opens log file in internet browser (see Section 5.2 on page 75)

Table 3-4. Application Logs Page Elements Described

3.6.2.3 License Plate Recognition Monitor Page

The License Plate Reader Monitor page is accessed by selecting **LPR Monitor** in the Administration page. The License Plate Recognition Monitor page lists results of reading a license plate from a vehicle.

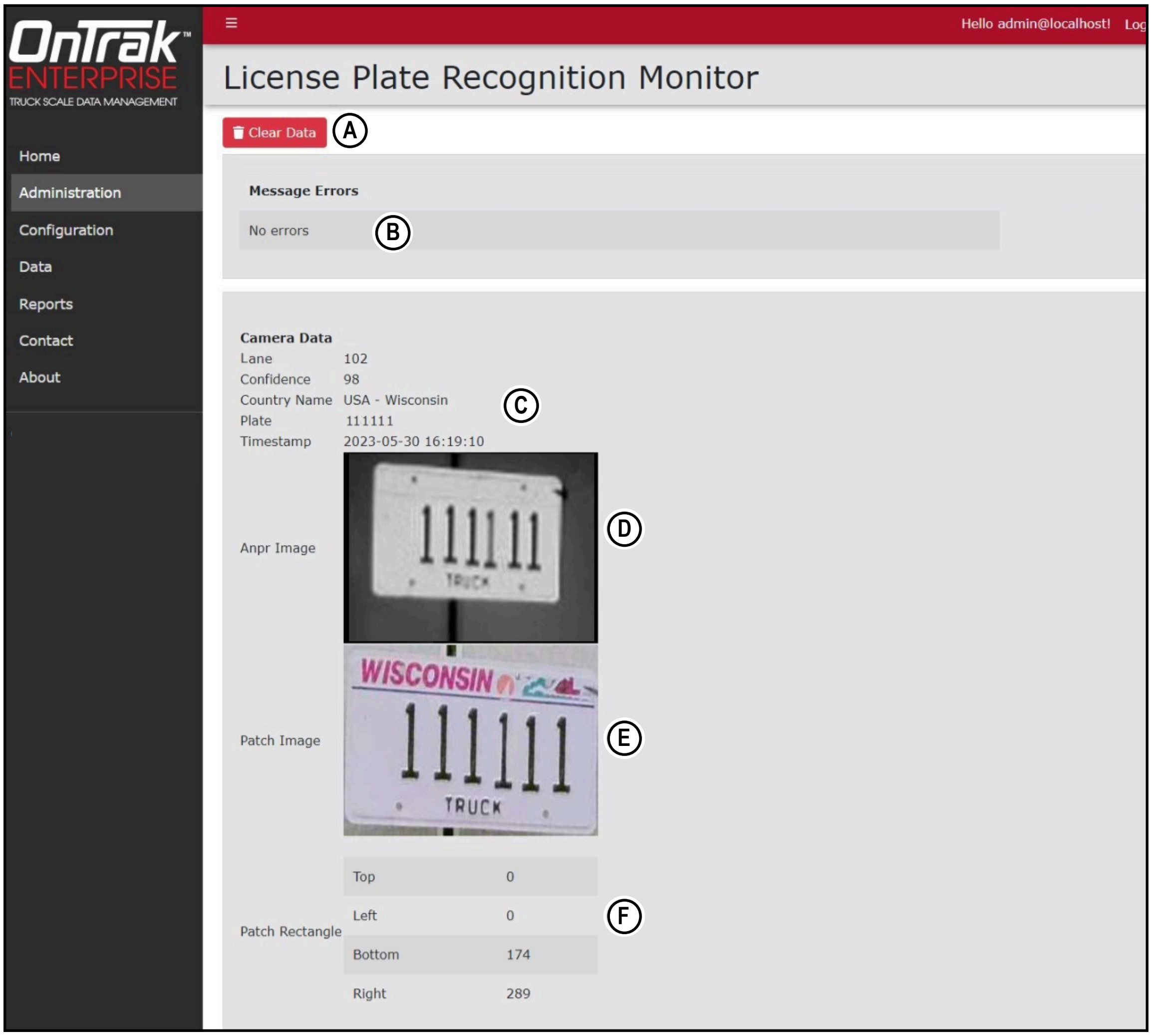

Figure 3-17. License Plate Recognition Monitor Page Elements

Item	Function	Description
A	Clear Data	Clears currently displayed license plate data (see Section 11.6.2 on page 158)
B	Message Errors	Typically displays validation errors relating to license plate reader camera configuration parameters from its software.
C	Camera data	• Lane: The Lane ID of the camera (see Section 11.1 on page 150) • Confidence: The percentage the license plate reader determines the license plate reading is correct (see Section 11.5 on page 156). • Country Name: The country and state the read from the license plate (for example, USA - Wisconsin) • Plate: The characters the camera identified as the license plate number • Timestamp: Date (YYYY-MM-DD) and time (24 hour format) images were taken
D	ANPR Image	Displays an image from the automatic number-plate recognition (ANRP) camera
E	Patch Image	Displays a color image from the patch camera
F	Patch Rectangle	Defines the pixel size for the license plate divided into four segments

Table 3-5. License Plate Recognition Monitor Elements Element Descriptions

3.6.3 Configuration Page

The Configuration page is selected from the Main menu and displays several large page buttons. Each page button opens a subsequent page that facilitates system configuration. For more information, see Section 6.0 on page 76.

NOTE: The Configuration page, sub-pages and functions are only available to OnTrak Enterprise administrators. Features may not appear if not licensed.

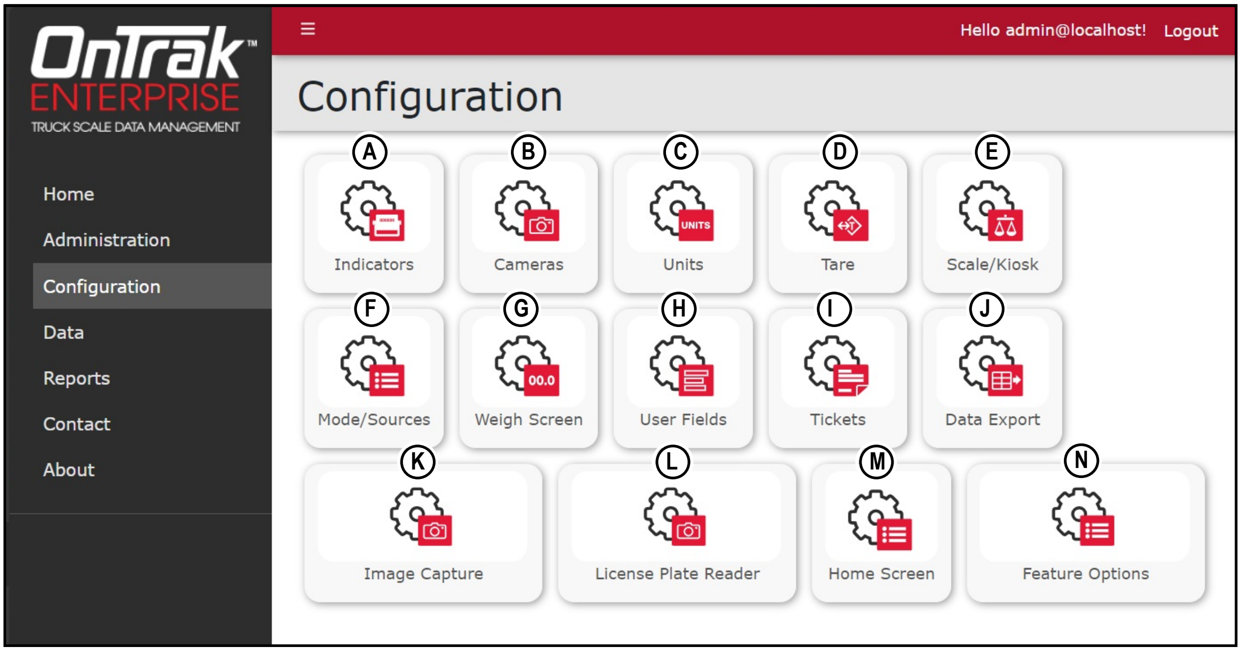

Figure 3-18. Configuration Page Elements

Item	Feature	Description
A	Indicators	Opens Indicators page (see Section 3.6.3.1 on page 37)
B	Cameras	Opens Cameras page (see Section 3.6.3.2 on page 38)
C	Units	Opens Units page (see Section 3.6.3.3 on page 39)
D	Tare	Opens Tare page (see Section 3.6.3.4 on page 39)
E	Scale/Kiosk	Opens Scale/Kiosk page (see Section 3.6.3.5 on page 40)
F	Mode/Sources	Opens Mode/Sources page (see Section 3.6.3.6 on page 41)
G	Weigh Screen	Opens Weigh Screen page (see Section 3.6.3.7 on page 42)
H	User Fields	Opens User Fields page (see Section 3.6.3.8 on page 43)
I	Tickets	Opens Tickets page (see Section 3.6.3.9 on page 44)
J	Data Export Templates	Opens Data Export page (see Section 3.6.3.10 on page 45)
K	Image Capture	Opens Image Capture page (see Section 3.6.3.11 on page 46)
L	License Plate Reader	Opens License Plate Reader page (see Section 3.6.3.12 on page 46)
M	Home Screen	Opens Home Screen page (see Section 3.6.3.13 on page 47)
N	Feature Options	Opens the Feature Options page (see Section 3.6.3.14 on page 47)

Table 3-6. Configuration Page Elements Described

3.6.3.1 Indicators Page

The Indicators page is accessed by selecting **Indicators** in the Configuration page. The Indicators page lists indicators connected to OnTrak Enterprise and provides functionality to add, delete, or configure indicators.

NOTE: Configuration page, sub-pages and functions are only available to OnTrak Enterprise administrators.

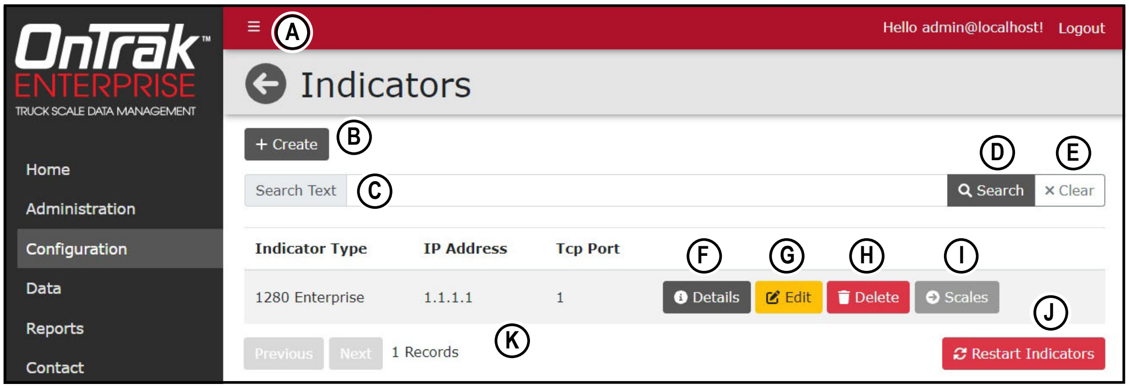

Figure 3-19. Indicators Page Elements

Item	Feature	Description
A	Back Button	Returns to previous page
B	+ Create Button	Opens Create Indicator page (see Section 6.1 on page 77)
C	Search Text Field	Provides text field to enter search terms
D	Search Button	Executes search function
E	Clear Button	Clears Search Text field
F	Details Button	Opens Indicator Details page (see Section 8.2 on page 135)
G	Edit Button	Opens Edit Indicator page (see Section 8.1 on page 134)
H	Delete Button	Opens Delete Indicator page (see Section 8.3 on page 136)
I	Scales Button	Opens Indicator Scales page (see Section 6.1.2 on page 78)
J	Restart Indicators Button	Opens Restart Indicators page (see Section 6.16 on page 103)
K	Configured Indicator Information	Displays indicator and connection information

Table 3-7. Indicators Page Elements Described

3.6.3.2 Cameras Page

The Cameras page is accessed by selecting **Cameras** in the Configuration page. The Cameras page lists cameras connected to scale and provides the functionality to add, edit, or delete cameras.

NOTE: Configuration page, sub-pages and functions are only available to OnTrak Enterprise administrators.

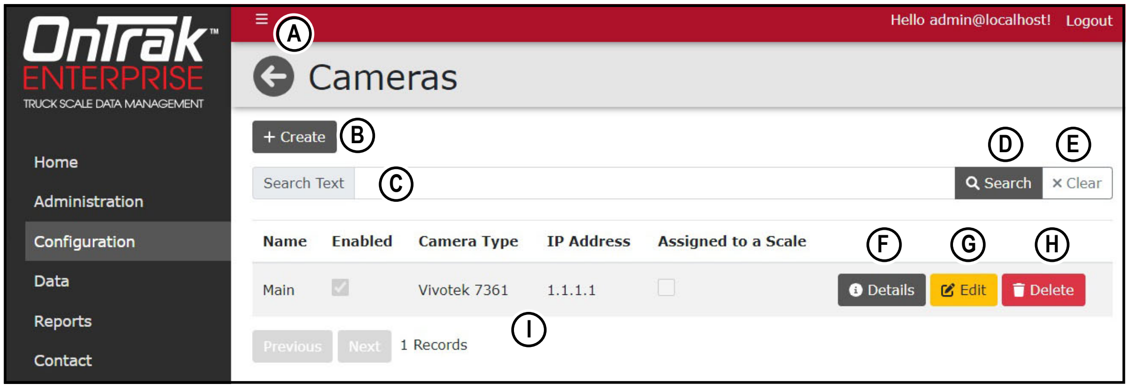

Figure 3-20. Cameras Page Elements

Item	Feature	Description
A	Back Button	Returns to previous page
B	+ Create Button	Opens Create Camera page (see Section 6.2.1 on page 81)
C	Search Text Field	Provides text field to enter search terms
D	Search Button	Executes search function
E	Clear Button	Clears Search Text field
F	Details Button	Opens Camera Details page
G	Edit Button	Opens Edit Camera page (see Section 8.2 on page 135)
H	Delete Button	Opens Edit Camera page (see Section 8.3 on page 136)
I	Information	Displays camera and connection information

Table 3-8. Cameras Page Elements Described

3.6.3.3 Units Page

The Units page is accessed by selecting **Units** in the Configuration page. The Units page lists the scale operating units and provides the functionality to edit the unit type.

NOTE: Configuration page, sub-pages and functions are only available to OnTrak Enterprise administrators.

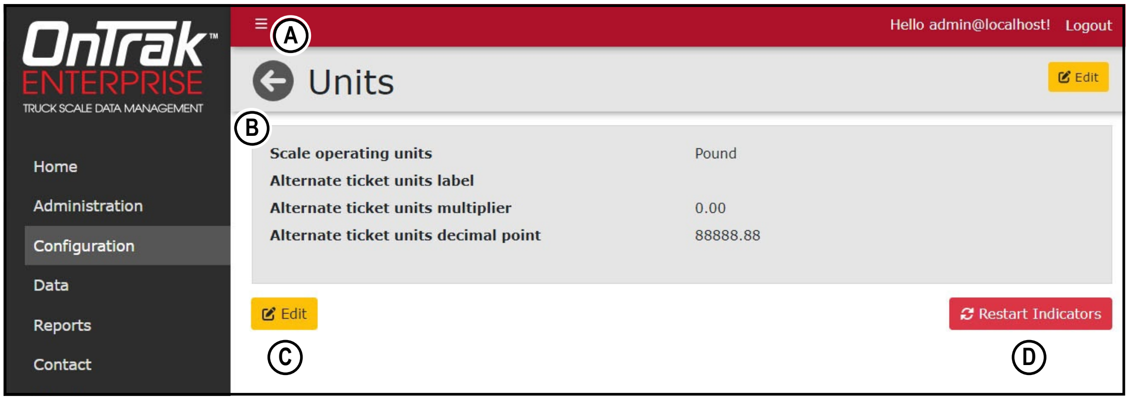

Figure 3-21. Units Page Elements

Item	Feature	Description
A	Back Button	Returns to previous page
B	Unit Configuration Information	Displays unit configuration
C	Edit Button	Opens Edit Units page (see Section 6.3 on page 87)
D	Restart Indicators Button	Restarts indicators attached to the system (see Section 6.16 on page 103)

Table 3-9. Units Page Elements Described

3.6.3.4 Tare Page

The Tare page is accessed by selecting **Tare** in the Configuration page. The Tare page lists the current tare configuration and provides editing functionality.

NOTE: Configuration page, sub-pages and functions are only available to OnTrak Enterprise administrators.

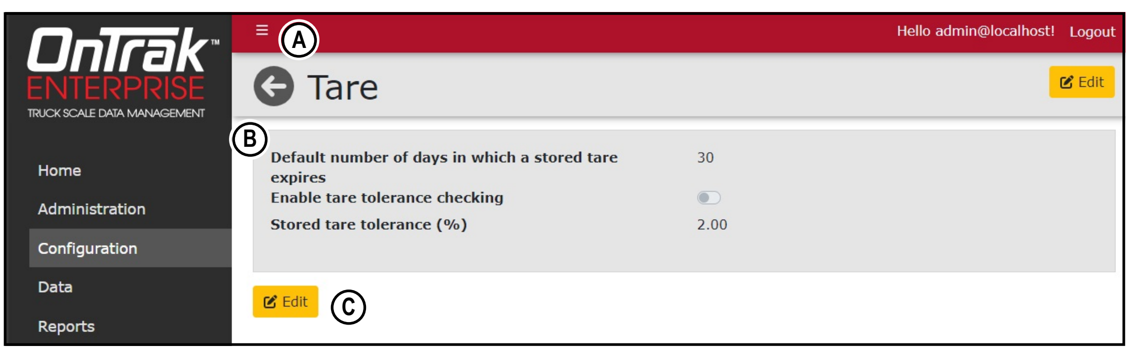

Figure 3-22. Tare Page Elements

Item	Feature	Description
A	Back Button	Returns to previous page
B	Tare Configuration Information	Lists tare configuration
C	Edit Button	Opens Edit Tare page (see Section 6.4 on page 88)

Table 3-10. Tare Page Elements Described

3.6.3.5 Scale/Kiosk Page

The Scale/Kiosk page is accessed by selecting **Scale/Kiosk** in the Configuration page. The Scale/Kiosk page lists the current configuration and provides editing functionality.

NOTE: Configuration page, sub-pages and functions are only available to OnTrak Enterprise administrators.

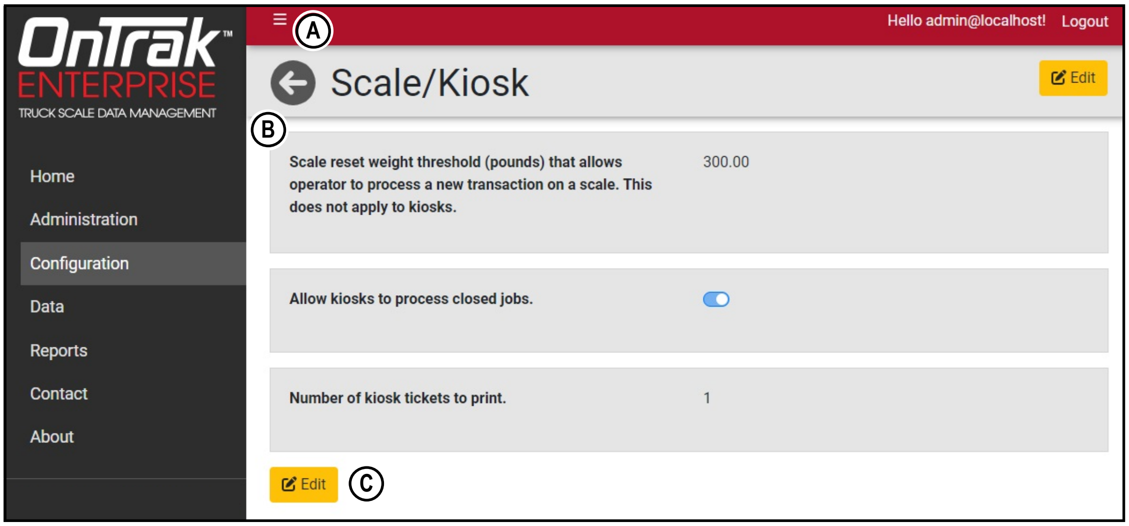

Figure 3-23. Scale/Kiosk Page Elements

Item	Feature	Description
A	Back Button	Returns to previous page
B	Scale/Kiosk Configuration Information	Lists scale/kiosk configuration
C	Edit Button	Opens Edit Scale/Kiosk page (see Section 6.5 on page 89)

Table 3-11. Scale/Kiosk Page Elements Described

3.6.3.6 Transaction Mode/Sources Page

The Transaction Mode/Sources page is accessed by selecting **Mode/Sources** in the Configuration page. The Transaction Mode/Sources page lists the current configuration and provides editing functionality.

NOTE: Configuration page, sub-pages and functions are only available to OnTrak Enterprise administrators.

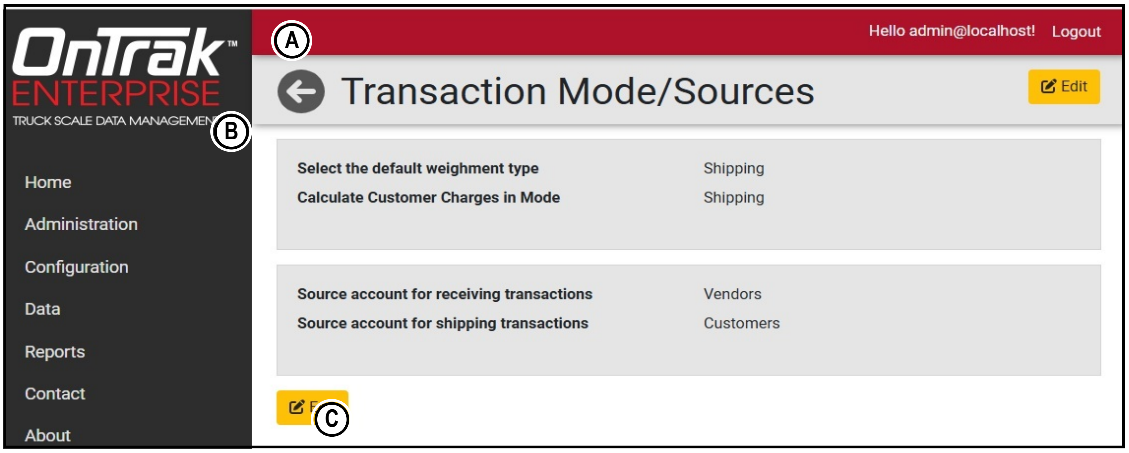

Figure 3-24. Mode/Sources Page Elements

Item	Feature	Description
A	Back Button	Returns to previous page
B	Mode/Sources Configuration Information	Lists mode/sources configuration
C	Edit Button	Opens Edit Transaction Mode/Sources page (see Section 6.6 on page 90)

Table 3-12. Mode/Sources Page Elements Described

3.6.3.7 Weigh Screen Page

The Weigh Screen page is accessed by selecting **Weigh Screen** in the Configuration page. The Weigh Screen page lists the current configuration and provides editing functionality.

NOTE: Configuration page, sub-pages and functions are only available to OnTrak Enterprise administrators.

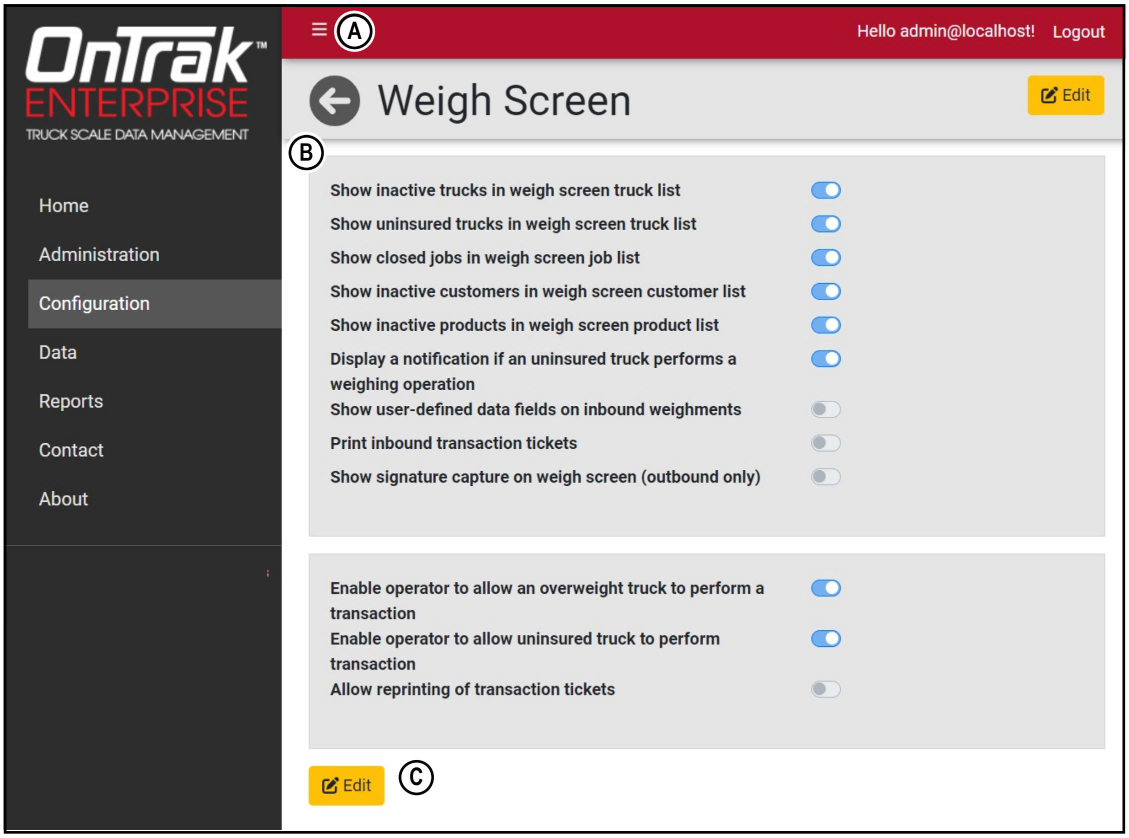

Figure 3-25. Weigh Screen Page Elements

Item	Feature	Description
A	Back Button	Returns to previous page
B	Weigh Screen Configuration Information	Lists weigh screen configuration
C	Edit Button	Opens Edit Weigh Screen page (see Section 6.8 on page 92)

Table 3-13. Weigh Screen Page Elements Described

3.6.3.8 User Fields Page

The User Fields page is accessed by selecting **User Fields** in the Configuration page. The User Fields page lists the current configuration and provides editing functionality.

NOTE: Configuration page, sub-pages and functions are only available to OnTrak Enterprise administrators.

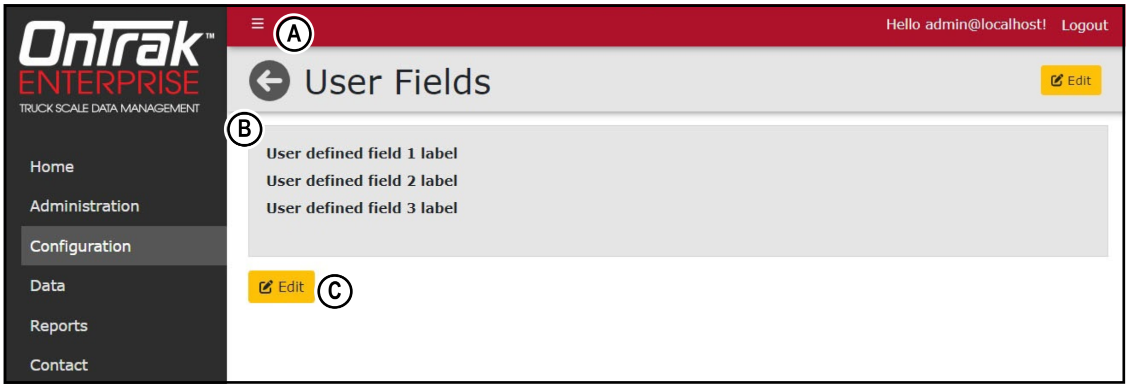

Figure 3-26. User Fields Page Elements

Item	Feature	Description
A	Back Button	Returns to previous page
B	User Field Configuration Information	Lists user field configuration
C	Edit Button	Opens Edit User Fields page (see Section 6.9 on page 93)

Table 3-14. User Fields Page Elements Described

3.6.3.9 Ticket Configuration Page

The Tickets Configuration page is accessed by selecting **Tickets** in the Configuration page. The Ticket Configuration page lists the current configuration and provides editing functionality.

NOTE: Configuration page, sub-pages and functions are only available to OnTrak Enterprise administrators.

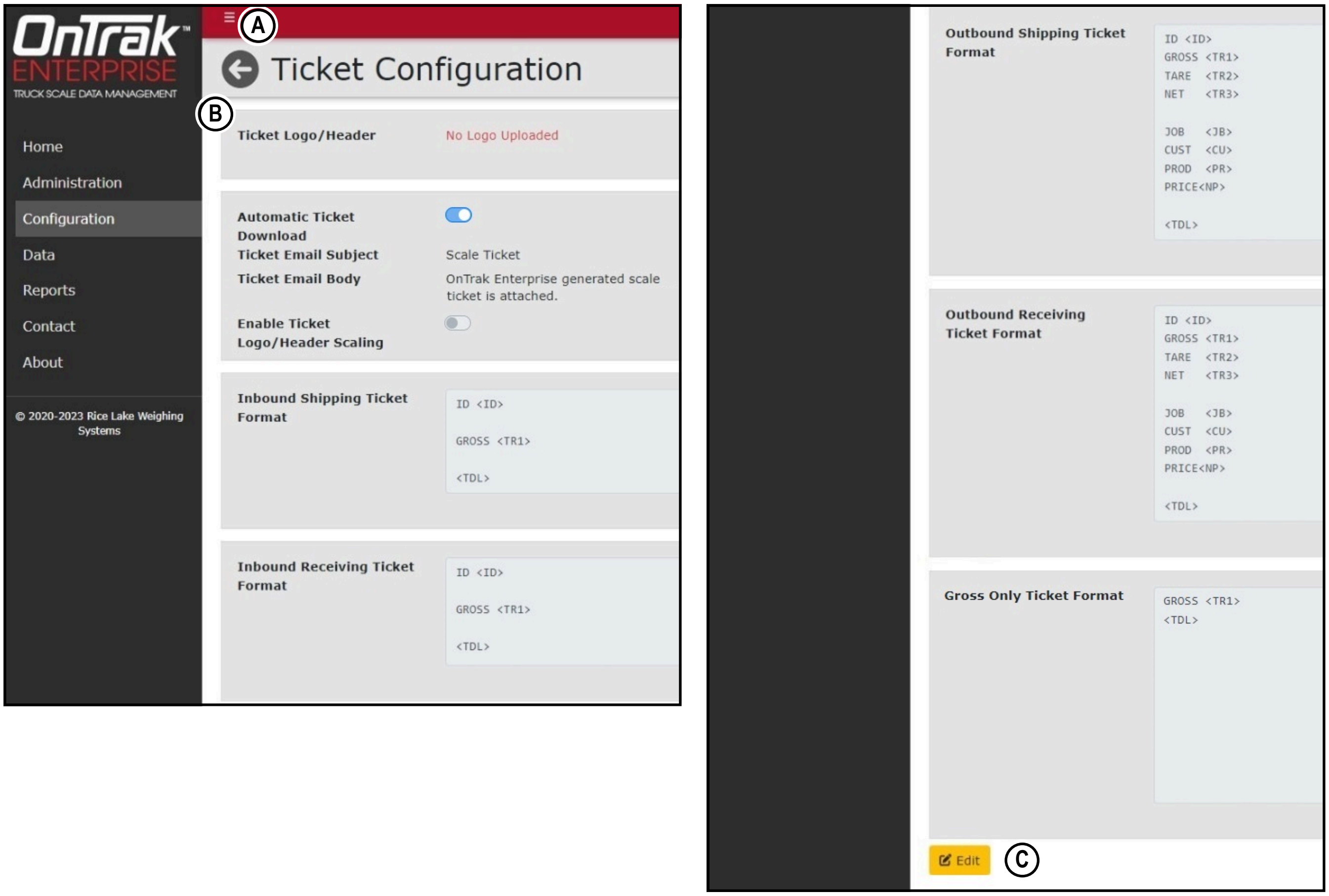

Figure 3-27. Tickets Page Elements

Item	Feature	Description
A	Back Button	Returns to previous page
B	Ticket Configuration Information	Lists ticket configuration
C	Edit button	Opens Edit Ticket Configuration page (see Section 6.10 on page 94)

Table 3-15. Tickets Page Elements Described

3.6.3.10 Data Export Page

The Data Export Templates page is accessed by selecting **Data Export** in the Configuration page. The Data Export Templates page lists the current configuration and provides the functionality to create, edit or delete data export templates. Data Export Template is commonly selected in the Outbound Transaction page.

NOTE: Configuration page, sub-pages and functions are only available to OnTrak Enterprise administrators.

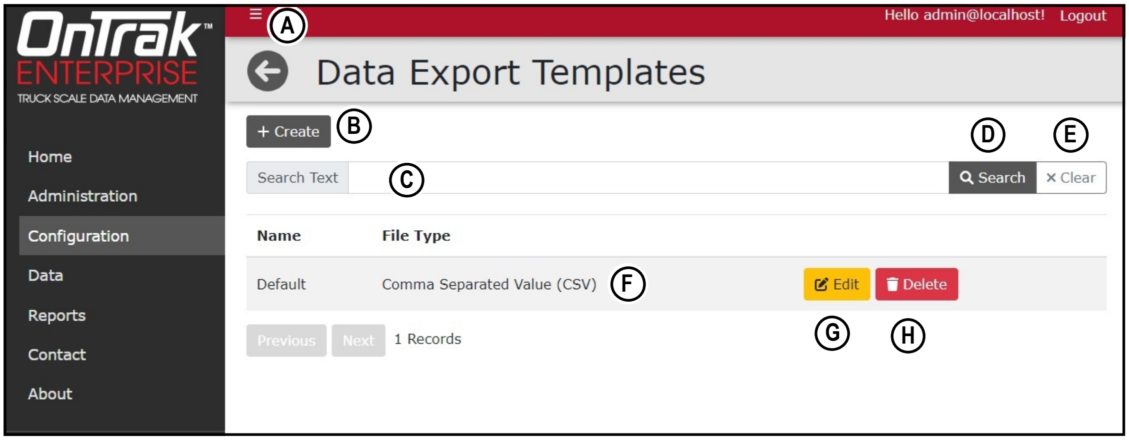

Figure 3-28. Data Export Page Elements

Item	Feature	Description
A	Back Button	Returns to previous page
B	+ Create Button	Opens Create Data Export Template page (see Section 6.11 on page 96)
C	Search Text Field	Provides text field to enter search terms
D	Search Button	Executes search function
E	Clear Button	Clears Search Text field
F	Template Entry	Displays information about the available export templates
G	Edit Button	Opens Edit Data Export Template pages (see Section 8.1 on page 134)
H	Delete Button	Opens Delete Data Export Template (see Section 8.3 on page 136)

Table 3-16. Data Export Page Elements Described

3.6.3.11 Image Capture Page

The Image Capture page is accessed by selecting **Image Capture** in the Configuration page. The Image Capture page lists the current configuration and provides editing functionality.

NOTE: Configuration page, sub-pages and functions are only available to OnTrak Enterprise administrators.

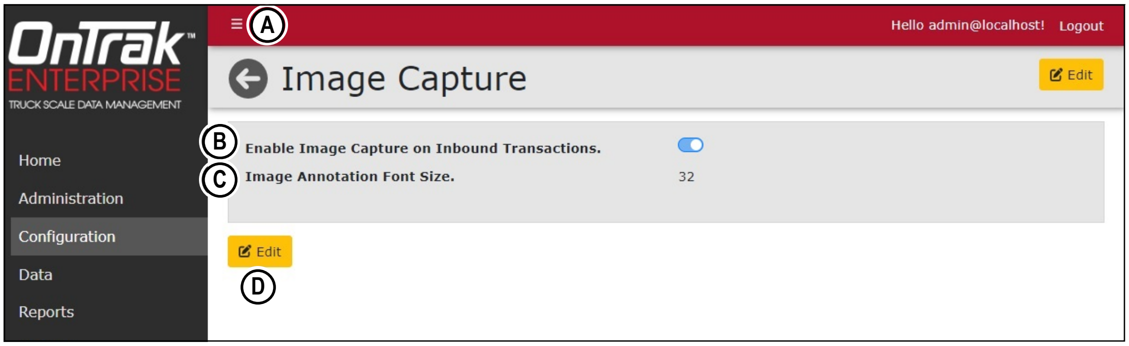

Figure 3-29. Image Capture Page Elements

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Item	Feature	Description
A	Back Button	Returns to previous page
B	Image Capture Configuration Information	Lists Image Capture Configuration
C	Image Annotation Font Size	Configures font size in image annotations
D	Edit Button	Opens Edit Image Capture page (see Section 6.12 on page 97)

Table 3-17. Image Capture Page Elements Described

3.6.3.12 License Plate Reader Page

The License Plate Reader page is accessed by selecting **License Plate Reader** in the Configuration page. The License Plate Reader page lists the current configuration and provides editing functionality.

NOTE: Configuration page, sub-pages and functions are only available to OnTrak Enterprise administrators.

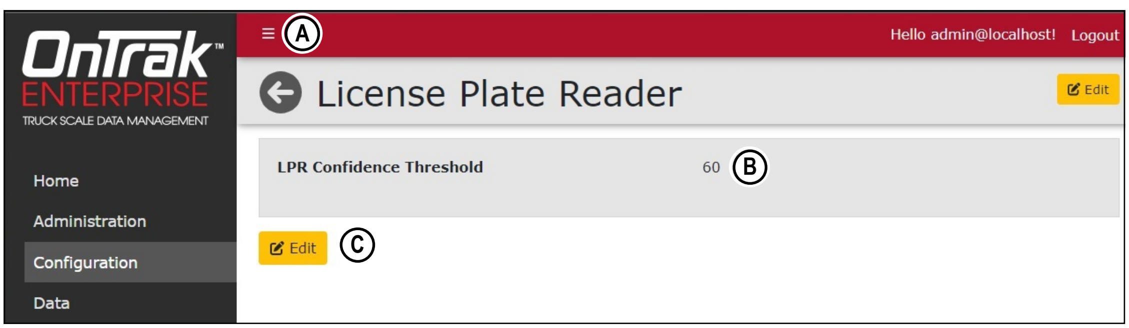

Figure 3-30. Image Capture Page Elements

:

Item	Feature	Description
A	Back Button	Returns to previous page
B	LPR Confidence Threshold	This parameter sets the minimum required confidence value received from the camera in order for OnTrak to process license plate data. ***NOTE: The confidence value is a result OnTrak Enterprise receives from the license plate reader that indicates how accurate the recognition of each is.***
C	Edit Button	Opens Edit License Plate Reader page (see Section 11.5 on page 156)

Table 3-18. Image Capture Page Elements Described

3.6.3.13 Home Screen

The Home Screen page is accessed by selecting **Home Screen** in the Configuration page. The Home Screen page lists the current dashboard configuration and provides editing functionality.

NOTE: Configuration page, sub-pages and functions are only available to OnTrak Enterprise administrators.

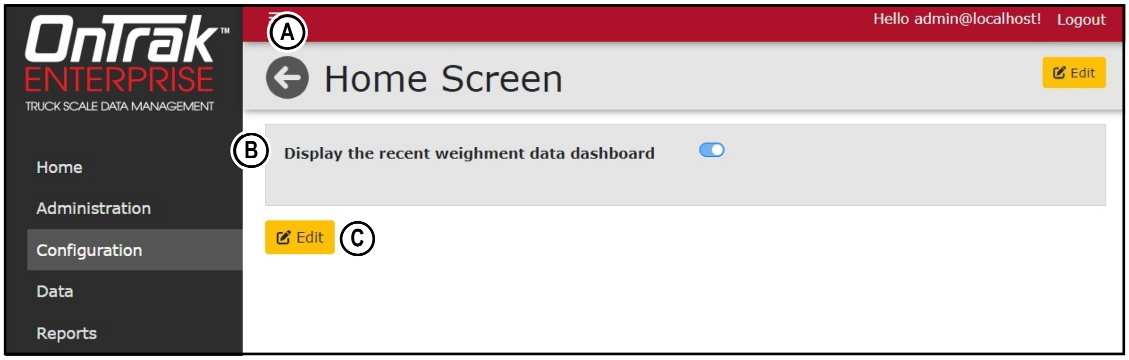

Figure 3-31. Home Screen Page Elements

:

Item	Feature	Description
A	Back Button	Returns to previous page
B	Dashboard Configuration Information	Lists dashboard configuration status
C	Edit Button	Opens Edit Home Screen page (see Section 6.13 on page 98)

Table 3-19. Image Capture Page Elements Described

3.6.3.14 Feature Options

The Features Options page is accessed by selecting **Feature Options** in the Configuration page. The Feature Options lists additional options that may be configured.

NOTE: Configuration page, sub-pages and functions are only available to OnTrak Enterprise administrators.

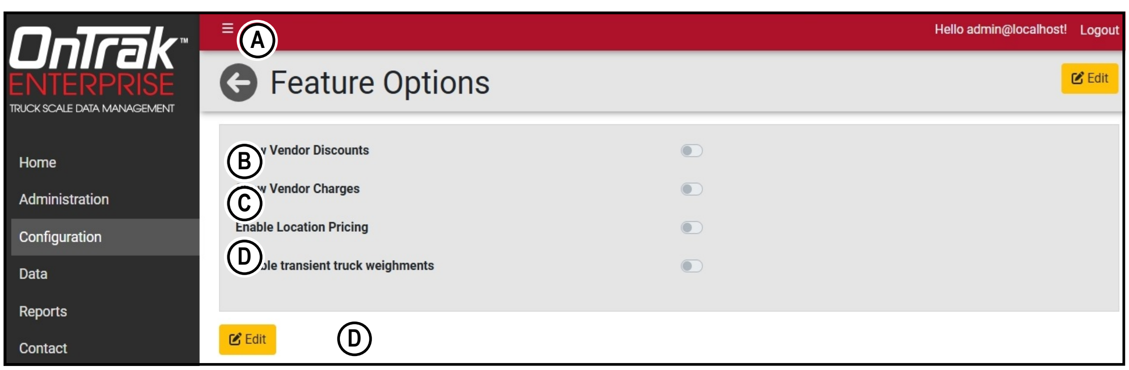

Figure 3-32. Feature Option Page Elements

:

Item	Feature	Description
A	Back Button	Returns to previous page
B	Show Vendor Discounts	Enables or disables Vendor Discounts configuration (Section 3.6.4.5 on page 53)
C	Show Vendor Charges	Enables or disables Vendor Charges configuration (Section 3.6.4.5 on page 53)
D	Enable Location Pricing	Enables or disables Location pricing (Section 3.6.4.4 on page 52 and Section 7.5 on page 109)
E	Edit Button	Opens Edit Feature Options page (see Section 6.14 on page 99)

Table 3-20. Feature Options Page Elements Described

3.6.4 Data Page

The Data page is selected from the Main menu and displays several large page buttons. Each page button opens a subsequent page that facilitates system database management. For more information, see Section 7.0 on page 104.

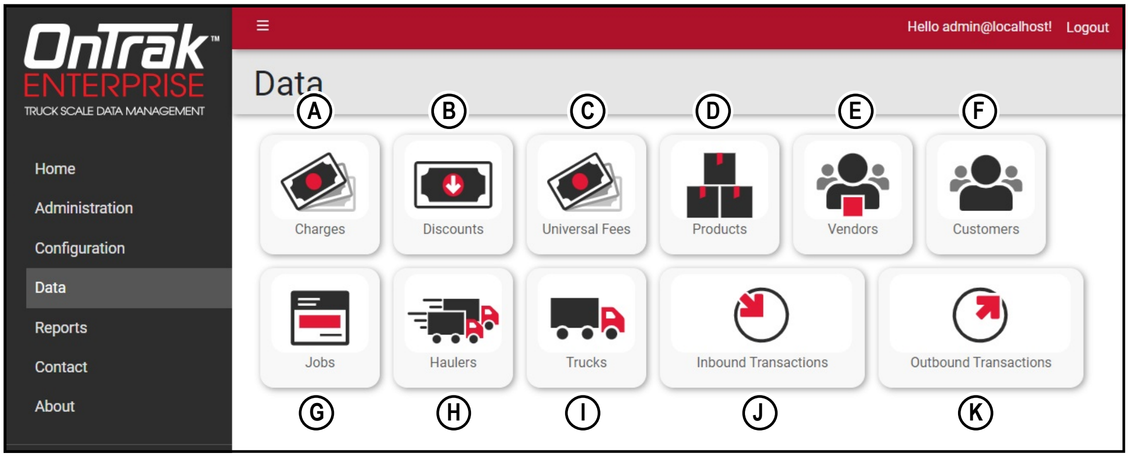

Figure 3-33. Data Page Elements

Item	Feature	Description
A	Charges	Opens the Charges page. Allows configuration of charges in the database (see Section 3.6.4.1 on page 49)
B	Discounts	Opens the Discounts page. Allows configuration of discounts in the database (see Section 3.6.4.3 on page 51)
C	Universal Fees	Opens the Universal Fees page. Allows configuration of fees that can be applied to Vendors (see Section 3.6.4.2 on page 50)
D	Products	Opens the Products page. Allows configuration of products in the database (see Section 3.6.4.4 on page 52)
E	Vendors	Opens the Vendors page. Allows configuration of vendors in the database (see Section 3.6.4.5 on page 53)
F	Customers	Opens the Customers page. Allows configuration of customers in the database (see Section 3.6.4.6 on page 54)
G	Jobs	Opens the Jobs page. Allows configuration of jobs in the database (see Section 3.6.4.7 on page 55)
H	Haulers	Opens the Haulers page. Allows configuration of haulers in the database (see Section 3.6.4.8 on page 56)
I	Trucks	Opens the Trucks page. Allows configuration of trucks in the database (see Section 3.6.4.9 on page 57)
J	Inbound Transactions	Opens the Inbound Transactions page. Allows configuration of inbound transactions in the database (see Section 3.6.4.10 on page 58)
K	Outbound Transactions	Opens the Outbound Transactions page. Allows configuration of outbound transactions in the database (see Section 3.6.4.11 on page 59)

Table 3-21. Data Page Elements Described

3.6.4.1 Charges Page

The Charges page is accessed by selecting **Charges** in the Data page. The Charges page lists the current configuration and provides the functionality to create, edit and delete charges.

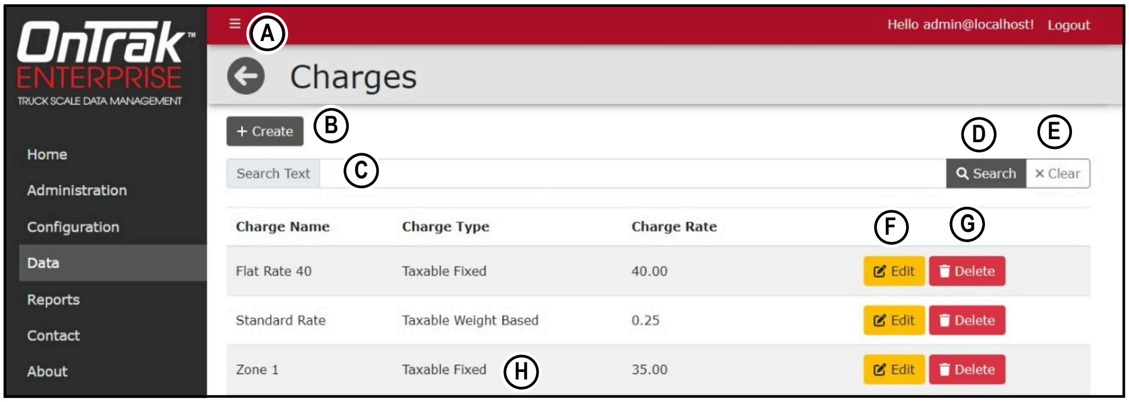

Figure 3-34. Charges Page Elements

Item	Feature	Description
A	Back Button	Returns to previous page
B	+ Create Button	Opens the Create Charge page (see Section 7.1 on page 105)
C	Search Text Field	Provides text field to enter search terms
D	Search Button	Executes search function
E	Clear Button	Clears Search Text field
F	Edit Button	Opens the edit page for the applicable item (see Section 8.1 on page 134)
G	Delete Button	Initiates the delete function for the applicable item (see Section 8.3 on page 136)
H	Charge Entry	Displays information about the available Charges

Table 3-22. Charges Page Elements Described

3.6.4.2 Universal Fees

The Universal Fees page is accessed by selecting **Universal Fees** in the Data page. The Universal Fees page lists the current configuration and provides the functionality to create, edit and delete universal fees. Universal Fees can be applied to Vendors as supplemental fees for Received transactions.

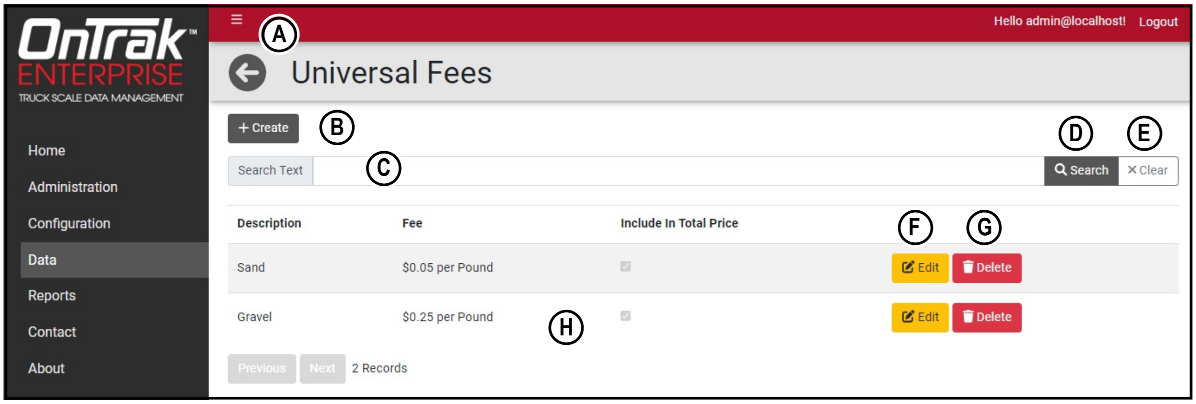

Figure 3-35. Universal Fees Page Elements

Item	Feature	Description
A	Back Button	Returns to previous page
B	+ Create Button	Opens the Create Universal Fees page (see Section 7.3 on page 107)
C	Search Text Field	Provides text field to enter search terms
D	Search Button	Executes search function
E	Clear Button	Clears Search Text field
F	Edit Button	Opens the edit page for the applicable item (see Section 8.1 on page 134)
G	Delete Button	Initiates the delete function for the applicable item (see Section 8.3 on page 136)
H	Universal Fee Entry	Displays information about the available Discounts

Table 3-23. Universal Fees Elements Described

3.6.4.3 Discounts Page

The Discounts page is accessed by selecting **Discounts** in the Data page. The Discounts page lists the current configuration and provides the functionality to create, edit and delete discounts.

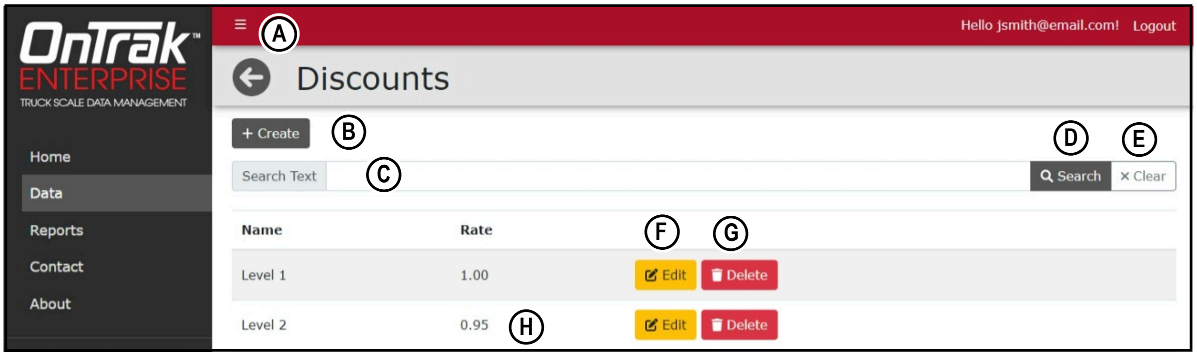

Figure 3-36. Discounts Page Elements

Item	Feature	Description
A	Back Button	Returns to previous page
B	+ Create Button	Opens the Create Discount page (see Section 7.2 on page 106)
C	Search Text Field	Provides text field to enter search terms
D	Search Button	Executes search function
E	Clear Button	Clears Search Text field
F	Edit Button	Opens the edit page for the applicable item (see Section 8.1 on page 134)
G	Delete Button	Initiates the delete function for the applicable item (see Section 8.3 on page 136)
H	Discount Entry	Displays information about the available Discounts

Table 3-24. Discounts Page Elements Described

3.6.4.4 Products Page

The Products page is accessed by selecting **Products** in the Data page. The Products page lists the current configuration and provides the functionality to view details, create, edit and delete products. In addition, product charges may be assigned from this page.

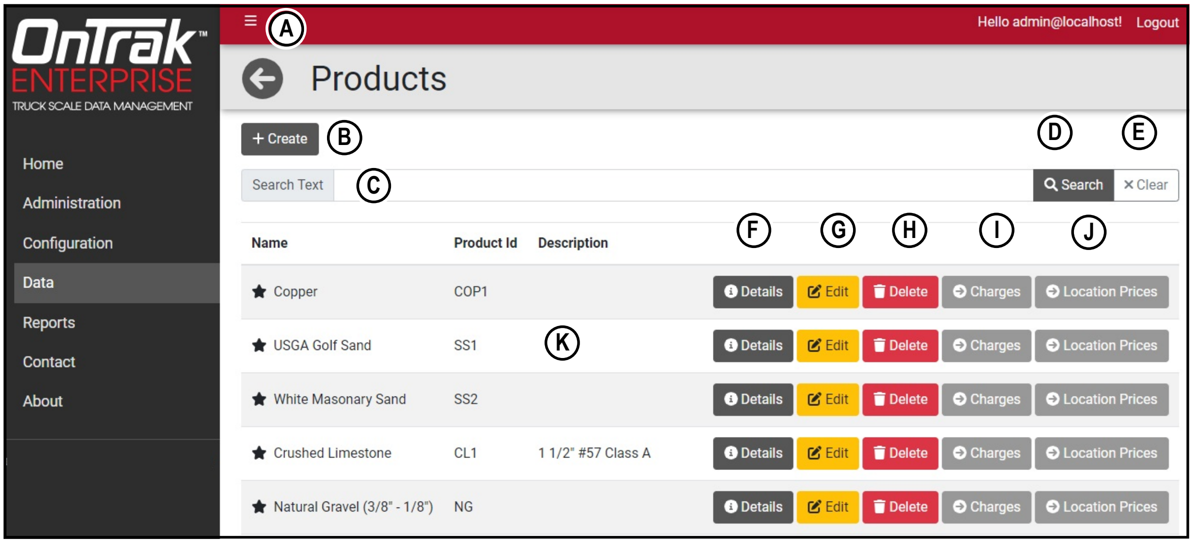

Figure 3-37. Products Page Elements

Item	Feature	Description
A	Back Button	Returns to previous page
B	+ Create Button	Opens the Create Products page (see Section 7.4 on page 108)
C	Search Text Field	Provides text field to enter search terms
D	Search Button	Executes search function
E	Clear Button	Clears Search Text field
F	Details Button	Opens the details page for the applicable item (see Section 8.2 on page 135)
G	Edit Button	Opens the edit page for the applicable item (see Section 8.1 on page 134)
H	Delete Button	Initiates the delete function for the applicable item (see Section 8.3 on page 136)
I	Charges Button	Opens the Product Charges page (see Section 7.13.1 on page 120)
J	Location Prices	Opens the Location Prices page (see Section 7.5 on page 109).
K	Product Entry	Displays information about the available Products

Table 3-25. Products Page Elements Described

3.6.4.5 Vendors Page

The Vendors page is accessed by selecting **Vendors** in the Data page. The Vendors page lists the current configuration and provides the functionality to view details, create, edit and delete vendors. In addition, product discounts may be assigned from this page.

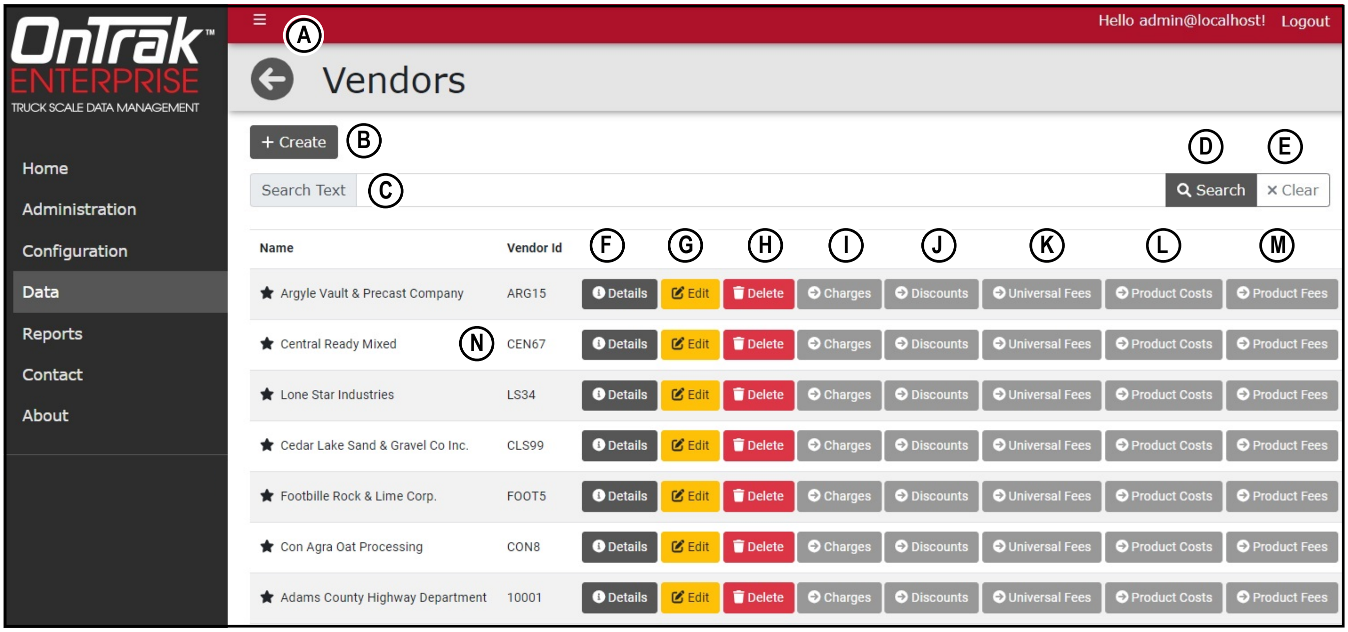

Figure 3-38. Vendors Page Elements

Item	Feature	Description
A	Back Button	Returns to previous page
B	+ Create Button	Opens the Create Vendor page (see Section 7.6 on page 110)
C	Search Text Field	Provides text field to enter search terms
D	Search Button	Executes search function
E	Clear Button	Clears Search Text field
F	Details Button	Opens the details page for the applicable item (see Section 8.2 on page 135)
G	Edit Button	Opens the edit page for the applicable item (see Section 8.1 on page 134)
H	Delete Button	Initiates the delete function for the applicable item (see Section 8.3 on page 136)
I	Charges Button	Opens the Vendor Charges page (see Section 7.13.1 on page 120) ***NOTE: The Costs button is hidden if the Show Vendor Costs parameter is disabled (see Section 6.14 on page 99).*** ***NOTE: This function is deprecated and replaced with Product Fees.***
J	Discounts Button	Opens the Vendor Product Discounts page (see Section 7.13.2 on page 121) ***NOTE: The Discounts button is hidden if the Show Vendor Discounts parameter is disabled (see Section 6.14 on page 99).*** ***NOTE: This function is deprecated and replaced with Product Costs.***
K	Universal Fees Button	Opens the Universal Vendor Fees page (see Section 7.13.3 on page 122)
L	Product Costs Button	Opens the Vendor Product Costs page (see Section 7.7 on page 112)
M	Product Fees Button	Opens the Vendor Product Fees page (see Section 7.8 on page 113)
N	Vendor Entry	Displays information about the available Vendors

Table 3-26. Vendors Page Elements Described

3.6.4.6 Customers Page

The Customers page is accessed by selecting **Customers** in the Data page. The Customers page lists the current configuration and provides the functionality to view details, create, edit and delete customers. In addition, customer discounts may be assigned from this page.

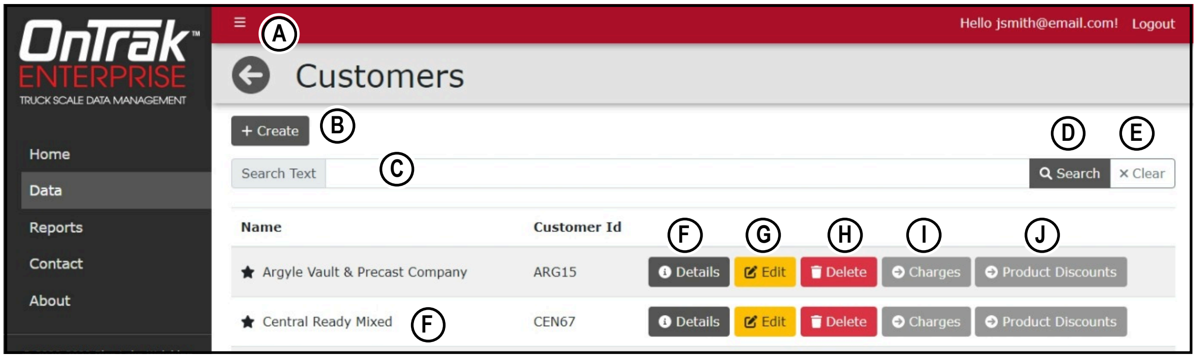

Figure 3-39. Customers Page Elements

Item	Feature	Description
A	Back Button	Returns to previous page
B	+ Create Button	Opens the Create Customer page (see Section 7.9 on page 114)
C	Search Text Field	Provides text field to enter search terms
D	Search Button	Executes search function
E	Clear Button	Clears Search Text field
F	Details Button	Opens the details page for the applicable item (see Section 8.2 on page 135)
G	Edit Button	Opens the edit page for the applicable item (see Section 8.1 on page 134)
H	Delete Button	Initiates the delete function for the applicable item (see Section 8.3 on page 136)
I	Charges Button	Opens the Customer Charges page (see Section 7.13.1 on page 120)
J	Product Discounts Button	Opens the Customer Product Discounts page (see Section 7.13.2 on page 121)
K	Customer Entry	Displays information about the available Customers

Table 3-27. Customers Page Elements Described

3.6.4.7 Jobs Page

The Jobs page is accessed by selecting **Jobs** in the Data page. The Jobs page lists the current configuration and provides the functionality to view details, create, edit and delete jobs. In addition, job charges may be assigned from this page.

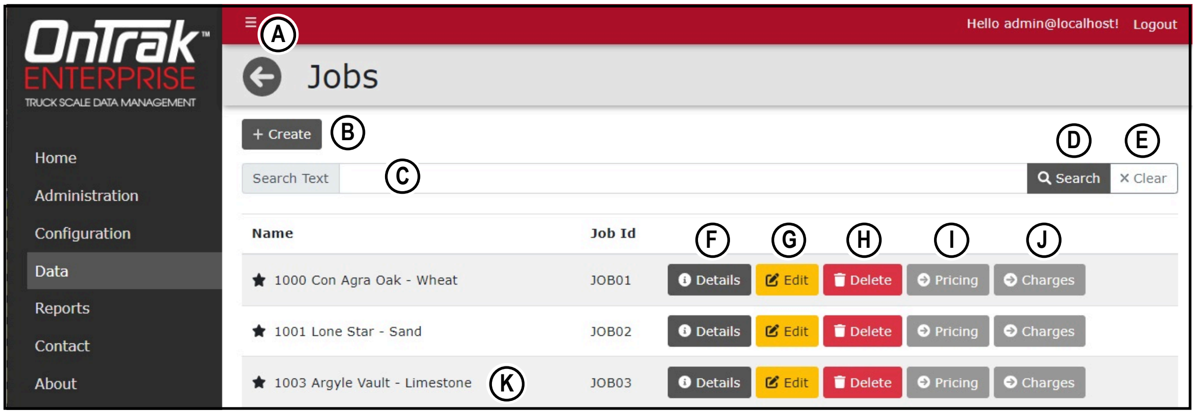

Figure 3-40. Jobs Page Elements

Item	Feature	Description
A	Back Button	Returns to previous page
B	+ Create Button	Opens the Create Job page (see Section 7.10 on page 116)
C	Search Text Field	Provides text field to enter search terms
D	Search Button	Executes search function
E	Clear Button	Clears Search Text field
F	Details Button	Opens the details page for the applicable item (see Section 8.2 on page 135)
G	Edit Button	Opens the edit page for the applicable item (see Section 8.1 on page 134)
H	Delete Button	Initiates the delete function for the applicable item (see Section 8.3 on page 136)
I	Pricing Button	Opens the Job Pricing page (see Section 7.13.4 on page 123)
J	Charges Button	Opens the Job Charges page (see Section 7.13.1 on page 120)
K	Job Entry	Displays information about the available Jobs

Table 3-28. Jobs Page Elements Described

3.6.4.8 Haulers Page

The Haulers page is accessed by selecting **Haulers** in the Data page. The Haulers page lists the current configuration and provides the functionality to view details, create, edit and delete haulers. In addition, hauler trucks may be assigned from this page.

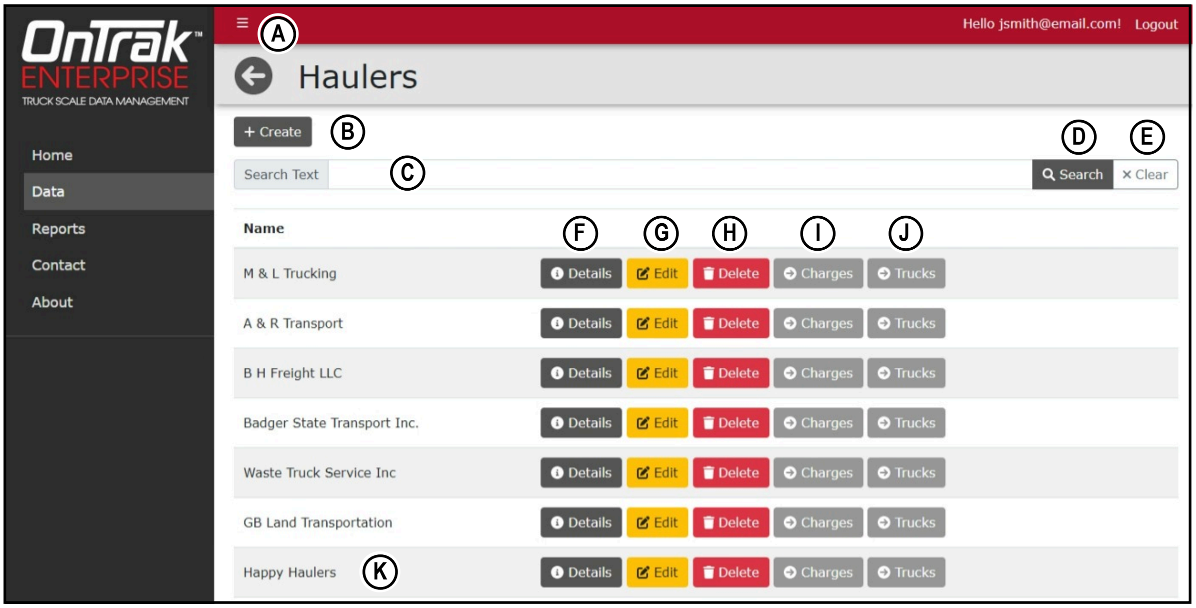

Figure 3-41. Haulers Page Elements

Item	Feature	Description
A	Back Button	Returns to previous page
B	+ Create Button	Opens the Create Haulers page (see Section 7.11 on page 117)
C	Search Text Field	Provides text field to enter search terms
D	Search Button	Executes search function
E	Clear Button	Clears Search Text field
F	Details Button	Opens the details page for the applicable item (see Section 8.2 on page 135)
G	Edit Button	Opens the edit page for the applicable item (see Section 8.1 on page 134)
H	Delete Button	Initiates the delete function for the applicable item (see Section 8.3 on page 136)
I	Charges Button	Opens the Hauler Charges page (see Section 7.13.1 on page 120)
J	Trucks Button	Opens the Hauler Trucks page (see Section 7.13.5 on page 124)
K	Hauler Entry	Displays information about the available Haulers

Table 3-29. Haulers Page Elements Described

3.6.4.9 Trucks Page

The Trucks page is accessed by selecting **Trucks** in the Data page. The Trucks page lists the current configuration and provides the functionality to view details, create, edit and delete trucks.

