



COMPACONLINE CARD MANAGEMENT MANUAL

CompacOnline Card Management
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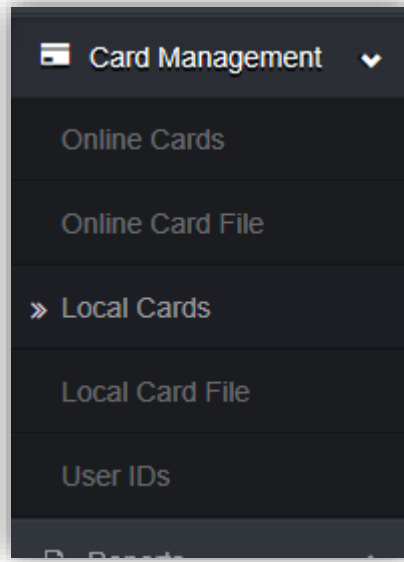
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Local Cards

Creating a Local Card

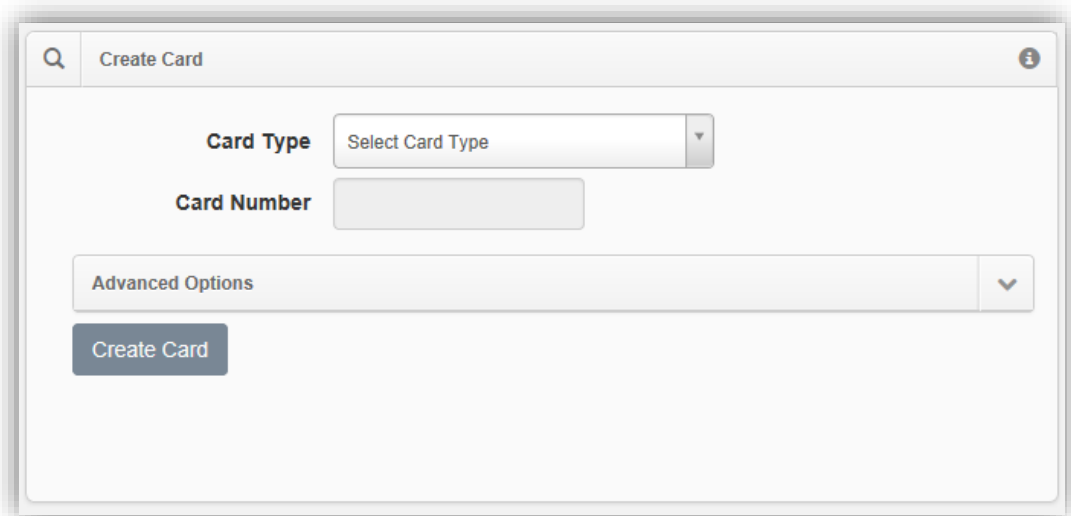
1. On the left-hand tab select **Local Cards** under the **Card Management** section as shown.



NOTE: Local cards are stored on the device.

NOTE: **Search for cards** section can be used to quickly locate a card type in the drop-down list.

2. Select the Card Type from the drop-down list.
3. Enter the card number in the Card Number field, select **Create card**.

A screenshot of the 'Create Card' form in a mobile application. The form has a white background and a title bar with a search icon and the text 'Create Card'. It contains a 'Card Type' label next to a drop-down menu with the placeholder text 'Select Card Type'. Below this is a 'Card Number' label next to an empty text input field. At the bottom of the form is an 'Advanced Options' label next to a drop-down menu with a downward arrow. A blue 'Create Card' button is located at the bottom left of the form.

- 4. Card details for a new card will be displayed. **Owner Details** Cost Centre is set to **Default**, enter the information into each field as required, then select **Save Details**.

Card Details for Card # 21312523 (Card Type: Z Cards)

Owner Details Restrictions

Cost Centre
Default1

Name
Card1

✓ Save Details

- 5. Select No PIN Set, enter pin number in **NEW PIN** field, select **Set PIN** (if APPL).

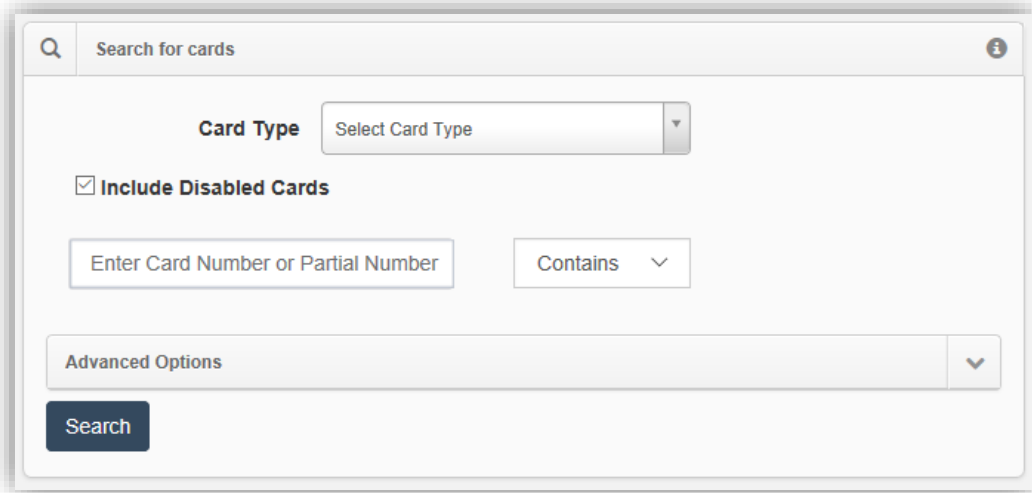
Flag all sites to download cardbase changes

Flag Sites

- 6. Select **Flag Sites** then **OK** for all sites to update cards.

