

## Part 2: RECAP LAUNDRY MODULE

---

## NOTICE

The information contained in this document is subject to change without notice. Schlumberger Technologies, Inc. assumes no responsibility for any errors that may appear in this document.

---

## TRADEMARK NOTICE

Schlumberger and RECAP are registered trademarks of Schlumberger Technologies, Inc. FoxPro™ and Excel™ are registered trademarks of Microsoft Corporation. Lotus 123™ is a registered trademark of the Lotus Development Corporation.

© Schlumberger Technologies, Inc. 1999  
1601 Schlumberger Avenue  
Moorestown, NJ 08057

Printed in U.S.A., 1/99 Rev. 3B  
Part Number 4970361002  
Software Revision Level 3.1

# TABLE OF CONTENTS

---

1	What The Laundry Module Covers . . . . .	1-1
	How the Laundry Module is Organized . . . . .	1-2

---

2	Planning Laundry Setup Parameters . . . . .	2-1
	Using the Setup Planning Chart . . . . .	2-2
	Washer/Dryer Cost Group Planning . . . . .	2-4
	Washer/Dryer Control Group Planning . . . . .	2-5
	Off-Peak Hour Group Planning . . . . .	2-8
	Site Code Group Planning. . . . .	2-9
	Laundry Control Group Planning. . . . .	2-10
	Unit Configuration Planning . . . . .	2-14

---

3	Laundry Setup and Configuration . . . . .	3-1
	Washer/Dryer Cost Group . . . . .	3-2
	Washer/Dryer Control Group . . . . .	3-4
	Off-Peak Hour Groups . . . . .	3-6
	Site Code Groups . . . . .	3-8
	Control Groups . . . . .	3-10
	Laundry Unit Configuration. . . . .	3-12

---

4	Collecting Data and Loading Configuration Information . . . . .	4-1
	Laundry Collect . . . . .	4-2
	Collection Mode . . . . .	4-4
	Laundry Single Interface. . . . .	4-6
	LSU/MT Laundry Interface . . . . .	4-10
	LSU\PLUS Laundry Interface . . . . .	4-15

---

5	Generating Reports . . . . .	5-1
	Report Conventions . . . . .	5-3
	Account Activity . . . . .	5-4
	Account Activity by Control Unit . . . . .	5-8
	Account Exceptions . . . . .	5-12
	Hot List Activity . . . . .	5-14
	Control Unit Management . . . . .	5-18
	Control Unit Detail . . . . .	5-24
	<b>Control Unit Summary</b> . . . . .	5-28
	Site Code Summary . . . . .	5-32
	Snap-Shot . . . . .	5-36
	Transaction Summary . . . . .	5-40
	Transaction Detail . . . . .	5-44

---

6	Laundry Utilities . . . . .	6-1
	Using the Utilities . . . . .	6-2
	Re-sort Collected Data . . . . .	6-3
	Backup Collection Data . . . . .	6-4
	Restore Collection Data . . . . .	6-6
	Clear Collection Date Range . . . . .	6-7
	Export Collection Data. . . . .	6-9
	Backup Configuration Data. . . . .	6-11
	Restore Configuration Data . . . . .	6-12
	Revalidate Accounts . . . . .	6-13

---

# 1

## What The Laundry Module Covers

This part of the RECAP Software User's Guide describes how to install, set up, and operate RECAP Software for Laundry Systems. This document is tailored for Laundry systems and works in conjunction with the *Laundry Controller Administrator's Guide*. These combined elements will get your RECAP Laundry system up and running with minimum effort.

Information about the Laundry Control Units (LCUs, LSCs) controlled by RECAP are covered in the *Laundry Controller Administrator's Guide*. If you are not already familiar with the functions, features, and operation of these units, read the introductory chapters of the manual before attempting to install or set up RECAP. Make sure that the machine information chart in "Appendix C" of the *Laundry Controller Administrator's Guide* has been filled out and is with you at your PC when setting up your RECAP Laundry System.

## How the Laundry Module is Organized

Most of the information you will need to set up your Laundry System is contained in Part 1 of the RECAP Software User's Guide. Part 2 describes details that are specific to the Laundry System. This manual directs you to the applicable section or chapter of the *RECAP Software Administrator's Guide* when operations are the same.

The specifics of laundry operation covered here include:

- **Chapter 1, "What PART 2: Laundry Covers,"** is the current chapter and gives an overview of this manual.
- **Chapter 2, "Planning Laundry Setup Parameters,"** describes the setup menu configuration screens.
- **Chapter 3, "Laundry Setup and Configuration,"** describes how to use RECAP for Laundry software to set up and manage your Laundry system operations.
- **Chapter 4, "Collecting Data and Downloading Configuration Information,"** describes how to transfer information between RECAP for Laundry software and the laundry controllers.
- **Chapter 5, "Generating Reports,"** describes how to print reports with RECAP for Laundry.
- **Chapter 6, "Laundry Utilities,"** describes RECAP Utilities specific to Laundry systems.

## 2

## Planning Laundry Setup Parameters

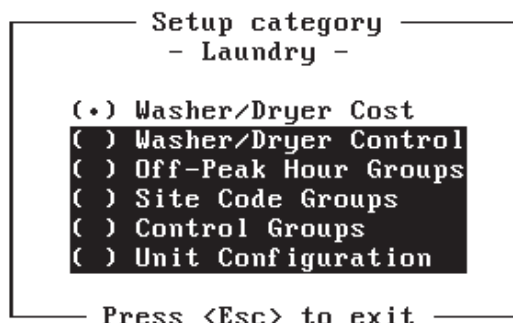
The Setup Categories are where you determine the operating parameters of your Laundry units. This section helps you plan the configuration of the categories in the Laundry Setup menu by describing each of the fields in the six control group configuration categories, and how to fill them in.<sup>1</sup> The six Laundry categories are:

- Washer/Dryer Cost
- Washer/Dryer Control
- Off-Peak Hour Groups
- Site Code Groups
- Control Groups
- Unit Configuration

Each of these categories must be identified and configured for the system you intend to operate. Use the Laundry Configuration Planning Chart (Figure 2-1) and the LCU Configuration Chart in Appendix C of the *Laundry Controller Administrator's Guide* to document the information needed to configure your setup groups.

## NOTE:

The Collect Group in the System Setup menu **MUST** be completed prior to configuring your Laundry System.



**Figure 2-1:**

The Laundry Setup Menu

<sup>1</sup> The control parameters described pertain to the Laundry Control Unit (LCU), the Laundry Service Center (LSC), and the Laundry Single Unit (LSU and LSU/MT).

## Using the Setup Planning Chart

The following pages walk you through the data entries required to set up the Laundry system.

Before you attempt to run through the setup procedure in RECAP, use the chart on the next page as a template. The entry lines on the chart match the data entry line in RECAP's Laundry setup menu.

Each line on the chart is explained in the following sections. Read each section while you fill out the chart to get a clear understanding of the terms and concepts you'll encounter while setting up the Laundry system.

### NOTES

for LSU/MT:

Many machine parameters are programmed directly into laundry units such as price. You must also program RECAP to extract usage and create reports.

The LSU/MT maintains its own usage counters, which are separate from the laundry unit .

Do not set up Off Peak Discounts both directly in the laundry unit and in RECAP at the same time.

At the present time, LSU/MT card readers DO NOT support Cycle Based Pricing with discounts in washing machines or Fixed Cycle with discounts in dryers. (RECAP reporting errors may occur if these combinations are selected.)



<b>Washer/Dryer Cost Group:</b> <u>\$0.75 WASH</u>		<b>Site Codes Discounts Group:</b> <u>ABC APTS.</u>	
<b>Base Cost:</b> <u>0.75</u>	<b>Additional Cycle Cost:</b> <u>0</u>	<b>Site Code</b>	<b>Discount %</b>
<b>Discounts:</b> <u>Enabled</u>	<b>Disabled</b>	<u>8000</u>	<u>10</u>
<b>Off-Peak Hours Group:</b> <u>NONE</u>		<u>1234</u>	<u>0</u>

<table border="0"> <tr> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">Start</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">End</td> </tr> <tr> <td>Sun.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mon.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tues.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Weds.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Thur.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fri.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sat.</td> <td></td> <td></td> <td></td> </tr> </table>		Start		End	Sun.				Mon.				Tues.				Weds.				Thur.				Fri.				Sat.				<b>Washer/Dryer Control Group:</b> <u>SPEEDWASH \$0.75</u>
	Start		End																														
Sun.																																	
Mon.																																	
Tues.																																	
Weds.																																	
Thur.																																	
Fri.																																	
Sat.																																	

<b>Control Group:</b> <u>DEFAULT</u>	<b>Washer/Dryer Control Group:</b> <u>SPEEDWASH \$0.75</u>
--------------------------------------	--

<b>Discount Mode:</b> <u>Sum</u> <u>Greater</u>	<b>Interface Type:</b> <u>7</u>	<b>Start Time Est.:</b> <u>0</u>
<b>Card Max.:</b> 5   10   20   50   100   300   750   999	<b>Additional Cycle Time Est.:</b> <u>0</u>	<b>Additional Pulse:</b> <u>0</u>
<b>Load Type:</b> Self-Load   Verify   Neg. Verify   Hot List	<b>Default Language:</b> <u>1</u>	<b>Multi Card:</b> <u>N</u>
<b>Card Expiration:</b> Yes   No	<b>Unit Configuration:</b> <u>ABC APTS. EDC WASHER</u>	
<b>Bonus Mode:</b> <u>NONE</u> Total Bills   Single Bills	<b>Unit Address (1-999):</b> <u>X</u> <b>Unit Model:</b> <u>LSU1</u> <u>LSU4</u> <u>LSU10</u>	
<b>Control Group:</b> <u>DEFAULT</u>	<b>Report Code:</b> Copier   CD-ROM   Facsimile   Microfiche   Printer (Laser)   Other <u>LAUNDRY</u>	
<b>Account Group:</b> <u>DIRECT</u>	<b>Site Code Group:</b> <u>ABC APTS.</u>	
<b>Comments:</b> <u>FOR SPEED QUEEN EDC WASHER 25 @ ABC APTS.</u>		

**Figure 2-2**  
Laundry Configuration Planning Chart

## Washer/Dryer Cost Group Planning

The Wash/Dry Cost Group setup screen lets you set up the cost figures for each machine individually or for a group of machines. The following is an explanation of each entry field.

### Washer/Dryer Cost Group Planning

**Use Appendix B, Table B-10.**

#### Cost Group Description

The Description identifies the washer/dryer cost group you are about to set up. If you have two or more sets of washer/dryers with different base costs, label each of these groups with its own description—for example, “Large Washer” and “Small Washer.” If the base cost is the same, it is not necessary to separate washers and dryers.

#### Base Cost

The Base Cost is the operating-cycle cost for this group. For instance, if a group of machines has a base cost of \$1.25, you enter 1 . 25 here. (For the LSU/MT, the base cost is entered for accounting purposes. It will not actually change the price charged by the laundry units.)

#### Additional Cycles Cost

Additional Cycles Cost is used for LSU/MT equipt washing machines and for all dryers. This entry lets you set the cost of additional time (beyond the standard cycle) on a laundry unit already in cycle. For example, if the base cost of a drying cycle is \$1.00 for 60 minutes, you can purchase extra 15 minute cycles for \$0.25 each, while the dryer is running through the initial cycle.

#### Discounts

The Discounts entry is used to enable or disable discounts of a specific laundry controller, or a group of laundry controllers. There are two types of discounts available: Off-Peak Hours and Site Code discounts. See the related headings for detailed information on these discounts.

#### NOTE:

If the LSU/MT laundry units have been programmed directly for Off-Peak Discounts, do not also set Off-Peak Discounts here. If Off-Peak Discounts are set up here, do not enter them manually into the laundry units.

## Washer/Dryer Control Group Planning

The Wash/Dry Control Group setup screen lets you set up the interface type used with the machine, the time estimate, number of start pulses, maximum additional cycles, and additional cycle time. The following is an explanation of each entry field:

### Control Group Description

The Description identifies the washer or dryer Control Group you are about to setup. For instance if you have two or more sets of dryers that have different interface types, you will need to label each of these groups with their own description. It is not necessary to separate washers and dryers if the interface type is the same.

### Interface Type

Interface Type refers to the way that the laundry controller communicates with the laundry machine. Use the following list to determine which interface type to use with your machines:

- **Type 0**-Used only with electro-mechanical (coin-slide operated) commercial washers.
- **Type 1**-Used primarily with electro-mechanical (coin-slide or rotary coin-drop operated) commercial dryers.
- **Type 2**-Used primarily with electronic coin-drop and some mechanical coin-drop commercial washers and dryers.
- **Type 3**-Used only with Maytag CD (Trac I) stacked commercial dryers.
- **Type 4**-Used only with Maytag PD (Trac II) washers and single commercial dryers.
- **Type 5**-Used only with Maytag PD (Trac II) stacked commercial dryers.
- **Type 6**-Used only with Speed Queen EA-2020 (push-to-start manual) and Speed Queen SA-498 (coin-slide operated commercial) washers.
- **Type 7-LSUs Only**. Used only with Speed Queen EDC washers and single and stacked dryers.
- **Type 8**-Cumulative pricing. Used only with Maytag CD (Trac I) stacked commercial dryers.
- **Type 9**-Cumulative pricing. Used only with Maytag PD (Trac II) stacked commercial dryers.

For LSU/MT,

select any type interface. It does not matter which one is selected.

---

## Time Estimate

The Time Estimate sets up the controller for operating-cycle time estimates (*cycle time* is the amount of time the machine requires to complete one full cycle). The estimates are determined by the interface type:

- **Interface 0, 2-7**-The time estimate is optional. The laundry machine runs a fixed cycle, as dictated by the machine itself. When the machine is selected, the clock runs down until it reaches 0. If the machine's cycle ends before the counter runs out, or if the machine is stopped before the end of its cycle, the controller will clear itself, making the machine available. This is at the end of a three-minute time out period. If the machine runs longer than the time estimate, the counter displays "Machine In Use" until the machine's cycle is finished. It will then clear itself and make the machine available. If the time estimate is set to 0, it displays "Machine In Use" until the machine's cycle ends. It then clears itself and makes the machine available. If at any time during the machine's cycle the feedback signal from the machine is lost, the controller clears itself and makes the machine available. When the signal is restored, the controller displays "Machine In Use" and makes the machine unavailable.
- **Interface 1**-(For electro-mechanical dryers.) The time entered here is the actual time that the machine will run. When this type of dryer is controlled by a card system, the cycle time is controlled by the laundry controller. When the machine is selected, the cycle time counts down to 0. When the controller reaches 0, it shuts the dryer off.
- **LSU/MT-A** Group Name is required. All other information is optional.

### Note

If the washer or dryer has an electronic cycle time readout, the time estimate should be set to 0. If the machine is electro-mechanical with no electronic cycle time readout, it's a good idea to set the time estimate.

For more information on interface types, see the LCU Configuration chart in Appendix C of your *Laundry Controller Administrator's Guide*.

---

## Start Pulses

For coin-drop operated machines using Interface Types 2, 3, 4, 5, and 7 only. Start Pulses sets the appropriate number of pulses (coins) to start the machine.

---

## Additional Cycles Maximum

Maximum Additional Cycles applies to dryers only. It represents the maximum number of times that additional time can be added to a dryer already in the midst of a drying cycle.

---

## Additional Cycles Time

Additional Cycles Time applies to dryers only and represents the time allotted for each machine's additional cycle. If you have both washers and dryers identified for this group, the controller ignores the Additional Cycles value for the washers.

---

### Additional Cycles Pulses

For coin-drop operated dryers only. Additional Cycles Pulses sets the appropriate number of pulses (coins) each additional cycle.

---

### Default Language

**LSU/PL only** - Allows the choice of language for the display. Language 1 is always English.

---

### Multi Card

**LSU/PL only** - Reserved for future use.

---

## Off-Peak Hour Group Planning

The Off-Peak Hour Group setup screen lets you set up the Off-Peak hour discount rates. For instance, if you have several periods during the week where machine usage is lower than average, you may decide to discount machine usage during that period. The controller discounts this machine usage during the period you define in this menu.

---

### Off-Peak Hour Group Description

The Description identifies the Off-Peak Hour Group you are about to set up. You can create groups that refer to the particular days and times that Off-Peak discounts apply. For example, a group that provides for a 10 % discount on Mondays, Wednesday, and Sunday could be called "SMW-10%."

---

### Daily Designations

The Daily Designations field arranges the daily starting and ending hours of the off-peak hours. Each day of the week (Sunday through Saturday) can have different off-peak hour discount periods. The time is entered in 24-hour format-for example, 1 p.m. is entered as "13," 12 noon as "12," and 11 p.m. (the latest evening setting) as "23." You can enter 12 midnight as "00". A setting of "01" means 1 a.m.

---

### Off-Peak Discount

The Off-peak Discount is the discount percentage to apply to the time periods set in the previous entry. Use whole numbers for the percentage-25 for 25 percent, for example.

---

### Discount Mode (Sum/Greater)

For the Discount Mode (sum/greater) field, there are two discount mode settings available: SUM and GREATER. The *Sum* discount selection combines both the site code discount and off-peak discount rates during the specified time period. The *Greater* discount selection uses the greater of the two discount rates as the discount.

#### NOTE:

---

If the LSU/MT laundry units have been programmed directly for Off-Peak Discounts, do not also set Off-Peak Discounts here. If Off-Peak Discounts are set up here, do not enter them manually into the laundry units.

---

---

## Site Code Group Planning

The Site Code Group setup screen lets you enter the site codes that will be downloaded to the laundry controllers as well as any discounts that may apply to them. Each controller can accept as many as 32 site codes, and RECAP can accept as many as 95 site code groups. Since every controller requires a site code that matches the user card site code, you must define at least one site code group.

---

### Site Code Group Description

The Description identifies the site code group you are about to set up. Use a description that you can easily remember, or one that makes some sense to you—for instance, the equipment in Building 3 could be in a group named “Building 3.”

---

### Site Codes and Discounts

Site Codes And Discounts identifies each site code individually, by number, and assigns discounts for each. Site codes are four-digit numbers that you select for each unit. Discounts are numbers representing a percentage in the range 0-100.

## Laundry Control Group Planning

The Laundry Control Group Setup screen lets you configure up to 95 control groups for each laundry controller.

---

### Laundry Control Group Description

The Description identifies the control group you are about to set up. Use a description that you can easily remember, or one that makes some sense to you—for instance, the equipment in Building 3 could be in a group named “Building 3.”

---

### Card Maximum

Card Maximum refers to the maximum amount allowed on a stored-value card. Users with balances higher than the maximum limit are denied access to the machine.

---

### Card Expiration

The Card Expiration field is used to activate an expiration date check on credit account user cards. You are not actually setting a physical date, but telling the card reader to search for one. If it finds an expiration date on the card, and that date has passed, the card is denied access to the unit.

---

### Load Type

The Load Type field determines how the laundry controller will store and use the account code. There are four Load Type settings:

- **VERIFY**—only those account numbers previously downloaded to the unit can be used to gain equipment access. This means you must download account codes to new units before the unit can be used to access equipment.
- **SELF LOAD**—account codes are automatically added to memory the first time an account is used at the unit. (These new accounts are retrieved from the control unit during collection routines and can be viewed in an Exceptions Report, discussed in Chapter 13.) Setting the Load Type to SELF LOAD helps avoid filling the unit with unused accounts; however, it defeats the restricted access convention.

