
CONTENTS

1	INTRODUCTION	3
2	HOME PAGE	4
2.1	ACCESS	5
2.2	USER REGISTRATION	6
2.2.1	INDIVIDUAL	6
2.2.2	ORGANISATIONS	9
3	INTRODUCTION TO THE RESERVED AREA	12
4	HOME	13
5	PURCHASE OF DAILY PERMIT	14
6	DAILY PERMITS TO BE USED	17
7	DAILY PERMIT LOG	19
8	MANAGEMENT OF EXTENDED PASSES	20
8.1	NEW PASS REQUESTS	20
8.2	ACTIVE PASSES	21
8.3	PASS LOG	23
8.4	LIST OF PENDING REQUESTS	23
9	LIST OF INVOICES	24
10	LIST OF NOTES OF CREDIT	25
11	COMMUNICATIONS	26

1 INTRODUCTION

The "Tour Bus Web" portal makes possible the on-line purchase and printing of daily permits and extended passes for the entry of tourist buses into "ZTL" restricted traffic areas.

The process for the issue of permits includes the following steps:

1. Registration of information for identification and billing
2. Access to portal
3. Selection of characteristics of the permit to be purchased
4. Payment
5. Printing of the permit

This process can be followed by the user of the portal in a fully independent manner.

What is more, the user, at any point in time, can control the status of its purchase and payment situation.

The portal can also provide the user with a variety of information, communications, general announcements and notifications.

2 HOME PAGE

The use of the site is reserved exclusively for registered users. Visitors that are not registered may do so. Choice no.1 (**Access**) sends users to the log-in page. No.2 (**Registered**) allows visitors to register and obtain credentials.

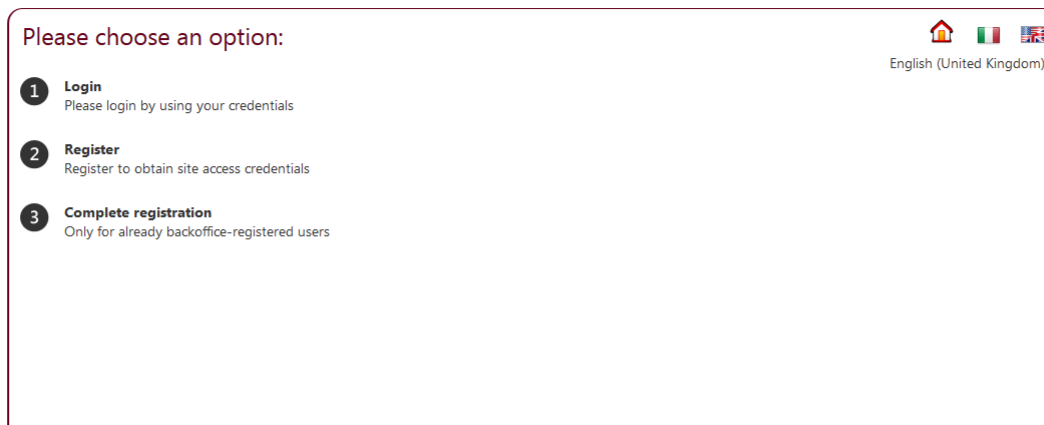


Figure 1 - Home page

2.1 ACCESS

To access the portal the fields User Name and Password must be filled in and the Access key clicked. Once access is performed, the users are sent to the user homepage (see chapter 3).

The box "**Memorise account**", when checked, keeps the user from always having to enter the password, making it possible to return to the portal in the days that follow without having to once again enter the credentials.

However reasons of security make it advisable not to use this function if the workstation is shared with other individuals.

If registration has not already been carried out, a new user identity can be created by clicking on the link "**Register**".

The screenshot shows a login interface titled "Use your account to log in". In the top right corner, there are icons for home, Italy, and the United Kingdom, with the text "English (United Kingdom)" below them. The main area is divided into two sections. The left section, titled "Login Form", contains a "User Name" field, a "Password" field, a "Remember account" checkbox, and a "Log in" button. Below this section is a link that says "Register if you don't have an account." The right section, titled "Forgot Your Password?", contains the text "Enter your User Name to receive your password.", a "User Name:" field, and a "Submit" button.

Figure 2 - Login

2.2 USER REGISTRATION

Registration must be carried out to obtain the **credentials for accessing** the site. This operation is performed only once. At the end of the registration, the user obtains a User Name and a Password that should be kept to be able to access the portal in the future.

Users are responsible for the security of their credentials, which they can reset on their own at any point in time.

The form of registration differs, depending on the type of user.

The possible types of users are:

- individuals;
- organisations;

The individual chooses the type it falls under by selecting one of the two boxes.

Once the type has been selected, the form presents the fields pertaining to that profile.

2.2.1 INDIVIDUAL

Tax ID Code	The Tax ID Code of the individual user. If the country selected is Italy, then the code must necessarily be in the 16-character letter and number format required under Italian legislation. Otherwise the field is open.
Nazione	The country in which the user resides. In combination with the Tax Code, this is the key to unique, unerring identification.

Identifying Information

Last name	Text field
Name	Text field
Date of birth	Date in the format dd/mm/yyyy, with selection also possible using the calendar activated with the specific key.
Sex	Select M or F
Born in	Enter the city or town, or a portion of the name, and press the magnifying-glass key to select the correct name. The system automatically fills out the fields for the postal code, the province and the country.

Place of residence

City or town	Enter the city or town, or a portion of the name, and press the magnifying-glass key to select the correct name. The system automatically fills out the fields for the postal code, the province and the country.
Address	The field is open, unless the address is in the City of Rome, in which case the magnifying-glass key must be used to select the street address from a list, after having entered all or a part of it.