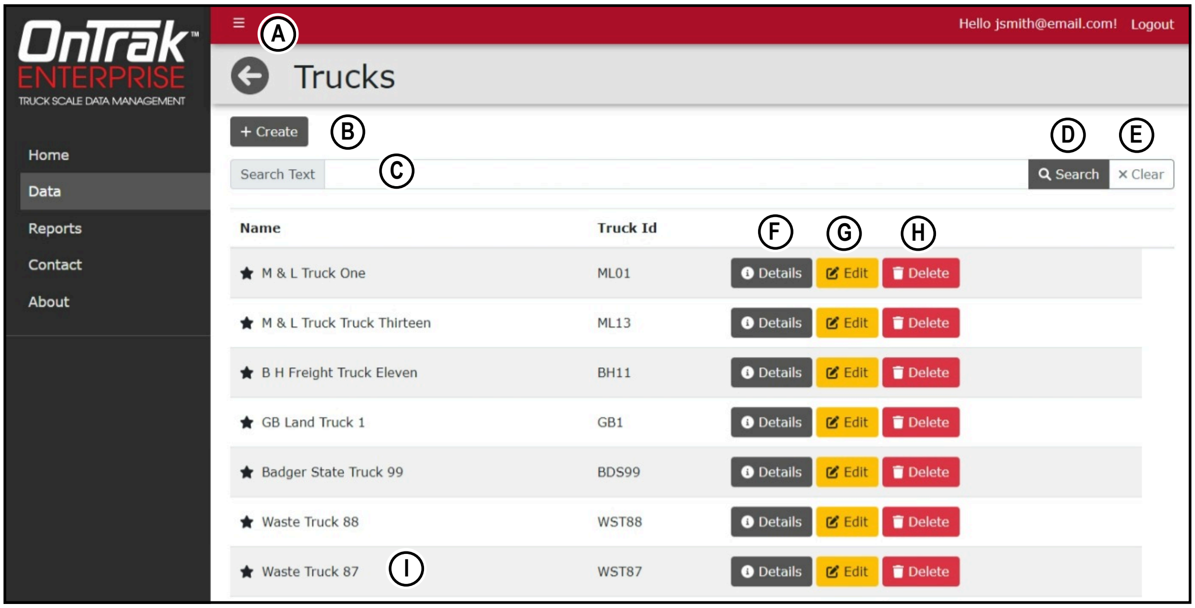

Figure 3-42. Trucks Page Elements

Item	Feature	Description
A	Back Button	Returns to previous page
B	+ Create Button	Opens the Create Truck page (see Section 7.12 on page 118)
C	Search Text Field	Provides text field to enter search terms
D	Search Button	Executes search function
E	Clear Button	Text Field
F	Details Button	Opens the details page for the applicable item (see Section 8.2 on page 135)
G	Edit Button	Opens the edit page for the applicable item (see Section 8.1 on page 134)
H	Delete Button	Initiates the delete function for the applicable item (see Section 8.3 on page 136)
I	Truck Entry	Displays information about the available Trucks

Table 3-30. Trucks Page Elements Described

3.6.4.10 Inbound Weighments Page

The Inbound Weighments page is accessed by selecting **Inbound Transactions** in the Data page. The Inbound Weighments page lists inbound transactions and their details.

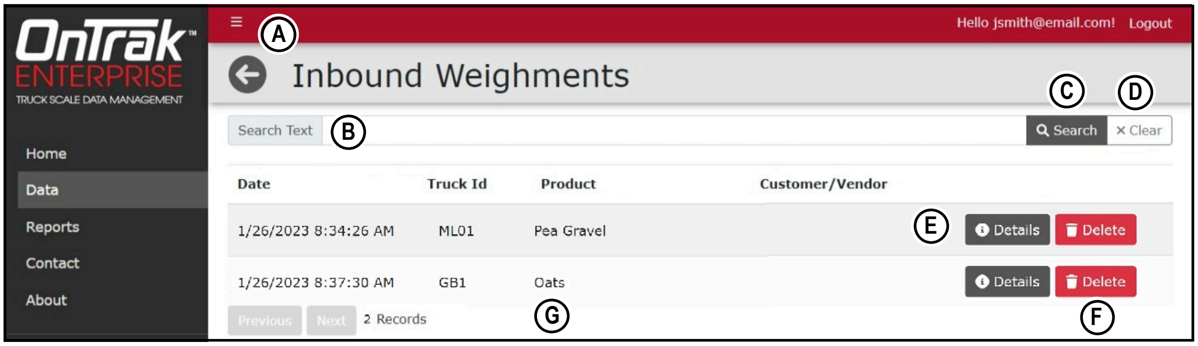

Figure 3-43. Inbound Weighments Page Elements

Item	Feature	Description
A	Back Button	Returns to previous page
B	Search Text Field	Text field to enter search terms (for example, Truck ID)
C	Search Button	Executes search function
D	Clear Button	Clears Search Text field
E	Details Button	Opens the details page for the applicable data item (see Section 8.2 on page 135). The details page displays transaction information, truck information, notes and user defined fields
F	Delete Button	Initiates the delete function for the applicable weighment (see Section 8.3 on page 136)
G	Inbound Weighment Entry	Displays Date, Truck ID, Product and Customer/Vendor information about the Inbound Weighments

Table 3-31. Inbound Weighments Page Elements Described

3.6.4.11 Outbound Weighments Page

The Outbound Weighments page is accessed by selecting **Outbound Transactions** in the Data page. The Outbound Weighments page lists outbound transactions, transaction details and provides functional buttons.

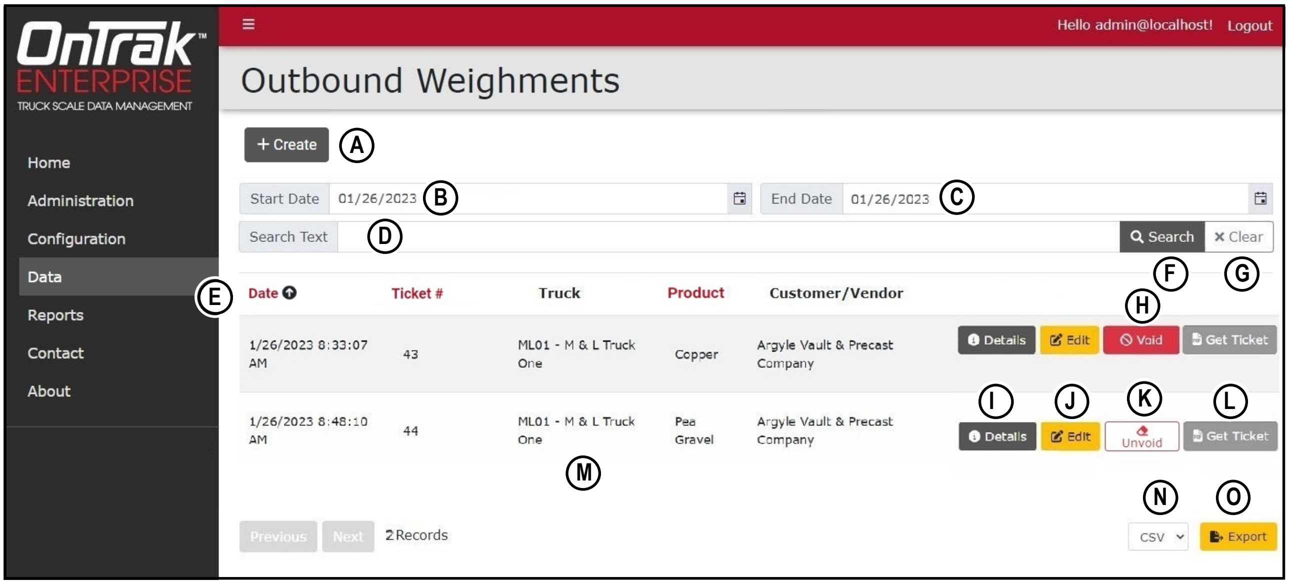

Figure 3-44. Outbound Weighments Page Elements

Item	Feature	Description
A	+ Create Button	Creates manual outbound weighment (see Section 7.16.3 on page 128)
B	Start Date	Date to begin listing data for outbound weighments
C	End Date	Date to end data listing for outbound weighments
D	Search Text	Text field to enter search terms (for example, Truck ID)
E	Sorting Options	Data may be sorted in ascended or descending view by Date, Ticket # or Product categories.
F	Search Button	Executes search function
G	Clear Button	Clears search
H	Void Button	Voids associated transaction (see Section 7.16.1 on page 126) ***NOTE: This button only appears on unvoided transactions.***
I	Details Button	Opens the details page for the applicable item (see Section 8.2 on page 135) The details page displays notes, user fields, jobs, product and customer information
J	Edit Button	Opens the edit page for the applicable item (see Section 8.1 on page 134)
K	Unvoid Button	Restores associated voided transaction (see Section 7.16.2 on page 127) ***NOTE: This button only appears on voided transactions.***
L	Get Ticket Button	Downloads associated ticket (see Section 7.16.4 on page 130)
M	Data	Displays data entries for each recorded outbound weighment
N	Data Export Drop-Down	Defines export settings based on configured Data Exports (see Section 3.6.3.10 on page 45)
O	Export Button	Exports Outbound Weighment data in user selected format (see Section 7.16.6 on page 133)

Table 3-32. Outbound Weighments Page Elements Described

3.6.5 Reports Page

The Reports page is selected from the Main menu and displays several buttons that provide different report types. For more information, see Section 12.0 on page 159.

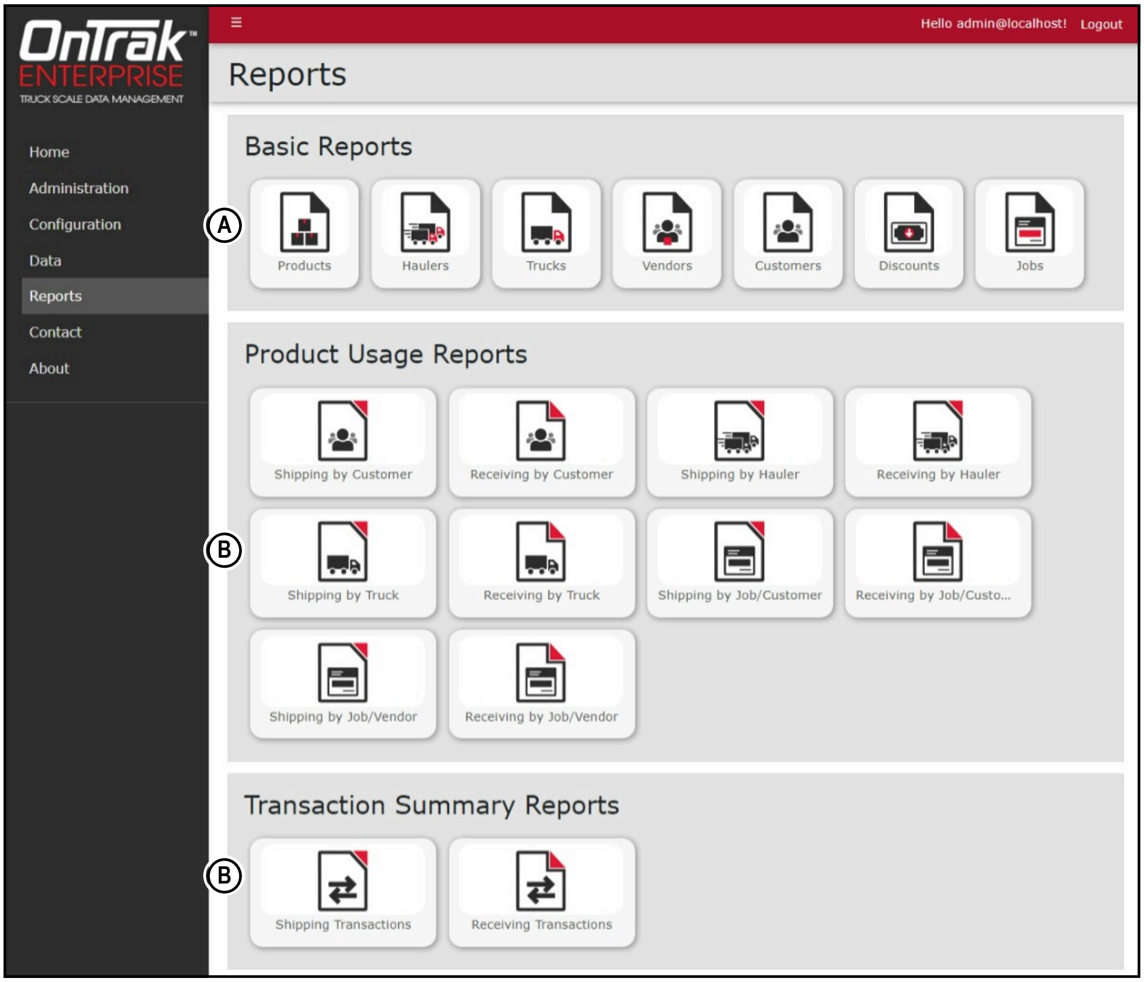

Figure 3-45. Reports Page Elements

Item	Feature	Description
A	Basic Reports	Includes the reports: Products, Haulers, Trucks, Vendors, Customers, Discounts and Jobs
B	Product Usage Reports	Includes the reports: Shipping by Customer, Received by customer, Shipping by Hauler, Receiving by Hauler, Shipping by Truck, Receiving by Truck, Shipping by Job/Customer, Receiving by Job/Customer, Shipping by Job/Vendor and Receiving by Job/Vendor
C	Transaction Summary Reports	Includes the reports: Shipping by Transactions and Receiving by Transactions

Table 3-33. Reports Page Elements Described

3.6.5.1 Reports

A report is accessed by selecting the type (Productivity or Transaction) in the Reports page. Each report provides similar functionality, while they differ in the type of data that is generated.

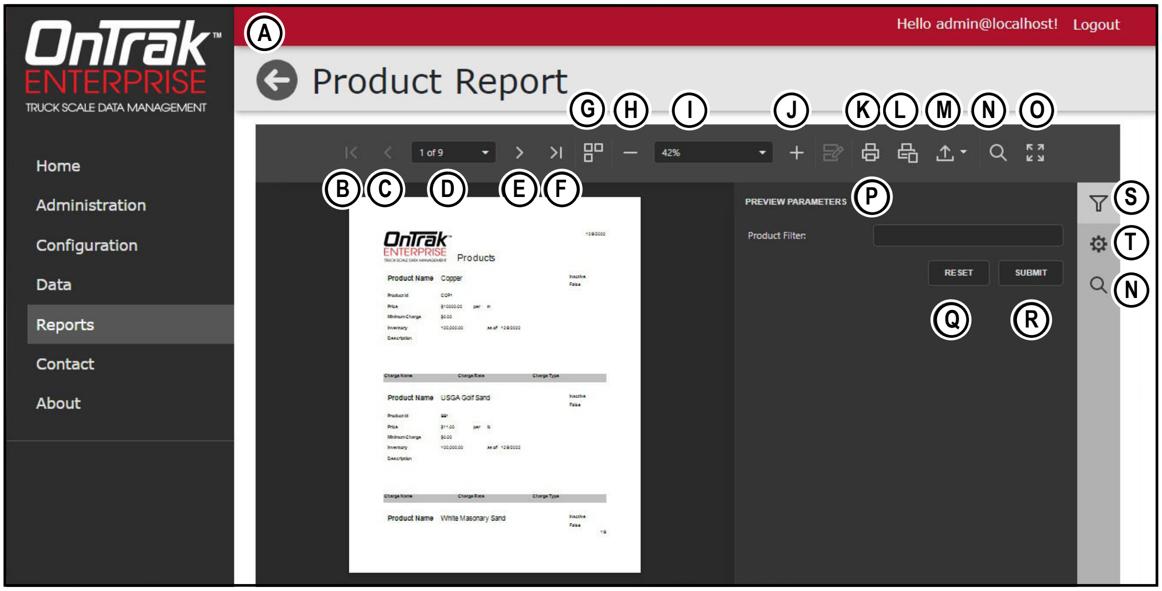

Figure 3-46. Report Elements

Item	Feature	Description
A	Back to List Button	Returns to previous OnTrak Enterprise page
B	First page Button	Displays first report page
C	Previous page Button	Displays previous report page
D	User Selected Page Number Drop-Down	Displays active page selected by user
E	Next Page Button	Displays next report page
F	Last Page Button	Displays last report page
G	Multipage Mode Button	Toggles Multipage Mode
H	Zoom Out Button	Zooms report out
I	User Configured Zoom Level	Displays report in zoom level configured by user
J	Zoom In Button	Zooms report in
K	Print Button	Prints the active report (see Section 12.4 on page 163)
L	Print Page Button	Prints active report page (see Section 12.4 on page 163)
M	Export To Drop-down	Exports report to a user selected file type (*.pdf, *.xls, *.xlsx, *.rtf, *.docx, *.mht, *.html, *.txt, *.csv, *.png) (see Section 12.3 on page 162)
N	Search Button	Searches report for keywords and identifies them
O	Full screen Button	Opens report in full screen
P	Search Parameters	User configurable parameters that determine report criteria (see Section 12.2 on page 161)
Q	Reset Button	Clears search filter text field
R	Submit Button	Submits search parameters and initiates report generation
S	Parameters Button	Opens parameter menu
T	Export Options Button	Configures export options

Table 3-34. Report Elements Described

3.6.6 Contact Page

The Contacts page is selected from the Main menu and provides information regarding how to contact Rice Lake Weighing Systems.

Figure 3-47. Contact Page

3.6.7 About Page

The About page is selected from the Main menu and provides various information about OnTrak Enterprise.

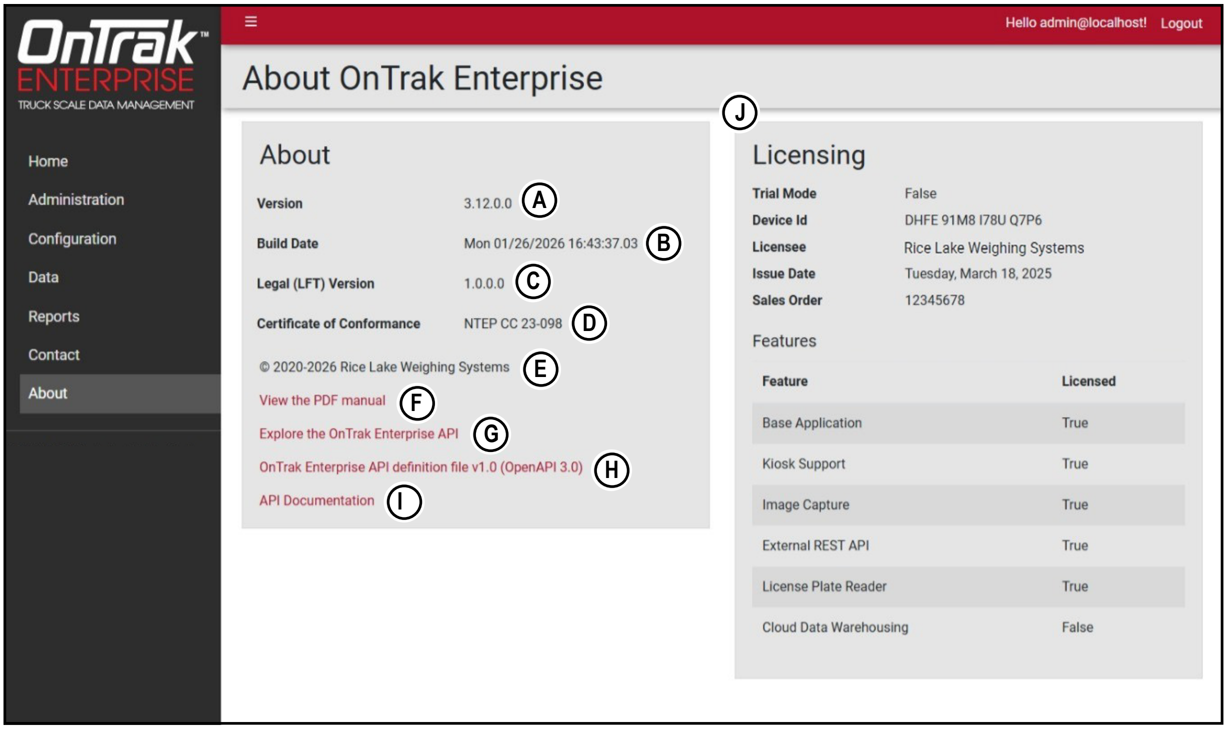

Figure 3-48. About Page Elements

Item	Feature	Description
A	Version Display	Displays OnTrak Enterprise version number
B	Build Date Display	Displays OnTrak Enterprise version build date
C	Legal (LFT) Version	Displays legal version.
D	Certificate of Conformance	Display certificate of conformance number
E	Copyright	Provides copyright information
F	View the PDF manual	Opens the manual (PDF format) in the default web browser
G	Explore OnTrak Enterprise API	Opens the API exploration page (see Section 13.3.1 on page 170)
H	OnTrak Enterprise API definition file v1.0 (OpenAPI 3.0)	Opens the API definition file (see Section 13.3.3 on page 173)
I	API Documentation	Accesses API documentation that is generated on demand (see Section 13.3.1 on page 170)
J	Licensing Information	Displays OnTrak Enterprise licensing status

Table 3-35. About Page Elements Described

4.0 Account Management

This section discusses OnTrak Enterprise navigation, pages and page elements that may display during normal use. Account management provides the following functions:

- Access Manage Your Account Page (see Section 4.1 on page 64)
- Change Password (see Section 4.1.1 on page 65)
- Download Personal Data (see Section 4.1.2 on page 66)
- Delete Personal Data and Account (see Section 4.1.2 on page 66)

4.1 Access Manage Your Account Page

Perform the following to access the Manage your account page:

1. Select the account email address (upper right corner).

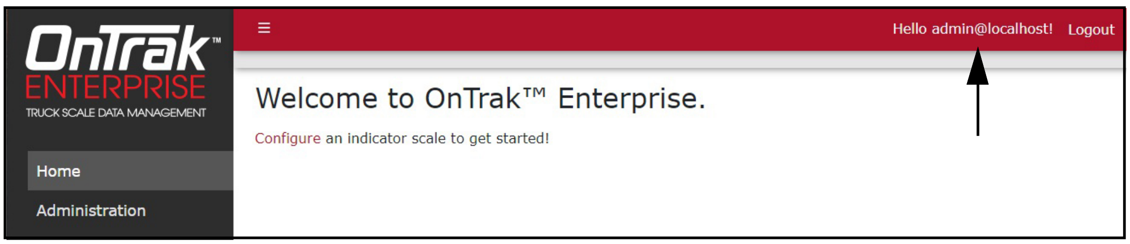

Figure 4-1. Account Settings Button

2. The Manage your account page displays.

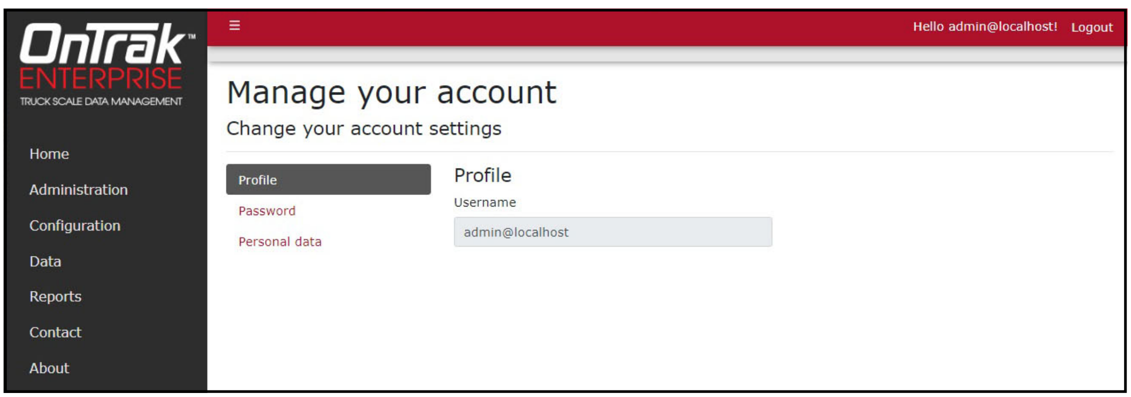

Figure 4-2. Manage Your Account Page

4.1.1 Changing Password

If required, the password may be changed for the active account. Perform the following to change the password:

NOTE: Passwords must have at least six characters, one non alphanumeric character (!@#$%^&*), one lowercase (a-z) character, one uppercase character (A-Z) and one number (0-9).

1. Access Mange your account page (see Section 4.1 on page 64).
2. Select **Password**.

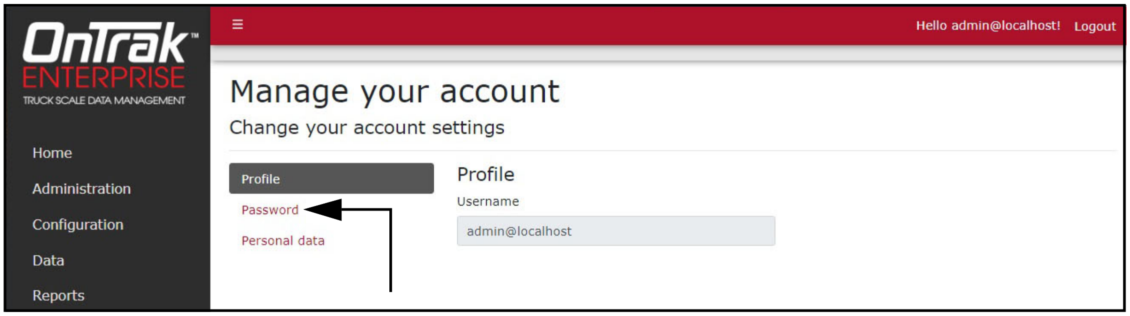

Figure 4-3. Manage Your Account Page

3. The Change Password page displays.
4. Enter current password.
5. Enter new password twice.
6. Select the **Update password** button to save the changes or the internet browser **Back** button to return to the previous page.

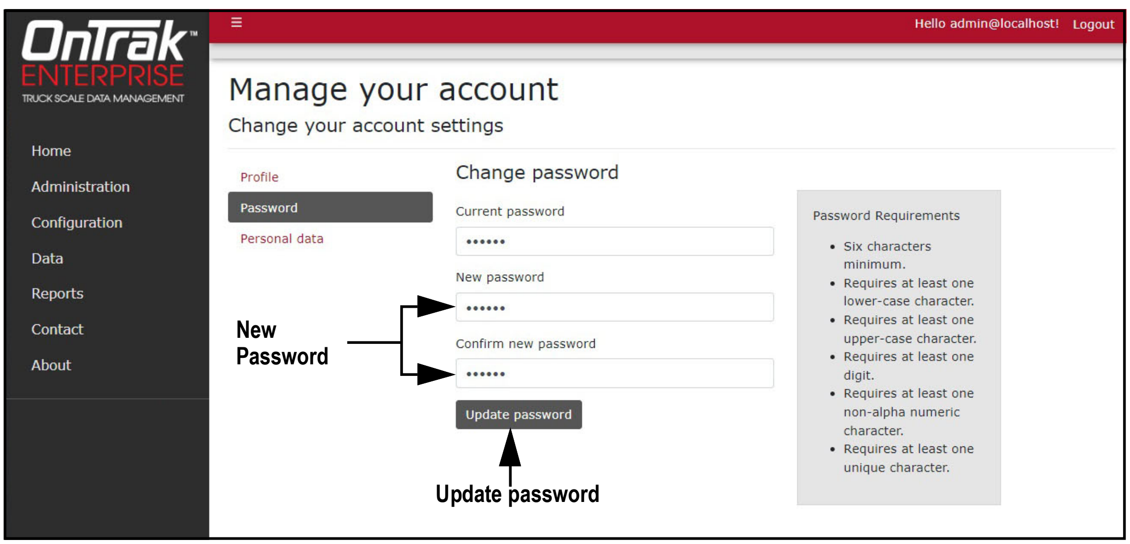

Figure 4-4. Change Password Fields with Data

7. If the password was updated, the Manage your account page confirms the change.

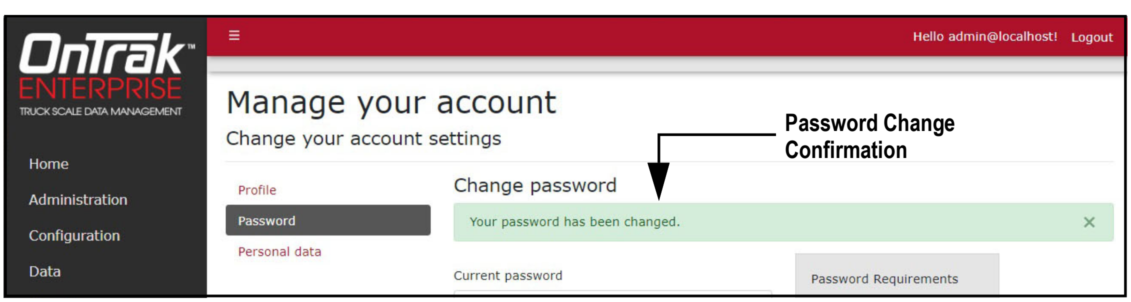

Figure 4-5. Password Changed Indicator

4.1.2 Personal Data

Each account contains information provided by the user including name and email address. The Personal Data page allows the user to download personal data or to delete personal data and account.

4.1.2.1 Download Personal Data

Perform the following to download personal data:

1. Access Mange your account page (see Section 4.1 on page 64).
2. Select **Personal Data**.

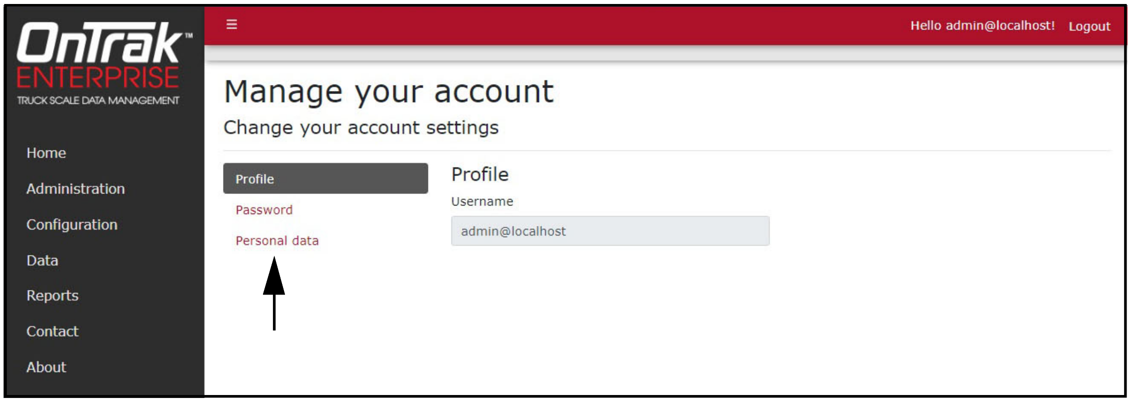

Figure 4-6. Manage Your Account Page

3. The Personal Data page displays.
4. To download data, select **Download** and follow internet browser prompts to save the data.

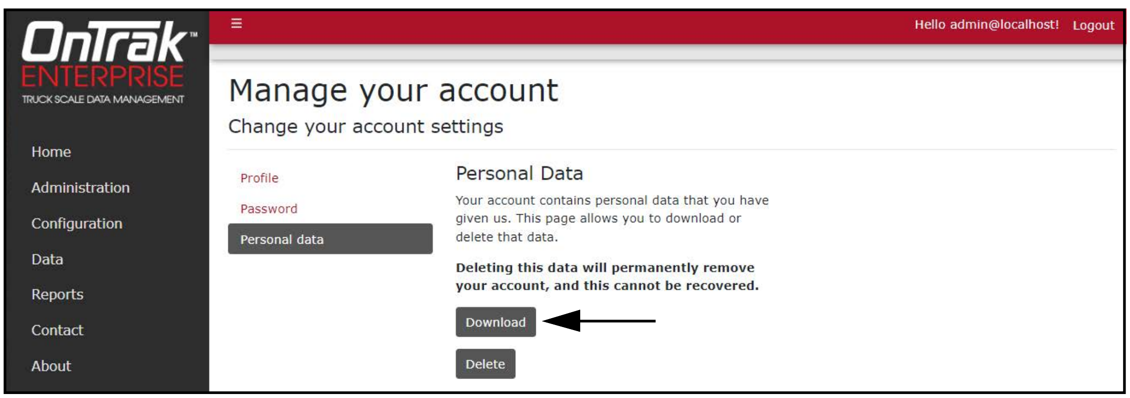

Figure 4-7. Personal Data Page

4.1.2.2 Delete Personal Data and Account

Perform the following to delete personal data and account:

IMPORTANT: Deleting personal data permanently deletes data associated with account and closes the account.

1. Access Account management page (see Section 4.1 on page 64).
2. Select **Personal Data**.

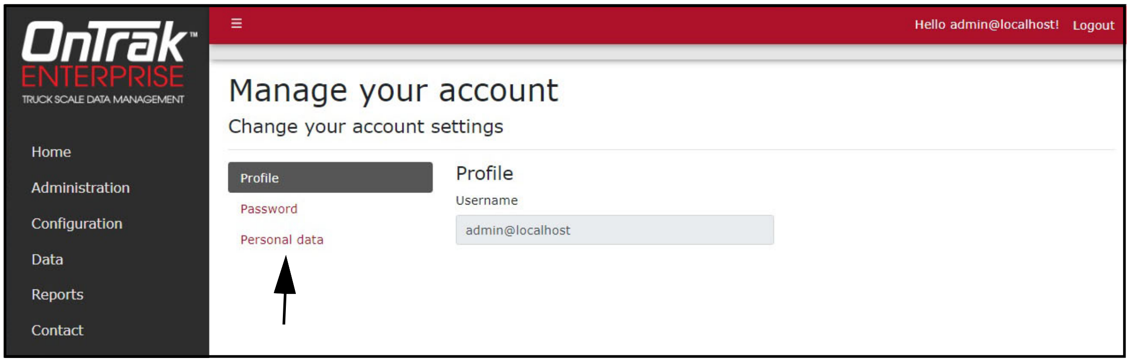

Figure 4-8. Manage Your Account Page

3. The Personal Data page displays.
4. Select **Delete**.

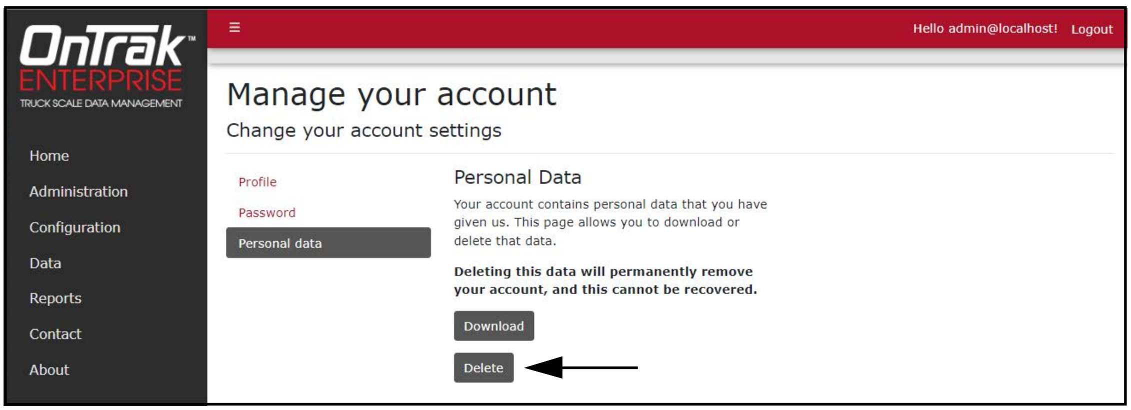

Figure 4-9. Personal Data Page

5. A delete confirmation displays.
6. Enter the account's password then select **Delete data and close my account** to confirm or select the internet browser **Back** button to return to the previous page.

IMPORTANT: Account data cannot be recovered after deletion.

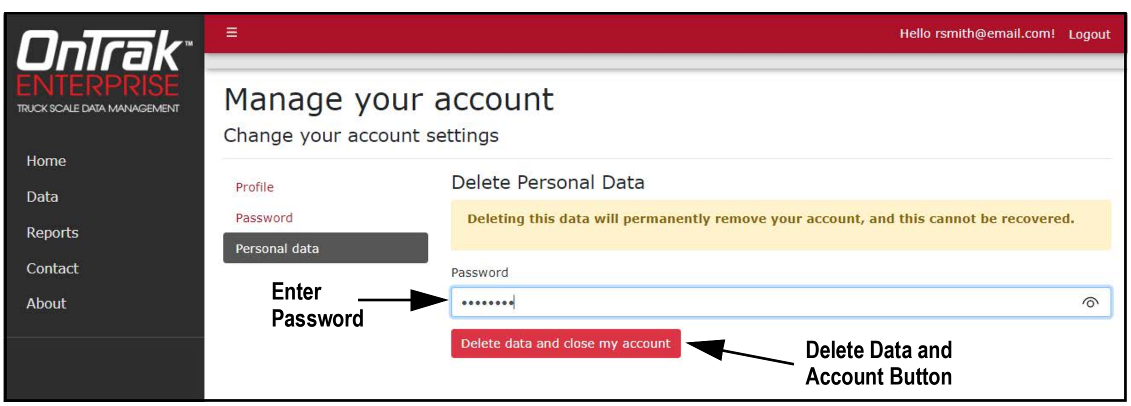

Figure 4-10. Delete Personal Data Page

5.0 Administration

The Administration page provides the basic functionality to manage users, download log files, purge transactions and view server settings. Select the Administration menu option to access the administrator page.

NOTE: The Administration page and its functions is only available to OnTrak Enterprise administrators.

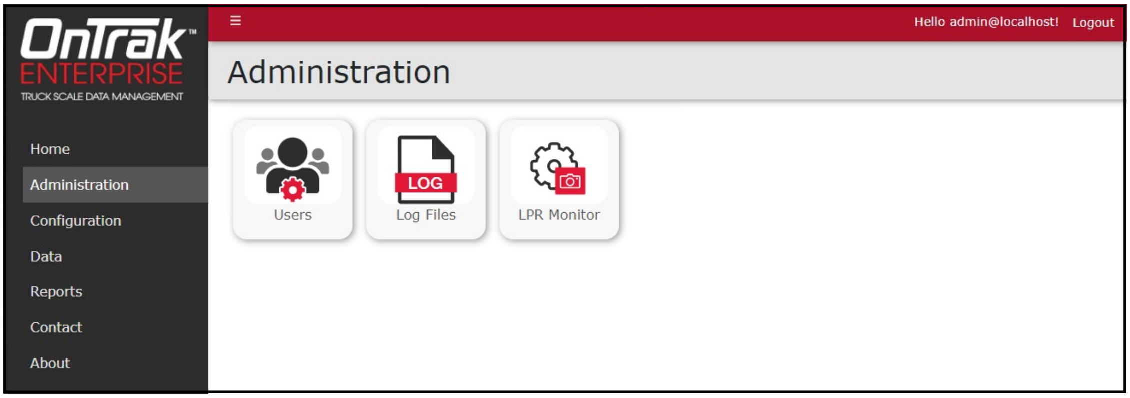

Figure 5-1. Administration Page

This section discusses Administration function in OnTrak Enterprise, including:

- Manage Users (see Section 5.1)
- View or Download Application Log Files (see Section 5.2 on page 75)

5.1 Manage Users

The Administration page provides functions relating to user management:

- About Users (see Section 5.1.1)
- Create Users (see Section 5.1.3 on page 72)
- Edit Users (see Section 5.1.4 on page 73)
- Delete Users (see Section 5.1.5 on page 74)

5.1.1 About Users

There are four user role types: Administrator, Superuser, User and Driver. Table 5-1 lists Menu access rights granted to each user role.

Category	Administrator	Super-User	User	Driver
Home	X	X	X	X
Administration	X			
Configuration	X			
Data	X	X	X	
Reports	X	X	X	
Contact	X	X	X	X
About	X	X	X	X

Table 5-1. Role Access Rights

5.1.2 User Permissions

Section 5.1.2.1 through Section 5.1.2.5 on page 71 lists user roles access to menu functions.

5.1.2.1 Administration Access

Page	Category	Function	Administrator	Super-User	User	Driver
Administration	Users	Create	X			
Administration	Users	Edit	X			
Administration	Users	Delete	X			
Administration	Users	View	X			
Administration	Log Files	View Log File	X			
Administration	Log Files	Download Log File	X			
Administration	Sample Data	Insert	X			
Administration	Sample Data	Clear	X			
Administration	LPR Monitor	View	X			

Table 5-2. Administration Access Rights

5.1.2.2 Configuration Access

Page	Category	Function	Administrator	Super-User	User	Driver
Configuration	Cameras	Create	X			
Configuration	Cameras	Edit	X			
Configuration	Cameras	Delete	X			
Configuration	Cameras	View	X			
Configuration	Data Export Templates	Create	X			
Configuration	Data Export Templates	Edit	X			
Configuration	Data Export Templates	Delete	X			
Configuration	Data Export Templates	View	X			
Configuration	Indicators	Create	X			
Configuration	Indicators	Edit	X			
Configuration	Indicators	Delete	X			
Configuration	Indicators	View	X			
Configuration	General Configuration	Create	X			
Configuration	General Configuration	Edit	X			
Configuration	General Configuration	Delete	X			
Configuration	General Configuration	View	X			

Table 5-3. Configuration Access Rights

5.1.2.3 Data Access

Page	Category	Function	Administrator	Super-User	User	Driver
Data	Vendors	Create	X	X		
Data	Vendors	Edit	X	X		
Data	Vendors	Delete	X	X		
Data	Vendors	View	X	X	X	
Data	Vendors	Manipulate Charges	X	X		
Data	Vendors	Manipulate Costs	X	X		
Data	Customers	Create	X	X		
Data	Customers	Edit	X	X		
Data	Customers	Delete	X	X		
Data	Customers	View	X	X	X	
Data	Customers	Manipulate Charges	X	X		
Data	Customers	Manipulate Discounts	X	X		
Data	Discounts	Create	X	X		
Data	Discounts	Edit	X	X		
Data	Discounts	Delete	X	X		
Data	Discounts	View	X	X	X	
Data	Charges	Create	X	X		
Data	Charges	Edit	X	X		
Data	Charges	Delete	X	X		
Data	Charges	View	X	X	X	
Data	Haulers	Create	X	X		
Data	Haulers	Edit	X	X		
Data	Haulers	Delete	X	X		
Data	Haulers	View	X	X	X	
Data	Haulers	Manipulate Charges	X	X		
Data	Haulers	Manipulate Discounts	X	X		
Data	Haulers	Manipulate Trucks	X	X		
Data	Trucks	Create	X	X		
Data	Trucks	Edit	X	X		
Data	Trucks	Delete	X	X		
Data	Trucks	View	X	X	X	
Data	Trucks	Manipulate Charges	X	X		
Data	Trucks	Manipulate Discounts	X	X		
Data	Trucks	Manipulate Job Hauler	X	X		
Data	Jobs	Create	X	X		
Data	Jobs	Edit	X	X		
Data	Jobs	Delete	X	X		
Data	Jobs	View	X	X	X	
Data	Jobs	Manipulate Charges	X	X		
Data	Jobs	Manipulate Discounts	X	X		
Data	Jobs	Manipulate Job Pricing	X	X		
Data	Inbound Weighments	Delete	X	X		
Data	Inbound Weighments	View	X	X	X	
Data	Outbound Weighments	Create	X	X	X	
Data	Outbound Weighments	Edit	X	X	X	
Data	Outbound Weighments	Delete	X	X		
Data	Outbound Weighments	View	X	X	X	

Table 5-4. Data Access Rights

Page	Category	Function	Administrator	Super-User	User	Driver
Data	Outbound Weighments	Export	X	X		
Data	Outbound Weighments	Download Ticket	X	X	X	
Data	Outbound Weighments	Void	X	X		
Data	Outbound Weighments	Remove Void	X	X		
Data	Universal Fees	Create	X	X		
Data	Universal Fees	Edit	X	X		
Data	Universal Fees	Delete	X	X		
Data	Universal Fees	View	X	X	X	
Data	Products	Create	X	X		
Data	Products	Edit	X	X		
Data	Products	Delete	X	X		
Data	Products	View	X	X	X	
Data	Products	Manipulate Charges	X	X		
Data	Products	Manipulate Location Pricing	X	X		

Table 5-4. Data Access Rights (Continued)

5.1.2.4 Reports Access

Page	Category	Function	Administrator	Super-User	User	Driver
Reports	Reports	View Reports	X	X	X	

Table 5-5. Reports Access Rights

5.1.2.5 Scale Operation Access

Page	Category	Function	Administrator	Super-User	User	Driver
Home	Weigh Operation	Weigh a Truck	X	X	X	X
Home	Weigh Operation	Acquire Tare	X	X		

Table 5-6. Scale Operation Access Rights

5.1.3 User Account Creation

A user account is required to access and use OnTrak Enterprise. Perform the following to create a user account:

1. Open Administration page then select **Users**.
2. Select **+ Create**.

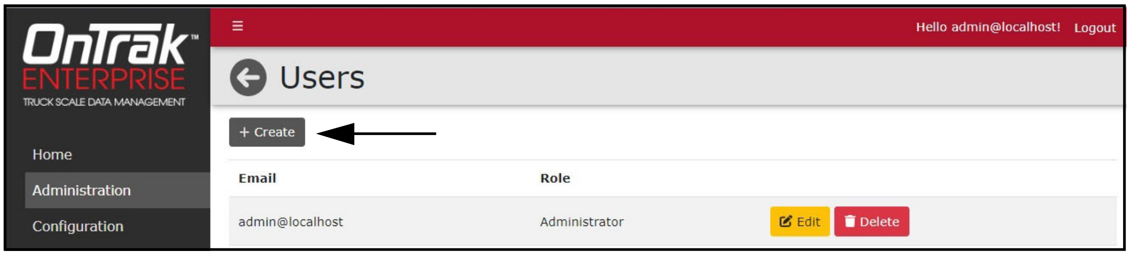

Figure 5-2. Users Page with Edit Function Identified

3. Add Email address, Password and Role.

NOTE: Passwords must have at least six characters, one non alphanumeric character (!@#$%^&*), one lowercase (a-z) character, one uppercase character (A-Z) and one number (0-9).

4. Select **+ Create**.

NOTE: After account is created, the Administrator must set a user role otherwise access to features is denied (see Section 5.1.4 on page 73).

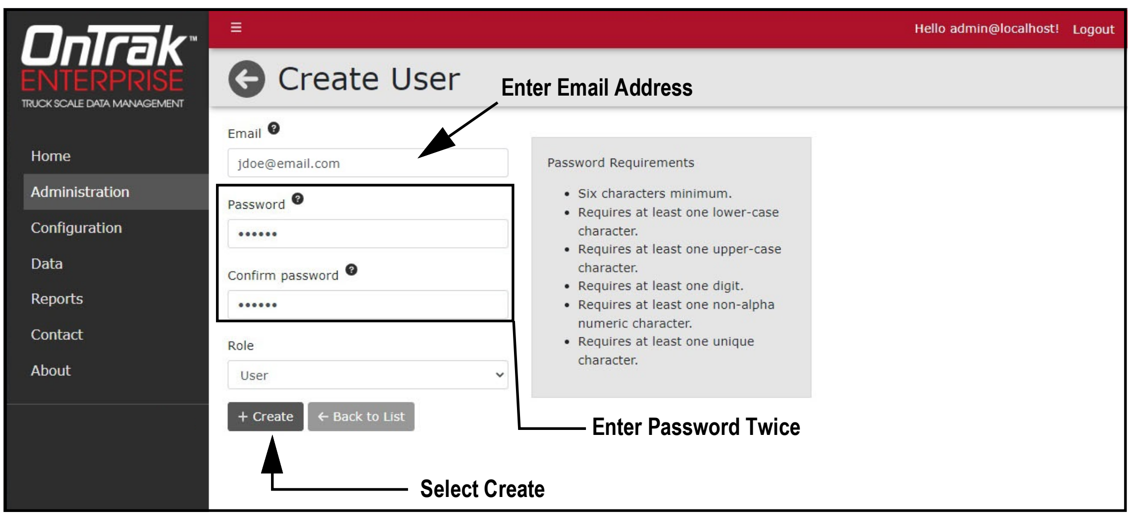

Figure 5-3. OnTrak Enterprise Account Registration Page

5. OnTrak Enterprise returns to the Users Page with new user account included in the user list.

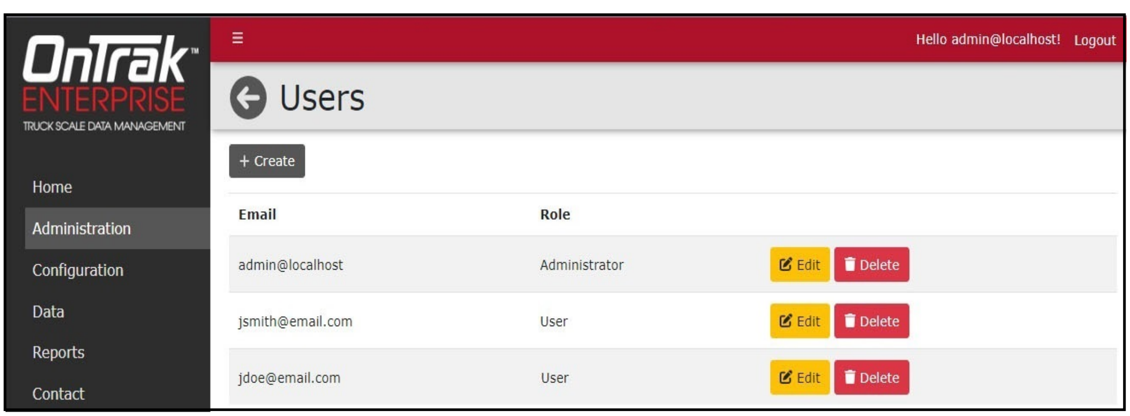

Figure 5-4. Users Page with New User Added

5.1.4 Edit Users

Accounts receive access to pages and their functions based on roles assigned by an administrator.

To edit a user, perform the following:

1. Open Administration page then select **Users**.
2. Identify the user with a role that requires change then select the associated **Edit** button.

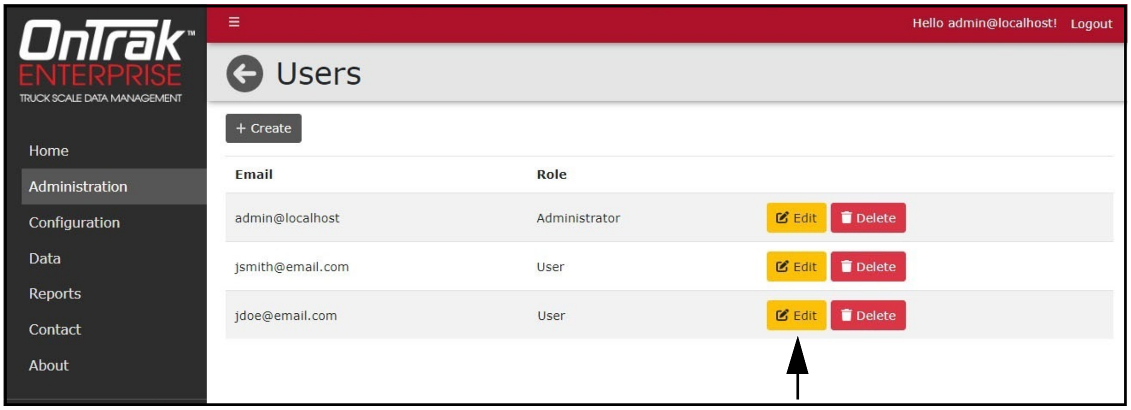

Figure 5-5. Users Page with Edit Function Identified

3. The Edit User page displays.
4. Select the **Role** drop-down menu and then the required option.
5. Select the **Save** button to save changes or **Back to List** button to return to the previous page.

***NOTE:** Most users are assigned the User role. See Section 5.1.2 on page 69 for a list of user role permissions.*

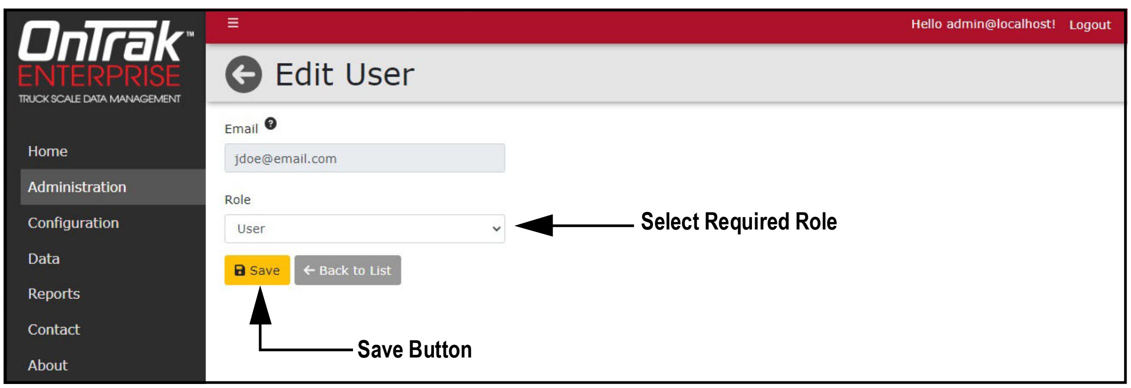

Figure 5-6. Edit User Page

6. If saved, the user role updates to the new configuration.

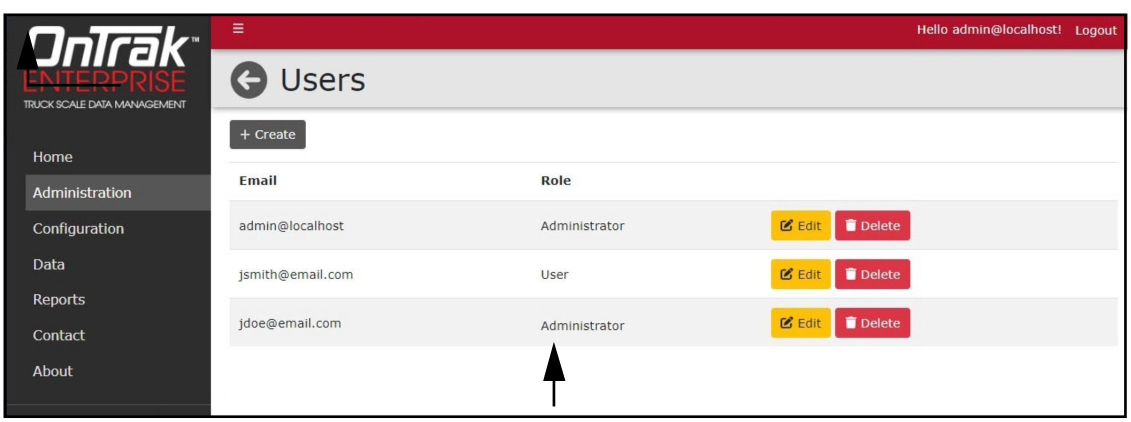

Figure 5-7. User Role Updated

5.1.5 Delete Users

Perform the following to delete a user:

1. Open Administration page then select **Users**.
2. Identify the user that requires removal then select the associated **Delete** button.

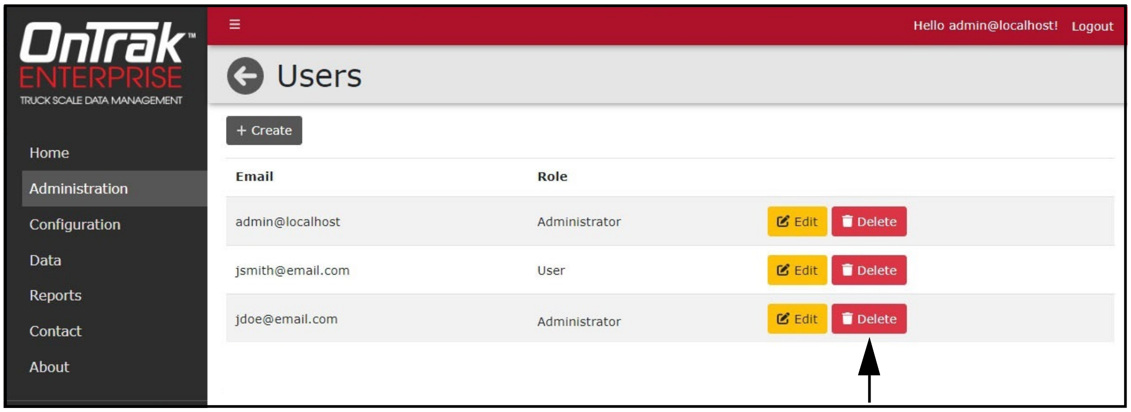

Figure 5-8. Users Page with Delete Identified

3. The system requests confirmation prior to deleting the user.
4. Select the **Delete** button to remove the user.

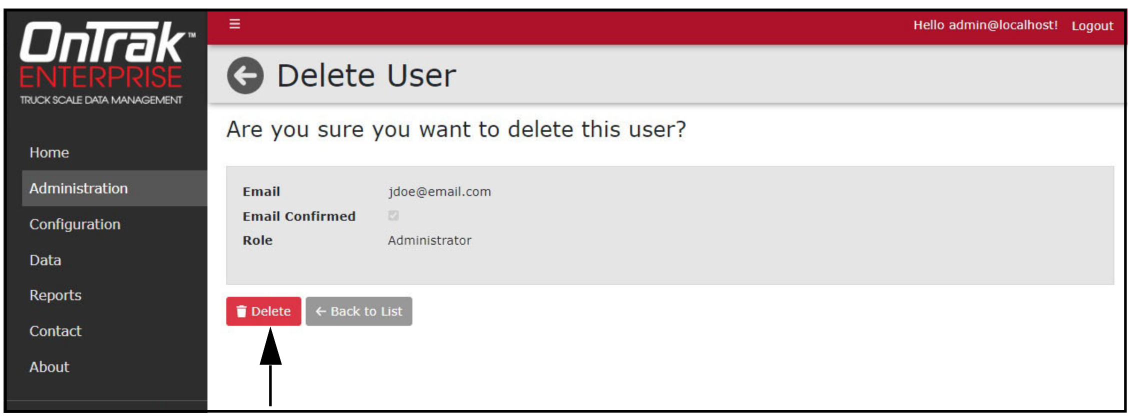

Figure 5-9. Delete User Confirmation Page

5. The Users page displays with the user removed.

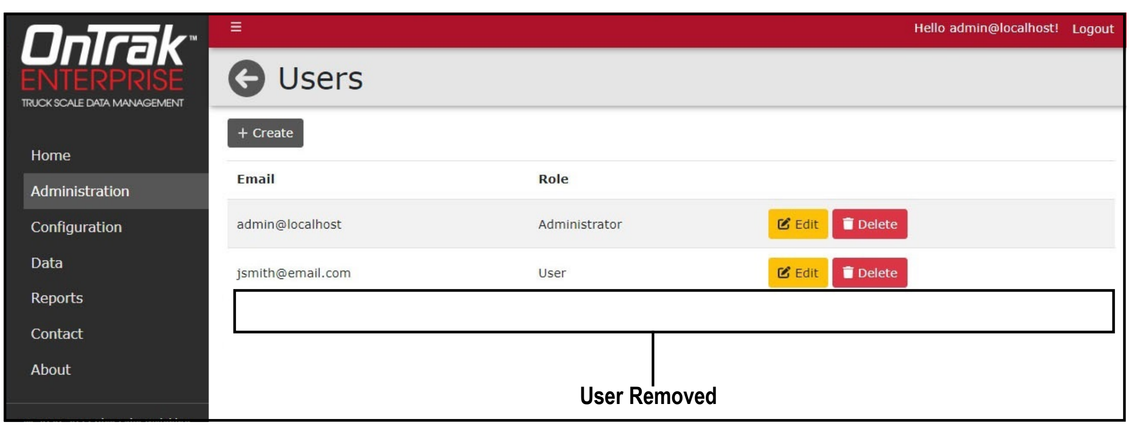

Figure 5-10. User Remove from Users Page

5.2 Application Log Files

Application logs are recordings of system interactions that are typically used by technical support to troubleshoot system issues. The Application Logs page lists available logs with dates as the file names. Perform the following to view or download log files:

NOTE: The log files are in JavaScript Object Notation (*.json) file format.

1. Open the Administration page then select **Application Logs**.
2. The Application Logs page displays.
3. Select the log link to display it in the internet browser or the download button to save to local storage.

NOTE: The installed internet browser and its configuration determines the behavior when downloading the application log. The internet browser may automatically download the log, open the Save As window, or request if the file should be downloaded.

Figure 5-11. Application Logs Page

6.0 Application Configuration

Select the Configuration menu item to view the configuration categories that are available. Each configuration category when accessed, opens a details view for reviewing settings. An Edit button is located at the bottom of each details page to access an editable view and make any changes.

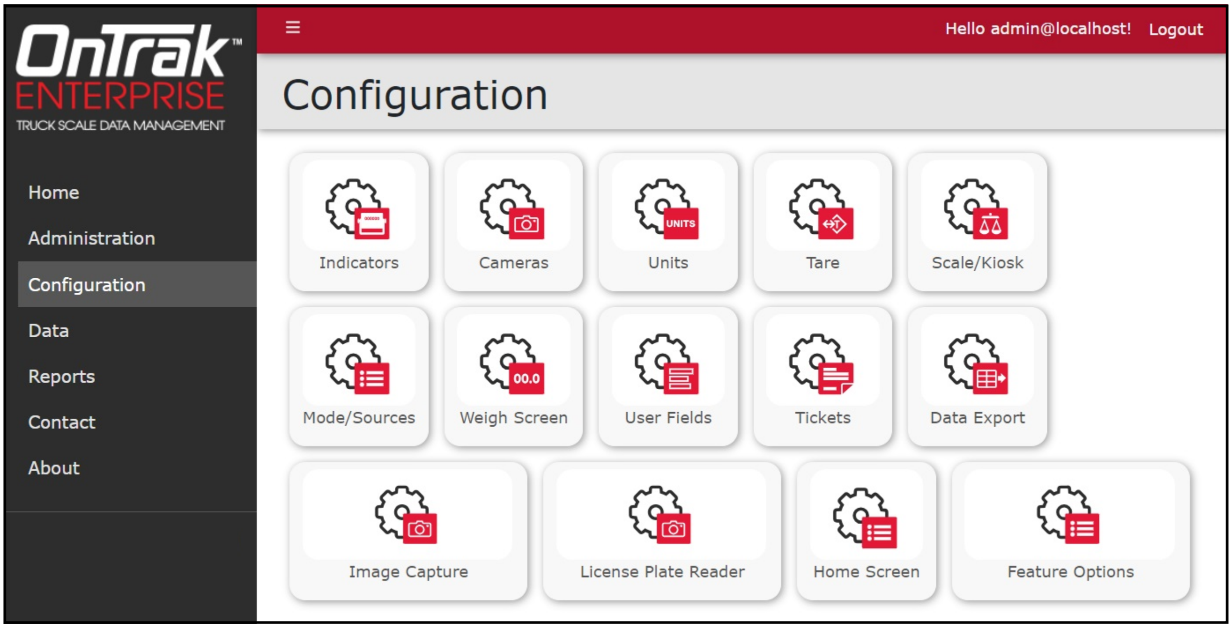

Figure 6-1. Configuration Page Elements

NOTE: The Configuration page, sub-pages and functions are only available to OnTrak Enterprise administrators. Features may not appear if not licensed.

This section discusses Configuration functions in OnTrak Enterprise, including:

- Indicators (see Section 6.1 on page 77)
- Cameras (see Section 6.2 on page 81)
- Units (see Section 6.3 on page 87)
- Tare (see Section 6.4 on page 88)
- Scale/Kiosk (see Section 6.5 on page 89)
- Mode/Sources (see Section 6.6 on page 90)
- Weigh Screen (see Section 6.8 on page 92)
- User Fields (see Section 6.9 on page 93)
- Tickets (see Section 6.10 on page 94)
- Data Export (see Section 6.11 on page 96)
- Image Capture (see Section 6.12 on page 97)
- Home Screen (Dashboard) (see Section 6.13 on page 98)
- Feature Options (see Section 6.14 on page 99)
- Remote Storage (see Section 6.15 on page 100)
- Restart Indicators (see Section 6.16 on page 103)

NOTE: License Plate Reader information, see Section 11.5 on page 156.

NOTE: Some functions in OnTrak Enterprise operate in common a process among Configuration and Data pages. These functions include viewing details, editing and deleting items. For information about common functions, see Section 8.0 on page 134***. The Edit function is among Indicators, Scales, Cameras and Data Export pages.***

6.1 Indicator and Scale Configuration

6.1.1 Indicator Configuration

1. Select **Indicators** from the Configuration page.
2. Select the **+ Create** button.

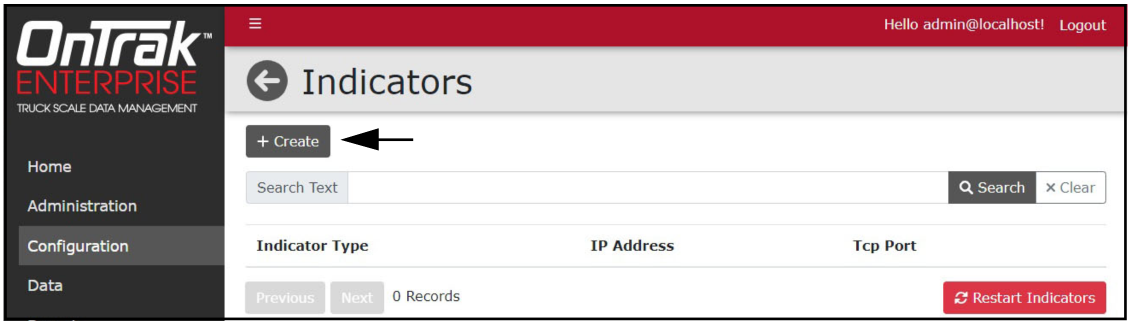

Figure 6-2. Indicators Page with + Create Identified

3. The Create Indicator page displays.
4. Configure the following parameters:
   - **Indicator Type:** Select the indicator type from the drop-down menu.
   - **Indicator is a 1280 Kiosk:** Enable if the indicator is 1280 kiosk.
   - **IP Address:** Configure the IP Address assigned to the indicator.
   - **TCP Port:** Configure the TCP Port assigned to the indicator.
5. Select **+ Create** button.

Figure 6-3. Create Indicator Page

6. The Indicators page displays with the new Indicator listed.
7. Select **Home** to return to the Home page.

6.1.2 Scales Configuration

After an indicator is configured, add a scale to it:

1. Select **Indicators** from the Configuration page.
2. Select **Scales** adjacent to indicator that will be assigned a scale.