#### NOTE:

Load Type, Bonus Mode, and Card Expiration are not used by the LSU/MT.



**NEGATIVE VERIFY**-the account codes are automatically added to memory as in Self-Load, except that in addition to the area of memory being set aside for accounts and their copy balances, a second area is set aside to store “bad” (unauthorized) accounts (accounts that you do not want permitted access). When a credit card is inserted, the unit checks the account number on the card against the list of unauthorized accounts. If that number matches a number stored in the unauthorized list, equipment access is denied.

- **HOT LIST**-the account codes are checked for unauthorized access as in Negative Verify, except that all “bad” credit cards inserted (cards encoded with account numbers that match one of the numbers stored in the “bad” accounts list) are invalidated by the unit. (The unit returns the card to the user in an invalid state-which means that the card can not be used anywhere in the system unless an authorized administrator re-encodes that card with valid data.

#### NOTE-

##### Altering the Load Type Setting after Initial Setup

If you need to change the Load Type after the initial setup, you may find that you are unable to access the desired setting. This is because switching back and forth from either VERIFY MODE or SELF LOAD MODE to NEGATIVE VERIFY or HOT LIST requires reallocation of unit memory. This means that credit account data must be collected and cleared from memory before you can make the switch. To do this, select the Load Type setting you want then perform the “Complete Upload/Download/Clear” option discussed in Chapter 4, *Collecting Data and Downloading Configuration Information*.

#### Bonus Mode *Applies to LSC only*

The Bonus Mode field lets you determine whether a bonus mode is in effect, and if so, what type of bonus mode it is. These bonuses can be used as an incentive for users to encode cards with a higher dollar value or to use higher bill denominations when adding value to the card.

- **NORMAL/NONE**-this setting disables the use of bonuses.
- **SINGLE BILL**-this setting gives bonuses based on the type bill(s) inserted to recharge the card. For instance, if a user inserts a \$5 bill, the value added to the card is \$5.00 plus the bonus for a \$5 bill. Using this setting, you can encourage users to insert larger bills-which means less frequent bill collections for you. For instance, a user who inserts five \$1 bills may receive \$5.50 added to the card, while a user who inserts one \$5 bill may receive \$6.00 added to the card.

If you elect to use bonuses, you must specify the bonus amount you want given for each of the different **bonus levels**.

- If you selected **TOTAL BILLS**, you must specify the bonus amount you want added as the amount inserted reaches certain bonus levels: \$1.00 level, \$5.00 level, \$10.00 level, \$20.00 level, and \$50.00 level. For instance, when the amount inserted reaches \$1.00, you may elect to give a 10% bonus. If the amount inserted reaches the next bonus level (the \$5.00 level), you may want to increase the bonus to 20%. You tell the control unit the bonus you want given by specifying the total amount you want added to a card whenever the minimum amount required to meet one of the bonus levels is attained.

To give 10% bonuses to users who have reached the \$1.00 level, set the bonus amount at \$1.10:

$$\text{\$1.00} + \text{Bonus (10\% of \$1.00 = 10¢)} = \text{\$1.10}$$

To give 20% bonuses to users who have reached the \$5.00 level, set the bonus amount at \$6.00:

$$\text{\$5.00} + \text{Bonus (20\% of \$5.00 = \$1.00)} = \text{\$6.00}$$

Given these settings, a user who inserts \$3.00 receives \$3.30 added to the card:

$$\text{\$3.00} + \text{Bonus (10\% of \$3.00 = 30¢)} = \text{\$3.30.}$$

If \$7.00 is inserted, \$8.40 is added:

$$\text{\$7.00} + \text{Bonus (20\% of \$7.00 = \$1.40)} = \text{\$8.40.}$$

Use Table 2-1 to determine the settings you want specified for each bonus level.

Bonus Level	Cash insertions in the range of:	Receives a bonus of:	Total amount to add to card for this bill (Bill Value + Bonus):
\$1.00	\$1.00 - \$4.95	_____ %	\$1.00 + (_____ % of \$1.00) = <input type="text" value="\$"/>
\$5.00	\$5.00 - \$9.95	_____ %	\$5.00 + (_____ % of \$5.00) = <input type="text" value="\$"/>
\$10.00	\$10.00 - \$19.95	_____ %	\$10.00 + (_____ % of \$10.00) = <input type="text" value="\$"/>
\$20.00	\$20.00 - \$49.95	_____ %	\$20.00 + (_____ % of \$20.00) = <input type="text" value="\$"/>
\$50.00	\$50.00 +	_____ %	\$50.00 + (_____ % of \$50.00) = <input type="text" value="\$"/>

**Table 2-3:**  
Total Bills Mode Calculation Table

### Caution

Be sure to set each level so that the amount encoded on the user's card at that level at least equals the amount he would have acquired at the previous level.

- If you selected **SINGLE BILL**, you must specify the amount you want added to a card whenever a bill (or coin) of the following denominations is inserted: \$1, \$5, \$10, and \$20.

If you want to give a 10¢ bonus for each \$1 bill inserted, set the \$1 Bonus Level at \$1.10:

$$\text{\$1.00} + \text{Bonus (10¢)} = \text{\$1.10}$$

If you want to give a \$1.00 bonus for each \$5 bill inserted, set the \$5.00 Bonus Level at \$6.00:

$$\text{\$5.00} + \text{Bonus (\$1.00)} = \text{\$6.00}$$

Given these settings, if a \$1 and a \$5 bill are inserted, \$7.10 is added to the card:

$$\text{\$1.00} + \text{\$1 Bonus (10¢)} + \text{\$5.00} + \text{\$5 Bonus (\$1.00)} = \text{\$7.10}$$

However, if six \$1 bills are inserted, \$6.60 is added to the card:

$$\text{\$6.00} + 6 [\text{\$1 Bonus} + (10¢)] = \text{\$6.60}$$

Use Table 2-2 to determine the bonuses given if you selected SINGLE BILL Mode.

Bonus Level	Bonus amount to be received for this bill:	Total amount to add to card for this bill (Bill Value + Bonus):
\$1.00	\$ _____	\$1.00 + _____ = <input type="text" value="\$"/>
\$5.00	\$ _____	\$5.00 + _____ = <input type="text" value="\$"/>
\$10.00	\$ _____	\$10.00 + _____ = <input type="text" value="\$"/>
\$20.00	\$ _____	\$20.00 + _____ = <input type="text" value="\$"/>

**Table 2-4:**  
Single Bills Mode Calculation Table

### Transaction Log Mode

This entry allows you to select the Transaction Logging mode. The equipment contains a buffer large enough to store records of approximately 1000 individual transactions. Transaction logging has two modes of operation for laundry equipment:

- CONTINUOUS mode - When the transaction buffer is full, the oldest transaction is overwritten with the current transaction.
- FIXED mode - When the transaction buffer is full the unit operation is halted until transactions have been collected.

## Unit Configuration Planning

The Unit Configuration screen lets you specify the operating parameters you want associated with a particular Laundry unit.

### Unit Configuration Description

The Description is the individual laundry unit you are about to set up. Use a description that you can easily remember, or one that makes some sense to you—for instance, the unit on the third floor of Building 5 could be in a group named “FL3BLDG5.”

### Unit Address

The Unit Address is the unique identification number for each machine (any number from 1 to 65534). *There can be NO duplicate addresses.*

### Unit Model

The Unit Model is the model type of the laundry machine or controller. The following models are available:

- LSU1-Laundry Single Unit (1 machine)
- LSU/MT-Laundry Single Unit/MT (1 machine)
- LSU/PL-Laundry Single Unit/PLUS (1 machine)
- LCU4-Laundry Control Unit (up to 4 machines)
- LCU10-Laundry Control Unit (up to 10 machines)
- LCU20-Laundry Control Unit (up to 20 machines)
- LCU4T-Laundry Control Unit (up to 4 machines - transaction capable)
- LCU10T-Laundry Control Unit (up to 10 machines - transaction capable)
- LCU20T-Laundry Control Unit (up to 20 machines - transaction capable)
- LSC8-Laundry Service Center (up to 8 machines)
- LSC16-Laundry Service Center (up to 16 machines)
- LSC24-Laundry Service Center (up to 24 machines)
- LSC32-Laundry Service Center (up to 32 machines)
- LSC40-Laundry Service Center (up to 40 machines)

#### NOTE:

Some models may not be seen due to variations in RECAP System/Setup configuration.  
Select LCU 4T, LCU10T, or LCU20T for RECAP 3 - Transaction Logging LCUs.

### Control Group

This entry represents the control group that you want associated with this unit. The control group sets the operating options of various units. These control groups were created earlier in this chapter.

---

### Off-Peak Hours Group

Discounts designed to encourage machine use during normally slow periods are activated by selecting previously defined a Off-Peak hours group.

---

### Site Code Group

Are assigned to the unit by selecting a previously defined site code group.

---

### Account Group

This entry represents the account group that you want associated with this unit. The account group controls which account are downloaded to a particular control unit.

---

### Csn Hot List Group

This entry represents the account group that you want associated with this unit as a Hot List. The Csn Hot List group controls which cards are deactivated by a particular control unit. This selection is available only for units with Transaction Logging capability. (See Unit Model above.)

---

### Collect Group

This entry represents the collect group that you want this unit associated with. The collect group sets the communication parameters for a particular group of control units.

---

### Phone Number

This entry is for modem connections only. If the collect group you set for this unit is set up for a modem connection, set the phone number of the modem connection. Include necessary prefixes and area codes with the number.

---

### Report Code

The Report Code entry identifies the report code generated during collection from this unit. It is used during the reporting function to limit the amount of data reported. It is also the parameter that defines the title that appears at the top of a report page. The following is a list of sample report types:

- Copier
- Facsimile
- Laundry
- Microfiche
- Printer (Laser)
- CD-ROM
- StandAlone
- Vending

You can define your own definitions for report codes through the Report Codes Database selection from RECAP's main menu.

Machines 1 thru 40

The <<Machines 1 Thru 20>> & <<Machines 21 Thru 40>> field lets you access the machine descriptions in the selected control group. For example, if you specify a controller that handles four washer units, only the 1 thru 20 field is enabled. If you highlight this field and press Enter, a machine description screen appears showing machine positions 1 - 4 highlighted and 5 - 20 disabled. If you specify a controller that handles 24 washer units, both the 1 thru 20 and 21 thru 40 fields are enabled. If you then highlight the 21 thru 40 field and press Enter, a machine description screen shows machine positions 21 - 24 populated and positions 25 - 40 empty and disabled.

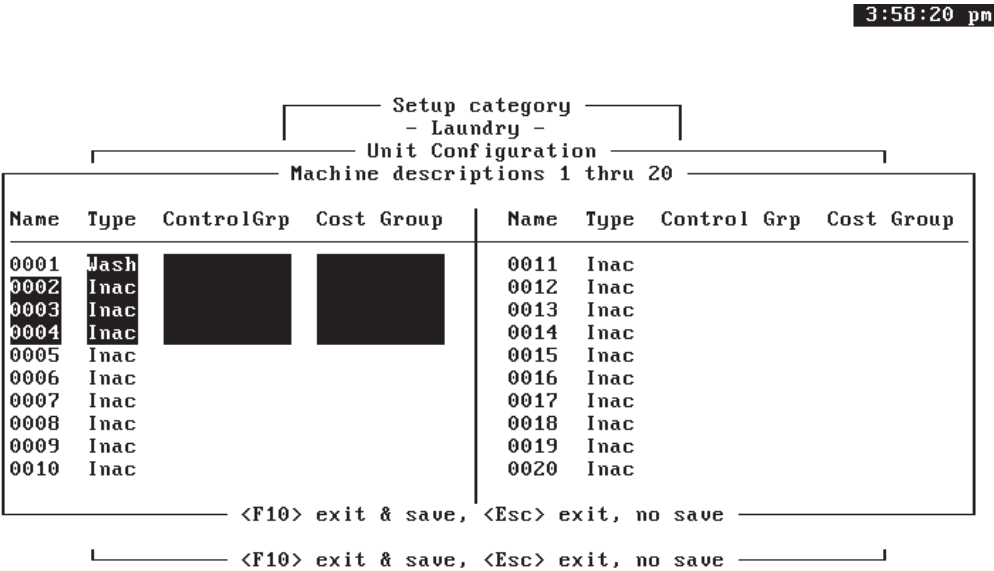


Figure 2-5

### 3 Laundry Setup and Configuration

The previous chapter reviewed and explained the meaning of each of the input fields required in order to set up RECAP for Laundry. In this chapter, you will actually perform the steps necessary to configure the Laundry Control Unit groups.

This chapter describes how to configure the groups in the Laundry setup menu (Figure 3-1). The groups are:

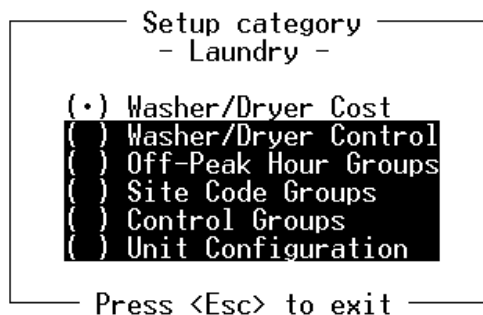
- Washer/Dryer Cost Group
- Washer/Dryer Control Group
- Site Code Group
- Control Group
- Unit Configuration

This chapter describes how to configure the control groups via the Laundry Setup menu (Figure 3-1). These control groups determine the operating parameters of your Laundry Control Unit system. You must identify and configure each of these groups for the system you intend to operate.

Before starting, make sure you have completed the Machine Setup Chart from Appendix C of the Laundry Controller Administrator's Guide, and the Laundry Setup Configuration Chart in the previous section. The Cost and Control groups that you set up in this section will require information from both charts.

**NOTE:**

The Collect Group in the System Setup menu **MUST** be completed prior to configuring your Laundry units.



↑ or ↓ to select; Space-bar or Enter to select

**Figure 3-1:**

The Laundry Setup Menu

## Washer/Dryer Cost Group

The Washer/Dryer Cost setup screen lets you set up the cost for each machine individually or by group. Whenever you enter the Laundry Main Menu selection, the Washer/Dryer Cost option is marked for selection.

Follow these instructions to set up the Washer/Dryer Cost:

- 1

Highlight *WASH/DRY COST* and press `[Enter]`.
- 2

If you don't have any Washer/Dryer Cost Groups defined yet, the next screen is the Washer/Dryer Cost Group Setup screen (Figure 3-2).

Note

If you already have one or more Cost Groups identified, a screen pops up listing those Cost Groups. To edit one of those groups, highlight it and press `[Enter]`. This brings you to the Cost Group screen, Figure 3-2.

- 3

Enter an alphanumeric description for the Cost Group. Use a name that makes some sense to you, or that reminds you of specific units you're working with. For instance, the group description could be "Large Washer," or "Small Washer." After you type in the description, press `[Enter]`.
- 4

The next entry is *BASE COST*. If the cost of one machine cycle is \$1.00, type **1** and press `[Enter]`.

1:09:41 pm

Setup category  
- Laundry -  
Washer/Dryer Cost Group

Description: MAYTAG WASHER

Base Cost	Additional Cycle Cost	Discounts
0.75	0.50	( ) Disabled (•) Enabled

Group 1 has 0 Member(s)

<F10> exit & save, <Esc> exit, no save

Enter Alphanumeric description

**Figure 3-2:**  
Washer/Dryer Cost Group Setup Screen



- 5 The next entry, *ADDITIONAL CYCLE COST*, is used for dryer and LSU/MT washer units only. This entry lets you set the cost of additional drying time or Super Cycle. For instance, if the base drying time is 60 minutes/\$1.00, users can purchase 15 minutes/\$0.25 while the dryer is in the midst of a cycle. Type in the additional cycle cost and press **Enter**.
- 6 Next, decide whether to disable or enable discounts for this group. There are two types of discounts available: Site Codes and Off-Peak hour discounts. The definitions for these discounts are on page 2-4. Highlight your choice and press **Enter**.
- 7 Press **F10** to save the entered information and exit. RECAP returns to the Cost Groups Listing screen. If you wish to add cost definitions for other groups, press **Insert**. Otherwise, press **Esc** to exit the Cost Groups screen

**Note**

If you wish to delete a cost group description, highlight it and press **Delete**. This marks the description for deletion. When you leave this menu, the item is deleted.

## Washer/Dryer Control Group

The Washer/Dryer Control Group setup screen lets you set up each machine individually or by group.

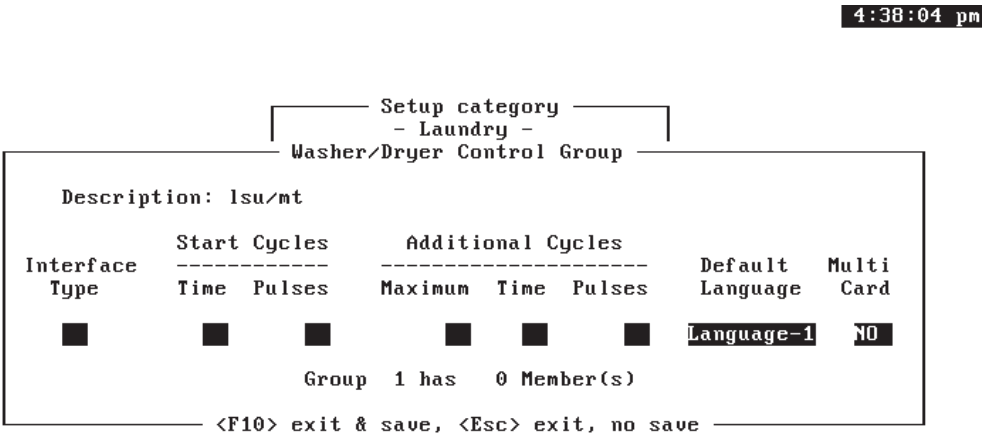
Follow these instructions to set up the Washer/Dryer Control:

- 1 Highlight *WASHER/DRYER CONTROL* and press **[Enter]**.
- 2 If you don't have any Washer/Dryer Control Groups defined yet, the next screen is the Washer/Dryer Control Group Setup screen (Figure 3-3).

Note

If you already have one or more Control Groups identified, a screen pops up listing those Control Groups. To edit one of those groups, highlight it and press **[Enter]**. This brings you to the Control Group screen, Figure 3-3.

- 3 Enter an alphanumeric description for the Control Group. Use a name that makes some sense to you, or that reminds you of specific units you're working with. For instance, the group description could be "Large Washer," or "Small Washer." After you type in the description, press **[Enter]**.
- 4 The next field is *INTERFACE TYPE*. See the chart on page 2-5 for Interface Type descriptions to determine your machine's interface type. Type in the interface type and press **[Enter]**.
- 5 The next field is the *START CYCLES TIME*. This entry sets up the Controller for operating-cycle time estimates. Type in the time estimate and press **[Enter]**.