Contacts




Telephone	Obligatory text field, unless the Mobile Phone field has been filled in
Telephone2	Text field
Mobile phone	Obligatory text field, unless the Telephone field has been filled in
Fax	Text field
Email	Text field for entry of a valid e-mail

When the forward key is pressed, the user name, the password and the e-mail are requested.

The User Name and Password should be kept with care.

Once the procedure has been completed, the site can be accessed from the "[Access](#)" log-in page, which is accessible from the homepage.

Use this form to create a new account.

  
English (United Kingdom)
Required field
Optional field

Person
Company


Tax code


Country

Personal informations

Last name


First name

Birth date  Gender M F

Birth place  Province ZIP

Country

Permanent address

City  Province ZIP

Country

Address N° /

Contacts

Phone

Mobile Fax

Email

[Personal data processing terms](#) Accept

Figure 3 - Registration of an individual

2.2.2 ORGANISATIONS

VAT number	The VAT number of the organisation or enterprise. If the country selected is Italy, then the code must necessarily be in the 11-digit format required under Italian legislation. Otherwise the field is open.
Tax ID Code	The Tax ID Code of the organisation. If the country selected is Italy, then the code must necessarily be in the 16-character letter and number format required under Italian legislation. Otherwise the field is open.
Country	The country in which the user resides. Together with the Tax ID Code, this is the key to unique, unerring identification.

Company information

Name	The name of the company or organisation
------	---

Registered office

City or town	Enter the city or town, or a portion of the name, and press the magnifying-glass key to select the correct name. The system automatically fills out the fields for the postal code, the province and the country.
Address	The field is open, unless the address is in the City of Rome, in which case the magnifying-glass key must be used to select the street address from a list, after having entered all or a part of it.

Operating headquarters (if different from the registered office)

City or town	Enter the city or town, or a portion of the name, and press the magnifying-glass key to select the correct name. The system automatically fills out the fields for the postal code, the province and the country.
Address	The field is open, unless the address is in the City of Rome, in which case the magnifying-glass key must be used to select the street address from a list, after having entered all or a part of it.

Contacts

Telephone	Obligatory text field, unless the Mobile Phone field has been filled in
Telephone2	Text field
Mobile Phone	Obligatory text field, unless the Telephone field has been filled in
Fax	Text field




Liaison information

Title	Select the title and role of the liaison from the pull-down menu.
Last name	Last name of the liaison. Text field
First name	First name of the liaison. Text field
Telephone	Obligatory text field, unless the Mobile Phone field has been filled in
Telephone2	Text field
Mobile Phone	Obligatory text field, unless the Telephone field has been filled in
Fax	Text field
Email	Text field for entry of a valid e-mail

When the forward key is pressed, the user name, the password and the e-mail are requested. The User Name and Password should be kept with care.

Once the procedure has been completed, the site can be accessed from the "[Access](#)" log-in page, which is accessible from the homepage.

Use this form to create a new account.




 English (United Kingdom)

Required field
 Optional field


Person
 Company

VAT Number Tax code
 Country

Company informations

Company name

Legal address

City  Province ZIP
 Country
 Address N° /

Contacts

Phone
 Mobile Fax

Contact person

Title
 Last name
 First name
 Phone
 Mobile Fax
 Email

[Personal data processing terms](#) Accept

Figure 4 - Registration of an organisation

3 INTRODUCTION TO THE RESERVED AREA

Once the access procedure has been performed, the section reserved for users is entered. This section is subdivided into three columns. The column on the left shows the main menu, from which the user can navigate to access the different functions of the portal.

At the time of the initial access, the central portion contains any communications received, after which it changes, depending on the item selected from the menu. This is the area where the user will visualise all the operations.

The column on the right contains the boxes “Customer info” and “Communications”, which shall always be visible.

The box “Client Info” can be used to:

1. modify the user’s password
2. exit from the personal area and close the access (logout).

The “Communications” box, on the other hand, presents a list of the communications sent by the back office to the user and not yet read. From here, the communications area can be rapidly accessed (see chapter 11).

4 HOME

The **homepage** displays a vertical list of news and announcements in its central portion. This information is entered by the back office and is the same for all the users.

Each piece of news or announcement is shown in descending order of publication, from the most recent to the oldest. They consist of the title, the date of publication and the text of the news or announcement.

On this page there are no interactive functions available to the user.

The screenshot displays the user home page with a 'News' section. On the left is a 'Main menu' with links: Home, Purchase daily license, Last purchased licenses, Purchase history, New subscription, Active subscriptions, Request history, Request list, Bill list, Credit note list, and Communications (10). The central news area shows two items: 'Mayor ordinance n° 23/2015' (dated 21 December 2014) and 'news 2' (dated 14 February 2015). On the right, there is a 'Customer info' box showing the user 'stefanoz' with links for 'Change password' and 'Logout'. Below that is a 'Comunications' box listing several requests such as 'Richiesta "Censimento nuova targa" - RESPINTA', 'Richiesta "Rimborso"', and 'Richiesta "AutorizzazioneSpeciale"'. The page also features a language selector for 'English (United Kingdom)' and a vertical scrollbar on the right.

Figure 5 - User home page - News

5 PURCHASE OF DAILY PERMIT

This page allows the user to purchase a new daily permit.

The license plate number of the vehicle for which the permit is to be purchased must be entered in the **license plate** field. It should be indicated, regardless of whether the license late number refers to an Italian or foreign vehicle, using the box "Italian License Plate". This will allow the system to carry out controls with the Motor Vehicle Department.

The field **start date** is for the first date on which the permit must be valid. The date must be specified by the user in the format dd/mm/yyyy or it can be selected using the calendar that becomes available when the related key is pressed. The user must also specify the **type** of permit by using the keys provided for the purpose. The types of daily permits available are A, B and G for major events. A click on the corresponding key makes a selection check appear.

