

Broome International Airport (BIA)

Ground Transport Client Guide

Front-End Registration and Management

User Guide v1.0



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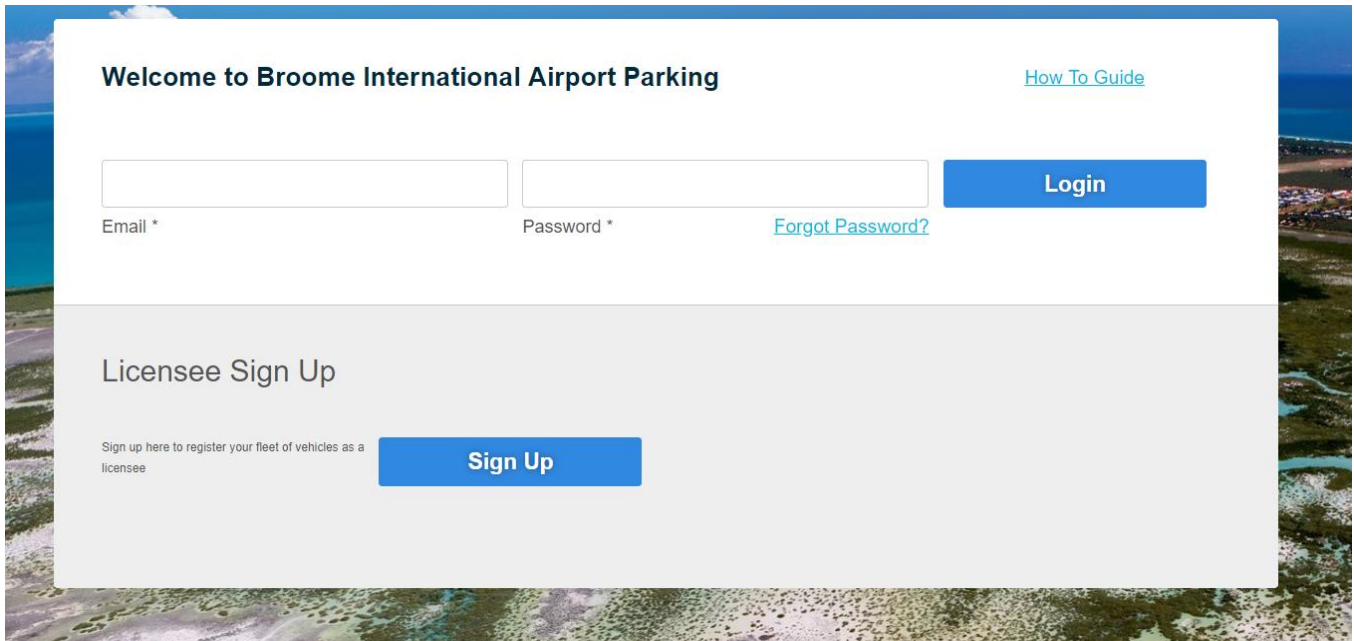
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1.0 Front-End User Guide

This user guide is intended to provide ground transport operators with an example of how to complete the registration process and management functionality available in the GroundTransport system, allowing user's access to manage driver accounts, update personal details, top-up account balances, and review and download tax invoices.

2.0 Registration Process

- Ground transport operators can register using the *Sign-up* button located on the landing page.



Welcome to Broome International Airport Parking [How To Guide](#)

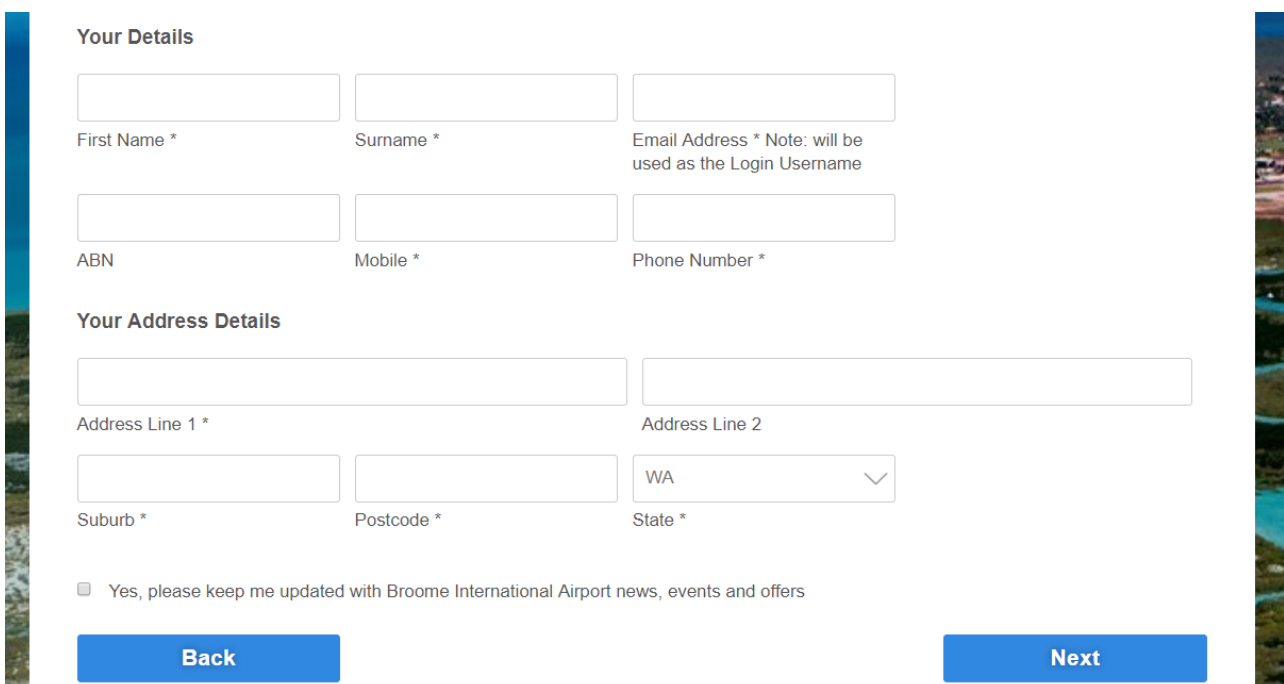
Email * Password * [Forgot Password?](#) **Login**

Licensee Sign Up

Sign up here to register your fleet of vehicles as a licensee **Sign Up**

2.1 Personal Details

- Allows operators to enter identification information, including ABN and contact details.