Enter Alphanumeric description

**Figure 3-3:**  
Washer/Dryer Control Group Screen

- 6 The next field is the *START CYCLES PULSES*. This entry sets up the Controller for operating-cycle pulses. Type in the number of pulses (coins) to start a cycle, then press **[Enter]**.
- 7 The next field is *ADDITIONAL CYCLES MAXIMUM*. Enter the maximum number of extra cycles you want to allow for each washer or dryer in this control group and press **[Enter]**.
- 8 The next field is *ADDITIONAL CYCLE TIME*. Enter the length of time you want to set for each extra cycle and press **[Enter]**.
- 9 The next field is *ADDITIONAL CYCLE PULSES*. Enter the number of pulses you want to set for each extra cycle and press **[Enter]**.
- 10 The next field is *DEFAULT LANGUAGE* (for LSU/PLUS only). Highlight the Default Language field and press **[Enter]**. A list of choices appears:  
                                   *Language-1*  
                                   *Language-2*  
                                   *Language-3*  
                                   *Language-4*  
 Choose a language for the display by highlighting it and pressing the space bar or **[Enter]**.
- 11 The next field is *MULTI CARD* (for LSU/PLUS only). Highlight the Multi Card field and press **[Enter]**. Select Yes or No, then press **[Enter]**.
- 12 Press **[F10]** to save the information and exit. RECAP returns you to the Washer/Dryer Control Groups screen. To continue adding control definitions for other units, press **[Insert]**. Otherwise, press **[Esc]** to exit the Washer/Dryer Control Groups screen.

#### Note

If you wish to delete a Control Group description, highlight it and press **[Delete]**. This marks the description for deletion. When you leave this menu, the item is deleted.

## Off-Peak Hour Groups

The *OFF-PEAK HOUR GROUPS* setup screen lets you set the off-peak hour discounts. Each machine can have its own settings, or you can set up control groups for units with similar settings. Follow these instructions to set up the off-peak hours:

- 1

Highlight *OFF-PEAK HOUR GROUPS* and press `[Enter]`.
- 2

If you don't have any Off-Peak Hours Groups defined yet, the next screen is the Off-Peak Hours Group Setup screen (Figure 3-4).

Note

If you already have one or more Off-Peak Hours Groups identified, a screen pops up listing those Off-Peak Hours Groups. To edit one of those groups, highlight it and press `[Enter]`. This brings you to the Control Group screen, Figure 3-4.

- 3

Enter an alphanumeric description for the Off-Peak Hours Group. Use a name that makes some sense to you, or that reminds you of specific units you're working with. For instance, the group description could be "SMW-10%." After you type in the description, press `[Enter]`.
- 4

The remaining entries are the starting and ending times for each day of the week. Simply enter the off-peak times in the appropriate boxes using a 23-hour format-for example, type 13 for 1 p.m., 23 for 11 p.m., 9 for 9 a.m. Press `[Enter]` after each entry.

Note

12 o'clock noon is "12." 12 o'clock midnight is "00".

Setup category  
- Laundry -

Off-peak Hours of Operation

Description:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
s / e	s / e	s / e	s / e	s / e	s / e	s / e
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Off-Peak discount ->

Discount Mode -> ☒ Sum ☐ Greater

Group 1 has 0 Member(s)

<F10> exit & save, <Esc> exit, no save

Enter alphanumeric description

**Figure 3-4:**

Off-Peak Hours of Operation Screen

- 5 The next entry asks for the *OFF-PEAK DISCOUNT* percentage. Type in a percentage—for example, if the discount is 25 percent, type 25 and press **[Enter]**.

**Note**

The discounted percentage value can be any number from 0 to 100. Make sure that if you mean to type 10, for a ten percent discount, you don't accidentally type 100, for a one-hundred-percent discount.

- 6 Decide whether the discount mode is *SUM* or *GREATER*. The *Sum* discount selection will combine both the Site Code discount and Off-Peak discount rates during the specified time period. The *Greater* discount selection will use the greater of the two discount rates as the discount. After you have selected the discount mode, press **[Enter]**.
- 7 Press **[F10]** to save the information and exit. RECAP returns you to the Off-Peak Hours Groups screen. If you wish to continue adding Off-Peak Hour definitions for other groups, press **[Insert]**. Otherwise, press **[Esc]** to exit the Off-Peak Hours groups screen.

**Note**

If you wish to delete an Off-Peak Hour group, highlight it and press **[Delete]**. This marks the group for deletion. When you leave this menu, the item is deleted.

## Site Code Groups

The Site Code Groups setup screen lets you set discount rates for each laundry machine or a group of machines. The group can accept as many as 32 site codes.

## Note

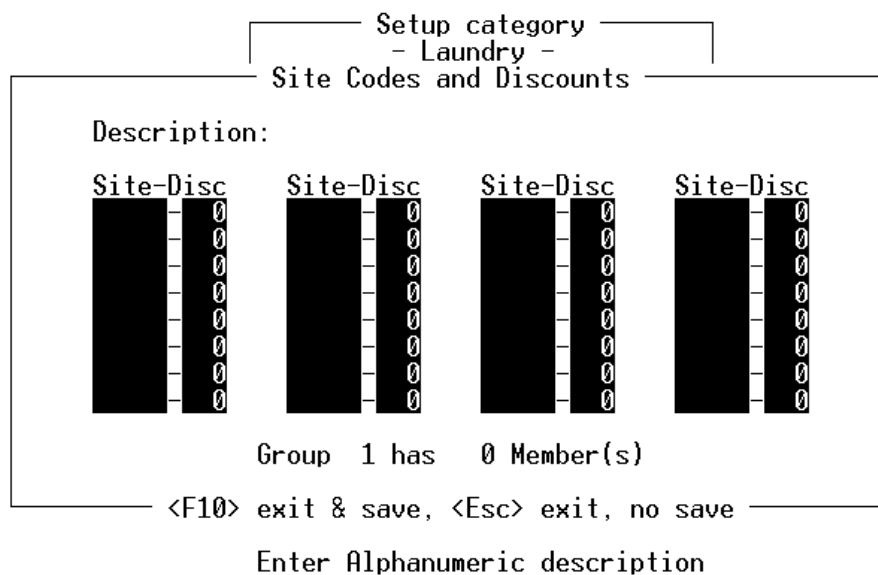
Depending on how you set up the *Discount Mode*, this discount may or may not be considered with the OFF-PEAK Discounts.

Follow these instructions to setup the Site Code Groups:

- 1 Highlight *SITE CODE GROUPS* and press **[Enter]**.
- 2 If you don't have any Site Codes Groups defined yet, the next screen is the Site Codes Group Setup screen (Figure 3-5).

### Note

If you already have one or more Site Codes Groups identified, a screen pops up listing those groups. To edit one of those groups, highlight it and press **[Enter]**. This brings you to the Site Codes Group Setup screen.



**Figure 3-5:**  
Site Codes and Discounts Screen

- 3 Enter an alphanumeric description for the Site Codes Group. Use a name that makes some sense to you, or that reminds you of specific units you're working with. For instance, the group description could be "Building 5," or "Third Street." After you type in the description, press **[Enter]**.
- 4 Enter the first Site Code and press **[Enter]**, then assign the discount as a percentage (see the **Note** about percentages on the previous page). Press **[Enter]** to move to the next site. If you want to delete a specific site code, highlight it and press **[Delete]**.
- 5 When finished, press **[F10]** to save the information and exit. RECAP returns you to the Site Code Groups screen. If you wish to continue adding site code groups for other units, press **[Insert]**. Otherwise, press **[Esc]** to exit the Site Codes Groups screen.

**Note**

If you wish to delete a Site Code Group description, highlight it and press **[Delete]**. This marks the group for deletion. When you leave this menu, the item is deleted.

## Control Groups

The Control Groups setup screen lets you establish settings for various operating parameters of the Laundry Controller.

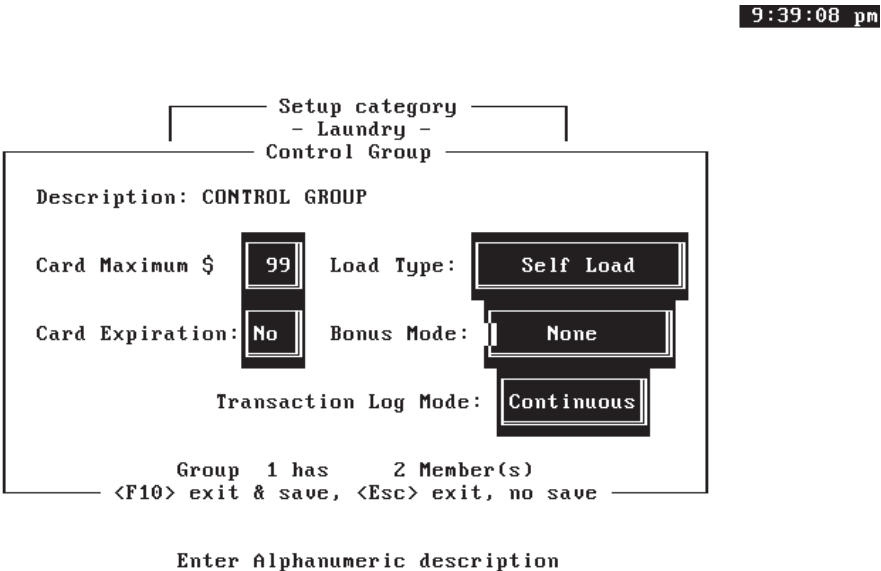
Follow these instructions to create control groups:

- 1
- Highlight *CONTROL GROUPS* and press `[Enter]`.
- 2
- If you don't have any control groups defined yet, the next screen is the Control Group setup screen (Figure 3-6).

Note

If you have already created one or more control groups, a screen pops up listing the groups. To edit a group, highlight it and press `[Enter]`. This brings you to the Control Group screen, Figure 3-6.

- 3
- Enter an alphanumeric description for the Control Group. Use a name that makes some sense to you, or that reminds you of specific units you're working with. For instance, the group description could be "Building 5," or "Third Street." Type in the description and press `[Enter]`.



**Figure 3-6:**  
The Laundry Control Group Screen



- 4 The *CARD MAXIMUM* is the maximum amount the Laundry Controller will accept on a stored-value card. Users with card balances higher than this limit will be denied access to the unit. Press **[Enter]** to display a list of card settings. Highlight your choice and press the space bar or **[Enter]**.
- 5 The next field is *CARD EXPIRATION*. If you select YES, the Laundry Controller checks credit and administrator cards for an expiration date. If the date on the card is earlier than the date stored in memory, the card will not be accepted. Press **[Enter]** to display a list of card expiration settings. Highlight your choice and press the space bar or **[Enter]**.
- 6 Use *LOAD TYPE* to determine how credit accounts are stored in the LCU memory and under what conditions these accounts are verified before LCU access is permitted. Press **[Enter]** to list the four possible settings:
  - Self Load*
  - Verify*
  - Negative Verify*
  - Hot-list*
 Highlight your selection and press **[Enter]**. For a detailed explanation of the four settings, see Chapter 3, "Laundry Setup Planning."
- 7 Set the *BONUS MODE* for this group. Bonus mode encourages customers to use certain types of bills (large or small denominations) when they add value to their cards. Highlight the Bonus Mode box and press **[Enter]**. A list of choices appears:
  - None*
  - Total Bills*
  - Single Bill*
 Choose a bonus mode by highlighting it and pressing the space bar or **[Enter]**. For a detailed explanation of bonus mode settings, see Chapter 3, "Laundry Setup Planning."
- 8 Highlight *TRANSACTION LOG MODE* and press **[Enter]**. A pop-up list appears with the following choices:
  - Continuous
  - Fixed
 Highlight your choice and press **[Enter]**.
- 9 Press **[F10]** to save the information and exit. RECAP returns you to the Control Groups screen. To continue adding control groups for other units, press **[Insert]**. Otherwise, press **[Esc]** to exit the Control Groups screen.

#### Note

If you wish to delete a Control Group, highlight it and press **[Delete]**. This marks the group for deletion. When you leave this menu, the item is deleted.

## Laundry Unit Configuration

The Unit Configuration setup screen lets you configure the operating parameters of the Laundry Units in your system. Use it to assign a Control Group, Off-Peak Discount Group, Site Code Group, Account Group, and Collect Group to each Laundry Control Unit in the system.

Follow these instructions to assign the control groups.

- 1

Highlight *UNIT CONFIGURATION* and press Enter.
- 2

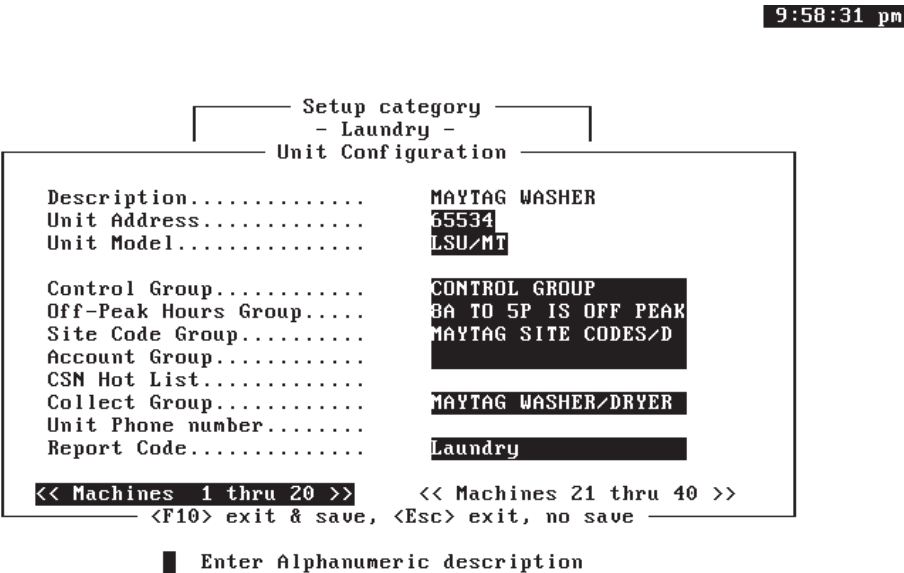
If you don't have any units configured yet, the next screen is the Unit Configuration Setup screen (Figure 3-7).

Note

If you have already identified one or more unit configurations, a screen pops up listing the groups. To edit a group, highlight it and press Enter. This brings you to the Unit Configurations screen, Figure 3-7.

- 3

Enter an alphanumeric description for the unit configuration. Use a name that reminds you of specific units you're working with—for instance, "Large Washer" or "Commercial Model." After you type in the description, press Enter.



**Figure 3-7:**  
The Unit Configuration Screen

- 4 RECAP uses the *UNIT ADDRESS* to identify the unit. Select an address by highlighting the dialogue box and pressing **[Enter]**. The address list available (1 through 999) appears. Highlight the address you want associated with this unit and press the space bar or **[Enter]**.
- 5 See your Administrator's Guide for help in determining your unit model type. Highlight *UNIT MODEL* and press **[Enter]**. The list of unit types appears. Highlight the model and press the space bar or **[Enter]**.
- 6 Select a *CONTROL* group by highlighting the box and pressing **[Enter]**. The list of Control Groups you set up previously appears. Highlight the group you want to associate with this unit and press **[Enter]**.
- 7 Select an *OFF-PEAK* group by highlighting the box and pressing **[Enter]**. The list of Off-Peak Groups you set up previously appears. Highlight the group you want to associate with this unit and press **[Enter]**.
- 8 Select a *SITE CODE* group by highlighting the dialogue box and pressing **[Enter]**. The list of Site Code Groups you set up previously appears. Highlight the group you want to associate with this unit and press **[Enter]**.
- 9 Select an *ACCOUNT* group by highlighting the dialogue box and pressing **[Enter]**. The list of Account Groups you set up previously appears. Highlight the group you want to associate with this unit and press **[Enter]**.
- 10 Select an *CSN HOT LIST* group by highlighting the dialogue box and pressing **[Enter]**. The list of Account Groups you set up previously appears. Highlight the group you want to associate, as a CSN Hot List, with this unit and press **[Enter]**.
- 11 Select a *COLLECT* group by highlighting the box and pressing **[Enter]**. The list of Collect Groups you set up previously appears. Highlight the group you want to associate with this unit and press **[Enter]**.
- 12 If the Collect Group you selected for this LCU is set up for a modem connection, type the *PHONE NUMBER* for this unit and press **[Enter]**.

- 12 Highlight *REPORT CODE* and press **[Enter]**. A list of report code types appears:

Copier  
Facsimile  
Laundry  
Microfiche  
Printer (Laser)  
CD-ROM  
Stand Alone  
Vending

The report code is associated with data collection from this unit. Highlight *LAUNDRY* and press **[Enter]**.

- 13 Highlight either <<*MACHINES 1 THRU 20*>> or <<*MACHINES 21 THRU 40*>> and press **[Enter]**. *MACHINES 1 THRU 20* and *MACHINES 21 THRU 40* show the machines in the group and each machine's ID number, type (washer/dryer), Control Group, and Cost Group. For example, if you specify a controller that handles four washer/dryer units, only the *1 THRU 20* field is enabled. If you highlight this field and press **[Enter]**, a machine description screen appears showing machine positions 1 to 4 highlighted and 5 to 20 empty and disabled. However, if you specify a controller that handles 24 washer/dryer units, both the *1 THRU 20* and the *21 THRU 40* fields are enabled. If you highlight the *21 THRU 40* field and press **[Enter]**, a machine description screen appears showing machine positions 21 to 24 highlighted and positions 25 to 40 empty and disabled. The LSU/MT allows only the selection of machine type (washer/dryer).
- 14 (For all laundry controllers except the LSU/MT)  
To change the default machine *NAME*, type the desired four digit machine *NAME* and press **[Enter]**. To accept the default machine *NAME*, just press **[Enter]**. The cursor will move to the *MACHINE TYPE* field.

3:58:20 pm

Setup category  
- Laundry -  
Unit Configuration  
Machine descriptions 1 thru 20

Name	Type	ControlGrp	Cost Group	Name	Type	Control Grp	Cost Group
0001	Wash			0011	Inac		
0002	Inac			0012	Inac		
0003	Inac			0013	Inac		
0004	Inac			0014	Inac		
0005	Inac			0015	Inac		
0006	Inac			0016	Inac		
0007	Inac			0017	Inac		
0008	Inac			0018	Inac		
0009	Inac			0019	Inac		
0010	Inac			0020	Inac		

<F10> exit & save, <Esc> exit, no save  
<F10> exit & save, <Esc> exit, no save

Figure 3-8

- 15** (For all laundry controllers)  
With the cursor in the TYPE field, press **[Enter]**. A list of machine types will appear:

Inactive  
Washer  
Dryer

Highlight your choice and press **[Enter]**. The cursor will move to the ControlGrp field.

- 16** (For all laundry controllers except the LSU/MT)  
Press **[Enter]** and a list of CONTROL GROUPS (that you previously defined) will appear. Highlight your choice and press **[Enter]**. The cursor will move to the Cost Group field.
- 17** (For all laundry controllers except the LSU/MT)  
Press **[Enter]** and a list of COST GROUPS (that you previously defined) will appear. Highlight your choice and press **[Enter]**. The cursor will move to the next NAME field.
- 18** (For all laundry controllers)  
When you have entered the information for all machines, press **[F10]** to save your machine setups and return to the unit configuration screen.
- 19** (For all laundry controllers)  
Press **[F10]** to save your unit configuration and exit unit configuration.



## 4 Collecting Data and Loading Configuration Information

The transfer of information between RECAP and the laundry units are controlled from the Collect Menu (Figure 4-1). All setup, configuration information, and summary totals information can be transferred between a control unit and the database.

### Note

Collections for smart card LCUs and LSCs are handled using the same "Laundry Collect" selection that is used for magnetic card units.