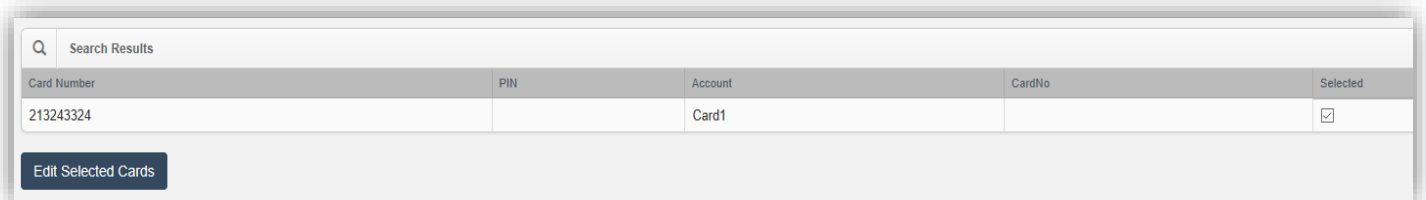
Search and Edit Local Cards

1. On the left-hand tab select **Local Cards** under the **Card Management** section as previous.
2. Select the Card Type from the drop-down list.
3. Enter the card number in the Card Number field, select **Search**.



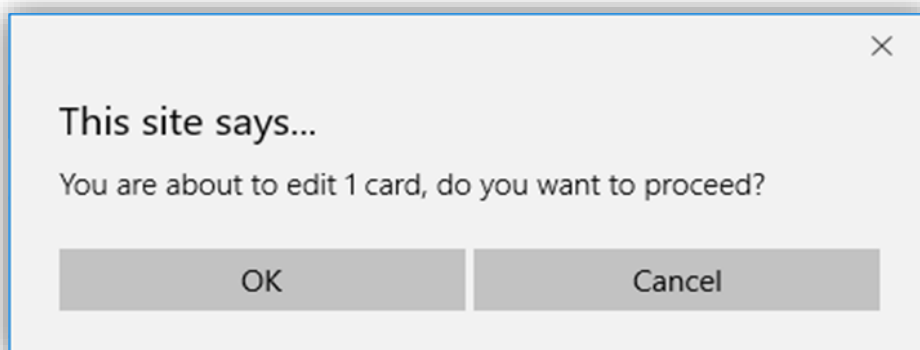
NOTE: Full or partial card numbers can be entered to search for the wanted card.

4. The card will appear under **Search Results**, card will be ticked. Select **Edit Selected Cards**.



Card Number	PIN	Account	CardNo	Selected
213243324		Card1		<input checked="" type="checkbox"/>

5. “You are about to edit 1 card; do you want to proceed?” Will be displayed, select **OK**.



This site says...

You are about to edit 1 card, do you want to proceed?

OK Cancel

- Card details for selected card will be displayed. Change owner details; change the information in the **Cost Centre Field**, select **Save Details**.

Card Details for Card # 213243324 (Card Type: Z Cards)

Owner Details Restrictions

Cost Centre
Default1

Name
Card1

✓ Save Details

NOTE: Cards must ALWAYS be saved.

- Change the card PIN; select **CompacOnline PIN**, select **Clear PIN**, enter new pin number in the **NEW PIN** field and select **Set PIN**.

✗ No PIN Set ✓ Enabled ✗ Delete

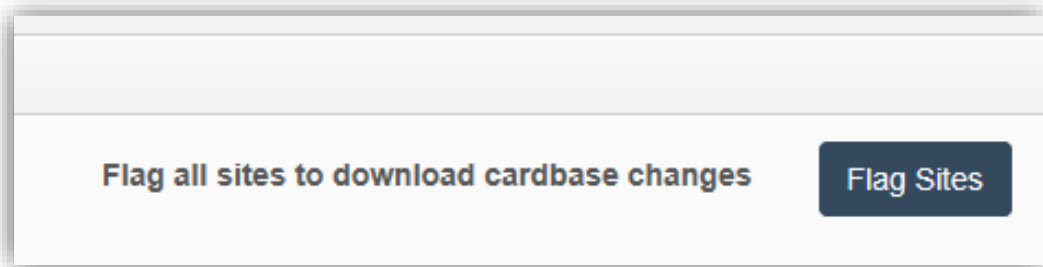
Set PIN

NEW PIN:

Set PIN Cancel



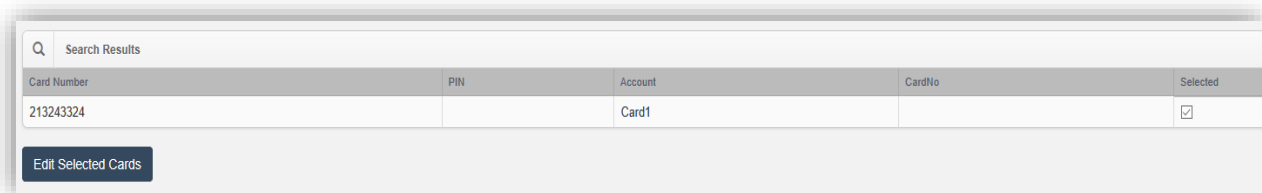
8. Select **Flag Sites** then select **OK** for all sites to be updated.



Delete Local Card

NOTE: Deleting a card will also delete card records from any previous historic transaction. Cards should only be deleted if it was added by mistake. Otherwise, invalidate the card instead of deleting it (changing **TRUE** to **FALSE**).

1. On the left-hand tab select **Local Cards** under the **Card Management** section as previous.
2. Select the Card Type from the drop-down list.
3. Enter the card number in the Card Number field, select **Search**.
4. Card will appear under Search Results, card will be ticked (**Selected**), select Edit Selected Cards.

