

EASY PAYMENT ADMINISTRATOR GUIDE



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1. Introduction

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Info

This manual is a tool for the owner / administrator / caretaker. It describes "how to use", features, standard settings etc. Further information is given by the supplier.

Do not consider the manual as a reference only, it should be read thoroughly.

We don't advised to set up an Easy Payment System without having a thorough understanding of the entire system - ex. by reading this manual thoroughly.

The built-in onscreen keyboard can be used to set up the system.

Since the Easy system contains a computer, it must also be handled as a computer.

Avoid "illegal" shutdown in the form of ex. power cut, SSD disk and database can be damaged,

This manual does not distinguish between the different HW versions (EasyPay / 600/3000/4000), however it is based on the EasyPay model. The software is basically the same and the possibilities as well.

Daily routines

Every night between 01 and 02 am, Easy systems complete a number of routines:

- Backing up the database and control of the content (back to the days of yesterday)
- Operation log send by E-mail
- The Weeks daily backups send by E-mail Monday night
- 04:00am Monday, Wednesday and Friday, the computer automatically reboots
- There may be an automatic data file sent by E-mail, e.g. every d.1st.

•Chip card and Tag

The type of chip cards and tags we apply to our current payment systems are specially protected against copying. Cards and tags are containing a double encryption.

This gives our media a safety in line with the chip-based credit cards.

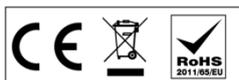
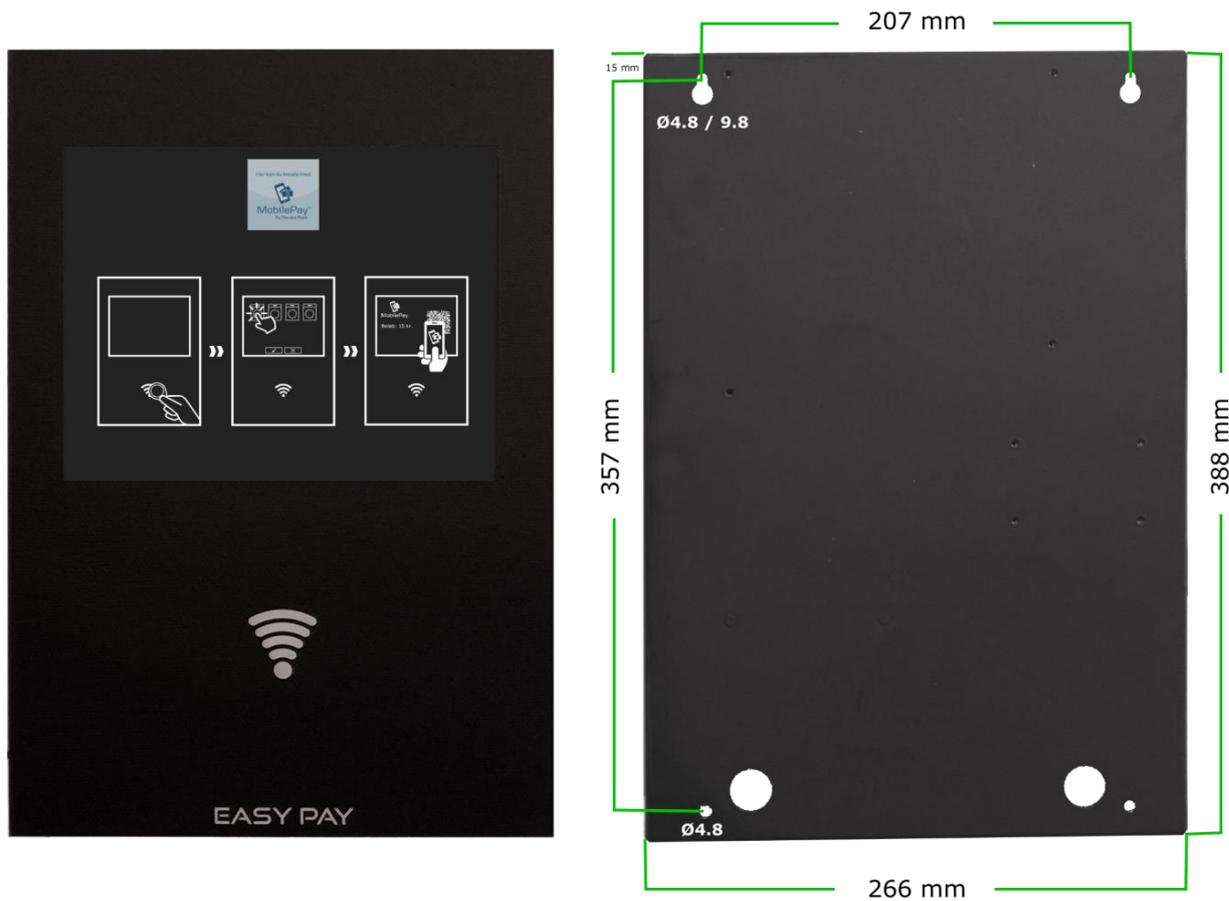
The card contains a place ID, place no, flat no., Dweller no., card no., balance and the system category.

Categories determine what function the card has. E.g. cat. 1 is a service cards and cat. 11 is a user cards.

Technical information

<p>Industrial Computer specifications</p> <ul style="list-style-type: none"> • Intel® Celeron Processor N3060 • Memory: 4Gb DDR3 • Hard drive: SSD 32Gb M.2 • Power cons.: 12V/ 0.75A / 9W 	<p>Display front specifications</p> <ul style="list-style-type: none"> • 10.4" LED LVDS XGA monitor • Luminance: 500 nits / Contrast: 1200:1 • Capacitive multi touch • Power cons.: 12V / 0.75A / 9W
<p>Dimensions</p> <ul style="list-style-type: none"> • H: 392mm / B: 270mm / D: 70mm • Weight: 5.1 kg • Front: 4 mm. glass w. steel frame protection (H: 392mm / B: 270mm) • Back: 1,5 mm. Anthracite powder painted steel (H: 388mm / B: 266mm / D: 66mm) 	<p>Power supply (MDR-6012)</p> <ul style="list-style-type: none"> • Power input: 230vac / 47-60Hz / 1A • Power output: 12VDC / 5A • Operating temperature: 10C° to 40C° <p>Multilink (powered by internal power supply) Relay switch (NO) maximum: 30V/1A/12W Total load for multilink outputs : 2A/24W</p>

We recommend a mounting height approximately 150 cm., from the centre of the screen down to the floor. (161 cm from the center of the top mounting holes to the floor)



2. How to use

You need a small wireless laundry tag before you can buy machines.
Place and hold the tag up against the wireless symbol until you hear a "beep" (1-3 sec.).

Door entry control (if available)

Place the tag up against the wireless symbol when it beeps, the door can be opened.



Payment system

On the screen you can find the machinery of the laundry.

Green: Ready for purchase

Blue: Occupied

Yellow: Booked

Red. Closed and can't be used

Place and hold the tag up against the wireless symbol until you hear a "beep" (1-3 sec.).

A voice guide will start and you have to commence purchase within 15 sec.

You can see your monthly purchase/balance in the top of the screen.

Press directly on the screen to choose machines.

When one or more machines are chosen, you just have to press the green Approve button.

- then the machines can be started

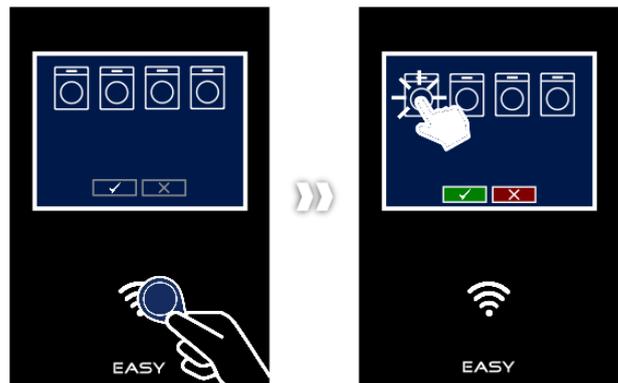
A dryer and ironer will normally be bought in periods of ex. 15 min. If you want ex. 45 min. drying, then you have to press the dryer icon 3 times.

(you will be voice guided)

The language button is located in the lower right corner of the screen. You can choose between the available language or simply "mute".

Chosen language will be stored on your laundry tag.

- the SMS text messages will change as well (if available).



User interface on the payment system



User interface

Customer's laundry can be reflected visually on screen. Machines are named with number as in real life. Icon size and images can be freely chosen and positioned.

All for the easiest possible understanding for the users.

One or more machines are selected by direct pressure on the screen and press »Approve«.

Speak and text accompanying users throughout the purchase, from the chip card / tag is loaded, to the purchase is completed.

If the Laundry is closed, the system informs you about the next opening hours.

You can still book washing time.

When the printer is attached will typically select option for 'today's receipt seen as the icon in the lower right corner. User loads his card / tag, press the printer icon and the receipt is printed out.

Icon colours

The colours on the icons are a visual status on the machines

Green: Machine is ready – by pressing the icon, the price can be read in the top of the screen.

Blue: Machine is occupied – by pressing the icon you are told it too.

Yellow: Machine is reserved / booked – by pressing the icon you are told it too

Red: Machine is closed – by pressing the icon you are told it too

Info-field

The upper gray area is called the Info-field and it contains information through the purchase, e.g. price.

In the upper left you will find an Information button (not visible under purchase). You can read information from the House property and machine / payment guide can be read as well.