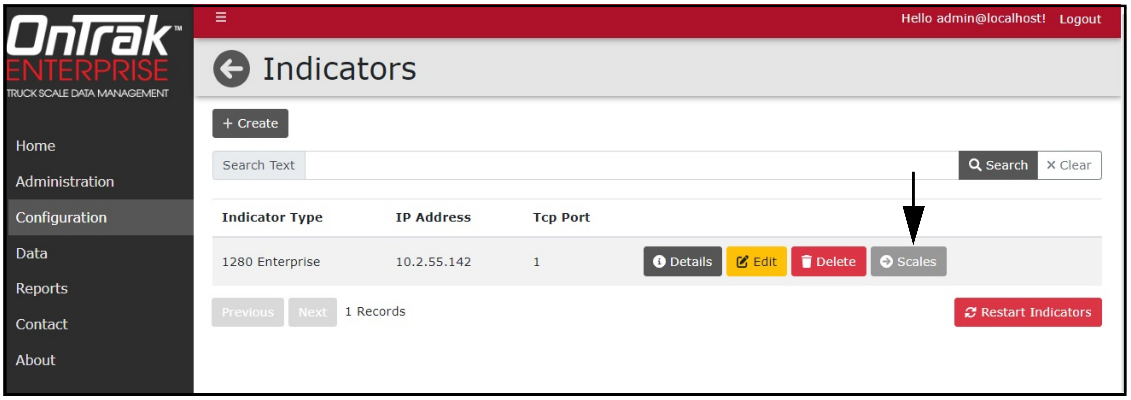

Figure 6-4. Indicators Page with Scales Identified

3. The Indicator Scales page appears.
4. Select **+ Create**.

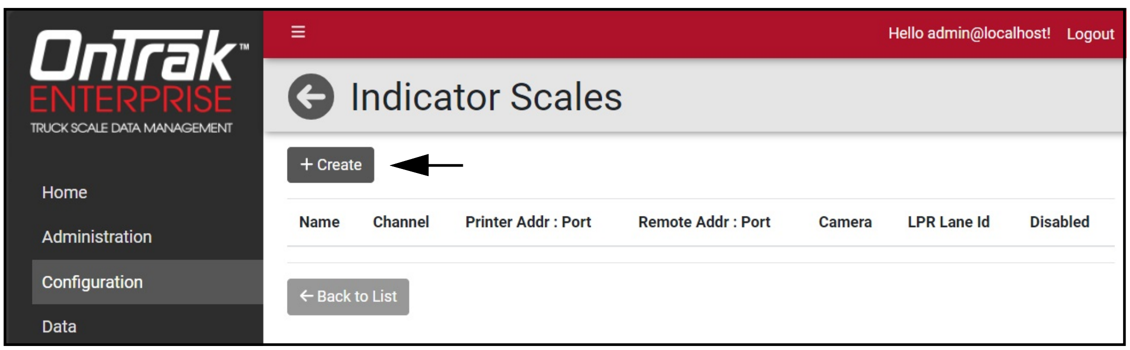

Figure 6-5. Indicator Scales Page with + Create Button Identified

5. The Add Scale to Indicator pop-up window appears.
6. Configure the following parameters:
   - **Scale Name**: Enter the desired name for scale.
   - **Channel**: Enter the indicator channel number.
7. Select **Add**.

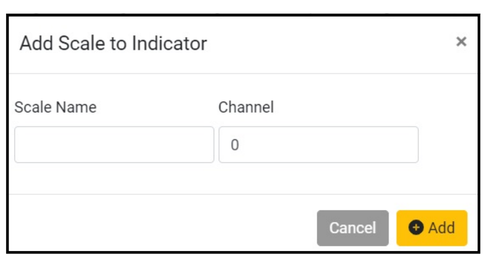

Figure 6-6. Add Scale To Indicator Pop-Up Window

8. The window closes and the new scale is displayed in the Indicator Scales page.

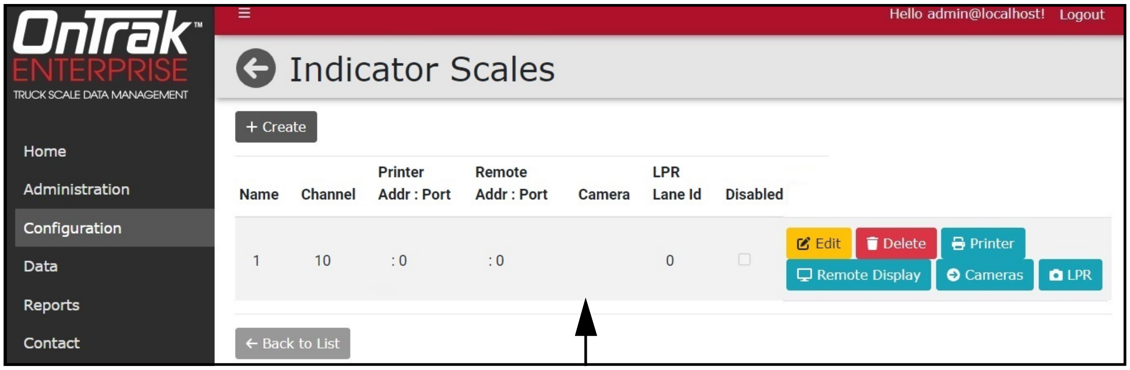

Figure 6-7. Indicator Scales Page

9. Select **Home** to return to the Home page.

6.1.3 Add IP Printer to Scale

If an IP printer is available, add it to the desired indicator:

NOTE: Printers associated with a scale and connected to OnTrak Enterprise via TCP/IP only support ASCII formatted tickets. Fonts, logos or captured images are not supported.

1. Select **Indicators** from the Configuration page.
2. Select **Scales** adjacent to indicator that will be assigned to a scale.
3. Select **Printer** from the Scale line item.

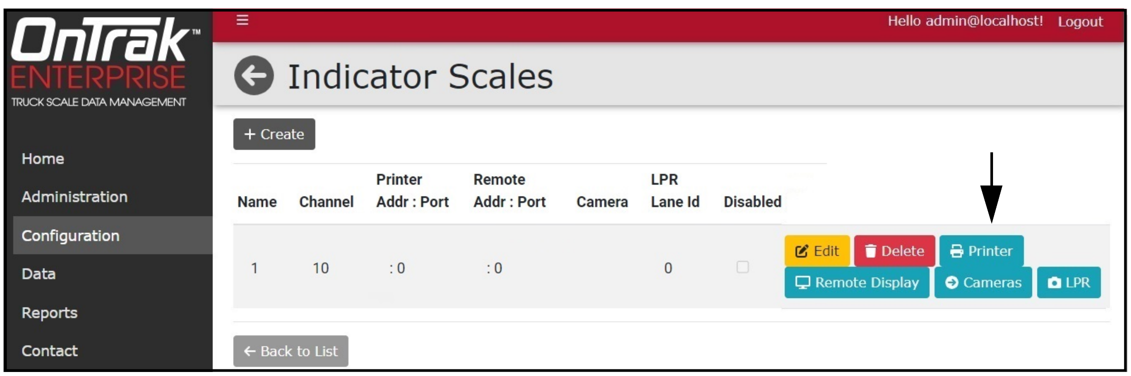

Figure 6-8. Indicator Scales Page with Printer Identified

4. The Edit Printer window opens.
5. Configure the following parameters:
   - **IP Address**: Enter the IP address assigned to the printer.
   - **TCP Port**: Enter the **TCP Port** assigned to the printer.
6. Select **Save**.

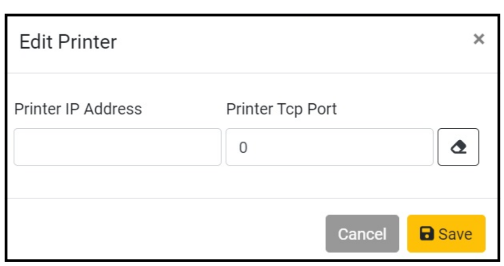

Figure 6-9. Edit Printer Window

7. The printer's IP address and TCP port appears in the line item.

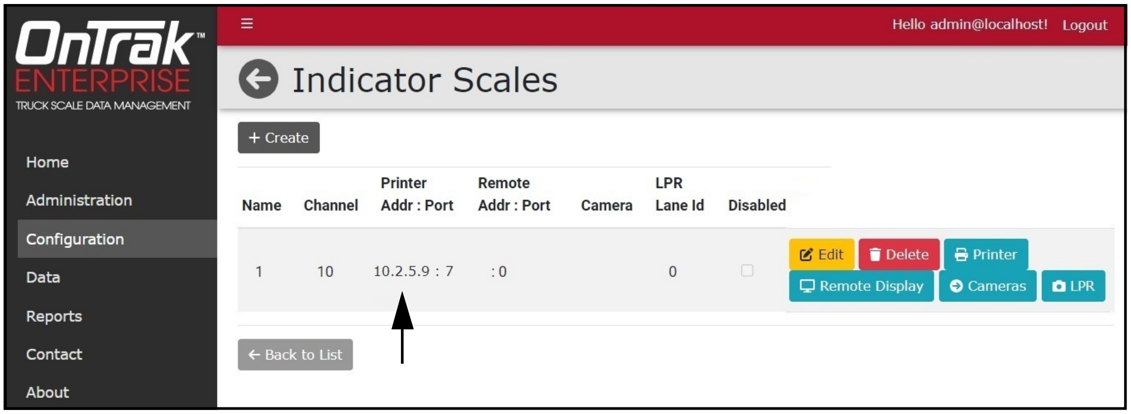

Figure 6-10. Indicator Scales Page with Printer Information

8. Select **Home** to return to the Home page.

6.1.4 Add Remote Display to Scale

If a remote display is available, add it to the desired indicator:

1. Select **Indicators** from the Configuration page.
2. Select **Scales** adjacent to indicator that will be assigned to a scale.
3. Select **Remote Display** from the Scale line item.

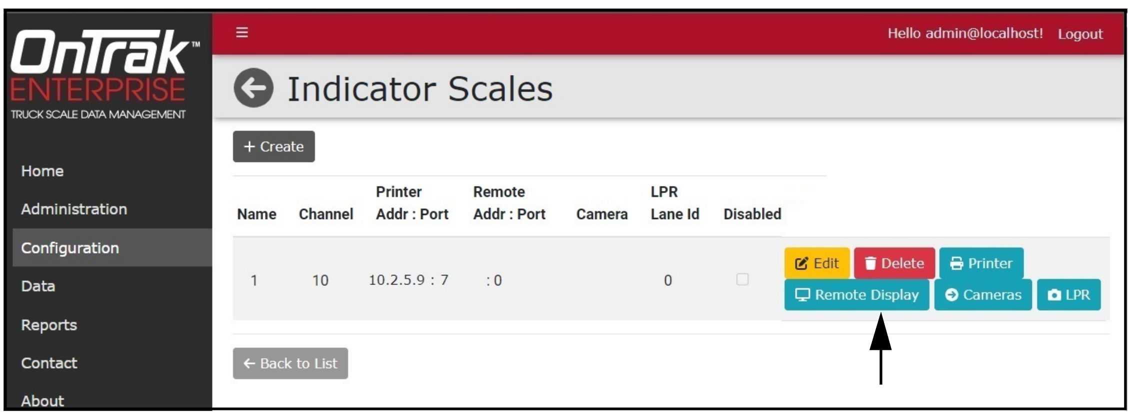

Figure 6-11. Indicator Scales with Remote Display Identified

4. The Edit Remote Display window opens.
5. Configure the following parameters:
   - **IP Address**: Enter the IP address assigned to the remote display.
   - **TCP Port**: Enter the TCP Port assigned to the remote display.
   - **Remote Display Kind**: Select the type of remote display from the drop-down menu.

NOTE: The Remote Display Kind parameter configures the remote display protocol. LaserLight3 supports LaserLight2 and LaserLight3 protocols, while LaserLight2 supports LaserLight2 protocol.

6. Select **Save** (see Figure 6-12 on page 81).

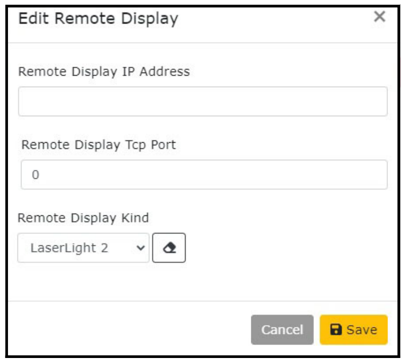

Figure 6-12. Edit Remote Display Window

7. The remote display IP address and TCP port appears in the line item.

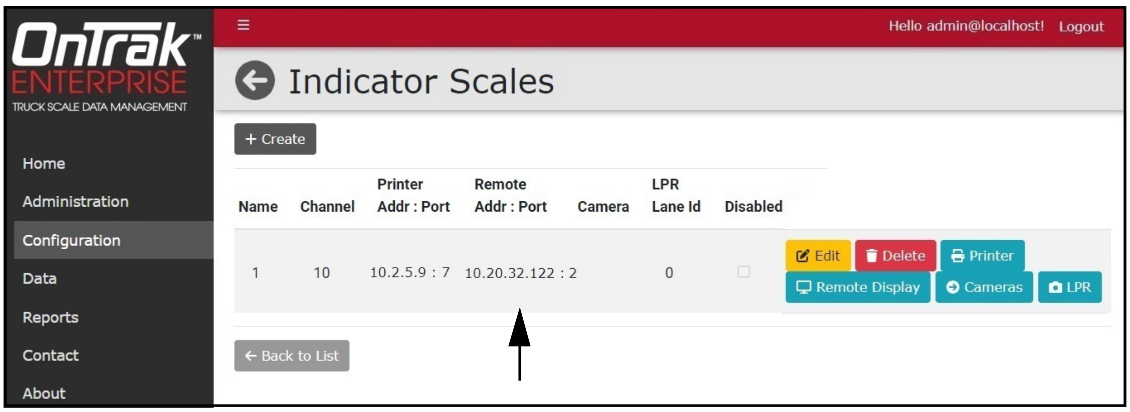

Figure 6-13. Indicator Scales Page with Remote Display Information

8. Select **Home** to return to the Home page.

6.2 IP Camera Configuration

***NOTE:** This section discusses IP Camera configuration in OnTrak Enterprise, for information configuration in the camera's software, see Section 13.2 on page 168.*

6.2.1 Create IP Camera Connection

1. Select **Cameras** from the Configuration page.
2. Select the **+ Create** button.

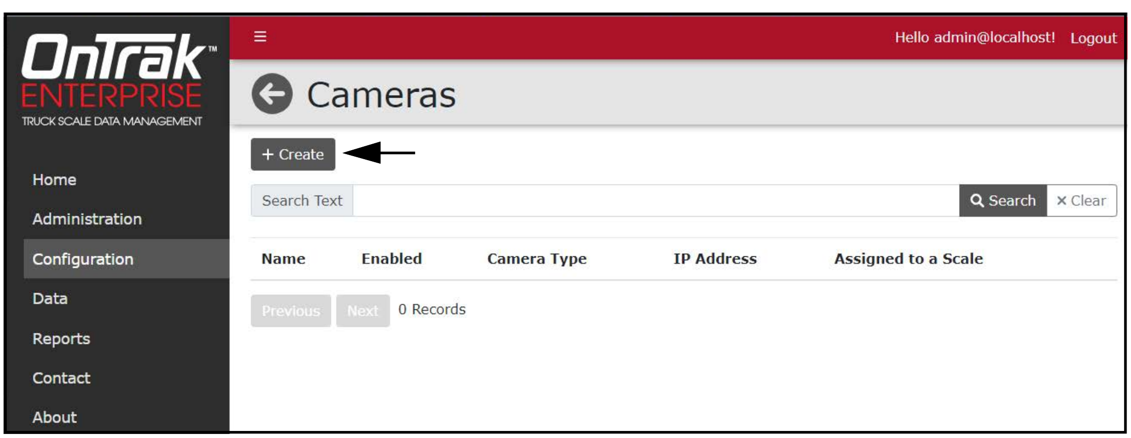

Figure 6-14. Cameras Page with + Create Identified

3. The Create Camera page displays.
4. Configure the following parameters:
   - **Name**: Select the indicator type from the drop-down menu.
   - **Enabled**: Enable to activate camera with OnTrak Enterprise.
   - **Camera Type**: Select the type of camera from the drop-down menu.
   - **Username**: Enter IP camera account Username
   - **Password**: Enter IP camera account Password
   - **IP Address**: Enter the IP address assigned to the camera.

NOTE: Not all IP camera firmware requires a user account. If an IP camera's firmware requires a user account, ensure to create one (see Section 13.2 on page 168) and enter the Username and Password in Create Camera page.

5. Select the **+ Create** button.

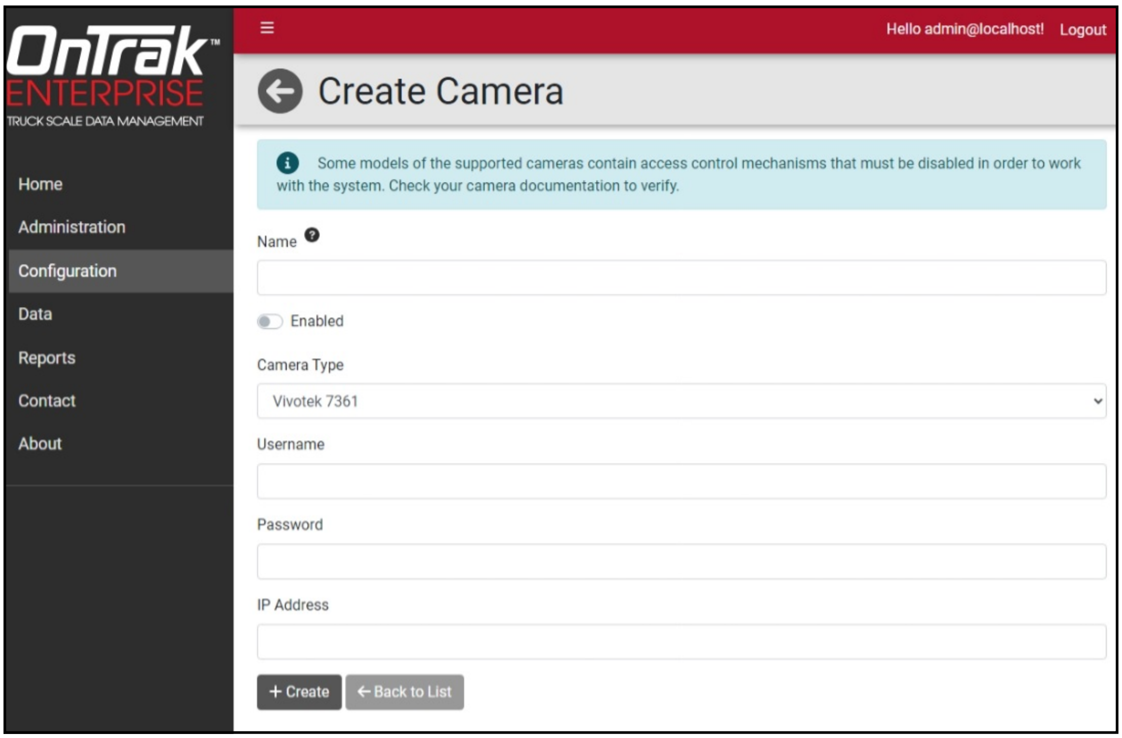

Figure 6-15. Create Camera page

6. The Create Camera page displays with the new camera added.

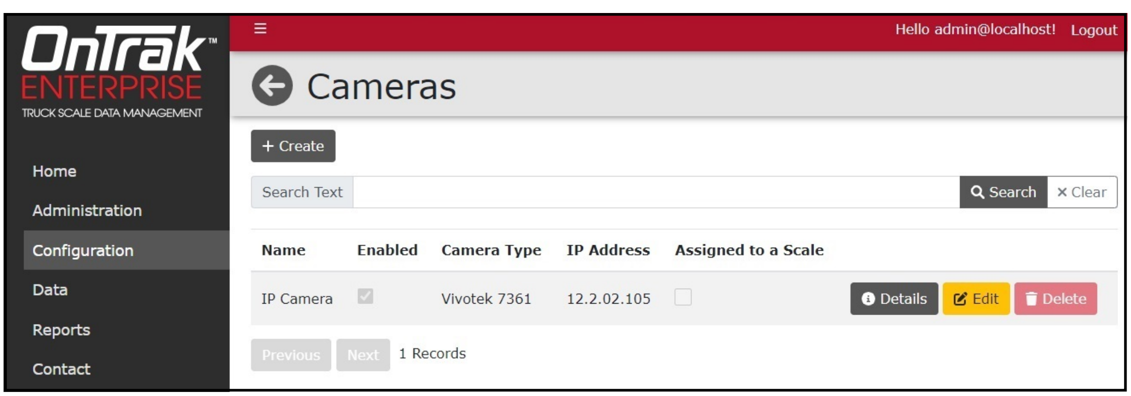

Figure 6-16. Create Camera page

7. Select **Home** to return to the Home page.

6.2.2 Assign Camera to Scale

After a camera connection is created and a scale is associated with an indicator, the camera can be assigned to scale:

1. Select **Indicators** from the Configuration menu.
2. Select **Scales** button that will have a camera assigned to it.

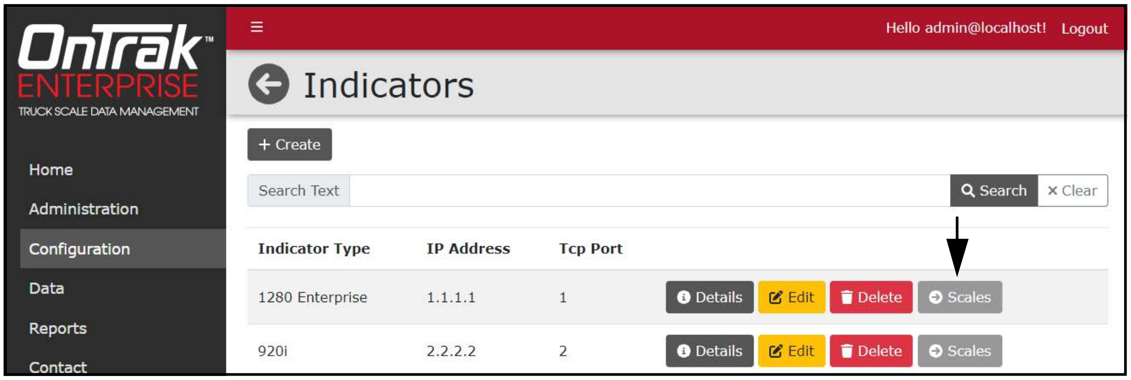

Figure 6-17. Indicators Page Scales Button

3. Indicator Scales page displays.
4. Select the **Cameras** button for the scale an IP camera will be assigned to.

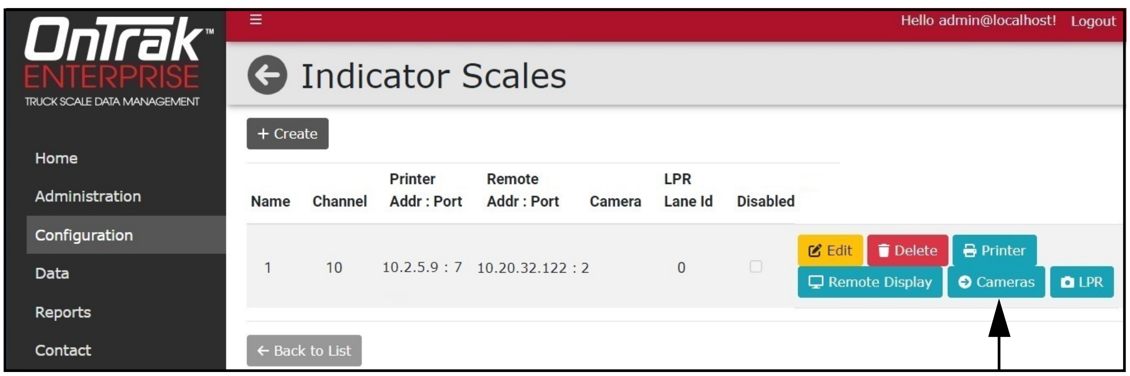

Figure 6-18. Indicators Scales Page with Cameras Identified

5. Select desired camera from the **Available Cameras** drop-down menu and then **Add**.
6. Select **Back to List**.

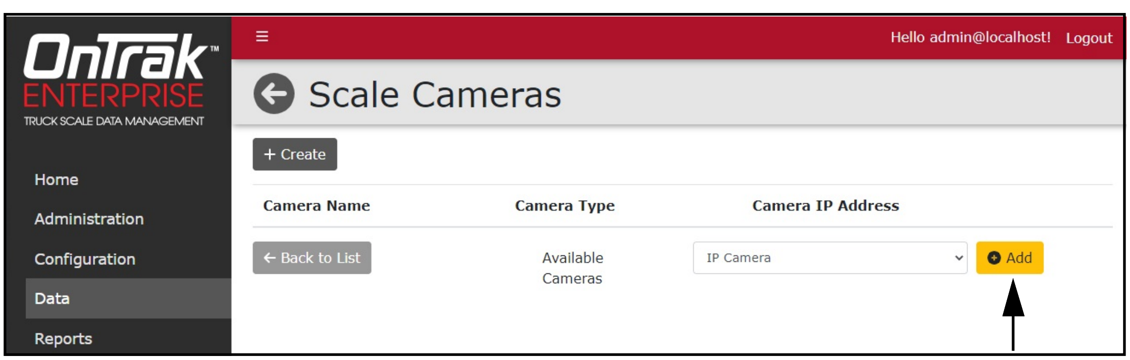

Figure 6-19. Scales Cameras Page Available Cameras Drop-Down

7. The Indicator Scales page displays with the camera added (see Figure 6-20 on page 84).

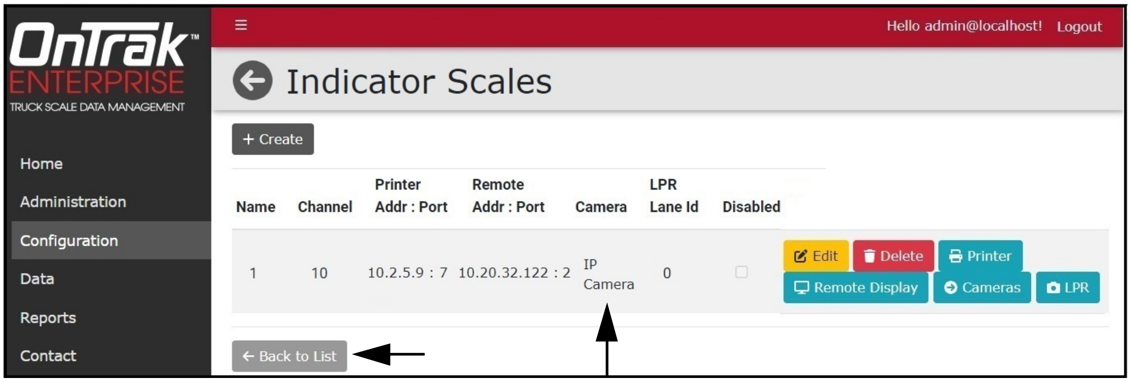

Figure 6-20. Indicator Scales with Camera Information

8. Select **Home** to return to the Home page.

NOTE: Ensure to enable the image capture parameter (see Section 6.12 on page 97).

6.2.3 IP Camera Access List Filtering Settings

OnTrak Enterprise requires that the Access List Filter parameter in VIVOTEK® IP camera firmware to be disabled.

NOTE: Figure 6-21 provides an example of the Access List Filter parameter disabled. Consult VIVOTEK documentation for more information.

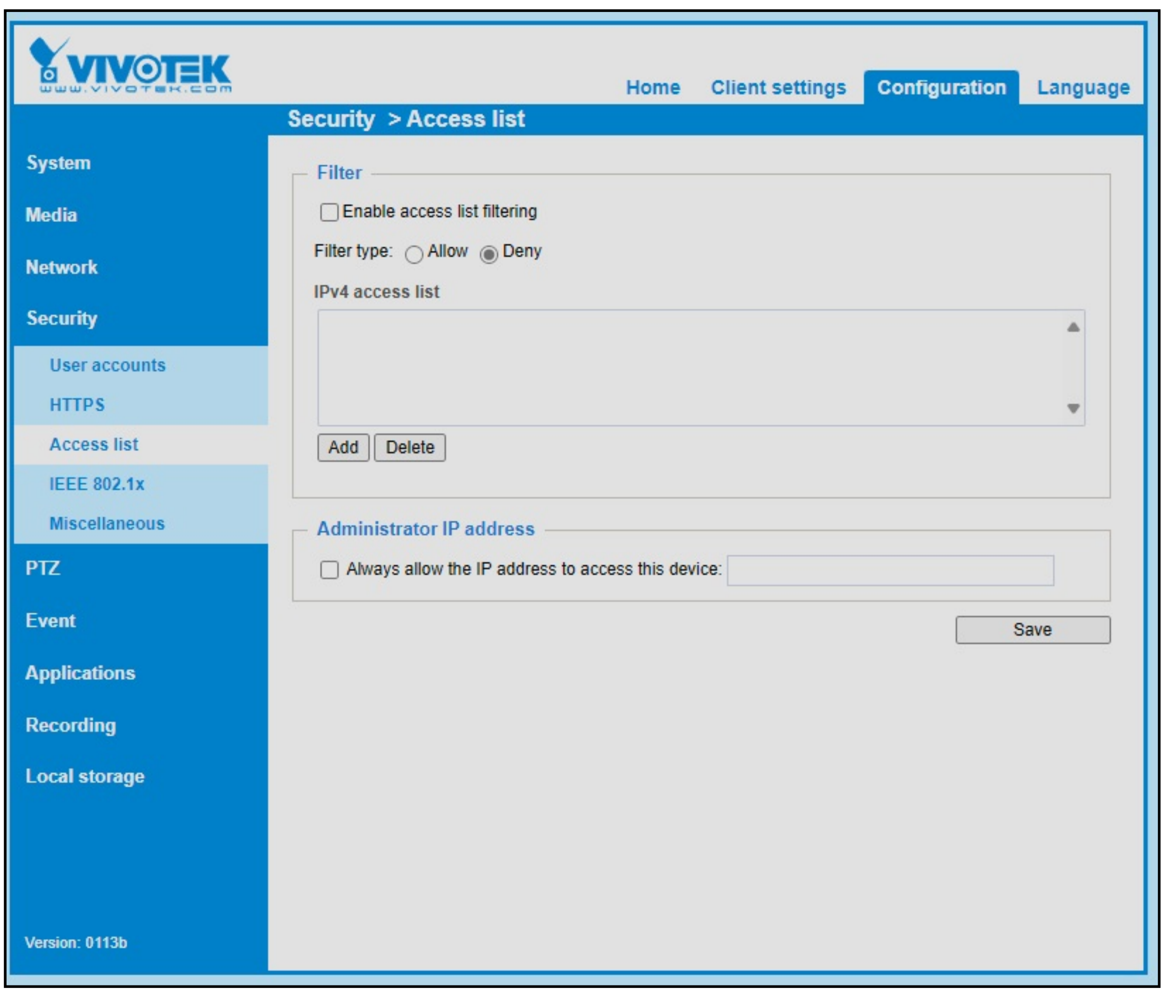

Figure 6-21. Access List Filter Disabled

6.2.4 Test IP Camera

To verify the IP camera is operating correctly:

1. Select **Cameras** from the Configuration menu.
2. Select the **Details** option for IP camera.

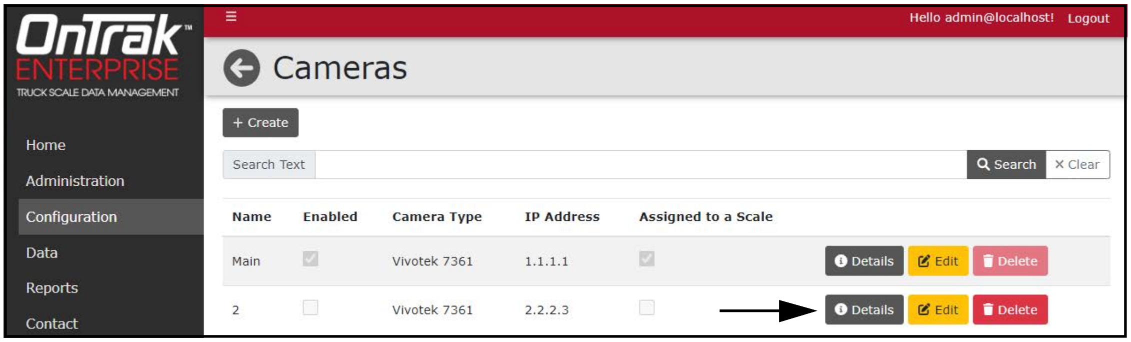

Figure 6-22. Cameras Page with Details Identified

3. Camera Details page opens. Select the test button.

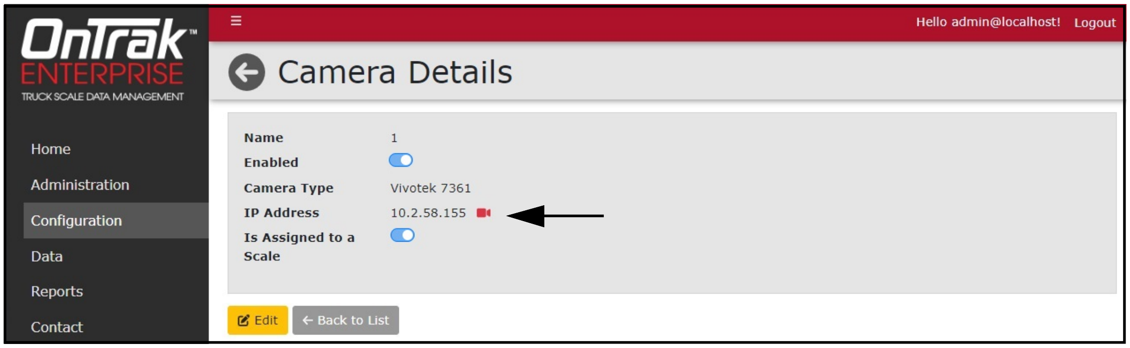

Figure 6-23. Camera Details Test Button

4. A still image is created and opened in the internet browser.
5. Close the image in the internet browser and return the Camera Details page.
6. Select the **Back to List** button to return to the Camera page.
7. Select the **back arrow** to return to Configuration page.

6.2.5 Disable a scale

A scale may be disabled and hidden from the home page. This function is commonly used when a scale will be temporarily unavailable.

1. Select **Indicators** from the Configuration page.
2. Select **Scales** adjacent to indicator.
3. Select **Edit** adjacent to the scale that will be disabled.

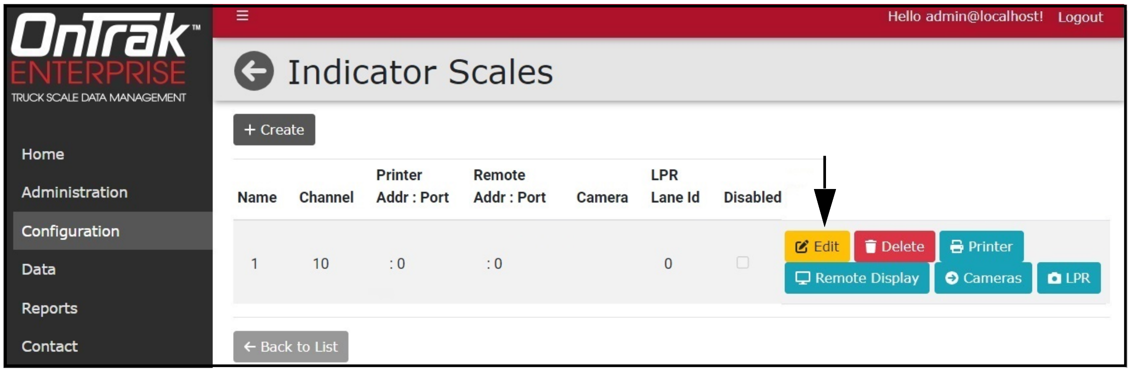

Figure 6-24. Indicator Scale Page with the Edit Identified

4. The Edit Scale window appears.
5. Enable the **Disabled** toggle.
6. Select **Save**.

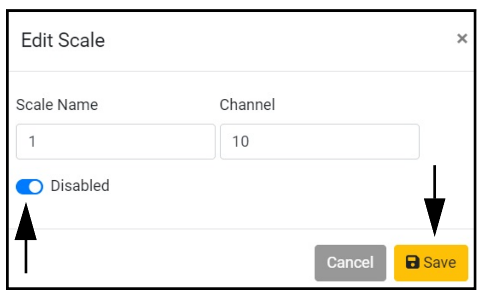

Figure 6-25. Edit Scale Window

7. The Disabled check box displays a check mark when the scale is disabled.

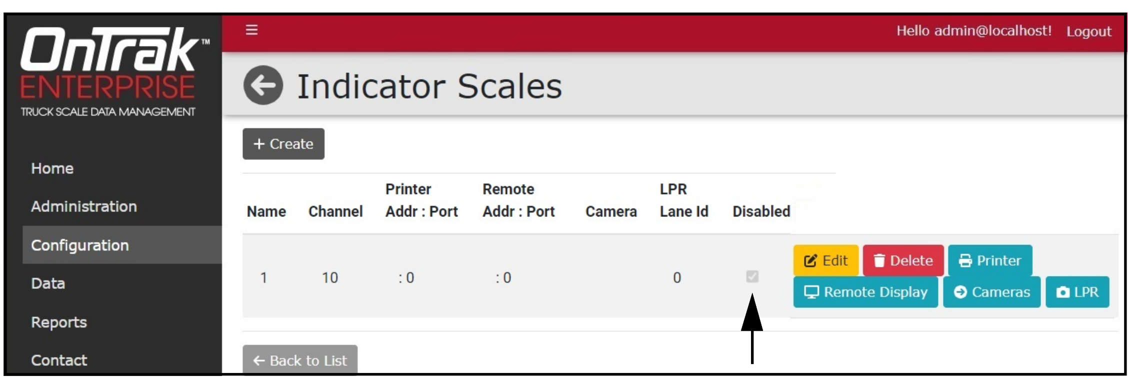

Figure 6-26. Indicator Scale Page with Scale Disabled

6.3 Unit Configuration

The Units page provides alternate unit, multiplier and decimal parameters that convert primary units to alternate units on tickets and reports.

IMPORTANT: When processing receiving mode transactions and using alternate units for costs or fees their calculation is completed using the primary unit weight to ensure accurate values. A difference in values may occur if costs or fees are manually calculated using rounded alternate units that may be printed on tickets or reports.

1. Select **Units** to set up unit variables within the program.
2. Select the **Edit** button to edit the unit values.

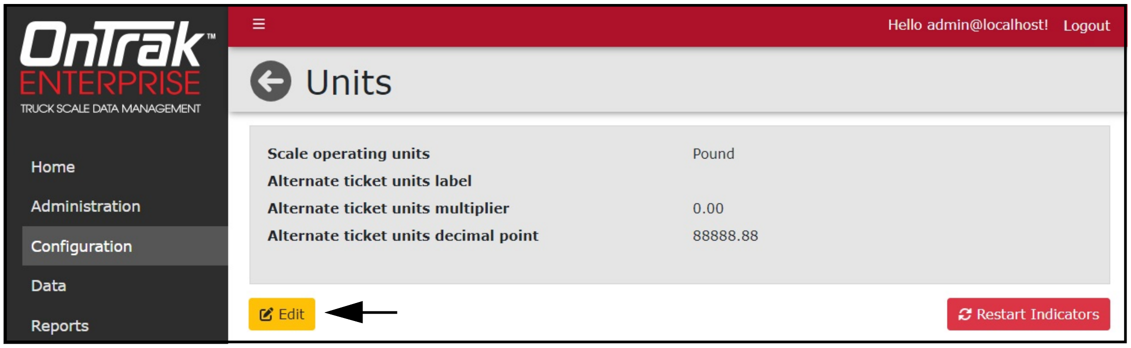

Figure 6-27. Units Page with Edit Identified

3. Edit parameters as required:
   - **Scale Operating Units:** Select the unit of measure.
   - **Alternate Ticket Unit Label:** Configure the alternate label.
   - **Alternate Tickets Units Multiplier**: Configure with the appropriate conversion value from pounds to the desired unit. Converts from configured units to a different unit of measure (typically from pounds to short tons).
   - **Alternate Tickets Units Decimal Point:** Select the desired decimal point location from drop-down menu (8888888, 888888.8, 88888.88, 8888.888, 888,8888, 88.8888, or 8.888888).
4. Select **Save**.

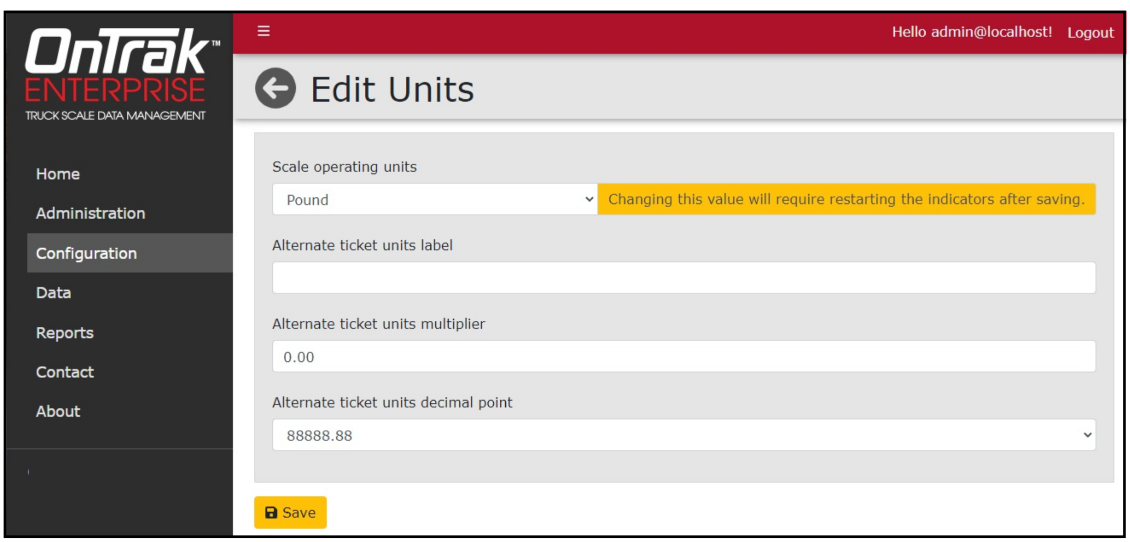

Figure 6-28. Edits Units Page

5. The Units page displays.
6. Select **Home** to return to the Home page.

6.4 Tare Configuration

1. Select **Tare** to set up tare variables within the program.
2. Select the **Edit** button to edit the unit values.

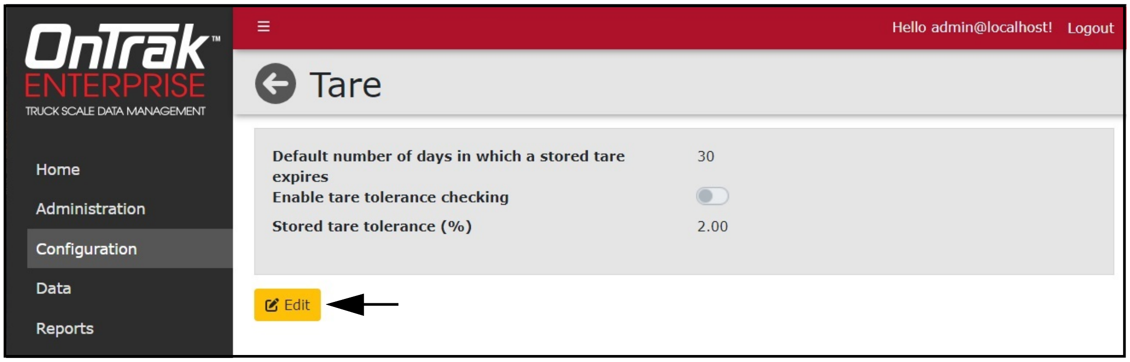

Figure 6-29. Tare Page

3. Edit parameters as required:
   - **Default Days:** Enter the default number of days until the stored tare expires.
   - **Enable Tare Tolerance Checking:** Enable to activate tare tolerance checking.
   - **Store Tare Tolerance:** Enter the stored tare tolerance percentage
4. Select **Save**.

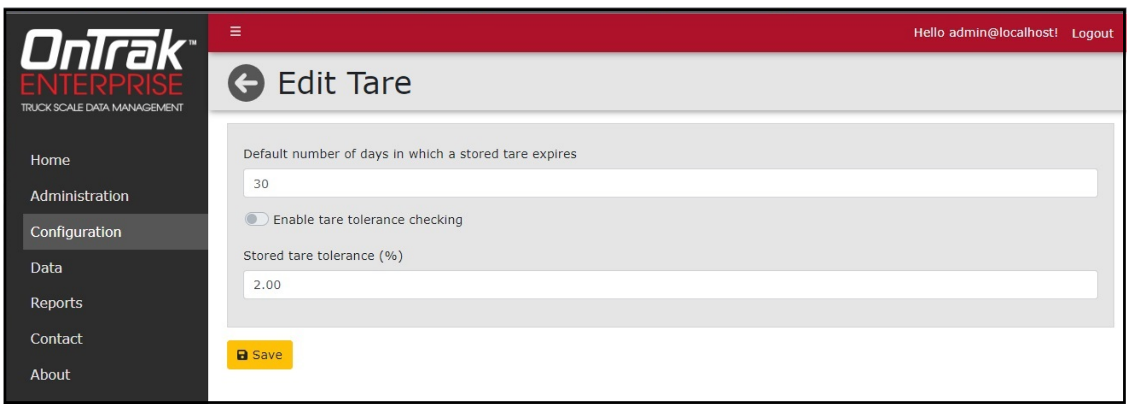

Figure 6-30. Edit Tare Page

5. The Tare page displays.
6. Select **Home** to return to the Home page.

6.5 Scale/Kiosk Configuration

NOTE: Additional setup is required for Kiosk configuration. For more information, see 218855 OnTrak Kiosk Software User Guide

1. Select **Scale/Kiosk** to set up threshold values within the program.
2. Select the **Edit** button to edit the scale/kiosk values.

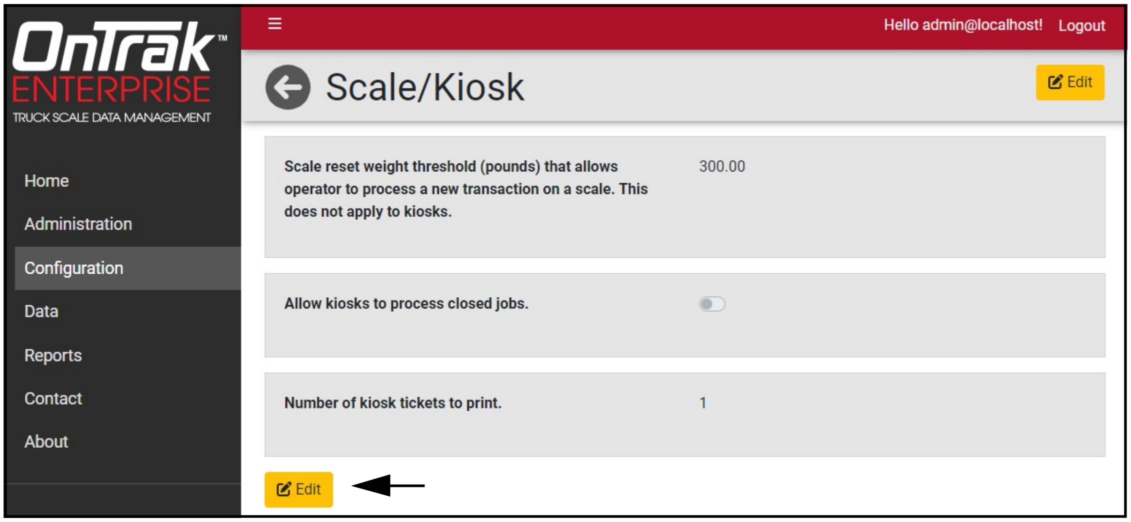

Figure 6-31. Scale/Kiosk Page

3. Edit parameters as required:
   - **Scale Reset Weight:** Enter the threshold in pounds that allows the operator to process a new transaction on a scale.
   - **Allow kiosks to process closed jobs:** Enables or disables a kiosks functionality to process closed jobs.
   - **Number of kiosk tickets to print:** Configures the quantity of kiosk tickets to print.
4. Select **Save**.

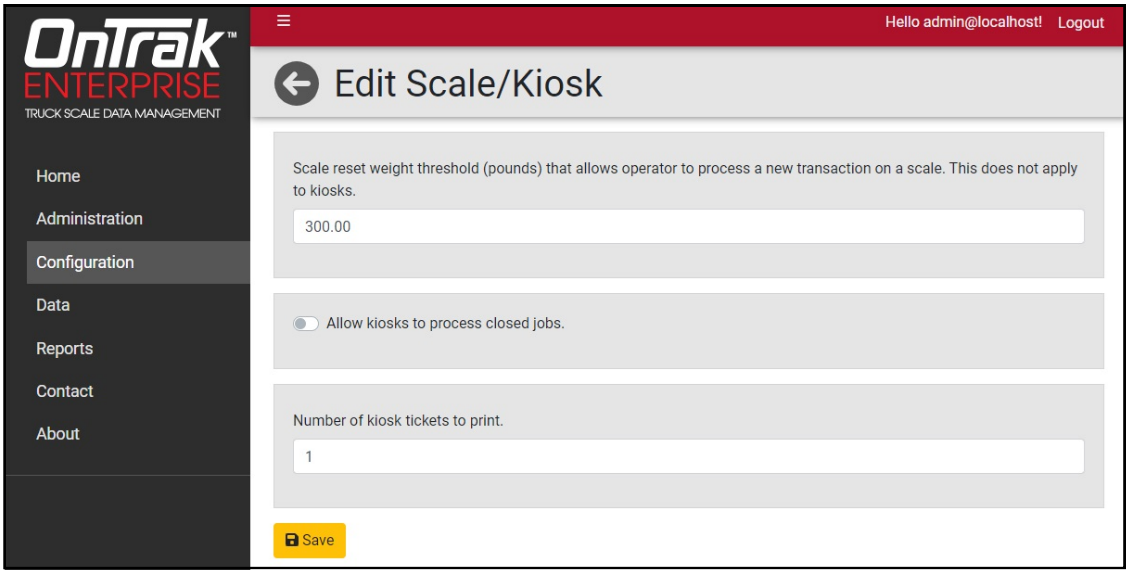

Figure 6-32. Edit Scale/Kiosk Page

5. The Scale/Kiosk page displays.
6. Select **Home** to return to the Home page.

6.6 Mode/Sources Configuration

1. Select **Mode/Sources** to set up threshold values within the program.
2. Select the **Edit** button to change the Transaction Mode/Sources values.

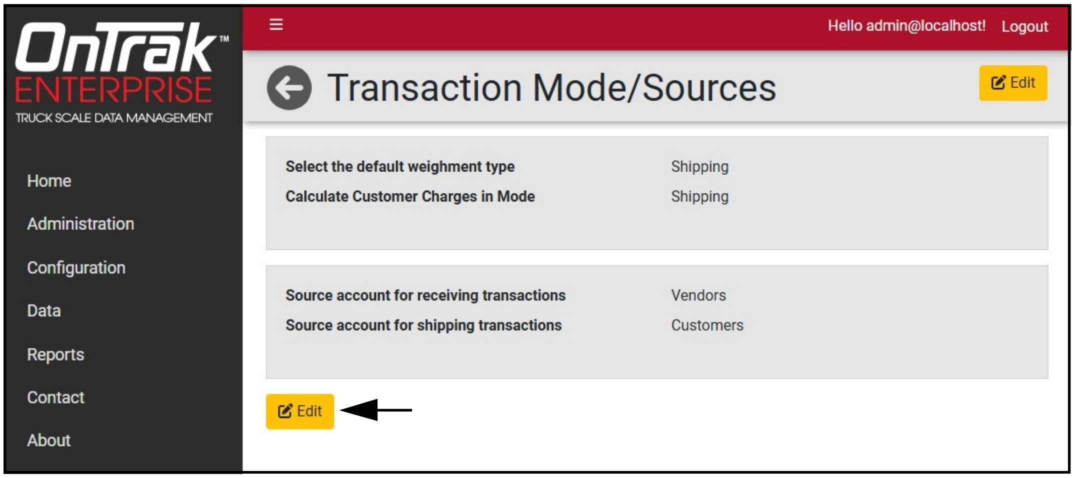

Figure 6-33. Transaction Mode/Sources Page

3. Edit parameters as required:
   - **Default Weighment Type:** Select the default weighment type from the drop-down menu.
   - **Calculate Customer Charges in Mode:** Select whether to calculate charges during shipping or receiving from the drop-down menu.

***NOTE:** Activating charges for a mode disables fees on that mode. For example, Universal Fees are disabled if the feature is set to receiving mode.*

   - **Receiving Source Account:** Select the source account for receiving transactions.
   - **Shipping Source Account:** Select the source account for shipping transactions.
4. Make the desired changes and select the **Save** button to commit the changes, and return to the Mode/Sources list.

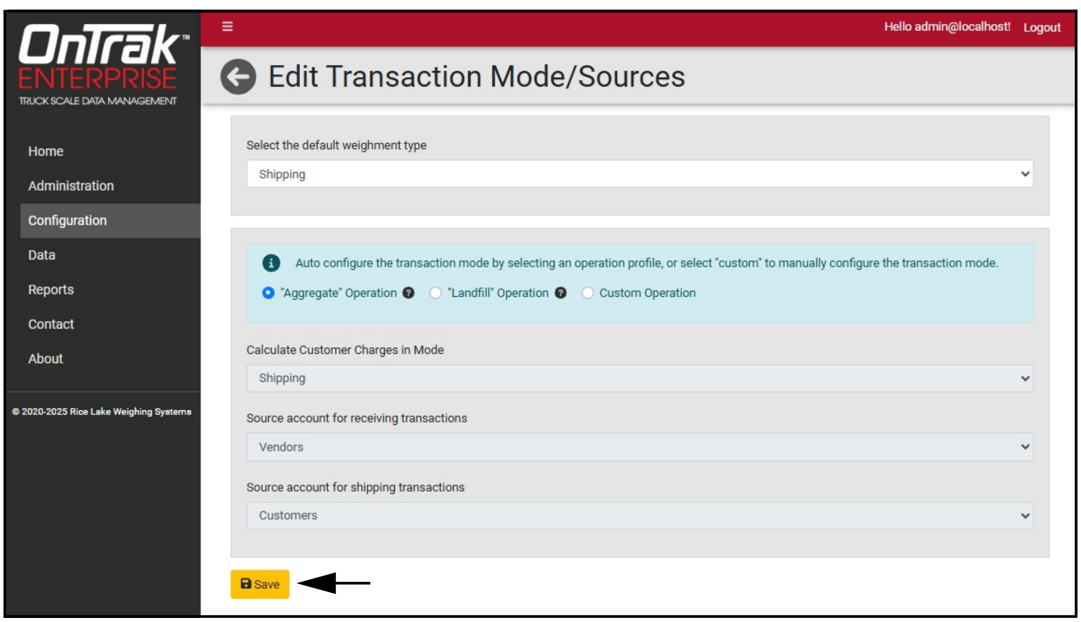

Figure 6-34. Edit Transaction Mode/Sources Page

5. The Transaction Mode/Sources page displays.
6. Select the **back arrow** to return to the Configuration menu.
7. Select **Home** to return to the Home page.

6.7 Transaction Mode Preset Configurations

Aggregate Operation

This scenario is set up to ship loads to customers and receive loads from vendors. Charges are billed to shipping transactions.

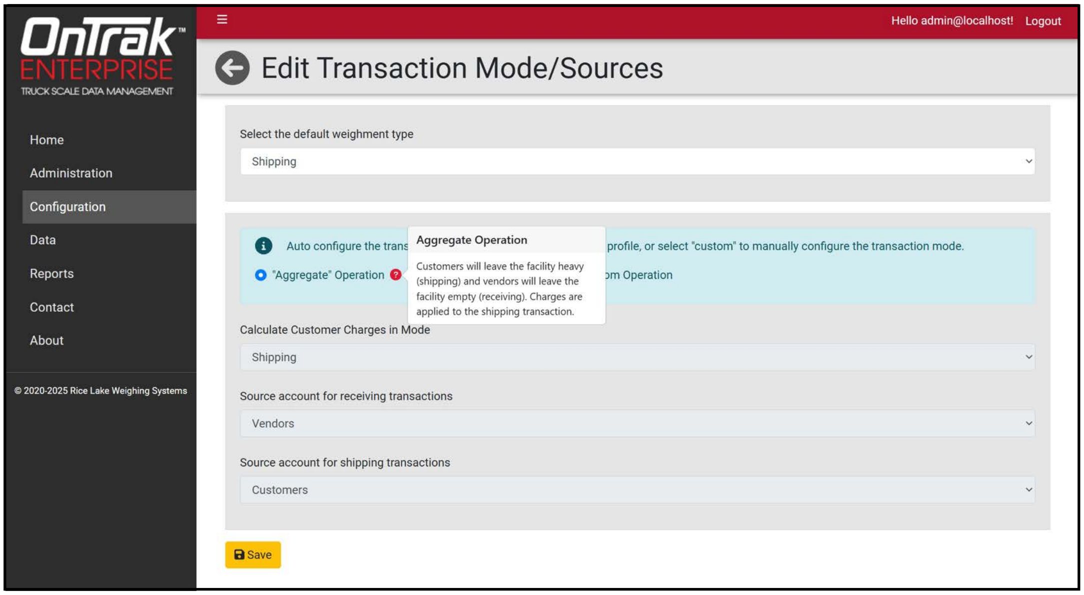

Figure 6-35. Aggregate Operation Preset

Landfill Operation

This scenario is set up to receive loads from customers and ship loads to vendors. Charges are billed to receiving transactions.

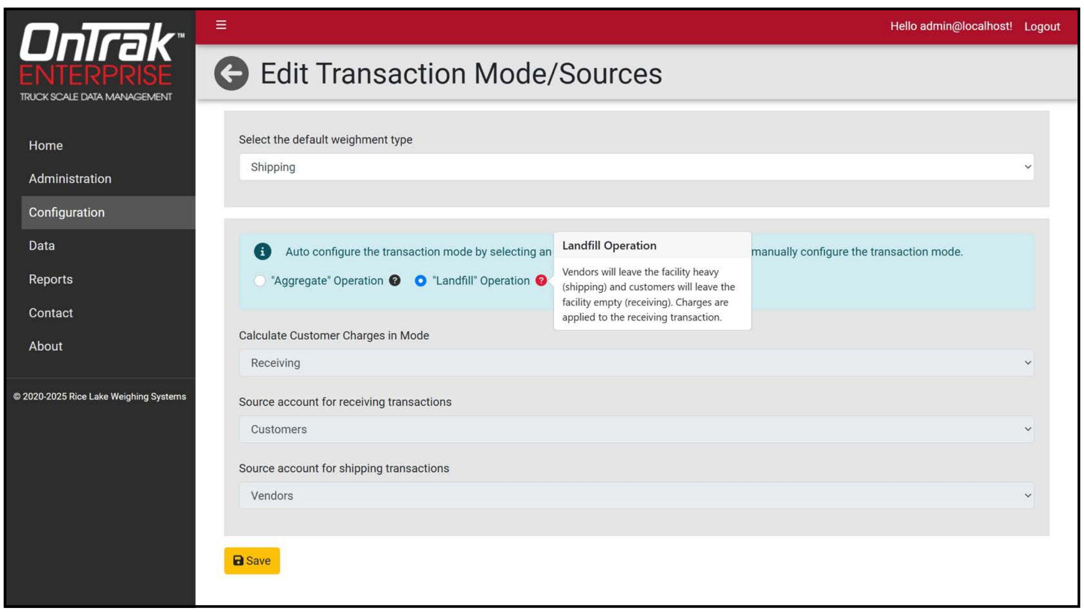

Figure 6-36. Landfill Operation Preset

6.8 Weigh Screen Configuration

1. Select **Weigh Screen** to configure the operational parameters.
2. Select the **Edit** button to edit the Weigh Screen parameters.

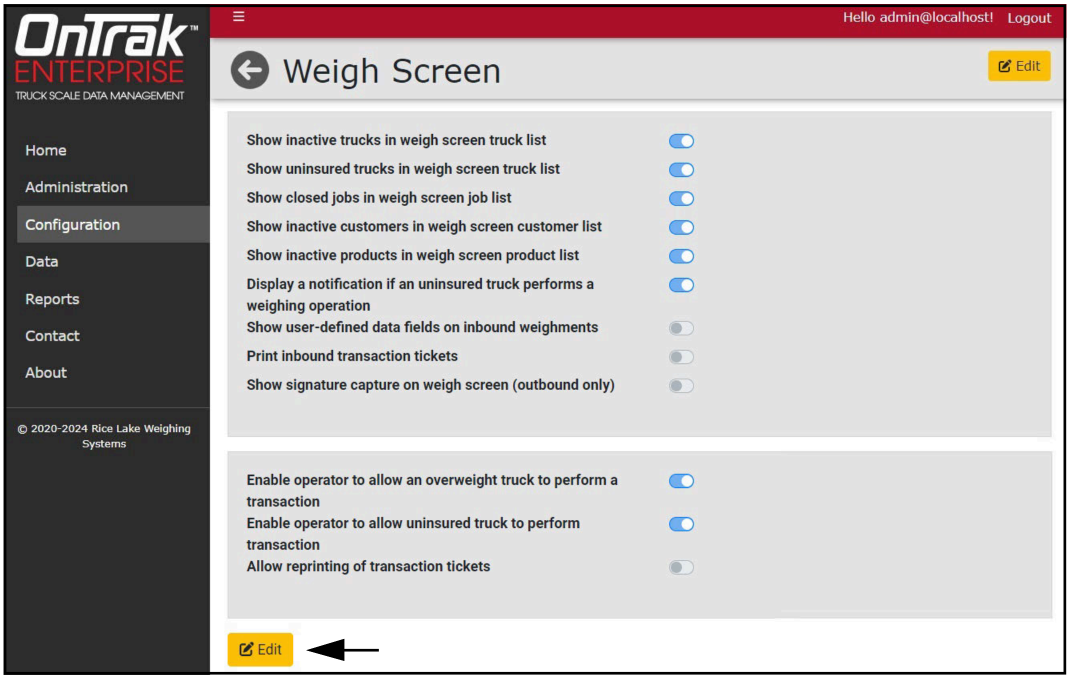

Figure 6-37. Weigh Screen Page

3. Configure parameters that should be displayed on the weigh screen.
4. Select **Save**.

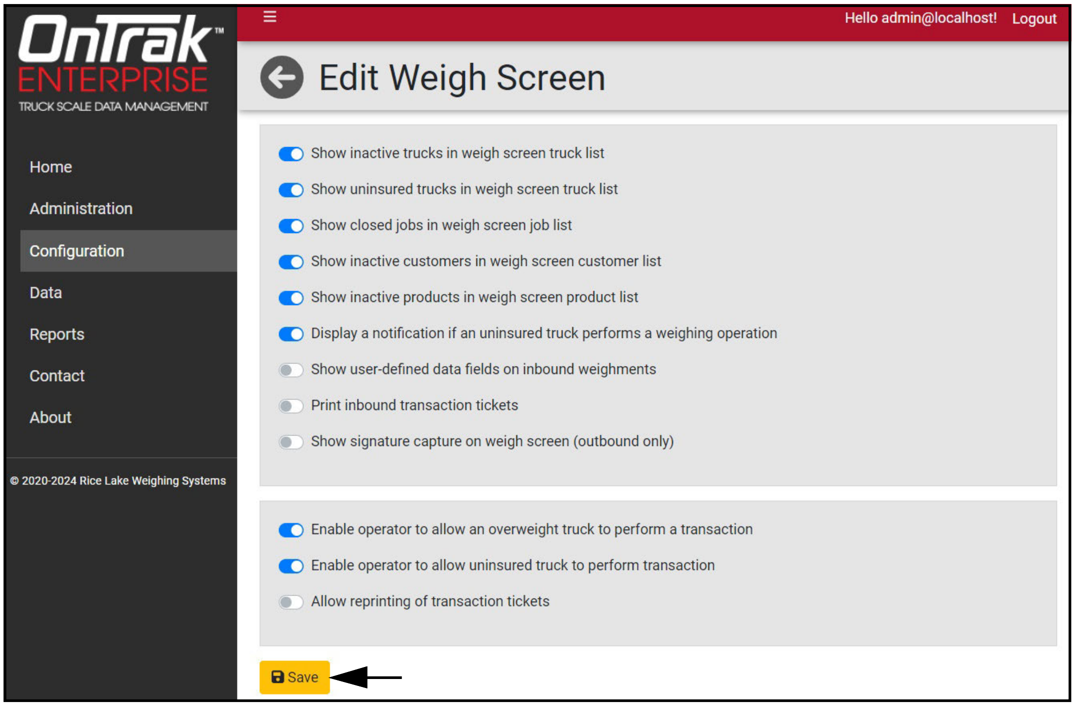

Figure 6-38. Edit Weigh Screen Page

5. The Weigh Screen page displays.
6. Select **Home** to return to the Home page.

6.9 User Fields Configuration

User fields provide a three custom text fields that may be used during processing (see Section 9.0 on page 137). Perform the following to configure user fields.

1. Select **User Fields** from the Configuration page.
1. Select **Edit**.

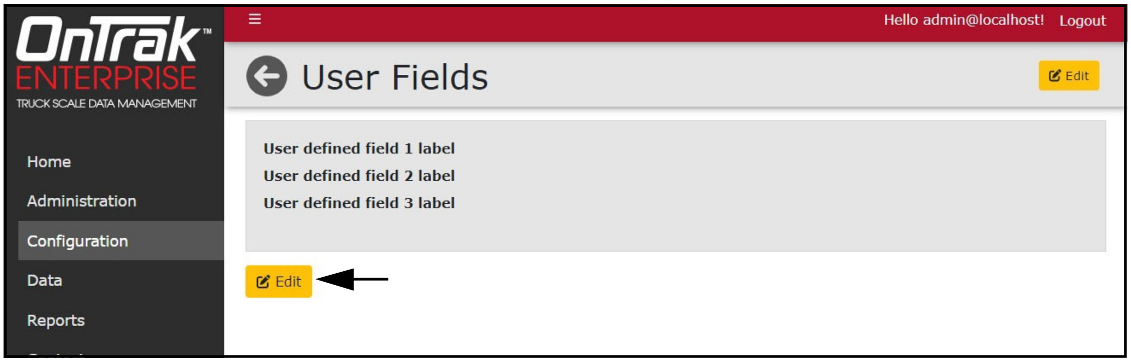

Figure 6-39. User Fields Page

2. The Edit User Fields page displays.
3. Edit text in each user field as desired.

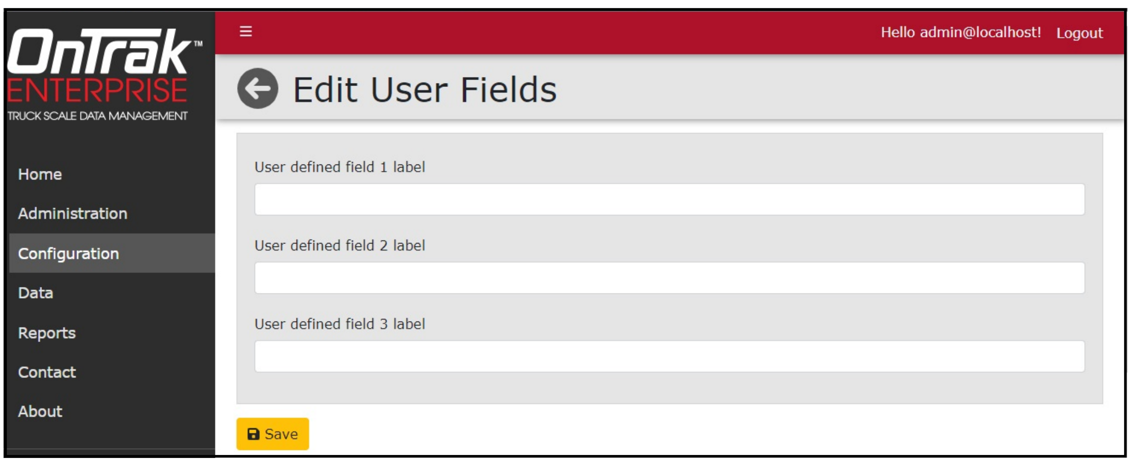

Figure 6-40. Edit User Fields Page

4. Select **Save**. The User Fields page displays with the defined user information.

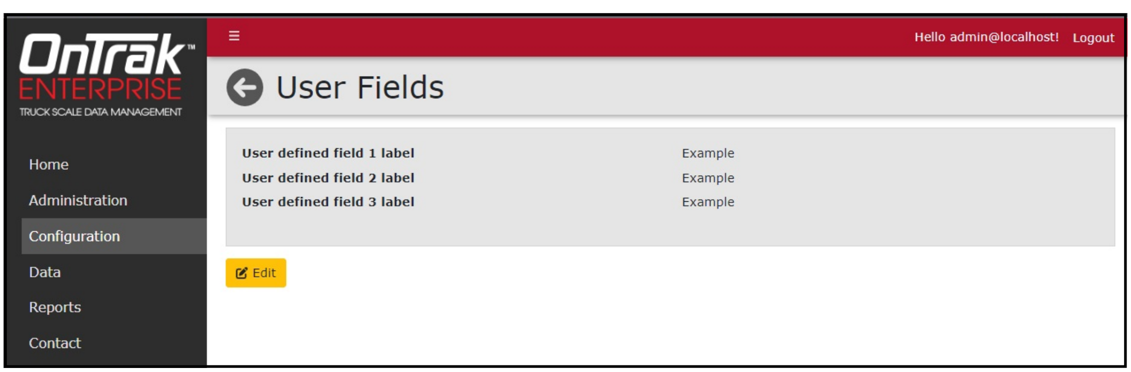

Figure 6-41. User Fields Page with Information

5. Select **Home** to return to the Home page.

6.10 Ticket Configuration

Ticket print parameters are shown for Inbound shipping tickets, Inbound receiving tickets, Outbound shipping tickets and Outbound receiving tickets. For information about ticket tokens, see Section 13.1 on page 164.

