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: <u>https://admin.yodelpass.com/</u>

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

Generating Active Pass Report

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

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182	
# of Places @	# of Items 🕲
72	294

3. Click on Reports



March 29, 2023 with new URL

4. Report Menu - Click on Active Pass Report



- 5. Report Downloads
- 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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6	269278	Doheny SE	8TZM800	C########			#					
7	269283	Will Roger	303PM	#########			#					
8	269284	Will Roger	8SCC036	#########	****		#					
9	269285	Olompali S	7VAZX52	5########			#					
10	269287	Will Roger	8VYY023	#########	****		#					
11	269293	Chino Hills	8FEV464	#########	*****	****	#					
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13	269295	Wilder Rar	9CRA054	#########	****		#					
14	269296	Los Angele	8RNS237	########	*****	*****	#					
15	269297	Baldwin H	PXXIV	#########	*****	****	#					
16	269298	Cuyamaca	6YCP916	#########	*****	*****	#					
17	269302	Lake Perris	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 Onofr	9BRV763	#########	##########	###########	#					
23	269310	Point Mug	8ASR802	#########	*****	****	#					
24	269311	Mt. Tamal	6URD335	########	****		#					
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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.

8

- 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

Res C D E F MulleCarr PassName LicensePlate EffectiveDate EspinyDate CreatedDate 260023 Consecutive Day Parking Pass-Anza Borrego DSP CP0059 L/22/312:00 L/22/33:00 L/22/33:124 260023 Consecutive Day Parking Pass-Anza Borrego DSP CP0059 L/22/33:120 L/22/33:00 L/22/33:124 260272 Sin Onofres SB &C Bluffs/Traits Hourly Sixt Cargon Hourly AGG/92 L/24/23:8:15 L/24/23:8:16 L/24/23:8:16 L/24/23:8:16 L/24/23:8:16 L/24/23:8:16 L/24/23:8:16 L/24/23:8:16 L/24/23:8:16 L/		es 9:41 A	Mr Tue Jan 9	••			ull 🗢 🕻 100% 🗖		
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2 29278 Doheny 58 &C South Hourly Lot 8172M8000 1/24/23 8:30 1/24/23 8:30 1/24/23 8:30 1/24/23 10:04 1/24/23 9:04 2 269283 Will Rogers SHP &C Day Use Lot Hourly 303PM 1/24/23 9:04 1/24/23 9:0	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		
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a 269284 Will Rogers SHP & C Day Use Lot Hourly 85C C036 1/24/23 9:09 1/24/23 10:09 1/24/23 10:09 1/24/23 10:01 1/24/23 10:01 1/24/23 10:01 1/24/23 9:05 269285 Volimo Hills SP - Day Use Lot Hourly 8VY023 1/24/23 12:00 1/24/23 12:00 1/24/23 9:25 1/24/23 12:00 1/24/23 9:25 1/24/23 9:25 1/24/23 9:25 1/24/23 9:25 1/24/23 9:25 1/24/23 9:25 1/24/23 9:20 1/24/23 9:32 1/24/23 9:20 1/24/23 9:32 1/24/23 9:20 1/24/23 9:34 1/24/23 9:32 1/24/23 9:20 1/24/23 9:34 1/24/23 9:31	7	269283	Will Rogers SHP – Day Use Lot Hourly	303PM	1/24/23 9:04	1/24/23 10:04	1/24/23 9:04		
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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.



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

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.

March 29, 2023 with new URL

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.

March 29, 2023 with new URL