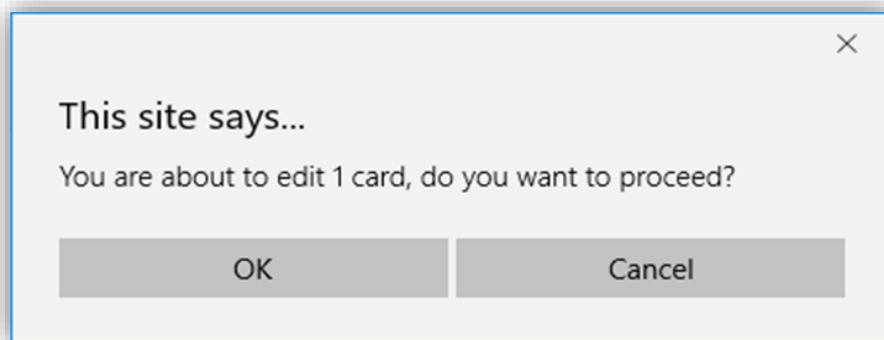


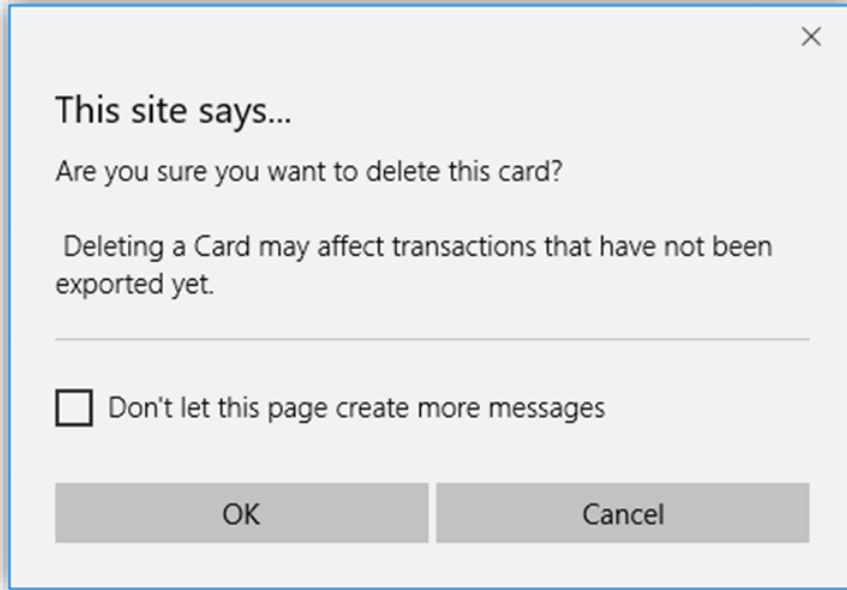
The screenshot shows a search results interface with a table. The table has columns for Card Number, PIN, Account, CardNo, and Selected. One row is visible with Card Number 213243324, Account Card1, and a checked Selected checkbox. Below the table is a button labeled 'Edit Selected Cards'.

Card Number	PIN	Account	CardNo	Selected
213243324		Card1		<input checked="" type="checkbox"/>

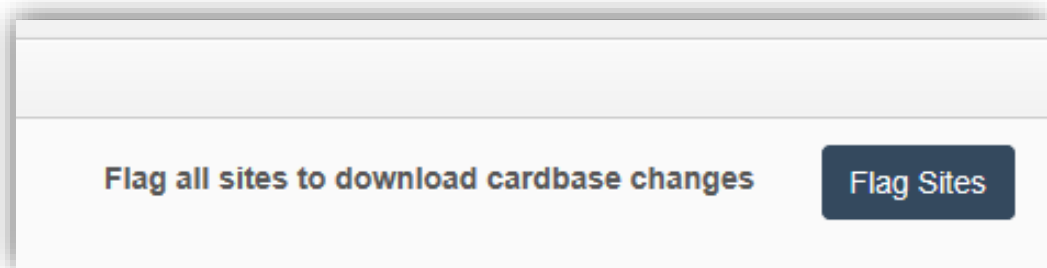
Edit Selected Cards

5. “You are about to edit 1 card, do you want to proceed?” will be displayed, select **OK**.
6. Select **Delete**. “Are you sure you want to delete this card?” Will be displayed, select **OK**.





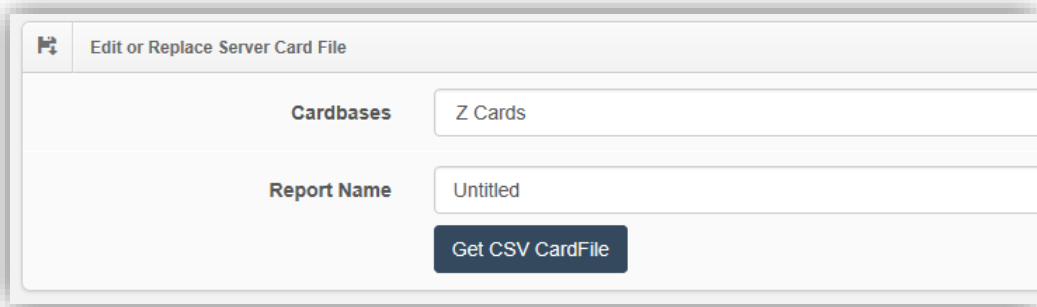
7. Select **Flag Sites**, Select **OK** for all sites to be updated.



Local Card File

Add and Edit Local Files

1. On the left-hand tab select **Local Card File** under the **Card Management** section.
2. Select the **Cardbase** from the drop-down list, enter a file name in the Report Name field and select **Get CSV Cardfile**.
Clicking the **Get CSV Cardfile** will bring you to the homepage, with the report being available for viewing (may take up to 24-48 hours).