After loading card/tag the information button will be replaced by a »My Account« button, where you can read out you card id., monthly purchases, and your username/password for the Internet login.

In the picture in the top Wash 3 is selected.

Language

Language functions

Chosen language follows the individual user, ex. a user have selected Arabic language once, then payment system switches to Arabic when the user loads his chip card / tag. The system returns to default language after purchase. The selected language is also used for SMS service.

Here, the individual user receives an SMS when you have booked or when washing machine is finished. These SMS messages will be in the language, you have chosen on the payment system.

(Arabic, Chinese, and Turkish language will be with English text)

Available Languages (options)

- Danish
- English
- German
- Norwegian
- Arabic
- Turkish
- Chinese

You can select Language by clicking on the language button in the lower right corner.



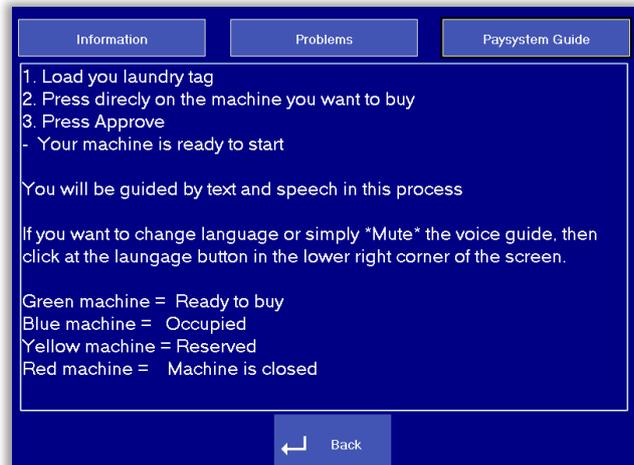
Information

Users can view information and guidance written by the property master.

Users can read the information by clicking on the Information button in the upper left corner of the screen.

The blue arrow in the bottom (page down) appears when there is more text than can be displayed on the screen.

Information button is visible only when there is no card or tag loaded.



My Account

Users can look up, monthly balance, card ID. and username / password for the Internet login. Important if the user forget its internet login! - they can look it up them self.

My Account is only visible under purchase. (When card/tag is loaded)



Create Appkey

A easy way to get started with the EasyLaundry app. Click on the 'create app key' button and fill in your phone number. Open the app on your phone, click on the button called 'retrieve app key' in the settings menu and fill in your phone no. again. Now the app retrieves the app ID for the laundry and inserts your login details and will be ready for use.

EasyCom - with price differentials

The price for the machine depends of the program you chose. For example, a 90 °C wash might costs more than a 40 °C wash and maybe spinning is free.

If booking system is available, the system checks if the individual program can now be completed before another customer has booked. It also checks up against closing time.

This can be used in most washing machines with available coin input. The payment system will send a no. of pulses, different for each washing program.

• Program interface

First you select the desired washing machine and afterward the washing program.

You find the total machine price in the right side of the screen.

- The bottom buttons are optional products that are set up as needed.

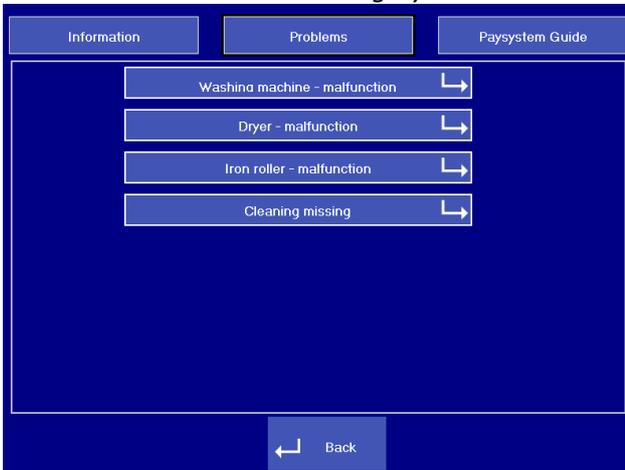
Click on the desired program and press approve.

The screenshot displays a dark blue interface titled "1. Choose programme" and "CHOOSE PROGRAMME". On the left, a vertical list of program buttons is shown: "Handwash", "Wool 30°C", "Easy care 40°C", "Easy care 60°C", "Color 40°C", "Color 60°C" (highlighted in green with a white checkmark), "Boil 95°C", and "Spinning". To the right of this list, the text "Price per wash: 15.00 Kr." is displayed. Below the program list, under the heading "2. Choose option", there are two buttons: "Soap - white" and "Soap - color". At the bottom right of the interface, there are two large buttons: a green "APPROVE" button with a white checkmark and a red "CANCEL" button with a white 'X'.

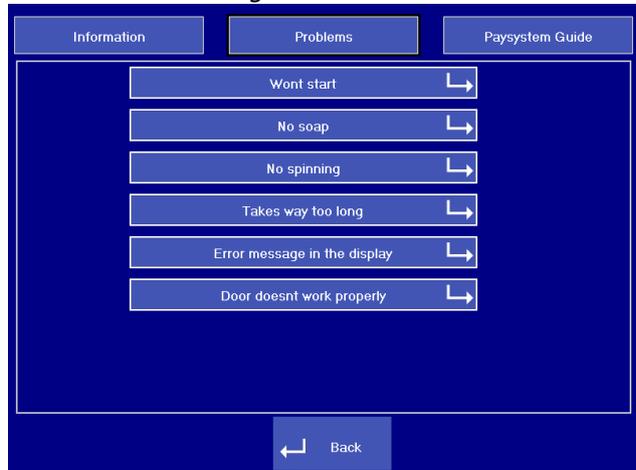
Trouble reporting

If the user experiences malfunction on a machine or other irregularities in the laundry, the built-in error message system may be used. A number of different standard errors for the laundry machine types are predefined. It is also possible to, for example, "fault" the lack of cleaning in the laundry. The definition of the options, takes place via the administration page on the internet.

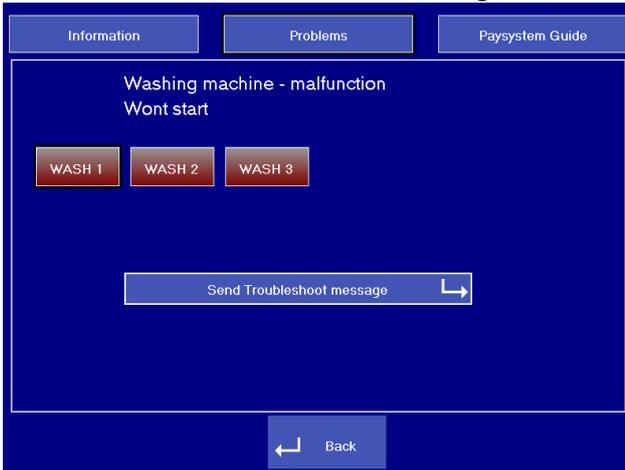
1. Click troubles and select category



2. Select message



3. Select machine and click »send message«



4. Load your laundry tag



The message will be sent to ex. the caretaker by an e-mail and text message if available.

MobilePay

Our MobilePay module gives a unique administration-free solution and can work in two different ways. Currently available in Denmark and Finland.



Pay for machines with MobilePay

1. Click on the »MobilePay payment« icon in the lower right corner
2. Chose machines and press approve
3. Pay for the chosen machines in your MobilePay app and the machines can be started



"Top up" with MobilePay (when no money left on the laundry tag)

1. Load laundry tag and click on the »MobilePay "Top up"« icon in the lower right corner
2. Chose the amount you want to transfer to your laundry tag and press approve
3. Pay with your MobilePay app and the amount is transferred instantly to your laundry tag