1. Select **Tickets** from the Configuration page.
2. Select **Edit** to change ticket formats.

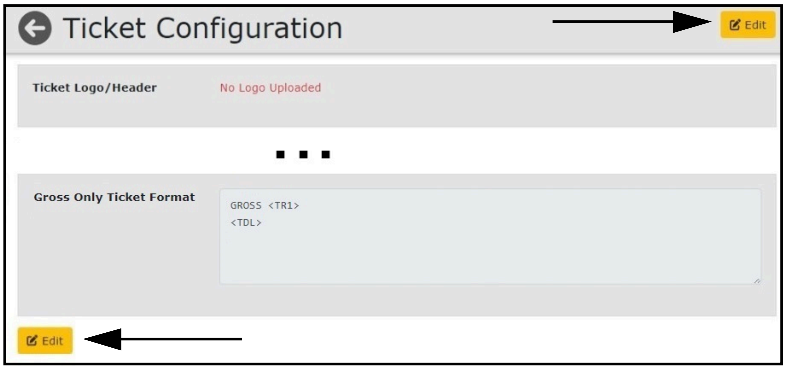

Figure 6-42. Ticket Configuration Page

3. Configure Logo/Header Image parameters if a logo is required.
   - **Choose file:** Select the desired *.jpg image to use as a logo/header image.
   - **Upload**: Select to upload the image to OnTrak Enterprise.

NOTE: OnTrak Enterprise stores the uploaded image in the following folder: C:\ProgramData\Rice Lake Weighing Systems\OnTrakEnterprise\ticketlogo

When an image is uploaded, the existing image is deleted from the ticketlogo folder.

Figure 6-43. Logo/Header Image Parameters

4. Configure initial parameters to determine ticket email preferences.
   - **Automatic Ticket Download**: Enable to automatically downloaded tickets in the browser that performed the inbound or outbound operation.
   - **Ticket Email Subject**: Enter the subject name in sent email.
   - **Ticket Email Body**: Enter the body text of the email body.
   - **Enable Ticket Logo/Header Scaling**: Enables logo scaling. If enabled, the logo/header image's height and width adjusts to the largest possible size in proportion to the ticket size. If disabled, the image renders in the original size.

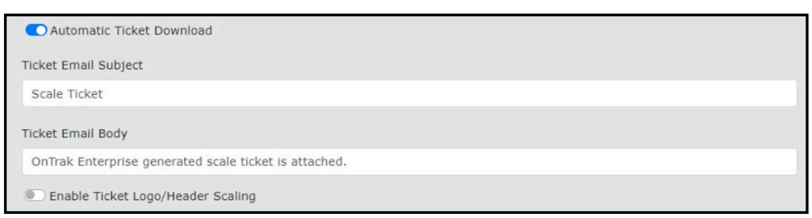

Figure 6-44. Edit Ticket Configuration Page Initial Parameters

5. Perform the following:
   - Select **Load Default** button to load initial parameters. A pop-up requests to load the default format. Select **Yes** to continue.

Figure 6-45. Load Default Pop-Up

   - For ticket formats, select print parameters/drop-down menus as required.
   - If using a logo/header image, select **Logo**. <LOGO> is added to the ticket format.

NOTE: The logo appears at the top of the ticket regardless of token location.

   - If the signature field or cameras are enabled, select **Captured Images.** <CAPIMAGES> is added to the ticket format.

NOTE: The Captured Images token includes images from standard camera, license plate reader cameras and signature field (where applicable). Captured images appear at the bottom of the ticket regardless of token location. Images are organized based on timestamps where inbound images precede outbound images. The signature images always follow all other images, at the end of the ticket.

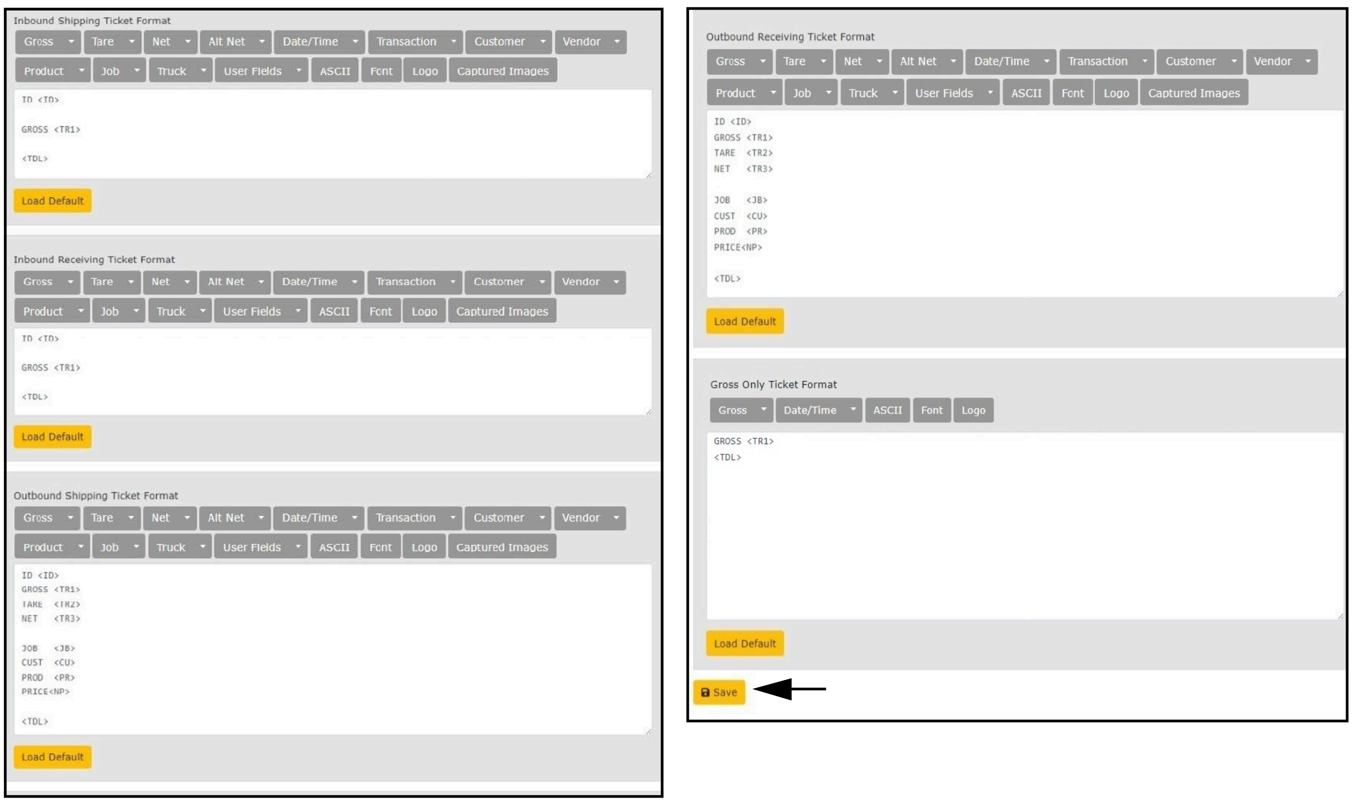

Figure 6-46. Edit Ticket Configuration Page Format Parameters

6. Select **Save** to save all ticket configuration formats.
7. Select **Home** to return to the Home page.

6.11 Data Export Templates Configuration

Data Export Templates are used with the Outbound Weighment page to convert transactions into a readable file. Ticket tokens are used for template configuration, for more information see Section 13.1 on page 164. Perform the following to configure Data Export Templates.

1. Select **+ Create** to create a data export template.

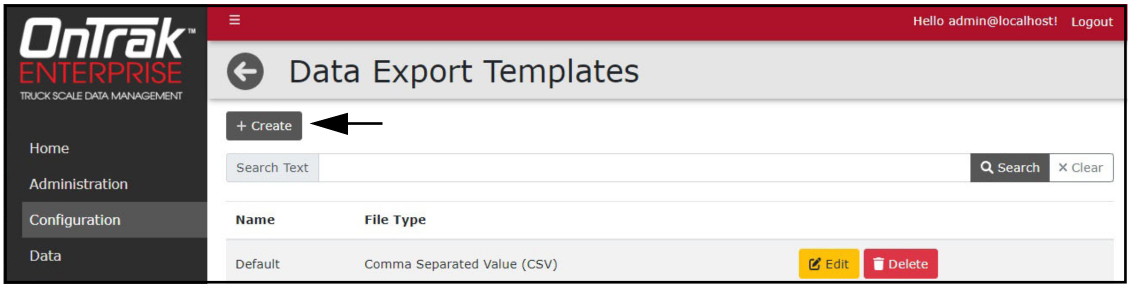

Figure 6-47. Data Export Templates Page with + Create Identified

2. Configure parameters as desired:
   - **Template Name:** Enter the desired name for the Data Export Template.
   - **File Type:** Select the required format Comma Separated Value (CSV), Tab Delimited Text (TXT) or JavaScript Object Notation (JSON).
   - Select **Load Default** button to load initial parameters.

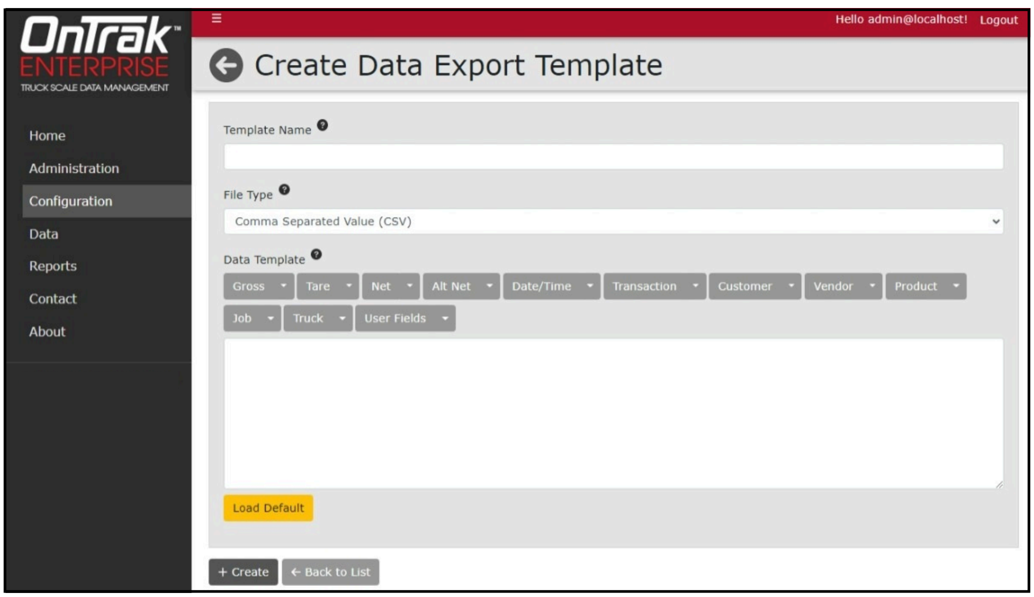

Figure 6-48. Create Data Export Template Page

   - A pop-up requests to load the default format. Select **Yes** to continue.

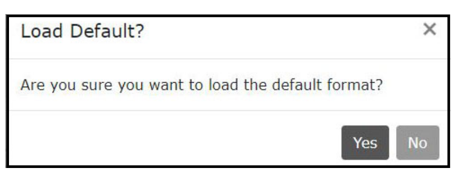

Figure 6-49. Load Default Pop-Up

3. Edit Data Template parameters as required.
4. Select **Save**.
5. Select **Home** to return to the Home page.

6.12 Image Capture Configuration

Image capture for inbound transactions is turned off by default. Perform the following to turn on image capture.

1. Select **Image Capture** from the Configuration page.
2. Select **Edit**.

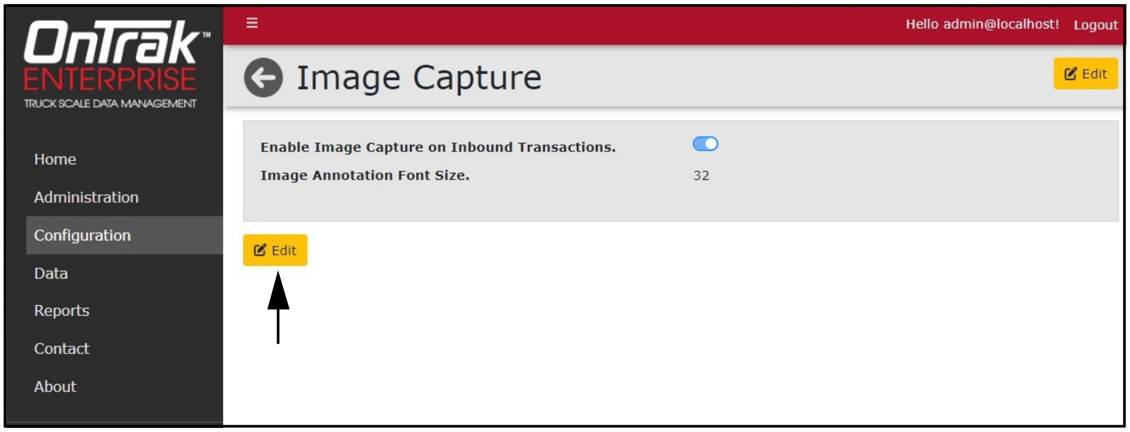

Figure 6-50. Image Capture Page with Edit Identified

3. Enable the toggle to turn on image capturing for inbound transactions.
4. If desired, change the Image Annotation Font Size parameter (32 is the default font size).
5. Select **Save**.

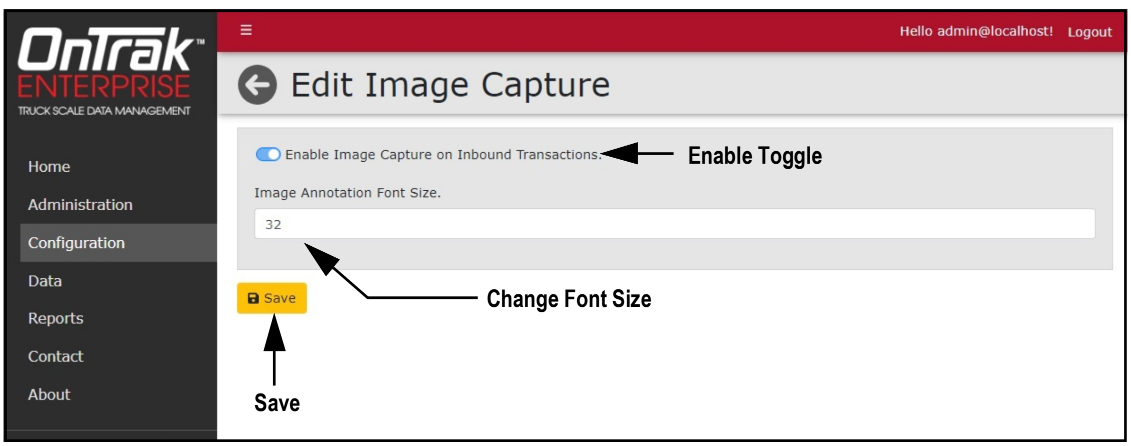

Figure 6-51. Edit Image Capture Page

6. The Image Capture page displays.
7. Select **Home** to return to the Home page.

6.13 Home Screen/Dashboard Configuration

The dashboard screen element may be enabled (default) or disabled (see Section 3.6.1.2 on page 32). Perform the following to configure the dashboard element on the Home page.

1. Select **Home Screen** from the Configuration page.
2. Select **Edit**.

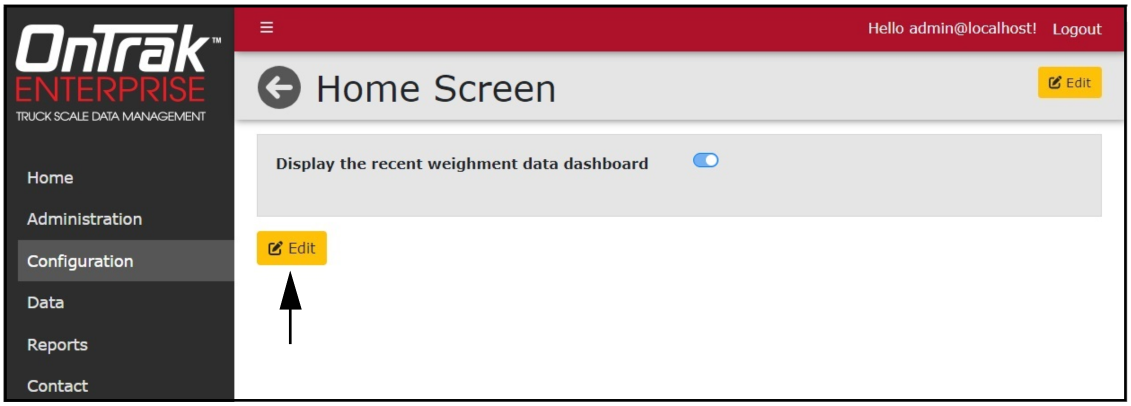

Figure 6-52. Edit Home Screen with Edit Identified

3. Select the toggle to enable or disable the dashboard.
4. Select **Save**.

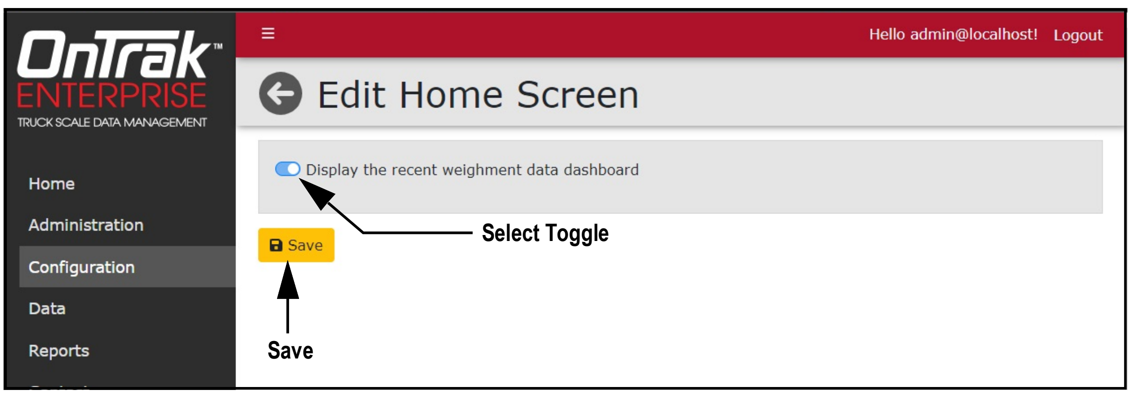

Figure 6-53. Edit Home Screen Page

5. Select **Home** to return to the Home page.
6. The Home page displays with the updated dashboard configuration.

6.14 Feature Options

Feature Options contains four parameters that enables or disables the following functions:

- Show Vendor Discounts: Enables/disables Vendors Product Discounts button and page. Also enables/disables base Discounts field from when a vendor is created, edited, or has its details viewed (see Section 7.6 on page 110)
- Show Vendor Charges: Enables/disables Vendors Product Charges button and page
- Enable Location Pricing: Enables/disables Location Prices button on Product page
- Disable transient truck weighments: Enables/disables transient truck option on the weigh screen and Create Outbound form

Perform the following to configure the Show Vendor Discounts or Show Vendor Changes functions.

1. Select **Feature Options** from the Configuration page.
2. Select **Edit**.

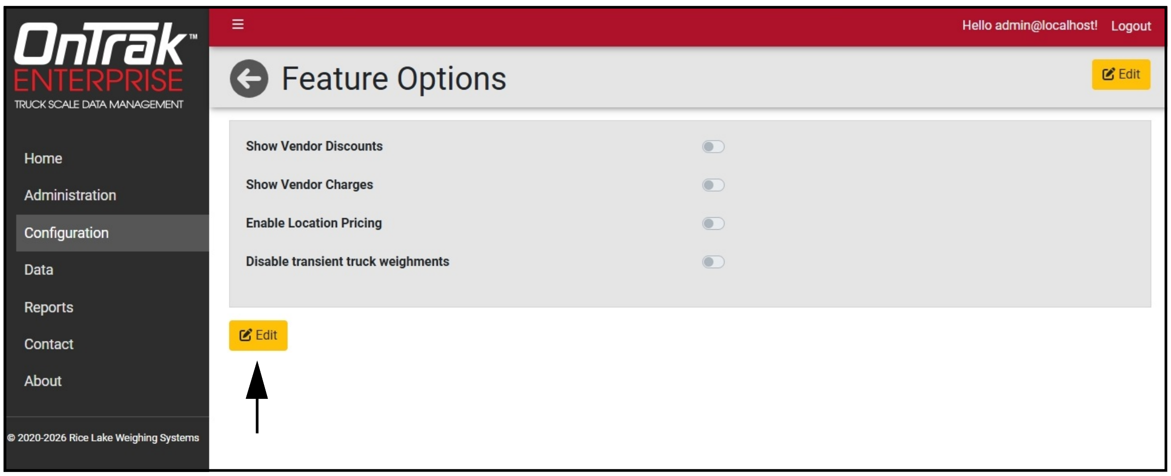

Figure 6-54. Feature Options Page with Edit Identified

3. Select the toggles to enable or disable the Discounts or Charges functions on the Vendor page.
4. Select **Save**.

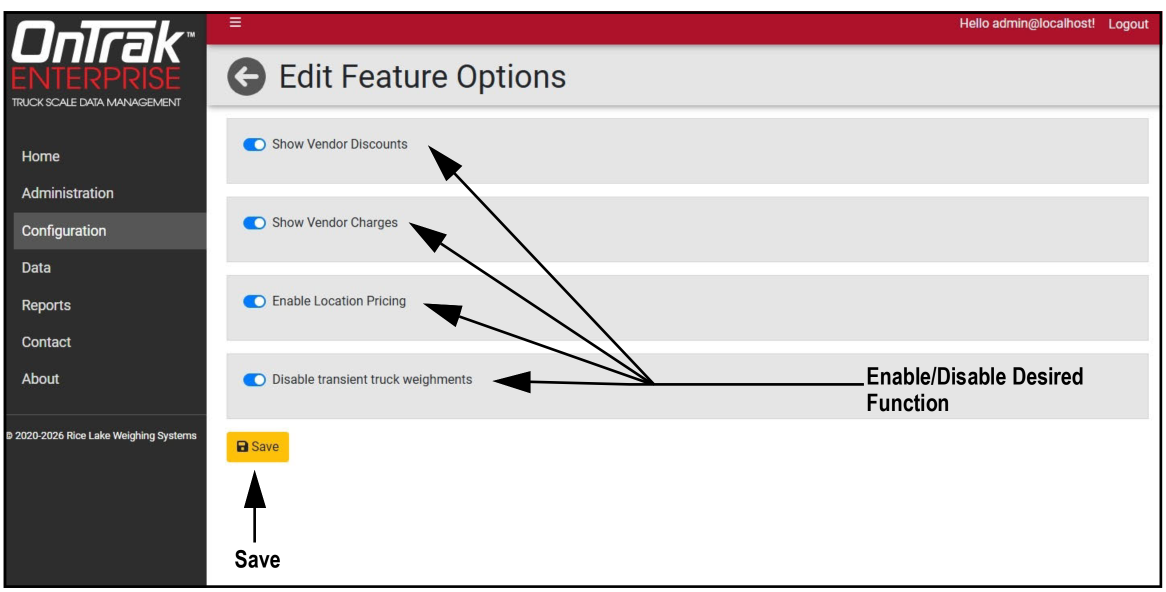

Figure 6-55. Edit Feature Options Page

5. Select **Home** to return to the Home page.
6. Depending on configuration, the Discounts function displays or hides on the Vendors page.

6.15 Remote Storage Configuration

Amazon Web Services (AWS) S3 and Microsoft Azure remote storage options for outbound data are configured through the Remote Storage Configuration menu. To enable remote storage, access the appsettings.json file as described in Section 2.4 on page 20 and locate the following section.

NOTE: Rice Lake Weighing Systems does not provide or host cloud services. These must be obtained directly through Amazon or Microsoft.

```
"RemoteStorageSettings": {
  "AwsSimpleStorageServiceSettings": {
      "S3BucketKey": "OntrakEnterpriseData/"
      "S3Bucket": " ",,
      "S3Region": " ",
      "S3AccessKey": " ",
      "S3SecretKey": " ",
      "EnableRepublish": true
},
  "AzureBlobStorageSettings": {
      "AccountName": " ",
      "AccountKey": " ",
      "ContainerName": " ",
      "BlobStorageFixedDomain": "blob.core.windows.net"
```

Figure 6-56. Remote Storage Configuration Parameters

Configure AWS S3 or Microsoft Azure parameters as follows.

Parameter	Description
S3Bucket	Enter a string value to set the bucket name.
S3Region	Enter a string value to set the region code. *Example: us-east-1*
S3AccessKey	Enter a string value to set the IAM user access key.
S3SecretKey	Enter a string value to set the IAM user secret key.
EnableRepublish	Set to true or false as needed. This enables or disables republishing data to S3; the default value is true.

Table 6-1. AWS S3 Configuration Parameters

Parameter	Description
AccountName	Enter a string value to set the account name.
AccountKey	Enter a string value to set the account key where files are stored.
ContainerName	Enter a string value to set the container name.

Table 6-2. Microsoft Azure Configuration Parameters

After enabling remote storage through the appsettings file, perform the following to configure AWS S3 or Microsoft Azure storage options.

1. Select **Edit**.

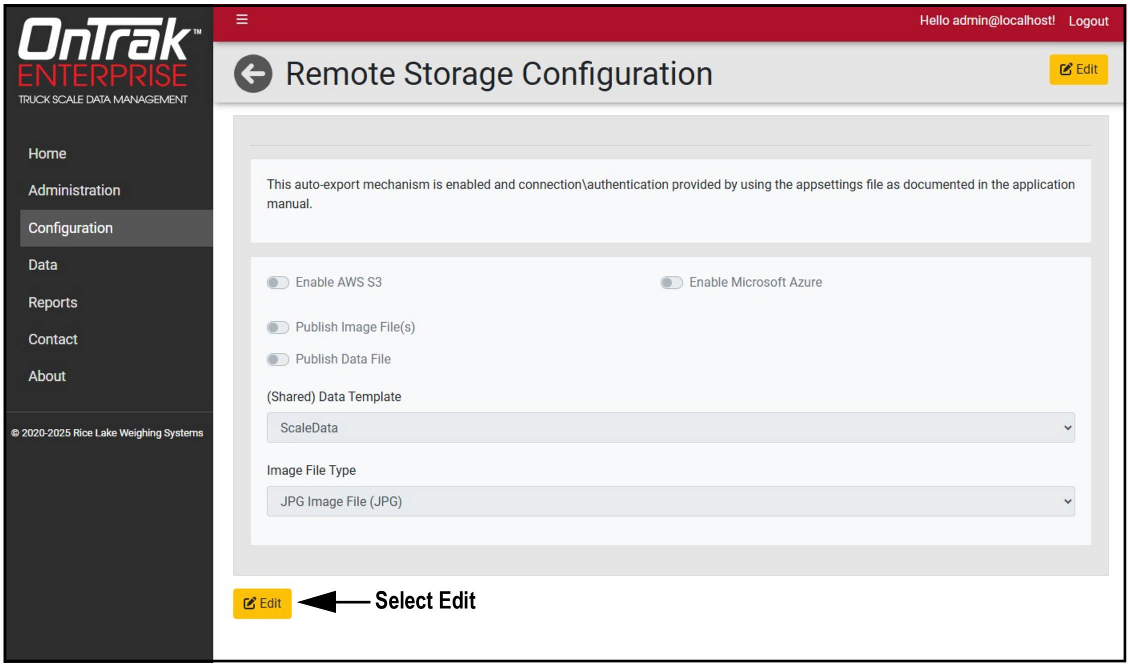

Figure 6-57. Edit Remote Storage Configuration

2. Toggle **Enable AWS S3** or **Enable Microsoft Azure** to select desired remote storage option.

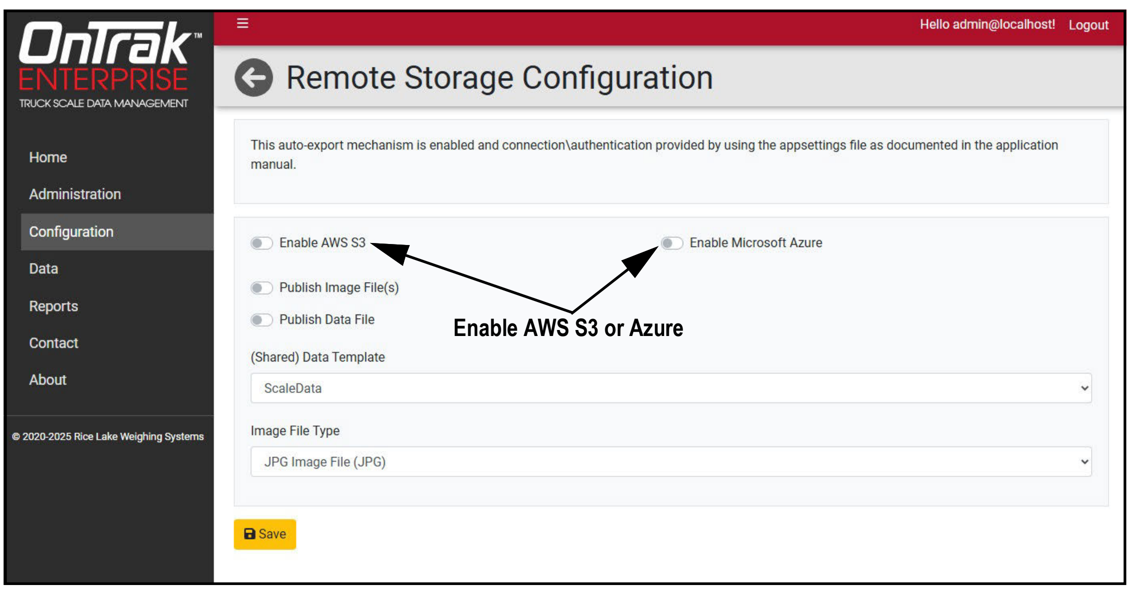

Figure 6-58. Toggle Remote Storage Option

3. Toggle **Publish Image File(s)** or **Publish Data File** to enable/disable desired outputs.
4. Select a data template from the **(Shared) Data Template** drop-down menu.
5. Select desired image file type (JPG or PDF) from the **Image File Type** drop-down menu.

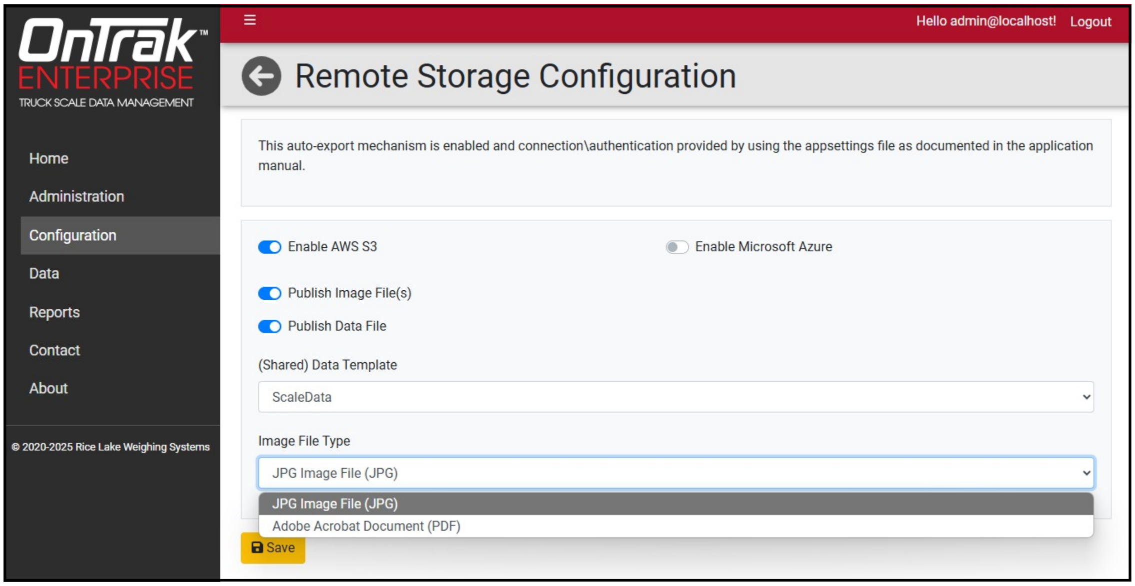

Figure 6-59. Select Image File Type

6. Select **Save**.

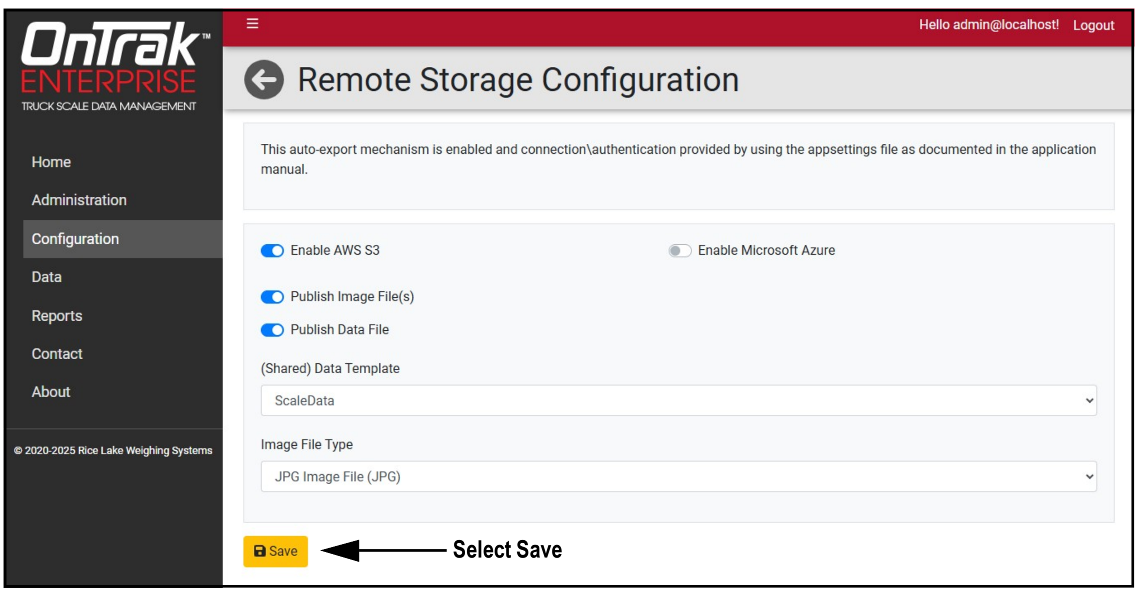

Figure 6-60. Save Remote Storage Settings

7. Select **Home** to return to the Home page.

NOTE: If data export to remote storage is interrupted by power loss, stored data will be sent upon recovery.

6.16 Restart All Indicator Connections

1. Select **Indicators** or **Units** in the Configuration menu.

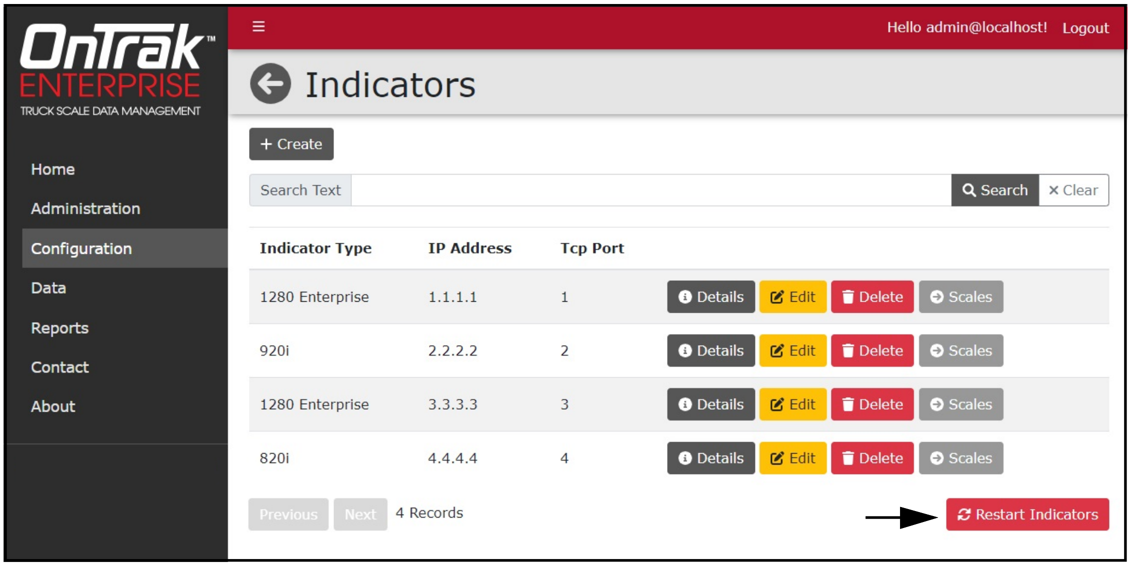

Figure 6-61. Indicators Page with Restart Indicators Identified

2. Select **Restart Indicators**.
3. The Restart Indicators page displays.
4. Select **Restart** to continue.

NOTE: After restarting indicators, weighing operations are inhibited for a short period of time.

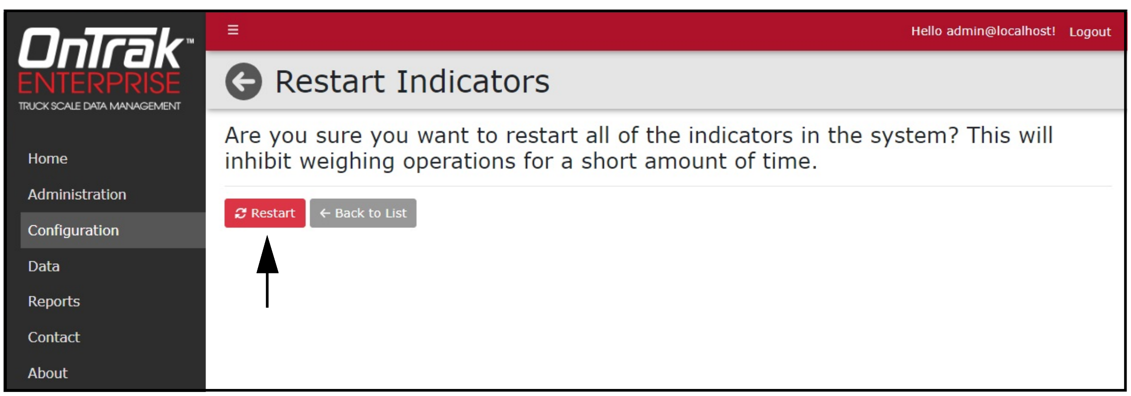

Figure 6-62. Restart Indicators Page with Restart Identified

7.0 Data

The Data menu provides access to various categories related to customers, vendors, trucks, pricing and transactions. Each data category when accessed, opens a details type view for setting up data. Pages provide an edit button at the bottom of each details page or with each line item.

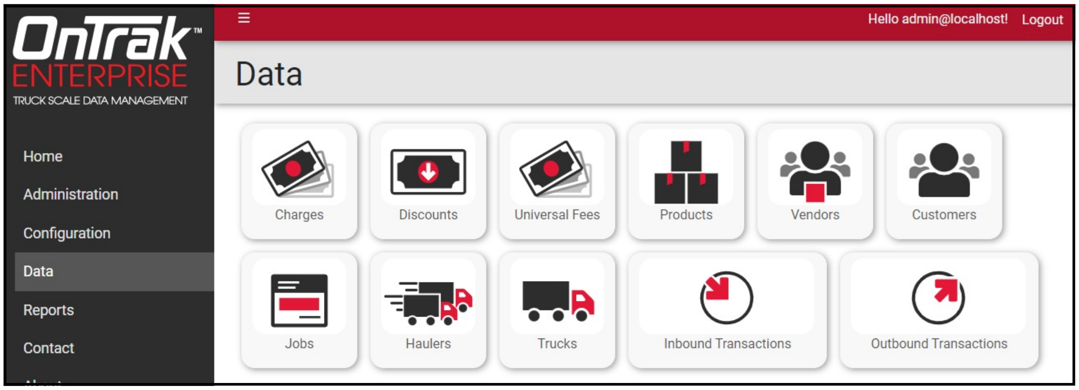

Figure 7-1. Data Page

This section discusses the following topics:

- Create the following database items:
  - Create Charges (see Section 7.1 on page 105)
  - Create Discounts (see Section 7.2 on page 106)
  - Create Universal Fees (see Section 7.4 on page 108)
  - Create Products (see Section 7.4 on page 108)
  - Create Product Location Prices (see Section 7.5 on page 109)
  - Create Vendors (see Section 7.6 on page 110)
  - Create Product Vendor Costs (see Section 7.7 on page 112)
  - Create Product Vendor Fees (see Section 7.8 on page 113)
  - Create Customers (see Section 7.9 on page 114)
  - Create Jobs (see Section 7.10 on page 116)
  - Create Haulers (see Section 7.11 on page 117)
  - Create Trucks (see Section 7.12 on page 118)
- Assign items to various Data pages:
  - Assign Charges to Customers, Jobs, Products or Haulers (see Section 7.13.1 on page 120)
  - Assign Product Discounts to Customers (see Section 7.13.2 on page 121)
  - Assign Universal Fees to Vendors (see Section 7.13.3 on page 122)
  - Assign Prices to Jobs (see Section 7.13.4 on page 123)
  - Assign Trucks to Haulers (see Section 7.13.5 on page 124)
- Transactions:
  - View Inbound Transactions (see Section 7.14 on page 125)
  - View Outbound Transactions (see Section 7.15 on page 125)
  - Void Outbound Transactions (see Section 7.16.1 on page 126)
  - Unvoid Outbound Transactions (see Section 7.16.2 on page 127)
  - Get Ticket for Outbound Transaction (see Section 7.16.4 on page 130)
  - Export Outbound Transaction Ticket (see Section 7.16.6 on page 133)

NOTE: Some functions in OnTrak Enterprise operate in common a process among Configuration and Data pages. These functions include viewing details, editing data items and deleting data items. For information about these common functions, see Section 8.0 on page 134.

7.1 Create Charges

Charges are costs that may be applied to products, vendors, customers, jobs and haulers.

1. Select **Charges** from the Data menu.
2. Select the **+ Create** button to set up a new charge.

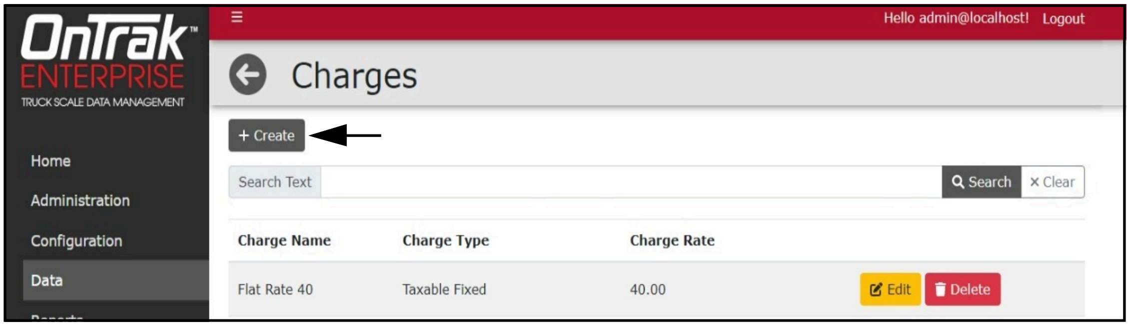

Figure 7-2. Charges Page with + Create Button Identified

3. Configure the following parameters:
   - **Charge Name:** Configure the name of the charge.
   - **Charge Type:** Select taxable/non-taxable choices from the drop-down menu.
   - **Charge Rate:** Configure percentage rate for the charge.
4. Select **+ Create** to create the charge.

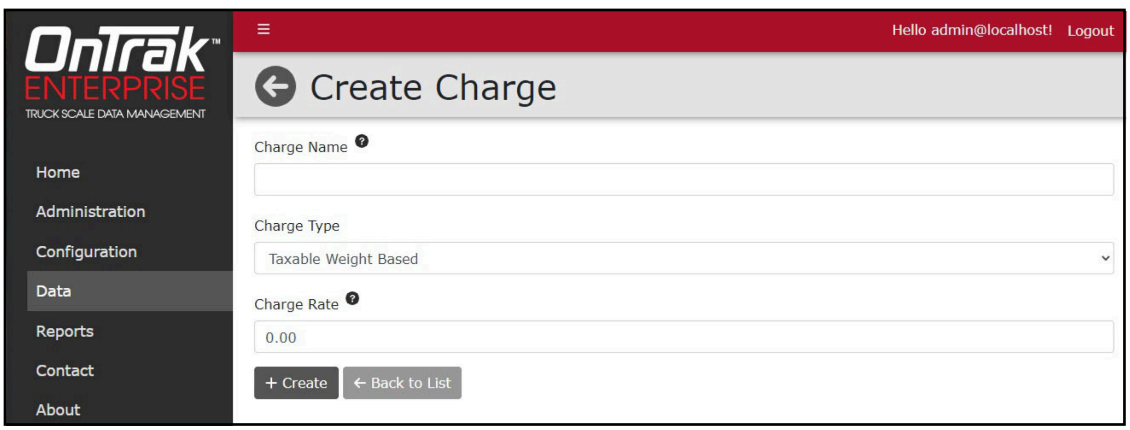

Figure 7-3. Create Charge Page

5. The Charges page displays with the new charge added.
6. Select **Home** to return to the Home page.

7.2 Create Discounts

Discounts are cost savings that may be applied to customers.

1. Select **Discounts** from the Data menu.
2. Select the **+ Create** button to set up a new discount.

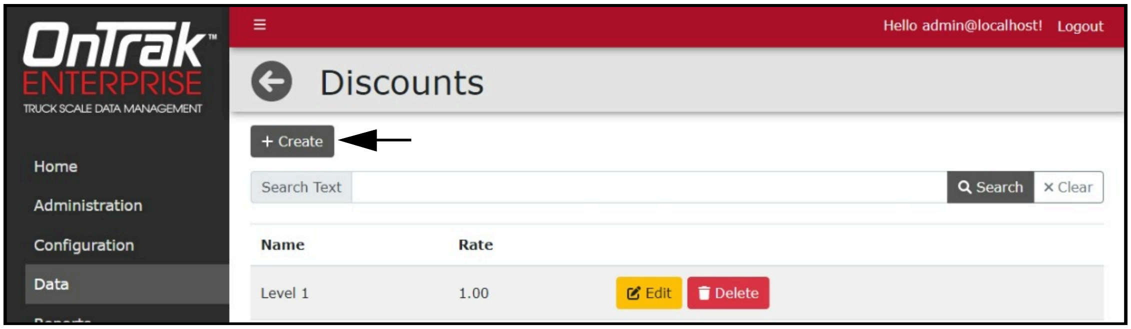

Figure 7-4. Discounts Page with + Create Button Identified

3. Configure the following parameters:
   - **Discount Name:** Enter the name of the discount.
   - **Discount Rate:** Enter the percentage rate for the discount.
4. The Discounts page displays with the new discount added.

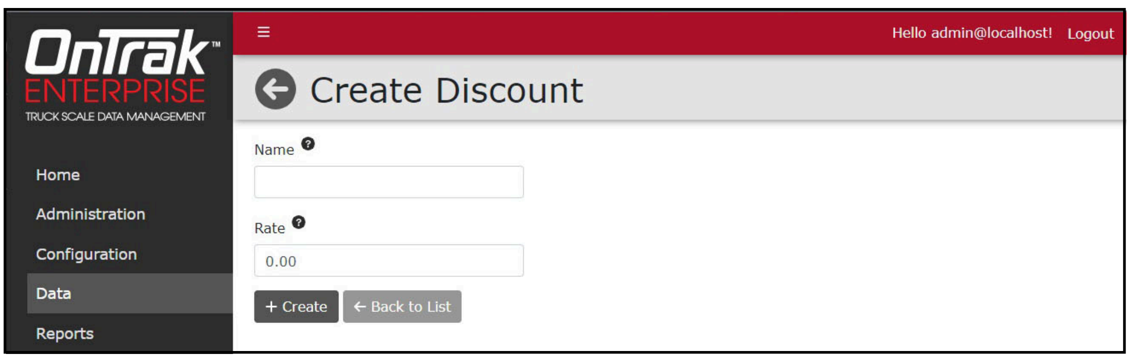

Figure 7-5. Create Discount Page

5. The Discounts page displays with the new discount added.
6. Select **Home** to return to the Home page.

7.3 Create Universal Fees

Universal Fees are additional fees that can be added to vendors to vendors (for example, handling or procurement fees).

***NOTE:** After a Universal Fee is created, it may be assigned to vendors (see Section 7.13.3 on page 122).*

1. Select **Universal Fees** from the Data menu.
2. Select the **+ Create** button to set up a new product.

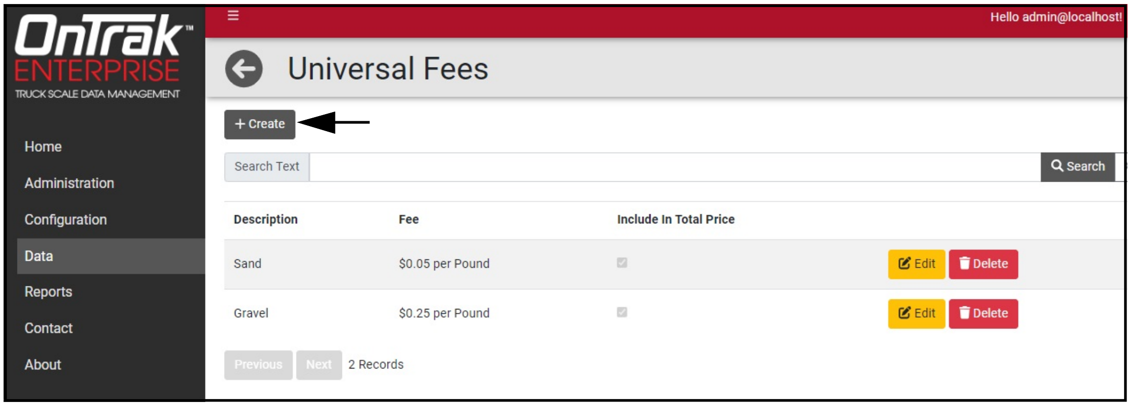

Figure 7-6. Universal Fees Page with + Create Button Identified

3. Configure the following parameters:
   - **Description:** Enter the product description.
   - **Unit of Measure:** Select the unit of measure using from the drop-down menu.
   - **UnitPrice:** Enter the product price per unit of measure.
   - **Include fee in total calculation:** Enable to add fee in total price calculation.
4. Select **+ Create** to create the Universal Fee.

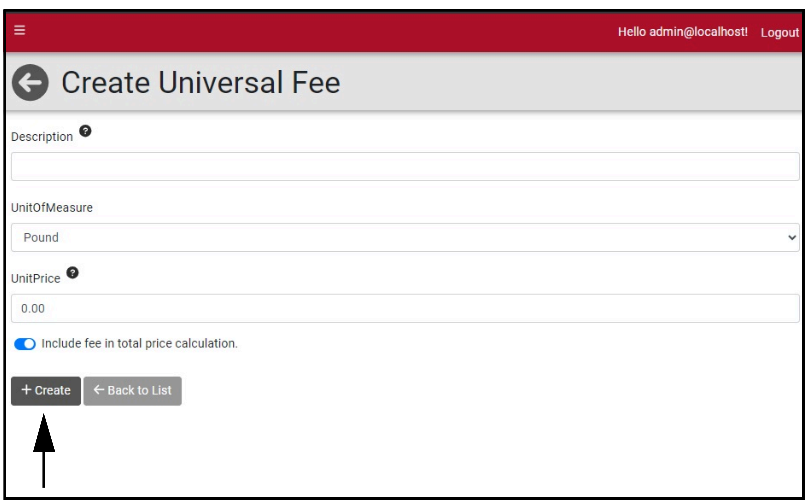

Figure 7-7. Create Products Page

5. The Universal Fee page displays with the new Universal Fees added.
6. Select **Home** to return to the Home page.

7.4 Create Products

***NOTE:** After a product is created, charges (see Section 7.13 on page 120) and Location Prices (see Section 7.5 on page 109) may be assigned to it.*

1. Select **Products** from the Data menu.
2. Select the **+ Create** button to set up a new product.

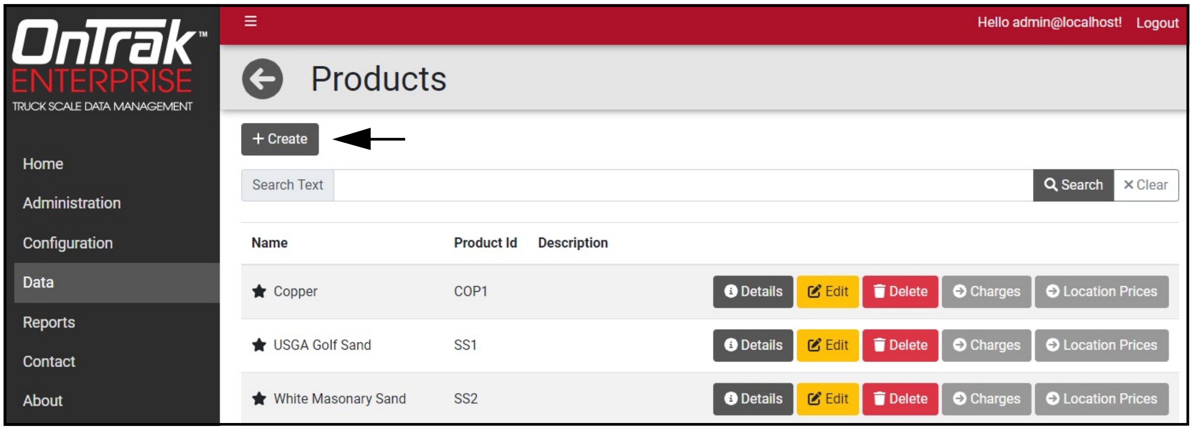

Figure 7-8. Products Page with + Create Button Identified

3. Configure the following parameters:
   - **Product Name:** Enter the name of the product.
   - **Product ID:** Enter the user provided product ID.
   - **Description:** Enter the product description.
   - **Favorite:** Enable to set as a favorite.
   - **Inactive:** Enable to set as inactive.
   - **Price:** Enter the product price per unit of measure.
   - **Unit of Measure:** Select the unit of measure using from the drop-down menu.
   - **Minimum Charge:** Enter the product minimum price.
   - **Inventory:** Enter the current product inventory.
4. Select **+ Create** to create that product.

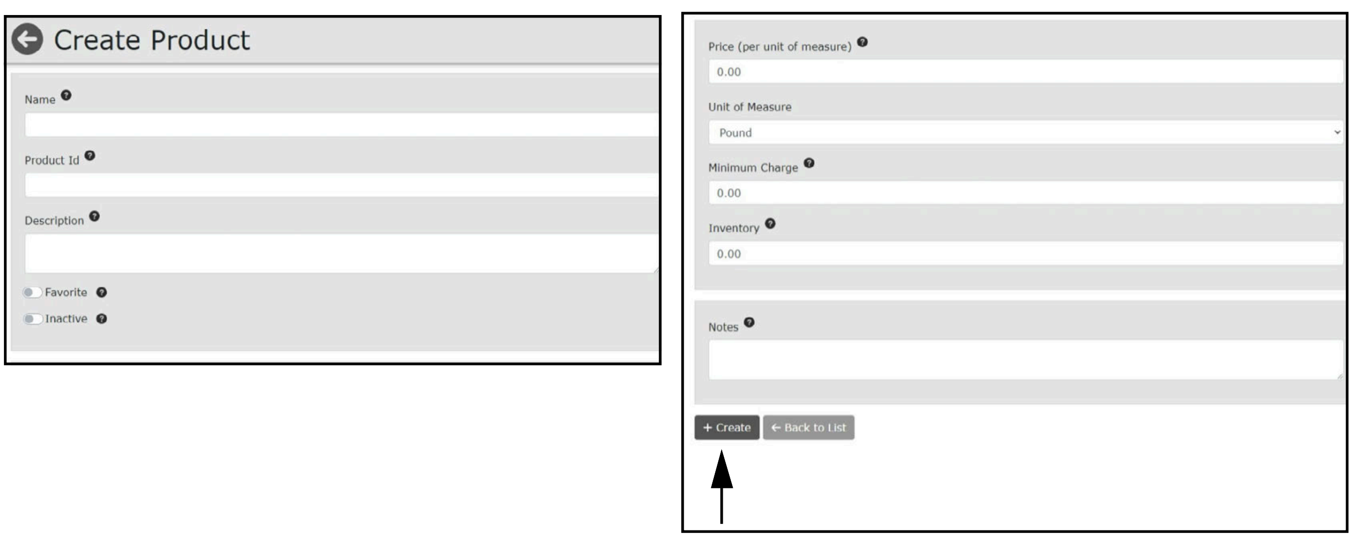

Figure 7-9. Create Products Page

5. The Products page displays with the new product added.
6. Select **Home** to return to the Home page.

7.5 Product Location Prices

Product Location Prices defines specific pricing for a product based on a configured location. This function is typically used during truck Weigh-in and Weigh-out operation (see Section 9.0 on page 137).

1. Select **Products** from the Data menu.
2. Select **Location Prices** associated with the desired product.

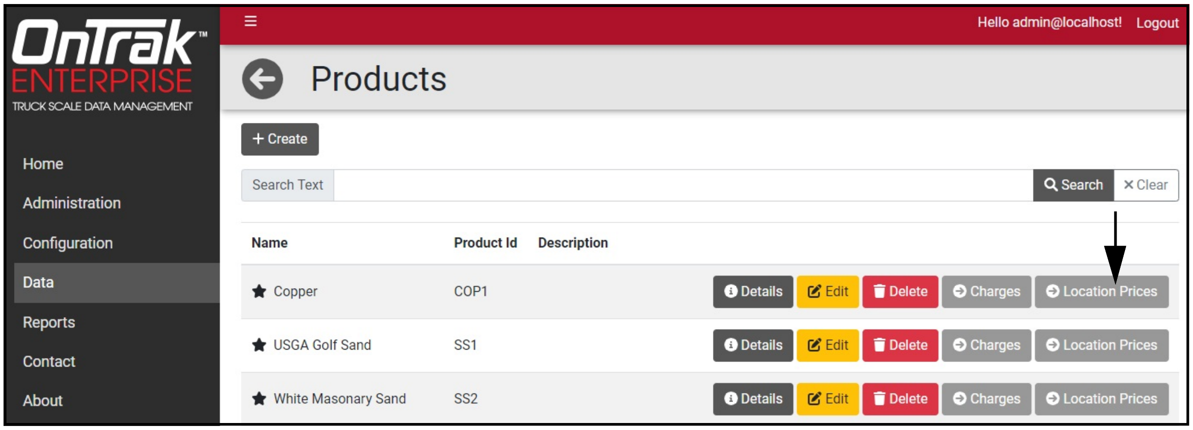

Figure 7-10. Products Page with + Create Button Identified

3. Configure the following parameters:
   - **Location:** Enter the name of the location.
   - **Price:** Enter the price of the product at the location.
   - **Unit of Measure:** Select the desired unit of measure to associate with the pricing.
4. Select **+ Add** to create the location price.

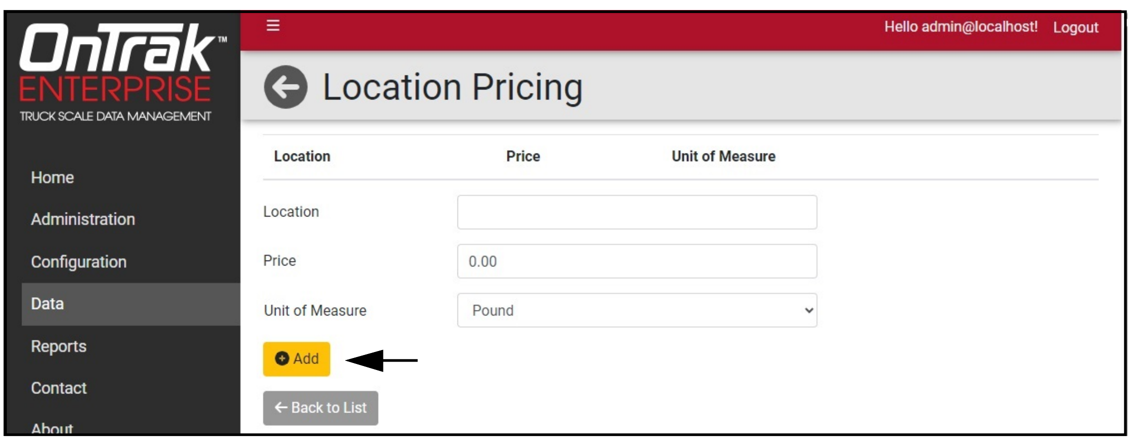

Figure 7-11. Location Pricing Page with Add Button Identified.

5. The Location Pricing page displays with the new pricing added.
6. Select **Home** to return to the Home page.

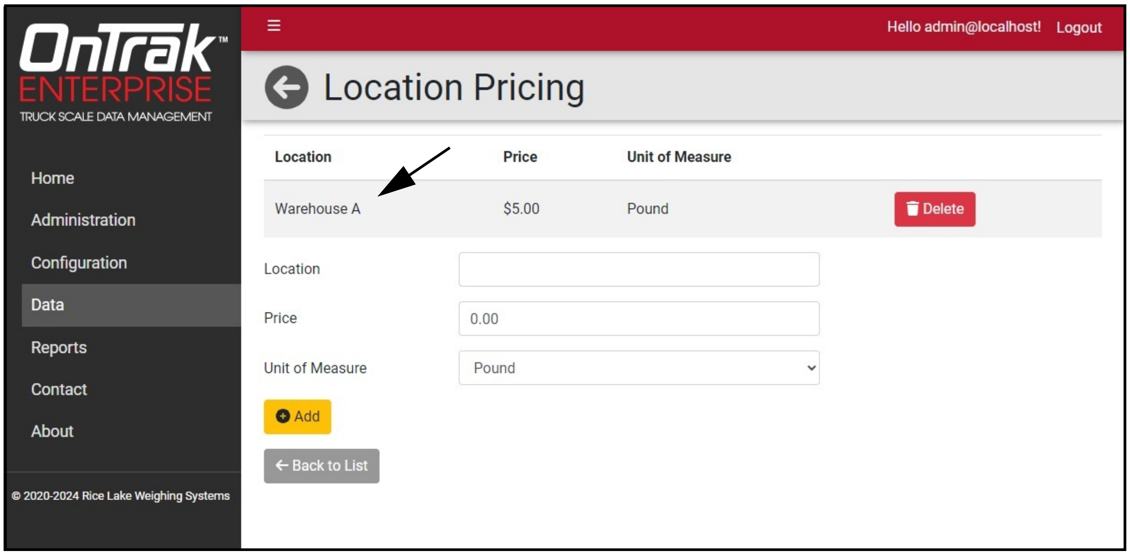

Figure 7-12. Products Page with + Create Button Identified

7.6 Create Vendors

***NOTE:** After a vendor is created, charges (see Section 7.13 on page 120) and costs (see Section 7.7 on page 112) may be assigned to it.*

1. Select **Vendors** from the Data menu.
2. Select the **+ Create** button to set up vendors.

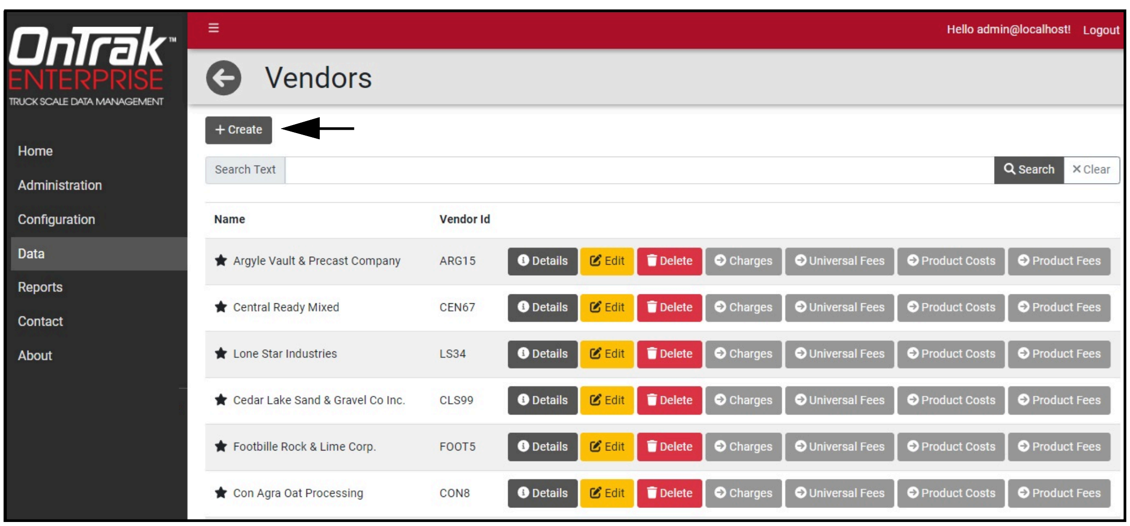

Figure 7-13. Vendor Page with + Create button Identified

3. Configure the following parameters:
   - **Vendor ID:** Enter the user provided vendor ID.
   - **Name:** Enter the vendor name.
   - **Favorite:** Enable to set as a favorite.
   - **Inactive:** Enable to set as inactive.
   - **Bill to Address:** Enter the vendor's billing address.
   - **Ship to Address:** Enter the vendor's shipping address.
   - **Contact Name:** Enter the vendor contact name.
   - **Phone/Fax/Email Address:** Enter the phone, fax and email addresses. *NOTE: Separate multiple email addresses with semicolons.*
   - **Base Discount:** Select the base discount that has been previously set.