Purchase a permission

English (United Kingdom)

Main menu

- Home
- Purchase daily license**
- Last purchased licenses
- Purchase history
- New subscription
- Active subscriptions
- Request history
- Request list
- Bill list
- Credit note list
- Communications (10)

Permission data

License plate: CN244TL Italian license plate: YES

Start date: 26/03/2015

Category: **A** (Giornaliero Daily) **B** (Giornaliero Daily) **G** (Giornaliero Daily) ?

Cancel

Vehicle data

Manufacturer:	
Model:	SETRA S 415 HD P55TE3
N.Seats:	51
Matriculation:	14/04/2004
Length:	120
Euro:	3
Year:	2004
CO2:	0
FAP:	X
Pedana disabili:	X
Portata:	18000
Power:	310
Fuel:	GPL

Cart

Date	Day	Category	SubCategory	Validity
26-03-2015	giovedì	Giornalieri A	A	giornaliero

Add next day

Customer info

User: stefanoz
Change password
Logout

Communications

- Richiesta "Censimento nuova targa" - RESPINTA
- Richiesta Respinta
- Richiesta "CensimentoNuovaTarga" RESPINTA
- Richiesta "NuovoAbbonamento" ACCOLTA
- Richiesta "Rimborso" ACCOLTA
- Richiesta "RinnovoAbbonamento" RESPINTA
- Richiesta "AutorizzazioneSpeciale" ACCOLTA
- Richiesta "AutorizzazioneSpeciale" ACCOLTA
- Richiesta "CensimentoNuovaTarga" RESPINTA
- Richiesta "AutorizzazioneSpeciale" ACCOLTA

Price to pay

Permissions	
Price	€33.00
From 4th day on	
Afternoon	
Total price	€33.00
Variations based on	
Power supply	-50%

Figure 6 - Purchase of new permit

After filling out all the fields and selecting the category, press the Continue key.

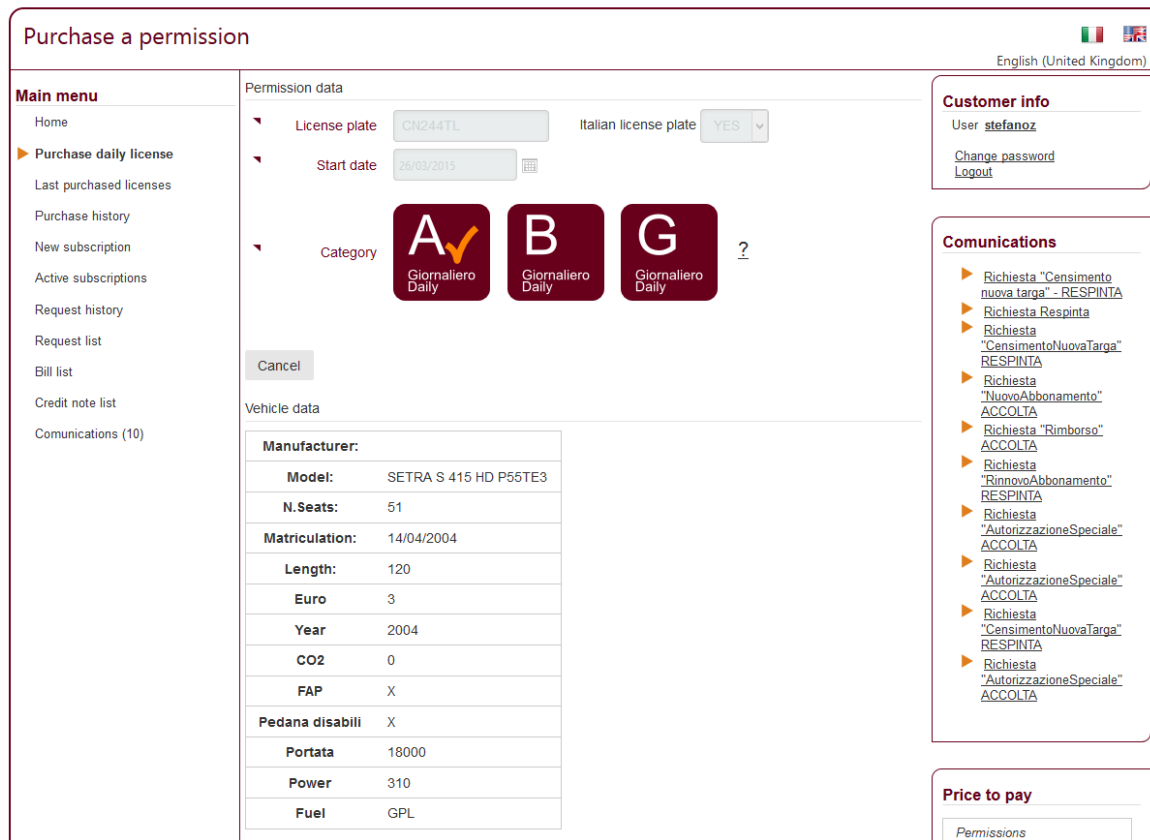


Figure 7 - Shopping Cart

Once the Continue key has been pressed, the data entered are controlled and the **information** on the vehicle is displayed.

Also displayed is the shopping cart, meaning the list of the permits the user intends to purchase. In fact, after the first permit, others can be added for subsequent services by clicking on the key Add Permit. When the day selected is subject to special conditions, then a further selection must be made. In the case of category A or B daily permits, a parking facility can be reserved from among those on the list that appears when the **subcategories** A1, B1, B2, B3 or B4 are selected.

On the other hand, if A or B are chosen as the subcategory, then there is no need to reserve a parking facility.

In addition to the parking facility, the day-part must be specified, selecting from morning, afternoon or both, by checking the corresponding boxes.