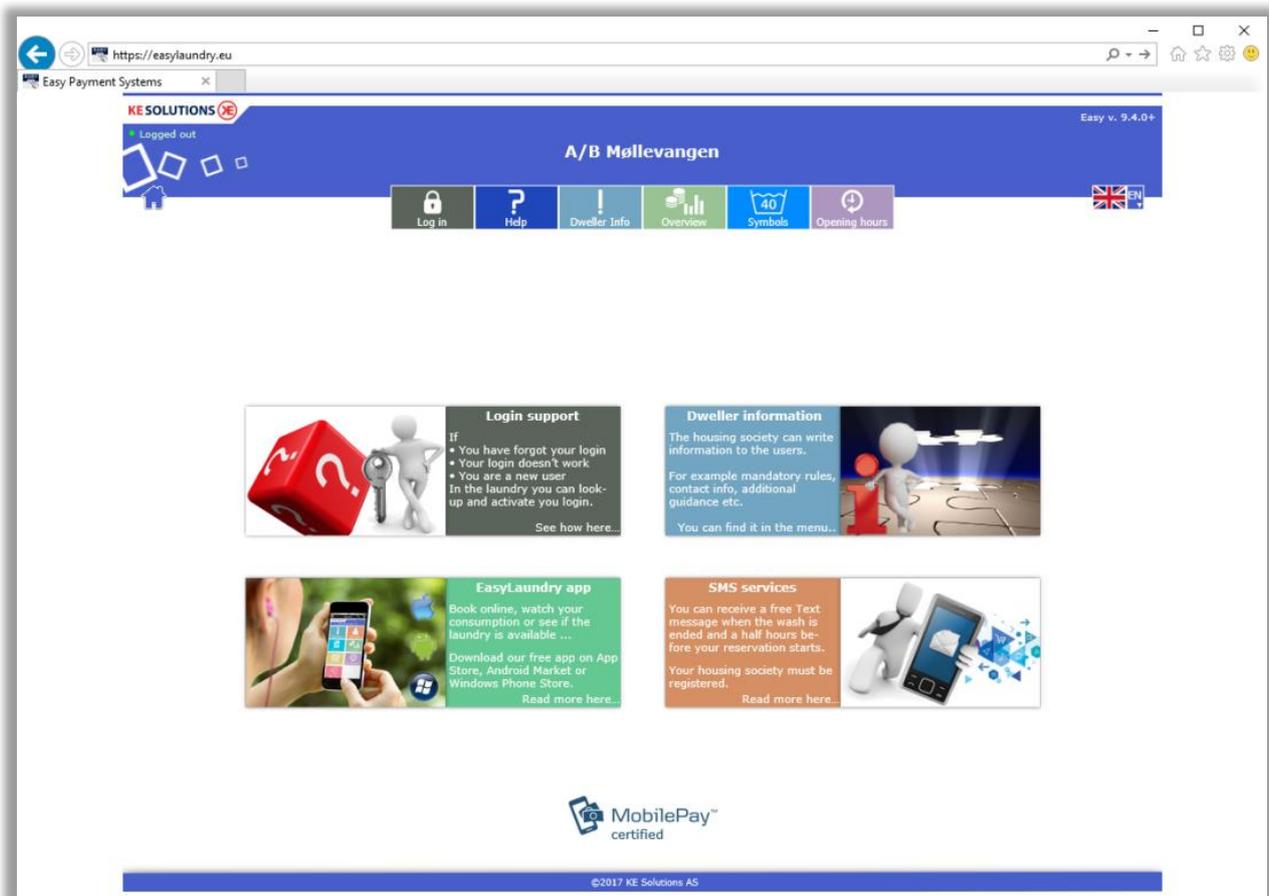


3. User interface on the Internet

- **EasyLaundry.eu**

Visit www.easylaundry.eu, click Login and enter the Housing society name and place no. and you are being redirected to the Laundries Internet interface.

- This can also be performed on smart phones



- **User interface**

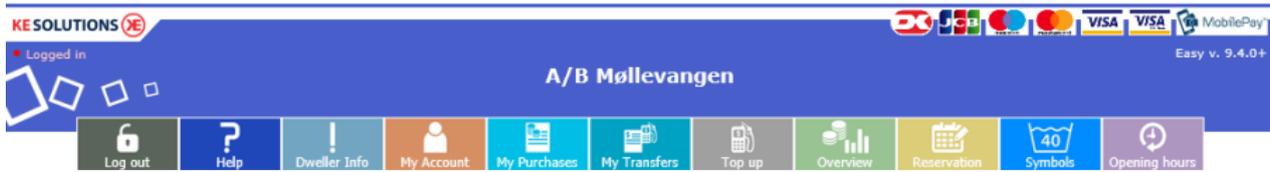
The menu in the top of the page will show only a few options available until you log in. When you're logged in, the menu will fold out and show the possibilities at your location. Different languages can be chosen in the right side of the menu.

Be aware of your "pop up blocker" (if you have any), it might conflict with the booking calendar.

- **Compatibility requirements**

Microsoft I.E., Google Chrome, Firefox and Safari are supported - Highest version is recommended. Monitor resolution on at least 1280x720px for best user experience. Smart phone resolutions requires only 320x480px.

User menu



Login

Fill in your Login

Username

Password

Login

- **Login**

Fill in username and password to login. You find the login details in the laundry. Just load your laundry tag on the payment system and click on the button called "my account", now they will be displayed on the screen. Same procedure if you forget ex. password.

- **Help**

Users can get help to make reservations and explaining for the user menu and download guides.

- **Dweller Info**

You can read information from the property master e.g. guidelines or events.

- **My account**

Your card/tag details are displayed and you can change your password. APP ID is used for our EasyLaundry app for iPhone's and Android phones. If available, some SMS text message service options can be set. Your mobile no. and which type of messages you would like to receive. »Block my card/tag« is useful if you lose your laundry tag, just click on the button and it will be blocked. you login will be blocked as well.

My Account

	My tag/card ID	
	Flat no.	60001
	Dweller no.	255
	Card no.	1

	Have you lost your tag/card?	
	Click to block =>	Block now

	My login	
	App ID	VUXRWXOTTXOR
	Username	60001
	Password	Change

	SMS service	Fill in
	My mobile no.	+45 <input style="width: 80px;" type="text" value="22556795"/>
	Text message at reservation	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Text message at ended	<input style="width: 80px;" type="text" value="Wash + Dryer"/>
Save		

• **My purchases**

Users can follow their purchases within a selected period using the calendar buttons.

Purchase date, purchased machinery, and the price displayed in a table.

Click 'Calculate consumption', a window pops and displays the total consumption for the selected period.

At cash systems the current balance I showed at the top of the page..

My Purchases

From date Prev. month This month

To date Prev. month This month

Purchase time	Machine	Price
07-02-2018 15:11:20	WASH 2	10,00 kr.
07-02-2018 15:11:28	WASH 3	10,00 kr.
07-02-2018 15:11:38	DRYER 2	10,00 kr.
08-02-2018 07:55:34	WASH 3	10,00 kr.
08-02-2018 07:55:41	DRYER 2	5,00 kr.

Your calculated consumption

A/B Hassel

Flat no.: 60001

From date: 1/2-2018

To date: 8/2-2018

Consumption: 45,00 kr.

• **My Transfers (cash systems only)**

This lists all pending and completed transfers.

A new/pending transfer will be completed the next time the user loads his chip card / tag.

Type Admin is a transfer made by the administrator or property master / caretaker.

Type DK and PayPal is a transfer user has made via payment card.

My Transfers

New Transfers

(Moves to completed transfers, when you load your tag/card in the payment system)

Creation date	User no.	Amount DKK	Trans. ID	Type
21-06-2017 14:24:00	60001	105 kr.	1781248926	DIBS

Completed Transfers

Creation date	Transfer date	User no.	Amount DKK	Trans. ID	Type
02-06-2017 12:38:00	14-06-2017 14:38:33	60001	112 kr.	1757815688	DIBS
02-06-2017 12:06:00	14-06-2017 14:38:33	60001	111 kr.	1757763559	DIBS

• **Reservation /booking**

After login you can make reservations just by clicking on »BOOK« at the wanted group and time.

The booking page is built the same way as in the terminal with the same booking group names.

- by the calendar buttons you can select another day and month.

When a booking is selected, it must be approved by clicking on the 'Order'. Then change the text order to the user's flat no. Be aware that max. number of reservations can be configured to ex. max. 4.

A booked reservation can be erased again by click on »Delete« that appears at reserved time.

You can also search on the next 15 available times ex. after 3:00pm.

Reservation

Date This month Next month

Search for the next 15 unoccupied times

My reservations

Max. 4 bookings - Deposit: 0,00 kr.

Time	Wash 1 + 2	Dryer 1
at 07:00	-	-
at 09:00	09:00 - 11:00	10:00 - 12:00
at 11:00	11:00 - 13:00	12:00 - 14:00
at 13:00	13:00 - 15:00	14:00 - 16:00
at 15:00	15:00 - 17:00	16:00 - 18:00
at 17:00	17:00 - 19:00	18:00 - 20:00
at 19:00	60001 Delete	20:00 - 22:00

Reservation

Date This month Next month

Search for the next 15 unoccupied times

My reservations

Max. 4 bookings - Deposit: 0,00 kr.

Date	Group	Time	
08/02-2018	Wash 1 + 2	at 15:00	Book
08/02-2018	Dryer 1	at 15:00	Book
08/02-2018	Wash 1 + 2	at 17:00	Book
08/02-2018	Dryer 1	at 17:00	Book
08/02-2018	Dryer 1	at 19:00	Book
09/02-2018	Wash 1 + 2	at 15:00	Book
09/02-2018	Dryer 1	at 15:00	Book
09/02-2018	Wash 1 + 2	at 19:00	Book
09/02-2018	Dryer 1	at 19:00	Book
10/02-2018	Wash 1 + 2	at 15:00	Book
10/02-2018	Dryer 1	at 15:00	Book
10/02-2018	Wash 1 + 2	at 17:00	Book
10/02-2018	Dryer 1	at 17:00	Book
10/02-2018	Wash 1 + 2	at 19:00	Book
10/02-2018	Dryer 1	at 19:00	Book

• Overview

- The machine status from the Laundry can be read in “real time”.
- **Machine:** The name is the same as at the screen in the Laundry
- **Price:** You can see the price for the specific machine
- **Status** have 4 options - Ready, Busy, Reserved and Closed
- **Remaining** is the time there is left on a busy machine. Be aware of some inaccuracy on washing machines.
- **Start time** is the time a busy machine has been started.

Overview - Prices and status				
Machine	Price	Status	Remaining	Started
WASH 1	*** >	in 9 min.	-	
WASH 2	*** >	in 9 min.	-	
WASH 3	*** >	Ready	-	
WASH 4	*** >	Ready	-	
WASH 5	*** >	Busy	12 min.	at 07:41
WASH 6	*** >	Ready	-	
DRYER 7	3,00 kr.	Ready	-	
DRYER 8	3,00 kr.	Ready	-	
DRYER 9	3,00 kr.	Ready	-	

• Opening hours

Opening hours for all days in the week

Opening hours	
Monday	07:00 - 21:00
Tuesday	07:00 - 21:00
Wednesday	07:00 - 21:00
Thursday	07:00 - 21:00
Friday	07:00 - 21:00
Saturday	Open 24h.
Sunday	07:00 - 21:00
Holidays	07:00 - 21:00

• Symbols

Explaining for all washing symbols there can be found in the Laundry and clothes.

