

Creating Online Sticker Validations

Validations expire 1 year from creation date

Step 1: Login to this link using your email and password:

<https://spark-cloud.tibaparking.net/university-of-rochester/>

Step 2: On the Left Hand Side you will see **3 Options**: Currently only 2 are available - Choose one:

- **Stickers:** Batch validations for printing. (40 stickers on sheet)
- **eValidation:** Used to validate ticket only
- **Coupon (Do Not Use):** Designed for email only. *This option is unavailable at this time.*

Creating Stickers

In the top right of the page; select the button - **Create Sticker**

- a. The Create Sticker page will pop up.
- b. Input the following information: (*denotes a mandatory field)
 - **Parking Lot*** = Univ of Rochester (Includes Lot 8, 13, 14)
 - **Company*** = HRMS Department Name
 - **Sub Company** = Validation Description Name
 - **(Carefully choose correct one needed, this field is used for billing)**
 - **Batch Name*** = Sub Company
 - **(This will show on sticker)**
 - **Validation Type*** = 1-Validation
 - **Quantity*** = Type Quantity Needed (40 stickers on a sheet)
 - **Advanced Usage** = Do Not Select
 - **Valid from and Valid to** = Do Not Change
 - **Days of Week** = Do Not Change
 - **Start Time End Time** = Do Not Change
 - **Notes** = Type Notes for Reference, if needed
 - Select the **Create Button** at the bottom



TO PRINT: Select Batch you want to Print > Select the **printer icon** in the top right, (a .PDF will pop up)

Note: To print stickers you may be required to allow popups before you can print.

Most recent created at top

#	Batch Name	Total	Printed	Used	From #	To #	Company	Sub Company	Created By
> 4	PMC Parking Test	40	40	0	53	92	UF&S Parking	UF&S Parking Test ...	



Applying eValidation On Ticket

- a. Enter 8-digit ticket number
- b. Select the blue search button
 - Select the highlighted #00000000
 - Select Company
 - Select Appropriate Sub Company
 - *(Carefully choose correct one needed, this field is used for billing)*
 - Select Validation Type
 - Select the validate ticket button at the bottom right corner

Validate Ticket