Collect from Accumulator/Tower/Dispenser/Terminal units

**Figure 4-1:**

The Main Menu Laundry Connections

## Laundry Collect

Collect groups contain the communications parameters that you want to associate with a particular group of control units. For detailed information on creating and maintaining collect groups, refer to Part 1, Chapter 2, "Configuring RECAP Software."

To begin transferring data between the control unit and your PC, you must first tell RECAP which controller or group of controllers you wish to communicate with. You specify these collection parameters from the *SELECT UNITS BY* option of the Laundry Data Collection Menu.

Follow these instructions to collect Laundry data:

- 1 From RECAP's Main Menu, highlight *LAUNDRY CONNECTION* and press **[Enter]**. The Laundry Data Collection Setup screen appears (Figure 4-2).

- 2 Select a collect option. There are three collect options to choose from:

**COLLECT GROUP** lets you select units to communicate with based on collect group affiliation.

Highlight *COLLECT GROUP* and press **[Enter]**. The Collect Group listing screen appears. Select the group you wish to use, highlight the selection and press **[Enter]**. This initiates another pop up menu with the units referencing the selected collect group. Select the control unit you wish to collect from and press **[Enter]**. Press **[Esc]** to exit each menu.

Use the **[↑]**, **[↓]**, or **[Tab]** keys, or press **[Enter]** to move to the Collection Mode field.

10:24:29 pm

Laundry Data Collection Setup

Select units by:	<input type="radio"/> Collect group <input type="radio"/> Individual unit <input checked="" type="radio"/> Direct connect	Number selected	0
Port	<input type="text" value="1"/>	Baud	<input type="text" value="9600"/>
Parity	<input type="text" value="Even"/>	Security	<input type="text" value="00000000"/>
Collection Mode:			
	<input checked="" type="radio"/> Complete Upload/Clear <input type="radio"/> Complete Upload/Clear/Download <input type="radio"/> Upload summary data only (Snap-Shot) <input type="checkbox"/> Include Inactive Accounts <input checked="" type="checkbox"/> Include Transactions		
Date to start collection: 08/19/1998			
Time to start collection: 22:22			

Press <Esc> to Quit; <F10> to Collect

Use ↑ or ↓ to choose; Space-bar or Enter to select

**Figure 4-2:**  
Data Collection Setup Screen



**INDIVIDUAL UNIT**—lets you select individual units to communicate with. These units were created in “Laundry Setup.”

Highlight **INDIVIDUAL UNIT** and press **[Enter]**. This initiates another pop up menu with all the units listed. Select the unit(s) you wish to collect from, then press **[Enter]**. Press **[Esc]** to exit the LCU selection menu.

Use the **[↑]**, **[↓]**, or **[Tab]** keys, or press **[Enter]** to move to the Collection Mode field.

**DIRECT CONNECT**—communicates with a unit via a direct cable between the PC's serial port and the control unit's optional communications connector. Set the following communication parameters for the connected unit:

- Highlight **DIRECT CONNECT** and press **[Enter]**.
- Select a **COMM PORT**. Press **[Enter]** for a listing of the COMM ports (the choices are either COMM 1 or COMM 2). Highlight your choice and press **[Enter]**.
- The **BAUD RATE** is set automatically by RECAP. Press **[Enter]** to accept the setting.
- The **PARITY** is automatically set to “NONE” by RECAP. Press **[Enter]** to accept this setting.
- Set the **SECURITY ID**. This is an 8-digit code that is set manually at the LCU in the Communications Loop. (See the *Laundry Controller Administrator's Guide*). The code set in this step must match the ID set at the Laundry Controller. Type in the proper code and press **[Enter]**.

#### Note

These parameters must match the settings of the control unit being collected from.

Use the **[↑]**, **[↓]**, or **[Tab]** keys, or press **[Enter]** to move to the Collection Mode field.

## Collection Mode

From the collection mode section of the Data Collection Setup screen, you can perform four functions:

- Complete Upload/Clear
- Complete Upload/Clear/Download
- Upload Summary Data Only (Snap-Shot)
- Include Inactive Accounts

**COMPLETE UPLOAD/CLEAR**-uploads all of the information from the Laundry Controller, then clears the registers in the Laundry Controller.

Highlight **COMPLETE UPLOAD/CLEAR** and press **[F10]** to start the collection process.

**COMPLETE UPLOAD/CLEAR/DOWNLOAD**-uploads all of the information from the Laundry Controller, clears the registers in the Laundry Controller, then downloads the control unit parameters, including account codes when applicable.

Highlight **COMPLETE UPLOAD/CLEAR/DOWNLOAD** and press **[F10]** to start the collection process.

**UPLOAD SUMMARY DATA ONLY (SNAP-SHOT)**-uploads an up-to-the-minute summary of activity from the Laundry Controller and leaves the information stored in the Controller intact. In a networked system, this allows you to upload data from the selected units to check on their activity. The data from all these units will be included the Snap-shot file, but data from previous Snap-shot collections will be replaced or over-written.

For all other collection schemes, such as walk-up collection, the collected data in the Snap-shot Summary applies only to the last unit collected. Data collected from previous units will be replaced or over-written by the data from each new collection.

Highlight **UPLOAD SUMMARY DATA ONLY (SNAP-SHOT)** and press **[F10]** to start the collection process.

**INCLUDE INACTIVE ACCOUNTS**—uploads Account information from the laundry controller, including any accounts that have not shown any recent activity. Otherwise, only accounts with recent activity will be uploaded.

**INCLUDE TRANSACTIONS**—uploads Transaction information from the laundry controller

**DATE TO START COLLECTION**—is the date the collection starts. the default date is the current system date. To accept this date, press **[Enter]**, or type in the date you want and press **[Enter]**.

**TIME TO START COLLECTION**—the time of day to start the collection. The default time is the current system time. To accept this time, press **[Enter]**, or type in the time you want to start collecting and press **[Enter]**.

#### NOTE

If a date and/or time specified is in the future, another screen appears showing the specified start date and the current date and time. When the current date and time agrees with the specified date and time, collection commences. This feature is usually used to start collection after hours, when no one is working.

Press **[F10]** to start the collection process. When RECAP is finished collecting, it returns to the Laundry Connection screen.

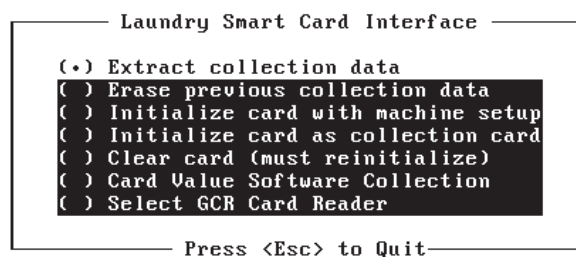
## Laundry Single Interface

On single machine laundry controllers (LSUs), there is no direct data transfer between RECAP and the control unit. LSUs transfer data to RECAP and back through the use of special administrator cards: *S/SETUP* cards for programming LSUs, and *S/COLLECT* cards for collecting information.

From the Main Menu Collect option, highlight *LAUNDRY SINGLE INTERFACE* and press **[Enter]**. The Laundry Smart Card Interface screen appears (Figure 4-3). There are six choices on the Laundry Smart Card Interface menu:

- **Extract Collection Data**-transfers collected data from the collection card to RECAP
- **Erase Previous Collection Data**-erases previously collected data from the collection card
- **Initialize Card With Machine Setup**-initializes the setup card with machine setup information
- **Initialize Card As Collection Card**-initializes a collection card for data transfer between RECAP and a Vending unit
- **Clear Card (must Reinitialize)**-clears all data from the card
- **Card Value Software Collection**-retrieves the activity database from the Card Value Software.
- **Select GCR Card Reader**—Select the Card Reader. Either the GCR 200 Series (S/PC/SCIM) or the GCR 400 Series (S/PC/SCIM/4).

10:39:56 pm



↑ or ↓ to select; Space-bar or Enter to choose

**Figure 4-3:**

Laundry Smart Card Interface Screen

Follow these steps to perform any of the previous menu selections:

---

### Extract Collection Data

Follow these instructions to begin the transfer of data between the Collection Card and your PC:

- 1 Highlight *EXTRACT COLLECTION DATA* and press **[Enter]**. The Data Collection screen appears.
- 2 Insert the collector card into the smart card management reader and press **[Enter]** to collect data. To quit without collecting data, press **[Q]**.
- 3 RECAP retrieves the Collection Data from the collector card, clears the card, and returns to the Laundry Smart Card Interface Screen.

---

### Erase Previous Collection Data

Follow these instructions to erase previous collection data from your collector card:

- 1 Highlight *ERASE PREVIOUS COLLECTION DATA* and press **[Enter]**. The next screen prompts you to insert your card into the smart card reader (at this point, you can press **[Esc]** to abort the erasure process).
- 2 Insert the collector card into the smart card management reader and press **[Enter]**. To quit without erasing any data, press **[Esc]**.
- 3 RECAP erases the collection data from the collector card and returns to the Laundry Smart Card Interface Screen.

---

### Initialize Card With Machine Setup

Follow these instructions to initialize the setup card with your machine setup information:

- 1 Highlight *INITIALIZE CARD WITH MACHINE SETUP* and press **[Enter]**. A screen appears with a listing of LSU machines and addresses.
- 2 Highlight the machine descriptions you want downloaded to your setup card and press **[Enter]**. The next screen prompts you to insert your card into the smart card management reader (at this point, you can press **[Esc]** to abort the initialization process).
- 3 Insert the setup card into the smart card management reader and press **[Enter]**. To quit without initializing the card, press **[Esc]**.
- 4 RECAP downloads the machine setup/configuration data to the setup card and returns to the Laundry Smart Card Interface Screen.

---

## Initialize Card As Collection Card

Follow these instructions to initialize the collector card as a collection card:

- 1 Highlight *INITIALIZE CARD AS COLLECTION CARD* and press **[Enter]**. A second screen appears listing the following choices:  

( ) Summary  
( ) Summary & Transaction  
Security ID \_\_\_\_\_ (you must enter your equipment security ID)

### Note

The security ID entered here should match the ID programmed into the LSU being collected from. It's not possible to collect from LSUs that have a different security ID without first reinitializing the collector card for each different group of units.

Highlight your choice and press **[F10]**. The next screen prompts you to insert your card into the smart card management reader (at this point, you can press **[Esc]** to abort the initialization process).

- 2 Insert the collection card into the smart card management reader and press **[Enter]**. To quit without initializing the card, press **[Esc]**.
- 3 RECAP initializes the card as a collector card and returns to the Laundry Smart Card Interface screen.

---

## Clear Card (Must Reinitialize)

Follow these instructions to clear your collector or setup card of all data:

- 1 Highlight *CLEAR CARD (MUST REINITIALIZE)* and press **[Enter]**. The next screen prompts you to insert your card into the smart card management reader (at this point, you can press **[Esc]** to abort the process).
- 2 Insert the collector or setup card into the smart card management reader and press **[Enter]**. To quit without clearing the card, press **[Esc]**.
- 3 RECAP clears the card of all data and returns to the Laundry Smart Card Interface screen.

### Note

Following this procedure, the card must be reinitialized before it can be used again for data collection or setup.

---

### Card Value Software Collection

Follow these instructions to collect Card Value (SERV) Software Summary data:

- 1 Highlight **CARD VALUE SOFTWARE COLLECTION** and press **[Enter]**. The next screen that appears prompts you to enter the directory that the SERV software is located. If you accepted the default directory when you installed the SERV software, the directory is **C:\SERV>**. For more information, refer to the *SERV Manual*.
- 2 Type in the name of the directory where the activity database is stored and press **[F10]**. RECAP collects the Card Value data and returns to the Laundry Smart Card interface screen.

---

### Select GCR Card Reader

Follow these instructions to collect card value software summary data:

- 1 Highlight **SELECT GCR CARD READER** and press **[Enter]**. The Choose Reader screen appears.
- 2 Highlight the type card reader and press **[F10]** or **[Esc]** to select and returns to the Laundry Smart Card interface screen.

## LSU/MT Laundry Interface

On laundry controllers (LSU/MTs), there is no direct data transfer between RECAP and the control unit. LSU/MTs transfer data to RECAP and back through the use of special administrator cards: *S/SETUP/PLUS* cards for programming LSU/MTs, and *S/COLLECT/PLUS* cards for collecting information.

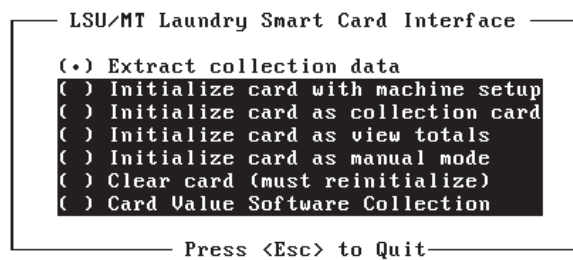
From the Main Menu Collect option, highlight *LSU/MT LAUNDRY INTERFACE* and press **[Enter]**. The LSU/MT Laundry Smart Card Interface screen appears (Figure 4-4). There are seven choices on the LSU/MT Laundry Smart Card Interface menu:

- **Extract Collection Data**-transfers collected data from the collection card to RECAP.
- **Initialize Card With Machine Setup**-initializes the setup card with machine setup information. The Security ID of the card must match that of the machine unless the Security ID of the machine is set to zero. (NOTE: The Security ID is also set in the assigned collect group.)
- **Initialize Card As Collection Card**-initializes a card as either a Summary Collection or Detailed Collection card. The summary collection card is able to collect period totals from up to 28 machines per card. The detailed collection card, limited to 10 machines per card, is used to collect both period and non-resettable totals.

### NOTE:

Both summary and detailed collection cards clear the machine period totals. If you do a summary collection, you will not be able to then go back and do a detailed collection covering the same time period.

- **Initialize Card As View Totals**-initializes a card to be used to display total starts, total additional cycles, and total money. The totals displayed with the view total card are NOT period totals. They are the non-resettable counters,.
- **Initialize Card As Manual Mode**-initializes a card used to place the machine in the manual mode. The Security ID of the card must match that of the machine unless the Security ID of the machine is set to zero. See equipment manufacturer's instructions for manual mode settings.



**Figure 4-4:**  
Laundry Smart Card Interface Screen



- **Clear Card (must Reinitialize)**-clears all data from either a setup or collection card.
- **Card Value Software Collection**-retrieves the activity log of the SERV (smart card “add value”) software. Presents the information as a summary total of all funds transferred to or removed from smart cards. The data is shown in the “Recharge Card” field of a laundry control unit under the Control Management report.

Follow these steps to perform any of the previous menu selections:

---

### Extract Collection Data

Follow these instructions to begin the transfer of data between the Collection Card and your PC:

- 1 Highlight *EXTRACT COLLECTION DATA* and press **[Enter]**. The Data Collection screen appears.
- 2 Insert the collector card into the smart card management reader and press **[Enter]** to collect data. To quit without collecting data, press **[Esc]**.
- 3 RECAP retrieves the Collection Data from the collector card, clears the card, and returns to the LSU/MT Laundry Smart Card Interface Screen.

---

### Initialize Card With Machine Setup

Follow these instructions to initialize the setup card with your machine setup information:

- 1 Highlight *INITIALIZE CARD WITH MACHINE SETUP* and press **[Enter]**. A screen appears with a listing of unit configurations (created in laundry setup).
- 2 Highlight the machine description you want downloaded to your setup card and press **[Enter]**. The next screen prompts you to insert your card into the smart card management reader (at this point, you can press **[Esc]** to abort the initialization process).
- 3 Insert the setup card into the smart card management reader and press **[Enter]**. To quit without initializing the card, press **[Esc]**.
- 4 RECAP downloads the machine setup/configuration data to the setup card and returns to the LSU/MT Laundry Smart Card Interface Screen.

## Initialize Card As Collection Card

Follow these instructions to initialize a card as a collection card:

- 1 Highlight *INITIALIZE CARD AS COLLECTION CARD* and press **[Enter]**. A second screen appears listing the following choices:  
  
    ( ) Summary Collection  
    ( ) Detailed Collection  
    Security ID\_\_\_\_\_ (you must enter your equipment security ID)

### Note

The security ID entered here must match the ID programmed into the machine being collected from. It's not possible to collect unless card and machine Security IDs match.

Highlight your choice and press **[F10]**. The next screen prompts you to insert your card into the smart card management reader (at this point, you can press **[Esc]** to abort the initialization process).

- 2 Insert the collection card into the smart card management reader and press **[Enter]**. To quit without initializing the card, press **[Esc]**.
- 3 RECAP initializes the card as a collection card and returns to the LSU/MT Laundry Smart Card Interface screen.

## Initialize Card As View Totals Card

Follow these instructions to initialize a card as a view totals card:

- 1 Highlight *INITIALIZE CARD AS VIEW TOTALS CARD* and press **[Enter]**. A second screen appears listing the following choice:  
  
    Security ID\_\_\_\_\_ (you must enter your equipment security ID)

### Note

The security ID entered here must match the ID programmed into the machine.

Enter your Security ID and press **[F10]**. The next screen prompts you to insert your card into the smart card management reader (at this point, you can press **[Esc]** to abort the initialization process).

- 2 Insert the view totals card into the smart card management reader and press **[Enter]**. To quit without initializing the card, press **[Esc]**.
- 3 RECAP initializes the card as a view totals card and returns to the LSU/MT Laundry Smart Card Interface screen.

---

### Initialize Card As Manual Mode Card

Follow these instructions to initialize a card as a manual mode card:

- 1 Highlight *INITIALIZE CARD AS MANUAL MODE CARD* and press **[Enter]**. A second screen appears listing the following choice:

Security ID \_\_\_\_\_ (you must enter your equipment security ID)

#### Note

The security ID entered here must match the ID programmed into the machine.

Enter your Security ID and press **[F10]**. The next screen prompts you to insert your card into the smart card management reader (at this point, you can press **[Esc]** to abort the initialization process).

- 2 Insert a card into the smart card management reader and press **[Enter]**. To quit without initializing the card, press **[Esc]**.
- 3 RECAP initializes the card as a manual mode card and returns to the LSU/MT Laundry Smart Card Interface screen.

---

### Clear Card (Must Reinitialize)

Follow these instructions to clear your collector or setup card of all data:

- 1 Highlight *CLEAR CARD (MUST REINITIALIZE)* and press **[Enter]**. The next screen prompts you to insert your card into the smart card management reader (at this point, you can press **[Esc]** to abort the process).
- 2 Insert the collector or setup card into the smart card management reader and press **[Enter]**. To quit without clearing the card, press **[Esc]**.
- 3 RECAP clears the card of all data and returns to the LSU/MT Laundry Smart Card Interface screen.

#### Note

Following this procedure, the card must be reinitialized before it can be used again as a data collection, setup, view totals, or manual mode card.

---

### Card Value Software Collection

Follow these instructions to collect Card Value (SERV) Software Summary data:

- 1 Highlight CARD VALUE SOFTWARE COLLECTION and press **[Enter]**. The next screen that appears prompts you to enter the directory that the SERV software is located. If you accepted the default directory when you installed the SERV software, the directory is C:\SERV>. For more information, refer to the *SERV Manual*.
- 2 Type in the name of the directory where the activity database is stored and press **[F10]**. RECAP collects the Card Value data and returns to the LSU/MT laundry Smart Card interface screen.