The screenshot displays the user interface for selecting a parking facility and day-part. On the left, a navigation menu includes 'Request list', 'Bill list', 'Credit note list', and 'Communications (10)'. The main area is divided into three sections:

- Vehicle data:** A table with fields for Manufacturer, Model (SETRA S 415 HD P55TE3), N.Seats (51), Matriculation (14/04/2004), Length (120), Euro (3), Year (2004), CO2 (0), FAP (X), Pedana disabili (X), Portata (18000), Power (310), and Fuel (GPL).
- Cart:** A table with columns for Date, Day, Category, SubCategory, and Validity. It shows an entry for '26-03-2015' on 'giovedì' in 'Giornalieri A' category, with a subcategory 'A' and validity 'giornaliero'. An 'Add next day' button is located below the table.
- Price to pay:** A section containing a table for 'Permissions' with columns for Price and amount (£33.00). It also includes a 'Total price' of £33.00 and a 'Variations based on' table with rows for Power supply (-50%), Month (assente), and Law (15%).

On the right side, there is a list of requests with expandable arrows and labels such as 'Richiesta "CensimentoNuovaTarga" RESPINTA ACCOLTA' and 'Richiesta "RinnovoAbbonamento" ACCOLTA'.

Figure 8 - Selection of the parking facility and day-part

Once the data-entry procedure has been completed, the payment can be made.

The user can control the final amount to be paid in the detailed display found in the box "Amount to be Paid", which appears in the right-hand column of the page, presenting the details of the fee, together with information on any discounts or surcharges applied. From here, the user can also choose the method of payment from a fold-down menu provided for the purpose.

The order confirmation key completes the purchase procedure.

Should the user be accredited for SEPA payment transactions or warranties, then the procedure comes to an end on the order confirmation page. When payment is to be made with an on-line credit card, on the other hand, the navigation continues on the pages of the payment gateway (in our case, KeyClient), before returning to the tourist bus portal at the conclusion of the procedure.

At this point, the user can return to the homepage and repeat the purchase procedure for another type of permit or go to the log page to control the records of past purchases.

6 DAILY PERMITS TO BE USED

The page displays the list of daily permits purchased and not yet expired.

The list is a table whose rows show the information on the package of permits purchased, such as the category, the purchase date, the dates of the start and end of validity, the license plate of the vehicle, the serial number, the method of payment and the total amount paid.

A double-click on the sequence opens the permit screen, which provides details on all the data.

The last column contains a key (X) that allows the user to cancel the permit purchased. In the case of frequent-purchaser or sepa customers, as long as the permit has not been visualised or printed, it can be cancelled, and a reimbursement can be requested, no later than 3:00 pm on the date of the start of validity. Customers that pay with credit cards do not have this option.

By clicking on the arrow (>) in the first column, the user can expand the table to view detailed information on all the permits purchased. Below the main row there appears a table on which each row is a daily permit complete with indication of the type (A, B, G), the date, the validity, the parking facility, if one has been reserved, and the major event. The last column is a key that allows the user to print the permit.

When the print key is pressed, the browser displays a window for saving the file to be printed. At this point, the user is responsible for handling the print-out with the equipment provided by its own IT infrastructure. In cases where the number of permits is very high, the user also has the option of a system of filters to reduce the number of results displayed. The permits can be filtered for types A, B and G by using the multiple-choice boxes. The "period" pull-down menu is for setting the start and end dates of the period for which permits are to be displayed. These dates can also be set manually, using the fields "from" and "to". The permits can also be filtered by license plate number.

All the filters become operative as soon as any variable is selected. There is no need, therefore, to press the confirmation keys.

The column on the right side of the page holds the box "Data Exportation". When the link "Export into Excel" is pressed, the table is exported into the Excel format and saved locally in the user's IT infrastructure. Both the main rows and those holding the detailed information are exported, though the operation involves only the rows displayed on the page when it is carried out. If a filter has been activated, then the exportation shall contain only the filtered data.

Last purchased licenses
English (United Kingdom)

Main menu

- Home
- Purchase daily license
- ▶ **Last purchased licenses**
- Purchase history
- New subscription
- Active subscriptions
- Request history
- Request list
- Bill list
- Credit note list
- Communications (10)

Filters

Daily A Daily B Daily Grand Event

Purchase time range: This month

From: 01/03/2015 To: 27/03/2015

License plate:

Category	Purchase Date	Start Date	End Date	Status	Payment Type	Amount	License plate	Serial N.	Cancel														
Giornaliero Grande Evento	25/03/2015 15:27:58	09/06/2015	09/06/2015	Valido	FIDEISSIONE	£50.00	EV200PN	G000323-15	✖														
<table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr> <th>Type</th> <th>Date</th> <th>Validity</th> <th>Event</th> <th>Parking</th> <th>Special Auth.</th> <th>Print</th> </tr> </thead> <tbody> <tr> <td>G</td> <td>09 June 2015</td> <td>giornaliero</td> <td>Udienza ricorrenza morte Don Giussani</td> <td>M.L. KING - VILLA PAMPHILI</td> <td>★</td> <td>🖨</td> </tr> </tbody> </table>										Type	Date	Validity	Event	Parking	Special Auth.	Print	G	09 June 2015	giornaliero	Udienza ricorrenza morte Don Giussani	M.L. KING - VILLA PAMPHILI	★	🖨
Type	Date	Validity	Event	Parking	Special Auth.	Print																	
G	09 June 2015	giornaliero	Udienza ricorrenza morte Don Giussani	M.L. KING - VILLA PAMPHILI	★	🖨																	
Giornaliero Grande Evento	23/03/2015 09:55:06	09/06/2015	09/06/2015	Valido	FIDEISSIONE	£50.00	ER704RG	G000289-15	✖														
Giornalieri B	20/03/2015 15:44:40	22/12/2015	22/12/2015	Valido	FIDEISSIONE	£108.00	DX259JX	B000277-15	✖														
Giornalieri B	19/03/2015 17:58:01	22/06/2015	22/06/2015	Valido	FIDEISSIONE	£108.00	ER704RG	B000273-15	✖														
Giornalieri B	12/03/2015 19:42:13	28/03/2015	29/03/2015	Annullato	SEPA	£205.00	ER704RG	B000244-15	✖														

