

Job Aid 15.4 Pay by Phone – Active Pass Report

This Job Aid describes how to generate a report of Active Passes for the current Day from the Yodel Admin Portal. This report was created to assist Rangers enforcing in remote areas. The Active Pass Report can be generated in advance of proceeding to the remote parking lot so the Ranger can search the downloaded Active Pass Report by license plate for enforcement.

This Job Aid is presented from the perspective of a Ranger using an iPad/Tablet. However, the Report can be downloaded on a mobile phone or laptop as well. The screen sizes will vary depending on the device.

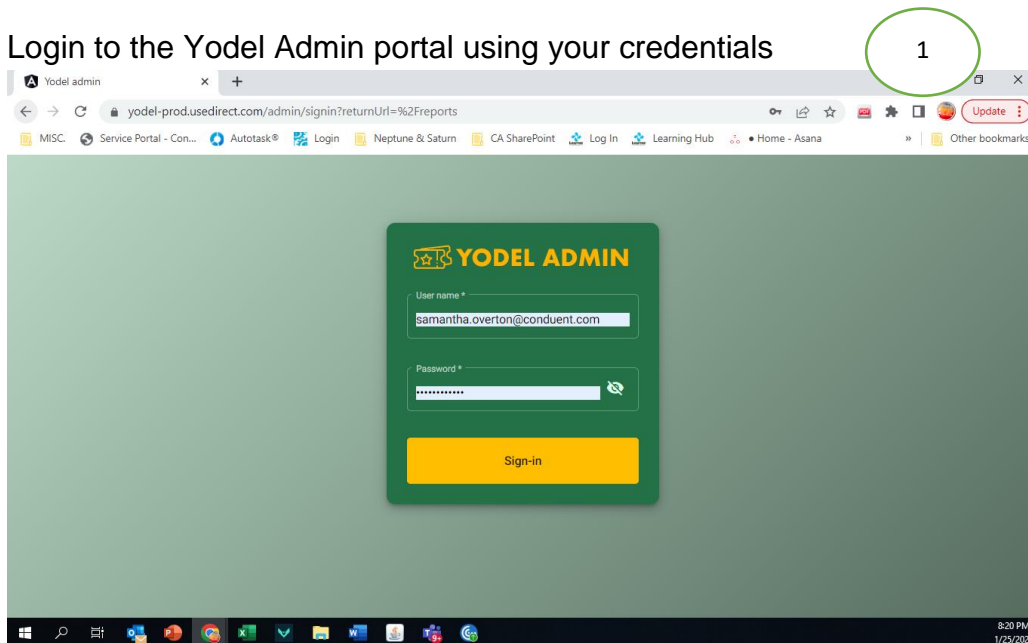
District Admins will need to upgrade Rangers to District Admins credentials to use this Active Passes Report tool in the field. (See Job Aid 15.2). Below this Job Aid provides step by step instructions on how to generate and use the Active Pass Report.

Yodel Admin is a browser-based application and can be accessed here using credentials provided by DPR: <https://admin.yodelpass.com/>

The actions in this Job Aid must be performed in the Yodel Admin Portal.

Generating Active Pass Report

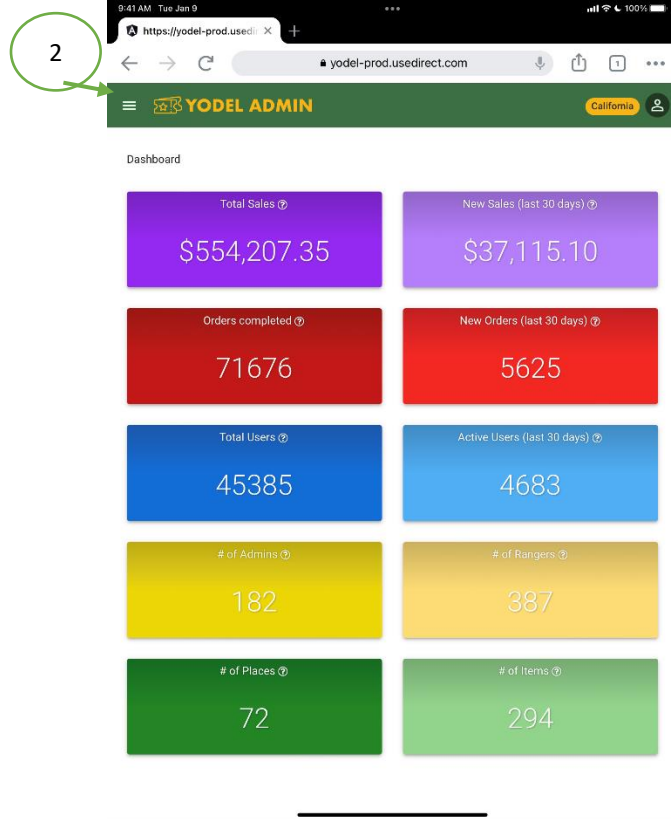
1. Login to the Yodel Admin portal using your credentials