## LSU\PLUS Laundry Interface

On LSU/PLUS laundry controllers (LSU/PLs), there is no direct data transfer between RECAP and the control unit. The LSU/PLUS transfers data to RECAP and back through the use of special administrator cards: *S/SETUP/PLUS* cards for programming the LSU/PLUS, and *S/COLLECT/PLUS* cards for collecting information.

From the Main Menu Collect option, highlight *LSU\PLUS LAUNDRY INTERFACE* and press **[Enter]**. The LSU/PL Laundry Smart Card Interface screen appears (Figure 4-5). There are seven choices on the LSU/PLUS Laundry Smart Card Interface menu:

- **Extract Collection Data**-transfers collected data from the collection card to RECAP.
- **Initialize Card With Machine Setup**-initializes the setup card with machine setup information. The Security ID of the card must match that of the machine unless the Security ID of the machine is set to zero. (NOTE: The Security ID is also set in the assigned collect group.)
- **Initialize Card As Collection Card**-initializes a card as either a Summary Collection or Detailed Collection card. The summary collection card is able to collect period totals from up to 28 machines per card. The detailed collection card, limited to 10 machines per card, is used to collect both period and non-resettable totals.

### NOTE:

Both summary and detailed collection cards clear the machine period totals. If you do a summary collection, you will not be able to then go back and do a detailed collection covering the same time period.

- **Initialize Card As View Totals**-initializes a card to be used to display total starts, total additional cycles, and total money.
- The totals displayed with the view total card are NOT period totals. They are the non-resettable counters,.
- **Initialize Card As Manual Mode**-initializes a card used to place the machine in the manual mode. The Security ID of the card must match that of the machine unless the Security ID of the machine is set to zero. See *LSU/PLUS User's Guide* for manual mode settings.
- **Clear Card (must Reinitialize)**-clears all data from either a setup or collection card.
- **Card Value Software Collection**-retrieves the activity log of the SERV (smart card "add value") software. Presents the information as a summary total of all funds transferred to or removed from smart cards. The data is shown in the "Recharge Card" field of a laundry control unit under the Control Management report.

Follow these steps to perform any of the previous menu selections:

## Extract Collection Data

Follow these instructions to begin the transfer of data between the Collection Card and your PC:

- 1 Highlight *EXTRACT COLLECTION DATA* and press **[Enter]**. The Data Collection screen appears.
- 2 Insert the collector card into the smart card management reader and press **[Enter]** to collect data. To quit without collecting data, press **[Esc]**.
- 3 RECAP retrieves the Collection Data from the collector card, clears the card, and returns to the LSU/PL Laundry Smart Card Interface Screen.

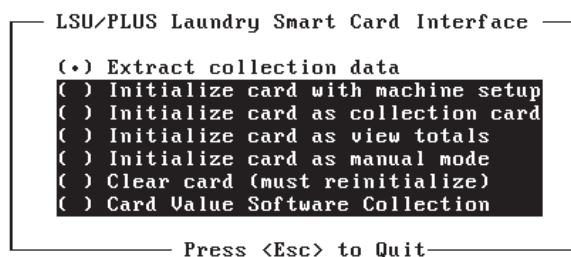
## Initialize Card With Machine Setup

Follow these instructions to initialize the setup card with your machine setup information:

- 1 Highlight *INITIALIZE CARD WITH MACHINE SETUP* and press **[Enter]**. A screen appears with a listing of unit configurations (created in laundry setup).
- 2 Highlight the machine description you want downloaded to your setup card and press **[Enter]**. The next screen prompts you to insert your card into the smart card management reader (at this point, you can press **[Esc]** to abort the initialization process).
- 3 Insert the setup card into the smart card management reader and press **[Enter]**. To quit without initializing the card, press **[Esc]**.
- 4 RECAP downloads the machine setup/configuration data to the setup card and returns to the LSU/PL Laundry Smart Card Interface Screen.

## Initialize Card As Collection Card

Follow these instructions to initialize a card as a collection card:



**Figure 4-5:**

Laundry Smart Card Interface Screen

- 1 Highlight *INITIALIZE CARD AS COLLECTION CARD* and press **[Enter]**. A second screen appears listing the following choices:

( ) Summary Collection  
 ( ) Detailed Collection  
 Security ID \_\_\_\_\_ (you must enter your equipment security ID)

#### Note

The security ID entered here must match the ID programmed into the machine being collected from. It's not possible to collect unless card and machine Security IDs match.

Highlight your choice and press **[F10]**. The next screen prompts you to insert your card into the smart card management reader (at this point, you can press **[Esc]** to abort the initialization process).

- 2 Insert the collection card into the smart card management reader and press **[Enter]**. To quit without initializing the card, press **[Esc]**.
- 3 RECAP initializes the card as a collection card and returns to the LSU/PL Laundry Smart Card Interface screen.

### Initialize Card As View Totals Card

Follow these instructions to initialize a card as a view totals card:

- 1 Highlight *INITIALIZE CARD AS VIEW TOTALS CARD* and press **[Enter]**. A second screen appears listing the following choice:

Security ID \_\_\_\_\_ (you must enter your equipment security ID)

#### Note

The security ID entered here must match the ID programmed into the machine.

Enter your Security ID and press **[F10]**. The next screen prompts you to insert your card into the smart card management reader (at this point, you can press **[Esc]** to abort the initialization process).

- 2 Insert the view totals card into the smart card management reader and press **[Enter]**. To quit without initializing the card, press **[Esc]**.
- 3 RECAP initializes the card as a view totals card and returns to the LSU/PL Laundry Smart Card Interface screen.

### Initialize Card As Manual Mode Card

Follow these instructions to initialize a card as a manual mode card:

- 1 Highlight *INITIALIZE CARD AS MANUAL MODE CARD* and press **[Enter]**. A second screen appears listing the following choice:

Security ID \_\_\_\_\_ (you must enter your equipment security ID)

**Note**

The security ID entered here must match the ID programmed into the machine.

Enter your Security ID and press **[F10]**. The next screen prompts you to insert your card into the smart card management reader (at this point, you can press **[Esc]** to abort the initialization process).

- 2 Insert a card into the smart card management reader and press **[Enter]**. To quit without initializing the card, press **[Esc]**.
- 3 RECAP initializes the card as a manual mode card and returns to the LSU/PL Laundry Smart Card Interface screen.

**Clear Card (Must Reinitialize)**

Follow these instructions to clear your collector or setup card of all data:

- 1 Highlight *CLEAR CARD (MUST REINITIALIZE)* and press **[Enter]**. The next screen prompts you to insert your card into the smart card management reader (at this point, you can press **[Esc]** to abort the process).
- 2 Insert the collector or setup card into the smart card management reader and press **[Enter]**. To quit without clearing the card, press **[Esc]**.
- 3 RECAP clears the card of all data and returns to the LSU/PL Laundry Smart Card Interface screen.

**Note**

Following this procedure, the card must be reinitialized before it can be used again as a data collection, setup, view totals, or manual mode card.



---

### Card Value Software Collection

Follow these instructions to collect Card Value (SERV) Software Summary data:

- 1 Highlight CARD VALUE SOFTWARE COLLECTION and press **[Enter]**. The next screen that appears prompts you to enter the directory that the SERV software is located. If you accepted the default directory when you installed the SERV software, the directory is C:\SERV>. For more information, refer to the *SERV Manual*.
- 2 Type in the name of the directory where the activity database is stored and press **[F10]**. RECAP collects the Card Value data and returns to the LSU/PL laundry Smart Card interface screen.



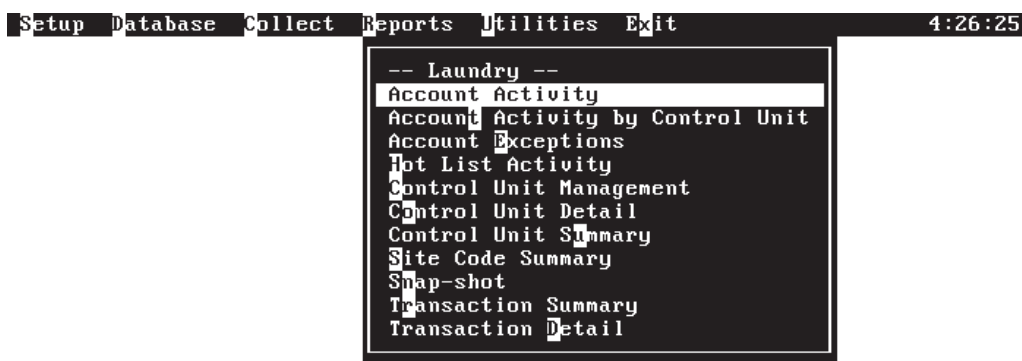
## 5 Generating Reports

RECAP generates several reports based on the information collected from the Laundry Controllers. This section describes how to generate RECAP's Laundry reports.

The following is a list of the reports that RECAP is capable of generating for the Laundry control units:

- **Account Activity**-Summary of account activity by Department and User ID
- **Account Activity by Control Unit**-Summary of account activity, sorted by individual LCUs, LSCs
- **Account Exceptions**-Summary of account activity that has not been assigned a User ID or Department, sorted by Input ID
- **Hot List Activity**-Summary of attempts to use unauthorized cards.
- **Control Unit Management**-Summary of usage counts sorted by Laundry Control Units
- **Control Unit Detail**-Listing of usage counts sorted by the individual machines controlled by each control unit
- **Control Unit Summary**-Summary of usage counts sorted by the individual machines controlled by each control unit

(Continued on the next page.)



Good Afternoon. Today is Tuesday, December 15, 1998

**Figure 5-1:**  
The Laundry Reports Menu

- **Site Code Summary**-Summary of usage counts and totals by Site Code
- **Snap-Shot**-Summary of usage data from a Snap-shot collection of all LCUs without clearing period-to-date totals
- **Transaction Summary**-Summary of usage counts and card activity by Card Number
- **Transaction Detail**-Listing of usage counts and unit activity, sorted by unit address

## Report Conventions

Throughout this section you will be prompted to type in dates, addresses, and account numbers for the different reports. Use the following formats when you type this information:

### Dates

All dates in this section use the format *MMDDYYYY*-for instance, enter the date of October 6, 1995 as **10 06 1995**

### Account Numbers

All account numbers in this section use the format *1234567890*-for instance, enter account number 12558 as **12558**  (note that there are no commas; you can also disregard any zeroes at the beginning of the account number).

### NOTE

**The account numbers for report generation are the same as the input ID numbers from the field 1 database.**

### Group Codes and ID Numbers

All group codes and ID numbers in this section use the format *1234*-for instance, enter group code or ID Start number 225 as **225**  (you can disregard any zeroes at the beginning of the number).

## Account Activity

The Laundry Account Activity provides a summary of the activity of individual accounts. RECAP generates the report by user ID number and gives the user's name, count, and corresponding cost.

Follow these instructions to create an account summary:

- 1 From the Laundry Reports menu, highlight *ACCOUNT ACTIVITY* and press **Enter**. The Laundry Account Activity screen appears (Figure 5-2).
- 2 *REPORT START* is the starting date for the report. Type in the date and press **Enter** (the format for all dates in this section is *MMDDYYYY*).
- 3 *REPORT END* is the ending date for the report. Type in the date and press **Enter**.
- 4 *ACCOUNT START* is the first account number for the report (the start of the report). The default account number that appears in this field is the lowest-numbered account in the database. Press **Enter** to accept this number, or type a new number and press **Enter**.
- 5 *ACCOUNT END* is the last account number for the report (the end of the report). The default account number that appears in this field is the highest-numbered account in the database. Press **Enter** to accept this number, or type a new number and press **Enter**.

Laundry Account Activity 5:03:59 pm

Report Start: 02/20/1997  
 Report End : 02/20/1997

Account Start: 1234567890  
 Account End : 1234567890  
 Inactive Accounts ? : ☐

Report Code : All Equipment

List Report to: ( ) Printer  
 (•) Screen

Press F10 to start or Escape to cancel

Figure 5-2  
Laundry Account Activity Screen

- 6 *INACTIVE ACCOUNTS?* indicates whether or not to include the inactive account in the report. If you choose *YES*, RECAP generates a report on all accounts, even if their account balances are zero. The default choice is *NO*, which minimizes the time needed to generate the report. This is important when you are working with large account lists. Press  to accept the default, or type *Y* and press .<sup>1</sup>
- 7 *REPORT CODE* selects which equipment is included in the report. Press  to view a list of the report code settings. Highlight your choice and press .
- 8 *LIST REPORT TO* directs the report to the screen or to a printer. Highlight either *SCREEN* or *PRINTER* and press  or the spacebar. Press  to generate the report. Otherwise, highlight *<CANCEL>* and press  to quit without generating any reports.

RECAP returns to the Laundry Reports menu.

---

1 *YES* is only applicable if you choose to collect inactive accounts during the collection process.

Schlumberger DANYL		Account Activity		Page 1	
		Your Company Name Here		October 07, 1998	
1		Date Range from 02/20/1997 to 02/20/1997			
		Account Range from 0000000001 to 1234567890			
2	3	4	5		
user ID	user	Starts	Cost		
-----		-----	-----		
1234567890123456	Carpenter, Woody	1	1.00		
13	Havvit, I. Don	2	2.00		
-----		-----	-----		
department	6 00000001-Admin.	7 3	8 3.00		
0000000000000002	Clean, Willy	2	2.00		
000001	Baker, Cookie	5	5.00		
11	Hizzed, Aaron	3	3.00		
-----		-----	-----		
department	00000002-Executive Staff	10	10.00		
0000000000000003	Turner, Wheel	1	1.00		
-----		-----	-----		
department	00000003-Accounting	1	1.00		
0000000000000005	Plan, Iva	3	3.00		
-----		-----	-----		
department	00000005-Product Development	3	3.00		
10	Legg, Peg	1	1.00		
-----		-----	-----		
department	00000007-Manufacturing	1	1.00		
9	Holm, Wanda Go	4	4.00		
-----		-----	-----		
department	00000008-Custodial	4	4.00		
0000000000000006	Coward, Ima	6	6.00		
-----		-----	-----		
department	00000009-Training	6	6.00		
8	Sikh, I. M.	7	7.00		
-----		-----	-----		
department	00000010-Students	7	7.00		
Schlumberger DANYL Account Activity Page 2					
		Your Company Name Here		October 07, 1998	
Final Total...		9 35	10 35.00		
		=====	=====		
Selected Collection Range: from 02/20/1997 to 02/20/1997					
11	Selected Account Range: from 0000000001 to 1234567890				
Report Code		: All Equipment			
End of Report					



**Laundry Account Activity Report**  
(keyed to sample report on opposite  
page)

- 1 Date and Account ranges included in the report
- 2 User ID
- 3 User
- 4 Reported number of machine starts (for the user on the same line)
- 5 Total cost of the machine starts
- 6 The users listed above the line are assigned to this department
- 7 Total number of starts for the department
- 8 Total cost to the department
- 9 Sum of number of starts for all departments
- 10 Sum of cost for all departments
- 11 A reminder of the ranges covered by this report

## Account Activity by Control Unit

The Laundry Account Activity by Control Unit report provides a summary of the activity of individual accounts. RECAP generates the report by user ID number and gives the user's name, count, and corresponding cost.

Follow these instructions to create an Account Activity by Laundry Control Unit report:

- 1 From the Laundry Reports menu, highlight *ACCOUNT ACTIVITY BY CONTROL UNIT* and press . The Account Activity by Laundry Control Unit screen appears (Figure 5-3).
- 2 *REPORT START* is the starting date for the report. Type in the date and press  (the format for all dates in this section is *MMDDYYYY*).
- 3 *REPORT END* is the ending date for the report. Type in the date and press .
- 4 *ACCOUNT START* is the first account number for the report (the start of the report). The default account number that appears in this field is the lowest-numbered account in the database. Press  to accept this number, or type a new number and press .
- 5 *ACCOUNT END* is the last account number for the report (the end of the report). The default account number that appears in this field is the highest-numbered account in the database. Press  to accept this number, or type a new number and press .

### Account Activity by Laundry Control Unit

Report Start:	08/01/1995
Report End :	08/08/1995
Account Start:	0000000000
Account End :	ZZZZZZZZZZ
Inactive Accounts ?	: N
Report Code	: All Equipment
List Report to:	( ) Printer
	(.) Screen
<input style="display: inline-block; width: 45%;" type="button" value=" &lt; OK &gt; "/> <input style="display: inline-block; width: 45%;" type="button" value=" &lt;Cancel&gt; "/>	

Press F10 to start or Escape to cancel

**Figure 5-3:**

Account Activity by Control Unit Screen

- 6 *INACTIVE ACCOUNTS?* indicates whether or not to include the inactive account in the report. If you choose *YES*, RECAP generates a report on all accounts, even if their account balances are zero. The default choice is *NO*, which minimizes the time needed to generate the report. This is important when you are working with large account lists. Press  to accept the default, or type *Y* and press .
- 7 *REPORT CODE* selects which type of equipment is providing the report. Press  to view a list of the equipment available. Highlight your choice and press .
- 8 *LIST REPORT TO* directs the report to the screen or to a printer. Highlight either *SCREEN* or *PRINTER* and press  or the spacebar. Press  to generate the report. Otherwise, highlight *<CANCEL>* and press  to quit without generating any reports.

RECAP returns to the Laundry Reports menu.

---

2 *YES* is only applicable if you choose to collect inactive accounts during the collection process.

Schlumberger DANYL Account Activity by Laundry Control Unit Page 1  
Your Company Name Here October 07, 1998

1 Date Range from 02/20/1997 to 02/20/1997  
Account Range from 0000000001 to 1234567890  
Address Range from 45 to 47

2 Control Unit # 45 Report Code: All Equipment

user ID	user	Wash/Dry Starts	Cost
1234567890123456	Carpenter, Woody	1	1.00
13	Havvit, I. Don	2	2.00
department 000000001-Admin.	Plan, Iva	3	3.00
0000000000000005		3	3.00
department 00000005-Product Development		3	3.00
Unit Total...		6	6.00

Schlumberger DANYL Account Activity by Laundry Control Unit Page 2  
Your Company Name Here October 07, 1998

Date Range from 02/20/1997 to 02/20/1997  
Account Range from 0000000001 to 1234567890  
Address Range from 45 to 47

12 Control Unit # 47 Report Code: All Equipment

user ID	user	Wash/Dry Starts	Cost
00000000000000002	Clean, Willy	2	2.00
000001	Baker, Cookie	5	5.00
11	Hizzed, Aaron	3	3.00
department 00000002-Executive Staff	Turner, Wheel	10	10.00
0000000000000003		1	1.00
department 00000003-Accounting	Legg, Peg	1	1.00
10		1	1.00
department 00000007-Manufacturing	Holm, Wanda Go	1	1.00
9		4	4.00
department 00000008-Custodial	Coward, Ima	4	4.00
0000000000000006		6	6.00
department 00000009-Training	Sikh, I. M.	6	6.00
8		7	7.00
department 00000010-Students		7	7.00
Unit Total...		29	29.00

Schlumberger DANYL Account Activity by Laundry Control Unit Page 3  
Your Company Name Here October 07, 1998

Final Total... 13 35 14 35.00

15 Selected Collection Range : from 02/20/1997 to 02/20/1997  
Selected Account Range : from 0000000001 to 1234567890  
Included Address Range : from 45 to 47  
Report Code : All Equipment

End of Report

**Laundry Account Activity by Control  
Unit Report**  
(keyed to sample report on opposite  
page)

- 1 Date, Account, and Address ranges included in the report
- 2 Control Unit for this section of the report and the selected report code
- 3 User ID (number)
- 4 User (name)
- 5 Reported number of machine (washer or dryer) starts (for the user on the same line)
- 6 Total cost of the machine starts
- 7 The users listed above the line are assigned to this department
- 8 Total number of starts for the department
- 9 Total cost to the department
- 10 Total Starts (this control unit, all departments))
- 11 Total cost (this control unit, all departments)
- 12 Next Control Unit (if any)
- 13 Sum of number of starts for all units and all departments
- 14 Sum of cost for all units and all departments
- 15 A reminder of the ranges covered by this report

## Account Exceptions

The Laundry Account Exceptions report provides a list of all accounts that do not have User IDs. To activate these accounts, add them to the user database and revalidate the system (see Part 1, Chapter 2, *Working With the Databases*, for more information).