NOTE: Base Discounts is hidden if the Show Vendor Discounts parameter is disabled (see Section 6.14 on page 99).

   - **Notes:** Add additional information if desired.
   - **Inbound Ticket:** Select Inbound ticket types using drop-down menus to set ticket format or leave blank to use global ticket formats.
   - **Outbound Ticket:** Select Outband ticket types using drop-down menus to set ticket format or leave blank to use global ticket formats.
4. Select **+ Create** to create that vendor. Recorded vendors are then shown.
5. Select **Home** to return to the Home page.

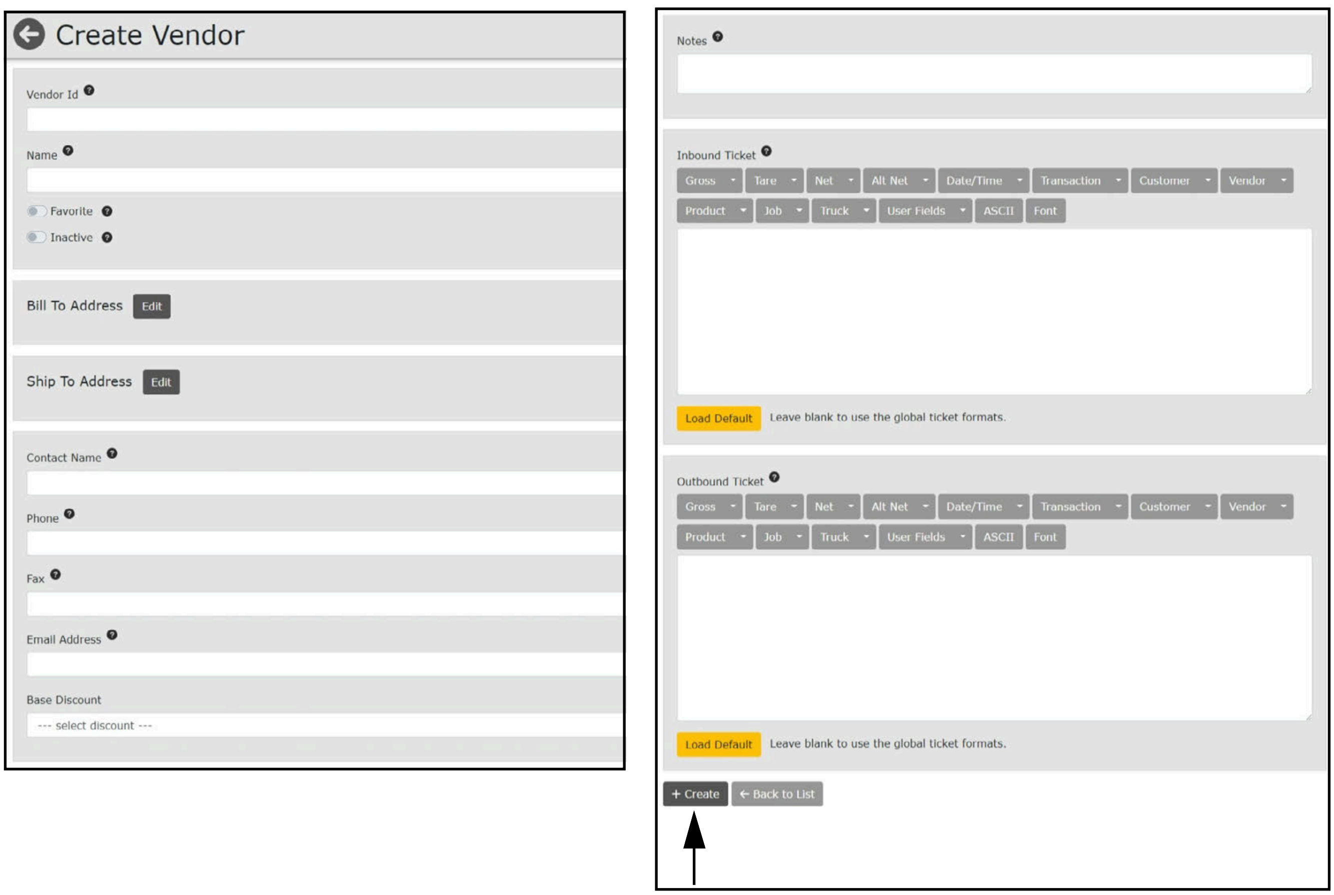

Figure 7-14. Create Vendor Page

7.7 Create Product Vendor Costs

Vendor costs defines the cost of incoming materials from a specific vendor.

NOTE: The Costs function replaces the Discounts function for vendors.

1. Select **Vendors** from the **Data** menu.
2. Select the **Product Costs** associated with the required vendor.

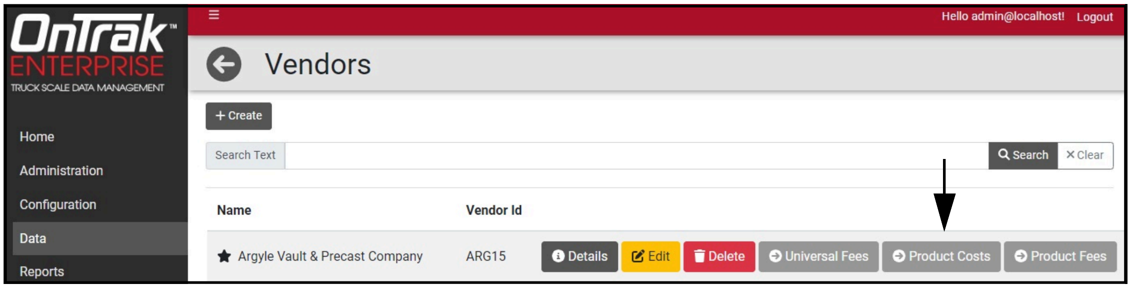

Figure 7-15. Vendors Page with Product Costs Identified

3. The Vendor Product Costs Page displays.
4. Configure the following parameters:
   - **Products:** Select the type of product associated with the cost.
   - **Unit Price:** Enter the unit price of the product.
   - **Unit of Measure**: Select the unit of measure (Pound, Kilogram, Short Ton, Metric Ton and Each).

NOTE: The Each Unit of Measure applies a fixed cost to the complete weight.

5. Select **Add**.

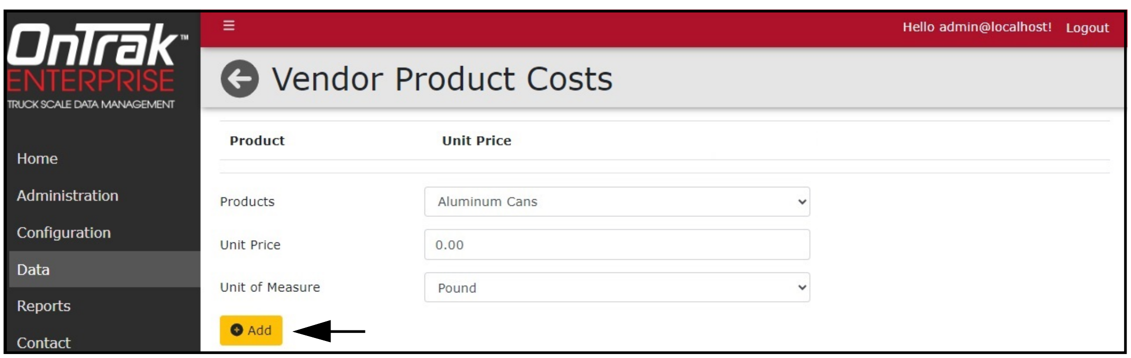

Figure 7-16. Vendor Product Costs Page

6. The cost is added to the Vendor Product Costs page.

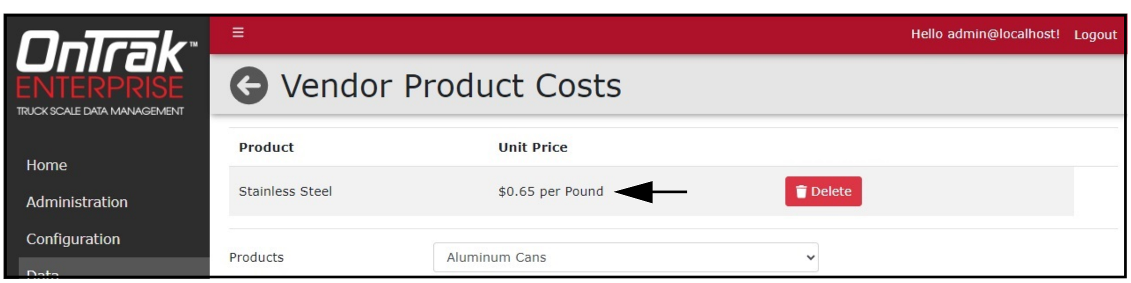

Figure 7-17. Product Cost Added to Vendor

7. Select **Home** to return to the Home page.

7.8 Create Product Vendor Fees

Fees are surcharges applied to products for a range of reasons that include but are not limited to delivery or handling. For example, fuel or hazardous material handling.

Vendor costs defines the cost of incoming materials from a specific vendor.

1. Select **Vendors** from the **Data** menu.
2. Select **Product Fees** associated with the required vendor.

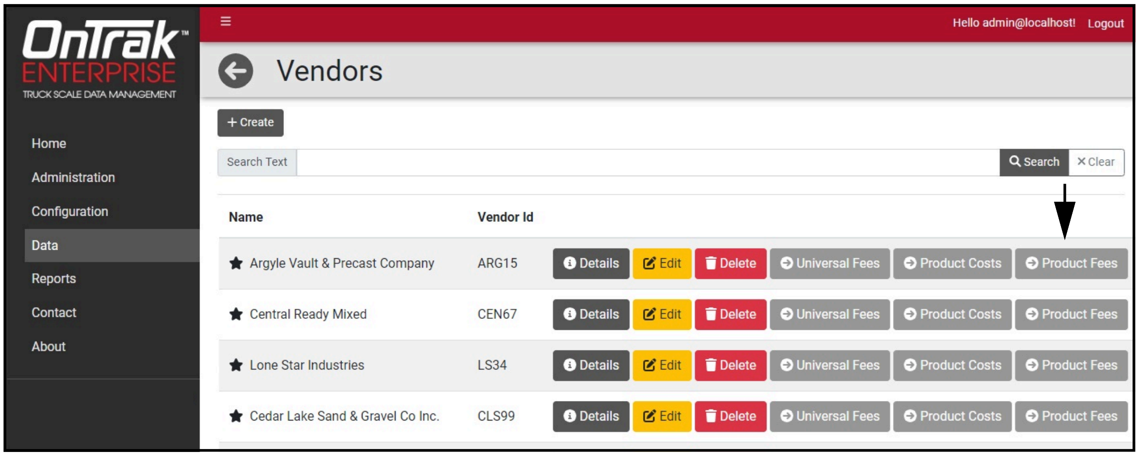

Figure 7-18. Vendors Page with Product Fees Identified

3. The Vendor Product Fees Page displays.
4. Configure the following parameters:
   - **Products:** Select the type of product associated with the cost.
   - **Unit Price:** Enter the unit price of the product.
   - **Unit of Measure**: Select the unit of measure (Pound, Kilogram, Short Ton, Metric Ton and Each).

NOTE: The Each Unit of Measure applies a fixed cost to the complete weight.

   - **Description**: (Optional) If desired, enter a description of the fee.
   - **Include Fee in Total Price:** (Optional) Enable/Disable toggle to include the fee in the total price.
5. Select **Add**.

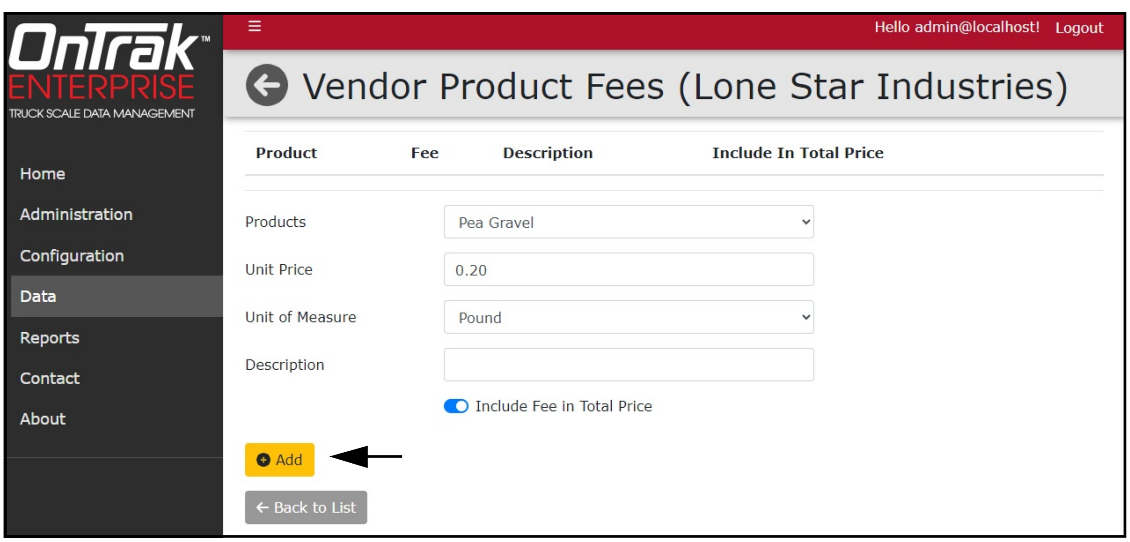

Figure 7-19. Vendor Product Costs Page

6. The fee is added to the Vendor Product Fees page.

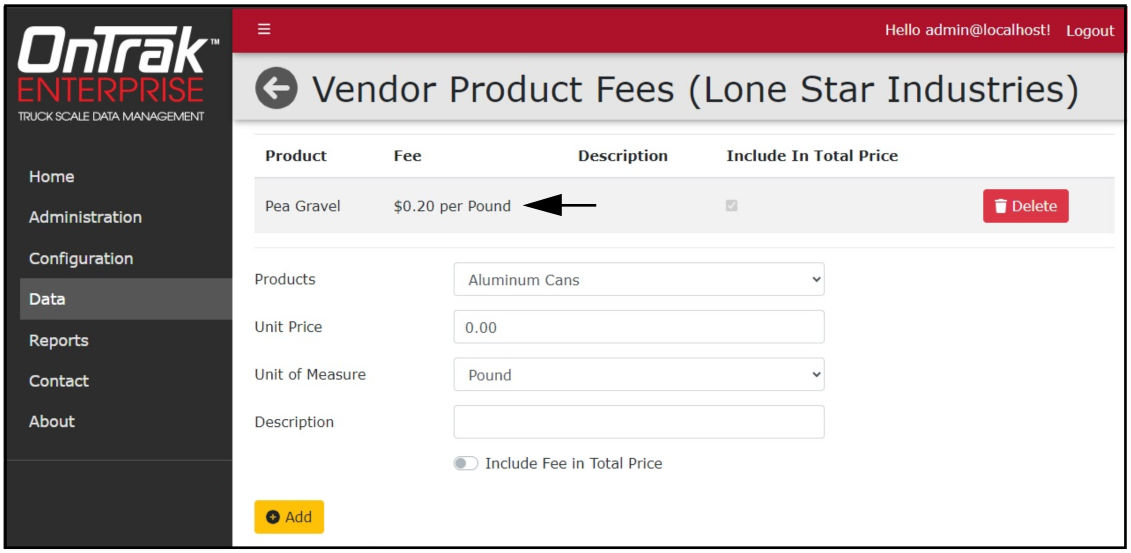

Figure 7-20. Product Cost Added to Vendor

7. Select **Home** to return to the Home page.

7.9 Create Customers

***NOTE:** After a customer is created, charges and discounts may be assigned to it (see Section 7.13 on page 120).*

1. Select **Customers** from the Data menu.
2. Select the **+ Create** button to set up new customers.

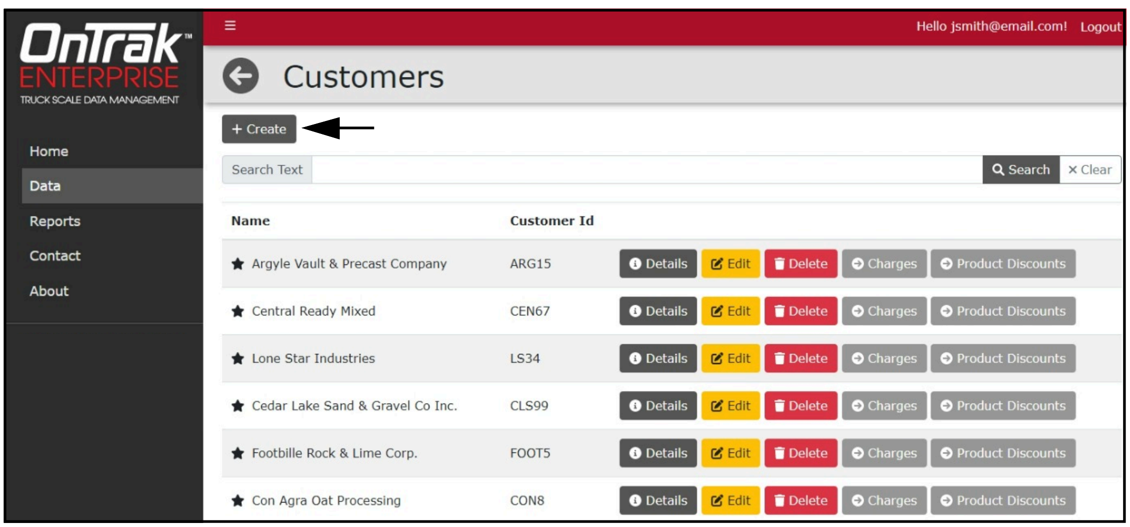

Figure 7-21. Customers Page with + Create Button Identified

3. Configure the following parameters:
   - **Customer ID:** Enter the user provided customer ID.
   - **Name:** Enter the customer name.
   - **Favorite:** Enable to mark customer as a favorite.
   - **Inactive:** Enable to mark customer as inactive.
   - **Bill to Address:** By selecting **Edit**, the billing address can be changed.
   - **Ship to Address**: By selecting **Edit**, the shipping address can be changed.
   - **Contact Name:** Enter the vendor contact name.
   - **Phone/Fax/Email Address:** Enter the phone, fax and email addresses. *NOTE: Separate multiple email addresses with semicolons.*
   - **Base Discount:** Select the base discount that has been previously set.
   - **Inbound/Outbound Ticket:** Select Inbound ticket types using drop-down menus within the tabs to set global ticket formats.
4. Select **+ Create** to create that customer. Recorded customers are then shown.
5. Select **Home** to return to the Home page.

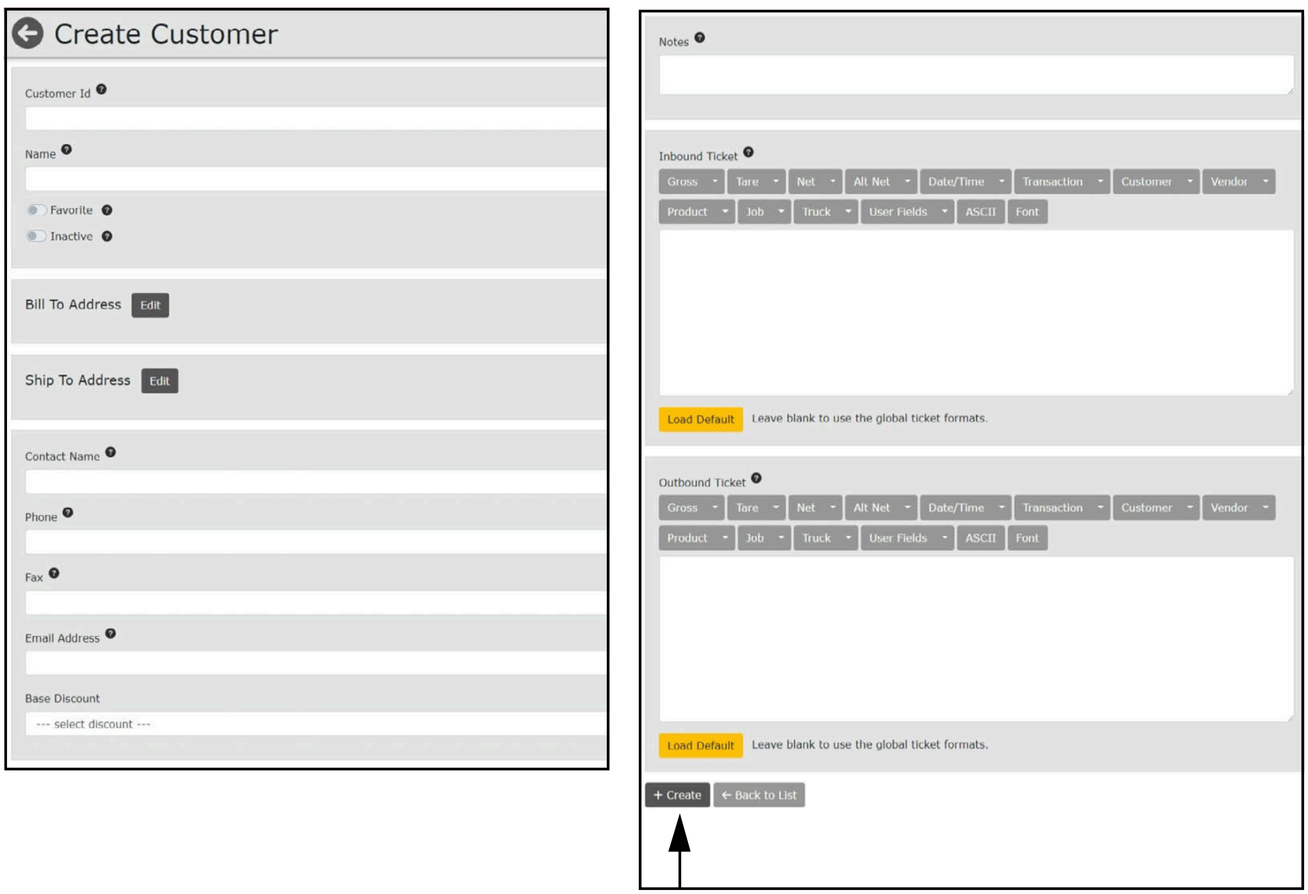

Figure 7-22. Create Customer Page

7.10 Create Jobs

NOTE: After a Job is created, pricing and charges may be assigned to it (see Section 7.13 on page 120).

1. Select **Jobs** from the Data menu.
2. Select the **+ Create** button to set up new jobs.

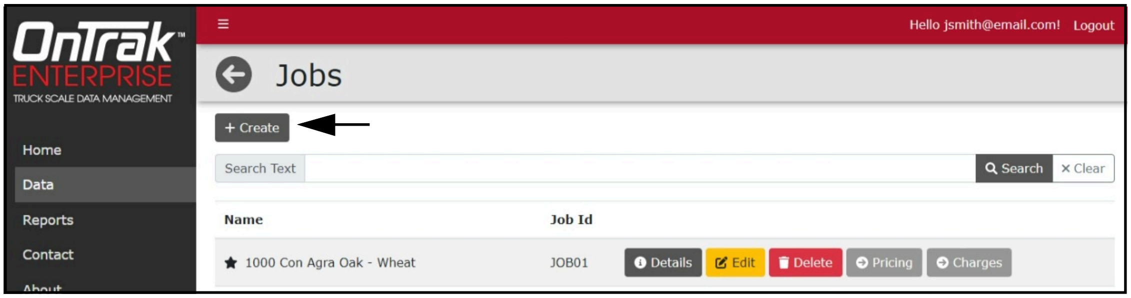

Figure 7-23. Jobs with + Create Button Identified

3. Configure the following parameters:
   - **Name:** Enter the job name.
   - **Job ID:** Enter the user provided job ID.
   - **Customer**: If desired, select an existing customer to assign this job to.
   - **Favorite:** Enable to indicate this job as a favorite.
   - **Closed:** Enable to indicate this job as closed.
   - **Delivery Address**: Select the **Edit** button to edit the delivery address.
   - **Notes:** Enter job notes.
4. Select **+ Create** to create that job. Recorded jobs are then shown.
5. Select **Home** to return to the Home page.

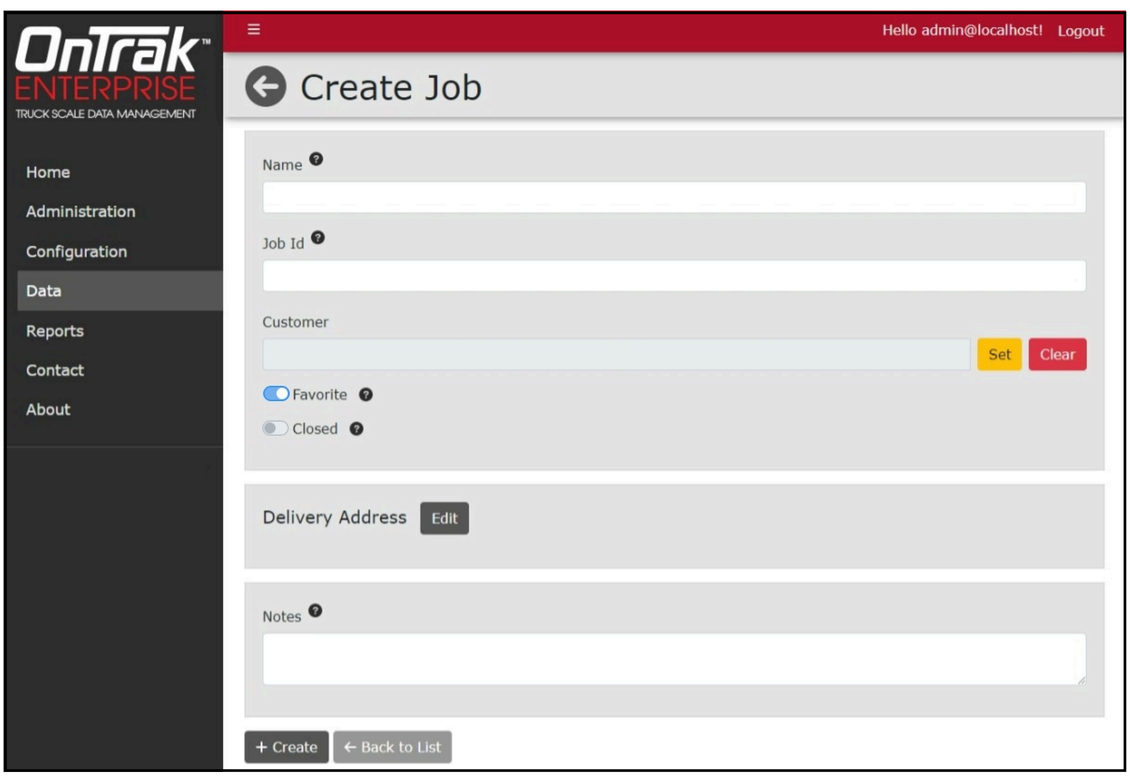

Figure 7-24. Create Job Page

7.11 Create Haulers

NOTE: After a Hauler is created, charges and trucks may be assigned to it (see Section 7.13 on page 120).

1. Select **Haulers** from the Data menu.
2. Select the **+ Create** button to set up a new hauler.

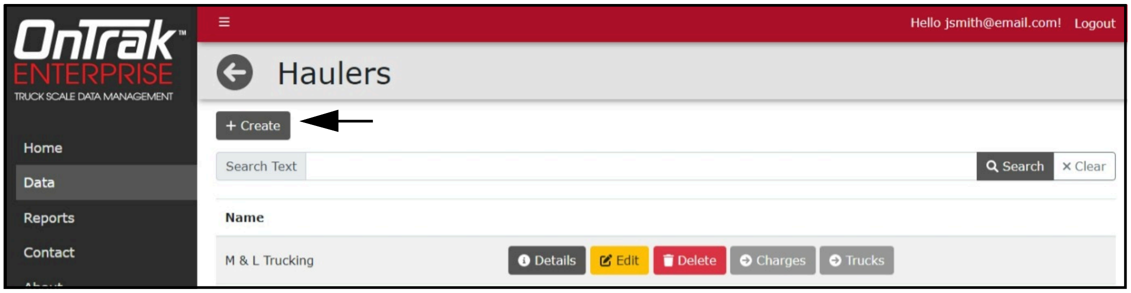

Figure 7-25. Haulers Page with + Create Button Identified

3. Configure the following parameters:
   - **Name:** Enter the hauler name.
   - **Address:** Select **Edit** to enter all address parameters.
   - **Contact Name**: Enter the hauler contact name.
   - **Phone/Fax Number**: Enter the hauler phone number and fax number.
   - **Email Address**: Enter the hauler email address. *NOTE: Separate multiple email addresses with semicolons.*
4. Select **+ Create** to create that hauler. Recorded haulers are then shown.
5. Select **Home** to return to the Home page.

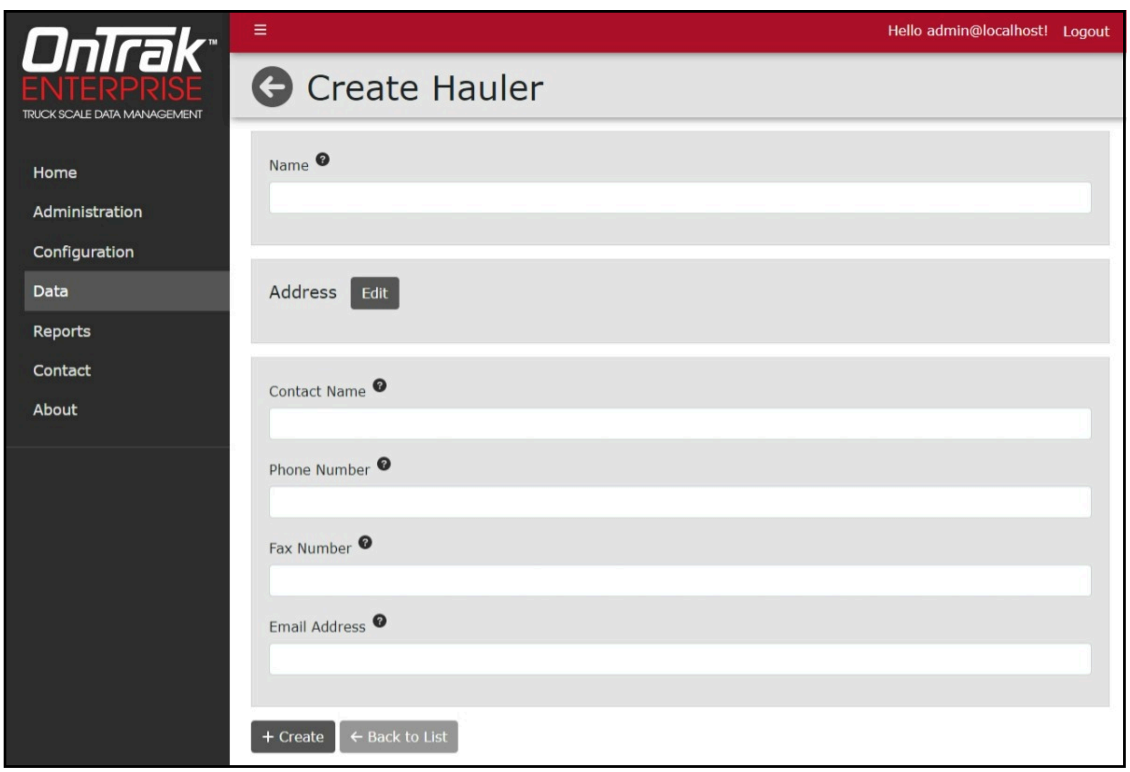

Figure 7-26. Create Hauler Page

7.12 Create Trucks

1. Select **Trucks** from the Data menu.
2. Select the **+ Create** button to set up a new truck.

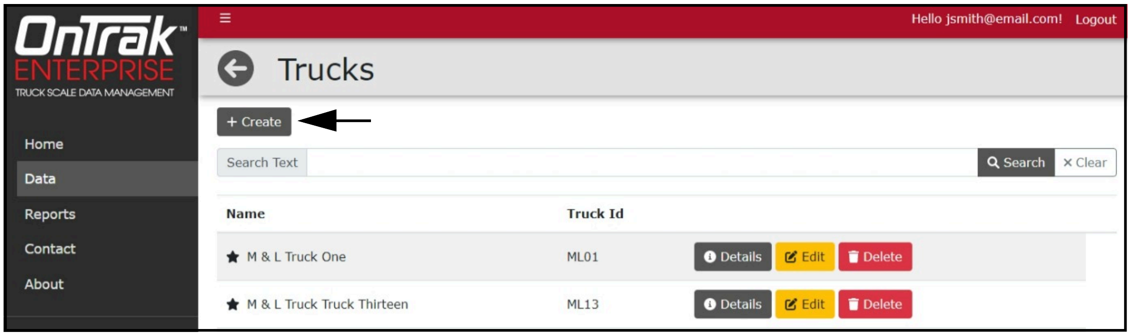

Figure 7-27. Trucks Page with + Create Button Identified

3. Configure the following parameters:
   - **Name:** Enter the truck name.
   - **Truck ID:** Enter the user provided truck ID.
   - **Radio Tag:** Enter the radio tag ID.
   - **License Plate:** Enter the truck's license plate number.
   - **License Plate Region/State:** Enter the full name of the state/region.
   - **Email Address**: Enter the truck's email address. *NOTE: Separate multiple email addresses with semicolons.*
   - **Favorite:** Enable to set as a favorite.
   - **Inactive:** Enable to set as inactive.
   - **Tare Weight**: Enter the truck tare weight.
   - **Tare Type**: Enter the truck's tare type using the drop-down menu.
     - **Keyed Tare**: Tare weight is manually typed into the tare input field and cannot be acquired from the scale.
     - **Stored Tare**: Disables the tare input field. Tare weight is acquired using the **Acquire Tare** button on the weigh screen or scale kiosk (kiosk may require configuration). The stored tare is valid for a duration defined by Tare Configuration (see **Section 6.4 on page 88**).
     - **Weighed Tare**: Disables the tare input field. Tare weight is acquired from either the inbound transaction for shipping weighments or the outbound transaction for receiving weighments.
   - **Tare Acquisition Date**: Enter the truck tare acquisition date by mm/dd/yyyy.
   - **Tare Expiration Date**: Enter the truck tare expiration date by mm/dd/yyyy.
   - **Trailer ID 1/2/3**: Enter optional trailer information for 1, 2 or 3 trailers.
   - **Insurance Expiration Date**: Enter the truck insurance expiration date by mm/dd/yyyy.
   - **Maximum Weight**: Enter the maximum truck weight.
   - **Minimum Weight**: Enter the minimum truck weight.
4. (Optional) If desired set the default for the following:
   - **Hauler:** Set the default hauler for the truck.
5. (Optional) If desired configure one of the following:
   A. **Default Job:** Set the default job for the truck.
   B. **Default Customer:** Sets the default Customer for truck.
   C. **Default Vendor:** Set the default vendor for the truck.
6. (Optional) Configure the **Default Product** for either the Default Customer or Default Vendor.
7. Select **+ Create** to create that truck information. Recorded trucks are then shown.
8. Select **Home** to return to the Home page.

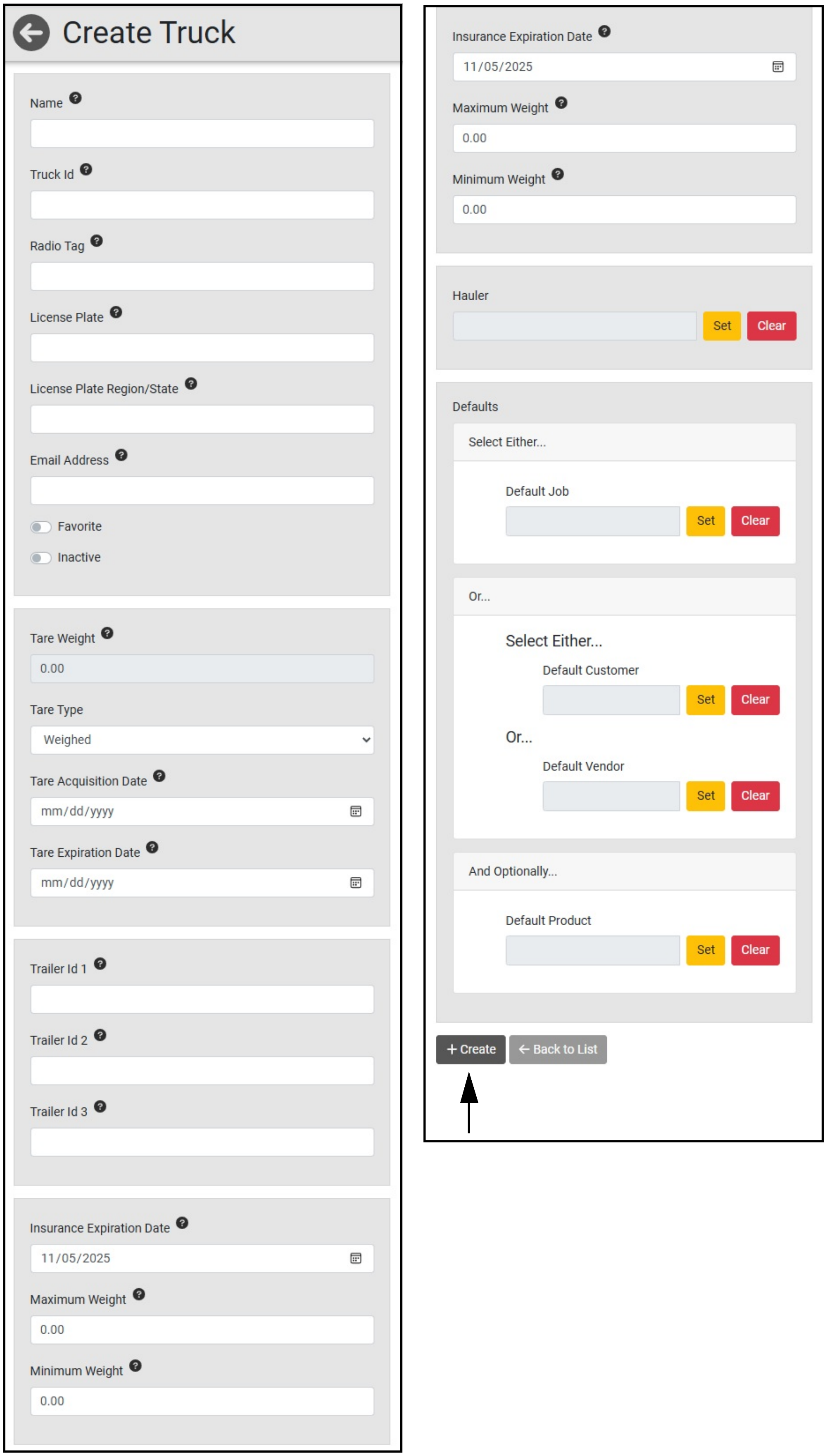

Figure 7-28. Create Truck Page

7.13 Assign Charges, Discounts, Prices and Trucks

7.13.1 Assign Charges to Customers, Jobs, Products or Haulers

Assigning charges to Customers, Jobs, and Haulers follows the same general process (parameters may vary). The following procedure displays examples for the Customers page.

***NOTE:** Charges are configured in the Charges page (see* Section 7.1 on page 105*).*

The Charges function for Vendors has been deprecated and replaced by Product Fees (**Section 7.8 on page 113**).

1. Select the **Customers**, **Jobs**, **Haulers** or **Vendors** page.
2. Select the **Charges** button.

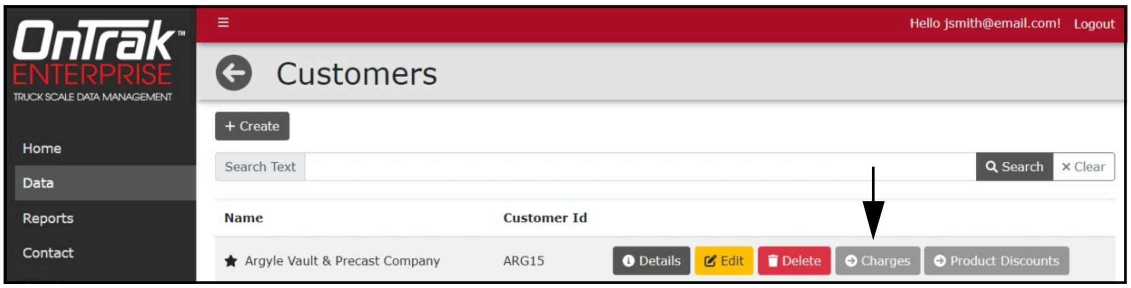

Figure 7-29. Customers Page with Charges Identified

3. The Charges page opens.
4. Select the desired charge from the **Available Charges** drop-down menu.
5. When the charge is selected, select **Add**.

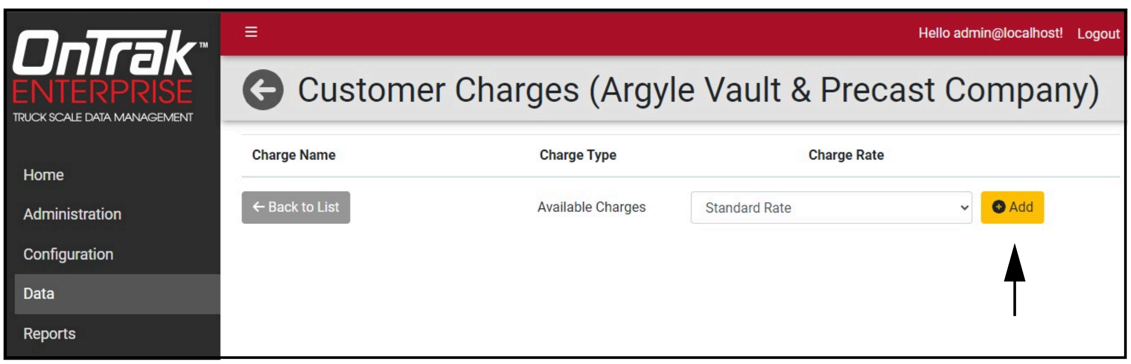

Figure 7-30. Customer Charges Page

6. The charge is assigned to the customer, job, hauler or vendor.
7. Select **Home** to return to the Home page.

7.13.2 Assign Product Discounts to Customers

Perform the following procedure to add discounts to a customer.

***NOTE:** Discount levels are configured in the Discounts page (see* Section 7.2 on page 106*).*

The Discounts function for Vendors has been deprecated and replaced by Costs (**Section 7.7 on page 112**).

1. Select the **Customers** page.
2. Select the **Discounts** button for the relevant customer.

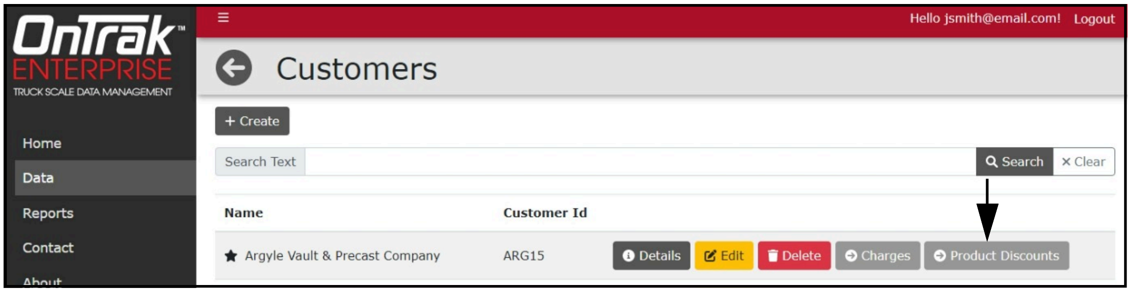

Figure 7-31. Customers Page with Product Discounts Identified

3. The Discounts page opens.
4. Configure the following parameters:
   - **Products:** Select the drop-down menu to pick desired product discount will be applied to.
   - **Discounts:** Select the drop-down menu to pick desired discount.
   - **Expiration Date:** Enter date of expiration with keypad.
5. Select **Add**.

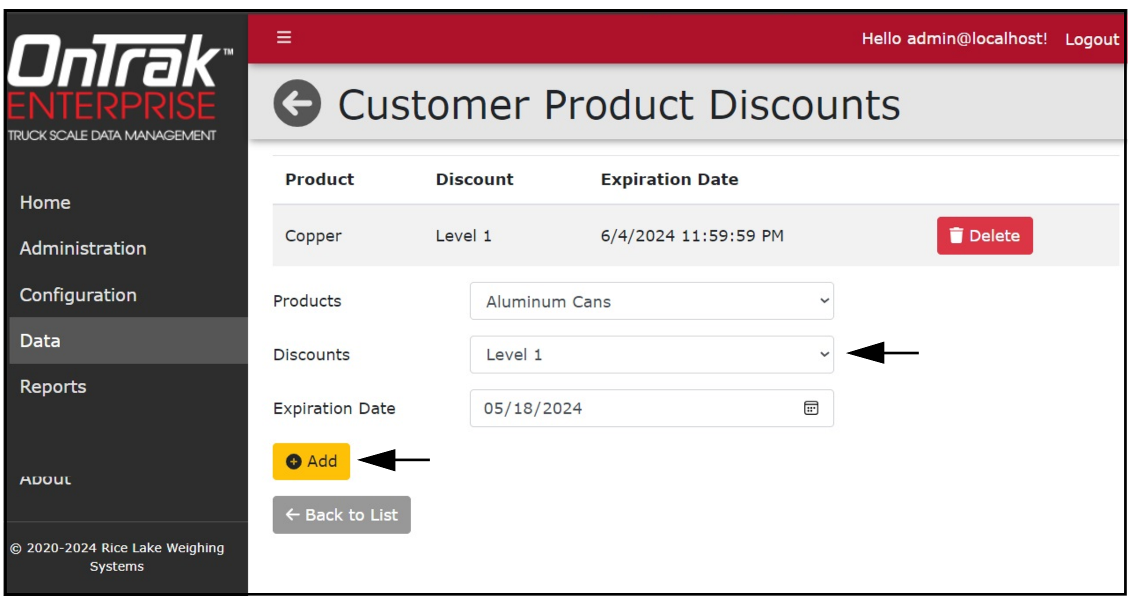

Figure 7-32. Customer Product Discounts Page

6. The discount is added to the customer.
7. Select **Home** to return to the Home page.

7.13.3 Assign Universal Fees to Vendors

Universal Fees can be assigned to vendors to add specific additional fees.

Multiple universal fees can be assigned per vendor, however, the same fees cannot be assigned to vendor more than once.

Perform the following procedure to add discounts to a customer.

NOTE: Universal Fees are configured in the Universal Fees page (see** Section 7.3 on page 107**).

To include Universal Fees, the Mode/Source configuration must be set as Receiving with the Calculation toggle enabled (see Section 6.6 on page 90).

1. Select the **Vendors** page.
2. Select the **Universal Fees** button for the relevant customer.

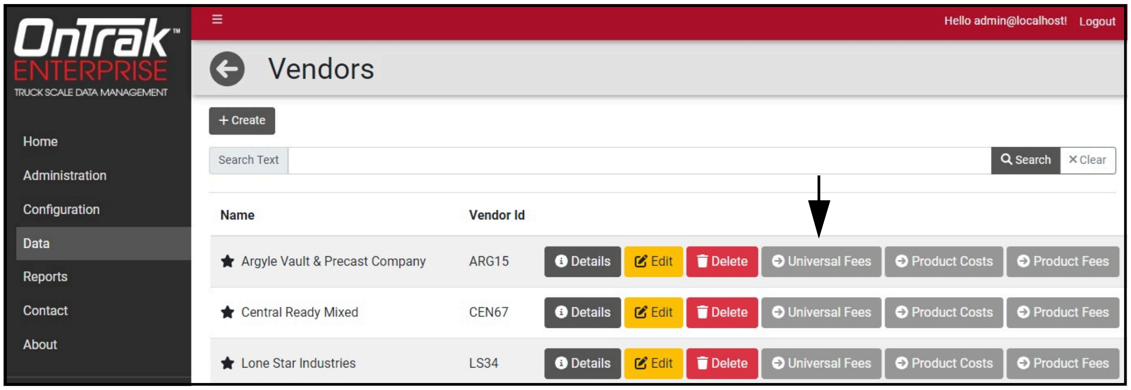

Figure 7-33. Vendors Page with Universal Fees Identified

3. The Universal Vendor Fees page opens.
4. Select the Available Fees drop-down menu and pick the desired Universal Fee that will be applied to the vendor.
5. Select **Add**.

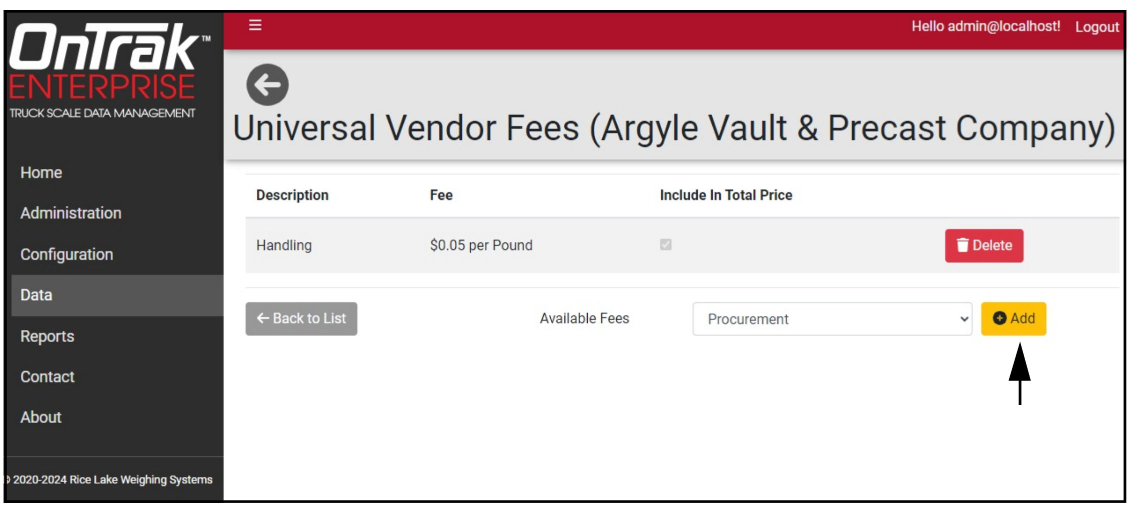

Figure 7-34. Universal Vendor Fee Page

6. The Universal Fee is added to the vendor.
7. Select **Home** to return to the Home page.

7.13.4 Assign Prices to Jobs

1. Select the **Jobs** page.
2. Select the **Pricing** button.

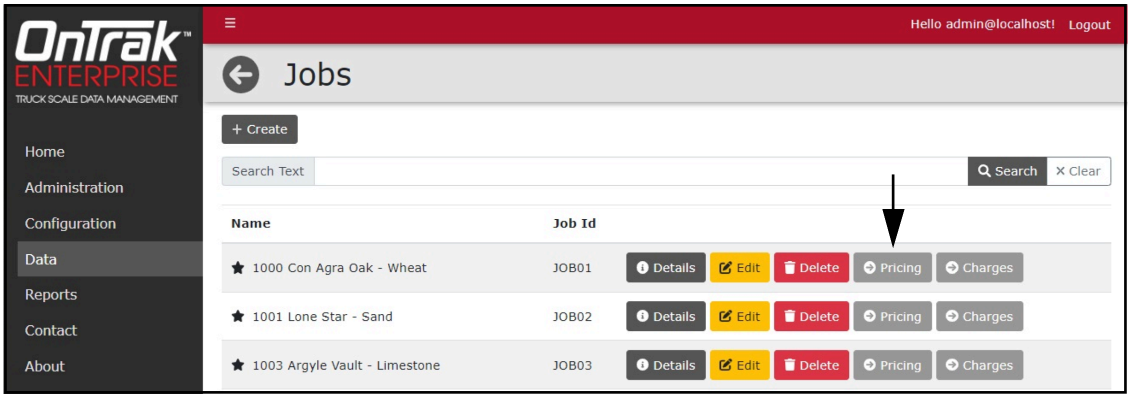

Figure 7-35. Jobs Page with Pricing Identified

3. The Job Pricing page opens.
4. Configure the following parameters:
   - **Products:** Select the drop-down menus to pick desired product discount will be applied to.
   - **Discounts:** Select the drop-down menus to pick desired discount.
   - **Ordered Amount:** Configure the order quantity.
5. Select **Add**.

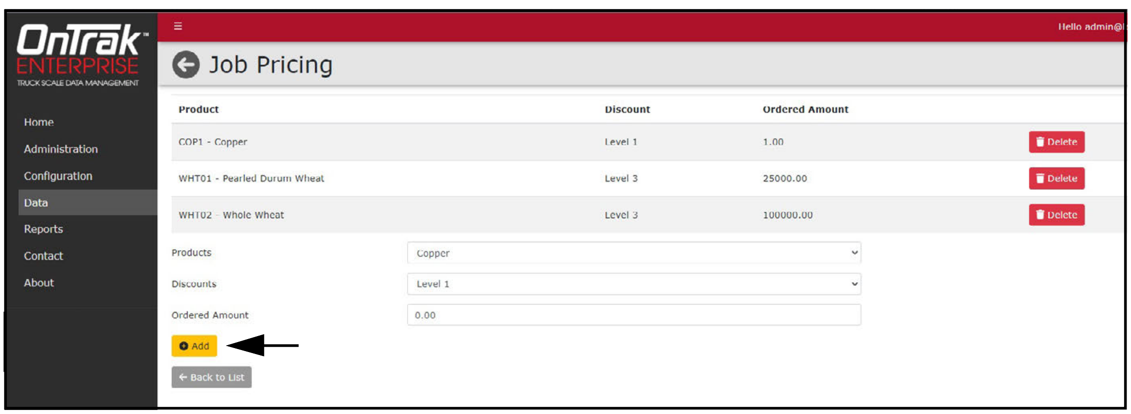

Figure 7-36. Job Pricing Page

6. Pricing is added to the Job Pricing list.
7. Select **Home** to return to the Home page.

7.13.5 Assign Trucks to Haulers

1. Select the **Haulers** page.
2. Select the **Trucks** button for the hauler that requires Truck assignment.

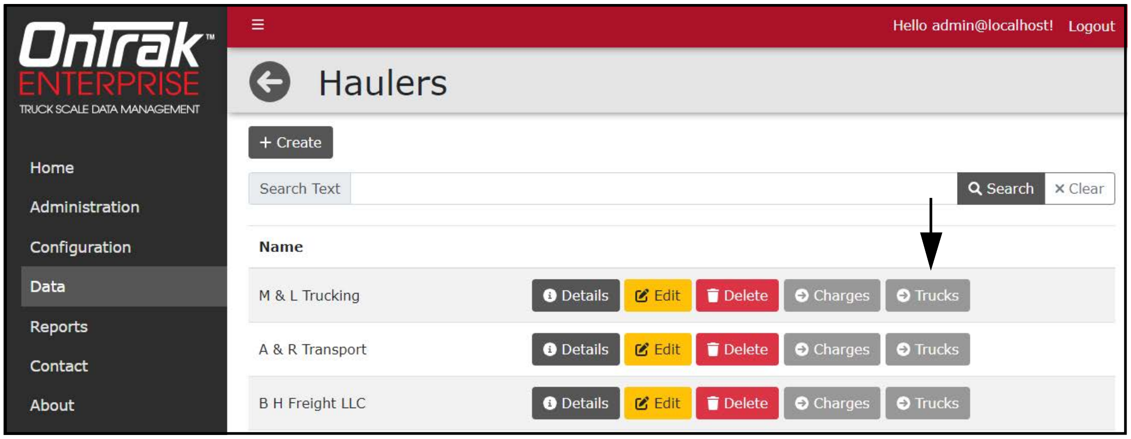

Figure 7-37. Hauler Page with Trucks Identified

3. The Hauler Trucks page opens.
4. Select the desired truck from the **Available Trucks** drop-down menu.
5. Select **Add**.

Figure 7-38. Hauler Trucks Page

6. The Truck is added to the Hauler Trucks page.

Figure 7-39. Truck Added to Hauler Page

7. Select **Home** to return to the Home page.

7.14 Inbound Transactions

1. Select **Inbound Transactions** from the Data menu.
2. Inbound weighments display.
3. If desired, input text into the **Search Text** field and weighments with matching search criteria display.
4. Select **Clear** to remove the search criteria.

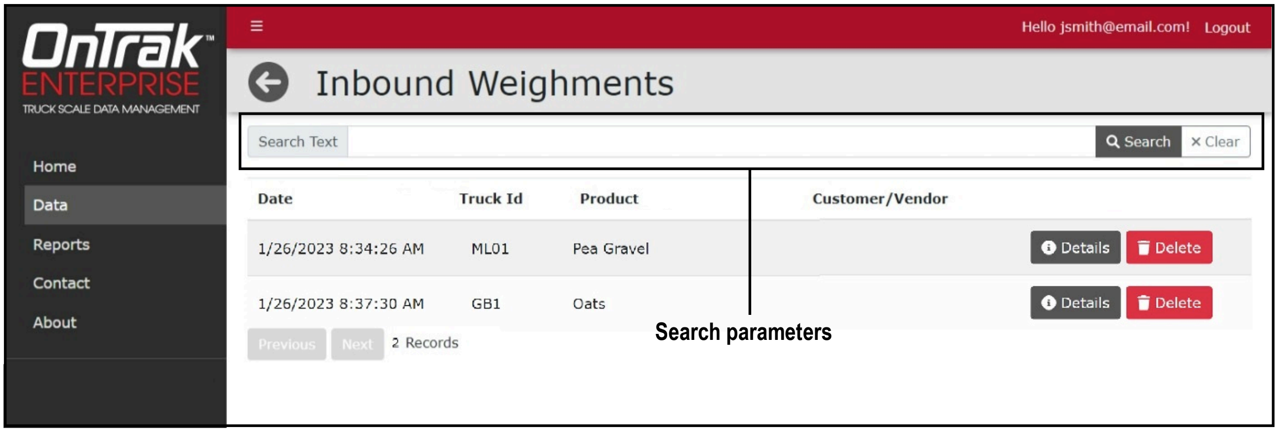

Figure 7-40. Inbound Weighments Page with Search Parameter Identified

5. Select **Home** to return to the Home page.

7.15 Outbound Transactions

1. Select **Outbound Transactions** from the Data menu.
2. Outbound weighments display.
3. If desired, configure the **Starting** and **End** date parameters.
4. If desired, input text into the **Search Text** field and weighments with matching search criteria display.
5. Select **Clear** to remove the search criteria and change to current date.

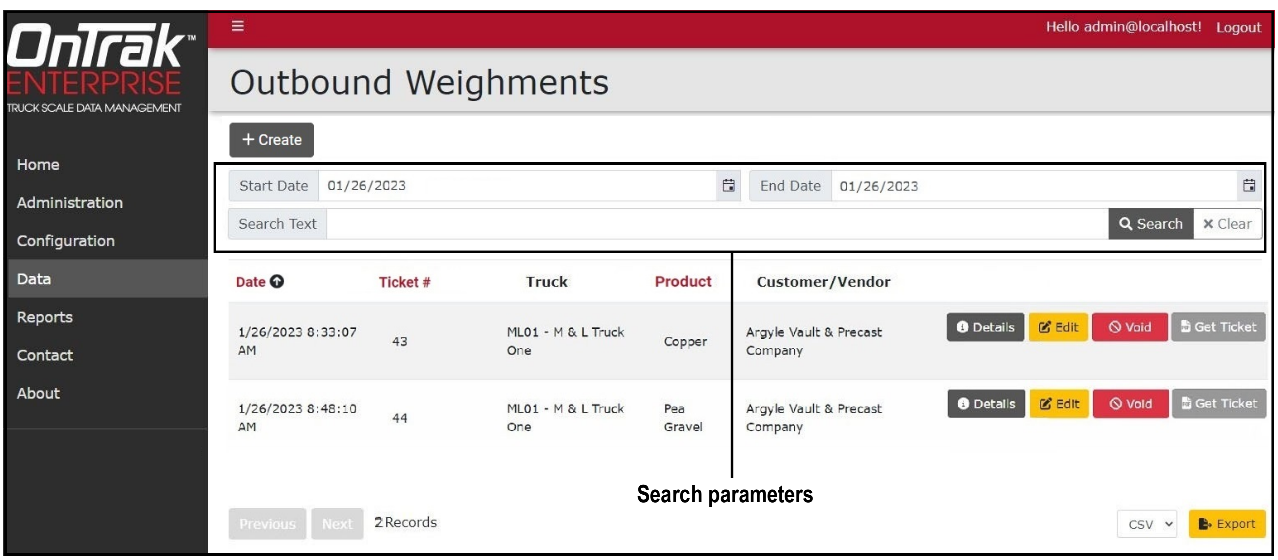

Figure 7-41. Outbound Weighments Page with Search Parameter Identified

6. Select **Home** to return to the Home page.

7.16 Outbound Transactions Functions

7.16.1 Void Outbound Transactions

1. Search Outbound Transactions (see Section 7.15 on page 125).
2. Locate the desired transaction and select **Void**.

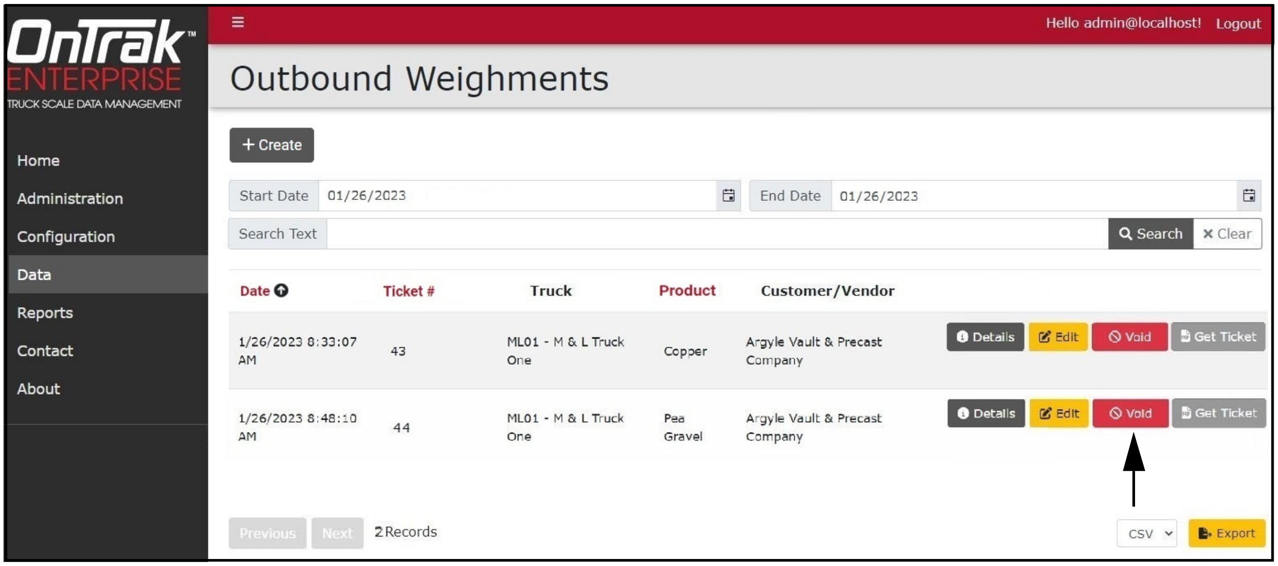

Figure 7-42. Outbound Weighments Page with Void Button Identified

3. The Void Outbound Weighment window displays and provides a summary of the transaction.
4. Select **Void** to cancel the transaction and return to the previous menu.

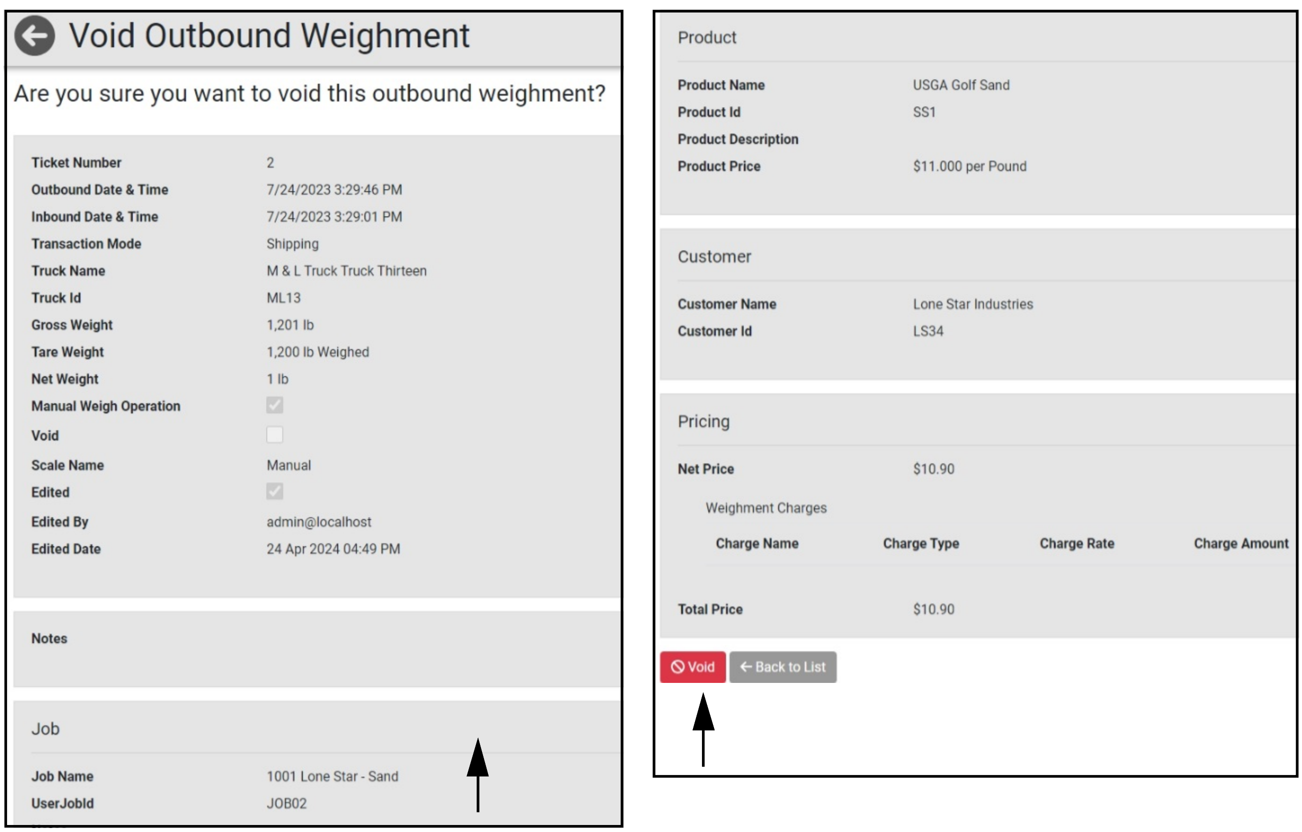

Figure 7-43. Void Outbound Weighments Page

7.16.2 Unvoid Outbound Transactions

1. Search for Outbound Transactions (see Section 7.15 on page 125).
2. Locate a voided transaction and select **Unvoid**.