Customer info

User **stefanoz**

[Change password](#)
[Logout](#)

Communications

- ▶ [Richiesta "Censimento nuova targa" - RESPINTA](#)
- ▶ [Richiesta Respinta](#)
- ▶ [Richiesta "CensimentoNuovaTarga" RESPINTA](#)
- ▶ [Richiesta "NuovoAbbonamento" ACCOLTA](#)
- ▶ [Richiesta "Rimborso" ACCOLTA](#)
- ▶ [Richiesta "RinnovoAbbonamento" RESPINTA](#)
- ▶ [Richiesta "AutorizzazioneSpeciale" ACCOLTA](#)
- ▶ [Richiesta "NuovoAbbonamento" ACCOLTA](#)
- ▶ [Richiesta "CensimentoNuovaTarga"](#)

Figure 9 - Latest permits purchased

7 DAILY PERMIT LOG

The daily permit log lists all the permits that have been issued and whose end date has been reached. The list is presented in reading mode only and, as in the case of the page of the most recent permits, the results can be filtered or exported.

Last purchased licenses
English (United Kingdom)

Main menu

- Home
- Purchase daily license
- Last purchased licenses
- ▶ Purchase history
- New subscription
- Active subscriptions
- Request history
- Request list
- Bill list
- Credit note list
- Communications (10)

Filters

Daily A Daily B Daily Grand Event

Purchase time range: This month

From: 01/03/2015 To: 27/03/2015

License plate:

Category	Purchase Date	Start Date	End Date	Status	Payment Type	Amount	License plate	Serial N.
Giornalieri B	22/03/2015 09:13:42	22/03/2015	22/03/2015	Valido	FIDEJUSSIONE	£66.00	xxxx	B000283-15
Type		Date	Validity		Event			
B		22 March 2015	giornaliero					
Giornalieri B	20/03/2015 18:39:48	20/03/2015	20/03/2015	Valido	FIDEJUSSIONE	£108.00	DX259JX	B000282-15
Giornalieri B	19/03/2015 15:25:29	19/03/2015	19/03/2015	Valido	FIDEJUSSIONE	£108.00	ER704RG	B000272-15
Giornalieri B	09/03/2015 12:28:26	18/03/2015	18/03/2015	Valido	SEPA	£63.00	CN244TL	B000229-15

Customer info

User **stefanoz**

[Change password](#)
[Logout](#)

Communications

- ▶ [Richiesta "Censimento nuova targa" - RESPINTA](#)
- ▶ [Richiesta Respinta](#)
- ▶ [Richiesta "CensimentoNuovaTarga" RESPINTA](#)
- ▶ [Richiesta "NuovoAbbonamento" ACCOLTA](#)
- ▶ [Richiesta "Rimborso" ACCOLTA](#)
- ▶ [Richiesta "RinnovoAbbonamento" RESPINTA](#)
- ▶ [Richiesta "AutonizzazioneSpeciale" ACCOLTA](#)
- ▶ [Richiesta "AutorizzazioneSpeciale" ACCOLTA](#)
- ▶ [Richiesta "CensimentoNuovaTarga" RESPINTA](#)
- ▶ [Richiesta "AutonizzazioneSpeciale" ACCOLTA](#)

Figure 10 - Daily permit log

8 MANAGEMENT OF EXTENDED PASSES

The page for the management of extended passes allows users to request the issue of such [passes](#). To take advantage of this service, users that wish to obtain passes must necessarily register with our site. Passes can be purchased with a single payment or by instalment.

The menu contains the following items:

1. Request for a new pass
2. Active passes
3. Pass log
4. List of requests pending

8.1 NEW PASS REQUESTS

From this page, the user can request that a new annual pass be activated.

The information needed to send the request to the back office are:

Vehicle license plate	The license plate of the bus or the vehicle to be authorised
License information	The license information
Permit category	The category (A, B) of the pass
Instalment payment	The number of instalments to be paid. There can be a single instalment or 2, 3 or 4.
Documents to be sent	There are fields for the sending of the necessary documents. Once they have been compiled, the fields will no longer be visible.

After completing entry of the data, the user presses the ["Send Request"](#) to transmit the request to the back office, at which point the activation status can be controlled by examining the list of pending requests. The request may be rejected by the system, should there be situations of failure to make payment.

Figure 11 - New extended pass

8.2 ACTIVE PASSES

The page displays the list of active passes that have not yet expired.

Visualised in table form, each row corresponds to a pass. In addition to the information on the pass, the rows contain:

1. the key for modifying the license plate number associated with the pass.
2. the key for renewing a pass about to expire.

The row can be expanded by clicking on the key provided for the purpose (>). Once the row has been expanded, the detailed rows present the list of instalments, together with their status and amount. From here the instalment can be paid using a credit card or payment can be confirmed by sending in a receipt.