Follow these instructions to create an Account Exceptions report:

- 1 From the Laundry Reports menu, highlight *ACCOUNT EXCEPTIONS* and press **[Enter]**. The Laundry Account Exceptions screen appears.
- 2 *LIST REPORT TO* (this is the only option available for this menu choice) directs the report to the screen or to a printer. Highlight either *SCREEN* or *PRINTER* and press **[Enter]** or the spacebar. Press **[F10]** to generate the report. Otherwise, highlight *<CANCEL>* and press **[Enter]** to quit without generating any reports.

RECAP returns to the Laundry Reports menu.

*****		
This report lists all Accounts that do not have a User ID		
associated with them. Please add these Accounts into the User		
Database, then revalidate using the Revalidate Accounts menu selection.		
*****		
Schlumberger DANYL	Account Exceptions Report	Page 1
	< Your Company Name Here >	December 14, 1995
<b>1</b>	<b>2</b>	<b>3</b>
Input ID	Uses	Amount
-----	-----	-----
0000000001	7	1.75
0000000011	10	2.50
0000003122	7	1.75
0000191381	3	0.75
0000191440	3	0.75
0000191561	4	1.00
0000610095	9	2.25
0084213231	5	1.25
0115033481	6	1.50
0144007201	3	0.75
0184652181	6	1.50
0194232560	3	0.75
0273865771	1	0.25
0282892901	6	1.50
0302879851	13	3.25
0344362781	7	1.75
0353608201	6	1.50
0393069791	8	2.00
0394498881	16	4.00
0403650421	1	0.25
0413041432	11	2.75

**Laundry Account Exceptions Report**  
(keyed to sample report on opposite  
page)

- 1** Input ID (not associated with a user)
- 2** Number of times this Input ID was used for machine starts
- 3** Total cost associated with the Input ID

## Hot List Activity

The Hot List Activity report generates a summary of unauthorized card operation attempts. Additionally, if the Load Type is set to Hot List, the report lists cards that were invalidated by the unit. The reported type indicates the type of access attempted; A=account and C=card. The ID field of the report will be your field 1 ID (called user throughout this manual) if the type listed is "A." The ID field will be the card serial number if the type field listed is "C." (For more information on Load Types, refer to Chapter 3, *Laundry Setup Planning*.)

Follow these instructions to create a Hot List Activity report:

- 1 From the Laundry Reports menu, highlight **HOT LIST ACTIVITY** and press **[Enter]**. The Laundry Hot List Activity screen appears (Figure 5-4).
- 2 **INPUT ID START** is the first Input ID for the report (the start of the report). The default Input ID that appears in this field is the lowest-numbered Input ID in the database. Press **[Enter]** to accept this number, or type a new number and press **[Enter]**.
- 3 **INPUT ID END** is the last Input ID for the report (the end of the report). The default Input ID that appears in this field is the highest-numbered Input ID in the database. Press **[Enter]** to accept this number, or type a new number and press **[Enter]**.

### Laundry Hot-List Activity

Input-ID Start:  
Input-ID End :

List Report to: ☐ Printer  
☐ Screen

< OK >      <Cancel>

Press **F10** to start or **Escape** to cancel

**Figure 5-4:**

Laundry Hot-List Activity Reports Screen



- 4 *LIST REPORT TO* directs the report to the screen or to a printer. Highlight either *SCREEN* or *PRINTER* and press Enter or the spacebar. Press F10 to generate the report. Otherwise, highlight *<CANCEL>* and press Enter to quit without generating any reports. RECAP returns to the Laundry Reports menu.

Schlumberger DANYL		Laundry Hot List Activity		Page 1	
		Your Company Name Here		October 08, 1998	
<div>1</div> <div>Date Range from 02/20/1997 to 02/20/1997</div> <div>Input-ID Range from 4095803401 to 9999999989</div>					
Input ID	Type	Access attempted	Card disabled	ID	Name
<div>2</div>	<div>3</div>	<div>4</div>	<div>5</div>	<div>6</div>	<div>7</div>
4095803401	C	*	*	80004095803401	Zumminov, Igo
9999999989	C	*	*	80009999999989	Banks, Robin
End of Report					

**Laundry Hot List Activity Report**  
(keyed to sample report on opposite  
page)

- 1 Date and Input ID ranges included in the report
- 2 Input ID
- 3 Type access attempted
  - C = card; ID is card serial number
  - A = account; ID is account number
- 4 Access attempted
  - \* =yes
  - = no
- 5 Card disabled
  - \* = yes
  - = no
- 6 ID is either card serial number or account number
- 7 User's name

## Control Unit Management

The Control Unit Management report provides a summary of the activity of individual control units.

Follow these instructions to create a Control Unit Management report:

- 1 From the Laundry Reports menu, highlight *CONTROL UNIT MANAGEMENT* and press **[Enter]**. The Laundry Control Unit Management screen appears (Figure 5-5).
- 2 *REPORT START* is the starting date for the report. Type in the date and press **[Enter]** (the format for all dates in this section is *MMDDYYYY*).
- 3 *REPORT END* is the ending date for the report. Type in the date and press **[Enter]**.
- 4 *ADDRESS START* is the first address in the report (the start of the report). The default address that appears in this field is the lowest-numbered address in the database. Press **[Enter]** to accept this number, or type a new number and press **[Enter]**.
- 5 *ADDRESS END* is the last address in the report (the end of the report). The default address that appears in this field is the highest-numbered address in the database. Press **[Enter]** to accept this number, or type a new number and press **[Enter]**.

### Laundry Control Unit Management

```

Report  Start: 08/01/1995
Report  End  : 08/08/1995

Address Start: 1
Address End  : 900

Report
Code       : All Equipment

List Report to: ( ) Printer
               (.) Screen

< OK >      <Cancel>
  
```

Press F10 to start or Escape to cancel

**Figure 5-5:**

Laundry Control Unit Management Screen

- 6 *REPORT CODE* selects which equipment is included in the report. Press **Enter** to view a list of the equipment settings. Highlight your choice and press **Enter**.
- 7 *LIST REPORT TO* directs the report to the screen or to a printer. Highlight either *SCREEN* or *PRINTER* and press **Enter** or the spacebar. Press **F10** to generate the report. Otherwise, highlight *<CANCEL>* and press **Enter** to quit without generating any reports.

RECAP returns to the Laundry Reports menu.

Schlumberger DANYL

Laundry Control Unit

Page 1

Your Company Name Here

October 07, 1998

1

Date Range From 02/07/1997 To 02/26/1997

2

Control Unit: 40 Super Clean

Firmware: 09

Report Code: All Equipment

-----WASH-----

-----DRY-----

Starts

Amount

Starts

Amount

Period Meters

3 2

2.260

4 2

1.650

Non-resettable Meters

5 3

3.260

6 2

1.650

-----

Card Activity

-----

7

Additional Cycles

5

3

0.000

Off-Peak usage

2

5

Off-Peak discounts

0.000

0.800

Site-Code discounts

0.000

0.800

-----

Cash Activity

Recharge card

Value of Bills

Total Cash

-----

8

Recharge

\$ 0.000

\$ 0

\$ 0.000

Recharge Bonus

\$ 0.000

Recharge + Bonus

\$ 0.000

9

Control Unit: 41 Wow WASHER

Firmware: 09

Report Code: All Equipment

-----WASH-----

-----DRY-----

Starts

Amount

Starts

Amount

Period Meters

3

3.130

2

5.000

Non-resettable Meters

8

17.130

6

11.000

-----

Card Activity

-----

Additional Cycles

2

1

0.500

Off-Peak usage

4

2

Off-Peak discounts

2.560

2.000

Site-Code discounts

0.560

0.000

-----

Cash Activity

Recharge card

Value of Bills

Total Cash

-----

Recharge

\$ 4.000

\$ 4

\$ 4.000

Recharge Bonus

\$ 0.000

Recharge + Bonus

\$ 0.000

**Laundry Control Unit Management  
Report**  
(keyed to sample report on opposite  
page)

- 1 The Date range included in the report
- 2 Control Unit (listed in unit address order), the firmware installed, and the Report code are identified
- 3 Number of washer starts and the cost of the starts (within the selected date range)
- 4 Number of dryer starts and the cost of the starts (within the selected date range)

Note:

All data reported is period data (resettable) except Items 5 and 6 (and the non-resettable meters line reported for each controller)

- 5 Number of washer starts and the cost of the starts (from installation to report cutoff date)
- 6 Number of dryer starts and the cost of the starts (from installation to report cutoff date)
- 7 Card Activity is reported for the current period (the date range of the report). Activity is broken down into the number and value of:
  - Additional Cycles/Top-offs
  - The number of times used during off-peak discount periods
  - The value of all off-peak discounts
  - The value of all site code discounts
- 8 Accepted Bills reports the number of bills accepted, by denomination, and the total value of those bills
- 9 Next control unit

10

```

Schlumberger DANYL      Laundry Control Unit      Page      2
                        Your Company Name Here      October 07, 1998

                        Date Range From 02/07/1997 To 02/26/1997

Control Unit:      48 Super Clean Laundry      Firmware:      8
Report Code:      All Equipment

                        --WASH--
                        Starts      Amount      --DRY--
                        Starts      Amount

Period Meters      1      1.000      1      1.000

Non-resettable
Meters      1      1.000      1      1.000
-----

Card Activity
-----
Additional Cycles      0      0.000
Off-Peak usage      0      0.000
Off-Peak discounts      0.000      0.000
Site-Code discounts      0.000      0.000

Cash Activity      Recharge card      Value of Bills      Total Cash
-----
Recharge      $      0.000      $      0      $      2.000
Recharge Bonus      $      0.000
Recharge + Bonus      $      0.000

```

11

```

Schlumberger DANYL      Laundry Control Unit      Page      3
                        Your Company Name Here      October 07, 1998

                        Date Range From 02/07/1997 To 02/26/1997

Summary      Report Code :All Equipment

                        --WASH--
                        Starts      Amount      --DRY--
                        Starts      Amount

Equipment Activity      12      6      6.390      13      5      7.650
-----

Card Activity
-----
Additional Cycles      7      0.500
Off-Peak usage      6      0.500
Off-Peak discounts      2.560      2.800
Site-Code discounts      0.560      0.800

Cash Activity      Recharge card      Value of Bills      Total Cash
-----
Recharge      $      0.000      $      0      $      6.000
Recharge Bonus      $      0.000
Recharge + Bonus      $      0.000

End of Report

```



**Laundry Control Unit Management  
Report**  
(keyed to sample report on opposite  
page)

- 10** Next controller
- 11** Report Summary (sum of all controllers)
- 12** Number of washer starts and the cost of the starts
- 13** Number of washer and dryer starts and the cost of the starts
- 14** Card Activity reported by all controllers. Activity is broken down into the number and value of:
  - Additional Cycles/Top-offs
  - The number of times used during off-peak discount periods
  - The value of all off-peak discounts
  - The value of all site code discounts
- 15** Accepted Bills reports the number of bills accepted, by denomination, and the total value of those bills (sum of all controllers)

## Control Unit Detail

The Control Unit Detail report provides a summary of the activity of individual laundry machines controlled by multiunit control units. Reports are sorted by unit addresses.

Follow these instructions to create a Control Unit Detail report:

- 1 From the Laundry Reports menu, highlight *CONTROL UNIT DETAIL* and press **Enter**. The Laundry Control Unit Detail screen appears (Figure 5-6).
- 2 *REPORT START* is the starting date for the report. Type in the date and press **Enter** (the format for all dates in this section is *MMDDYYYY*).
- 3 *REPORT END* is the ending date for the report. Type in the date and press **Enter**.

### Laundry Control Unit Detail

Report	Start:	08/01/1995
Report	End :	08/08/1995
Address	Start:	1
Address	End :	900
Report	Code : All Equipment	
List Report to:	( ) Printer	
	(. ) Screen	
< OK >		
<Cancel>		

Press F10 to start or Escape to cancel

**Figure 5-6:**

Control Unit Detail Report Screen

- 4 *ADDRESS START* is the first address in the report (the start of the report). The default address that appears in this field is the lowest-numbered address in the database. Press  to accept this number, or type a new number and press .
- 5 *ADDRESS END* is the last address in the report (the end of the report). The default address that appears in this field is the highest-numbered address in the database. Press  to accept this number, or type a new number and press .
- 6 *REPORT CODE* selects which equipment is included in the report. Press  to view a list of the equipment settings. Highlight your choice and press .
- 7 *LIST REPORT TO* directs the report to the screen or to a printer. Highlight either *SCREEN* or *PRINTER* and press  or the spacebar. Press  to generate the report. Otherwise, highlight *<CANCEL>* and press  to quit without generating any reports.

RECAP returns to the Laundry Reports menu.

Schlumberger DANYL		Laundry Control Unit Detail		Page 1	
		Your Company Name Here		October 07, 1998	
1		Date Range from 02/13/1997 to 01/17/1998			
		Address Range from 48 to 52			
		--WASH--		--DRY--	
Control Unit		Starts	Amount	Starts	Amount
2					
48 Super Clean Laundry					
Report Code: All Equipment					
3		Machine Number		5	
1 4801		4	2	1	1.000
			2.000		
Control Unit Totals		6	2	7	1
			2.000		1.000
49 LAWN-DRO-MAT					
Report Code: All Equipment					
Machine Number					
1 4901		1	1.000	1	1.000
Control Unit Totals		1	1.000	1	1.000
8					
50 QUICKY MART CLEAN					
Report Code: All Equipment					
Machine Number					
1 5001		67	2.000	71	1.000
2 5002		59	2.000	58	1.000
3 5003		84	2.000	84	1.000
Control Unit Totals		210	6.000	213	3.000
51 REALLY CLEAN CHEAP					
Report Code: All Equipment					
Machine Number					
1 5101		33	2.000	32	1.000
2 5102		44	2.000	42	1.000
Control Unit Totals		77	4.000	74	2.000
52 REALLY CHEAP CLEAN					
Report Code: All Equipment					
Machine Number					
1 5201		21	2.000	34	1.000
2 5202		197	1.500	231	1.250
Control Unit Totals		218	3.500	265	2.250
9				10	
GRAND TOTALS		508	16.500	554	9.250
Report Code All Equipment					
		End of Report			

**Laundry Control Unit Detail Report**  
(keyed to sample report on opposite page)

- Note:
- 1 The Date and Address ranges included in the report
  - 2 Laundry controller identification (for this section of the report)  
Unit address (this example = 48)  
Configuration description (Super Clean Laundry)  
Report Code included in the report
  - 3 Machine number (the sequential number and name assigned during unit configuration (1 4801))
  - 4 Number and cost of washer starts for the reported machine
  - 5 Number and cost of dryer starts for the reported machine
  - 6 Number and cost of washer starts for the reported controller
  - 7 Number and cost of dryer starts for the reported controller
  - 8 The next laundry control unit
  - 9 Number and cost of washer starts for all reported machines and controllers
  - 10 Number and cost of dryer starts for all reported machines and controllers

NOTE

The report has machines that are reporting both washer and dryer starts. This is example data. The actual report will show either washer or dryer data for each machine, not both.

## Control Unit Summary

The Control Unit Summary report provides a summary of the activity of control units. Reports are sorted by unit addresses.

Follow these instructions to create a Control Unit Summary report:

- 1 From the Laundry Reports menu, highlight *CONTROL UNIT SUMMARY* and press **[Enter]**. The Laundry Control Unit Summary screen appears (Figure 5-7).
- 2 *REPORT START* is the starting date for the report. Type in the date and press **[Enter]** (the format for all dates in this section is *MMDDYYYY*).
- 3 *REPORT END* is the ending date for the report. Type in the date and press **[Enter]**.
- 4 *ADDRESS START* is the first address in the report (the start of the report). The default address that appears in this field is the lowest-numbered address in the database. Press **[Enter]** to accept this number, or type a new number and press **[Enter]**.
- 5 *ADDRESS END* is the last address in the report (the end of the report). The default address that appears in this field is the highest-numbered address in the database. Press **[Enter]** to accept this number, or type a new number and press **[Enter]**.
- 6 *REPORT CODE* selects which equipment is included in the report. Press **[Enter]** to view a list of the equipment settings. Highlight your choice and press **[Enter]**.

Laundry Control Unit Summary

10:31:45 am

Report	Start:	02/07/1997
Report	End :	02/07/1997
Address	Start:	40
Address	End :	41
Report	Code	: All Equipment
List Report to:	( )	Printer
	(*)	Screen
< OK >		<Cancel>

Press F10 to start or Escape to cancel

**Figure 5-7:**

Laundry Control Unit Summary Screen

- 7 *LIST REPORT TO* directs the report to the screen or to a printer. Highlight either *SCREEN* or *PRINTER* and press Enter or the spacebar. Press F10 to generate the report. Otherwise, highlight *<CANCEL>* and press Enter to quit without generating any reports.

RECAP returns to the Laundry Reports menu.

Schlumberger DANYL		Laundry Control Unit Summary		Page 1	
		Your Company Name Here		October 09, 1998	
1		Date Range from 02/07/1997 to 02/26/1997			
		Address Range from 40 to 48			
Control Unit	Washer Starts	Dryer Starts	Additional Cycles	Amount	
2	3	4	5	6	
40 MAY DRYER	2	2	5	3.91	
41 MAY WASHER	3	2	5	8.13	
48 Super Clean Laundry	1	1	0	2.00	
-----	-----	-----	-----	-----	
GRAND TOTALS	7 6	8 5	9 10	10	14.04
11 Report Code: All Equipment					
End of Report					



**Laundry Control Unit Summary  
Report**  
(keyed to sample report on opposite  
page)

- 1 The Date and Address ranges included in the report
- 2 Control Unit (address and description)
- 3 Total number of reported washer starts for this control unit
- 4 Total number of reported dryer starts for this control unit
- 5 Total number of reported additional cycle/top-offs for this control unit
- 6 Total reported cost for this control unit - starts and additional cycles
- 7 Total number of reported washer starts for all control units
- 8 Total number of reported dryer starts for all control units
- 9 Total number of reported additional cycle/top-offs for all control units
- 10 Total reported cost for all control units - starts and additional cycles
- 11 Report code included in this report

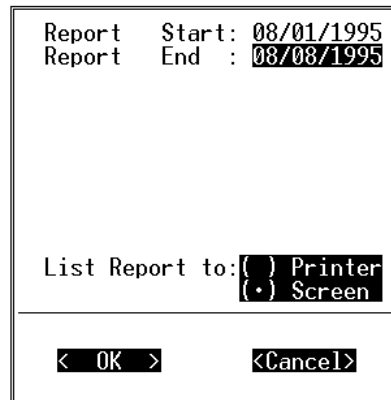
## Site Code Summary

The Laundry Site Code Summary report generates a list of site codes followed by total washer usage dollar amounts and dryer usage dollar amounts for each Site Code. The report also lists dollar amounts accepted for card recharge, the bonus (if any) given for the recharges, and total value added to the recharged cards. The list is sorted by site code.