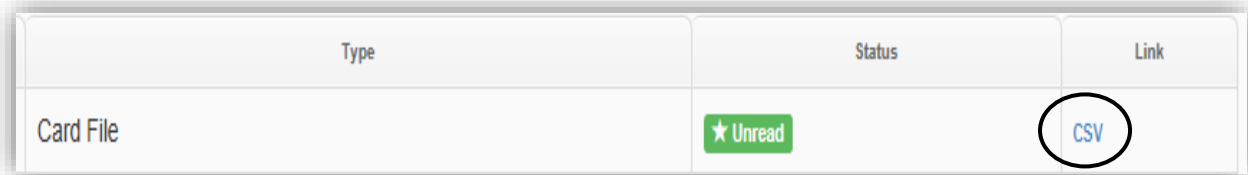
Edit or Replace Server Card File

Cardbases: Z Cards

Report Name: Untitled

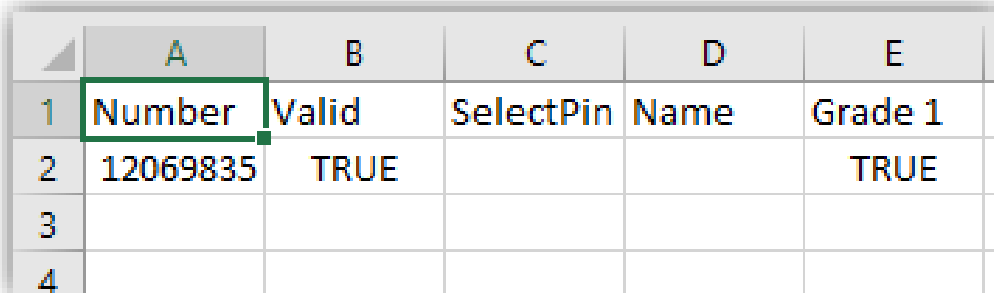
Get CSV CardFile

3. Scroll down to Reports, select the unread CSV link to open the CSV card file.



Type	Status	Link
Card File	★ Unread	CSV

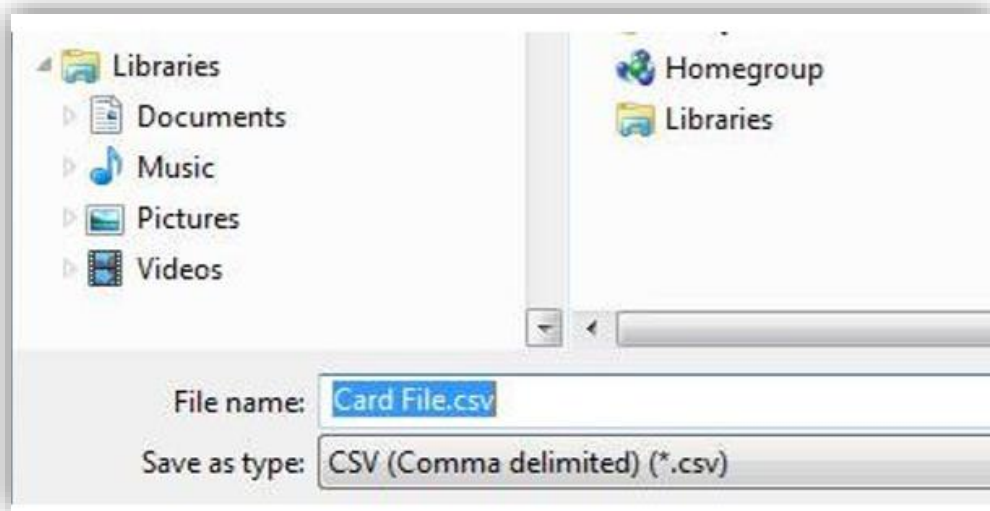
4. The first three columns in the CSV are set:
 - A. Card number.
 - B. Valid TRUE or FALSE.
 - C. Card pin number(D) – (K) are card Owner Details, these column headers vary for each **CompacOnline** database.



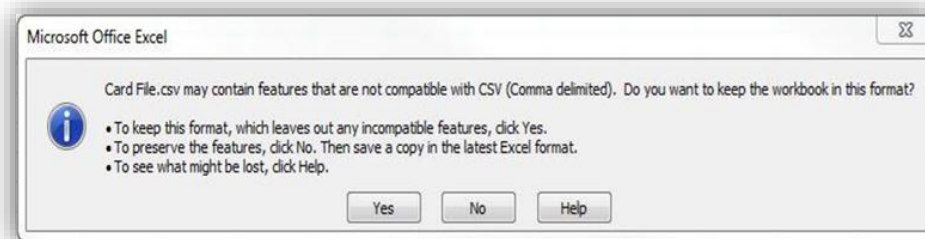
	A	B	C	D	E
1	Number	Valid	SelectPin	Name	Grade 1
2	12069835	TRUE			TRUE
3					
4					

NOTE: All card data is recorded here.

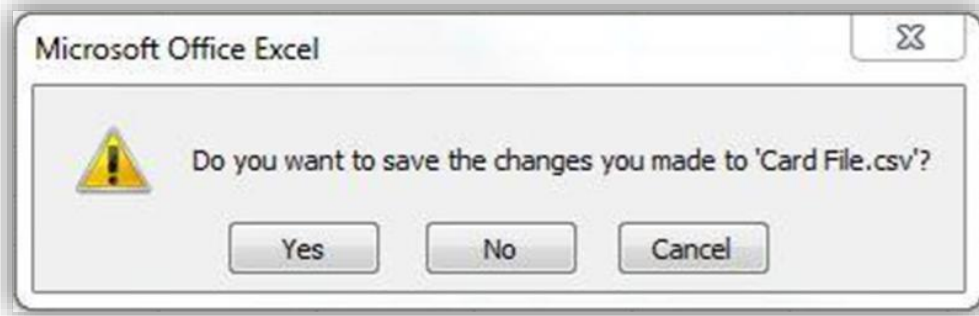
- To add a new card, enter a card number on the next row under the last card number, enter **TRUE** in the Valid column, then enter PIN in **SelectPin** column (if APPL) and enter card owner details (if APPL).
 - Disable or enable card; find card number, change Valid from **TRUE** to **FALSE**.
 - Change card PIN and Owner Details; find card number, change PIN in **SelectPIN** column, change Owner Details in columns (D) to (K) (if APPL).
5. **Save** updated file on your **PC** with the format as **CSV** (Comma delimited) (*.csv)