• Log out

Log out after use.

• **Top-up an amount** (cash systems with DiBS, PayPal or Ideal payment gateway)

Users can transfer amount to their chip card/tag by a Debit or credit card.

- Different types cards are available (depends of the payment gateway).

You will be guided through the transfer. It's just like an ordinary Internet shopping.

- Click on »Top up« in the menu

In the top you can see which cards there are supported.

First time you make a transfer, you need to fill in an e-mail address. The system will remember it to the next time.

- Click »Next«

The amount will be deducted from your credit card and deposited to your user account immediately and can be used in **A/B Møllevangen**

Select or fill in the amount you want to transfer.

- Click »Checkout«

The amount will be deducted from your credit card and deposited to your user account immediately and can be used in **A/B Møllevangen**

Select the credit card you want to use ex. Visa card.

Fill in the card details.

- Click »Validate payment«

After a few seconds the payment is approved and you will see a order confirmation.

Important:

If you just get a payment approved page then you must click on the »Next« button to show the order confirmation/receipt.

The transferred amount can now be seen in »My Transfers«

• **Order card/tag**

New users can order chip card/tag, pay for it by credit card.

Users may not be logged in.

You receive login details by e-mail after the purchase.

The procedure is like above. You'll be guided through.

Order date:	09-02-2018 10:19:01
Order ID:	2064188575
Order status:	Completed and delivered
Transferred amount:	200,00 kr. (DKK)
Card fee:	0,00 kr. (DKK)
Amount deducted from credit card: Total 200,00 kr. (DKK)	

The amount is deposited to your user account: 60001 and can be used in: **A/B Møllevangen**
A receipt has been sent to your e-mail

• **EasyLaundry app - user**

The EasyLaundry app is available in App Store and Google Play - free of charge
 You will find a link online on the main page.

You only have to do the settings once. App id, username and password will be saved in the app. Booking of washing time is just a few clicks away.

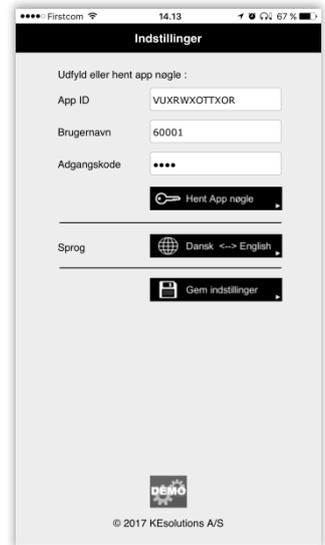
Before using the app, do the following:

1: Load your laundry tag on the payment system in the laundry, click on the "My Account" button, click on "create app key" and fill in your phone number.

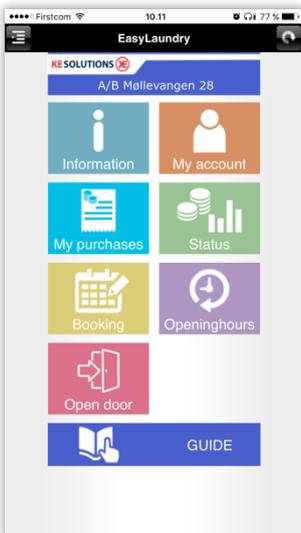
2: Open the app on your phone and press the "download app key" button, fill in your phone number again and press the "download app key" button. Then the app ID, username and password are retrieved into the app and it's ready for use.

Press the "GEM/Save" button.

You can choose between Danish and English language.
 If you change your password, then it must also be changed in the app settings.



Menu



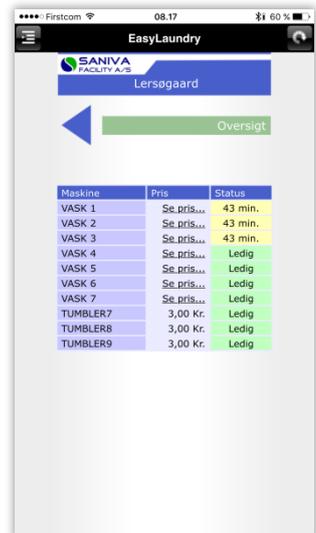
My purchases



Reservation/booking



Overview and status



Administration menu



Login

Fill in your Login

Username

Password

Login

- **Login**

The administrator / property master / caretaker must log in to take advantage of these functions.

Default administrator username is admin and password is admin.

When you log on the first time, you are for security reasons prompted to change password.

Future password can be changed in Internet users.

- **Help**

Short explanations about the administrations menu can be found.

- **Entry log**

You can see when a service card has been loaded in the terminal.

If a Door Entry Control is connected to the system, you can read out who and when there have been going into the Laundry.

You can use the calendar buttons to increase your search.

Entry log

From date

To date

Flat no.

Prev. month

Prev. month

This month

This month

Time	Log
02-02-2018 07:00:56	Adk 1 : 156.6.1 indlæst
02-02-2018 07:58:18	Adk 1 : 156.6.1 indlæst
02-02-2018 09:02:04	Adk 1 : 156.6.1 indlæst
02-02-2018 09:38:21	Adk 1 : 193.4.2 indlæst
02-02-2018 11:16:47	Adk 1 : 193.4.2 indlæst

•Users

Created Internet users are listed with tag/card ID, username, masked password and mobile no (at text service). For cash systems, the user's latest card balance is also displayed.

If a new user loads it laundry tag in the payment system and press the "My Account" button, then the user immediately creates the login profile with a random password. Username and password are provided for user on the screen.

The system itself automatically creates new users after they have taken a purchase in the laundry.

Users will receive their flat/user number as username and 1234 as password.

When a user logs in with 1234 as a password, they are forced to change the password.

Setup new user

The administrator / property master can also setup new users in the manual way.

Click »Setup new user« in the upper left corner and a user can be created with tag/card ID. etc. Username should be the same as his flat no. (credit system), mobile no. can only be filled in if SMS service is available.

You can also create more with administration rights by selecting Yes at Administrator rights.

Edit / delete

By the »Edit« and »Delete« buttons next to the user profiles you can edit and delete a profile.

There is no "undo" function if you accidently delete a profile.

»Info« shows the users recently purchases.

»App« makes you create app key for a specific user, just create it with the users mobile no.

Administration of user accounts

Create new account		Create new accounts		Delete accounts		Edit accounts		Update list		
Account	Tag ID	Card ID	Seq. no.	Username	Password	Info	App	Edit	Delete	
Admin	999	999	999	admin	*****	Info	App	Edit	Delete	
Users marked with gray colour are blocked										
Account	User no.	Dweller no.	Seq. no.	Username	Password	Expand	Block	App	Edit	Delete
User	1	255	1	1	*****	Info	Block	App	Edit	Delete
User	2	255	1	2	*****	Info	Block	App	Edit	Delete
User	3	255	1	3	*****	Info	Block	App	Edit	Delete
User	4	255	1	4	*****	Info	Block	App	Edit	Delete
User	5	255	1	5	*****	Info	Block	App	Edit	Delete

• Info module

You can editing the information which can be read on the terminal and in the Dweller info in the user menu (Dweller information, Machine guide and Payment system guide).

If the error reporting module is available ,you can edit the error messages the are displayed to the users.

Information module

Select information type

Dweller information
Error reporting
Payment system

Information

1. Load you laundry tag
 2. Press directly on the machine you want to buy
 3. Press Approve
 - Your machine is ready to start

You will be guided by text and speech in this process

If you dont want the system to speak, you can choose *Mute*
 At the laungage button in the right corner in the bottom f the screen.
 - the system will remeber this the next time you insert your card.

Green machine = ready to buy
 Blue machine = Occupied
 Yellow machine = Reserved
 Red machine = Machine is closed

Save

Transfer amount to users (cash systems)

The administration / property master can transfer amounts to a specific user.

Fill out User no. (Flat no.) and amount , a transaction ID can be written to, and just click »Add transfer«.

Now will the transfer appears as a pending transfer. The next time the user load his card / tag will the amount be transferred to the user the transfer appears now in "Completed transfers".

Transfers to users

Calculate
Completed transfers

Manual transfer

DKK

100

200

500

Add transfer

Pending transfers:

Date	User no.	Amount	Trans. ID	Type	
08-06-2017 09:51:00	39	200 kr.	1764805982	DIBS	Delete
08-02-2018 15:35:00	119	200 kr.	2063557661	DIBS	Delete

Calculate transfers

From date

Prev. month

This month

To date

Prev. month

This month

Transfers	Amount
Completed	5.250,00 kr.
Pending	1.086,00 kr.
Total	6.336,00 kr.

Back

- Type Admin: A transfer made by the administrator or property master / caretaker.
- Type DK: A transfer a user has made through a payment with credit card e.g. Dankort etc.
- Type PayPal: A transfer a user has made through a payment with PayPal

Calculate transfers

Transfer in a selected period can be calculated.

Completed transfers

All completed transfers can be found. A transfer is completed when the amount is transferred to the user. The can select the period by the calendar buttons and you can also search for a specific user.

Completed transfers

From date

Prev. month

This month

To date

Prev. month

This month

User no.

Sort by:

Back

Creation date	Transfer date	User no.	Amount	Trans. ID	Type
08-02-2018 10:42:00	08-02-2018 10:44:12	585	100 kr.	2063323934	DIBS
08-02-2018 13:15:00	08-02-2018 14:13:34	128	150 kr.	2063460905	DIBS
08-02-2018 16:57:00	08-02-2018 17:02:51	842	400 kr.	2063619787	DIBS
08-02-2018 19:42:00	08-02-2018 19:50:05	616	200 kr.	2063734416	DIBS

• Reservation / Booking

The administrator / property master can freely make reservations and delete reservations.