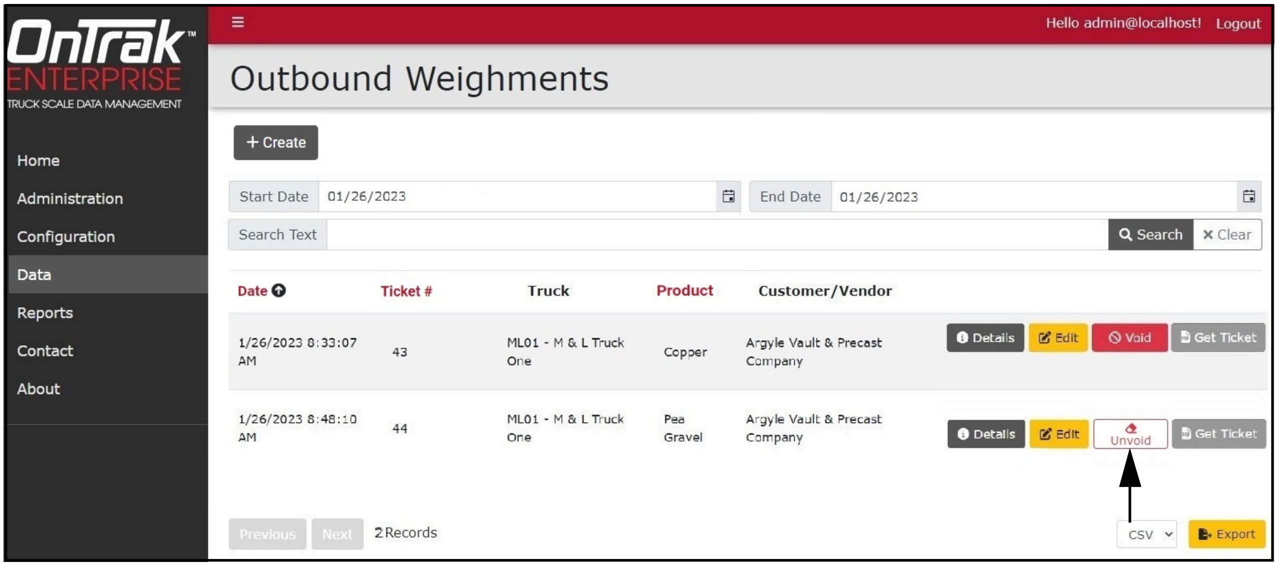

Figure 7-44. Outbound Weighments Page with Unvoid Button Identified

3. Unvoid Outbound Weighment window displays and provides a summary of the transaction.
4. Select **Unvoid** to restore transaction and return to previous menu.

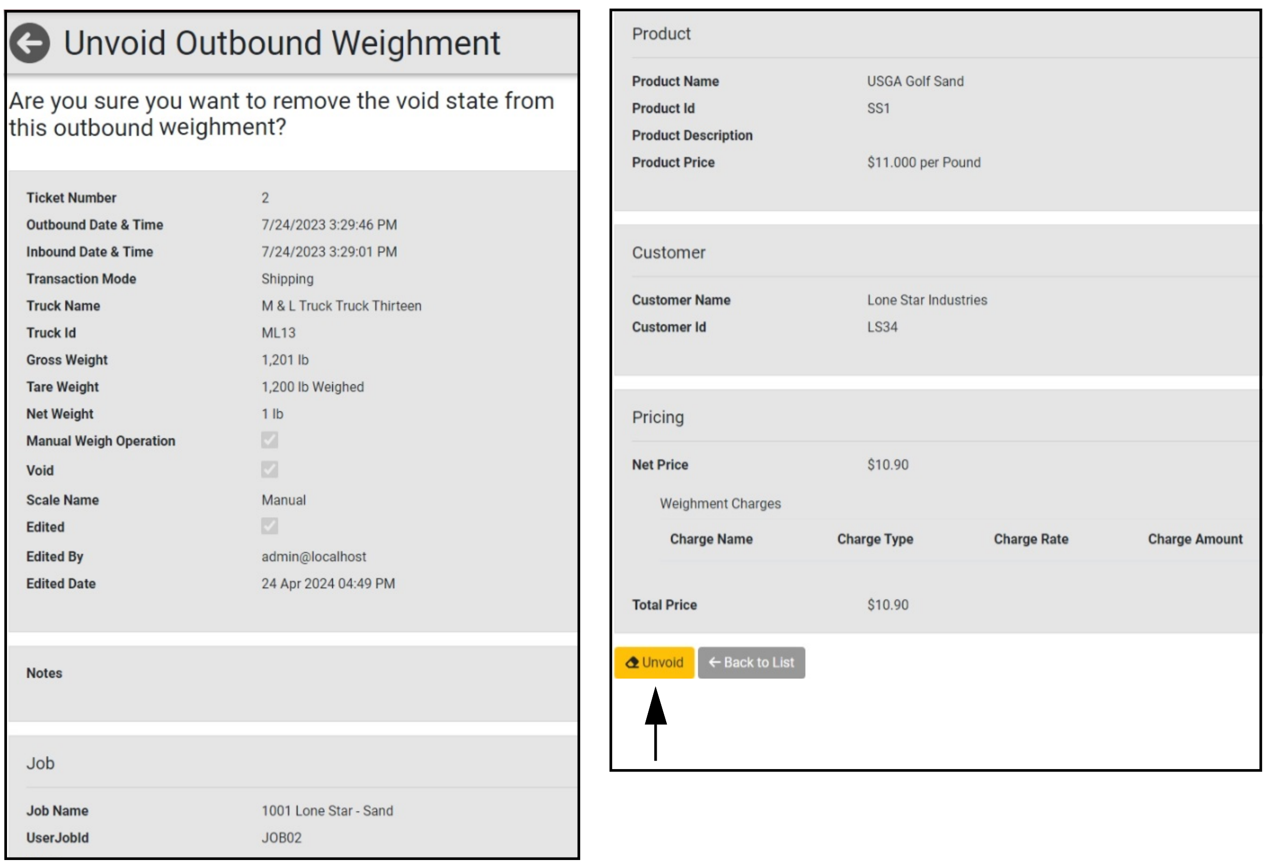

Figure 7-45. Unvoid Outbound Weighments Page

7.16.3 Create Outbound Weighment

An Outbound Weighment may be created manually. This function is typically used in cases where there is power or network connection loss and a manual outbound weight is required for reconciliation. Manual Outbound Weighments should be reserved for cases when they are required to complete a weighment.

NOTE: When an outbound weighment is manually created, it is designated as a Manual Weigh Operation in Weighment details.

1. Select **Outbound Transactions** from the Data menu.
2. Outbound weighments display.
3. Select **+ Create**.

Figure 7-46.

4. Configure the following parameters:
   - **Send email(s)...:** Enable this toggle to automatically email the customer and vendor after the weighment is manually created.

NOTE: See** Section 7.6 on page 110 **for information regarding email configuration for Vendors. See** Section 7.9 on page 114 **for information regarding email configuration for Customers. An email server must be configured to send email (see Section 2.4.1 on page 20).

   - **Transaction Mode:** Set the mode as Shipping or Receiving.
   - **Inbound Date & Time:** Set the Inbound Weighment's date and time.
   - **Outbound Date & Time:** Set the Outbound Weighment's date and time.
   - **Location:** Enter the location name that is configured for the Location Price (Section 7.5 on page 109) or leave blank if Location Price is not used.
   - **Perform one of the following:**
     - **Truck:** Select **Set** and then choose from the list of configured Trucks.
     - **Transient Truck ID:** Enter an identifying value for a Truck not configured in OnTrak Enterprise.

NOTE: A transient truck may occur for a variety of reasons, however, it is typically for a new or one-time customer purchasing material. The Transient Truck ID replaces the standard Truck ID that is part of truck configuration (see** Section 7.12 on page 118**). The Transient Truck ID may be set to any identifying value, however license plate numbers are frequently used. This option will not appear if Disable transient truck weighments is set to On (see Section 6.14 on page 99).

   - **Job:** Select Set and then choose from the list of configured Jobs.
   - **Customer:** Select **Set** and then choose from the list of configured Customers.
   - **Vendor:** Select **Set** and then choose from the list of configured Vendors.
   - **Product:** Select **Set** and the choose from the list of configured Products.
   - **Gross Weight:** Enter the Gross Weight.
   - **Tare Weight:** Enter the Tare Weight.
   - **Net Weight:** The Net Weight is automatically calculated.
   - **Notes:** Enter any required additional information.
   - **(Optional) User Defined Fields:** If enabled, enter information for user defined fields.
5. Select **Save** to commit changes.

6. The new Outbound Weighment appears in the Outbound Transactions list.

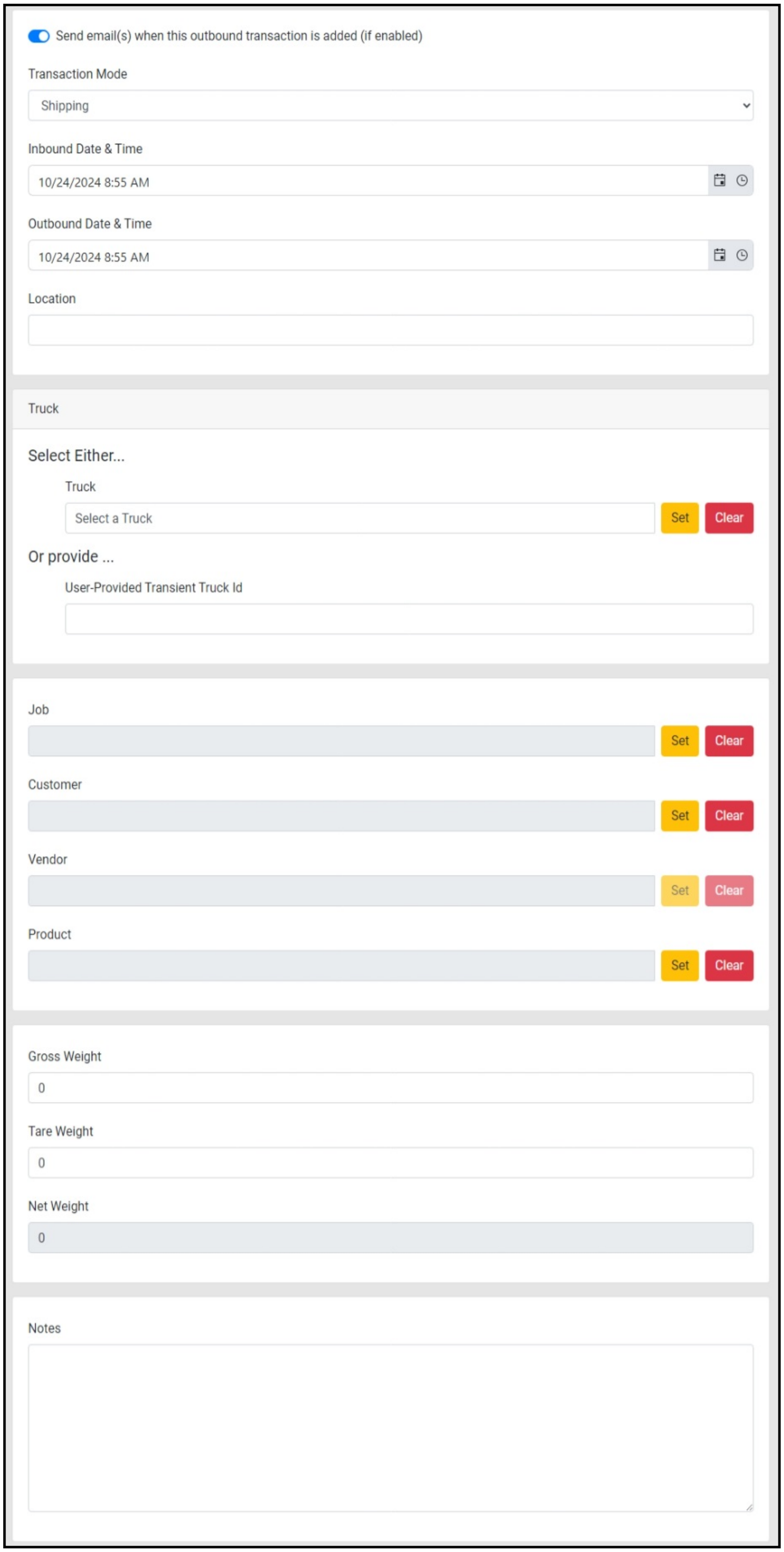

Figure 7-47. Create Outbound Weighment Page

7.16.4 Get Ticket (Download Ticket)

The Get Ticket function allows the user to download a *.PDF of the associated outbound weighment.

1. Search for Outbound Transactions (see Section 7.15 on page 125).
2. Locate the desired weighment and select **Get Ticket**.

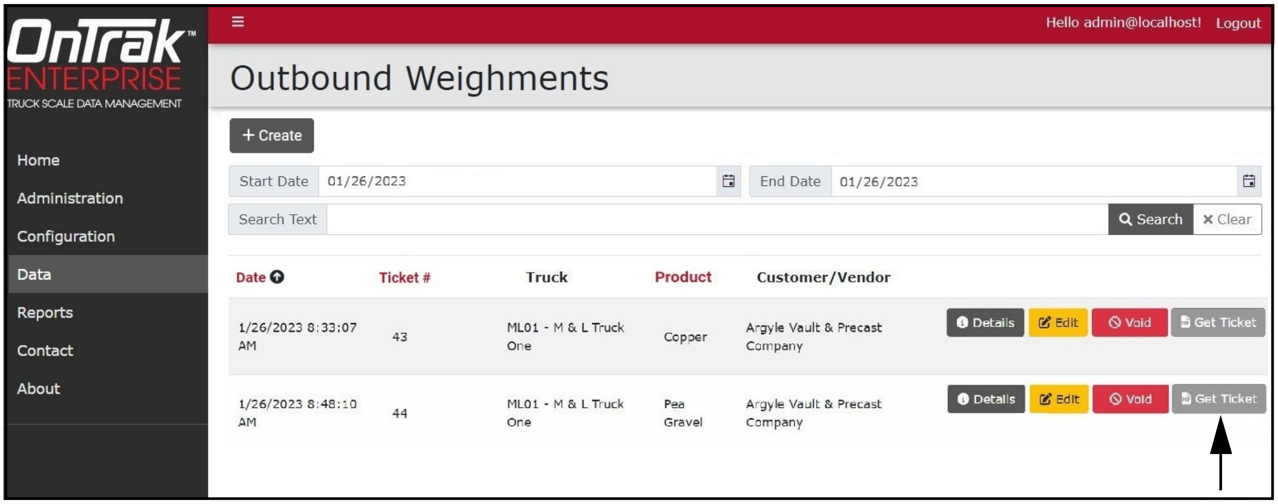

Figure 7-48. Outbound Weighments Page with Get Ticket Button Identified

3. Download the ticket.

NOTE: The installed internet browser and its configuration determines the behavior when downloading the ticket. The internet browser may automatically download the ticket, open the Save As window, or request if the file should be downloaded.

4. Review the ticket *.PDF in a suitable application (for example, Adobe® Acrobat®).

7.16.5 Edit Outbound Weighments

The Edit function allows specific Outbound Weighment details to be edited.

NOTE: When an outbound weighment is edited, it is designated as Edited in Weighment details.

1. Navigate to Outbound Transactions (see Section 7.15 on page 125).
2. Locate the desired weighment and select **Edit**.

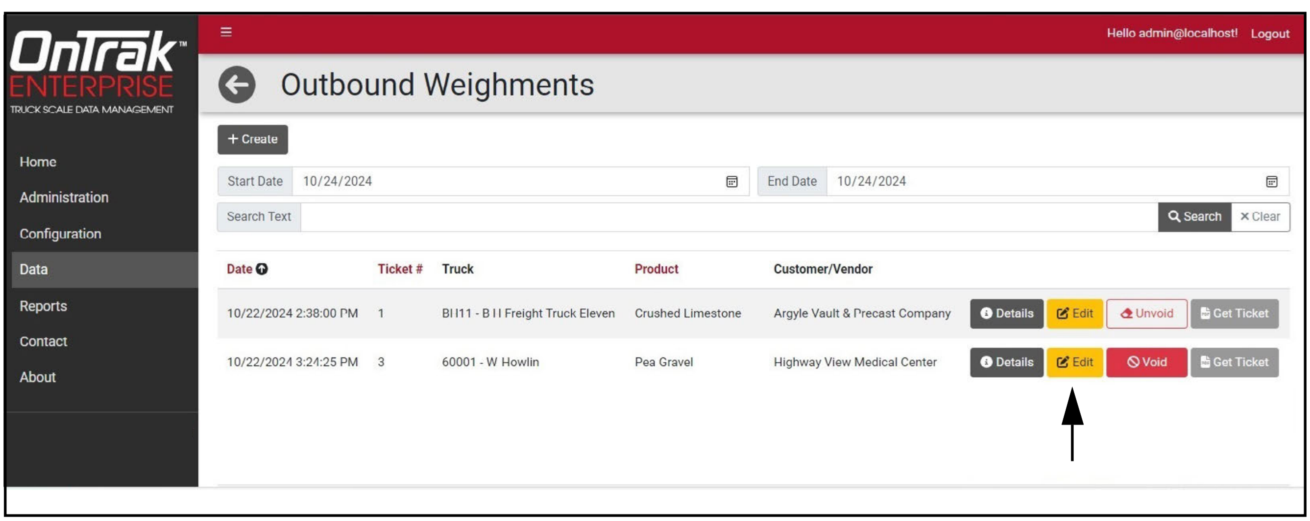

Figure 7-49. Outbound Weighments Page with Edit Button Identified

3. The Edit page displays. Scroll to the lower half of page and edit the following parameters as needed:
   - **Job Name:** Select Set and the choose from the list of configured Job Names.
   - **Product Name:** Select Set and the choose from the list of configured Product Names.
   - **Location:** Enter the location name that is configured for the Location Price (Section 7.5 on page 109) or leave blank if Location Price is not used.
   - **Customer name:** Select Set and the choose from the list of configured Customer names.
   - **Notes:** Enter any required additional information.
   - **(Optional) User Defined Fields:** If enabled, enter information for user defined fields.
4. Select **Save** to commit changes or **Back to List** to cancel.

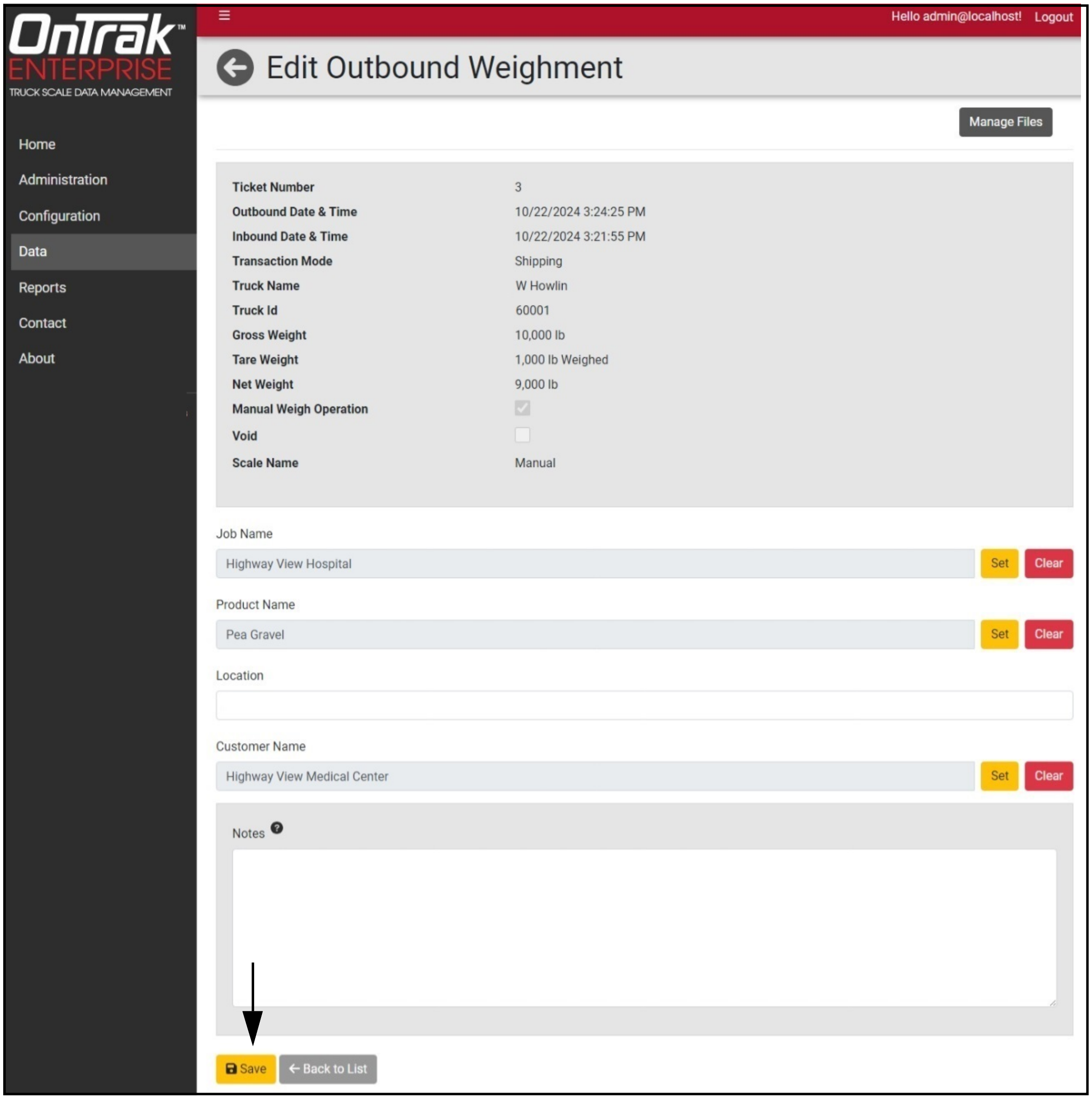

Figure 7-50. Edit Outbound Weighment Page

7.16.5.1 Managing Files Attached to an Outbound Weighment

An Outbound Weighment may have files attached to it. Files may be viewed, removed, or added to an Outbound Weighment.

NOTE: Files must be a supported file type (*.JPG, *.PDF, *.PNG, *.TXT, *.Zip, Word or Excel) and not exceed 4 MB.

1. Navigate to Outbound Transactions (see Section 7.15 on page 125).
2. Locate the desired weighment and select **Edit**. The Edit page displays.
3. Select **Manage Files**.

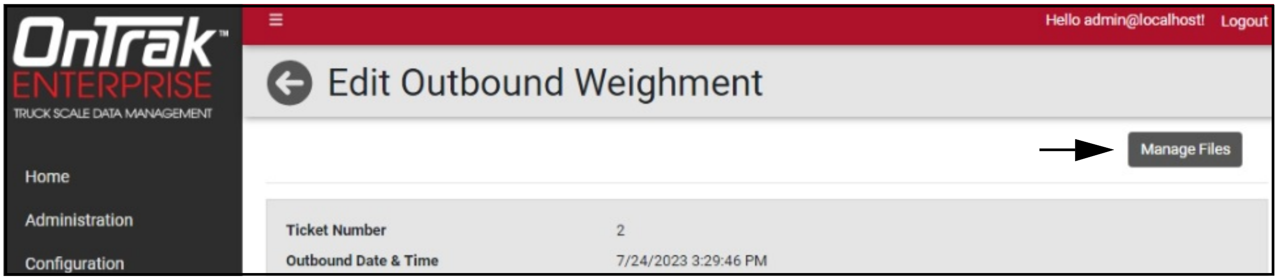

Figure 7-51. Manage Files Button

4. The Manage Files pop-up window displays. Perform the following to manage existing files:
   - Select **Download** and follow web browser prompts to download an uploaded file.
   - Select **Remove** to delete an uploaded file.

Figure 7-52. Manage Files Window with Download and Remove Identified

5. Either drag-and-drop the desired file to the specified location or activate **Select Files** and choose the desired file in the file browser to upload files.

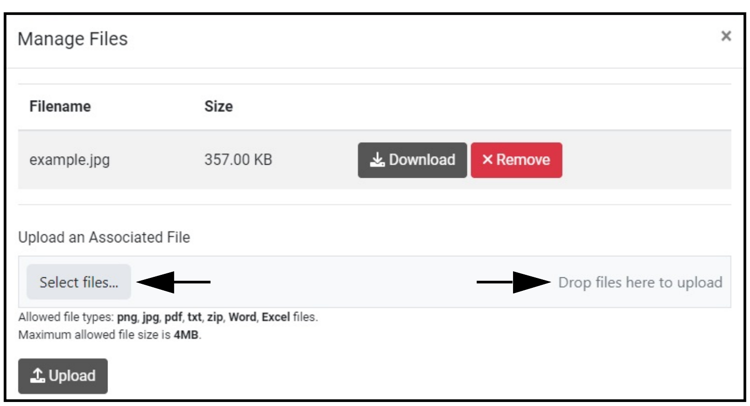

Figure 7-53. Manage Files Window with Select Files and Drag-and-Drop location Identified

6. Select **Upload** to upload the file or **X** to remove the file.

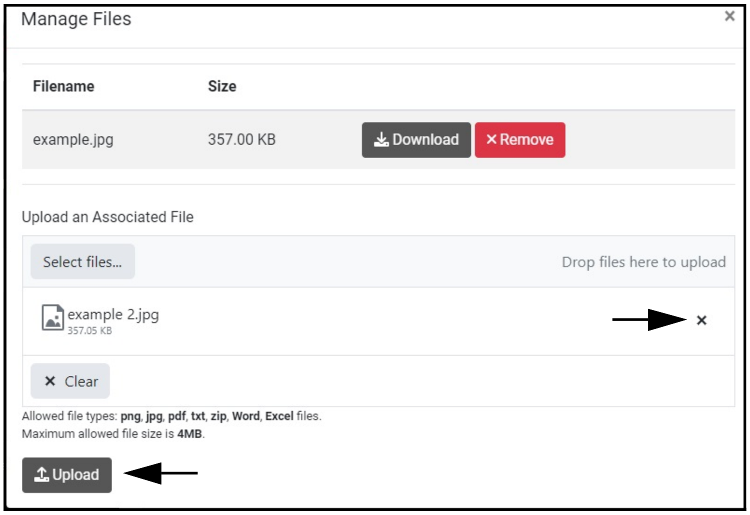

Figure 7-54. Manage Files Window with Upload and X Buttons Identified

7.16.6 Export Outbound Transaction Data

1. Select **Outbound Transactions** from the Data menu.
2. Configure the export type from the drop-down menu adjacent to the Export button.

NOTE: The available export type depends on the configured Data Export Templates (see Section 6.11 on page 96).

3. Select **Export**.

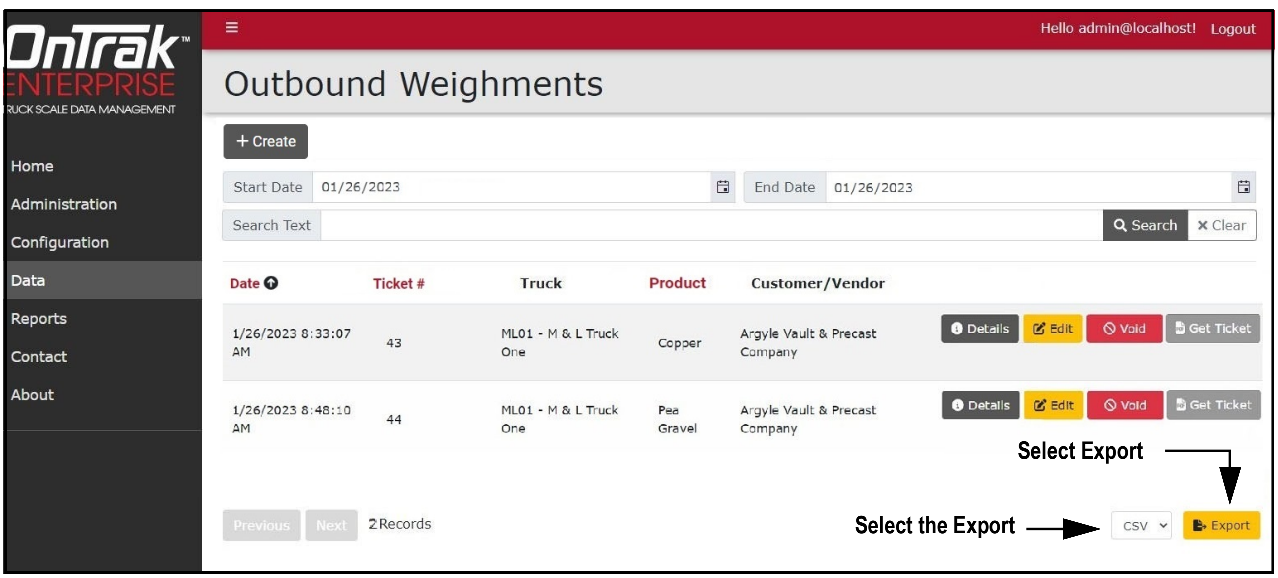

Figure 7-55. Outbound Weighments Page with Export Identified

4. Download the data export.

NOTE: The installed internet browser and its configuration determines the behavior when downloading the export. The internet browser may automatically download the export, open the Save As window, or request if the file should be downloaded.

5. Review the Export in an application suitable for the export file type (for example, Microsoft® Excel®).

8.0 Edit, Details, Delete Functions

This section discusses Edit, Details and Delete functions that appear in several Configuration and Data pages. The process for using the functions is consistent across several Configuration and Data pages. An example is provided for each function in this section.

NOTE: When viewing Details and using the Edit function, parameters may vary.

8.1 Edit Configuration

The edit function supports changing parameters for an existing item. This function applies to Indicators, Scales, Cameras, Data Export, Charges, Discounts, Products, Vendors, Customers, Jobs, Haulers, Truck page and Outbound Weighments. The Editing process is similar across pages listed above. The parameters available for editing varies depending on which page is accessed. In most cases the same parameters are available as when the item was initially created. For parameter information see section for applicable item (see Section 6.0 on page 76 or Section 7.0 on page 104). In this example the Charges page is displayed.

1. Access the desired page from the menu.
2. Select the **Edit** button for a line item that requires a change.

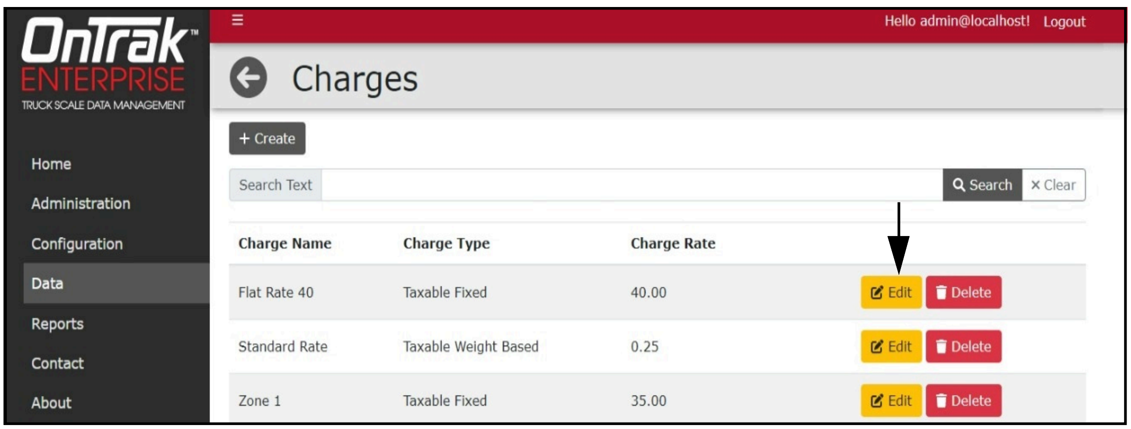

Figure 8-1. Edit Button

3. The Edit page appears.
4. Edit parameters as required.

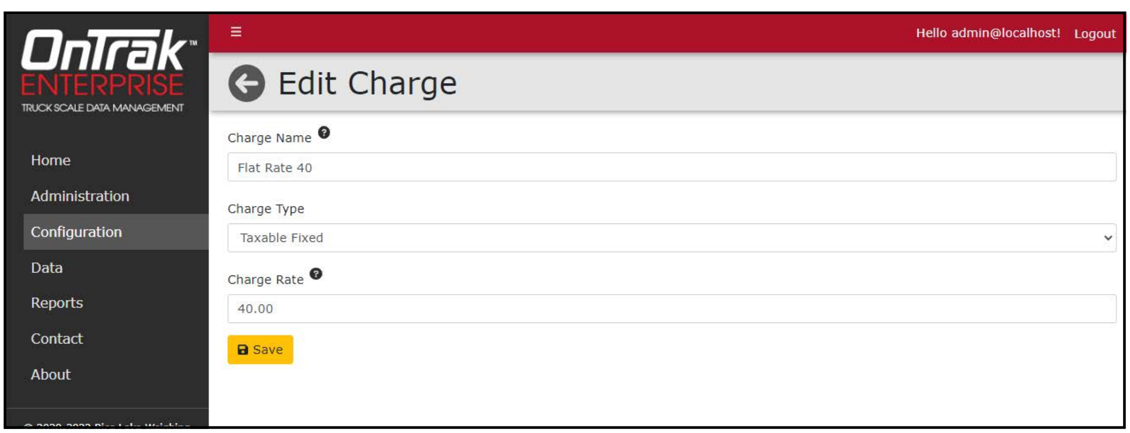

Figure 8-2. Edit Page

5. Select **Save** to apply changes. The previous page displays.
6. Select **Home** to return to the Home page.

8.2 View Details

The Details function opens a new window that typically lists additional details or a parameter configuration. This function applies to Indicators, Cameras, Products, Vendors, Customers, Jobs, Haulers, Trucks page, Inbound Weighments and Outbound Weighments. In this example the Products page is displayed.

1. Access the desired page from the menu.
2. Select the **Details** button for line item that will be viewed.

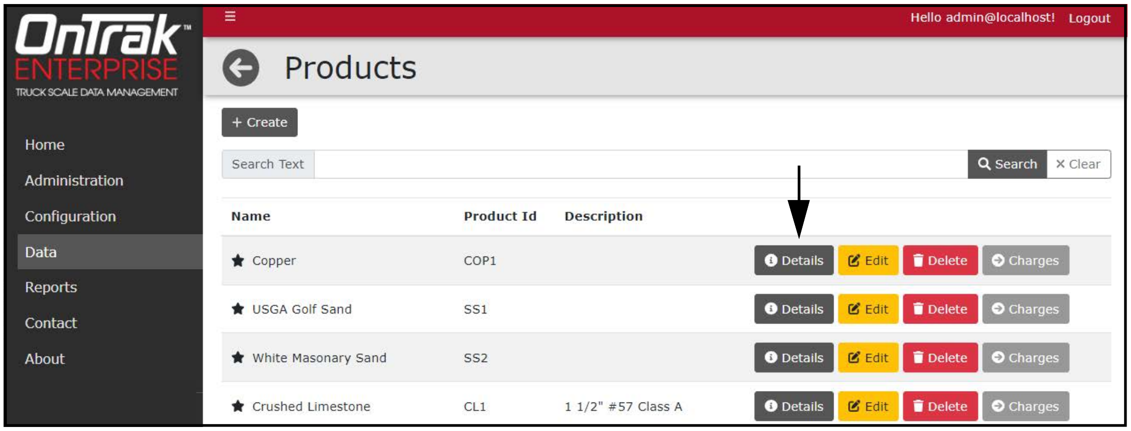

Figure 8-3. Details Button

3. (Optional) Select **Edit** to open a edit page and edit parameters as required (see Section 8.1 on page 134).

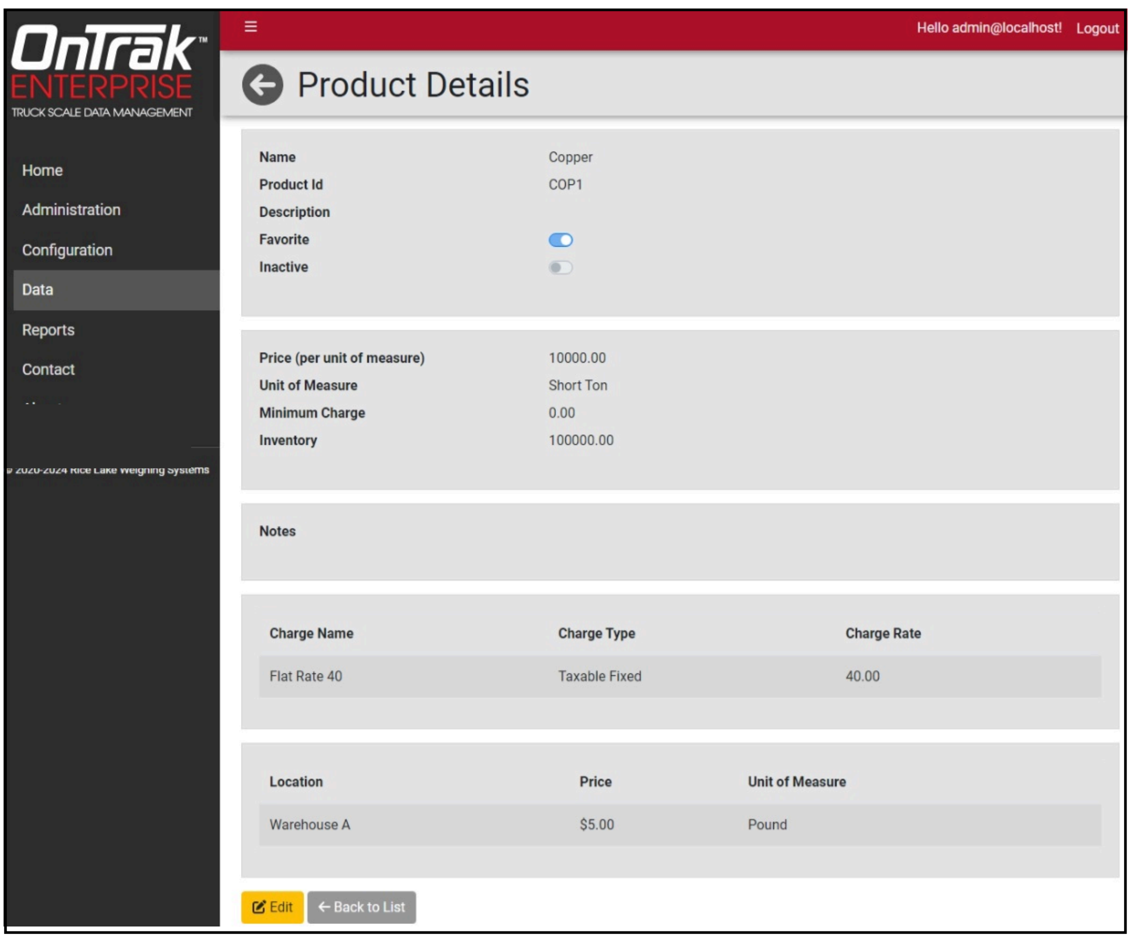

Figure 8-4. Details Page

4. Select **Home** to return to the Home page.

8.3 Delete Items

The delete function supports removing a user specified item from a page or an associated page. This function applies to Indicators, Scales, Cameras, Data Export, Charges, Costs, Discounts, Products, Vendors, Customers, Jobs, Haulers Trucks and Inbound Weighments pages. In this example the Charges page is displayed.

1. Access the desired page from the Data menu.
2. Select the **Delete** button for line item that requires removal.

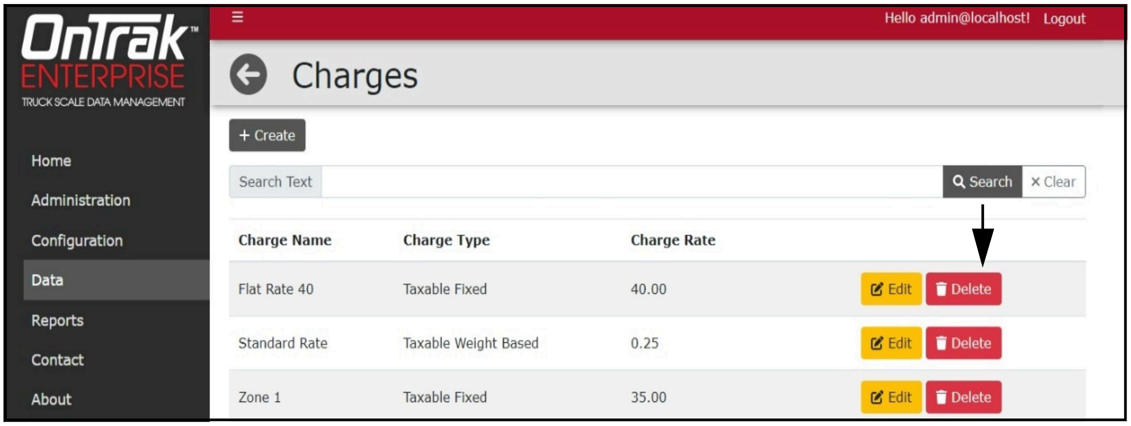

Figure 8-5. Delete Button

3. The Delete page appears.
4. Select **Delete** to confirm.

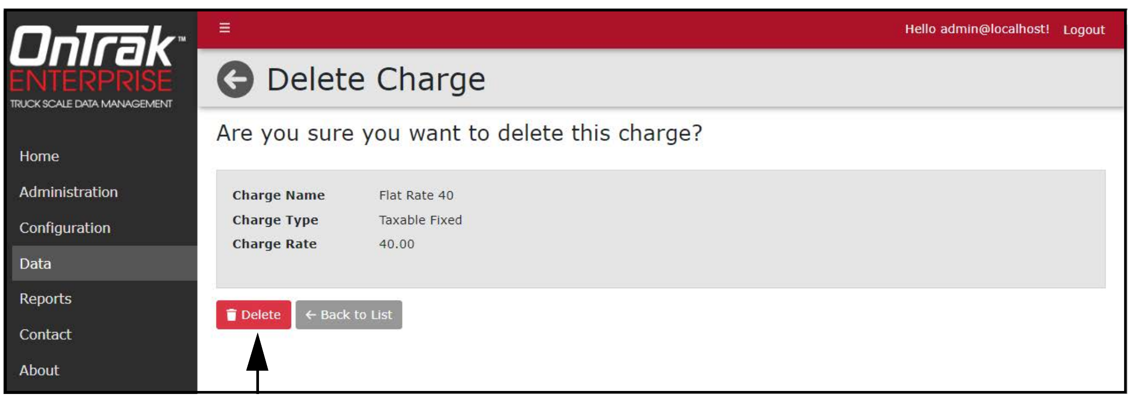

Figure 8-6. Delete Page

5. The previous page displays with the item removed.
6. Select **Home** to return to the Home page.

9.0 Operation

The Home page provides access to configured scales and operational scale functions.

NOTE: Scale quantity and names vary depending on configuration. Scales are displayed in the order they were added to OnTrak Enterprise.

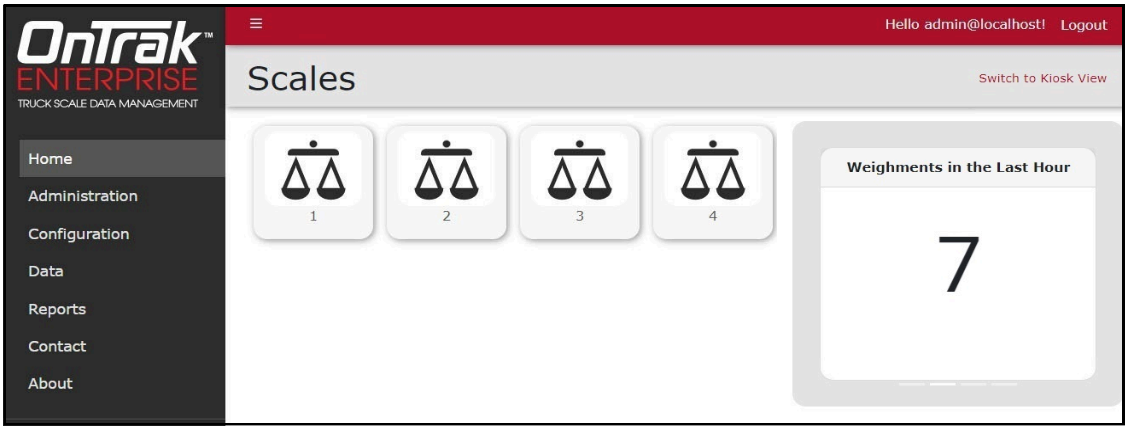

Figure 9-1. Home Page with Scales

NOTE: An indicator and scale must be configured (see Section 6.1 on page 77), otherwise the Home page displays a message about configuration.

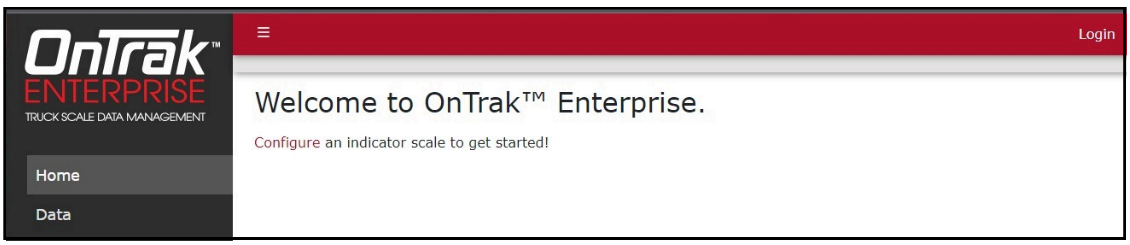

Figure 9-2. Home Page without Scales

This section discusses the following topics:

- Access Scale Page (see **Section 9.1 on page 137**)
- Weigh-In and Weigh-Out (see Section 9.2 on page 139)
- Manual Weigh-In and Manual Weight-Out (see Section 9.3 on page 144)

9.1 Access Scale Page

NOTE: Scales must be configured in order for them to appear on the Home page (see Section 6.1 on page 77). Scale quantity and names vary.

1. Select Home.
2. Select the desired Scale from the Home page.

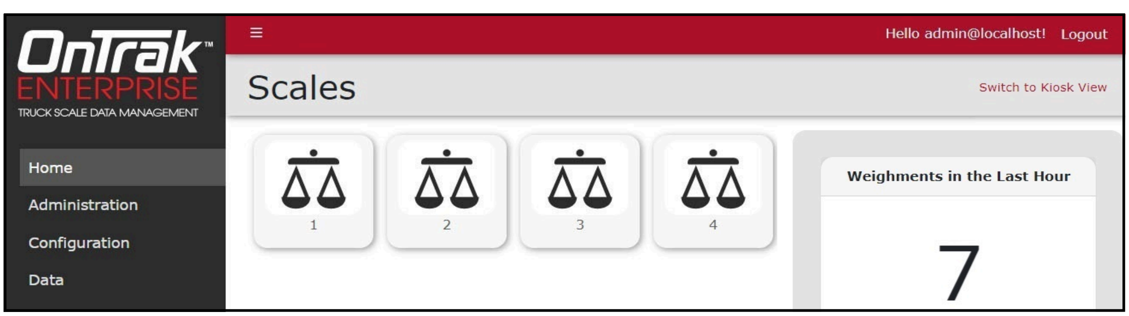

Figure 9-3. Home Page with Scales Displayed

3. The selected Scale page appears.

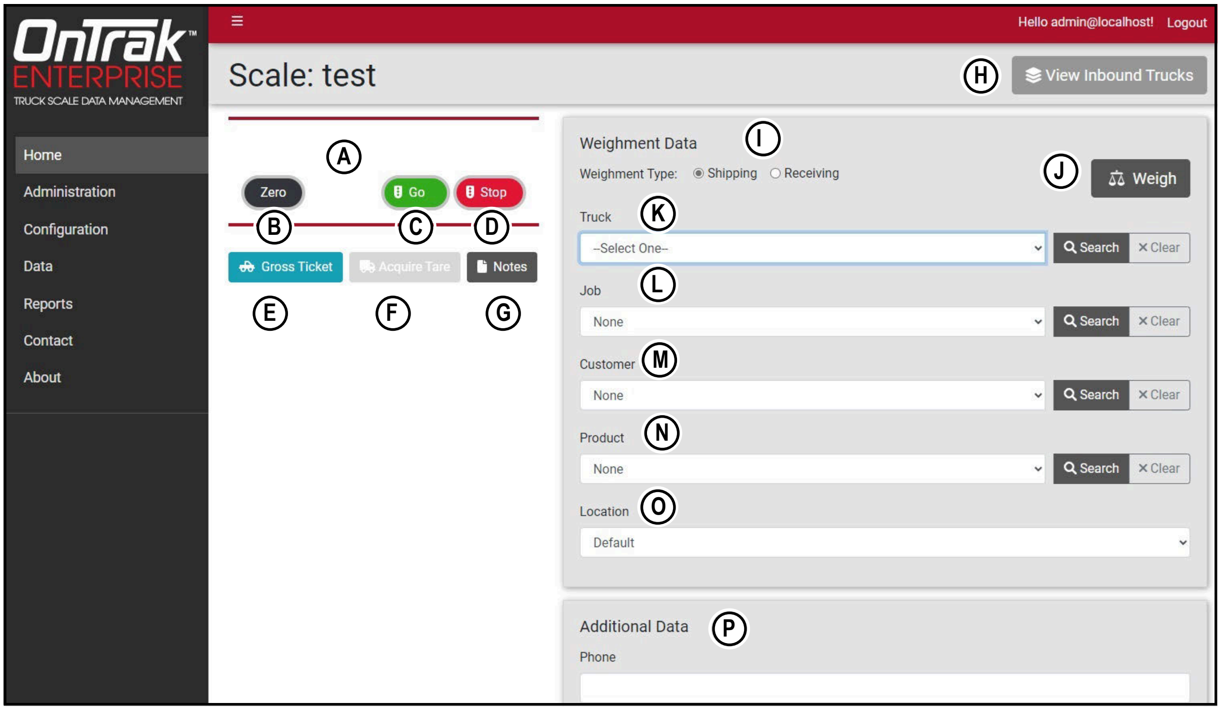

Figure 9-4. Scale Page

Elements identified in Figure 9-4 on page 138 are described in the Table 9-1:

Item	Function	Description
A	Virtual Scale Display	Displays weight received from the scale ***NOTE: The background color indicates the state of the scale:*** • ***White indicates the scale is ready to weigh*** • ***Yellow indicates the weight is below the required threshold for weighing (see Section 6.5 on page 89)*** • ***Red indicates there is an error with the scale***
B	Zero	Zeros the scale
C	Go	OnTrak Enterprise sends a command to turn on the Go symbol to a LaserLight2/3 remote display. ***NOTE: This button only appears if a LaserLight 2/3 is configured with a scale (see Section 6.1.4 on page 80).***
D	Stop	OnTrak Enterprise sends a command to turn on the Stop symbol to a LaserLight2/3 remote display. ***NOTE: This button only appears if a LaserLight 2/3 is configured with a scale (see Section 6.1.4 on page 80).***
E	Gross Ticket	Gross Ticket mode enables when a scale is not connected. Gross Ticket format captures the gross weight and prints a ticket. The data is not stored and or collected. During normal operation, this function is typically disabled. ***NOTE: Gross Only Ticket Format is set in the Ticket Configuration (Section 6.10 on page 94).***
F	Acquire Tare	Sets the Stored Tare value of truck selected in the Truck select list ***NOTE: This function is only visible to users with Admin or Superuser access and will be disabled if either of the following are true:*** ***• No truck is selected*** ***• Stored tare is not the selected tare type*** ***An error message will display if Acquire Tare is selected while the scale's weight is out of allowable tare tolerance (see Section 6.4 on page 88 for configuring the allowable tolerance)***
G	Note	Opens Weighment Note pop-up window to include user added supplemental information about a specific weighment
H	Inbound/Outbound trucks	Opens a pop-up window that lists inbound or outbound trucks
I	Weighment Type	Configures between shipping and receiving weighment types. ***NOTE: Use Shipping mode when product leaves the facility. Use Receiving mode when product arrives at the facility.***
J	Weigh	Performs Weigh-In and Weigh-Out
K	Truck	Selects which Truck is being processed from the database (see Section 7.12 on page 118)

Table 9-1. Scale Page Element Descriptions

Item	Function	Description
L	Job	Selects which Job is being processed from the database (see Section 7.10 on page 116)
M	Customer	Selects which Customer is being processed (see Section 7.9 on page 114)
N	Product	Selects which Product is being processed from the database (see Section 7.4 on page 108)
O	Location	Selects which Location Price to assign to the product during operation (see Section 7.5 on page 109)
P	Additional Data	Displays configured User Defined Fields (see Section 6.9 on page 93) if enabled (Section 6.8 on page 92).

Table 9-1. Scale Page Element Descriptions

9.2 Weigh-In and Weigh-Out

NOTE: ***(Optional)*** **During the following procedure select Go and Stop buttons to display Go or Stop signs on the LaserLight2 or LaserLight3.**

9.2.1 Weigh-in

The weigh-in procedure follows the same steps for inbound or outbound vehicles. The only difference is the truck management page is called View Inbound Trucks or View Outbound Trucks. The following procedure displays information about inbound trucks in this example.

1. Navigate to the Home page and select the required scale.

NOTE: If threshold weights are used, yellow indicates the measured weight is under the required threshold.

Figure 9-5. Weight Under Threshold

2. The vehicle drives onto scale and the weight populates in OnTrak Enterprise.
3. Select **Shipping** or **Receiving** radio button.
4. Select the Truck from the **Truck** drop-down menu.
5. Select the Job from the **Job** drop-down menu.
6. Select the Customer from the **Customer** drop-down menu.
7. Select Product being weighed from the **Product** drop-down menu.
8. If location pricing is not used, leave the parameter as Default. If location pricing is used, select the current Location from the **Location** drop-down menu.
9. (Optional) Depending on configuration, the Additional Data group may appear and display user defined fields (see Section 6.9 on page 93 and Section 6.9 on page 93). Complete fields as required.

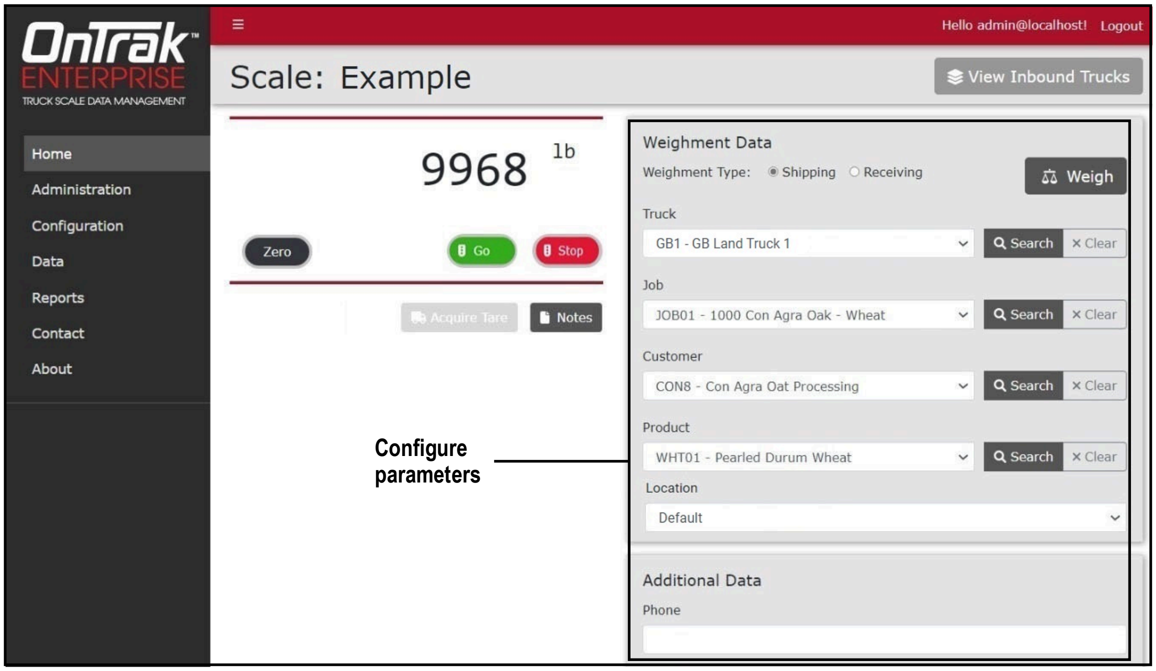

Figure 9-6. Scale Page with Parameters Populated

10. (Optional) Select **Notes** to open a pop-up window, enter desired text and then select **Close** to save.

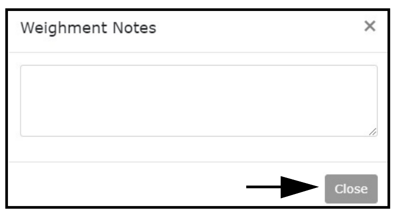

Figure 9-7. Weighment Notes Pop-Up Window

11. Select **Weigh**. The weigh-in information about the truck is stored in the Inbound Trucks window.

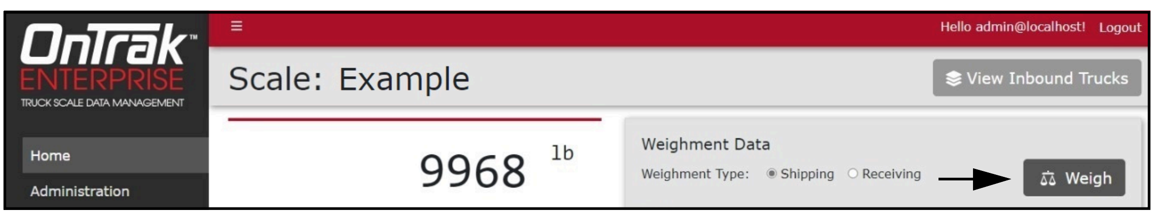

Figure 9-8. Scale page with Weigh Identified

12. The truck has completed weigh-in and the ticket downloads automatically.

9.2.2 Weigh-out

The weigh-out procedure follows the same steps for inbound or outbound vehicles. The only difference is the truck management page is called View Inbound Trucks or View Outbound Trucks. The following procedure displays information inbound trucks in this example.

1. Navigate to the Home page and select the required scale.
2. The vehicle drives onto scale and the weight populates in OnTrak Enterprise.
3. Select **View Inbound Trucks**.

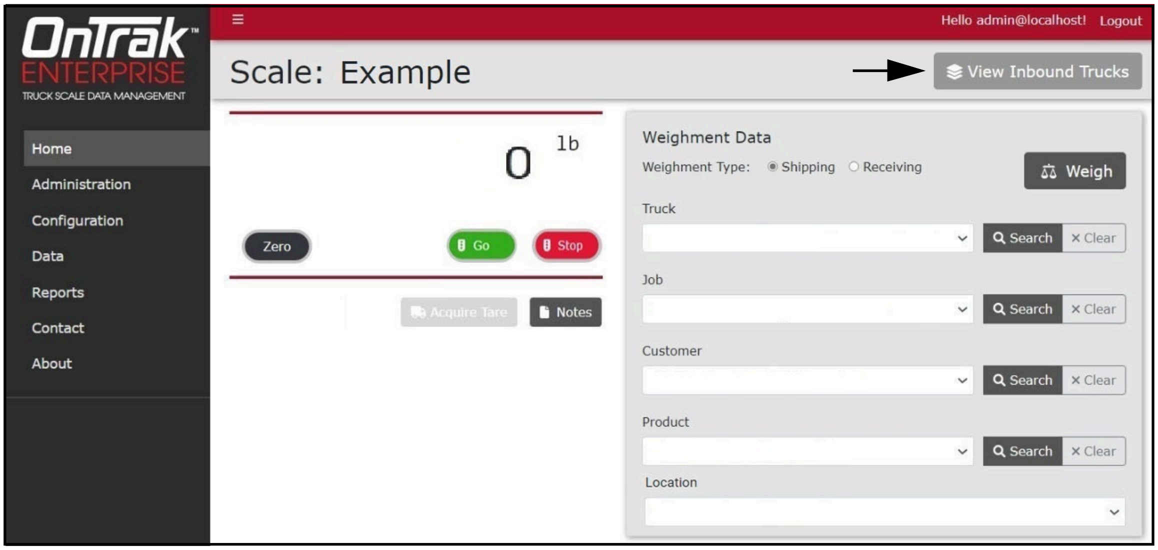

Figure 9-9. Scale page with View Inbound trucks Identified

4. The Inbound Trucks window displays (see Figure 9-10 on page 142).

5. Select the desired truck. A green check mark appears adjacent to the selected Truck.
6. Activate **Select**.

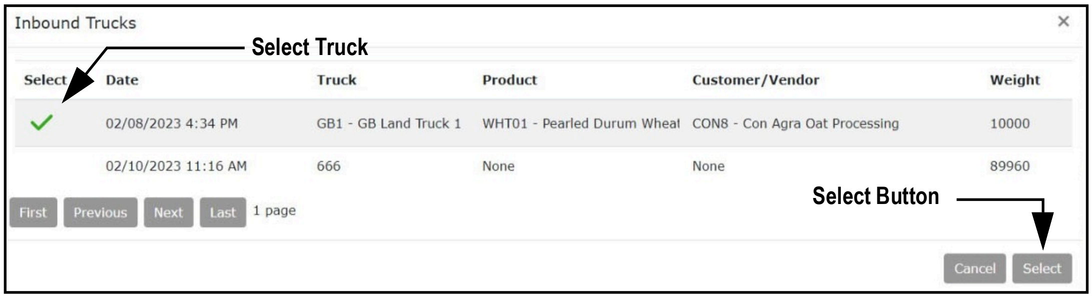

Figure 9-10. Inbound Trucks Window

7. The Inbound Trucks window closes and the Scale page displays with truck data populated.

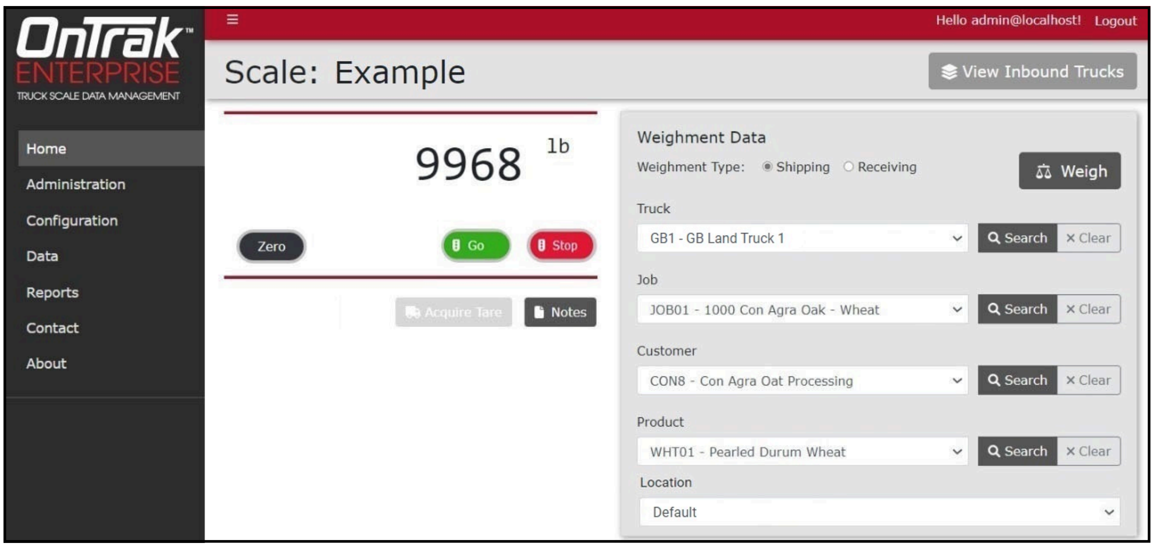

Figure 9-11. Scale Page with Parameters Populated

8. (Optional) Select **Notes** to open a pop-up window, enter desired text and then select **Close** to save.

Figure 9-12. Weighment Notes Pop-Up Window

9. (Optional) Add a file the weighment by either dragging a file to the specified location or activating **Select Files** and choosing the desired file in the file browser.

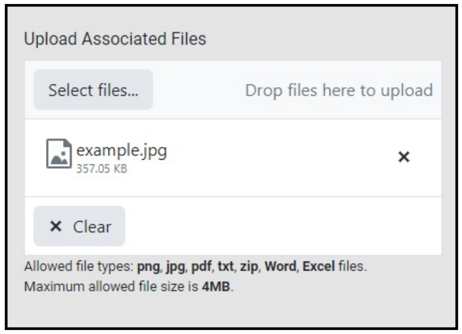

Figure 9-13. Upload Associated Files Window

10. (Optional) If configured (see Section 6.8 on page 92), a signature field appears on the scale page. Complete the signature field with a mouse input (mouse, touchpad, touchscreen or drawing pad).

***NOTE:** When a Signature is included in ticket configuration see (Section 6.10 on page 94), the signature appears at the bottom of the ticket.*

Figure 9-14. Signature Window

11. Select **Weigh**.

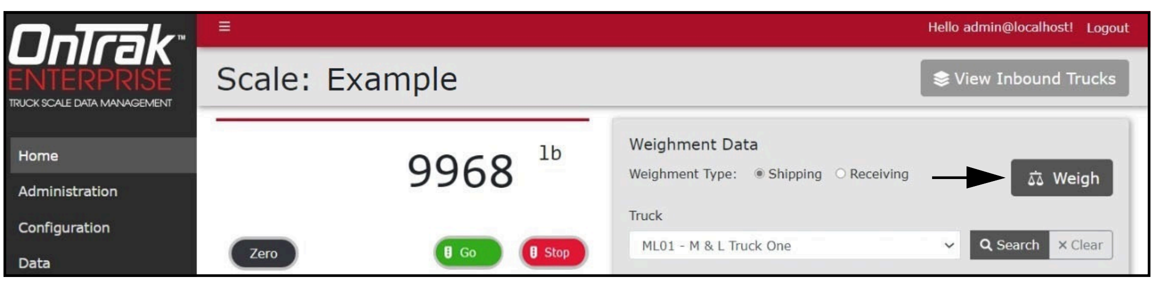

Figure 9-15. Scale page with Weigh Identified

12. The truck has completed weigh-out and the ticket downloads automatically.

9.3 Manual Weigh-In and Manual Weight-Out

If a scale error occurs, weight may be manually entered in OnTrak Enterprise.

NOTE: ***(Optional)*** **During the following procedure select Go and Stop buttons to display Go or Stop signs on the LaserLight2/3.**

9.3.1 Manual Weigh-In

The weighing out procedure follows the same steps for inbound or outbound vehicles. The following procedure displays information about inbound trucks in this example.

1. Navigate to the Home page and select the required scale.
2. Select **Shipping** or **Receiving** radio button.
3. Select the customer's truck that is being used from the **Truck** drop-down menu.
4. Select the applicable job from the **Job** drop-down menu.
5. Select the applicable customer from the **Customer** drop-down menu.
6. Select product being weighed from the **Product** drop-down menu.
7. If location pricing is not used, leave the parameter as Default. If location pricing is used, select the current Location from the **Location** drop-down menu.
8. Add weight to the **Manual Weight** field.
9. (Optional) Depending on configuration, the Additional Data group may appear and display user defined fields (see Section 6.9 on page 93 and Section 6.9 on page 93). Complete fields as required.