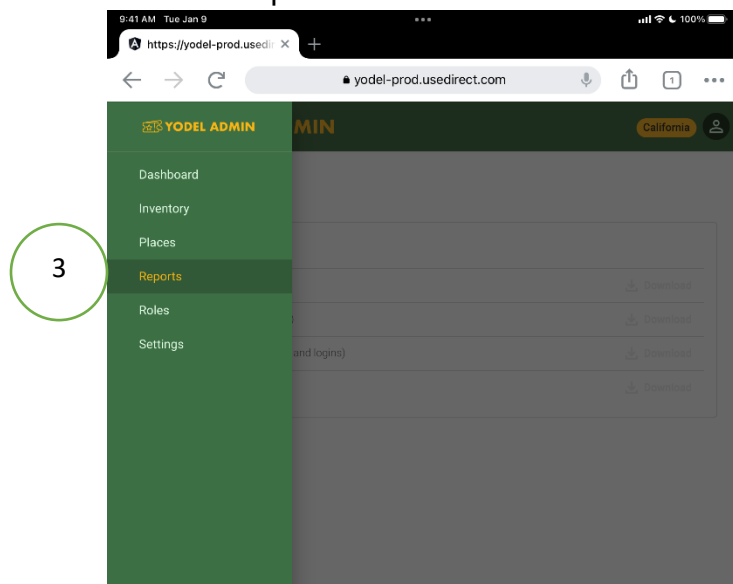
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2. Yodel Admin will appear on screen. Click 3 Menu bars on the top left to open Report Menu.



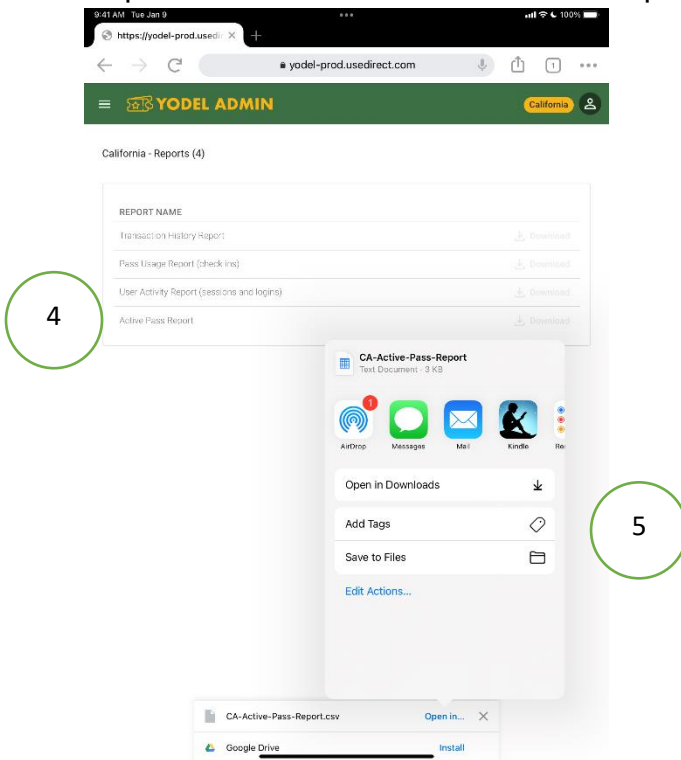
3. Click on Reports



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4. Report Menu – Click on Active Pass Report