At booking you need to fill out the users card ID. (Flat no., Dweller no. and card no.)

- At cash systems you only need to fill out the user no. (Flat no.)

A reservation can simply be deleted by click on »Delete« next to the user no.

The calendar buttons for choosing another day or month.

It is possible to search in reservations to, that includes also deleted reservations.

Reservations

Date This month Next month

Search reservations

Max. 4 bookings - Deposit: 0,00 kr.				
Time	WASH 1 + 2	WASH 3	DRYER 4	DRYER 5
at 07:00	-	-	-	-
at 09:00	-	-	-	-
at 11:00	-	-	-	-
at 13:00	13:00 - 15:00	1225 Delete	1225 Delete	14:00 - 16:00
at 15:00	15:00 - 17:00	15:00 - 17:00	16:00 - 18:00	16:00 - 18:00
at 17:00	60001 Delete	60001 Delete	18:00 - 20:00	60001 Delete
at 19:00	19:00 - 21:00	19:00 - 21:00	20:00 - 22:00	20:00 - 22:00

• Blocking

If a user e.g. has lost his card, can it be blocked so it will be rejected if someone tries to use it.

In the picture bellow you can see the cards there are blocked.

A blocked card / tag can be unlocked again by clicking on the »Delete« button.

You can add a blocking by click on »Make new blocking« and the users card Id. must be filled out.

Note!

Automatic blocking can be enabled in the system, in that case you don't need to block cards/tags by yourself. If a user uses a card/tag with a higher card no. the old one will be blocked subsequently and the Internet profile will be updated as well.

If a card with a higher Dweller no. (Only credit systems) is used will users the Internet password be reset to 1234, because a higher Dweller no. is equal with a new renter/owner.

Blocked tags/cards

Block a tag/card

Date of blocking	Tag/card ID	Cause	
07-07-2016 01:01:00	1020.2.1	Auto blocked	Delete
07-07-2016 15:17:00	1660.6.1	New user	Delete
07-07-2016 15:17:00	3470.2.1	New user	Delete
07-07-2016 15:17:00	2660.4.1	New user	Delete
16-08-2016 16:34:00	120.1.6	Other	Delete
16-09-2016 10:22:00	2910.6.1	New user	Delete

Block a tag/card

Type	User <input type="text" value="User"/>
Flat no.	<input type="text"/>
Dweller no.	<input type="text"/>
Card no.	<input type="text"/>
Cause	<input checked="" type="radio"/> None <input type="radio"/> Lost tag/card <input type="radio"/> New tag/card <input type="radio"/> New user <input type="radio"/> Arrears <input type="radio"/> Other

• **Status panel**

The status in the administrator menu contains several options.

Status panel

A/B Hassel	S000
Server time	15-02-2018 12:59:01
Uptime	6d, 8h, 52m, 59s
App ID	VUXRWXOTTXOR

Edit prices

Edit opening hours

Reset counters

Log book

Machine	Price	Status	Remaining	Started	Started..	Operation
WASH 1	... >	Ready	-		39 t.	CLOSE
WASH 2	10,00 kr.	Ready	-		30 t.	CLOSE
WASH 3	10,00 kr.	Busy	~ 52 min.	at 12:58	10 t.	CLOSE
DRYER 1	5,00 kr.	Booked	-		5 t.	CLOSE
DRYER 2	5,00 kr.	Booked	-		9 t.	CLOSE

- **Machine:** The name is the same as at the screen in the Laundry
- **Price:** You can see the price for the specific machine
- **Status** have 4 options - Ready, Busy, Reserved and Closed
- **Remaining** is the time there is left on a busy machine. Be aware of some inaccuracy on washing machines.
- **Start time** is the time a busy machine has been started.
- **Started** is the number of starts for the specific machine since last reset
- **Total** is the number of minutes a machine has been running
(It's only the period time there is added here, therefore the time is only correct for dryers)
- **Earnings** is the total earnings for the specific machine since last reset
- **Active**, a closed machine can be active again – e.g. after service
- **Inactive**, you can close a machine so users can't buy it

»**Edit prices**« You can edit the price of the machines (if available also prices of the programs and soap)

»**Ret opening hours**« The open / close times for all days in the week can be edited

»**Reset counters**« will reset the counters: Stated, Total and Earnings

»**Log book**« System events and other operation logs (more on the following pages)

Edit prices

Machine	Basic price	New price	Programs	
WASH 1	10,00 kr.	<input type="text" value="10,00"/> kr.	Washing	Soap
WASH 2	10,00 kr.	<input type="text" value="10,00"/> kr.		
WASH 3	10,00 kr.	<input type="text" value="10,00"/> kr.		
DRYER 1	5,00 kr.	<input type="text" value="5,00"/> kr.		
DRYER 2	5,00 kr.	<input type="text" value="5,00"/> kr.		

Back

Save

Edit opening hours

Opening hours	Opens	Closing
Monday	07:00	21:00
Tuesday	07:00	21:00
Wednesday	07:00	21:00
Thursday	07:00	21:00
Friday	07:00	21:00
Saturday	07:00	21:00
Sunday	07:00	21:00
Holidays	07:00	21:00

Closed days	Date	
Day no.1	<input type="text"/>	
Day no.2	<input type="text"/>	
Day no.3	<input type="text"/>	
Day no.4	<input type="text"/>	
Day no.5	<input type="text"/>	
Day no.6	<input type="text"/>	
Day no.7	<input type="text"/>	
Day no.8	<input type="text"/>	

Back

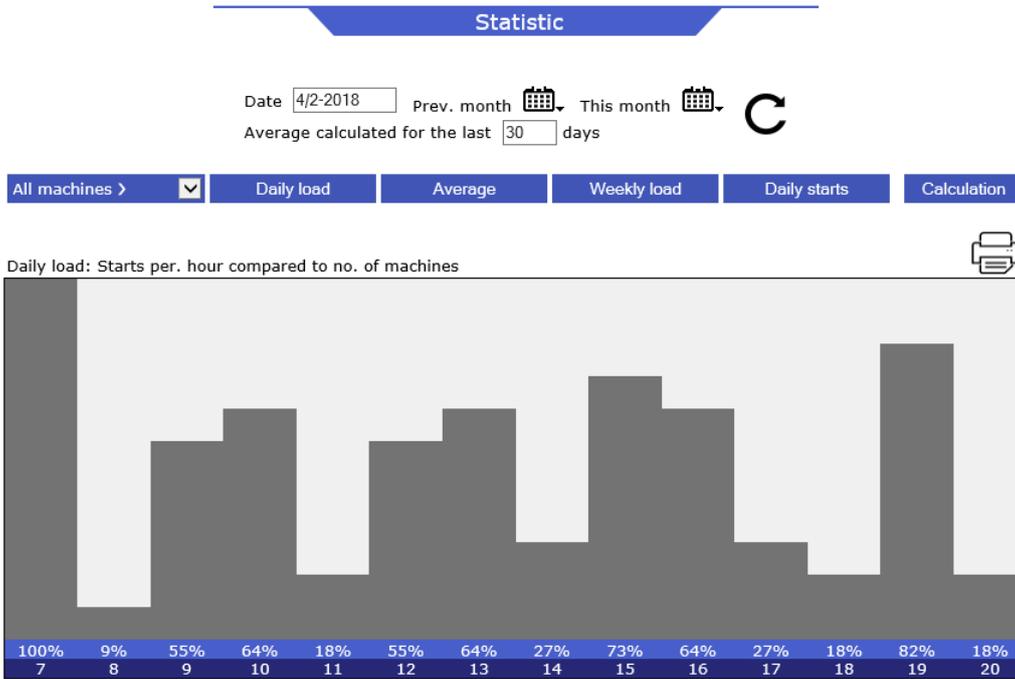
Save

• **Statistics**

Statistics in several levels can be extracted.

- **Daily load** shows the machine load in laundry’s opening hours in percent.

You can increase the wanted statistics by choosing “All machines”, “All Washing machines”, “All Dryers” and a specific machine – remember to set date.