Follow these instructions to create a Site Code Summary report:

- 1 From the Laundry Reports menu, highlight *SITE CODE SUMMARY* and press **Enter**. The Laundry Site Code Summary screen appears (Figure 5-8).
- 2 *REPORT START* is the starting date for the report. Type in the date and press **Enter** (the format for all dates in this section is *MMDDYYYY*).
- 3 *REPORT END* is the ending date for the report. Type in the date and press **Enter**.

### Laundry Site Code Summary



```
Report  Start: 08/01/1995
Report  End  : 08/08/1995

List Report to: ( ) Printer
                (.) Screen

< OK >      <Cancel>
```

Press F10 to start or Escape to cancel

**Figure 5-8:**

Laundry Site Code Summary Screen

- 4 *LIST REPORT TO* directs the report to the screen or to a printer. Highlight either *SCREEN* or *PRINTER* and press Enter or the spacebar. Press F10 to generate the report. Otherwise, highlight *<CANCEL>* and press Enter to quit without generating any reports.

RECAP returns to the Laundry Reports menu.

Schlumberger DANYL		Laundry Site Code Summary			Page 1	
		Your Company Name Here			October 07, 1998	
1		Date Range from / / to 02/26/1997				
Site Code	WASH Amount	DRY Amount	Recharge Cash +	Recharge Bonus =	Recharge Total	
2	3	4	5	6	7	
8000	1.000	1.000	2.000	0.000	2.000	
8001	2.000	2.000	1.000	1.000	2.000	
9999	1.130	1.650	0.000	0.000	0.000	
Summary						
	WASH Amount	DRY Amount	Recharge Cash +	Recharge Bonus =	Recharge Total	
Totals	8 4.130	9 4.650	10 3.000	11 1.000	12 4.000	
End of Report						

**Laundry Site Code Summary Report**  
(keyed to sample report on opposite page)

- 1 The Date range included in the report
- 2 Site Code
- 3 Total value of washes for this site code
- 4 Total value of dries for this site code
- 5 Total value of cash accepted for card recharge for this site code
- 6 Total value of bonuses given for card recharge for this site code
- 7 Total value applied to cards for card recharge for this site code
- 8 Total value of washes for all site codes
- 9 Total value of dries for all site codes
- 10 Total value of cash accepted for card recharge all site codes
- 11 Total value of bonuses given for card recharge all site codes
- 12 Total value applied to cards for card recharge all site codes

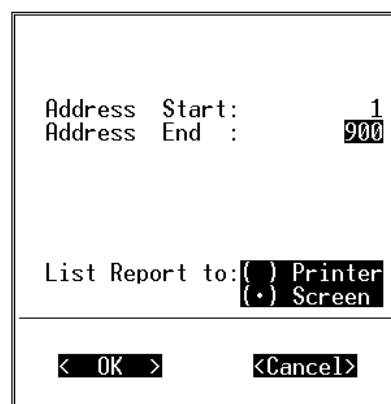
## Snap-Shot

The Laundry Snap-Shot report generates a report from the last LCU or LSC control unit collected from in the snap-shot mode. The report includes grand totals, non-resettable totals of all washer/dryer activity, information on top-offs, discounts, and add value data for all LSCs.

Follow these instructions to create a Snap-Shot report:

- 1 From the Laundry Reports menu, highlight *SNAP-SHOT* and press **[Enter]**. The Laundry Snap-Shot screen appears (Figure 5-9).
- 2 *ADDRESS START* is the first address for the report (the start of the report). The default address that appears in this field is the lowest-numbered address in the database. Press **[Enter]** to accept this number, or type a new number and press **[Enter]**.
- 3 *ADDRESS END* is the last address for the report (the end of the report). The default address that appears in this field is the highest-numbered address in the database. Press **[Enter]** to accept this number, or type a new number and press **[Enter]**.

Laundry Snap-Shot



Address Start: 1  
Address End : 900

List Report to: ( ) Printer  
(•) Screen

< OK >      <Cancel>

Press F10 to start or Escape to cancel

**Figure 5-9:**

Laundry Snap-Shot Screen

- 4 *LIST REPORT TO* directs the report to the screen or to a printer. Highlight either *SCREEN* or *PRINTER* and press Enter or the spacebar. Press F10 to generate the report. Otherwise, highlight *<CANCEL>* and press Enter to quit without generating any reports.

RECAP returns to the Laundry Reports menu.

Schlumberger DANYL		LCU - Snap-Shot Report		Page 1	
		Your Company Name Here		October 07, 1998	
<b>1</b>		Date of Collection : 02/14/1997			
<b>2</b>		Control Unit: 47		Firmware: 8	
		Report Code: All Equipment			
		---WASH---		---DRY---	
		Starts	Amount	Starts	Amount
		-----	-----	-----	-----
		Period Meters	<b>3</b> 45 45.000	<b>4</b> 41 41.000	
		Non-resettable Meters	<b>5</b> 45 45.000	<b>6</b> 41 41.000	
		-----			
		Card Activity			
		-----			
<b>7</b>		Additional Cycles	0	0	0.000
		Off-Peak usage	0	0	
		Off-Peak discounts	0.000		0.000
		Site-Code discounts	0.000		0.000
		-----			
		Cash Activity	Recharge card	Value of Bills	Total Cash
		-----	-----	-----	-----
<b>8</b>		Recharge	\$ 0.000	\$ 86.000	\$ 86.000
		Recharge Bonus	\$ 0.000		
		Recharge + Bonus	\$ 0.000		
		-----			
		Schlumberger DANYL LCU - Snap-Shot Report Page 2			
		Your Company Name Here		October 07, 1998	
		Date of Collection : 02/14/1997			
<b>9</b>		<div style="border: 1px dashed black; padding: 5px; display: inline-block;"> Summary      Report Code :All Equipment </div>			
		----WASH----		----DRY----	
		Starts	Amount	Starts	Amount
		-----	-----	-----	-----
		Equipment Activity	<b>10</b> 45 45.000	<b>11</b> 41 41.000	
		-----			
		Card Activity			
		-----			
<b>12</b>		Additional Cycles	0	0	0.000
		Off-Peak usage	0	0	
		Off-Peak discounts	0.000		0.000
		Site-Code discounts	0.000		0.000
		-----			
		Cash Activity	Recharge card	Value of Bills	Total Cash
		-----	-----	-----	-----
<b>13</b>		Recharge	\$ 0.000	\$ 86.000	\$ 86.000
		Recharge Bonus	\$ 0.000		
		Recharge + Bonus	\$ 0.000		
		-----			
		End of Report			



**Laundry Snap-shot Report**  
**(keyed to sample report on opposite page)**

- 1 The Date of collection for this report
- 2 Control Unit (listed in unit address order), the firmware installed, and the Report code are identified
- 3 Number of washer starts and the cost of the starts
- 4 Number of dryer starts and the cost of the starts

**Note:**

All data reported is period data (resettable) except Items 5 and 6

- 5 Number of washer starts and the cost of the starts (from installation to report cutoff date)
- 6 Number of dryer starts and the cost of the starts (from installation to report cutoff date)
- 7 Card Activity is reported for the current period (activity since the last full collection). Activity is broken down into the number and value of:
  - Additional Cycles/Top-offs
  - The number of times used during off-peak discount periods
  - The value of all off-peak discounts
  - The value of all site code discounts
- 8 Accepted Bills reports the number of bills accepted, by denomination, and the total value of those bills
- 9 Report Summary (sum of all controllers)
- 10 Number of washer starts and the cost of the starts
- 11 Number of washer and dryer starts and the cost of the starts
- 12 Card Activity reported by all controllers. Activity is broken down into the number and value of:
  - Additional Cycles/Top-offs
  - The number of times used during off-peak discount periods
  - The value of all off-peak discounts
  - The value of all site code discounts
- 13 Accepted Bills reports the number of bills accepted, by denomination, and the total value of those bills (sum of all controllers)

## Transaction Summary

The LCU Transaction Summary report generates a listing of usage, dollar amounts, average balance, and last use (organized by card number) from all units that have the Transaction Log capability.

Follow these instructions to create a Transaction Summary report:

- 1 From the Laundry Reports menu, highlight *TRANSACTION SUMMARY* and press **[Enter]**. The LCU Transaction Summary screen appears (Figure 5-10).
- 2 *REPORT START* is the earliest date for the report (the start of the report). The default date that appears in this field is the earliest date in the database. Press **[Enter]** to accept this number, or type a new date and press **[Enter]**.
- 3 *REPORT END* is the last date for the report (the end of the report). The default date that appears in this field is the most recent date in the database. Press **[Enter]** to accept this number, or type a new date and press **[Enter]**.

LCU-Transaction Summary 6:37:13 am

Report Start: 02/19/1997  
Report End : 03/14/1997

Card No Start: 00000117624  
Card No End : 12345678901

Address Start: 4  
Address End : 34

List Report to: ( ) Printer  
                  (•) Screen

< OK >      <Cancel>

Press F10 to start or Escape to cancel

**Figure 5-10:**

Laundry Transaction Summary Screen

- 4 *CARD NO START* is the lowest card number for the report. The default card number that appears in this field is the lowest card number in the database. Press **[Enter]** to accept this number, or type a new number and press **[Enter]**.
- 5 *CARD NO END* is the last card number for the report. The default card number that appears in this field is the highest card number in the database. Press **[Enter]** to accept this number, or type a new number and press **[Enter]**.
- 6 *ADDRESS START* is the first address number for the report (the start of the report). The default address number that appears in this field is the lowest-numbered address in the database. Press **[Enter]** to accept this number, or type a new number and press **[Enter]**.
- 7 *ADDRESS END* is the last address for the report (the end of the report). The default address that appears in this field is the highest-numbered address in the database. Press **[Enter]** to accept this number, or type a new number and press **[Enter]**.
- 8 *LIST REPORT TO* directs the report to the screen or to a printer. Highlight either *SCREEN* or *PRINTER* and press **[Enter]** or the spacebar. Press **[F10]** to generate the report. Otherwise, highlight *<CANCEL>* and press **[Enter]** to quit without generating any reports.

RECAP returns to the Laundry Reports menu.

Schlumberger DANYL			LCU Transaction Summary			Page 1
			Your Company Name Here			October 07, 1998
<b>1</b>	Date	Range from	02/19/1997	to	03/14/1997	
	Address	Range from	4	to	34	
	Card Number	Range from	00000117624	to	12345678901	
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	
Card number	Uses	Sum of Purchase	Sum of Add Value	Average Balance	Last Used	
00000117624	2		\$ 28.50	\$ 91.83	02/26/1997	
00000198879	4	\$ 1.00		\$ 24.75	03/07/1997	
00000203812	1		\$ 1.00	\$ 232.55	03/07/1997	
00000266778	2		\$ 28.50	\$ 125.39	02/26/1997	
00039911867	8		\$ 166.04	\$ 91.20	02/28/1997	
00043059641	1		\$ 1.00	\$ 992.35	02/27/1997	
	---	-----	-----			
Totals:	18	\$ 1.00	\$ 225.04			
	<b>8</b>	<b>9</b>	<b>10</b>			
Average number of uses per card			3	<b>11</b>		
Average transaction card balance			\$ 138.22	<b>12</b>		
End of Report						

**Laundry Transaction Summary  
Report**  
(keyed to sample report on opposite  
page)

- 1 The Date, Address, and Card number ranges included in the report
- 2 Card Number list of all reported cards used
- 3 Total number of times each reported card was used
- 4 Total value of all purchases for each card
- 5 Total value added to each card during the reporting period
- 6 Average balance remaining on each reported card during the date range of the report
- 7 The last date (within the date range) that each card was used
- 8 Total number of card transactions reported
- 9 Total value of card transactions reported
- 10 Total value added to all reported cards
- 11 Average number of times each reported card was used
- 12 Average balance on a reported card during the period

## Transaction Detail

The LCU Transaction Detail report provides a report of information for each transaction performed at the unit. The report, by unit address, includes the date and time of the transaction, the site code and discount (if any), the transaction type code, the sequential number of the transaction for the card and the unit, the amount of the transaction, the card balance, and the card number.

Follow these instructions to create a Transaction Detail report:

- 1 From the Laundry Reports menu, highlight *TRANSACTION DETAIL* and press **Enter**. The LCU Transaction Detail screen appears (Figure 5-11).
- 2 *REPORT START* is the earliest date for the report (the start of the report). The default date that appears in this field is the earliest date in the database. Press **Enter** to accept this number, or type a new date and press **Enter**.
- 3 *REPORT END* is the last date for the report (the end of the report). The default date that appears in this field is the most recent date in the database. Press **Enter** to accept this number, or type a new date and press **Enter**.

LCU-Transaction Detail 6:37:25 am

Report Start: 02/19/1997  
Report End : 03/14/1997

Card No Start: 00000117624  
Card No End : 12345678901

Address Start: 4  
Address End : 34

List Report to: ( ) Printer  
                  (•) Screen

< OK >      <Cancel>

Press F10 to start or Escape to cancel

**Figure 5-11:**  
Laundry Transaction Detail Screen

- 4 *CARD NO START* is the lowest card number for the report. The default card number that appears in this field is the lowest card number in the database. Press **[Enter]** to accept this number, or type a new number and press **[Enter]**.
- 5 *CARD NO END* is the last card number for the report. The default card number that appears in this field is the highest card number in the database. Press **[Enter]** to accept this number, or type a new number and press **[Enter]**.
- 6 *ADDRESS START* is the first address number for the report (the start of the report). The default address number that appears in this field is the lowest-numbered address in the database. Press **[Enter]** to accept this number, or type a new number and press **[Enter]**.
- 7 *ADDRESS END* is the last address for the report (the end of the report). The default address that appears in this field is the highest-numbered address in the database. Press **[Enter]** to accept this number, or type a new number and press **[Enter]**.
- 8 *LIST REPORT TO* directs the report to the screen or to a printer. Highlight either *SCREEN* or *PRINTER* and press **[Enter]** or the spacebar. Press **[F10]** to generate the report. Otherwise, highlight *<CANCEL>* and press **[Enter]** to quit without generating any reports.

RECAP returns to the Laundry Reports menu.

Schlumberger DANYL

LCU Transaction Detail

Page 1

Your Company Name Here

October 07, 1998

1

Date Range from 02/19/1997 to 03/14/1997

Address Range from 4 to 34

Card Number Range from 00000117624 to 12345678901

Date	Time	Site Code	Disc	---Transaction---	Type/T	Card Machine	Amount	Card Balance	Card Number	
2	3	4	5	6	7	8	9	10	11	12
Unit Address: 4 Description:										
A	02/26/1997	08:55	0	2%	4F	0	0	\$0.00	\$0.00	00000003753
B	02/26/1997	08:57	0	2%	43	0	1	\$0.00	\$0.00	00000003753
C	02/26/1997	14:01	1010	0%	50	4	13	\$1.00	\$1.00	00039911867
	02/26/1997	14:02	8008	10%	50	38	14	\$0.90	\$89.38	000000117624
D	02/26/1997	14:04	8008	10%	50	326	15	\$0.90	\$98.10	00000266778
	02/26/1997	14:22	8008	10%	50	327	16	\$0.90	\$97.20	00000266778
	02/26/1997	14:46	8008	0%	50	39	17	\$0.90	\$88.48	00000117624
	02/27/1997	07:47	8000	0%	50	677	18	\$1.00	\$992.35	00043059641
E	02/28/1997	07:54	8106	901%	57	0	4	\$1.00	\$23456.78	00000547247
	02/28/1997	10:30	1010	0%	50	13	20	\$1.00	\$104.50	00039911867
	02/28/1997	10:35	1010	0%	50	14	21	\$1.00	\$103.50	00039911867
	02/28/1997	10:36	1010	0%	50	15	22	\$1.00	\$102.50	00039911867
	02/28/1997	10:37	1010	0%	50	16	23	\$1.00	\$101.50	00039911867
	02/28/1997	10:40	1010	0%	50	17	24	\$1.00	\$100.50	00039911867
	02/28/1997	10:49	1010	0%	50	18	25	\$1.00	\$99.50	00039911867
	03/06/1997	16:36	8000	0%	50	1	26	\$1.00	\$24.75	00000198879
	03/07/1997	08:02	8000	0%	50 2	199	27	\$1.00	\$232.55	00000203812
	03/07/1997	15:33	1010	0%	50	1	28	\$1.00	\$24.75	00000198879
	03/07/1997	15:33	1010	0%	50	2	29	\$1.00	\$23.75	00000198879
	03/07/1997	15:35	8009	0%	50	3	30	\$1.00	\$22.75	00000198879
Unit Address: 34 Description:										
	02/19/1997	1345	8003	10%	43	0	0	\$1.00	\$0.03	12345678901
End of Report										

Transaction Types

A - Power On

B - Collect/Clear

C - Sale

D - Discount Purchase

E - Account Purchase



**Laundry Transaction Detail Report**  
**(keyed to sample report on opposite**  
**page)**

- 1** Date, Address, and Card Number ranges included in the report
- 2** Date of reported transaction
- 3** Time of reported transaction
- 4** Site Code of reported transaction  
or  
0 (zero) indicates power-up or settlement
- 5** Percent discount assigned to the group code  
or  
SAM type  
(if group code is zero)  
or  
Last 3 digits of an account number  
(for account transactions)
- 6** Type transaction (See RECAP Appendix E for a list of transaction types)
- 7** Termination code if an error occurred
- 8** Card transaction number reported
- 9** Machine transaction number reported
- 10** Amount of the transaction
- 11** Balance on a reported card during the period  
or  
First 7 digits of an account number  
(for account transactions)
- 12** Card number  
or  
SAM serial number  
(if group code is zero)



## 6

## Laundry Utilities

This section covers the RECAP Laundry Utilities menu selections:

- **Re-sort Collected Data**-regenerates the index order of the account, summary, site code, and hot list database. Perform after collections are made, prior to report generation if errors are encountered.
- **Backup Collection Data**-makes a backup of the accounts, site codes, and unit summary data by date range to your floppy drive.
- **Restore Collection Data**-restores accounts, site codes, and unit summary data from your backups to RECAP.
- **Clear Collection Date Range**-clears accounts, site codes, and unit summary databases by date range.
- **Export Collection Data**-lets you transfer accounts, unit summary, or site code data to an external file. Data files can be exported in the following formats: Lotus, Microsoft XL, and ASCII (text).
- **Backup Configuration Data**-makes a backup of the configuration data to your floppy drive.
- **Restore Configuration Data**-restores configuration data from your backups to RECAP.
- **Revalidate Accounts**-checks and revalidates the accounts database with information from the user database

These utilities were developed as tools for maintaining your laundry account database. To use RECAP's other utility capabilities such as importing databases, changing the date format, importing databases, etc., use the Main Utility Menu selections.

For each level of password protection, only those utilities listed below the level name are available. Note that the Collection Only level has no access to the utilities.

