

FlashValet Portal

How to Add Validators

You can allow your departments, tenants, or shops to validate their customers directly. Here's how you can create validators in the FlashValet Portal.

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Create Validation Account

1. Select the **Validation Accounts** tab on the left menu of the FlashValet Portal <https://portal.flashvalet.com>.
2. Select **Add New**.



The screenshot shows the FlashParking Sales portal interface. On the left is a navigation menu with items: Dashboard, Time And Attendance, Reports, Company Details, Ticket Search, Areas, Tags, Garages, and Lots. The main content area is titled 'FlashParking Sales' and contains a 'Search Users' input field. Below this is a 'Search' section with form fields for 'First Name', 'Last Name', and 'Role' (a dropdown menu). There is also a 'Show Deleted' checkbox. At the bottom of the search section are two buttons: 'Search' and 'Add New'. The 'Add New' button is circled with a dashed blue line. Below the search section is a 'Users' section.

3. Complete the required fields and select a Location (Please note: the username **cannot** be the same as an existing admin username.)
4. Select **Save**.

Add Validator to Location

1. Click the **Locations** tab on the left menu > select a **location**.
2. Select the **Validators** tab on the top menu.

The screenshot shows the 'FlashParking Training, FlashPARCS Garage' interface. At the top, there is a navigation menu with tabs: Search, Details, Departments, Prices, Rate Plans, Ticket Types, Standard Shifts, Shift Summaries, Kiosks, FlashPARCS, and Coupon Types. Below this is a secondary menu with tabs: Non-Burnable Coupons, Capacity Management, Logical Zones, Parking Areas, Clean Up Tickets, Surveys, Validators, and Coupon and Validation Search. The 'Validators' tab is highlighted with a dashed circle. Below the menus is a 'Details' section for a validator. It shows 'Created: 10/18/2018 5:56 PM' and a 'Show Edit History' button. The 'Name' field is 'FlashPARCS Garage' and is marked as a required field. There is also a 'Do Not Bill' checkbox which is unchecked.

3. Click **Add New** and enter the required information. (Provide the same user email address used in **Create Validator User Step 3** above to skip the PIN.)
4. Select **Can Validate** and any additional desired options. (Note: **Can Print Validation** enables printed validation barcodes from the **Validation Portal**).

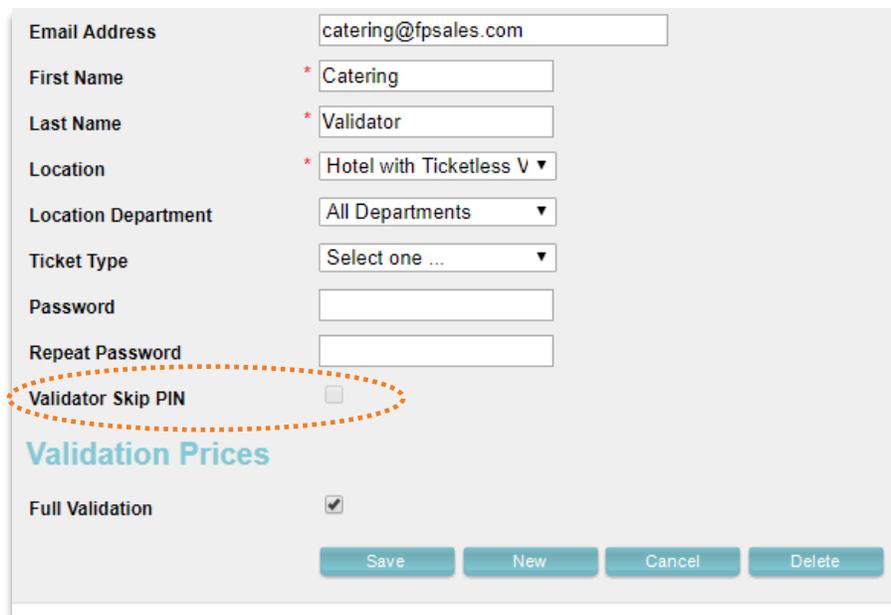
The screenshot shows the 'Add New' validator form. It contains the following fields and options: 'First Name' (required), 'Last Name' (required), 'Mobile Number', 'E-Mail Address', 'Password', 'Repeat Password', 'Can Validate' (checkbox), 'Can Request Vehicle' (checkbox), 'Can Add Users' (checkbox), 'Can Print Validation' (checkbox), 'Can Print Coupon' (checkbox), 'Can Validate Mobile' (checkbox), 'Can Open Gate' (checkbox), 'Default Expiry Days' (text input), 'Maximum Expiry Days' (text input), and 'Department' (dropdown menu set to 'All Departments'). At the bottom are 'Save', 'New', and 'Cancel' buttons. Several fields are circled in red: 'First Name', 'Last Name', 'E-Mail Address', 'Password', and 'Can Validate'.

5. Select **Save**.

6. **Optional:** if applicable, select **Department** to designate a validator for reporting purposes.

Link Prices to a Validator

1. Select the **Validation Accounts** tab on the left menu and select the newly created **Validation Account**.
2. Select the **applicable validation prices** for this validator under **Validation Prices**.
3. (Optional: select the **Validator Skip PIN** option to remove the PIN requirement for this validator.)



The screenshot shows a form for adding a validator. The fields are as follows:

Email Address	catering@fpsales.com
First Name	* Catering
Last Name	* Validator
Location	* Hotel with Ticketless V ▼
Location Department	All Departments ▼
Ticket Type	Select one ... ▼
Password	
Repeat Password	
Validator Skip PIN	<input type="checkbox"/>

Below the form is a section titled **Validation Prices** with a **Full Validation** checkbox checked.

At the bottom of the form are four buttons: **Save**, **New**, **Cancel**, and **Delete**.

4. Select **Save**.

Frequently Asked Questions

Why can't I log in?

Validator users log into the eValidation Portal at <https://v.flashvalet.com> and do not have access to the FlashValet (Admin) Portal (<https://portal.flashvalet.com>).

Why is the Skip PIN option grayed out?

Assign a user as a validator under the Validator tab to enable the Skip PIN option (see the [Add Validator to Location](#) step).

What reports can I pull to track validations?

Top validation reports available in the FlashValet Portal:

- eValidation Detail by Date and Validator
- eValidation Detail by Date and Price
- eValidation Detail by Date, Validator, and Department

Can I use the same username for the validation portal that I use for the FlashValet Portal or FlashValet App?

No, the validator account uses a different username than the one used to log in to the FlashValet Portal or FlashValet App.

What if I forget the PIN or need to change a validator's PIN?

A PIN can be reset and resent for each validator account under the orange **Validator** tab in the FlashValet Portal (Locations > select location > Validators).