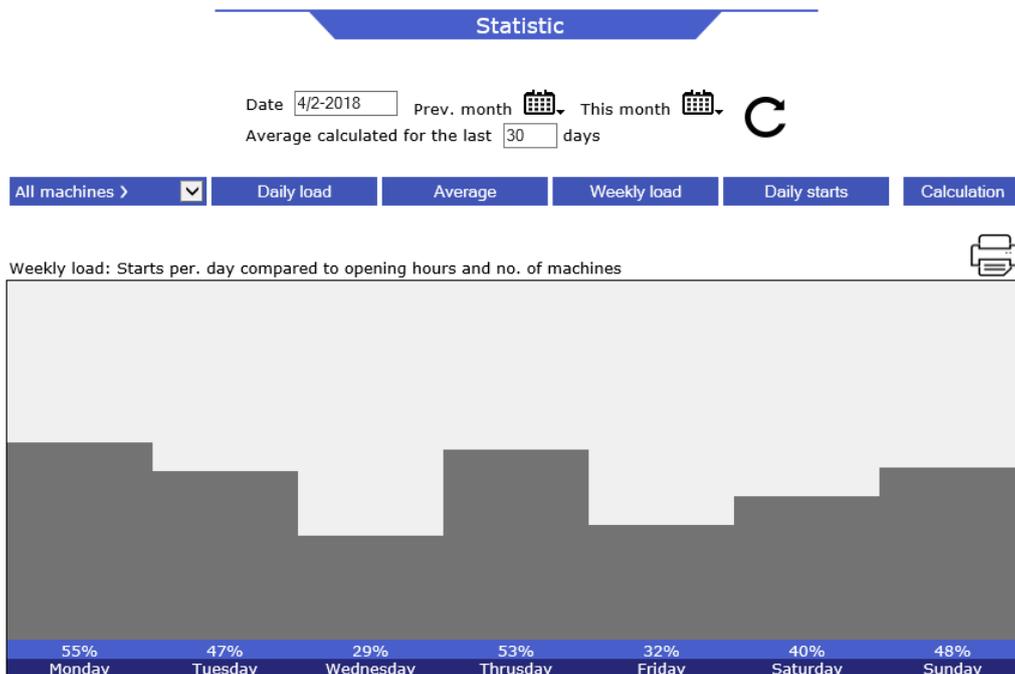


Note: If there is a Door Entry Control at the laundry, you can read out the traffic for the entries

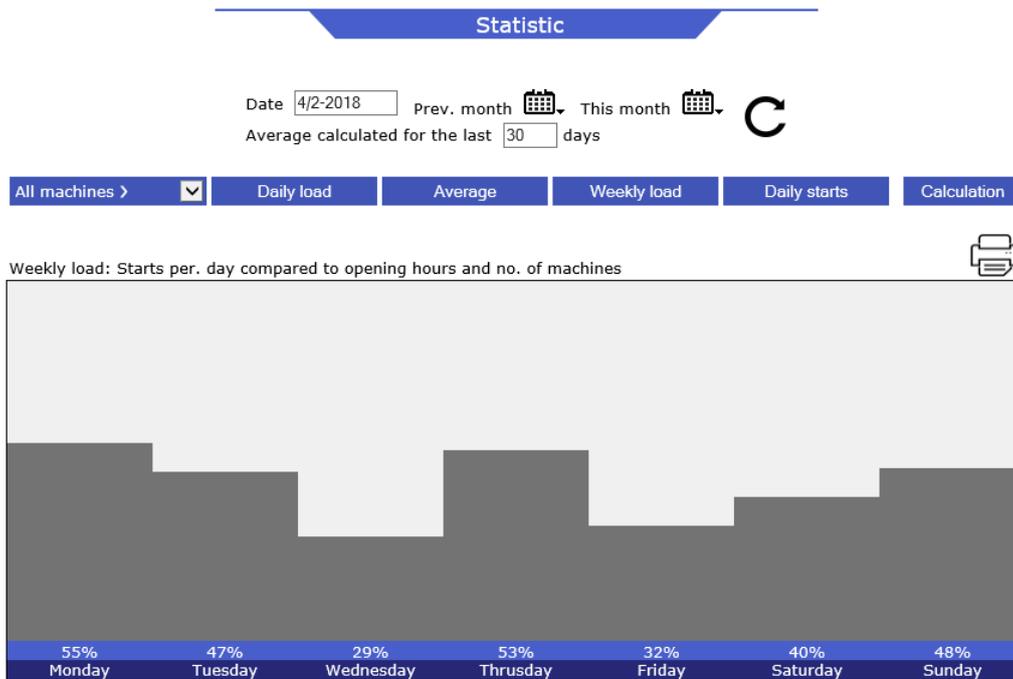
- **Weekly load** shows the machine load over days of the week.

You can increase the wanted statistics by choosing “All machines”, “All Washing machines”, “All Dryers” and a specific machine.

Date can be selected and the week as part of the selected date appears on the screen.



- **Daily starts** for “All machines”, “All Washing machines”, “All Dryers” and a specific machine can be read. For Door Entry Controls will it be number of entries per. hour.



- **Calculate** number of starts and revenue in a specific period. Again you can choose between: “All machines”, “All Washing machines”, “All Dryers” and a specific machine – From and to date must be set.

Calculation

From date: 1/2-2018 Prev. month This month

To date: 9/2-2018 Prev. month This month

Machine: All machines

Calculate Top 20 - Wash Top 20 - Drying

Calculation of the period	
Total no. of starts	586
Total earning	15.354,00 kr.

Top 20 - Wash of the periode	
Tag/card ID	Numbers
20.2.1	19
1110.4.1	19
1290.6.1	13
1250.2.1	11
260.4.2	10
130.6.1	10
3670.4.1	8
40.4.1	8
1080.4.1	8
2240.4.1	8
780.4.1	8
3450.6.1	8
2280.4.1	8

• **Transactions**

An excellent feature if a user disagrees with the bill. You can read purchases all or a specific user. You have the calendar buttons to increase the time period. Flat no. can be filled out for searching on a specific user.

Overview of today’s load in laundry can be easily read, when click on Transactions the purchases of today is displayed instant.

In the following columns we observe exactly the time and date, machine name and price of each purchase, and the user's card ID.

»**Calculate consumption**« You’ll see the consumption / total amount of the listed transactions. Note! If a popup block is installed, it may be turned off, or to be given full access to the site.

»**Cash transfers**« Will appears on and contains users pending and completed transfers.

»**Manuel transaction**« gives you the option to create a transaction.

E.g. for another service at the housing property (credit based systems only)

»**Delete**« appears next to each transaction. By click on delete you will be asked for a security code. The security code is provided by the supplier.

Transaction archive

From date

To date

Wildcard

Flat no.

Prev. month

Prev. month

This month

This month

Next month

Next month

Calculation

Manual transaction

Purchase time	Machine	Flat no.	Dweller no.	Card no.	Price	Consumption	
07-02-2018 15:11:20	WASH 2	60001	255	1	10,00 kr.	10,00 kr.	Delete
07-02-2018 15:11:28	WASH 3	60001	255	1	10,00 kr.	20,00 kr.	Delete
07-02-2018 15:11:38	DRYER 2	60001	255	1	10,00 kr.	30,00 kr.	Delete

• **Log book**

Different system events and routines are logged (Appears in Danish only).

»**Operation log**«: Important operations routines.

»**SMS log**«: If SMS is available, the messages send to users are listed here.

»**System log**«: The last 100 events are listed. System log+ shows the last 500 events.

Log book

Easy v. 9.4.1 / Uptime: 14 days, 6 hours, 3 minutes and 17 seconds

Reboot

Operation log

SMS log

System log

System log+

Time	Event
06-02-2018 01:14:21	Natlig BACKUP foretaget
06-02-2018 01:14:21	Alle transaktioner flyttet til arkiv : OK
06-02-2018 01:14:21	MySQL oppetid : 278:35:47
05-02-2018 07:14:24	Kald af InitNet

• **EasyLaundry app - administrator**

The EasyLaundry app is available in App Store and Google Play - free of charge
 You will find a link online on the main page.

You only have to do the settings once. App id, username and password will be saved in the app. Booking of washing time is just a few clicks away.



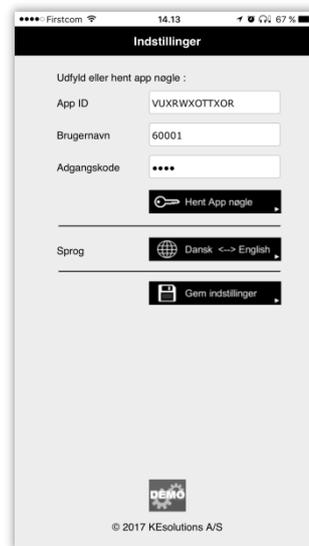
Before using the app, do the following:

1: Load your service tag on the payment system in the laundry, click on the "My Account" button, click on "create app key" and fill in your phone number.

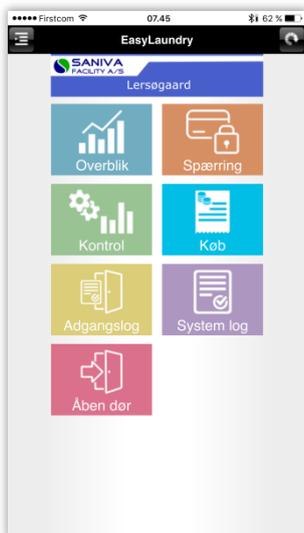
2: Open the app on your phone and press the "download app key" button, fill in your phone number again and press the "download app key" button. Then the app ID, username and password are retrieved into the app and it's ready for use.

Press the "GEM/Save" button.

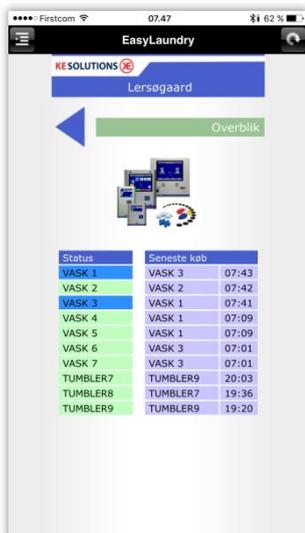
You can choose between Danish and English language.
 If you change your password, then it must also be changed in the app settings.