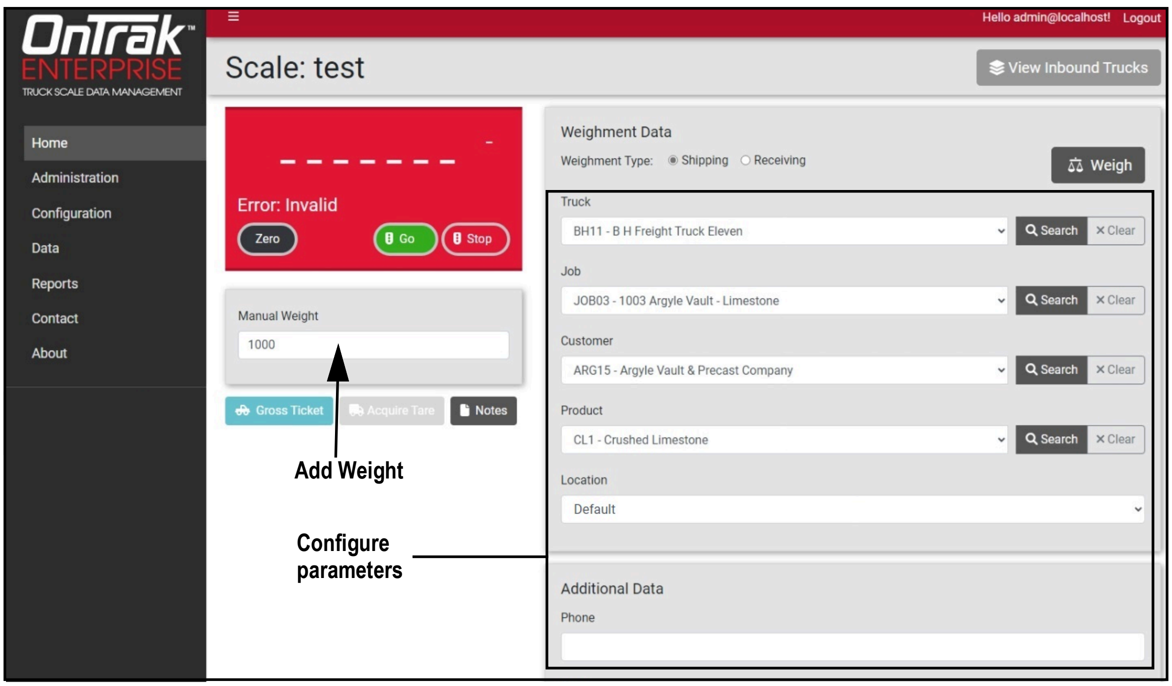

Figure 9-16. Scale page with Manual Weight Field

10. (Optional) Select **Notes** to open a pop-up window, enter desired text and then select **Close** to save.

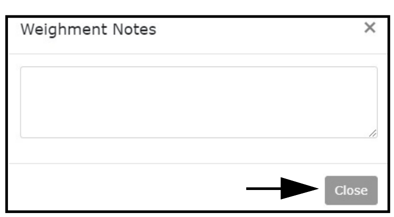

Figure 9-17. Weighment Notes Pop-Up Window

11. Select **Weigh**. The transaction is added to the View Inbound Trucks section of the screen.

Figure 9-18. Scale page with Weigh Identified

12. The truck has completed weigh-in and the ticket downloads automatically.

9.3.2 Manual Weigh-Outs

The weighing out procedure follows the same steps for inbound or outbound vehicles. The only difference is the truck management page is called View Inbound Trucks or View Outbound Trucks. The following procedure displays information about inbound trucks in this example.

1. Navigate to the Home page and select the required scale.
2. Select **View Inbound Trucks**.

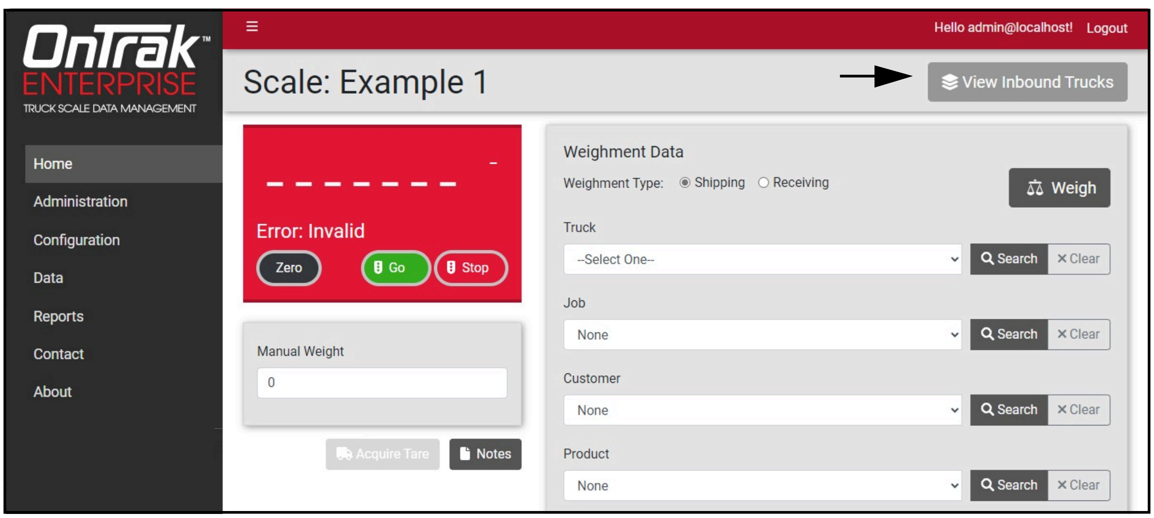

Figure 9-19. Scale page with View Inbound Trucks Identified

3. The Inbound Trucks window displays.
4. Select the desired truck. A green check mark appears adjacent to the active Truck.
5. Activate **Select**.

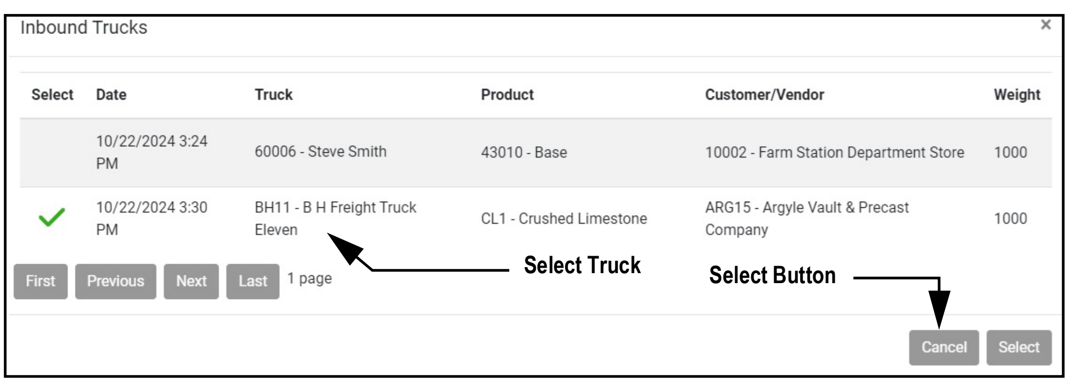

Figure 9-20. Inbound Trucks Window

6. The Inbound Trucks window closes and the Scale page displays with truck data populated.

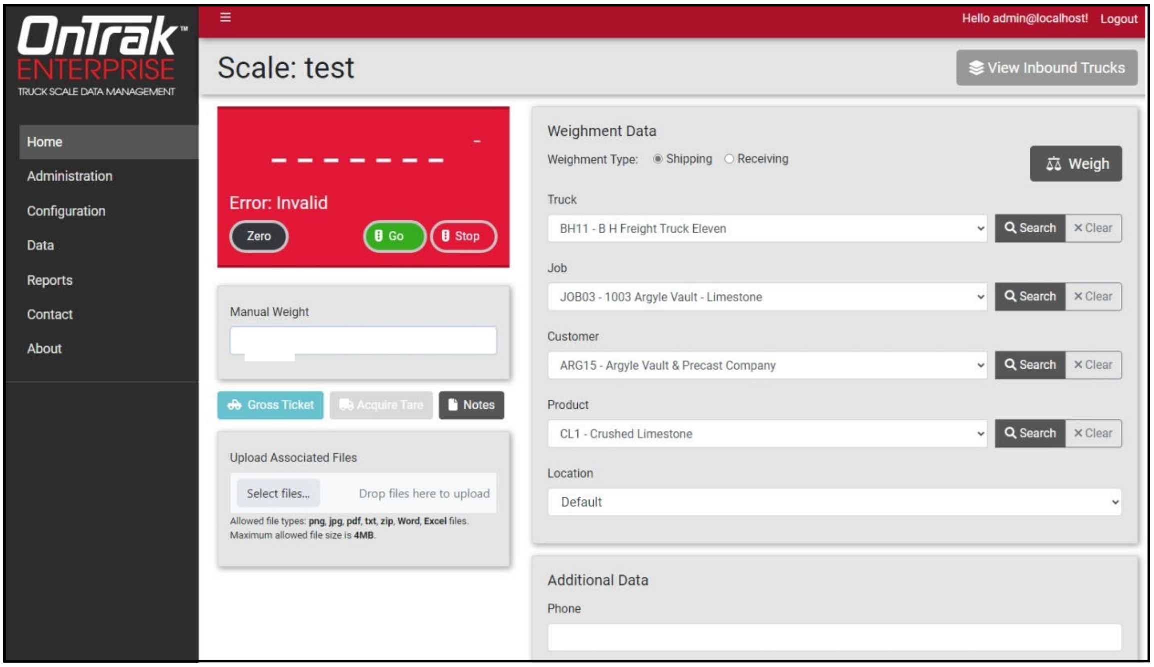

Figure 9-21. Scale page with Parameters Populated

7. (Optional) Select **Notes** to open a pop-up window, enter desired text and then select **Close** to save.

Figure 9-22. Weighment Notes Pop-Up Window

8. (Optional) Add a file the weighment by either dragging a file to the specified location or activating **Select Files** and choosing the desired file in the file browser.

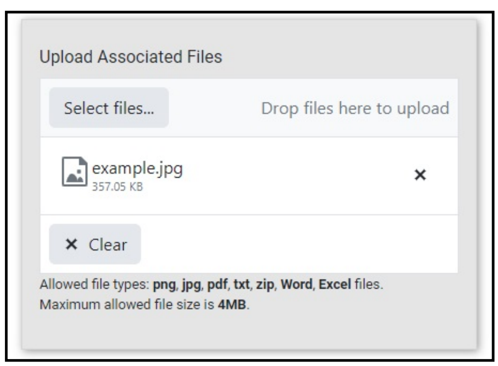

Figure 9-23. Upload Associated Files Window

9. (Optional) If configured (see Section 6.8 on page 92), a signature field appears on the scale page. Complete the signature field with a mouse input (mouse, touchpad, touchscreen or drawing pad).

NOTE: When a Signature is included in ticket configuration see (Section 6.10 on page 94), the signature appears at the bottom of the ticket.

Figure 9-24. Signature Window

10. Enter the weight into the **Manual Weight** field.
11. Select **Weigh**.

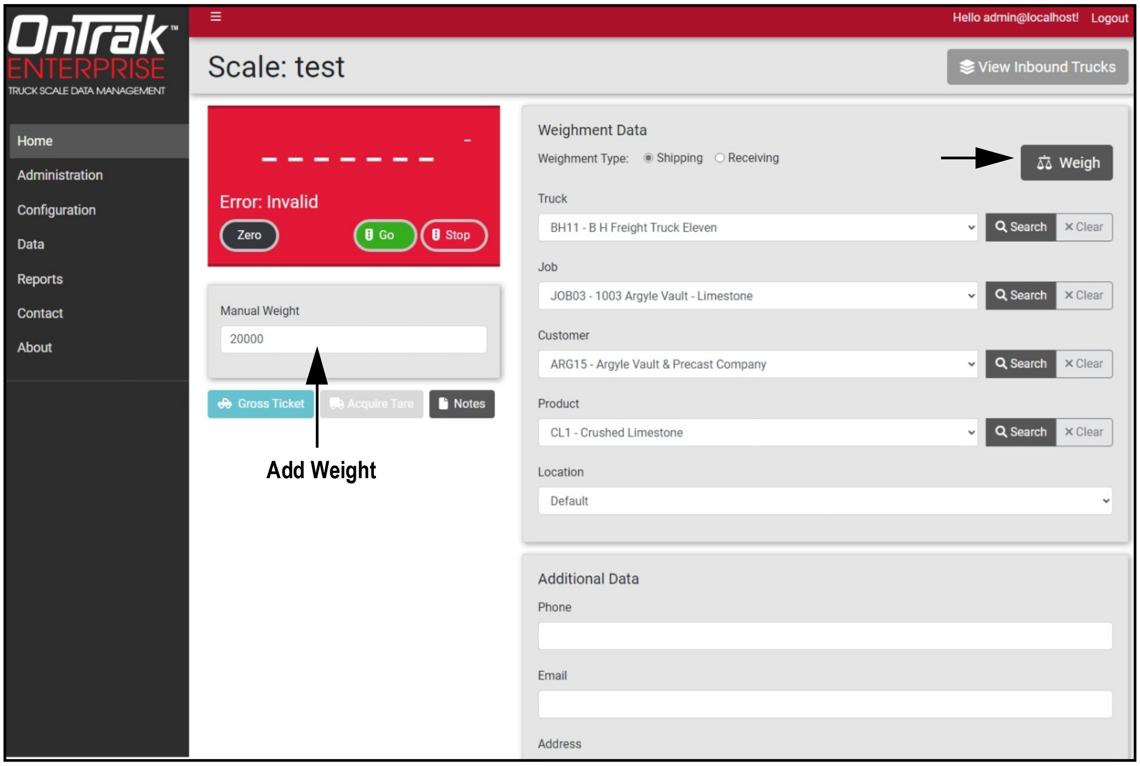

Figure 9-25. Scale page with Manual Weigh Field

12. The truck has completed weigh-out and the ticket downloads automatically.

10.0 Kiosk View

The Home page provides the Kiosk View function which displays all configured 1280 kiosks. When a configured kiosk is selected, the associated 1280 kiosk is accessed remotely through its web servers instead of directly interacting with it.

For example: A driver could access the 1280 web server from a tablet in a truck cab and potential avoid poor weather or other external concerns.

NOTE: A 1280 indicator kiosk and scale must be configured (see Section 6.1 on page 77), otherwise the Home page may display the following messages about configuration.

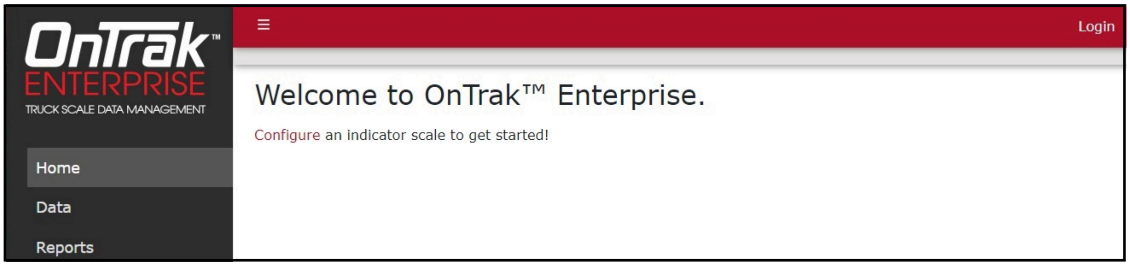

Figure 10-1. Indicator Configuration Message

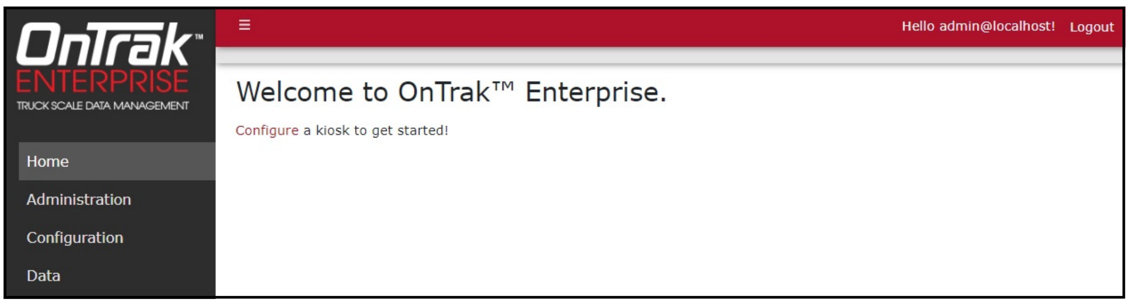

Figure 10-2. Kiosk Configuration Message

10.1 Accessing Kiosk View

NOTE: The Kiosk view is automatically presented to Driver user accounts when they access the Home Page. Driver accounts cannot access the Scale View.

1. Navigate to the Home page.
2. Select **Switch to Kiosk View**.

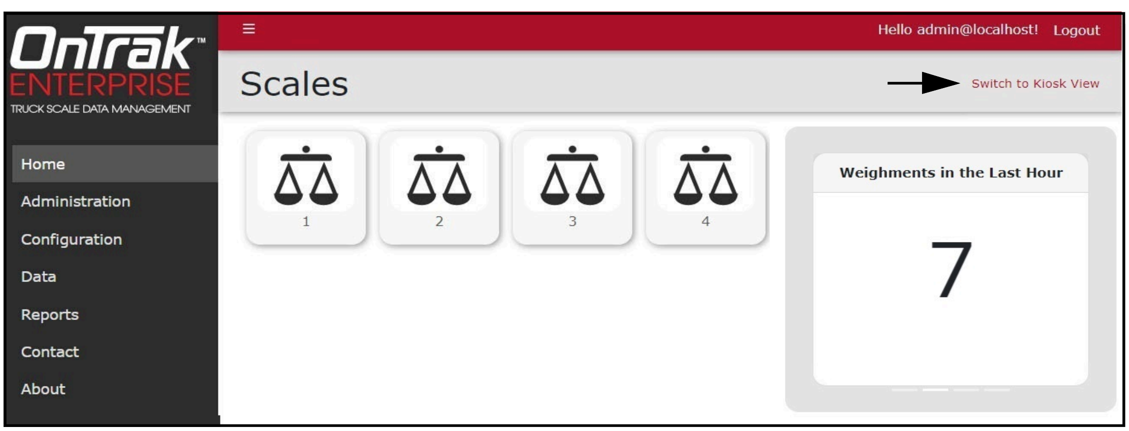

Figure 10-3. Kiosk Mode Shortcut

3. Select the **kiosk icon** from the Kiosk View.

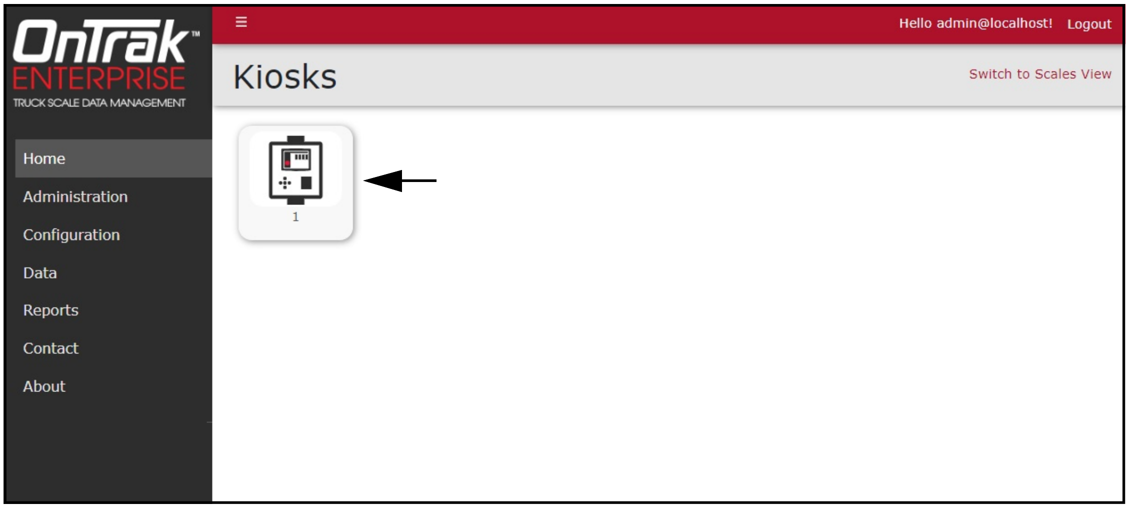

Figure 10-4. Kiosk Icon Selection

***NOTE:** 1280 Kiosk icons only appear if a 1280 indicator is configured as a kiosk (see* *Section 6.1.1 on page 77**).*

4. The 1280 web server displays the current 1280 kiosk page.

***NOTE:** The appearance of web server depends on the current 1280 state. In this example a truck is on the scale and over the threshold weight.*

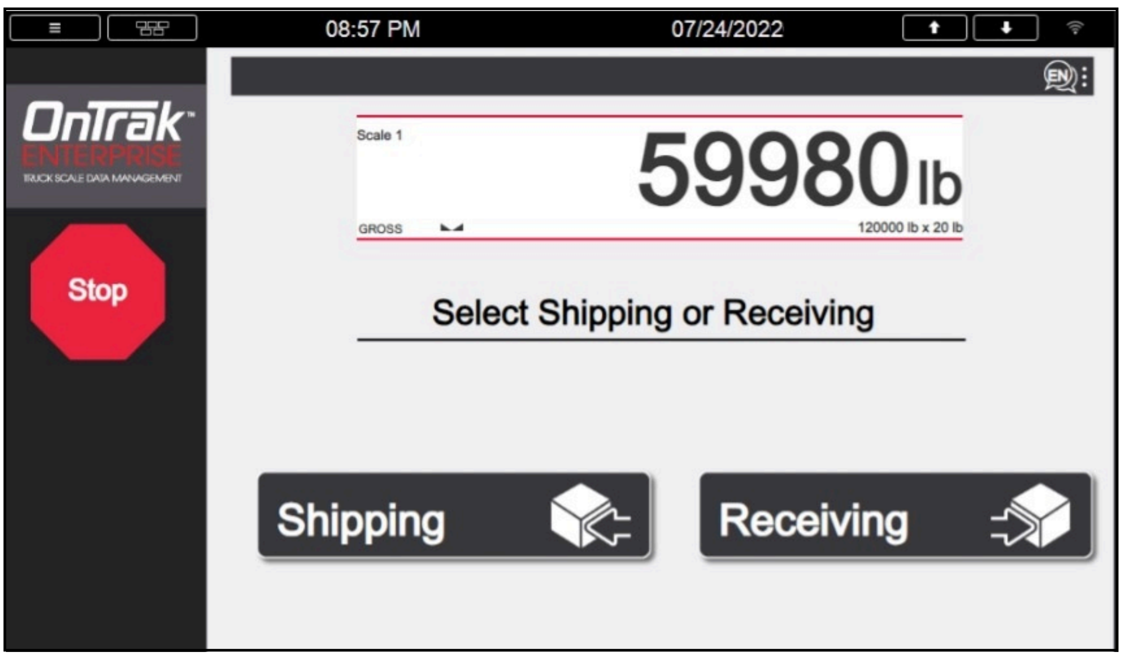

Figure 10-5. 1280 Kiosk Web Server Example

5. Operate the 1280 kiosk as needed.

***NOTE:** Password protect configuration parameters to ensure operators are not granted access to restricted areas.*

For more information about the 1280 indicator, see 1280 Enterprise Technical Manual.

11.0 License Plate Reader (LPR)

A license plate reader camera and software license may be purchased as an option for OnTrak Enterprise. The license plate reader identifies and displays license plates of trucks as they are processed.

NOTE: The license plate reader camera comes with additional documentation produced by the camera manufacturer. This documentation is used during camera installation and software setup.

Figure 11-1. License Plate Reader Camera

This section discusses the following topics:

- Camera Hardware Installation and Software Configuration (see Section 11.1 on page 150)
- Communication Configuration (see Section 11.2 on page 151)
- Setup Truck License Plate Information (see Section 11.3 on page 154)

11.1 Camera Hardware Installation and Software Configuration

NOTE: This procedure provides an overview of hardware and software setup and is intended to be used in conjunction with setup procedures detailed in camera manufacturer's Quick, Installation and User Guides.

1. Install camera hardware as described in camera manufacturer's documentation.
2. Connect the camera to the local area network.
3. Connect computer to same network as camera.
4. Access camera software by entering camera's IP address into computer's internet browser.
5. Enter username and password in login prompt (default password is provided in the manufacturer's documentation).
6. Configure software parameters as described in Manufacturer's documentation.

11.2 Communication Configuration

In addition to basic setup, several parameters must be configured to establish communication between the camera and OnTrak Enterprise.

1. Login to camera software.
2. Select the **Settings** tab.

Figure 11-2. Settings Tab

3. Configure Camera ID:
   - 3.1 Select **Lane** from the menu.
   - 3.2 Set **Lane ID** as the desired value.

NOTE: The Lane ID must be unique for each installed scale and LPR camera combination.

   - 3.3 Select **Deploy**.

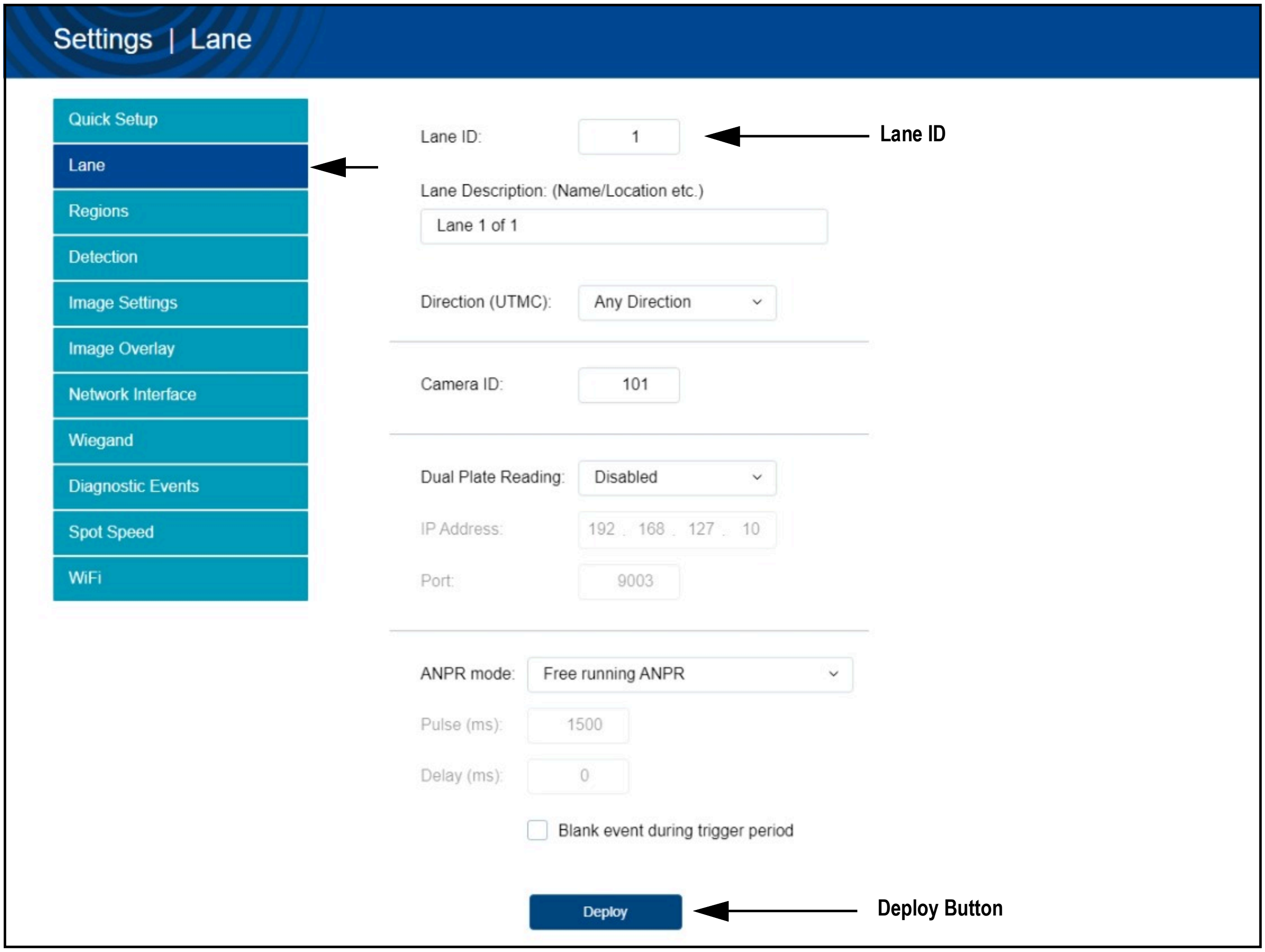

Figure 11-3. Lane Parameters

4. Configure the following **Network Interface** parameters:
   4.1 Select **Network Interface** from the Menu.
   4.2 Select **HTTP Post 2**.

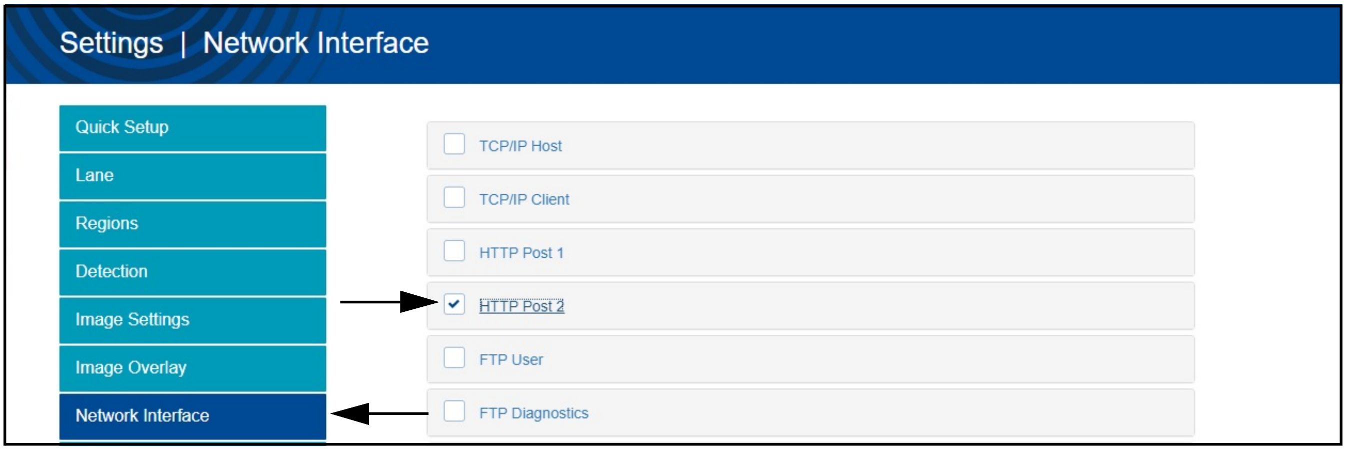

Figure 11-4. Network Interface HTTP Post 2 Option

   4.3 Configure the Protocol drop-down menu as **Generic**.
   4.4 Configure the Output Format drop-down menu as **JSON, Unicode**.
   4.5 Configure the **Host URL** field as the OnTrak Enterprise address in the format: http://Host IP address:5000/API/LicensePlateReader/
   4.6 Enable the **Do not backlog events on this channel** check box.
   4.7 Select **Protocol Options** from HTTP Post 2 options.

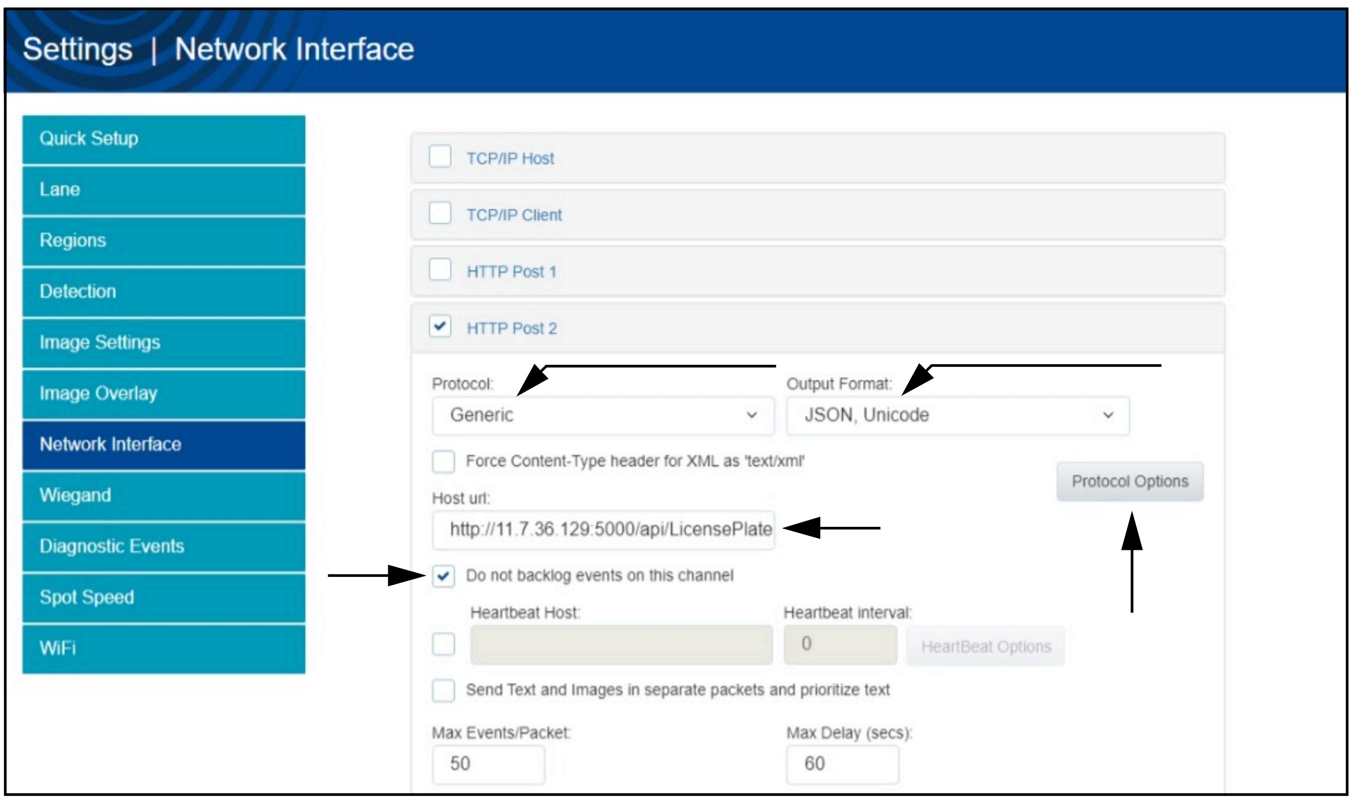

Figure 11-5. HTTP Post 2 Parameters

4.8 The Protocol Options pop-up window opens.

4.9 Use the left and right arrows to configure the add the following options to the Included Tags column:

- ANPR Image
- Camera ID
- Confidence
- Country ISO
- Country Name
- Lane ID
- Lane Name
- Patch Image
- Plate Text
- Station ID
- Timestamp
- XML Header Name

4.10 Select **X** to close the Protocol Options pop-up window.

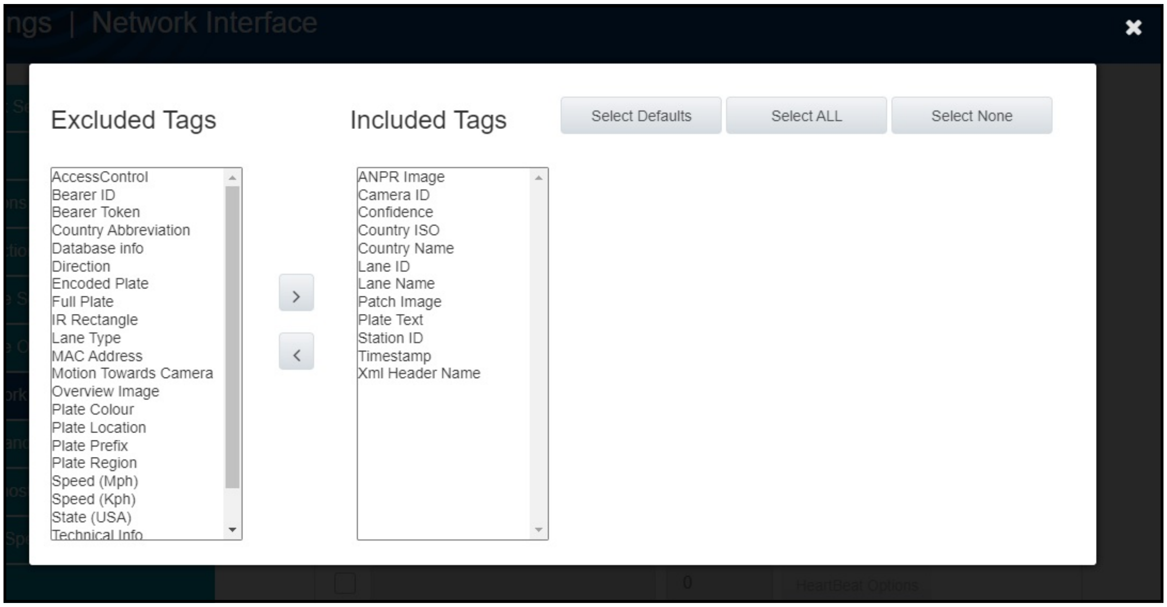

Figure 11-6. Protocol Options Pop-Up Window

4.11 Select **Deploy**.

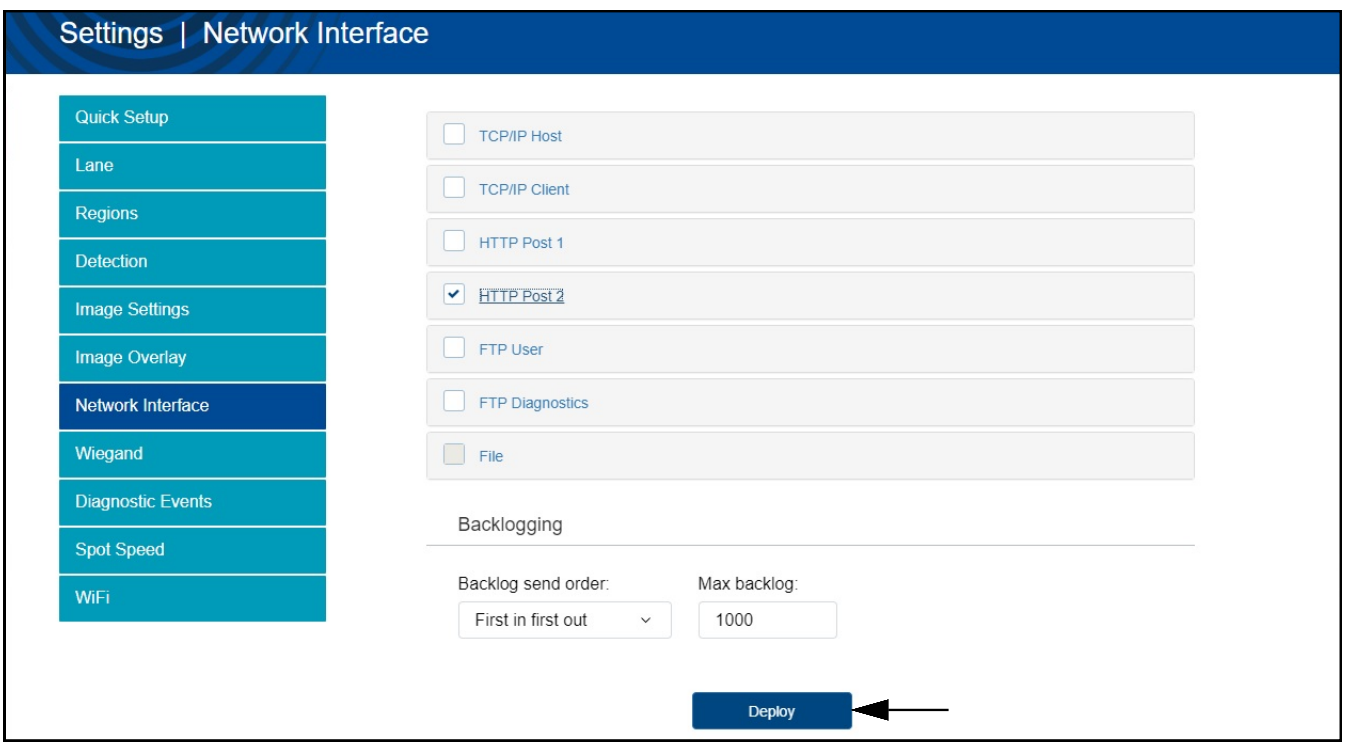

Figure 11-7. Network Interface Deploy Button

11.3 Setup Truck License Plate Information

License plate information needs to be added for each truck in the database. Typically, this information is included when a truck is added to the database (Section 7.12 on page 118). Also, license plate information can be edited for a variety of reasons including: parameters were not configured when the truck was created, license plate numbers have changed or license plate numbers were entered incorrectly.

1. Select **Trucks** from the Data menu.
2. Navigate to **Data** then select **Trucks**.
3. Select **Edit** adjacent to the truck that requires license plate parameter changes.

Figure 11-8. Truck Edit Button

4. Configure **License Plate** as the truck's license plate number.
5. Configure **License Plate Region/State** as one of the following:
   - The full name for the state/region.
   - A string of consecutive characters matching part of the state/region name.

NOTE: The License plate parameter does not use the standard state/region abbreviations, it utilizes full or partial name matching. For example, MN will not match Minnesota since MN are not consecutive characters in the name. Search terms that would work include: minnesota, Minnesota, minn or esota.

Partial matches can lead to matching undesirable results. For example, "New" could match New Hampshire, New Jersey, New Mexico and New York. Using a unique string or the full name yields the best results, especially in cases where other states/regions could match entered characters.

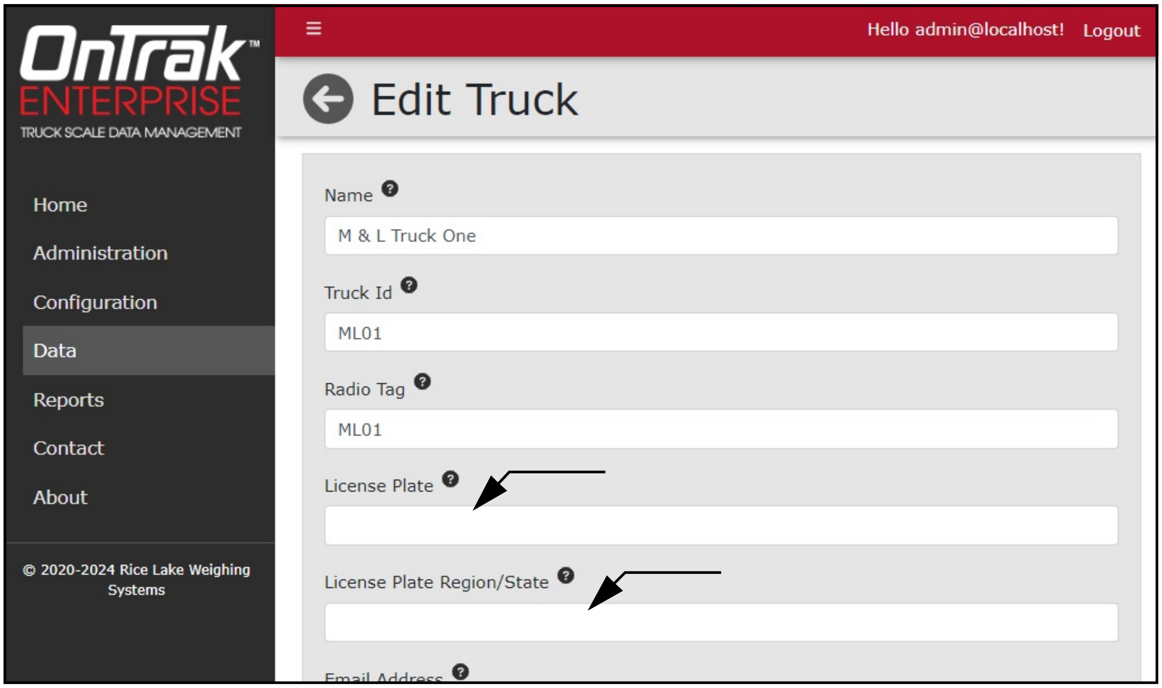

Figure 11-9. License Plate Parameters

6. Select **Save**. OnTrak Enterprise Returns to the Trucks page.
7. Repeat for additional trucks.

11.4 License Plate Reader Scale Configuration

NOTE: An indicator and scale must be configured prior to configuring the license plate reader (see Section 6.1 on page 77).

1. Select **Indicators** from the Configuration page.
2. Select **Scales** adjacent to indicator that will be assigned a scale.

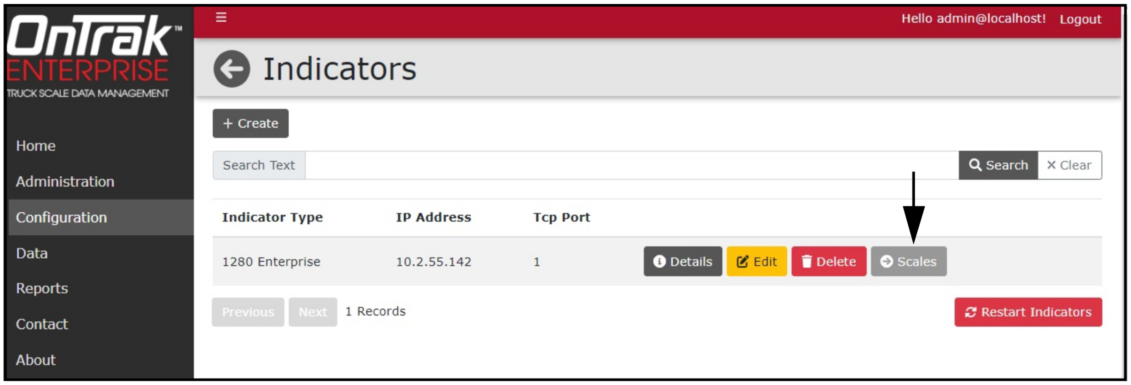

Figure 11-10. Indicators Page Scales Button

3. The Indicator Scales page appears.
4. Select the **LPR** button for the scale a License Plate Reader camera will be assigned to.

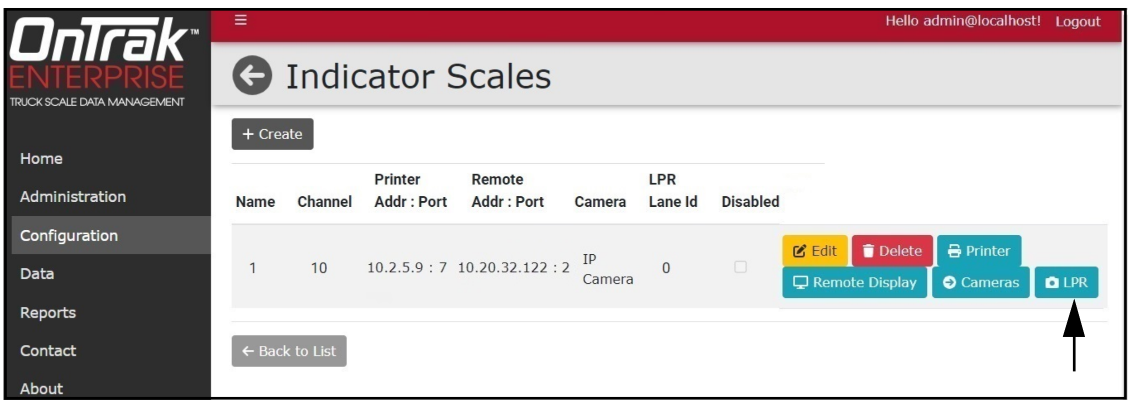

Figure 11-11. Indicator Scales Page with LPR Button

5. The Edit License Plate Lane ID pop-up window displays.
6. Enter the license plate reader camera lane ID.
7. Select **Save**.

NOTE: Locate the Lane ID parameter in the Lane Menu of the TagMaster® CT45 online software (Section Figure 11-3. on page 151).

Figure 11-12. Edit License Plate Camera Id Pop-up window

8. The window closes and the License Plate Camera ID is displayed in the Indicator Scales page.

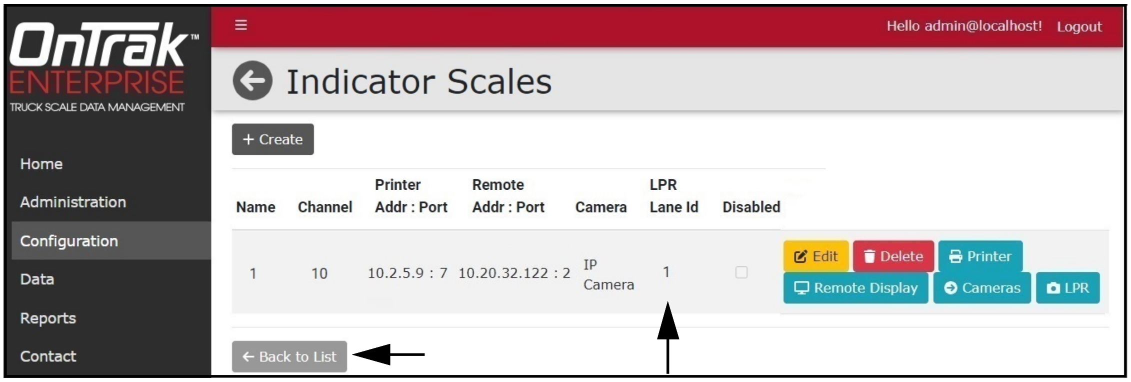

Figure 11-13. Indicator Scales with License Plate Camera ID

9. Select **Home** to return to the Home page.

11.5 License Plate Reader Confidence Threshold

1. Select **License Plate Reader** from the Configuration menu. The License Plate reader page displays.
2. Select **Edit**.

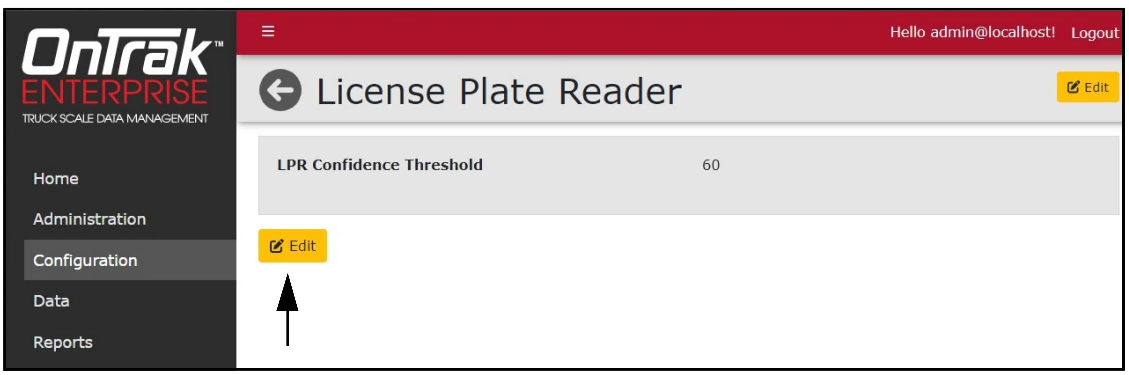

Figure 11-14. Image Capture Page Elements

3. The Edit License Plate Reader page displays.
4. Enter the minimum required license plate reader Confidence Threshold value for OnTrak to process license plate data.
5. Select **Save**.

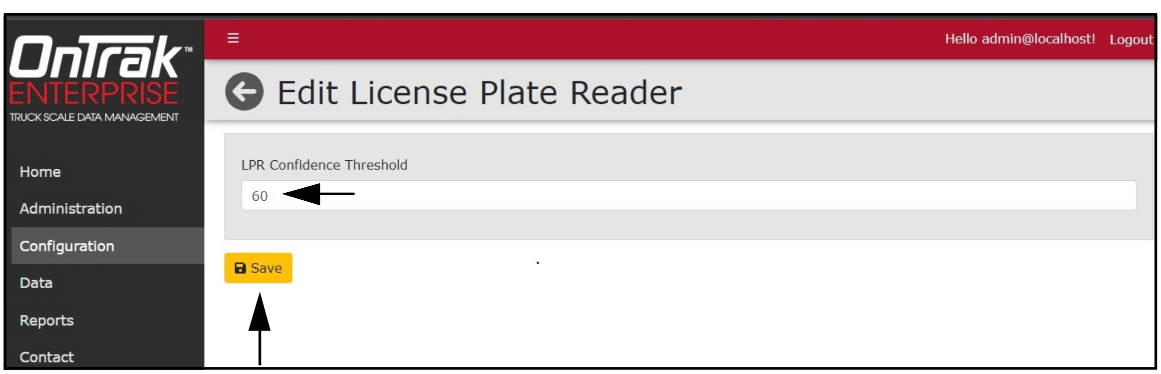

Figure 11-15. Image Capture Page Elements

6. The page returns to the License Plater Reader page with the new value.
7. Select **Home** to return to the Home page.

11.6 License Plate Recognition Monitor

11.6.1 Access License Plate Reader Monitor

1. Select **LPR Monitor** from the Administration menu.

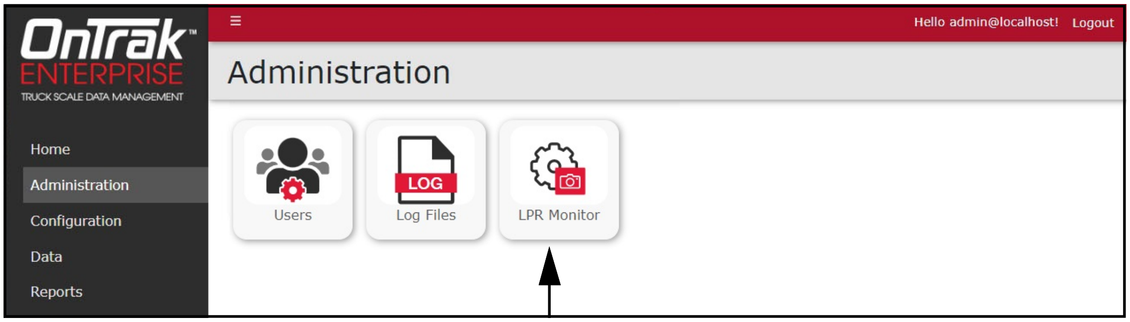

Figure 11-16. Administration Page LPR Monitor Button

2. The License Plate Recognition Monitor page displays an image of the captured license plate and data.
3. Refresh the web browser to view the latest results.

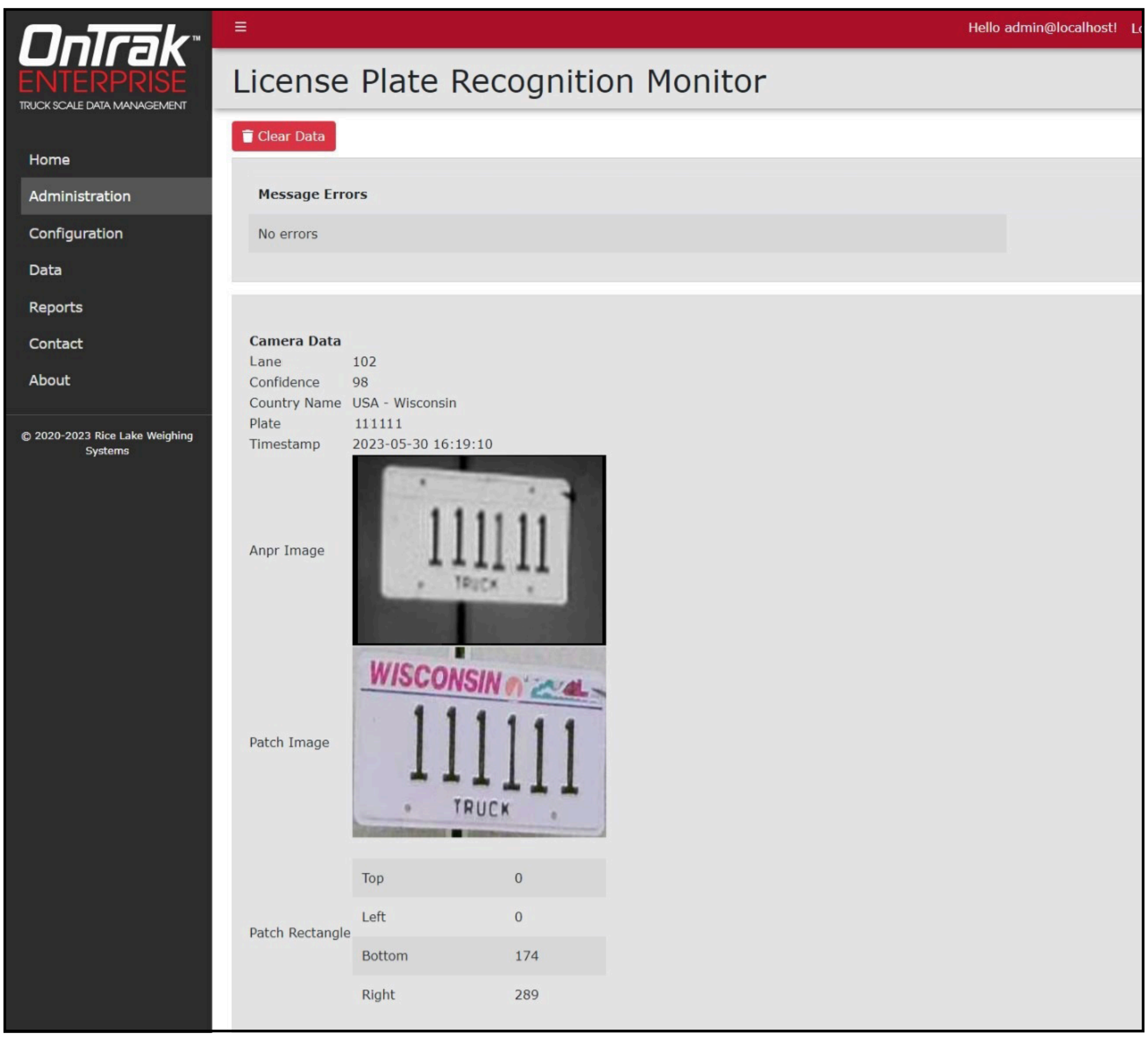

Figure 11-17. License Plate Recognition Monitor Page

11.6.2 Clearing License Plate Reader Data

1. Navigate to the License Plate Recognition Monitor page.
2. Select **Clear Data**.
3. The currently viewed results are removed.

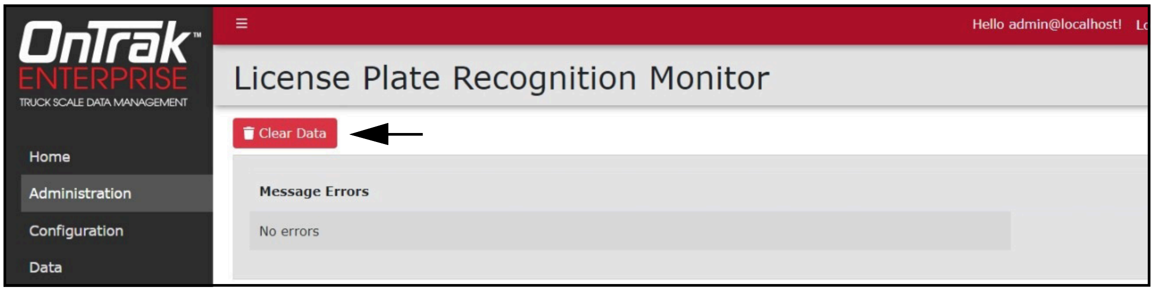

Figure 11-18. License Plate Recognition Monitor Page with Clear Data Identified

12.0 Reports

OnTrak Enterprise can generate several reports based on various data contained within the system. Select the Reports menu to access available reports.

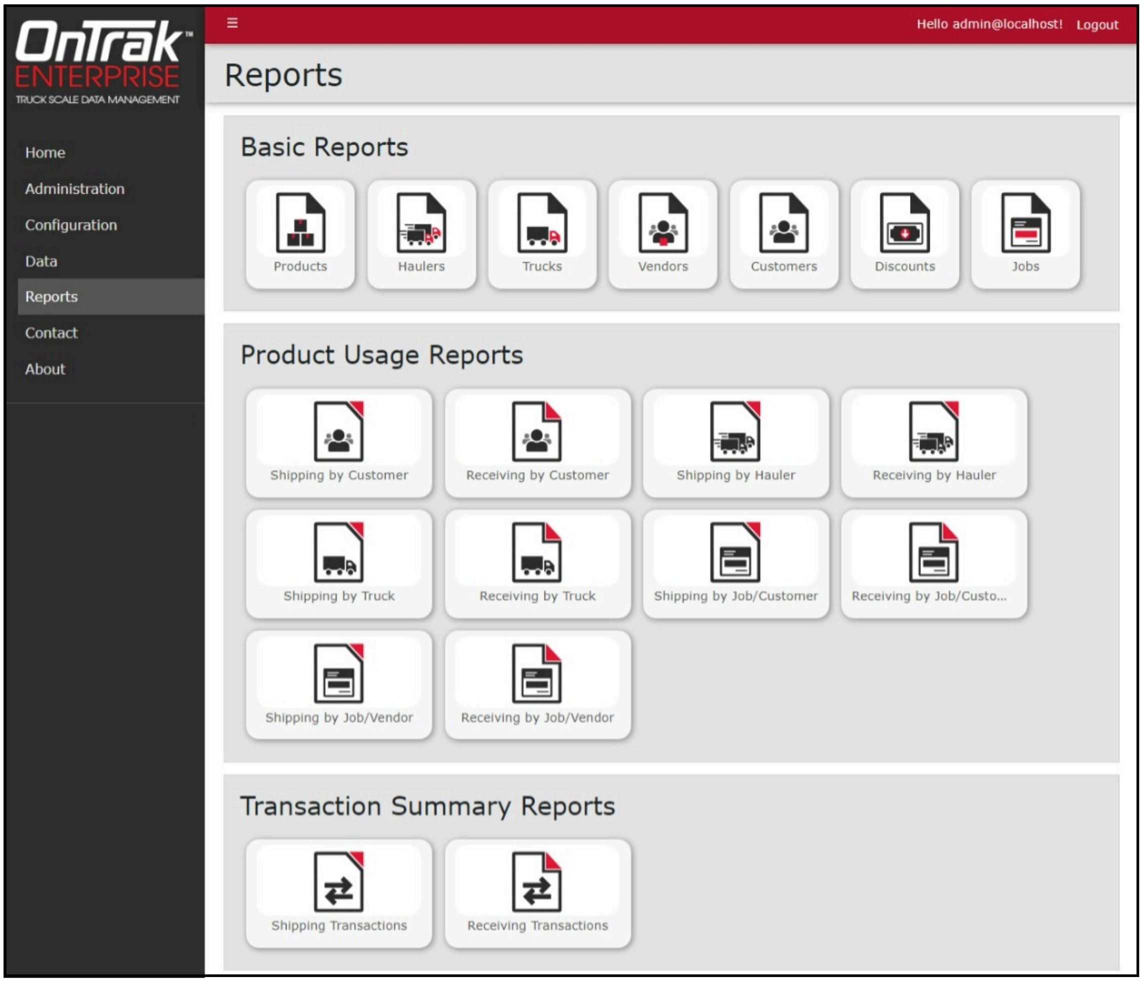

Figure 12-1. Report Page

This section discusses reporting function in OnTrak, including:

- Report Types (see Section 12.1 on page 160)
- Report Generation (see Section 12.2 on page 161)
- Export Reports (see Section 12.3 on page 162)
- Print Reports (see Section 12.4 on page 163)

12.1 Report Types

This section describes the types of reports.

12.1.1 Basic Reports

Report	Description
Products	Criteria is entered and reports are generated for the selected category
Haulers	
Trucks	
Vendors	
Customers	
Discounts	
Job	

Table 12-1. Basic Report Descriptions

12.1.2 Product Usage Reports

Report	Description
Shipping by Customer	Displays quantity of loads/total/units of product a selected customer has been shipped in time frame selected
Receiving by Customer	Displays quantity of loads/total/units of product received from a selected customer in time frame selected
Shipping by Hauler	Displays quantity of loads/total/units of product a selected hauler has used in time frame selected
Receiving by Hauler	Displays quantity of loads/total/units of product received from a selected hauler in time frame selected
Shipping by Truck	Displays quantity of loads/total/units of product a selected truck has used in time frame selected
Receiving by Truck	Displays quantity of loads/total/units of product received from a selected truck in time frame selected
Shipping by Job/Customer	Displays quantity of products, loads and total units used by job and customer
Receiving by Job/Customer	Displays quantity of products, loads and total units received by job and customer
Shipping by Job/Vendor	Displays quantity of products, loads and total units used by job and vendor
Receiving by Job/Vendor	Displays quantity of products, loads and total units received by job and vendor

Table 12-2. Product Usage Report Description

12.1.3 Transaction Summary Reports

Report	Description
Shipping Transactions	Criteria is entered and reports are generated for Access Shipping Transactions
Receiving Transactions	Criteria is can entered and reports are generated for Access Receiving Transactions

Table 12-3. Transaction Summary Reports

12.2 Report Generation

Perform the following to generate a report:

1. Select the desired report from the Report page. The report preview appears blank.
2. If available, set the **Date Range** parameter.
3. If desired, enter a search value into the **Filter** text field.
4. Select **Submit**.

NOTE: The available parameters vary depending on report type.

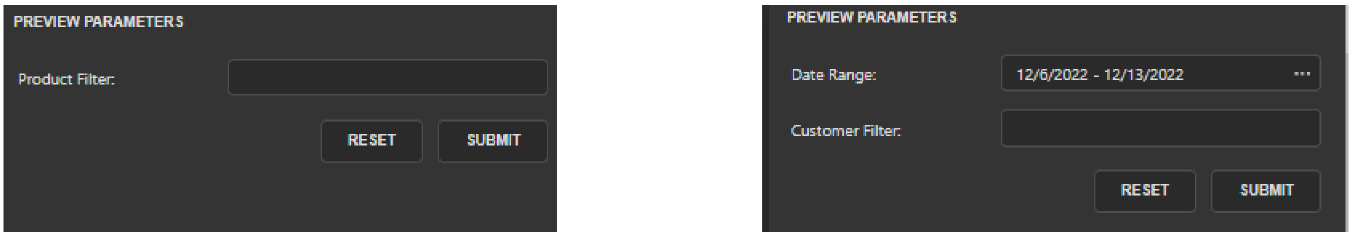

Figure 12-2. Preview Parameter Variations

5. The report generates.

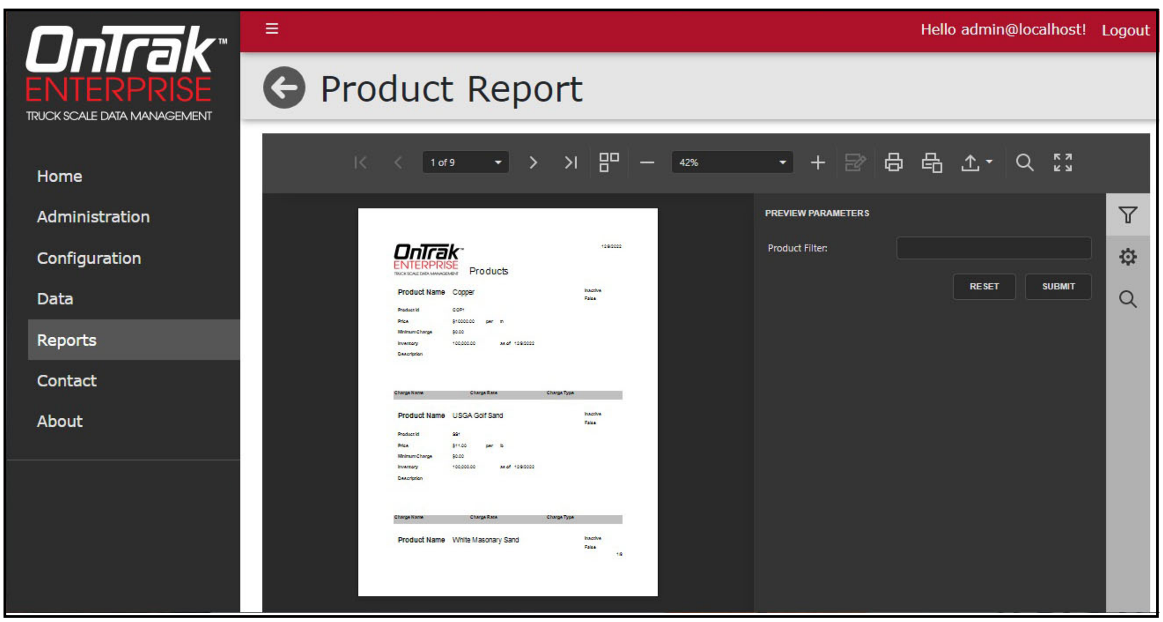

Figure 12-3. Report Generated

12.3 Exporting Reports

Reports may be exported in the following formats: *.pdf, *.xls (Microsoft Excel), *.xlsx (Microsoft Excel), *.rtf, *.docx (Microsoft Word), *.mht, *.html, *.txt (text), *.csv and *.png (image). Perform the following to export a report.