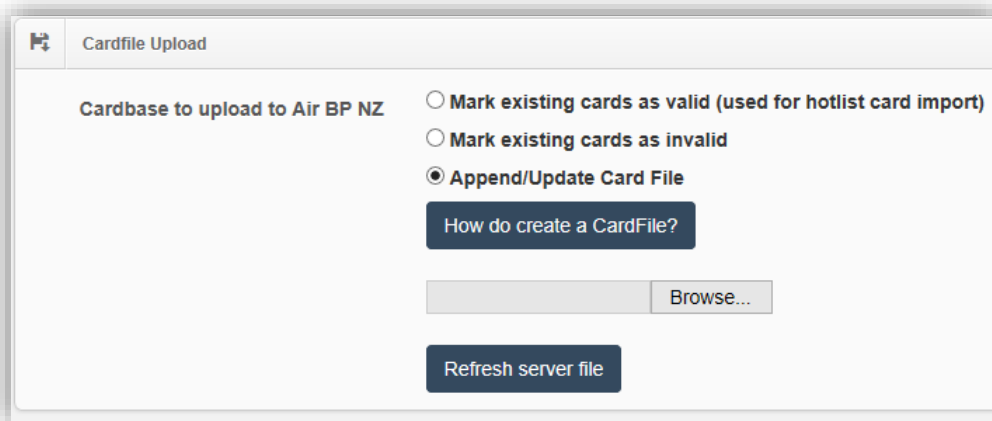
6. “Do you want to keep the workbook in this format?” Will be displayed, select **Yes**.



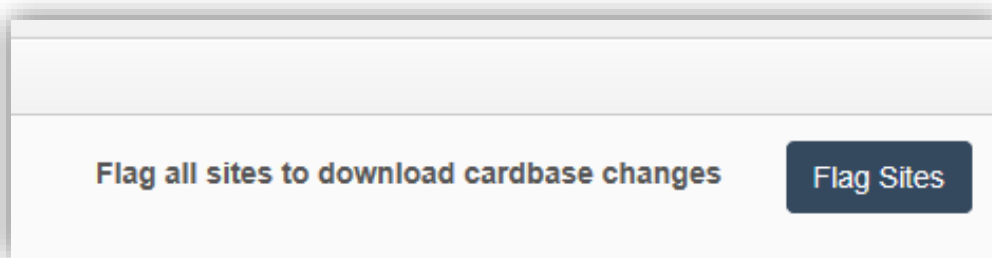
7. “Close the CSV file. Do you want to save the change you have made?” Will be displayed, select **No**.



8. Return to **CompacOnline**, Cards Management, Local Card File. In the **Cardfile Upload** section select **choose file**. Select the card file you have saved on your PC and select **Refresh server file**. File Uploaded will display when completed.



9. Select **Flag Sites**, Select **OK** for all sites to update cards.



Local Card File

Searching by an Advanced Option

1. Go to Card Management section > Local Cards tab.
2. Select Advanced Options.

The screenshot shows a web interface for searching cards. At the top, there is a search bar with the text "Search for cards". Below it, there is a "Card Type" dropdown menu with the text "Select Card Type". A checkbox labeled "Include Disabled Cards" is checked. Below this, there is a text input field for "Enter Card Number or Partial Number" and a dropdown menu for "Contains".

The "Advanced Options" section is expanded, showing a "Headers" dropdown menu with "Default" selected. Below this, there are two columns of input fields:

Account	CardNo
<input type="text"/>	<input type="text"/>
AccountName	SecurityQuestion1
<input type="text"/>	<input type="text"/>
Answer1	SecurityQuestion2
<input type="text"/>	<input type="text"/>
Answer2	BoadNameRego
<input type="text"/>	<input type="text"/>

At the bottom left of the form, there is a "Search" button.

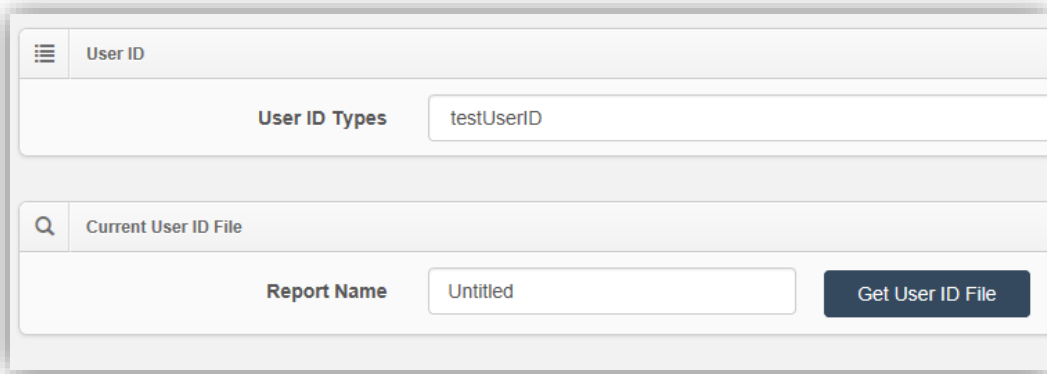
3. Enter in Account Name **eg. Demo1** as indicated in the image and select **Search**.
4. Then in the results section below will appear all the card records on **CompacOnline** that have the same account name. **eg Demo1**.

User IDs

Add and Edit User IDs

NOTE: User ID is not applicable to all sites.

1. On the left-hand tab select **User IDs** under the **Card Management** section as previous.
2. Select the User ID type from the drop-down list, enter a file name in the Report Name field and select **Get CSV ID** file.



The screenshot shows a web interface for managing user IDs. It features a header 'User ID' with a menu icon. Below the header, there is a 'User ID Types' dropdown menu with 'testUserID' selected. Underneath, there is a search bar labeled 'Current User ID File'. At the bottom, there is a 'Report Name' field with 'Untitled' and a 'Get User ID File' button.

3. **CompacOnline** will revert to the Home page. Scroll down to Reports, select the **unread** CSV link to **open** the CSV User ID File.