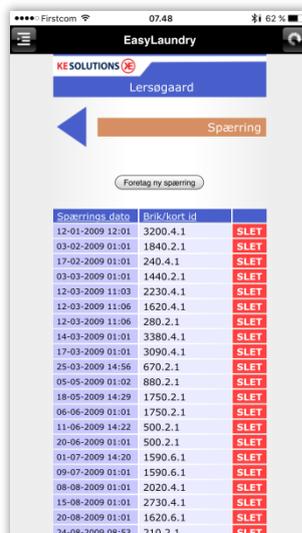
Menu



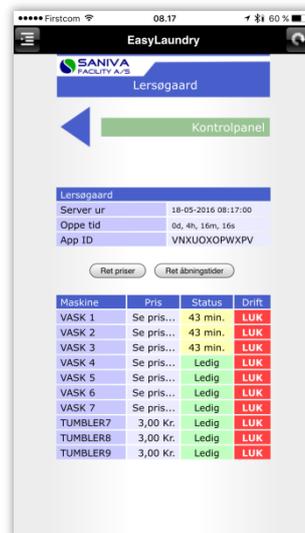
Overview



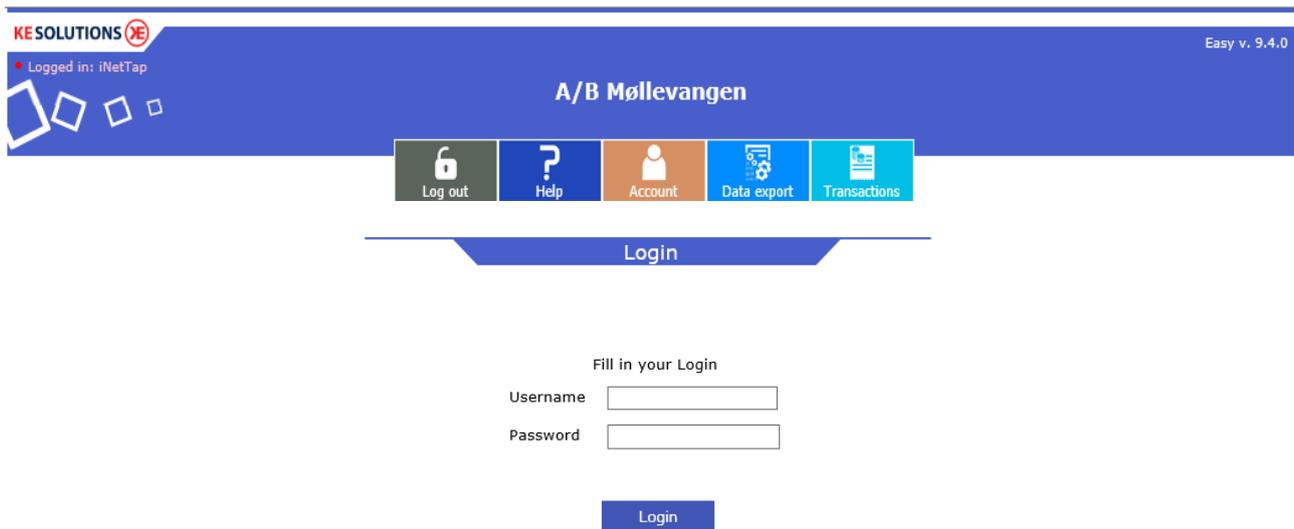
Blocking



Control panel



InetTap - data export (credit based systems)



- **Login**

The Property Office needs to login before it get access to the Inet menu.
The login detail is provides by the supplier. Future password can be changed in account.

- **Help**

Short explanations about the administrations menu can be found.

- **Account**

The username and password can be changed.

- **Data Export**

Our manual data extraction system (If you like, you can get the data by E-mail e.g. every month)
The calendar button for setting the period you want to extract data from. (Purchases)
Remember to click on »Update« after period selection.



- **Exporting data**

Select a desired period, click on »Exporting data« after a moment a new window appears with all the Purchases data. Click on "Files" in the upper left corner and safe the file to the hard drive, you have to choose TXT as file type. Now you can load the file into the administration program

Note! Be aware of small delays. (5-30sec.)

Remember you can get the data by E-mail automatically ex. 1st. in every month.

4. Service menu

Opstart

The Easy program starts automatic with Windows® a shortcut is located in the start menu.

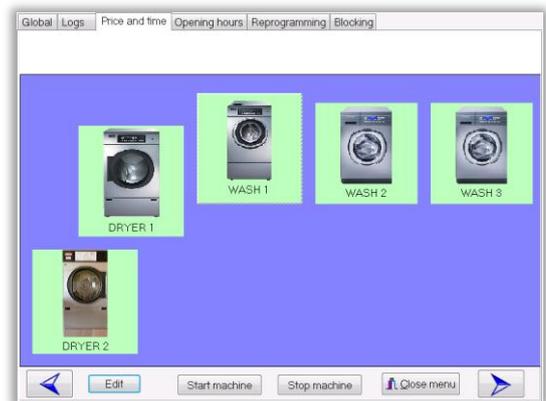


• Service Menu

A Service tag/card opens the service menu with the following tabs:

Global, Logs, Price and times, Opening hours, Reprogramming and Blocking.

Keyboard short key to the service menu is **F10**



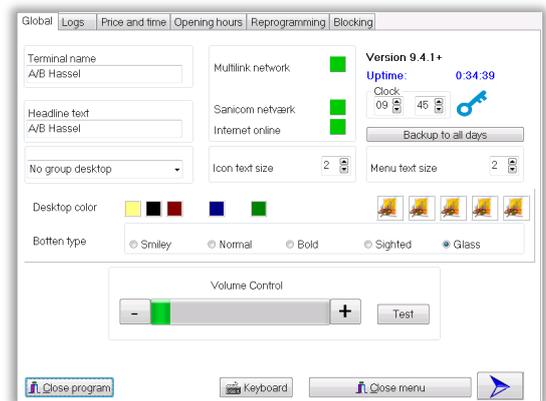
• Superuser menu (normally not used)

A Super tag/card opens the Super user menu with following tabs:

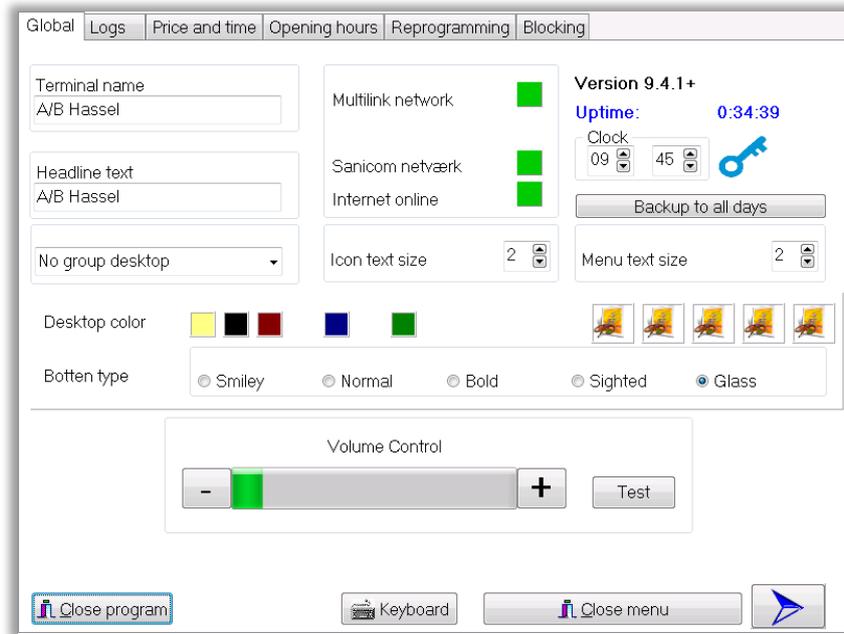
Global, Logs, Reprogramming, Rapport, Reservation and Printer.

* Reservation and Printer are options

• Keyboard short key to the Super user menu is **F11**



Global



- **Terminal name and menu headline text**

You can give a name to the Easy system e.g. A/B laundry, Terminal name is showed on the Internet pages and the Menu headline is showed on the user Interface.

- **Multilink network status** (If available, SaniCom and SigmaCom is showed too)

Green = Communication OK, Red = No communication

- **Clock**

If necessary, the computers clock can be adjusted

- **Show group desktop** (require reboot - don't change)

At group choice the machines are places in the categories: Washing machines, Dryers and Other

E.g. all washing machines are located under "Washing machines", all dryers under "Dryers" and other machines under "Other".

(If there aren't any "other" machines the icon is hidet)

- **Icon and menu text size** (require reboot)

The text size can be adjusted in size 1, 2 or 3

- **Desktop colours** (Background on the user interface)

- A wallpaper or colour can be selected. E.g. blue or green.

- **Button type**

- There are 5 button types available for Approve / Cancel buttons, default "glass" (don't change)

- **Backup to all days**

- When the installer is finished and everything is tested, then click on the button to save data all week. Especially if you want to shut the system down for a day or more.

- **Volume control**

- The speaker volume can be adjusted

- **Keyboard**

- Opens a build in onscreen keyboard for the setups – It's very important to close it after use.

Group desktop –



Price and times

In this tab you can edit price, length of period and more.

With the Start and Stop button in the bottom, you can directly start or stop a machine.



Click on a machine and click on »Edit«

- **Basic price**

The price of the selected machine in øre/cent. At EasyCom, SaniCom and Sigma machines this is just the basic price, program/add-on prices must be set at its setup,

- **Surcharges** (only available if this function is checked on the system tab)

If a user's card no. is > 200, then will the price of the machine be: "Basic price + Surcharges"

- **Happyhour discount**

Discount on a machine in the "Happyhour opening hours" is set in øre/cent (0 = no discount)

- **Time (Period time)**

The time a washing machines is forced busy and the active running period for dryers, iron rollers, spinners, doors and solariums (Typ. 10-15 min.). Typical 1 min. for humidity dryers and doors.