1. Generate the desired report (see Section 12.2 on page 161).
2. Select the **Export to** drop-down menu. The drop-down menu expands.
3. Select the desired file type.

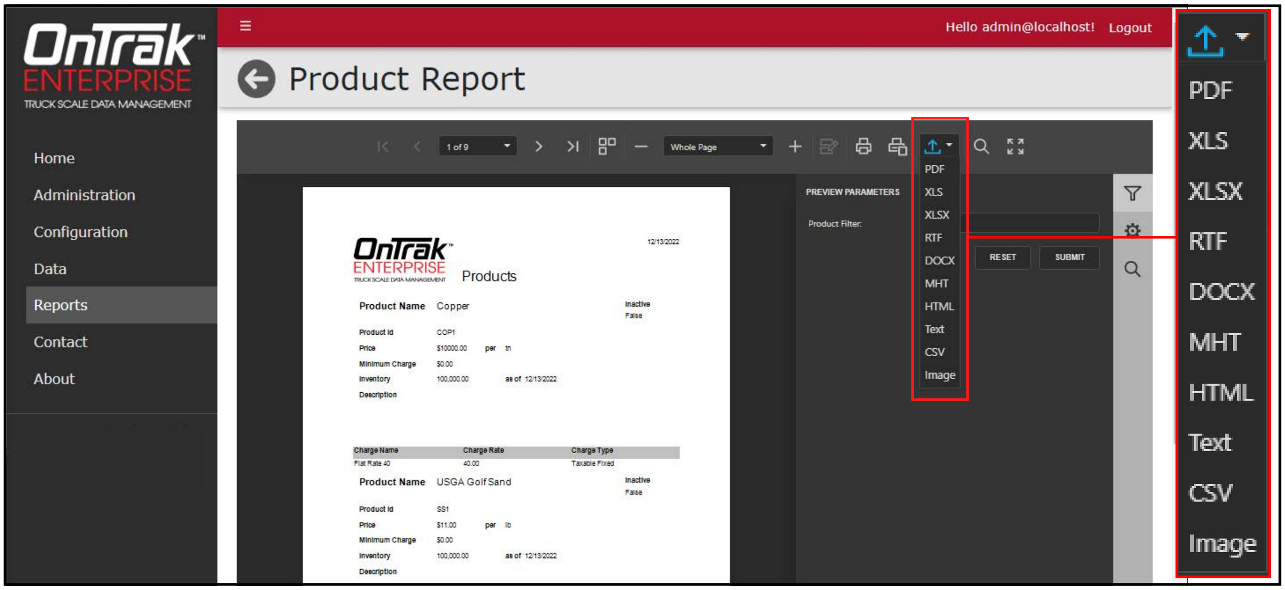

Figure 12-4. Report Export To Menu Expanded

4. Follow prompts in internet browser to save report.

NOTE: The installed internet browser and its configuration determines the behavior when downloading the report. The internet browser may automatically download the report, open the Save As window, or request if the file should be downloaded.

12.4 Print Report

1. Generate the desired report (see Section 12.2 on page 161).
2. Perform one of the following print options:
   - Select **Print** to print the entire report.
   - Select **Print Active Page** to print the current page.

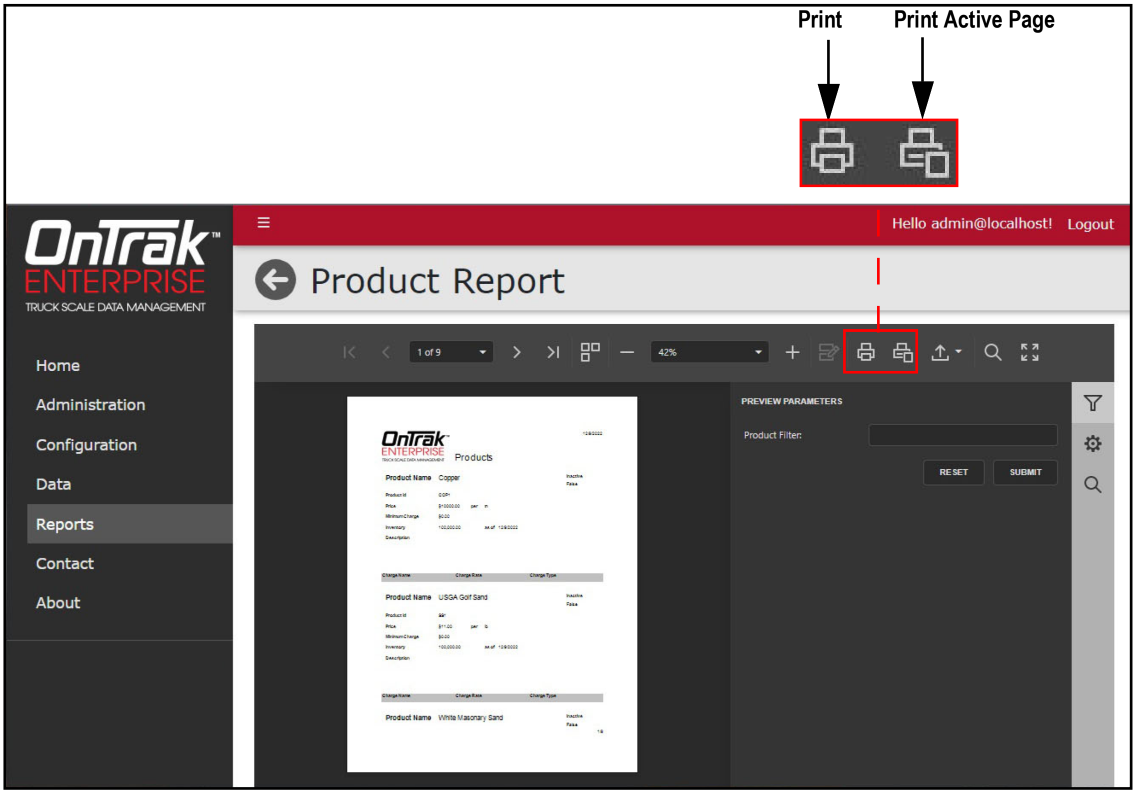

Figure 12-5. Report Print Options

3. After a print button is activated, the internet browser's print window displays.
4. Complete print window prompts to print the report. Typically a printer must be configured when a **Print** button selected.

NOTE: The Print window varies depending on internet browser.

13.0 Appendix

13.1 Ticket Formatting Tokens

Token	Inserted Data
<@nnn>	ASCII character value in the ticket. Valid values for 'nnn' are between 0 and 255.
<ALTNETUNITS>	Alternate Units
<ALTNETWGT>	Net Weight Alternate Units (No Units)
<AMOUNTDUE>	The amount due for this transaction
<CAPIMAGES>	Prints captured images at the bottom of the PDF/TICKET. Images include those captured by the image capture system, license plate reader and signature field. The images are organized by time stamp.
<CU>	Customer ID, if applicable
<CUSTBILLADDRCITY>	Customer Bill To Address City
<CUSTBILLADDRCOUNTRY>	Customer Bill To Address Country
<CUSTBILLADDRLINE1>	Customer Bill To Address Line 1
<CUSTBILLADDRLINE2>	Customer Bill To Address Line 2
<CUSTBILLADDRLINE3>	Customer Bill To Address Line 3
<CUSTBILLADDRPOSTAL>	Customer Bill To Address Postal Code
<CUSTBILLADDRSTATE>	Customer Bill To Address State/Province
<CUSTCONTACT>	Customer Contact Name
<CUSTDISCNAME>	Customer Discount Name
<CUSTDISCRATE>	Customer Discount Rate
<CUSTFAX>	Customer Fax
<CUSTNAME>	Customer Name
<CUSTNOTES>	Customer Notes
<CUSTPHONE>	Customer Phone
<CUSTPRODDISCRATE>	Product specific discount rate
<CUSTSHIPADDRCITY>	Customer Ship To Address City
<CUSTSHIPADDRCOUNTRY>	Customer Ship To Address Country
<CUSTSHIPADDRLINE1>	Customer Ship To Address Line 1
<CUSTSHIPADDRLINE2>	Customer Ship To Address Line 2
<CUSTSHIPADDRLINE3>	Customer Ship To Address Line 3
<CUSTSHIPADDRPOSTAL>	Customer Ship To Address Postal Code
<CUSTSHIPADDRSTATE>	Customer Ship To Address State/Province
<DA>	Transaction Date in the format of 'MM/dd/yy'
<DA4>	Transaction Date in the format of 'MM/dd/yyyy'
<DELIVERYADDRCITY>	Delivery Address City
<DELIVERYADDRCOUNTRY>	Delivery Address Country
<DELIVERYADDRLINE1>	Delivery Address Line 1
<DELIVERYADDRLINE2>	Delivery Address Line 2
<DELIVERYADDRLINE3>	Delivery Address Line 3
<DELIVERYADDRPOSTAL>	Delivery Address Postal Code
<DELIVERYADDRSTATE>	Delivery Address State/Province
<EDITED>	If Outbound Data was edited (TRUE or FALSE) ***NOTE: This token is only applicable to Data Exports***
<EDITBY>	User that edited the data in Outbound Data (User name or FALSE) ***NOTE: This token is only applicable to Data Exports***
<EDITDATE>	Date the data in Outbound Data was edited ***NOTE: This token is only applicable to Data Exports***

Table 13-1. Ticket Formatting Tokens

Token	Inserted Data
<Times*,25**,B***,I****>	Defines font and style, where: *Font type = Courier, Helvetica, or Times (Times Roman) ** Font size = 8 - 48 *** Bold font = N or B ***** Italic font = N or I For example, Helvetica with font size 25 in italics is defined as: <Helvetica, 25,N,I>
<HAULERADDRCITY>	Hauler Address City
<HAULERADDRCOUNTRY>	Hauler Address Country
<HAULERADDRLINE1>	Hauler Address Line 1
<HAULERADDRLINE2>	Hauler Address Line 2
<HAULERADDRLINE3>	Hauler Address Line 3
<HAULERADDRPOSTAL>	Hauler Address Postal Code
<HAULERADDRSTATE>	Hauler Address State/Province
<HAULERCONTACT>	Hauler Contact Name
<HAULERFAX>	Hauler Fax
<HAULERNAME>	Hauler Name
<HAULERPHONE>	Hauler Phone
<ID>	Truck ID
<IDA>	Inbound date
<IDA4>	Inbound date
<ITD>	Inbound Transaction Time and Date in the format of 'h:mm AM/PM MM/dd/yy'
<ITD4>	Inbound Transaction Time and Date in the format of 'h:mm AM/PM MM/dd/yy'
<ITDL>	Inbound Transaction Time in the format of 'h:mm AM/PM'
<ITI>	Inbound time
<JB>	Job ID, if applicable
<JOBCLOSED>	Indicates CLOSED if the job is closed, blank if not.
<JOBDAILYTOTAL>	Amount of product delivered on the job for the current day.
<JOBDELIVERED>	Total amount of product delivered for the job on the transaction date.
<JOBNAME>	Job Name
<JOBNOTES>	Job Notes
<JOBPRODDISCNAME>	Job discount name
<JOBPRODDISCRATE>	Job discount rate
<JOBORDERED>	The amount of product remaining on the job for the product specified in the transaction.
<JOBREMAINING>	The amount of product remaining on the job for the product specified in the transaction.
<LOCATION>	The location provided by the interface or kiosk.
<LOCPRICE>	The product price associated with the location.
<LOCPRICEUOM>	The unit of measure associated with the location.
<LOGO>	Adds a logo/image header to the top of the ticket. In order to be functional, a logo/image header must be uploaded to OnTrak Enterprise (Section 6.10 on page 94).
<NLxx>	New Line (carriage return and line feed) (xx = number of spaces; i.e., <NLxx> would insert two new lines).
<NONTAXABLECHARGES>	List of non-taxable charges. This includes charges from Customer, Product and Job.
<NONTAXABLESUBTOTAL>	Subtotal of non-taxable charges
<NP>	Calculated Net Product Price, adjusted for special job pricing and customer discount, if applicable.
<PR>	Product ID, if applicable
<PRODDESC>	Product Description
<PRODINV>	Product Inventory
<PRODMINCHARGE>	Product Minimum Charge
<PRODNAME>	Product Name
<PRODNOTES>	Product Notes
<PRODPRICE>	Product List Price
<PRODPRICEUNIT>	Product Price Unit of Measure
<SHIPMODE>	Transaction mode (Shipping or Receiving) ***NOTE: This token is only applicable to Data Exports***
<SP>	Space

Table 13-1. Ticket Formatting Tokens (Continued)

Token	Inserted Data
<SPxx>	Multiple spaces (xx = number of spaces; i.e., <SPxx> would insert two spaces).
<TARETYPE>	The type of tare.
<TAXABLECHARGES>	The list of taxable charges. This includes charges from Customer, Product and Job.
<TAXABLESUBTOTAL>	The subtotal of taxable charges.
<TAXES>	The list of taxes
<TAXSUB>	The subtotal of taxes
<TD>	Outbound Transaction Time and Date in the format of 'h:mm AM/PM MM/dd/yy'
<TD4>	Outbound Transaction Time and Date in the format of 'h:mm AM/PM MM/dd/yyyy'
<TDL>	Outbound Transaction Time and Date formatted per Windows Short Time and Short Date regional settings.
<TI>	Outbound Transaction Time in the format of 'h:mm AM/PM'
<TR1>	Truck Gross Weight
<TR1WGT>	Truck Gross Weight (No Units)
<TR2>	Truck Tare Weight (Includes KEYED, RECALLED and INBOUND as appropriate).
<TR2WGT>	Truck Tare Weight (No Units)
<TR3>	Truck Net Weight
<TR3WGT>	Truck Net Weight (No Units)
<TRAILER1ID>	Trailer 1 ID
<TRAILER2ID>	Trailer 2 ID
<TRAILER3ID>	Trailer 3 ID
<TRANID>	Transaction ID
<TRANSNOTES>	Transaction Notes
<TRUCKNAME>	Truck Name
<TRUCKTAREACQ>	Truck Tare Acquired Date
<TRUCKTAREEXP>	Truck Tare Expiration Date
<UNITS>	Only units
<USER>	The name of the user/operator that performed the transaction.
<UFL1>	User field label 1
<UFD1>	User field 1
<UFL2>	User field label 2
<UFD2>	User field 2
<UFL3>	User field label 3
<UFD3>	User field 3
<VEDOR>	Vendor name
<VENDFEES>	Vendor Universal Fees per transaction
<VENDFEESTOTAL>	Total of all vendor Universal Fees ***NOTE: This token is only applicable to Data Exports***
<VENDNAME>	Vendor name
<VENDPHONE>	Vendor phone number
<VENDFAX>	Vendor fax number
<VENDCONTACT>	Vendor contact name
<VENDNOTES>	Vendor notes
<VENDDISCNAME>	Vendor discount name
<VENDDISCRATE>	Vendor discount rate
<VENDPRODDISCRATE>	Vendor
<VENDBILLADDRLINE1>	Vendor Billing address 1
<VENDBILLADDRLINE2>	Vendor Billing address 2
<VENDBILLADDRLINE3>	Vendor Billing address 3
<VENDBILLADDRCITY>	Vendor address City
<VENDBILLADDRSTATE>	Vendor address state/province
<VENDBILLADDRPOSTAL>	Vendor address Postal Code
<VENDBILLADDRCOUNTRY>	Vendor address Country
<VENDSHIPADDRLINE1>	Vendor shipping address 1
<VENDSHIPADDRLINE2>	Vendor shipping address 2

Table 13-1. Ticket Formatting Tokens (Continued)

Token	Inserted Data
<VENDSHIPADDRLINE3>	Vendor shipping address 3
<VENDSHIPADDRCITY>	Vendor shipping address city
<VENDSHIPADDRSTATE>	Vendor shipping address state/province
<VENDSHIPADDRPOSTAL>	Vendor shipping address postal code
<VENDSHIPADDRCOUNTRY>	Vendor shipping address country
<VOID>	Outbound Weighments Void status (TRUE or FALSE) ***NOTE: This token is only applicable to Data Exports***

Table 13-1. Ticket Formatting Tokens (Continued)

13.2 IP Camera Settings

IP cameras may require additional configuration for versions of firmware where anonymous access is unsupported. If required, a user account must be created in order to function with OnTrak Enterprise. In addition, configuration is also required for HTTP Authentication.

13.2.1 Access IP Camera Software Settings

NOTE: This procedure provides an overview of hardware and software setup and is intended to be used in conjunction with setup procedures detailed in the camera manufacturer's documentation.

1. Install the IP camera hardware as described in the camera manufacturer's documentation.
2. Connect the IP camera to the local area network.
3. Connect a computer to the same network as the IP camera.
4. Access the IP camera software by entering the camera's IP address into the computer's internet browser.
5. Enter username and password in login prompt (default password is provided in the manufacturer's documentation).
6. Configure software parameters as described in Manufacturer's documentation.

13.2.2 Create IP Camera User Account

An IP camera user account may be required for OnTrak Enterprise to access images recorded by the IP Camera.

1. Navigate to **Security>User accounts>Account management**.
2. Configure the following parameters:
   - **Account type**: Configure as **-New User-**
   - **User name**: The desired user name
   - **User password**: The desired password (adhering to the provided requirements)
   - **Confirm password**: Enter the password a second time.
   - **Privilege**: **Viewer:** Configure as **Viewer**
3. Select **Add**.

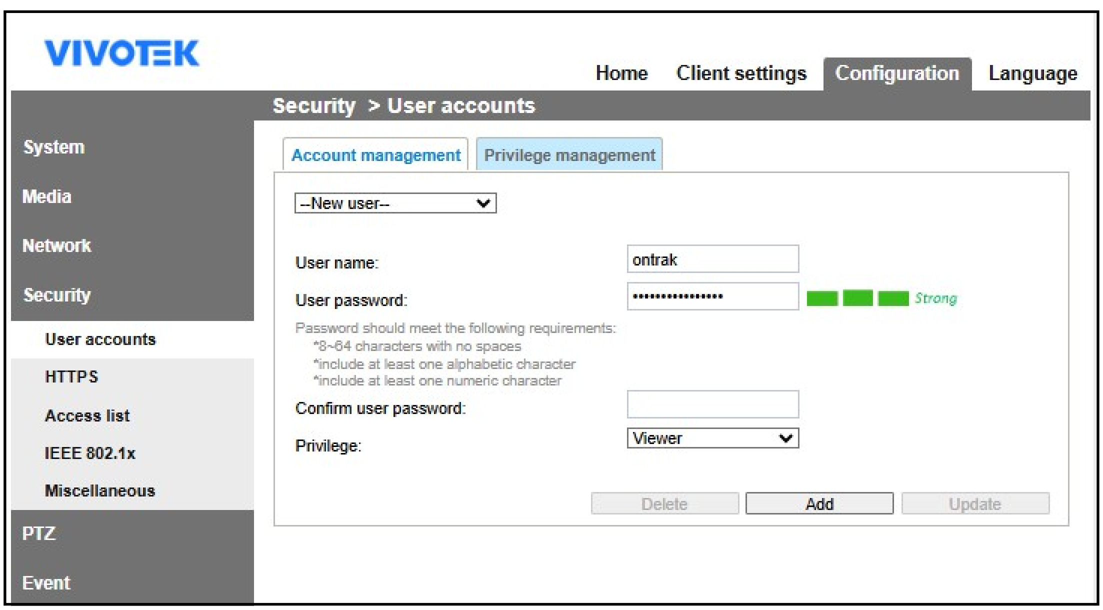

Figure 13-1. IP Camera User Account Creation

NOTE: OnTrak Enterprise uses this user account to connect to the IP Camera (see ***Section 6.2 on page 81******).***

13.2.3 HTTP Settings

Only the Authentication parameter must be changed from default settings.

1. Navigate to **Network>Streaming protocols>HTTP**:
2. Configure the **Authentication** parameter as **basic**.

NOTE: OnTrak Enterprises requires that the HTTP port is configured as 80. If the HTTP port is not configured as 80, IP cameras will not be accessible to OnTrak Enterprise.

3. Select **Save**.

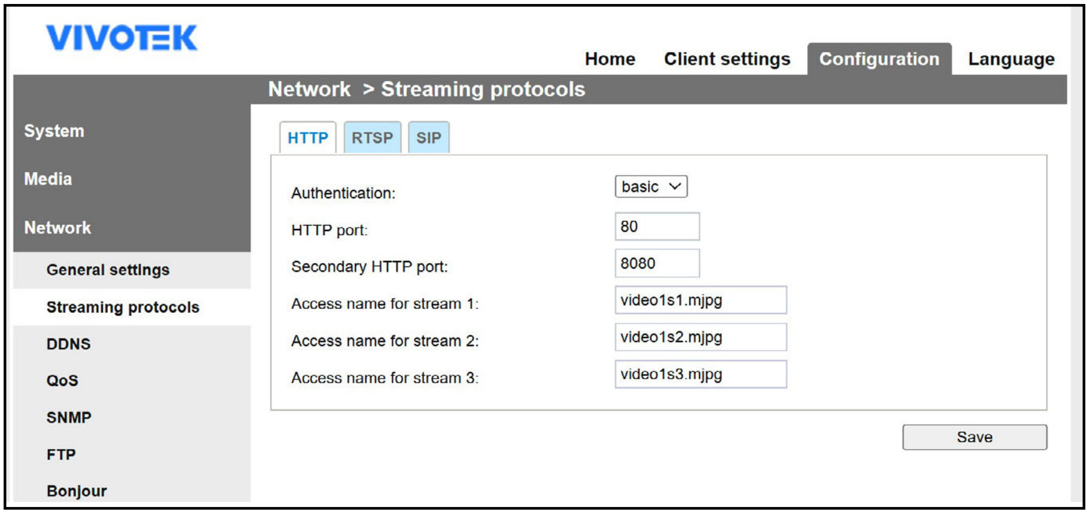

Figure 13-2. IP Camera HTTP Settings

13.3 API Information

13.3.1 Generate API Documentation

1. Access the **About** page.
2. Select the **API Documentation** link.

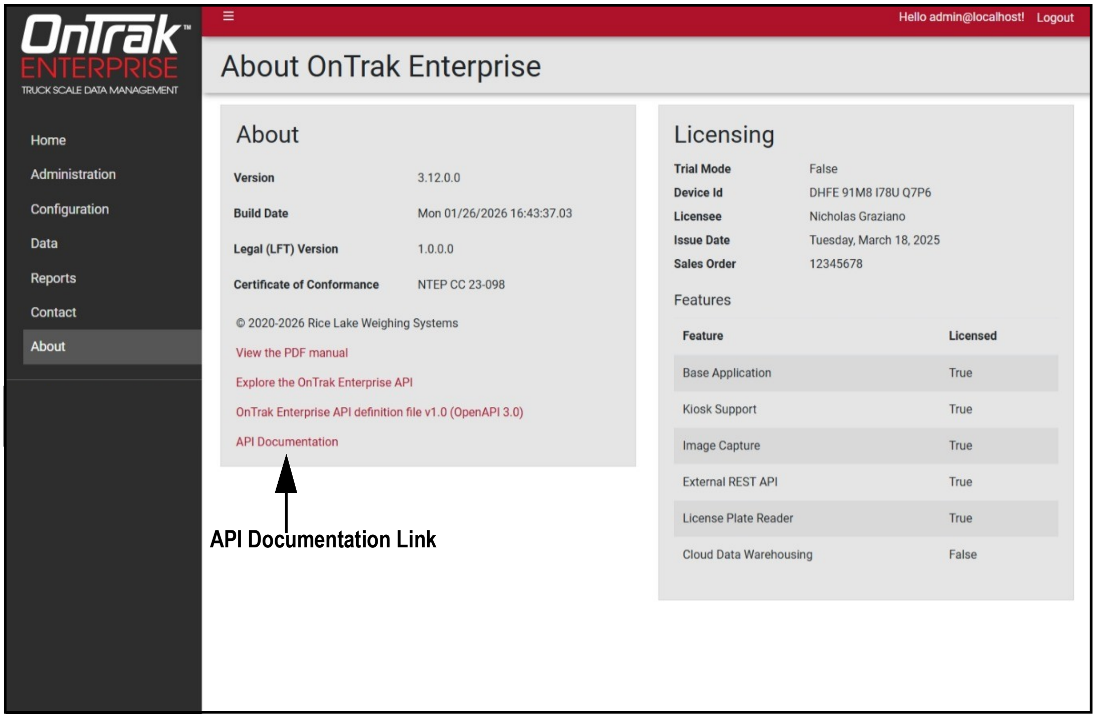

Figure 13-3. About Page with API Documentation Link

3. OnTrak Enterprise API Documentation Page appears.
4. Select **Generate PDF**.

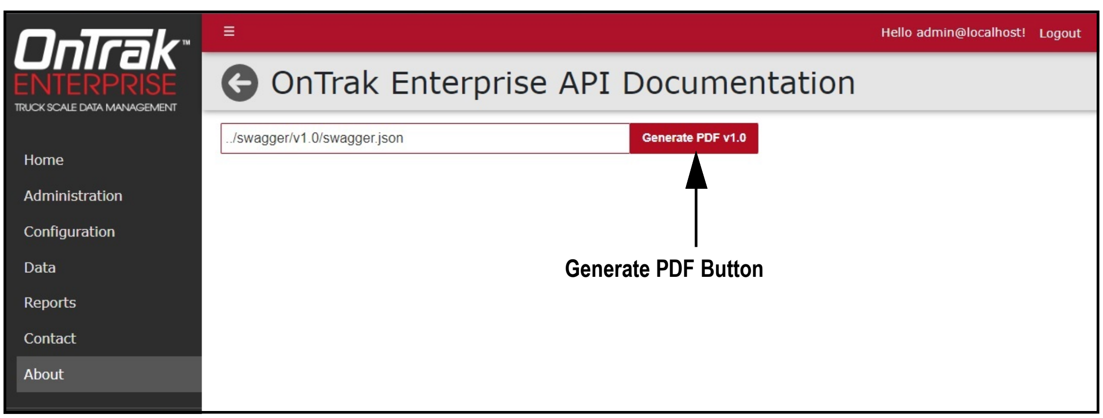

Figure 13-4. OnTrak Enterprise API Documentation Page with Generate PDF Identified

5. Review the API documentation (see Figure 13-5 on page 171).

NOTE: The installed internet browser and its configuration determines the behavior when selecting Generate PDF. The internet browser may automatically open the PDF in a tab, download the PDF, open the Save As window, or request if the file should be downloaded. In this example, the PDF automatically opened in a tab.

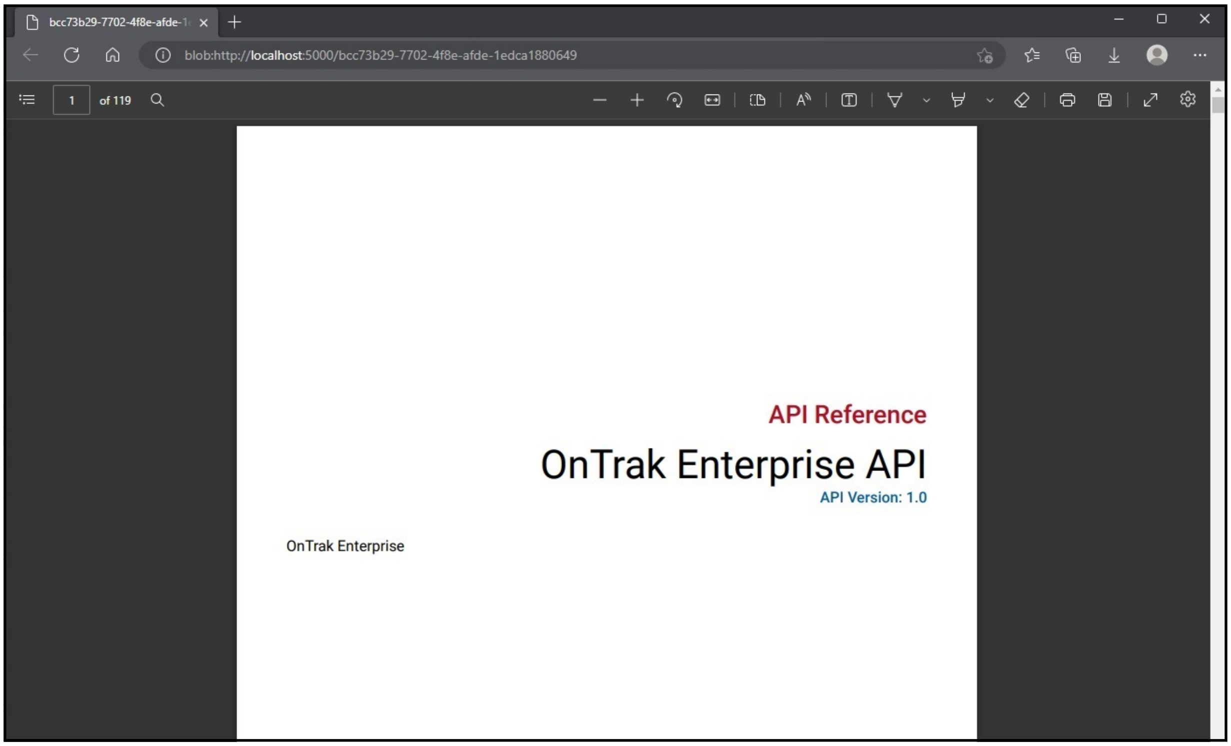

Figure 13-5. API Document Opened In Internet Browser

13.3.2 Explore API with Swagger™

NOTE: For more information about parameters, review API documentation (see Section 13.3.1 on page 170).

1. Access the **About** page.
2. Select the **Explore the OnTrak Enterprise API** link.

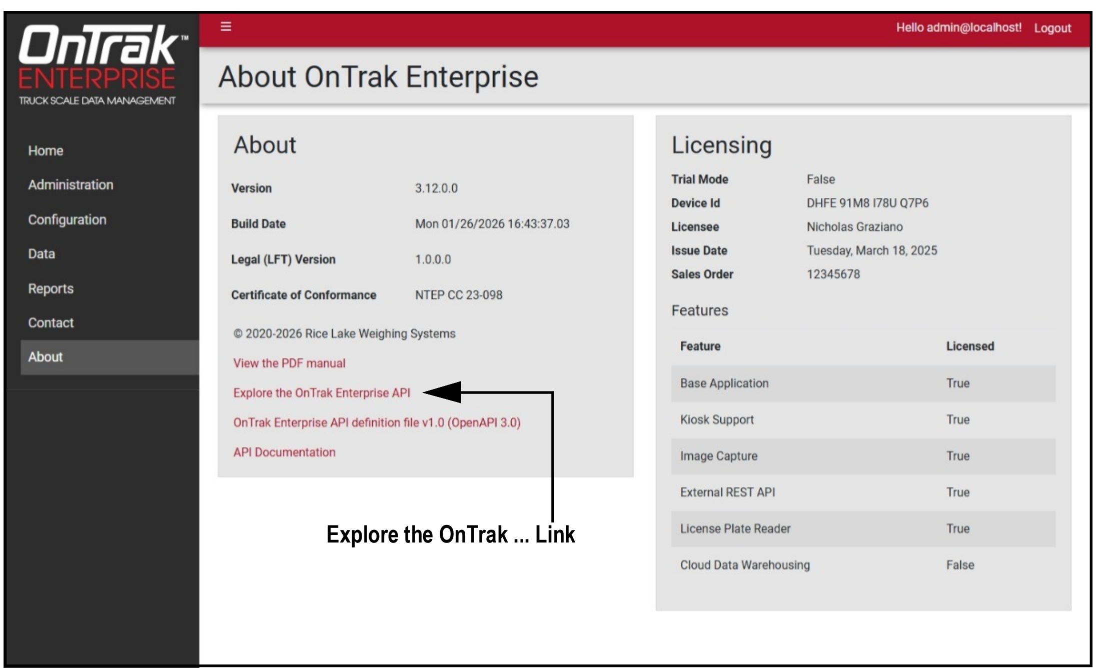

Figure 13-6. Explore the OnTrak Enterprise API Link

3. The Swagger UI load screen displays.
4. Select the desired **API Version**.
5. Select **Load**.

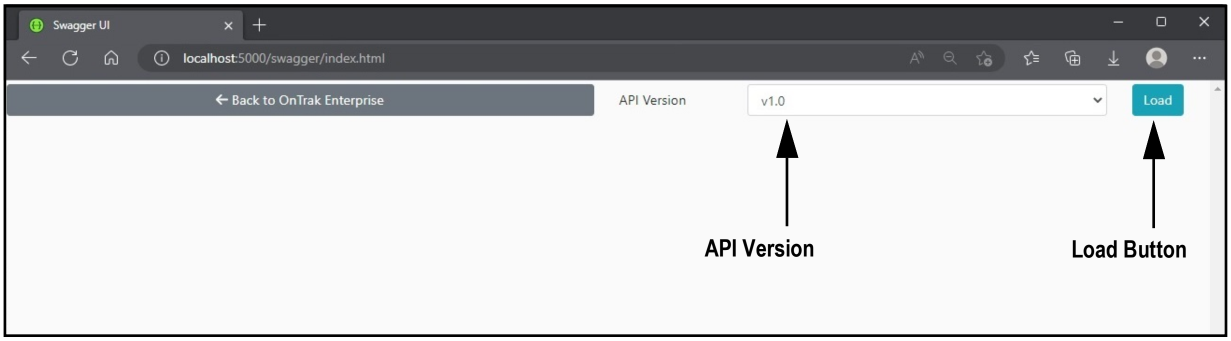

Figure 13-7. Load API Option

6. The API loads and displays in Swagger UI.
7. Review the API in Swagger UI as needed.

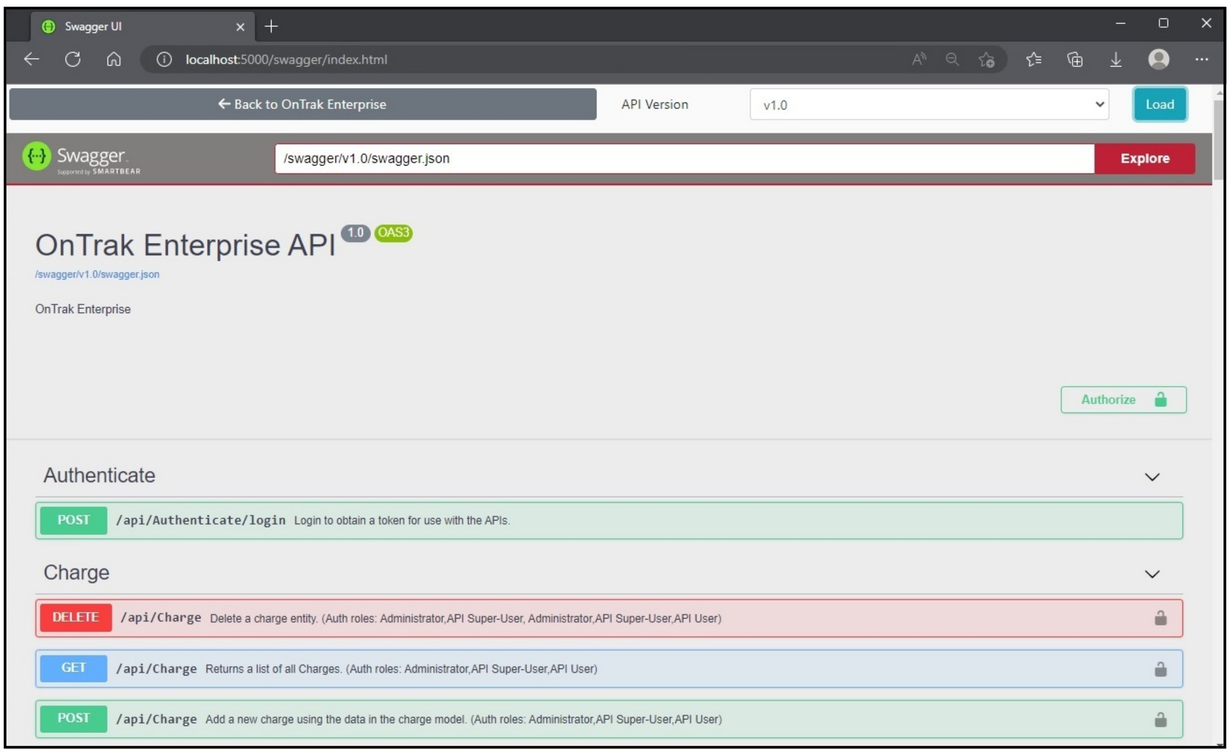

Figure 13-8. OnTrak Enterprise API in Swagger

13.3.3 OnTrak Enterprise API Definition

***NOTE:** For more information about parameters, review API documentation (see* *Section 13.3.1 on page 170**).*

1. Access the **About** page.
2. Select the **OnTrak Enterprise API definition file v1.0 (OpenAPI 3.0)** link.

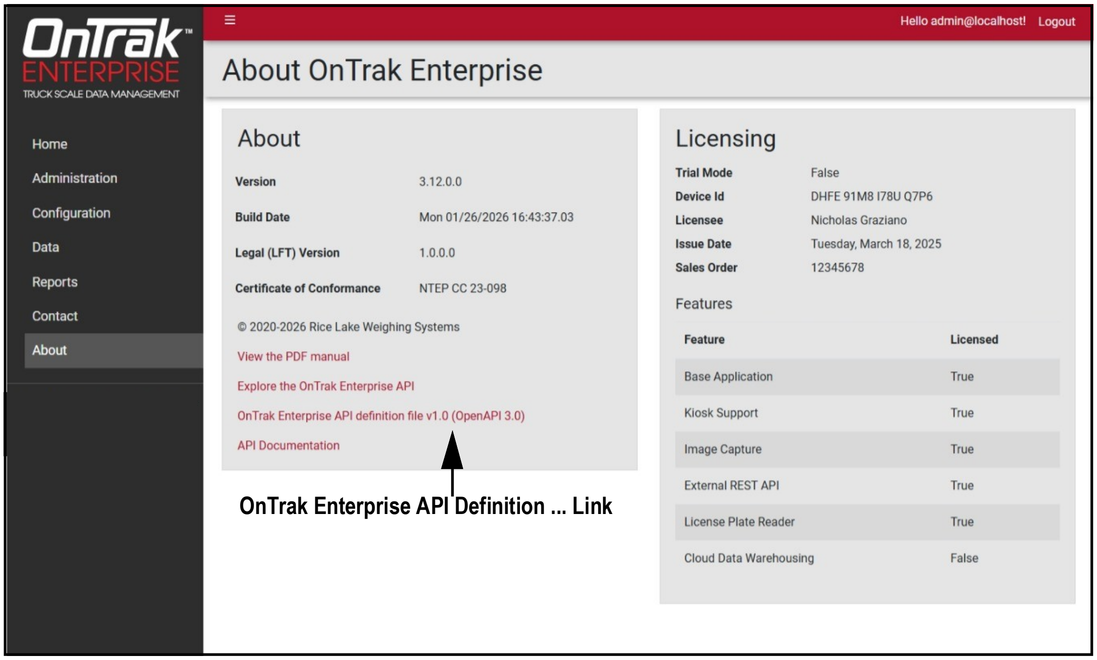

Figure 13-9. OnTrak Enterprise API Definition ... Link

3. The API definition appears in the internet browser.
4. Review the API definition as needed.

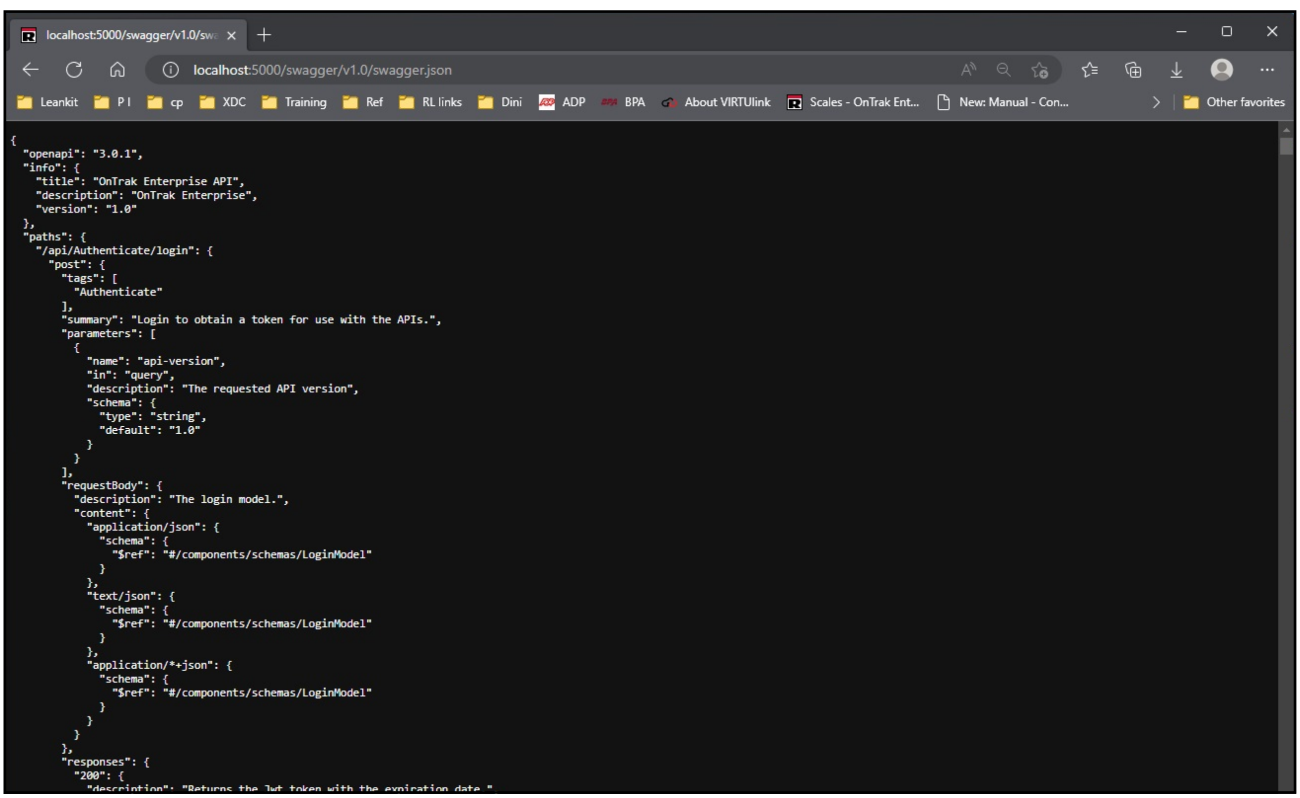

Figure 13-10. OnTrak Enterprise API Definition

13.4 OnTrak Enterprise Database Maintenance Application

OnTrak Enterprise Versions 3.1.0.0 and higher include the Database Maintenance application. The Database Maintenance application provides two functions:

- Backing up the database
- Restoring the database

NOTE: Backup and restore functions, must be executed on the computer that contains the database.

Backup and restore functions may require elevated permissions or modification for Windows Account, SQL server and Windows services.

It is recommended to make regular backups.

This section discusses the following topics:

- Launch Database Maintenance Application (see **Section 13.4.1 on page 174**)
- Backup Database (see **Section 13.4.2 on page 175**)
- Restore Database (see **Section 13.4.3 on page 178**)

13.4.1 Launch Database Maintenance Application

1. Perform one of the following to launch the Database Maintenance application:

   A. Launch Database Maintenance from the Start menu.

Figure 13-11. Database Maintenance Application Icon

   B. Launch **MSSqlMaintenance.exe** from the file path:
   C:\Program Files\Rice Lake Weighing Systems\OnTrak Enterprise\DBMaint\

2. The application appears.

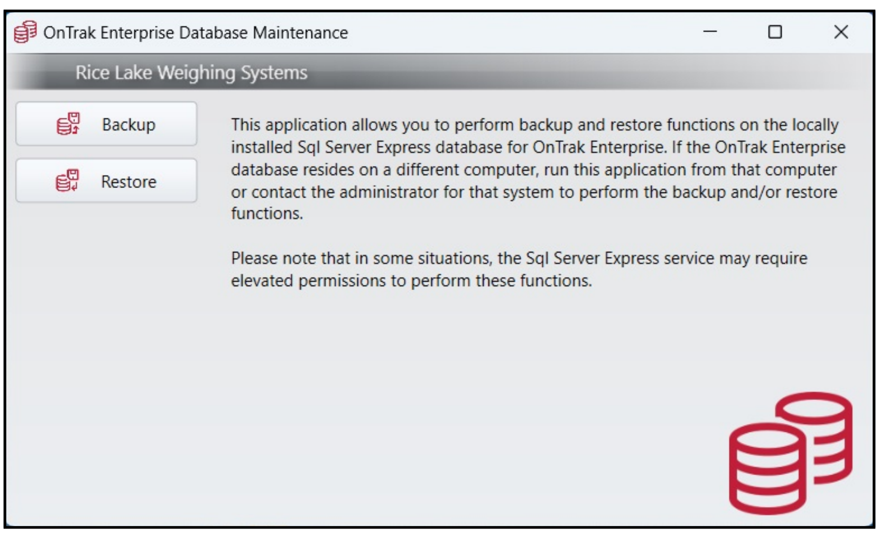

Figure 13-12. OnTrak Enterprise Database Maintenance Application

13.4.2 Backup Database

1. Launch the Database Maintenance application (see Section 13.4.1 on page 174).
2. Select **Backup**.

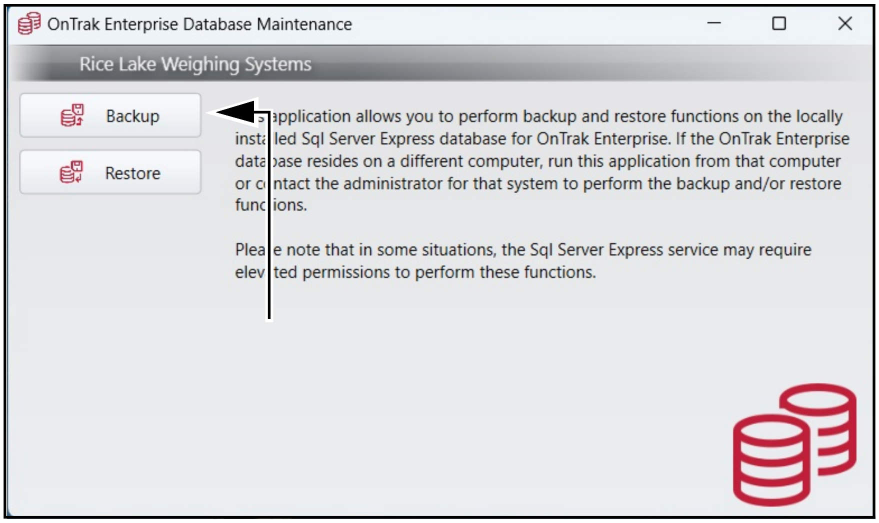

Figure 13-13. Backup Option Identified in OnTrak Enterprise Database Maintenance

3. The application displays the Destination field and Backup button.
4. Depending on the Destination field, perform one of the following:

NOTE: The application automatically adds the file path and name of the last backup in the Destination field. If a backup has not been created previously, the Destination field displays blank.

A. If the Destination field displays the correct file path and name, select **Backup**. Proceed to Step 5 on page 177.

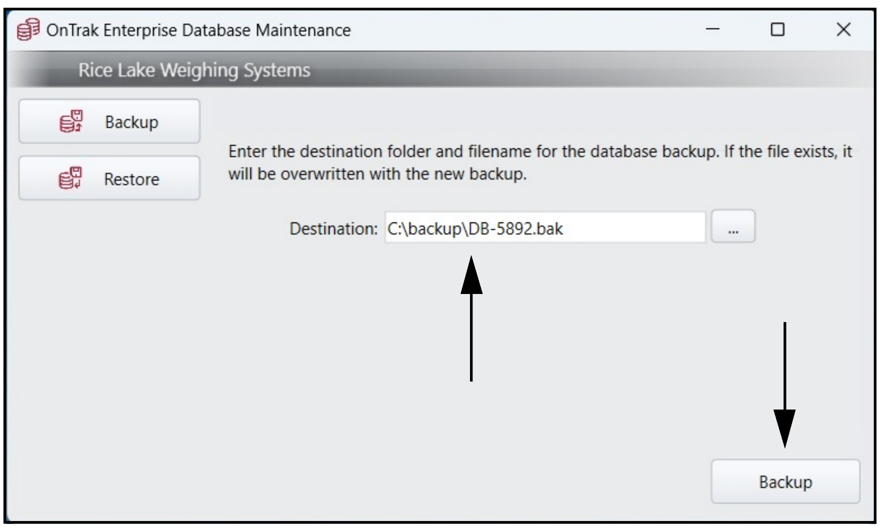

Figure 13-14. Backup Button Identified in OnTrak Enterprise Database Maintenance

B. If the Destination field is blank or a new file name is required, configure the backup as follows:

B.1 Select **...**

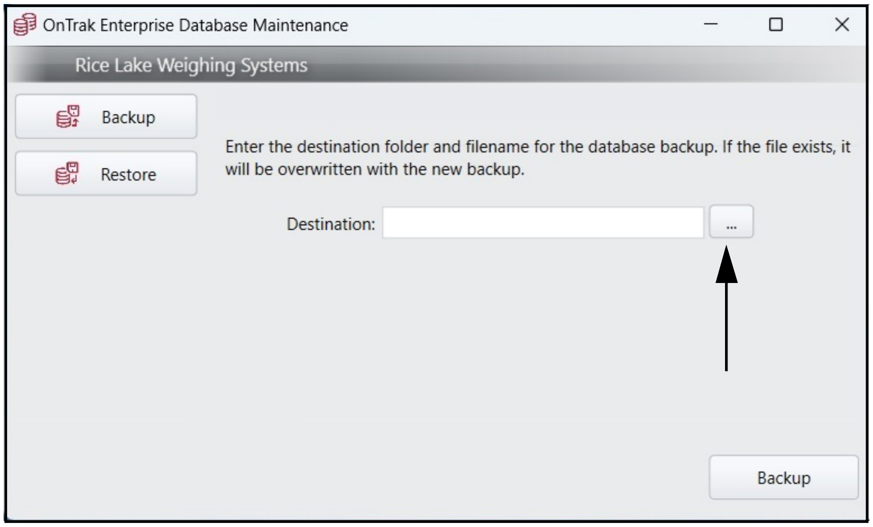

Figure 13-15. ... Button Identified in OnTrak Enterprise Database Maintenance

B.2 The File Explorer displays.

B.3 Navigate to the desired file path.

B.4 Enter the desired file name for backup file in the **File Name** field.

B.5 Select **Save**.

***NOTE:** The file type may not be changed, only the Database Backup (*.bak) file type is available.*

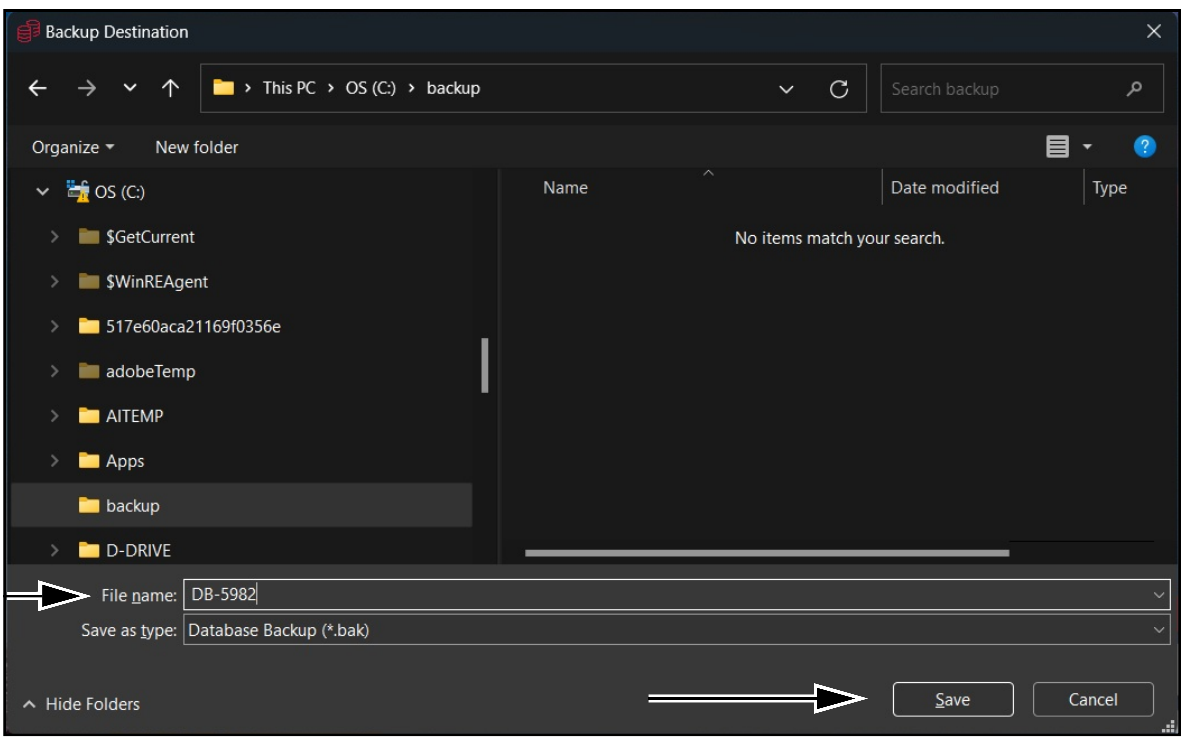

Figure 13-16. File Explorer with Backup Information Configured

B.6 The File Explorer closes and the application displays the file name and path in the destination field.

B.7 Select **Backup**.

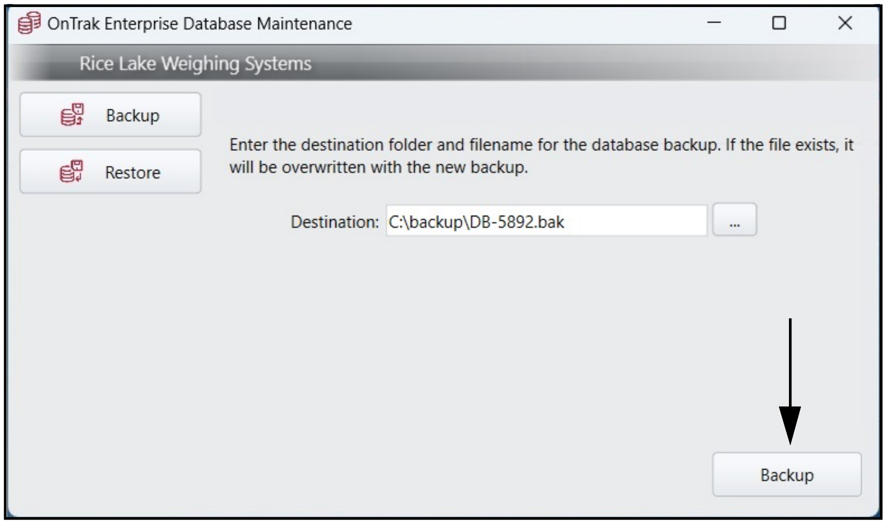

Figure 13-17. Backup Button in OnTrak Enterprise Database Maintenance

5. The application initiates the backup process. While the application creates the database backup, it displays: Performing Backup...

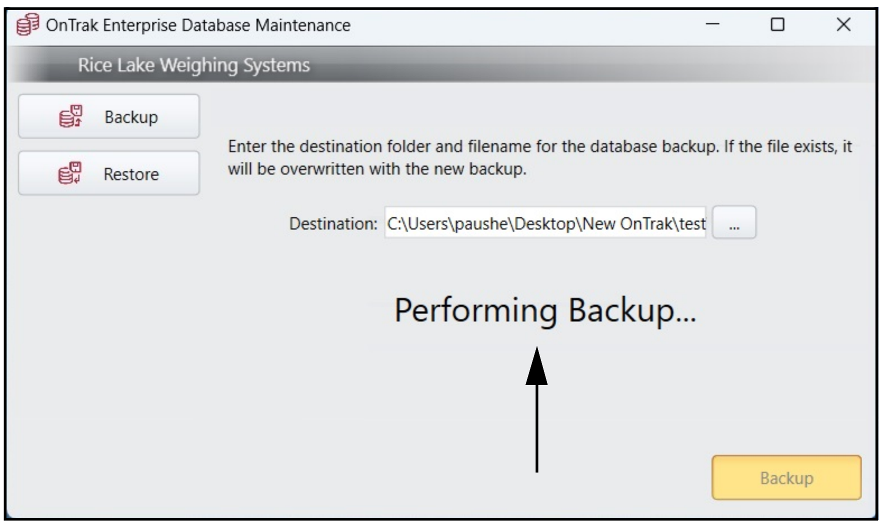

Figure 13-18. Performing Backup Notification

6. When the backup is complete, a prompt notifies the operation was successful.
7. Select **OK** to close the prompt.

Figure 13-19. Backup Successful Prompt

13.4.3 Restore a Database

1. Launch the Database Maintenance application (see Section 13.4.1 on page 174).
2. Select **Restore**.

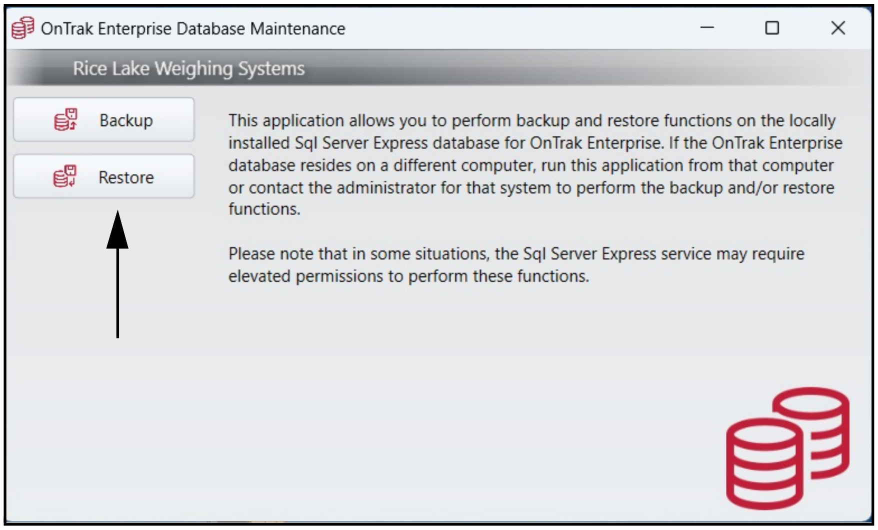

Figure 13-20. Restore Option Identified in OnTrak Enterprise Database Maintenance

3. Depending on the Source field, perform one of the following:

NOTE: The application automatically adds the file path and name of the last backup in the Source field. If a backup has not been previously created, the Source field displays blank.

A. If the Source field displays the correct file path and name, select **Restore**. Proceed to Step 4 on page 180.

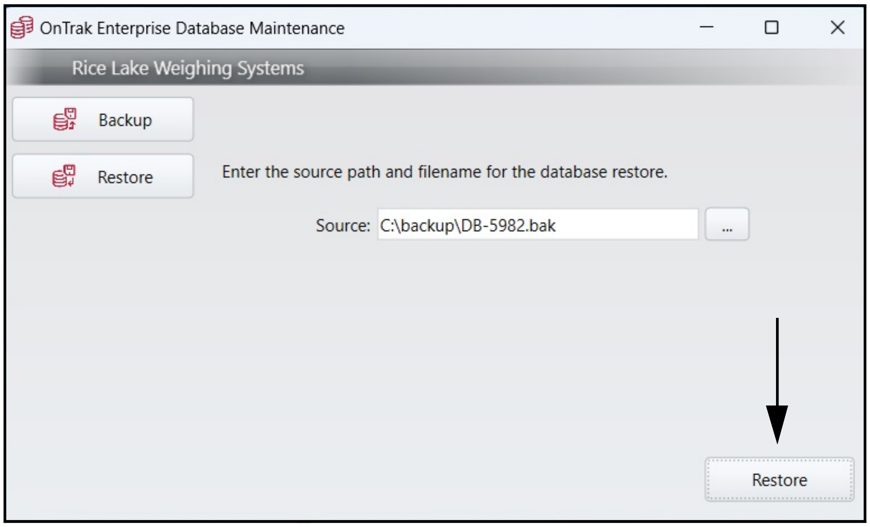

Figure 13-21. Restore Button Identified in OnTrak Enterprise Database Maintenance

B. If the Source field is blank, configure the field as follows:

B.1 Select **...**

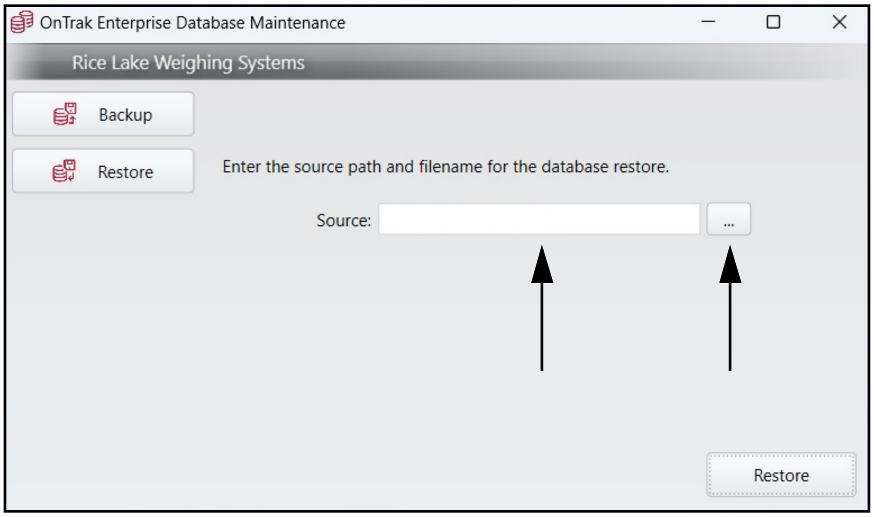

Figure 13-22. ... Button Identified in OnTrak Enterprise Database Maintenance

B.2 The File Explorer appears.

B.3 Navigate to and select the desired backup file.

B.4 Select **Open**.

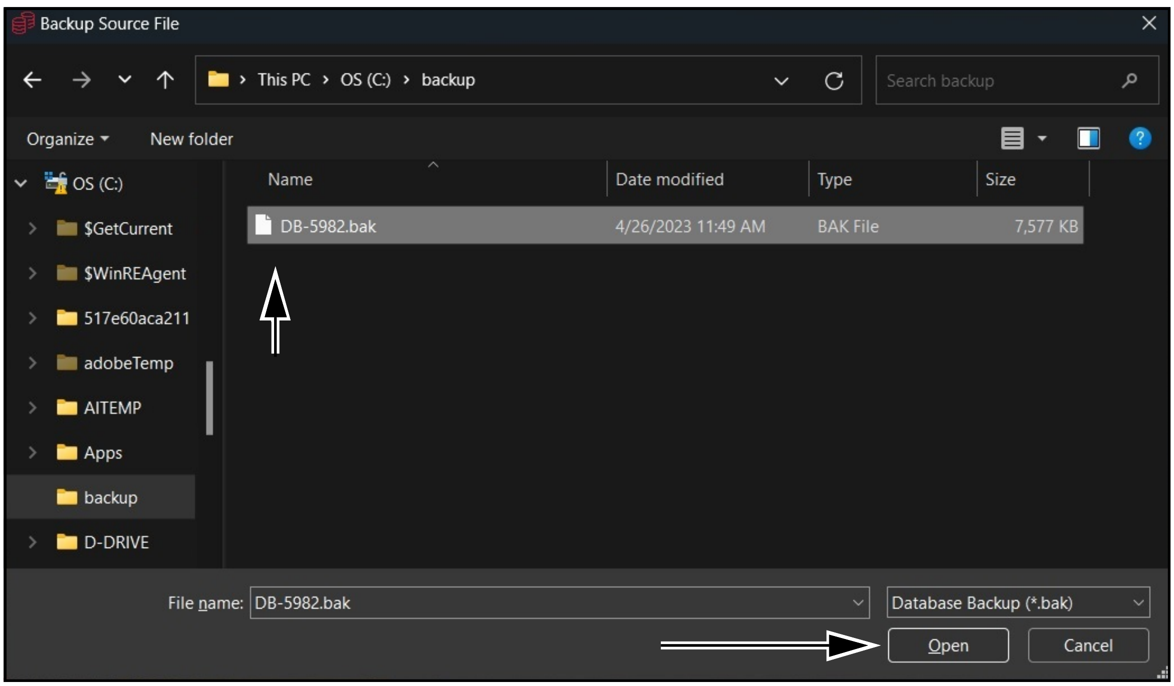

Figure 13-23. File Explorer with Backup Selected

B.5 The application displays Source field with the file path and name configured.

B.6 Select **Restore**.

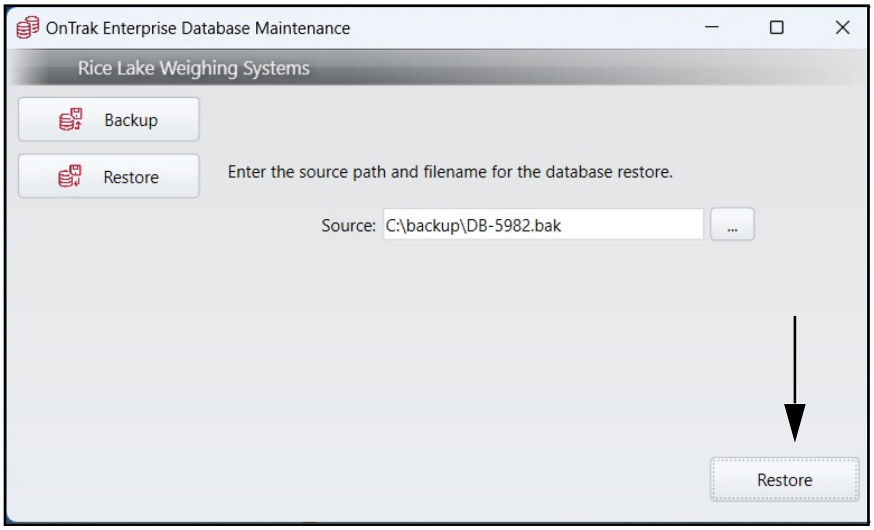

Figure 13-24. Restore Button in OnTrak Enterprise Maintenance

4. The application starts the restore process. While the application restores the database, it displays: Performing Restore...

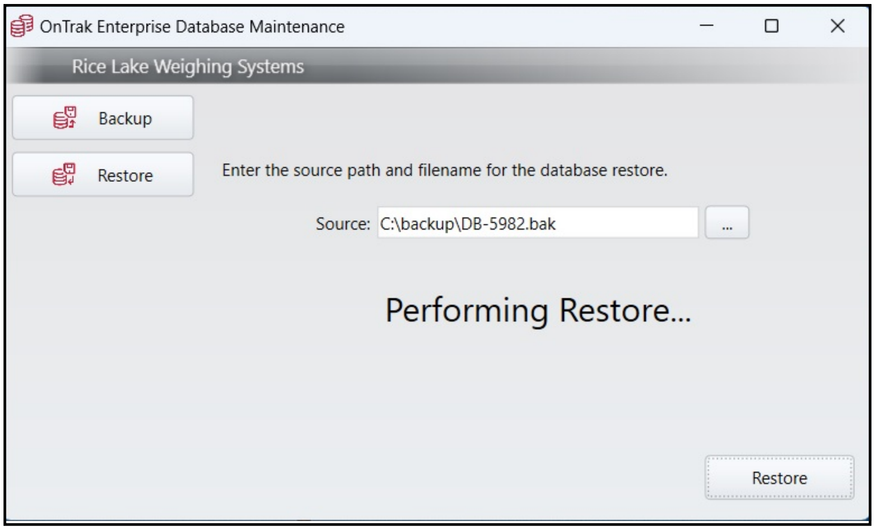

Figure 13-25. Performing Restore Notification

5. When restoration is complete, a prompt notifies the operation was successful.
6. Select **OK** to close prompt.

Figure 13-26. Restore Successful Prompt

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