User IDs

Type	Status	Link
Card User ID File	★ Unread	CSV

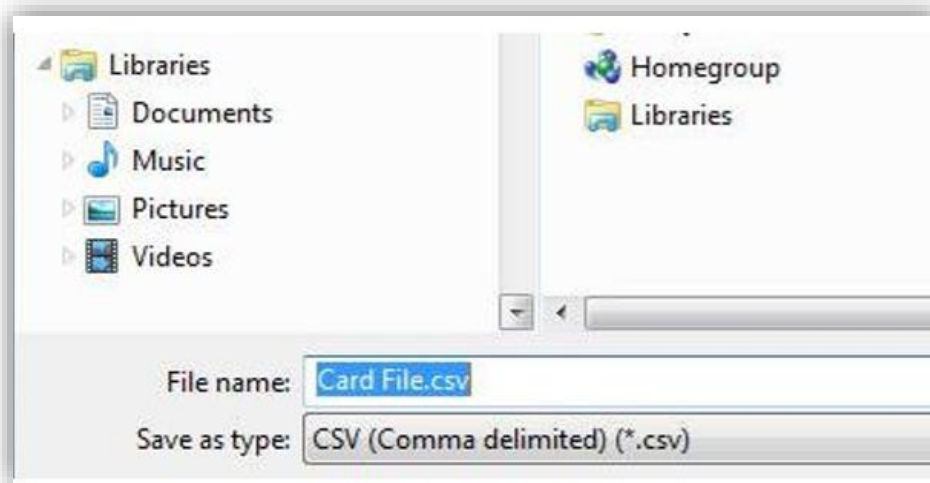
4. The first three columns in the CSV are set:

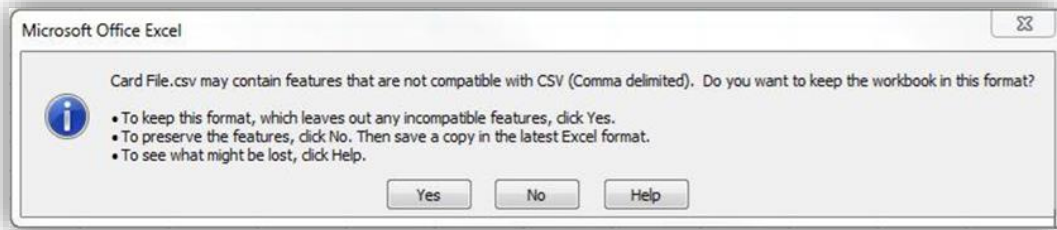
- A. User ID number.
- B. Valid TRUE or FALSE.

(C) - (J) are User Details, these column headers vary for each CompacOnline database.

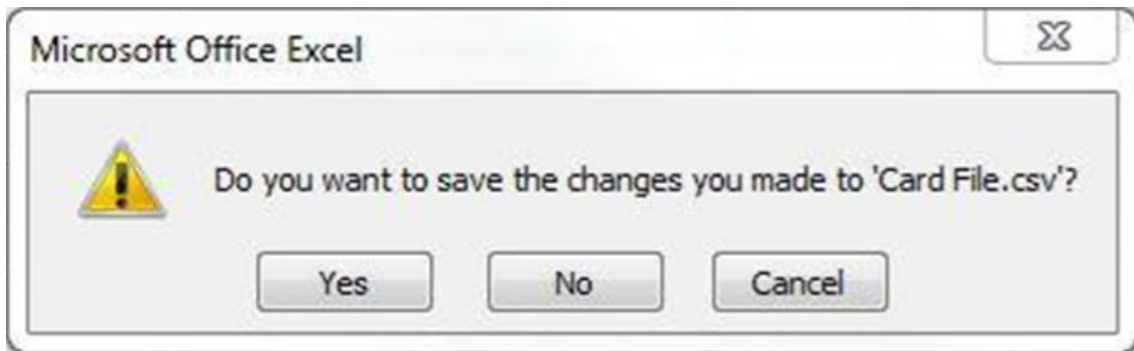
	A	B	C
1	UserID	Valid	Driver
2	1	TRUE	John Smith
3			
4			
5			
6			

- Adding a User ID; enter User ID number on the next row under the last User ID, enter **TRUE** in **Valid** column and enter card owner details (if APPL).
 - Disable or enable User ID; find User ID number, change Valid column from **TRUE** to **FALSE**.
 - Change User ID Details; find User ID number, change Owner Details in columns (C) to (J) (if APPL).
5. Save the updated file on your PC with the format as **CSV** (Comma delimited) (*.csv).

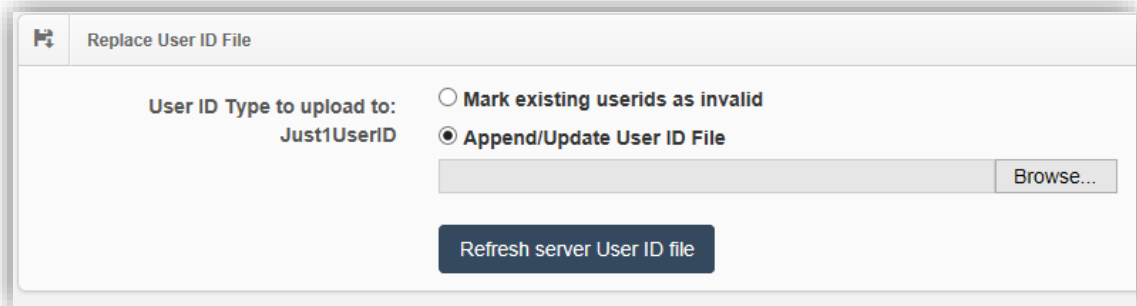




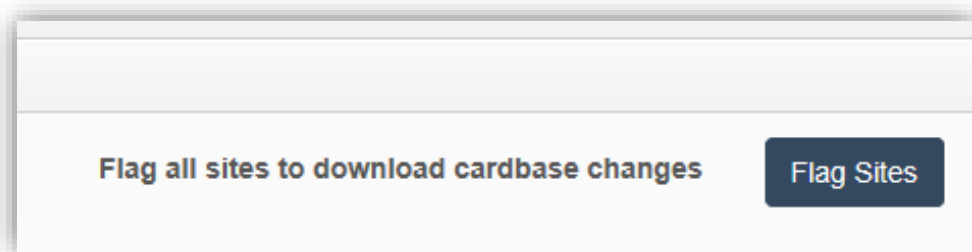
6. "Do you want to keep the workbook in this format?" Will be displayed, select **Yes**.
7. Close the CSV file. "Do you want save changes you have made to the User ID file.csv?" Will be displayed, select **No**.