Your Details

First Name * Surname * Email Address * Note: will be used as the Login Username

ABN Mobile * Phone Number *

Your Address Details

Address Line 1 * Address Line 2

Suburb * Postcode * State * WA

☐ Yes, please keep me updated with Broome International Airport news, events and offers

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2.2 Terms and Conditions

- Provides important information regarding terms of use for Commercial Operators and their fleet. An Operator will not be able to proceed with the registration process unless the Terms and Conditions have been accepted.

2 Terms and Conditions

Please read the below Terms and Conditions and associated information.

[Terms and Conditions](#)

☐ I have read the above Terms and Conditions and Privacy Policy and agree that use of this service constitutes acceptance of the Terms and Conditions and Privacy Policy.

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2.3 Vehicle Details

- Allows commercial operators to enter multiple vehicle information. The vehicle information entered will be assigned access parking access by BIA through the Administration Console.

3 Vehicle Details

Please enter the vehicle details below

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Taxi/Limousine (including maxi taxis)"/>	<input type="button" value="Add"/>
Vehicle Registration *	Vehicle Make	Vehicle Model	Seating Capacity	Vehicle User Group	

Vehicle Registration	Vehicle Make	Vehicle Model	Seating Capacity	Vehicle User Group	Delete
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2.4 Payment Details

- *Client defined minimum account balance:* This allows operators to set a minimum account credit balance. Once an account reaches this minimum balance, an automatic top-up from the nominated account will occur.
- *Client defined top-up amount:* This allows operators to define the amount to be debited from their nominated account when automatic top-ups are triggered.

4

Payment Details

Payment Type

Prepay Per Use

If you wish to nominate a higher minimum account balance or top-up to amount, please modify the settings below.

Client defined minimum account balance (minimum \$20)

20.00

Client defined top-up amount (minimum \$100)

100.00

Tag and Administration Fee

5.00

☐ Send me an SMS alert when my balance falls below minimum account balance defined above (\$0.5 per sms)

☐ Send me an SMS alert for failed automatic top-ups (\$0.5 per sms)

VISA

MasterCard

mm

yy

Card Number *

Expiry *

Name on Card *

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2.5 Submit Application

- Allows Operators to review all input information before submission

2.6 Next Steps

- After the registration application has been submitted to BIA for approval:
 - The Operator will receive an email confirming the registration request has been submitted to BIA for approval. This email will include a temporary password for use when initially logging in to their new account.
 - Once BIA has reviewed, assigned RFID's and approved the application, the Operator will receive another email notification advising them of the approval, and directing them to collect TAG's from the Carpark Kiosk.

3.0 Logging into a new Operator Account

- The Operator will need to log into their account for the first time using the temporary password provided via email.
- Navigate to *Change Password* and set a new password.
- The system will require the operator to enter their username and new password again to allow access.
- The 'Home' page will then display with account options.

3.1 Instant Top-Up

- Allows Operators to add credit to their account outside of the automatic top-up process. This page also displays the current account balance available.






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Instant Top-up

Account Summary

Available Balance: \$100

Please enter your credit card details to top up your account and click 'Pay' to proceed.

<input type="text"/>	 	<input type="text" value="mm"/>	<input type="text" value="yy"/>
Card Number *		Expiry *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Name on Card *	CVV * 	Amount *	

Pay





3.2 Statement

- Allows Operators to access transaction information, using date and time range, transaction status and transaction type search parameters.
- There is also an option to download and print transactions in a tax invoice format, and to and to download and export transaction history in excel.





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Statement

21/04/2018  00:00  21/04/2018  23:59 

From Date From Time To Date To Time

-----  ----- 

Status Type

Search

RFID	Type	Description	Status	Date/Time	Amount (\$)
	Payment-CC	Initial Top-up	APPROVED	21/04/2018 07:04	100.00
	Service Fee	TAG and Administration Fee	APPROVED	21/04/2018 07:04	-5.00
	Payment-CC	TAG and Administration Fee	APPROVED	21/04/2018 07:04	5.00

3 records found, displaying 1 to 3

Print

Export



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Exporting completed

Click download to export your report

Download

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3.3 Modify Driver Account

- This option allows Operators to manage their existing account details entered during the registration process such as:
 - updating contact information
 - updating payment details, including credit card information, minimum account balance and automatic top-up amounts
 - adding or deleting vehicle details as required

2 Vehicle Details

Please enter the vehicle details below

Taxi/Limousine (including maxi taxis) 

Add



Vehicle Registration *

Vehicle Make

Vehicle Model

Seating Capacity

Vehicle User Group

Vehicle Registration	Vehicle Make	Vehicle Model	Seating Capacity	Vehicle User Group	Delete
CHJ276	Ford	Transit	8	Passenger vehicle (up to 22 seats)	
831LWE	Toyota	Prius	4	Taxi/Limousine (including maxi taxis)	

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