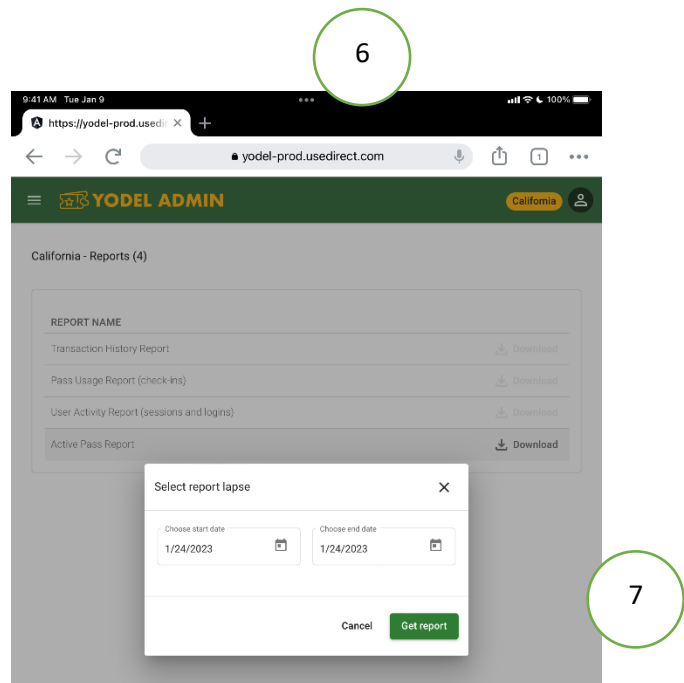


5. Report Downloads

6. Select Date Screen Defaults to the current date and it is locked so the date cannot be changed. It will only generate a Report of Active Passes for current date.

7. Click **Get Report**

8. Report will open in Excel



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Files 9:41 AM Tue Jan 9 CA-Active-Pass-Report

Home Insert Draw Formulas **Data** Review View

Sort Ascending Sort Descending Filter Show Detail Hide Detail

Read Only - To make changes, save a copy of this file into a Microsoft Office file format. Save a copy

fx WalletCardID

	A	B	C	D	E	F	G	H	I	J	K
1	WalletCardID	PassName	LicensePl	EffectiveC	ExpiryDat	CreatedDate					
2	2690293	Consecu	CHP0596	#####							
3	269272	San Onofri	9AYA022	#####							
4	269276	Oceano Di	6U54831	#####							
5	269277	Anza Borri	AGQP92	#####							
6	269278	Doheny SE	8TZM800	#####							
7	269283	Will Roger	303PM	#####							
8	269284	Will Roger	8SCC036	#####							
9	269285	Olompali S	7VAZX525	#####							
10	269287	Will Roger	8VY023	#####							
11	269293	Chino Hills	8FEV464	#####							
12	269294	Mount Dia	9DHM947	#####							
13	269295	Wilder Rar	9CRA054	#####							
14	269296	Los Angele	8RNS237	#####							
15	269297	Baldwin H	PXXIV	#####							
16	269298	Cuyamaca	6YCP916	#####							
17	269302	Lake Perri	8VCR731	#####							
18	269304	Baldwin H	4MVT660	#####							
19	269305	Bethany R	7WIF249	#####							
20	269307	R.H Meyer	6KHL000	#####							
21	269308	Los Angele	8CRT702	#####							
22	269309	San Onofri	9BRV763	#####							
23	269310	Point Mug	8ASR802	#####							
24	269311	Mt. Tamal	6URD335	#####							
25	269312	Los Angele	8RYH954	#####							
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This report is like the Transaction History Report, but it has limited fields for ease of review on an iPad or tablet in the field. Columns D, E and F provide the Effective Date, Expiry Date, and the Created Date.

- The **Expiry Date** is the most important field for this use case. It will show you the time a Pass Expires if it is an hourly pass and the Day it Expires if it is a 3-day Pass.

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- All entries on this Report are Valid Active Passes for the current day. A quick search by license plate will easily inform the Ranger if the vehicle has a Valid/Active Pass

9. Expand Field Names and Type License plate in Search function

The screenshot shows an iPad interface with a spreadsheet application. At the top, the status bar displays 'Files 9:41 AM Tue Jan 9' and '100%' battery. Below the status bar, a search bar contains the text 'agqp92'. A green circle highlights the number '9' in the top right corner of the screen. The spreadsheet below has columns labeled A through G. Column A is 'WalletCarr', B is 'PassName', C is 'LicensePlate', D is 'EffectiveDate', E is 'ExpiryDate', and F is 'CreatedDate'. The spreadsheet contains 25 rows of data, with row 5 highlighted. Below the spreadsheet, a keyboard is visible with the search bar containing 'agqp92' and a blue 'search' button.