Note! If time is set to "0" the multilink relay stays active for 0,5 sec. and the machine will turn ready again.

- **No start before closing**

If you want limit a machine not to be started e.g. 30 min. before the laundry is closing, you can set it here

- **Machine**

- Open/closed machine. If a machine is out of order you can close it and the icon goes red.
- Show/hidden. If it is hidden, it won't be visible for the users. It is an alternative to close machine. A soap / rinse dispenser combined with a washing machine is often hidden.

- **Statistic**

A small counter which shows the machines no. of starts and earning in Kr. / € and no. of operating min. (Operating min. = no. of starts x period time)

- **Humidity ctrl. Dryers – 1st. Period time** (only visible at humidity dryers)

The time you at least get when you buy the dryer - typ. 10 min. Then settled typ. per.1 min. (period time)
Angiver hvor lang tumbler mindst købes for typisk. 10 min. herefter afregnes typisk pr.1min. (periodetid)

Opening hours

	Opening hours		Happy hour	
	Opens	Closing	Start	Stop
Monday	07:00	21:00	20:00	22:00
Tuesday	07:00	21:00	20:00	22:00
Wednesday	07:00	21:00	20:00	22:00
Thursday	07:00	21:00	20:00	22:00
Friday	07:00	21:00	20:00	22:00
Saturday	07:00	21:00	20:00	22:00
Sunday	07:00	21:00	20:00	22:00
Holidays	07:00	21:00	20:00	22:00

Max. numbers of active purchase per. customer: 0

+/- no. of purchases in the Happy Hour period: 0

Washing machines only:

Opening form:

- Follow the opening hours
- Permanet open
- Permanet closed
- Follow with machine stop

DEC open form:

- Permanent open
- Follow opening hours

Extra time before opening: 0 Min.

Extra time after closing: 0 Min.

- **Opening hours**

The opening hours can be set independently - from Monday to Sunday and for holidays.

- **Happyhour**

A time period where the users can wash with discount can be set.

(Discount is adjusted by each machine in the tab Price and Time – (default 0kr. / cent)

- **Max. Numbers of active purchases per. customer**

You can set a limit for the numbers of machines a single user is allowed to buy.

- The user can buy machines again when the machines are finish.

Default is the limit "0" and it is equal with NO LIMITS.

- **+/- no. of purchases in the happy hour period**

If a max no. of purchases is set, you can configure whether users can buy more or fewer machines in the happy hour period – this works even when not given happy hour discount.

- **Washing machines only**

Mark the checkbox if the limits only need to cover the washing machines (Recommended)

- **Opening form (Easy terminal)**

Here is selected on the opening hours must be followed, Permanent open or closed

("follow with machin stop", means the dryers stops when closing time is reached)

- **DEC opening form (only showed if a Door Entry Control is available)**

Here is selected on the opening hours must be followed, Permanent open or closed

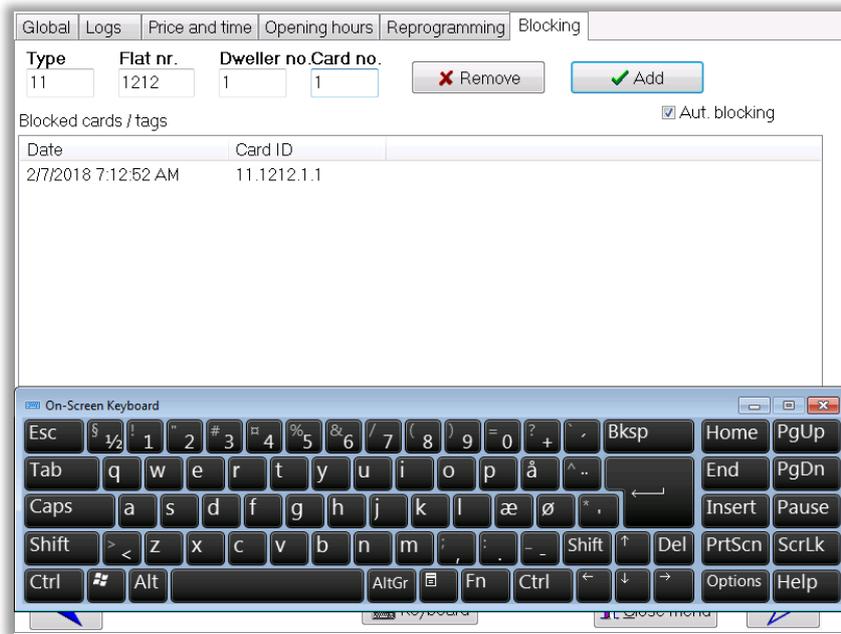
- **Extra time before opening (allows entry before opening)**

If openings hours is followed, an extra time of minutes before opening can be added (typ. 5 min.)

- **Extra time after closing (allows entry after closing)**

If openings hours is followed, an extra time of minutes after closing can be added (typ. 5 min.)

Blocking



- **Blocking of tags or cards** (primary at credit systems)

You can Block and unblock card or tags.

Fill out Flat, Dweller and card. No og click »Add« for blocking of card / tag.

Note! The type 11 may not be edited. It tells it is a user card you are going to block.

A complete list of the blocked cards is seen in the wide field.

You unblock a card by clicking on the card ID. in the list, followed by a click on the » Remove« button.

The build in onscreen keyboard is located in the bottom of the screen.

Note! Overall, it is much more easy to block tags /cards by the Internet pages

- **Auto blocking** (mainly credit systems)

In the upper right corner there is a checkbox for automatic blocking of cards / tags.

E. g.:

If a user has been buying with a card with a higher Dweller no. than previously used, then will the old one be blocked and the Internet user profile updates and password resets to 1234

- If Dweller no. increases that's equal with new tenant /owner because the Flat no. won't change.

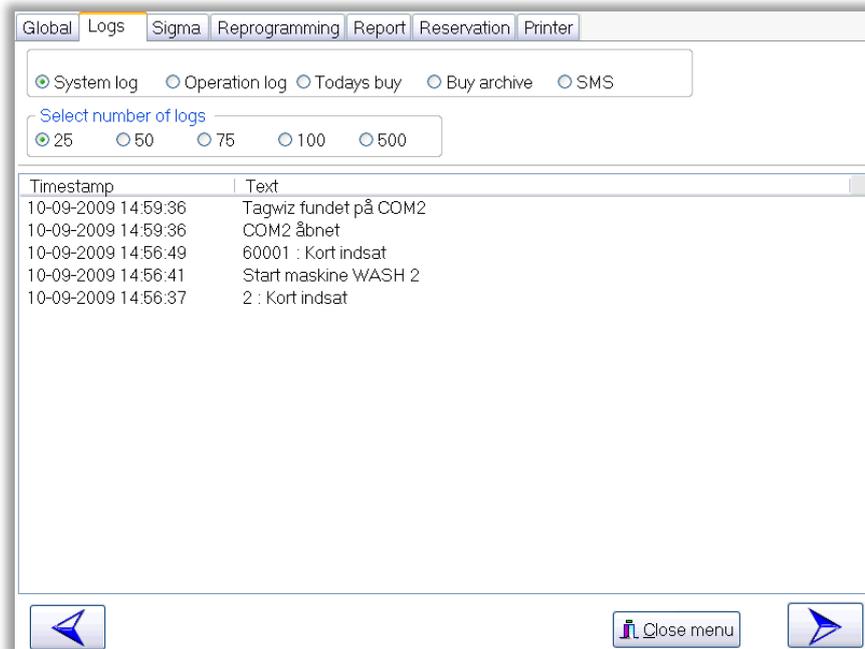
If a user has been buying on a card with a higher Card no. than previously used, then will the old one be blocked and the Internet user profile just updated with the new card number

- If Card. no increases that's equal with a new card for the same tenant/owner (e.g. lost the old one).

Note! Of course, the Flat No, need to be the same.

Info! Dweller no increases when new tenant is moving in and card. no. increases when a tenant has thrown a card away.

Logs



Many Events are logged and by the four categories you will be able to trace almost everything. You can get listed the latest 25, 50, 75, 100 or 500 logs. The system and operation log will be in Danish mainly.

- **System log**
Almost any event will be stored in this log, from loading a card / tag to start and stop of machines
- **Operation log**
Daily routines will be logged here. E.g. backup, reboot messages etc.
- **Today buy**
The purchases of today are listed with card id., price and balance.
- **Buy archive**
All purchases older than one day is listed here.
- **SMS**
The messages send to users are listed here.

Note! Overall, it is easier to view log by the Internet pages

Reprogramming

- Property master / caretaker can reprogram chip cards / tags e.g. new tenant is moving in. (mainly user at credit systems)

Chip card:

Load service or super card (remove the service card / tag again)

Select the reprogramming tab

Load the user card you want to reprogram (Easy might say welcome – this is ignored)

Dweller and card no. from the user car can be read

Edit the no. you wants to change by the build in keyboard

Click on the »Reprogram« button

- A green square appears when the new numbers are transferred to the card

TAG:

Load service or super card (tag)

Select the reprogram tab

Open Keyboard

Place and hold the tag, you want to reprogram, against the wireless symbol on the tag reader

Edit the number there must be changed

Click on the »Reprogram Tag« button

- A green square appears when the new numbers are transfer to the tag

Reprogramming chip cards ¶

Reprogramming tags ¶

Note!

If a card/tag gets 254 as card no., you can enter the laundry by the entry control and delete bookings, but you can't buy machines on the payment system.

If a card/tag gets 255 or 145 as card no., you can enter the laundry by the entry control, but you can't buy machines on the payment system.