8. Return to **CompacOnline**, Cards Management, User IDs. Select **Choose File**, in the **Replace User ID File** section. Select the user file you have saved on your PC and select **Refresh Server User ID**. **File Uploaded** will display when completed.



9. Select **Flag Sites**, Select **OK** for all sites to update cards.



Online Cards

NOTE: *Online cards are slightly different to Local Cards.*

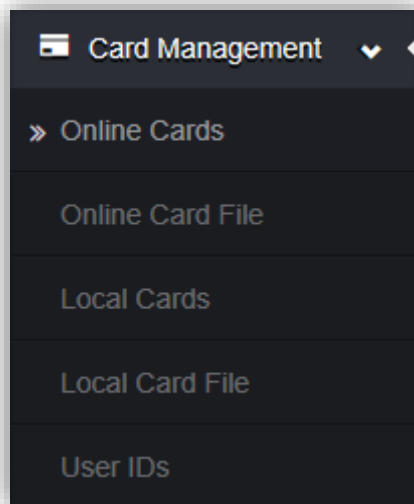
- **Local Cards** can be used for both offline and online transactions. However **Online Cards** are only compatible with online transaction.
- **Online Cards** will not work if it is not communicating with the CompacOnline server (the site has no internet access).

There are two types of Online Cards:

- Pre-paid
- Online authorisation

Creating an Online Authorisation Card

1. On the left-hand tab select **Online Cards** under the **Card Management** section as shown.



2. Select the **Card Type** from the drop-down list.
3. Enter the card number in the **Full Card Number (PAN)** field, then select **Create Card**.

NOTE: *The Full Card Number field must have 10 numbers.*

4. **Card Details** for a new card will be displayed. Select an appropriate **Header** and fill out the **OWNER_DETAILS**. Then select **Save**.

NOTE: There is no need to flag site for **Online Cards**.

Online Cards

Creating a Prepay Card

Prepay cards can be set up in the same way that online authorisation cards can be set up. As with setting up an Online Authorisation card:

1. On the left-hand tab select **Online Cards** under the **Card Management** section.
2. Select the **Card Type** from the drop-down list.
3. Enter the card number in the **Full Card Number (PAN)** field, then select **Create Card**.

NOTE: Prepay cards require 8 digits in the **Card Prefix** section and 8 digits in the **Number** section.

4. When setting up a prepay card, an initial balance needs to be set. Enter a balance in the **Initial Balance** section.
5. **Card Details** for a new card will be displayed. Select an appropriate **Header** and fill out the **OWNER_DETAILS**. Then select **Save**.

NOTE: There is no need to flag site for **Online Cards**.

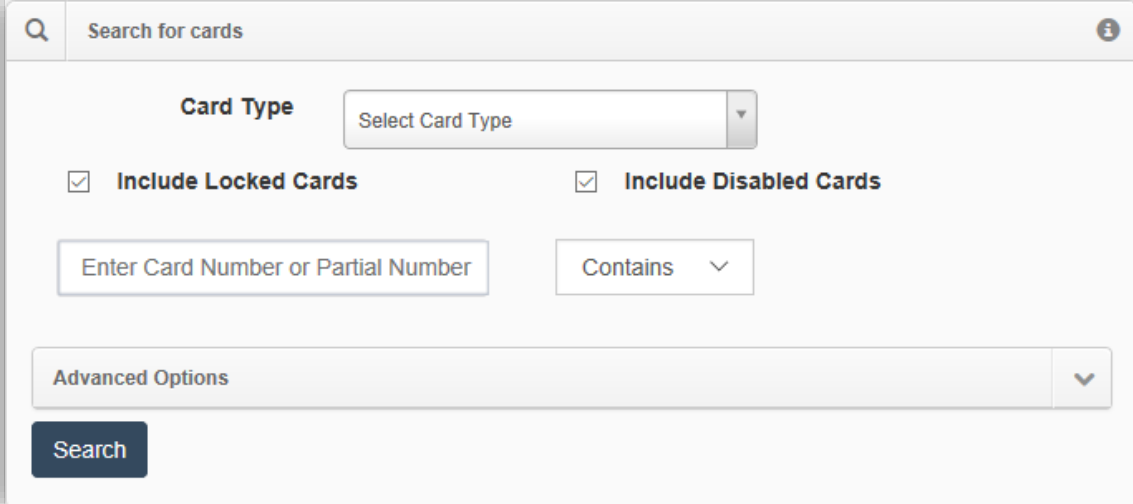
Once a prepay card has been added, funds can be added to the card on Compac Online – refer to Search and Edit Online Cards.

The balance of cards can also be changed by downloading the online card file and changing the balance, then uploading the updated file to Compac Online. See Add and Edit Online Card File.

NOTE: Changes to user balances are recorded. See the User Access manual for information on how to view the changes.

Search and Edit Online Cards

1. As before, select **Online Cards** from the **Card Management** tab.
2. Select the card type in the drop down list.
3. Optionally, enter a card number or partial number. **Advanced search** can be used to further specify the search by entering Owner Details.



Search for cards

Card Type: Select Card Type

Include Locked Cards Include Disabled Cards


Enter Card Number or Partial Number Contains

Advanced Options

Search

Online Cards

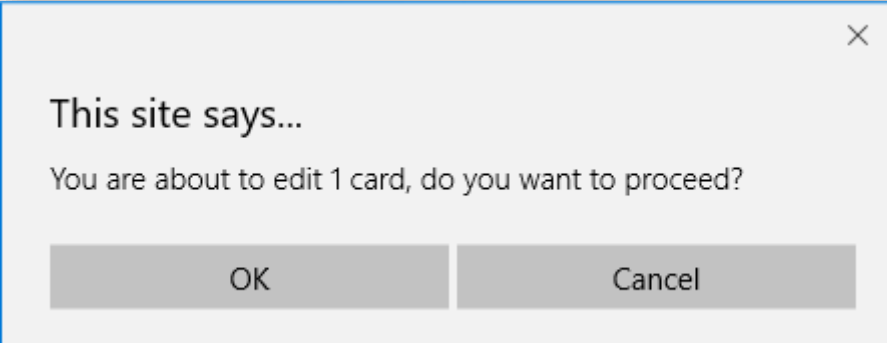
4. Press **Search**. A relevant list of cards will appear. All cards will be selected; deselect unwanted cards and press **Edit Selected Cards**.