Active subscriptions

English (United Kingdom)

Main menu

- Home
- Purchase daily license
- Last purchased licenses
- Purchase history
- New subscription
- ▶ **Active subscriptions**
- Request history
- Request list
- Bill list
- Credit note list
- Communications (10)

Filters

Category A Category B

Plate

Category	Purchase date	Start date	End date	Plate	Serial	Renew	Change plate
Abbonamento B	16/03/2015 16:36:09	24/03/2015	31/12/2015	XD123RT	B-000262-15		
Total		Expire date	State		Pay		
£500.00		16 March 2015	Pagata				
£500.00		14 June 2015	Da pagare				
£500.00		12 September 2015	Da pagare				
> Abbonamento B	06/03/2015 12:19:47	03/03/2015	31/12/2015	CN244TL	B-000223-15		
> Abbonamento B	04/03/2015 12:57:38	20/08/2015	31/12/2015	CN244TL	000219-15		
> Abbonamento B	04/03/2015 12:56:31	31/07/2015	31/12/2015	CN244TL	000218-15		
> Abbonamento B	04/03/2015 12:53:34	01/05/2015	31/12/2015	CN244TL	000217-15		
> Abbonamento B	04/03/2015 12:51:24	30/04/2015	31/12/2015	CN244TL	000216-15		
> Abbonamento B	04/03/2015 12:47:28	01/02/2015	31/12/2015	CN244TL	000215-15		
> Abbonamento B	04/03/2015 12:43:13	31/01/2015	31/12/2015	CN244TL	000214-15		
> Abbonamento B	04/03/2015 12:34:38	04/03/2015	31/12/2015	CN244TL	000213-15		
> Gran Turismo	26/02/2015 20:44:28	26/02/2015	31/12/9999	CN244TL	000187-15		

Customer info

User **stefanoz**

[Change password](#)

[Logout](#)

Communications

- ▶ Richiesta "Censimento nuova targa" - RESPINTA
- ▶ Richiesta Respinta
- ▶ Richiesta "CensimentoNuovaTarga" RESPINTA
- ▶ Richiesta "NuovoAbbonamento" ACCOLTA
- ▶ Richiesta "Rimborso" ACCOLTA
- ▶ Richiesta "RinnovoAbbonamento" RESPINTA
- ▶ Richiesta "AutorizzazioneSpeciale" ACCOLTA
- ▶ Richiesta "AutorizzazioneSpeciale" ACCOLTA
- ▶ Richiesta "CensimentoNuovaTarga" RESPINTA
- ▶ Richiesta "AutorizzazioneSpeciale" ACCOLTA

Figure 12 - List of passes

Active subscriptions

English (United Kingdom)

Main menu

- Home
- Purchase daily license
- Last purchased licenses
- Purchase history
- New subscription
- ▶ **Active subscriptions**
- Request history
- Request list
- Bill list
- Credit note list
- Communications (12)

Filters

Category A Category B

Plate

> Abbonamento A	30/03/2015 01:58:30	22/03/2015	31/12/2015	CN244TL	A-000361-15		
> Abbonamento B	16/03/2015 16:36:09	24/03/2015	31/12/2015	XD123RT	B-000262-15		
> Abbonamento B	06/03/2015 12:19:47	03/03/2015	31/12/2015	CN244TL	B-000223-15		
> Abbonamento B	04/03/2015 12:57:38	20/08/2015	31/12/2015	CN244TL	000219-15		
> Abbonamento B	04/03/2015 12:56:31	31/07/2015	31/12/2015	CN244TL	000218-15		
> Abbonamento B	04/03/2015 12:53:34	01/05/2015	31/12/2015	CN244TL	000217-15		
> Abbonamento B	04/03/2015 12:51:24	30/04/2015	31/12/2015	CN244TL	000216-15		
> Abbonamento B	04/03/2015 12:47:28	01/02/2015	31/12/2015	CN244TL	000215-15		
> Abbonamento B	04/03/2015 12:43:13	31/01/2015	31/12/2015	CN244TL	000214-15		
> Abbonamento B	04/03/2015 12:34:38	04/03/2015	31/12/2015	CN244TL	000213-15		
> Gran Turismo	26/02/2015 20:44:28	26/02/2015	31/12/9999	CN244TL	000187-15		

Customer info

User **stefanoz**

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Communications

- ▶ Richiesta "NuovoAbbonamento" RESPINTA
- ▶ Richiesta "NuovoAbbonamento" ACCOLTA
- ▶ Richiesta "Censimento nuova targa" - RESPINTA
- ▶ Richiesta Respinta
- ▶ Richiesta "CensimentoNuovaTarga" RESPINTA
- ▶ Richiesta "NuovoAbbonamento" ACCOLTA
- ▶ Richiesta "Rimborso" ACCOLTA
- ▶ Richiesta "RinnovoAbbonamento" RESPINTA
- ▶ Richiesta "AutorizzazioneSpeciale" ACCOLTA
- ▶ Richiesta "AutorizzazioneSpeciale" ACCOLTA
- ▶ Richiesta "CensimentoNuovaTarga" RESPINTA
- ▶ Richiesta "AutorizzazioneSpeciale" ACCOLTA

Bank transfer

Send receipt Nessun file selezionato.

Credit card

Figura 13 - Pagamento di una rata

8.3 PASS LOG

The log is structured as a list of the requests pending, though it also displays all the passes that have expired. The log can also be used for renewals, by clicking on the key corresponding to the pass to be renewed. When the key is pressed, the form corresponding to the new pass opens, but with all the fields already precompiled. The renewal key is visible to the user only if the pass has not yet expired.