	A	B	C	D	E	F	G
1	WalletCarr	PassName	LicensePlate	EffectiveDate	ExpiryDate	CreatedDate	
2	269029	3 Consecutive Day Parking Pass-Anza Borrego DSP	CHP0596	1/22/23 12:00	1/25/23 12:00	1/22/23 1:24	
3	269272	San Onofre SB à€ Bluffs/Trails Hourly	9AYA022	1/24/23 6:01	1/24/23 9:01	1/24/23 6:01	
4	269276	Oceano Dunes Oso Flaco - Day Use	6U54831	1/24/23 12:00	1/25/23 12:00	1/24/23 7:34	
5	269277	Anza Borrego Desert SP - Slot Canyon Hourly	AGQP92	1/24/23 8:15	1/24/23 9:15	1/24/23 8:15	
6	269278	Doheny SB à€ South Hourly Lot	8TZM8000	1/24/23 8:30	1/24/23 9:30	1/24/23 8:30	
7	269283	Will Rogers SHP à€ Day Use Lot Hourly	303PM	1/24/23 9:04	1/24/23 10:04	1/24/23 9:04	
8	269284	Will Rogers SHP à€ Day Use Lot Hourly	8SCC036	1/24/23 9:09	1/24/23 10:09	1/24/23 9:09	
9	269285	Olompali SHP - Day Use lot	7VAZX525	1/24/23 12:00	1/25/23 12:00	1/24/23 9:15	
10	269287	Will Rogers SHP à€ Day Use Lot Hourly	8VYY023	1/24/23 9:25	1/24/23 10:25	1/24/23 9:25	
11	269293	Chino Hills SP - Discovery Center Day Use Lot	8FEV464	1/24/23 12:00	1/25/23 12:00	1/24/23 9:44	
12	269294	Mount Diablo SP - South Gate Entrance	9DHM947	1/24/23 12:00	1/25/23 12:00	1/24/23 9:45	
13	269295	Wilder Ranch Day Use	9CRA054	1/24/23 12:00	1/25/23 12:00	1/24/23 9:47	
14	269296	Los Angeles SHP à€ Day Use Lot Hourly	8RNS237	1/24/23 9:48	1/24/23 10:48	1/24/23 9:48	
15	269297	Baldwin Hills S.O. à€ Lower Lot Hourly	PXXIV	1/24/23 9:51	1/24/23 10:51	1/24/23 9:51	
16	269298	Cuyamaca Rancho SP - Paso Picacho Day Use	6YCP916	1/24/23 12:00	1/25/23 12:00	1/24/23 9:53	
17	269302	Lake Perris SRA - Lake Perris Day Use	8VCR731	1/24/23 12:00	1/25/23 12:00	1/24/23 10:04	
18	269304	Baldwin Hills S.O. à€ Lower Lot Hourly	4MVT660	1/24/23 10:15	1/24/23 11:15	1/24/23 10:15	
19	269305	Bethany Reservoir SRA - Main Lot	7WIF249	1/24/23 12:00	1/25/23 12:00	1/24/23 10:20	
20	269307	R.H Meyers SB à€ El Pescador Lot Hourly	6KHL000	1/24/23 10:42	1/24/23 11:42	1/24/23 10:42	
21	269308	Los Angeles SHP à€ Day Use Lot Hourly	8CRT702	1/24/23 10:46	1/24/23 11:46	1/24/23 10:46	
22	269309	San Onofre SB à€ Bluffs/Trails Day Use	9BRV763	1/24/23 12:00	1/25/23 12:00	1/24/23 10:51	
23	269310	Point Mugu SP à€ Mugu Beach Hourly	8ASR802	1/24/23 10:59	1/24/23 11:59	1/24/23 10:59	
24	269311	Mt. Tamalpais SP - Pantoll Station Day Use	6URD335	1/24/23 12:00	1/25/23 12:00	1/24/23 11:01	
25	269312	Los Angeles SHP à€ Day Use Lot Hourly	8RYH954	1/24/23 11:08	1/24/23 12:08	1/24/23 11:08	
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No plate is matching is found in the Report; therefore, the plate does NOT have an Active Pass and the Ranger is clear to write a ticket or warning.