SYSTEM SETUP	ADMINISTRATOR	USER
General Purpose	General Purpose (limited)	
Re-sort Collected Data	Re-sort Collected Data	Re-sort Collected Data
Backup Collection Data	Backup Collection Data	Backup Collection Data (no clear after backup)
Restore Collection Data	Restore Collection Data	
Clear Collection Date Range		
Export Collection Data	Export Collection Data	Export Collection Data
Backup Configuration Data		
Restore Configuration Data	Restore Configuration Data	
Revalidate Collected Accounts	Revalidate Collected Accounts	

## Using the Utilities

Follow these instructions to use RECAP's Laundry Utilities:

From RECAP's main menu, highlight *UTILITIES*, and press `[Enter]`. Highlight *LAUNDRY* and press `[Enter]`. The Laundry Utilities menu appears (Figure 6-1).

The rest of this chapter explains each of the Laundry Utilities.



Re-sort the Collected Data Files

**Figure 6-1:**

The Laundry Utilities Menu

## Re-sort Collected Data

The Re-sort Collected Data utility re-sorts the collected databases. From the Laundry Utilities Menu, highlight *RE-SORT COLLECTED DATA* and press either the space bar or **[Enter]**. You can also make this selection by pressing **[Q]**.

The *RE-SORT DATA FILES* menu appears (Figure 6-2). Highlight the data files you want to re-sort and press the space bar. When a data file is marked for sorting, an "X" appears in the brackets to the left of the file. The default setting has all of the data files marked for sorting. Select **<OK>** and press **[Enter]** or **[Q]** to start the sort.

During the process, RECAP tells you which database it is sorting. When sorting is complete, RECAP returns to the Laundry Utilities Menu.

2:18:31 pm



**Figure 6-2:**  
Setting up the Re-sort Collected Data Utility

## Backup Collection Data

This option lets you back up your data or archive it. *Backing up* means that you save a copy on floppy diskettes. *Archiving* means that you save a copy, but the records you save are removed from your system. Highlight **BACKUP DATA** and press **[Enter]** or **[B]**.

The Backup Data menu appears (Figure 6-3). The dates that appear in the fields are the earliest and latest dates in your database. To change dates and only backup a specific date range, move the cursor to the desired field and type in the new dates.

After you've selected the dates, select the backup drive. The selections offered are A or B (if you try to select a drive other than A or B, a pop-up box tells you that your only choices are A or B). Highlight either **A** or **B** and press **[Enter]**.

2:19:07 pm

— **BACKUP COLLECTION DATA** —

Collection data date range  
Start: 02/07/1997 End: 02/26/1997

Last Backup date range  
Start: 01/01/1994 End: 02/05/1997

Current Backup date range  
Start: 01/01/1994 End: 02/05/1997

Backup to drive: **A**

Clear the records after Backup ?

☒ Yes      ☐ No

**< OK >**      **<Cancel>**

— Summary/Site-code/Account —

**Figure 6-3:**  
Backup Data Menu

The cursor moves to the ( )YES box. Decide whether you want to just back up your files or archive them-in other words, save a copy of your files on diskette and delete them from your hard disk drive.

- If you want to back up the files (no delete), select ( )NO.
- If you want to archive the files (delete), select ( )YES.

**WARNING:**

If you select ( )YES, RECAP backs up the data and then deletes the records from the working directory.

If you are not sure whether to delete these records, or if you do not want them deleted, select ( )NO and press Enter.

To start the back up or archive, press O or select <OK> and press Enter. To cancel, select <CANCEL> and press Enter. RECAP reverts to the previous settings and exits to the Laundry Utilities Menu.

## Restore Collection Data

The Restore Collection Data utility restores accounts, site codes, and unit summary data from your backup copies to the RECAP system.

### Note

The restored data is added to the existing file. It does not replace existing data.

Highlight *RESTORE* and press the space bar, **Enter** or **R**.

This prompt appears:

```
Do you wish to Restore data for the Laundry system? <YES><NO>
```

The **<YES>** prompt is highlighted. Press the space bar or **Enter**. (If you highlight **<NO>** and press **Enter**, RECAP returns to the Laundry Utilities Menu.)

The Append Collection Data screen appears (Figure 6-4).

Choose the drive you want to restore the data from. The choices are A or B. Type either **A** or **B** and press **Enter**.

Highlight **<OK>** and press **Enter** to begin restoring data, or highlight **<CANCEL>** and press **Enter** to quit and return to the Laundry Utilities menu.

After RECAP is finished, it returns to the Laundry Utilities menu.

2:58:27 pm

```

  APPEND COLLECTION DATA
Restore files from Drive : A
      < OK >      <Cancel>
Summary/Site-code/Account
```

Good Afternoon. Today is Tuesday, September 22, 1998

**Figure 6-4:**  
Append Collection Data Screen



## Clear Collection Date Range

The Clear Collection Date Range utility clears all Laundry Control Unit (LCU, LSC, LSU) accounts, summary, site-code, hot-list, and machine summary data by date range. Highlight *CLEAR COLLECTION DATE RANGE* and press either the space bar, **[Enter]** or **[C]**.

The Clear By Date Range screen appears (Figure 6-5). Here you have two options:

- Clear By Date Range—clear data that falls a specified time period
- Clear All Data—clears ALL DATA from the records

To Clear By Date Range, highlight *DATE RANGE: FROM:*. The dates that appear in the fields are the earliest and latest dates in your database. To accept these default dates press **[Enter]**, or type in the desired date ranges and press **[Enter]**.

To Clear All Data, highlight *CLEAR ALL DATA* and press the space bar to override the date range selections.

### WARNING:

*CLEAR ALL DATA* clears all the transaction data, site codes, and unit summary files of all data. Make sure that this is what you intend to do. You might want to use the Backup option to save the data on diskettes first, before you delete all of the files.

CLEAR BY DATE RANGE

Date Range: From : 08/01/1995  
To : 08/08/1995

[ ] Clear All Data

< OK >      <Cancel>

**Figure 6-5:**  
Clear By Date Range Screen

Highlight <OK> and press , or press . Highlight <CANCEL> and press  to revert to the default settings and return to the Value Center Utilities Menu.

Depending upon which option you selected, one of these prompts appears:

Are you sure you want to clear ALL data?	<Yes><No>
Are you sure you want to clear This Date Range?	<Yes><No>

Highlight <NO> and press  to cancel the clear process. To clear your databases, highlight <YES> and press .

You're returned to the Value Center Utilities menu.

## Export Collection Data

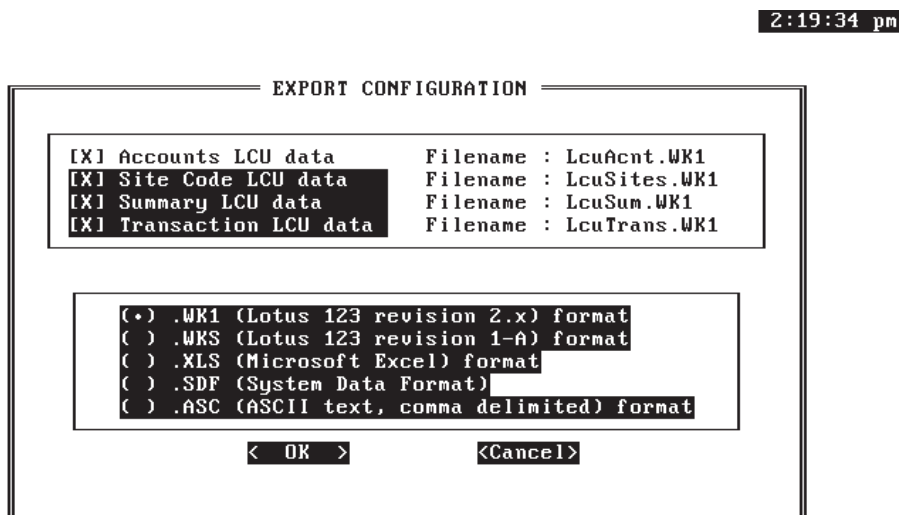
This option lets you export RECAP's database files to files in these types of formats:

- .WK1 (Lotus 123 revision 2.x) format
- .WKS (Lotus 123 revision 1-A) format
- .XLS (Microsoft™ Excel) format
- .SDF (Standard Data Format)
- .TXT (ASCII text, comma delimited) format

Most database and spreadsheet software packages accommodate at least one of these formats. Check your software guide for instructions on importing ASCII files if the standard format is not listed above.

Highlight *EXPORT COLLECTION DATA* and press **[Enter]** press **[E]**. A second menu appears with two choices: *EXPORT* and *CONFIGURE EXPORT*. Highlight *CONFIGURE EXPORT* and press **[Enter]**.

The Export Configuration screen appears (Figure 6-6). You must select an export format before you can export a file.



**Figure 6-6:**  
Export Configuration Screen

---

## Configuring an Export File

Highlight the database you want to export and press **[Enter]**. You may also press **[A]** for the Accounts LCU Database, **[S]** for the Site Code LCU Database, or **[U]** for the Summary LCU Database.

To select a format, use **[Tab]** to move to the list of formats. Continue pressing **[Tab]** until you have highlighted your selection. Press the space bar to enter the selection. The filename extension changes to correspond to the format you've selected. Make a note of the name RECAP gives your file, so you can retrieve that file later from the RECAP default directory.

To save the configuration and return to the Export Configuration menu, highlight **<OK>** and press **[Enter]**. To cancel, highlight **<Cancel>** and press **[Enter]**.

---

## Exporting Your File

To export data according to configuration specifications, highlight **EXPORT** and press **[Enter]** or **[E]**. The next screen lets you specify the date range within the database to export.

The dates that appear in the date field are the earliest and latest dates in the database. To change the dates, place your cursor in the date field and enter your desired date range.

Highlight **<OK>** and press **[Enter]** to save the configuration and begin exporting. Highlight **<CANCEL>** and press **[Enter]** to return to the Export Configuration menu without saving.

When RECAP is done exporting, the following message appears:

Press any key

Press any key to return to the Export Configuration menu. Press **[Tab]** to return to the Laundry Utilities menu.

## Backup Configuration Data

This option lets you back up your configuration data. *Backing up* means that you save a copy on floppy diskettes. Highlight *BACKUP CONFIGURATION DATA* and press **[Enter]** or **[U]**.

The Backup Configuration Data menu appears (Figure 6-7). Select the backup drive. The selections offered are A or B (if you try to select a drive other than A or B, a pop-up box tells you that your only choices are A or B). Highlight either *A* or *B* and press **[Enter]**.

RECAP prepares your configuration data for backup. Once this process is complete, RECAP prompts you to place a diskette in the specified drive and begins transferring data. When the data transfer is complete, RECAP returns you to the Laundry Utilities menu.



**Figure 6-7:**  
Backup Configuration Data Screen

## Restore Configuration Data

The Restore Configuration Data utility restores configuration files from your backup copies to the RECAP system.

### Note

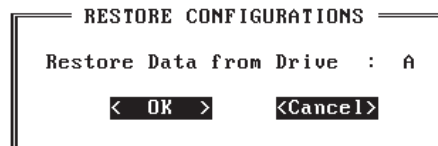
Restore replaces existing configuration files. It does NOT append them.

Highlight *RESTORE CONFIGURATION DATA* and press the space bar, **Enter** or **T**.

The *RESTORE CONFIGURATIONS* screen appears (Figure 6-8). This menu lets you select the drive from which your backup is stored. The selections offered are A or B (if you try to select a drive other than A or B, a pop-up box tells you that your range is limited to A or B). To change your drive range, move your cursor to the Drive field and type in your selection. Highlight **<OK>** and press **Enter**.

RECAP prepares your database for restoration. Once this process is complete, RECAP prompts you to place a diskette in the specified drive and begins replacing data. When the data transfer is complete, RECAP returns to the Laundry Utilities menu.

2:20:01 pm



**Figure 6-8:**  
Restore Configuration Data Screen

## Revalidate Accounts

When a collection is made and input IDs are stored in control units that are not part of the main database [e.g., users added between collections (exceptions)], the main database must be updated to include these input IDs and their descriptions. After the administrator adds these descriptions to the main database, revalidate the accounts database with the user database by removing the exceptions.

Highlight *REVALIDATE ACCOUNTS* and press  or . When you make this selection, a prompt appears:

Revalidate the Accounts Database?	<Yes><No>
-----------------------------------	-----------

To revalidate the Account Database, highlight <YES> and press . When complete, the Accounts Revalidated screen appears (Figure 6-9).

To cancel, highlight <NO> and press  to return to the Laundry Utilities menu.

<p>REVALIDATE ACCOUNTS</p> <p>There are 12558 total records.</p> <p>There were 1049 invalid records.</p> <p>There were 1049 records revalidated.</p> <p>Press Escape to Stop</p>
--

**Figure 6-9:**  
Revalidate Accounts Screen





# INDEX

## A

Account Activity . . . . . 5-1  
Account Activity by Control Unit . . 5-1, 5-8 - 5-11  
Account Activity by Control Unit Report . . . . 5-8  
Account Activity Report. . . . . 5-4  
Account Exceptions . . . . . 5-1  
Account Exceptions Report. . . . . 5-12  
Account Numbers . . . . . 5-3  
Additional Cycle Cost. . . . . 2-4  
ASCII . . . . . 6-9

## B

Backup Configuration Data . . . . . 6-11  
Backup Data . . . . . 6-4 - 6-5  
Base Cost . . . . . 2-4  
Bonus Mode  
    Normal/None . . . . . 2-11  
    Single Bill . . . . . 2-11

## C

Clear Date Range. . . . . 6-7 - 6-8  
Collect Group  
    Description . . . . . 2-11  
Collecting Data and Downloading Configuration 4-1  
    Collect Group . . . . . 4-2  
    Collection Mode . . . . . 4-4 - 4-5  
    Laundry Setup . . . . . 4-3  
Collection Mode. . . . . 4-4 - 4-5  
    Complete Upload/Clear. . . . . 4-4  
    Complete Upload/Clear/Download . . 4-4  
    Upload summary data only (Snap-Shot)  
        . . . . . 4-4  
Complete Upload/Clear . . . . . 4-4  
Complete Upload/Clear/Download . . . . . 4-4  
Configuring an Export File . . . . . 6-10

Configuring Wash/Dry Control . . . . . 2-5 - 2-7

    Description . . . . . 2-5  
    Interface Type. . . . . 2-5  
    Maximum Additional Cycles . . . . . 2-6  
    Top-Off Time . . . . . 2-6

Configuring Wash/Dry Cost

    Additional Cycle Cost. . . . . 2-4  
    Base Cost. . . . . 2-4  
    Description . . . . . 2-4  
    Discounts . . . . . 2-4

Control Group

    Planning . . . . . 2-10, 2-12 - 2-13

Control Groups. . . . . 3-10 - 3-11

Control Unit Detail . . . . . 5-1

Control Unit Detail Report. . . . . 5-24

Control Unit Management . . . . . 5-1

Control Unit Management Report. . . . . 5-18

Control Unit Summary. . . . . 5-1, 5-28 - 5-31

Control Unit Summary Report . . . . . 5-28

Cycle Time . . . . . 2-6

## D

Daily Designations . . . . . 2-8  
Dates . . . . . 5-3  
Default Language. . . . . 2-7  
Direct Connect . . . . . 4-3  
Discount Mode (Sum/Greater) . . . . . 2-8  
Discounts. . . . . 2-4

## E

Export . . . . . 6-9 - 6-10  
    Configuring an Export File. . . . . 6-10  
    Exporting Your File . . . . . 6-10

## Export File Extensions

.SDF . . . . .	6-9
.TXT. . . . .	6-9
.WK1 . . . . .	6-9
.WKS . . . . .	6-9
.XLS. . . . .	6-9

Exporting Your File . . . . .	6-10
-------------------------------	------

## G

Generating Reports . . . . .	5-1 - 5-48
Greater Discounts . . . . .	2-8
Group Codes . . . . .	5-3

## H

Hot List Activity . . . . .	5-1
Hot List Activity Report . . . . .	5-14
Hot-List . . . . .	3-11
How The Laundry System Addendum is Organized	1-2
How The Laundry System Addendum Is Organized	1-2

## I

ID Numbers. . . . .	5-3
In Case of a Problem . . . . .	1-2
Interface 0 . . . . .	2-6
Interface Type . . . . .	2-5

## L

Language . . . . .	2-7, 3-5
Laundry Collect	
Collect Group . . . . .	4-2
Direct Connect . . . . .	4-3
Individual Name. . . . .	4-3
Laundry Setup . . . . .	3-1 - 4-3
Control Groups . . . . .	3-10 - 3-11
LCU Configuration . . . . .	3-12 - 3-16
Off-Peak Hour Groups . . . . .	3-6 - 3-7
Site Code Groups. . . . .	3-7
Wash/Dry Control . . . . .	3-4 - 3-5
Laundry Utilities . . . . .	6-1
Backup data . . . . .	6-4 - 6-5
Backup User Database . . . . .	6-9 - 6-10
Clear Date Range . . . . .	6-7 - 6-8
Re-sort Collected Data . . . . .	6-3
Restore Data . . . . .	6-6
Revalidate Account. . . . .	6-13 - 6-14

## LCU

Definition . . . . .	1-1
LCU Configuration . . . . .	3-12 - 3-16
LSU/PLUS . . . . .	4-15 - 4-20

## M

Maximum Additional Cycles . . . . .	2-6
Multi Card . . . . .	2-7, 3-5

## N

Negative Verify Mode . . . . .	3-11
--------------------------------	------

## O

Off-Peak Discounts. . . . .	2-8
Off-Peak Hour group	
Discount Mode (Sum/Greater) . . . . .	2-8
Off-Peak Hour Group	
Daily Designations . . . . .	2-8
Description . . . . .	2-8
Off-Peak Discounts . . . . .	2-8
Off-Peak Hour Groups . . . . .	3-6 - 3-7

## P

Planning Your Laundry Setup Configuration Groups	2-1
Configuring Wash/Dry Control . . . . .	2-5 - 2-7

## R

Reports	
Snap-Shot . . . . .	5-36
Re-sort Collected Data . . . . .	6-3
Restore Data . . . . .	6-6
Revalidate Accounts . . . . .	6-13 - 6-14

## S

Self Load . . . . .	3-11
Site Code Group	
Description . . . . .	2-9
Site Code Groups . . . . .	3-7
Site Code Summary . . . . .	5-2, 5-32
Snap-Shor Report. . . . .	5-36
Snap-Shot . . . . .	5-36 - 5-39

Snap-Shot-Summary . . . . .	5-2
Standard Data Format . . . . .	6-9
Sum Discounts . . . . .	2-8

## T

Time Estimate	
Interface 0. . . . .	2-6
Timeout . . . . .	2-13
Top-Off Time . . . . .	2-6
Transaction Detail Report . . . . .	5-44 - 5-48
Transaction Summary . . . . .	5-2

Transaction Summary Report. . . . .	5-40
-------------------------------------	------

## U

Upload summary data only (Snap-Shot) . . . .	4-4
--	-----

## V

Verify . . . . .	3-11
------------------	------

## W

Wash/Dry Control. . . . .	3-4 - 3-5
---------------------------	-----------

What This Addendum Covers. . . . .	1-1 - 1-2
------------------------------------	-----------

How the Laundry System Addendum is Organized. . . . .	1-2
In Case of a Problem . . . . .	1-2