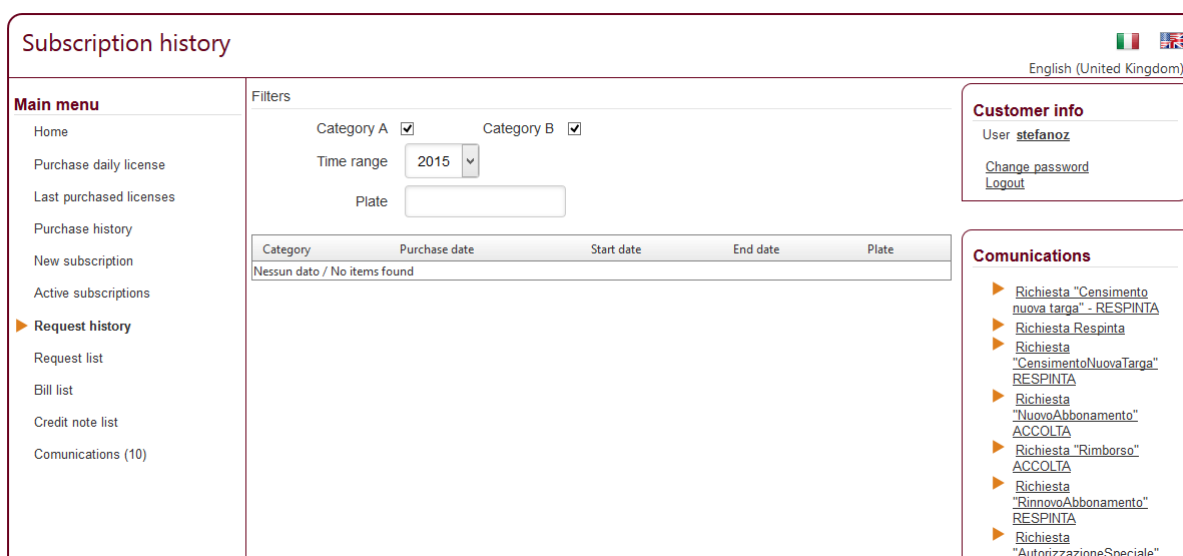


Figure 14 - Pass Log

8.4 LIST OF PENDING REQUESTS

The list of pending requests is displayed in this section. The information is presented on an expandable table whose main rows indicate the characteristics of the pass, while the detailed rows show the list of instalments and the related to be paid, that have been paid or that have come due.

Request list

English (United Kingdom)

Main menu

- Home
- Purchase daily license
- Last purchased licenses
- Purchase history
- New subscription
- Active subscriptions
- Request history
- ▶ Request list
- Bill list
- Credit note list
- Communications (10)

Request type	Date	State	Plate
Autorizzazione Speciale	24/03/2015 17:35:26	In lavorazione	ER704RG
Nuovo abbonamento	22/03/2015 18:00:26	In lavorazione	CN244TL
Nuovo abbonamento	20/03/2015 11:28:41	In lavorazione	XD123RT
Nuovo abbonamento	18/03/2015 15:42:39	In lavorazione	CN244TL
Pagamento rata	16/03/2015 16:37:00	In lavorazione	
Nuovo abbonamento	16/03/2015 16:33:42	Accettata	XD123RT
Cambio targa	13/03/2015 17:17:52	In lavorazione	XX000XX
Autorizzazione Speciale	12/03/2015 18:22:08	Accettata	ER704RG
Autorizzazione Speciale	12/03/2015 18:15:00	Accettata	DX259JX
Censimento nuova targa	11/03/2015 19:43:23	In lavorazione	DN02ZEN
Autorizzazione Speciale	11/03/2015 17:37:00	Accettata	
Cambio targa	09/03/2015 22:20:28	Respinta	TY789IU
Rimborso	09/03/2015 22:19:00	Accettata	JJ00011
Pagamento rata	06/03/2015 12:23:58	Accettata	
Pagamento rata	05/03/2015 23:27:13	Accettata	
Nuovo abbonamento	03/03/2015 17:13:29	Accettata	CN244TL
Rimborso	27/02/2015 15:01:16	In lavorazione	EP664FX
Rimborso	27/02/2015 14:42:15	In lavorazione	
Censimento nuova targa	25/02/2015 16:24:07	Respinta	QWQWQ
Censimento nuova targa	25/02/2015 15:57:29	Respinta	XX999YY
Rinnovo abbonamento	18/02/2015 17:11:39	In lavorazione	EP664FX
Rinnovo abbonamento	18/02/2015 17:07:13	Respinta	EP664FX
Nuovo abbonamento	16/02/2015 18:53:39	In lavorazione	EP664FX

Customer info

User **stefanoz**

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Communications

- ▶ Richiesta "Censimento nuova targa" - RESPINTA
- ▶ Richiesta Respinta
- ▶ Richiesta "CensimentoNuovaTarga" RESPINTA
- ▶ Richiesta "NuovoAbbonamento" ACCOLTA
- ▶ Richiesta "Rimborso" ACCOLTA
- ▶ Richiesta "RinnovoAbbonamento" RESPINTA
- ▶ Richiesta "AutorizzazioneSpeciale" ACCOLTA
- ▶ Richiesta "AutorizzazioneSpeciale" ACCOLTA
- ▶ Richiesta "CensimentoNuovaTarga" RESPINTA
- ▶ Richiesta "CensimentoNuovaTarga" RESPINTA
- ▶ Richiesta "AutorizzazioneSpeciale"

Figure 15 - List of requests

9 LIST OF INVOICES

The list of invoices displays a table where each row corresponds to an invoice that the user can download in the PDF format and print by the deadlines set under the regulations.

The billing documents are displayed in decreasing order of their date of generation, from the most recent to the earliest. By clicking on "Download Pdf", users can download the pdf corresponding to the invoice on their computers.