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10. Type in another license plate and Search function finds plate on Active Pass Report

	A	B	C	D	E	F	G
1	WalletCarr	PassName	LicensePlate	EffectiveDate	ExpiryDate	CreatedDate	
2	269029	3 Consecutive Day Parking Pass-Anza Borrego DSP	CHP0596	1/22/23 12:00	1/25/23 12:00	1/22/23 1:24	
3	269272	San Onofre SB â€” Bluffs/Trails Hourly	9AYA022	1/24/23 6:01	1/24/23 9:01	1/24/23 6:01	
4	269276	Oceano Dunes Oso Flaco - Day Use	6U54831	1/24/23 12:00	1/25/23 12:00	1/24/23 7:34	
5	269277	Anza Borrego Desert SP - Slot Canyon Hourly	AGQP92	1/24/23 8:15	1/24/23 9:15	1/24/23 8:15	
6	269278	Doheny SB â€” South Hourly Lot	8TZM8000	1/24/23 8:30	1/24/23 9:30	1/24/23 8:30	
7	269283	Will Rogers SHP â€” Day Use Lot Hourly	303PM	1/24/23 9:04	1/24/23 10:04	1/24/23 9:04	
8	269284	Will Rogers SHP â€” Day Use Lot Hourly	8SCC036	1/24/23 9:09	1/24/23 10:09	1/24/23 9:09	
9	269285	Olmopali SHP - Day Use lot	7VAZX525	1/24/23 12:00	1/25/23 12:00	1/24/23 9:15	
10	269287	Will Rogers SHP â€” Day Use Lot Hourly	8VYY023	1/24/23 9:25	1/24/23 10:25	1/24/23 9:25	
11	269293	Chino Hills SP - Discovery Center Day Use Lot	8FEV464	1/24/23 12:00	1/25/23 12:00	1/24/23 9:44	
12	269294	Mount Diablo SP - South Gate Entrance	9DHM947	1/24/23 12:00	1/25/23 12:00	1/24/23 9:45	
13	269295	Wildner Ranch Day Use	9CRA054	1/24/23 12:00	1/25/23 12:00	1/24/23 9:47	
14	269296	Los Angeles SHP â€” Day Use Lot Hourly	8RNS237	1/24/23 9:48	1/24/23 10:48	1/24/23 9:48	
15	269297	Baldwin Hills S.O. â€” Lower Lot Hourly	PXXIV	1/24/23 9:51	1/24/23 10:51	1/24/23 9:51	
16	269298	Cuyamaca Rancho SP - Paso Picacho Day Use	6VCP916	1/24/23 12:00	1/25/23 12:00	1/24/23 9:53	
17	269302	Lake Perris SRA - Lake Perris Day Use	8VCR731	1/24/23 12:00	1/25/23 12:00	1/24/23 10:04	
18	269304	Baldwin Hills S.O. â€” Lower Lot Hourly	4MVT660	1/24/23 10:15	1/24/23 11:15	1/24/23 10:15	
19	269305	Bethany Reservoir SRA - Main Lot	7WIF249	1/24/23 12:00	1/25/23 12:00	1/24/23 10:20	
20	269307	R.H Meyers SB â€” El Pescador Lot Hourly	6KHL000	1/24/23 10:42	1/24/23 11:42	1/24/23 10:42	
21	269308	Los Angeles SHP â€” Day Use Lot Hourly	8CRT702	1/24/23 10:46	1/24/23 11:46	1/24/23 10:46	
22	269309	San Onofre SB â€” Bluffs/Trails Day Use	9BRV763	1/24/23 12:00	1/25/23 12:00	1/24/23 10:51	
23	269310	Point Mugu SP â€” Mugu Beach Hourly	8ASR802	1/24/23 10:59	1/24/23 11:59	1/24/23 10:59	
24	269311	Mt. Tamalpais SP - Pantoll Station Day Use	6URD335	1/24/23 12:00	1/25/23 12:00	1/24/23 11:01	
25	269312	Los Angeles SHP â€” Day Use Lot Hourly	8RYH954	1/24/23 11:08	1/24/23 12:08	1/24/23 11:08	
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Examples of Findings on the Report

11. The plate AGQP92 has a valid hourly pass for Anza Borrego Dessert SP- slot Canyon. It was created at 1/24/23 @ 8:15 am, was effective 1/24/23 @ 8:15am and expires at 1/24/23 @ 9:15 am.

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12. On line 2 of Report, it shows that plate CHP0596 purchased a 3-day consecutive pass on 1/22/23 @ 1:24 pm which is valid through 1/25/23 12midnight.

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