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The Novax T.M. Software is a simple utility with the specific purpose of generating an ARC TM batch file from the records stored in Novax memory cards. The batch file can then be emailed, or copied to floppy disk for sending to ARC. For your convenience a summary of the batch file is also created for importing into a spreadsheet, database or invoicing program. For the less sophisticated user, it can be simply printed.

To get the records from the memory card into your computer a Novax taximeter (or TaxiTerminal) and a serial cable is required.

The software is a stand-alone executable file and is provided with an "install.bat" file. This will generate the necessary folders and files and add any required library files to your system.

Once installed connect the meter to your computer's "com 1" serial port, run the program "Memory Card Uploader". Ensure the meter is switched OFF ie the screen is blank.
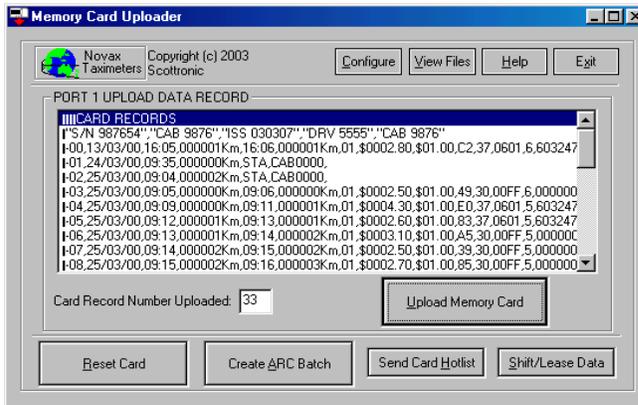
Click on the "Upload Memory Card" button. This will establish communications between your computer and the meter, The meter is requested to send any records stored on the memory card via it's serial port to the computer. These records will appear in the window of program's screen, and the records will be counted as they arrive in the "Records count" pane. (see picture above)

As the records are read they are appended to the current ARC batch file in the line format defined by ARC. Each card can contain up to 250 records and up to 250 Memory cards can be read and appended to the current ARC batch file.

Should you intend reading more than one memory card in the one session, be sure to wait for one card to be read completely before removing the card and inserting the next., wait for the flag to pop up indicating the upload summary.

Once all memory cards for the period have been read, click on the "Create ARC Batch" button. This will close the current batch, calculate the required header for the file and place the completed batch file in the folder: "\CabTab\". The batch file is assigned a sequence number and named "\CabTab\ARC_TM [TaxiCo] [SequenceNumber].txt. The summary file generated and named "\CabTab\BatchInfo [SequenceNumber].txt". Once created, these files are displayed on screen (in "Notepad) for your reference and can be printed if required. These have been saved already so can be closed when satisfied with their contents.

The ARC batch file (C:\CabTab\ARC\ARC_TM [TaxiCo] [SequenceNumber].txt) can then be attached to your ARC email. Records read from the memory cards are stored in their raw state to an archive file (\Archive\Cardlog.txt), each record is compared against records in this file to prevent duplication, this will require purging from time to time. When building the ARC file, only records identified as valid ARC transactions are appended to this file. All other records are saved to the "Rejects" file.

Should it be necessary to retrieve any rejects these can be viewed in a normal text editor program such as "Notepad (or Wordpad). There is no means for these to be added to the current batch file manually, attempting to do this could cause loss of valid data. Rejected transaction requiring ARC verification can be cut and pasted into a covering email, ie they will need to be submitted separately.

Where the TaxiTerminal is used rather than the taximeter to interface between the memory card and your computer a number of other features can be used., where data can be sent to the memory card. It is not recommended that these features be used in conjunction with a taximeter, as the meter can be exposed to unexpected data from the computer, which could cause data corruption within the meter.

- **Hotlist**. From time to time a list of stolen, or lost TM cards may be issued by ARC, (hotlist.txt) this file should be copied to the folder C:\CabTab\Blacklist\. To send this list to the Memory card click on the "Send Hotlist" button. This can take several minutes, depending on the number of records. The memory card has a capacity of 48 card numbers.

- **Shift/Lease period** This is a management feature, enabling the memory card to transfer data to the meter. This data controls the use of the taximeter. Shift period being a daily activation period ensuring drivers do not operate beyond their agreed times. Lease period governing the time and date at which the meter will be shut down. This can ensure accounts are paid. (feature of little use in NZ)

- The TaxiTerminal can also be used to verify memory integrity of the memory card, it can initialise the memory card and configure to include or exclude cash jobs.

MEMORY CARDS   Memory Cards can be configured to record all job transactions or be selective, and record only non-cash transactions ie any fare which has a Card-Payment record associated with it.. A Card-Payment record is generated when a valid payment card is swiped through the reader at the completion of the fare, and the correct procedure followed, or an account number is entered manually and correctly recorded against the job.

The Memory Card should plug in with the minimum of force, a positive click will be felt if all is well. To reduce the likely-hood of data corruption always make sure the meter is OFF (ie blank screen), before plugging in or removing the memory card. Align the card with the front right corner of the meter with the card's printed side facing you as shown .