Bill list

English (United Kingdom)

Main menu

- Home
- Purchase daily license
- Last purchased licenses
- Purchase history
- New subscription
- Active subscriptions
- Request history
- Request list
- Bill list
- Credit note list
- Communications (10)

Filters

Issue date from To

Bill number

Type

N.	Date	Type	Sum	VAT	Total	Download PDF
54000573	24/03/2015	Abbonamenti	£1,229.51	£270.49	£1,500.00	
54000572	24/03/2015	Abbonamenti	£1,229.51	£270.49	£500.00	
50100765	08/03/2015	Abbonamenti	£983.61	£216.39	£400.00	
50100761	08/03/2015	Abbonamenti	£40.98	£9.02	£50.00	
50100757	08/03/2015	Giornalieri con carta di credito	£58.44	£14.03	£72.47	
50100756	08/03/2015	Giornalieri con carta di credito	£58.44	£14.03	£72.47	
50100755	08/03/2015	Giornalieri con carta di credito	£61.16	£14.68	£75.84	
50100754	08/03/2015	Abbonamenti	£983.61	£216.39	£300.00	
50100752	05/03/2015	Giornalieri con carta di credito	£226.23	£49.77	£276.00	
50100748	05/03/2015	Giornalieri con carta di credito	£365.65	£83.23	£448.88	

Page size: 10 | 16 items in 2 pages

Customer info

User **stefanoz**

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Communications

- ▶ Richiesta "Censimento nuova targa" - RESPINTA
- ▶ Richiesta Respinta
- ▶ Richiesta "CensimentoNuovaTarga" RESPINTA
- ▶ Richiesta "NuovoAbbonamento" ACCOLTA
- ▶ Richiesta "Rimborso" ACCOLTA
- ▶ Richiesta "RinnovoAbbonamento" RESPINTA
- ▶ Richiesta "AutorizzazioneSpeciale" ACCOLTA
- ▶ Richiesta "AutorizzazioneSpeciale" ACCOLTA
- ▶ Richiesta "CensimentoNuovaTarga" RESPINTA
- ▶ Richiesta "CensimentoNuovaTarga" RESPINTA
- ▶ Richiesta "AutorizzazioneSpeciale"

Figure 16 - List of invoices

10 LIST OF NOTES OF CREDIT

The list of notes of credit displays a table where each row corresponds to a note of credit that the user can download in PDF format and print.

The documents are displayed in decreasing order of their date of generation, from the most recent to the earliest.

By clicking on **“Download Pdf”**, users can download the pdf corresponding to the note of credit on their computers.

Credit note list

English (United Kingdom)

Main menu

- Home
- Purchase daily license
- Last purchased licenses
- Purchase history
- New subscription
- Active subscriptions
- Request history
- Request list
- Bill list
- ▶ **Credit note list**
- Communications (10)

Filters

Issue date from To

Note number

Num	Date	Taxable	VAT	Total	Bill No.	Download PDF
50103029	25/03/2015 16:46:10	£368.85	£81.15	£450.00	54000572	
50103028	25/03/2015 16:42:36	£32.79	£7.21	£40.00	50100761	

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Communications

- ▶ [Richiesta "Censimento nuova targa" - RESPINTA](#)
- ▶ [Richiesta Respinta](#)
- ▶ [Richiesta "CensimentoNuovaTarga" RESPINTA](#)
- ▶ [Richiesta "NuovoAbbonamento" ACCOLTA](#)
- ▶ [Richiesta "Rimborso" ACCOLTA](#)
- ▶ [Richiesta "RinnovoAbbonamento" RESPINTA](#)
- ▶ [Richiesta "AutorizzazioneSpeciale" ACCOLTA](#)
- ▶ [Richiesta "AutorizzazioneSpeciale" ACCOLTA](#)
- ▶ [Richiesta "CensimentoNuovaTarga" RESPINTA](#)
- ▶ [Richiesta "AutorizzazioneSpeciale" ACCOLTA](#)

Figure 17 - List of notes of credit

11 COMMUNICATIONS

This page lists all the communications sent to the user from the **back office** of Roma Servizi per la Mobilità. They are presented on a table whose columns indicate:

1. The reading status (read/not read), depending on whether the envelope icon is open/closed.
2. The title
3. The date on which the communication was sent.

To read the text of a communication, the user must click on the title.

Once it has been read, the user can return to the list by clicking on the link **“Return to the list”**.

Communications that have not yet been read are also shown in the box of the right-hand column of the page. In that case, the text can be read by clicking directly on the title.

Communications

English (United Kingdom)

	Title	Date
	Richiesta "CambioTarga" RESPINTA	17/03/2015 08:55:43
	Richiesta "Censimento nuova targa" - RESPINTA	17/03/2015 08:49:45
	Richiesta Respinta	17/03/2015 08:47:17
	Richiesta "CensimentoNuovaTarga" RESPINTA	17/03/2015 08:42:34
	Richiesta "NuovoAbbonamento" ACCOLTA	16/03/2015 16:36:16
	Richiesta "Rimborso" ACCOLTA	13/03/2015 15:41:42
	Richiesta "RinnovoAbbonamento" RESPINTA	13/03/2015 15:40:38
	Richiesta "AutorizzazioneSpeciale" ACCOLTA	12/03/2015 18:51:45
	Richiesta "AutorizzazioneSpeciale" ACCOLTA	12/03/2015 18:16:38
	Richiesta "CensimentoNuovaTarga" RESPINTA	12/03/2015 15:19:09

1
2

Main menu

- Home
- Purchase daily license
- Last purchased licenses
- Purchase history
- New subscription
- Active subscriptions
- Request history
- Request list
- Bill list
- Credit note list
- ▶ **Communications (10)**

Customer info

User [stefanoz](#)

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Communications

- ▶ [Richiesta "Censimento nuova targa" - RESPINTA](#)
- ▶ [Richiesta Respinta](#)
- ▶ [Richiesta "CensimentoNuovaTarga" RESPINTA](#)
- ▶ [Richiesta "NuovoAbbonamento" ACCOLTA](#)
- ▶ [Richiesta "Rimborso" ACCOLTA](#)
- ▶ [Richiesta "RinnovoAbbonamento" RESPINTA](#)
- ▶ [Richiesta "AutorizzazioneSpeciale" ACCOLTA](#)
- ▶ [Richiesta "AutorizzazioneSpeciale" ACCOLTA](#)
- ▶ [Richiesta "CensimentoNuovaTarga" RESPINTA](#)
- ▶ [Richiesta "AutorizzazioneSpeciale" ACCOLTA](#)

Figure 18 - List of communications