Card Number	PIN	Balance	Owner Details 1	Owner Details 2	Selected
7885369887654321		\$1000	John Smith	TEST123	<input checked="" type="checkbox"/>

Edit Selected Cards

5. If 'You are about to edit 1 card, do you want to proceed?' appears, select **OK**.



This site says...

You are about to edit 1 card, do you want to proceed?

OK Cancel

From here, the card can be edited. The **Owner Details** section can be used to edit the owner details of a card. The toolbar on the top right of this can be used to enable or disable a card or delete the card. Selecting **Enabled** will toggle between Enabled and Disabled and vice versa.

6. To delete a card, select Delete.

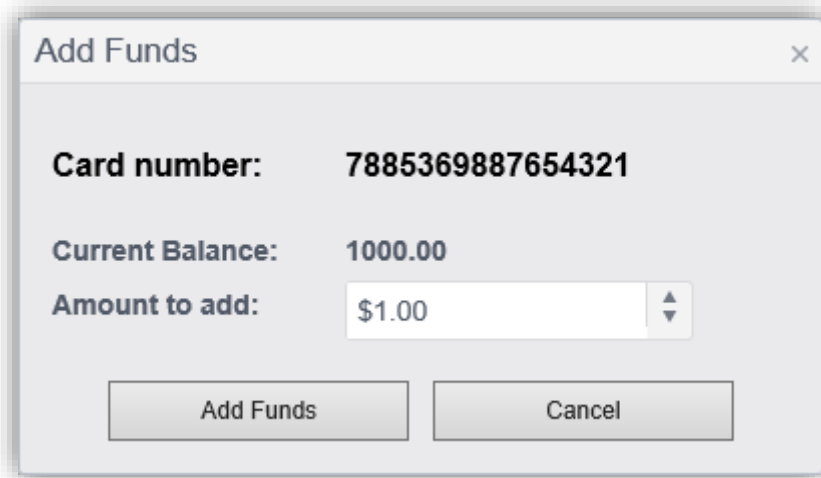
NOTE: Deleting a card also deletes the transaction history. A card should only be deleted if it was created by accident. Otherwise, change it to Disabled.

7. Select **OK** on the pop up.

8. Prepay cards can have funds added in the **Prepay** section. Select **Add Funds**.

Current Balance	\$ 1000.00
Reserved Funds	\$ 0.00
Available Balance	\$ 1000.00

9. Enter the desired amount of funds to be added and select **Add Funds**.



Add Funds [X]

Card number: 7885369887654321

Current Balance: 1000.00

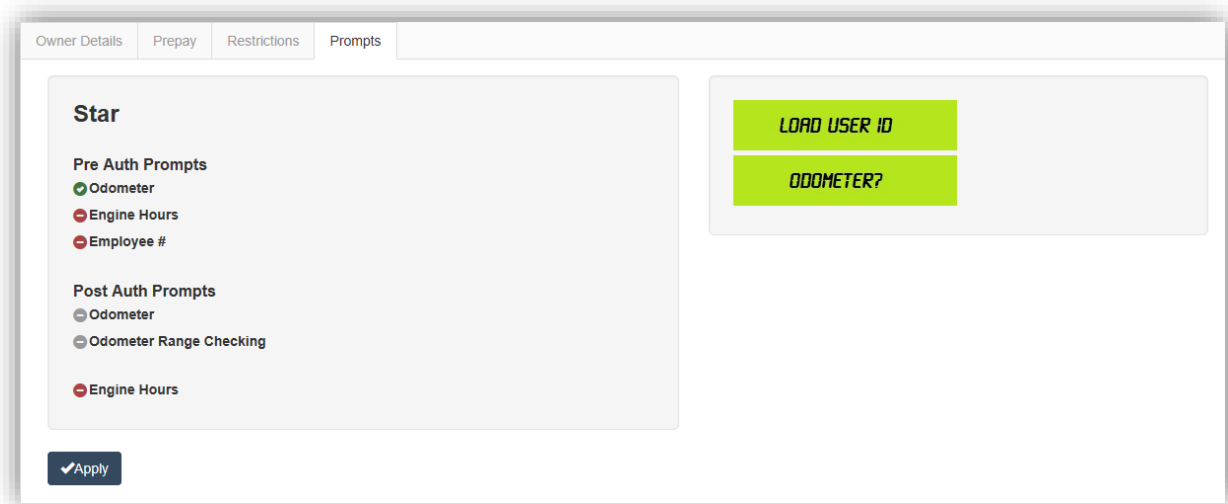
Amount to add: \$1.00

[Add Funds] [Cancel]

For information on the **Restrictions** tab, see Restrictions.

The **Prompts** tab can be used to customise the prompts that are required to be entered for each card.

10. To change Prompts, simply press the icon next to the desired prompt to toggle it from required or not.



Owner Details | Prepay | Restrictions | **Prompts**

Star

Pre Auth Prompts

- Odometer
- Engine Hours
- Employee #

Post Auth Prompts

- Odometer
- Odometer Range Checking
- Engine Hours

[Apply]

[LOAD USER ID]

[ODOMETER?]

Restrictions

Restrictions on fuel types can be placed on both **Local** and **Online Cards**.

This is for security purposes, so that the user is not using fuel other than what is required.

1. Set the **Card Profile**, then select **Set Profile**.
2. Tick the fuel types, available for the user. Then select **Set Products**.

Card Profile

Card Profile	No profile ▾	
	Total	Remaining

Products

- Grade 1
- 91
- Grade 3
- Diesel
- Grade 5
- Grade 6
- Grade 7
- Group 8
- Grade 9
- Grade 11
- Grade 13
- AUTH

Online Card File

Add and Edit Online Files

Downloading the Online Card File enables the user to edit and update these files. From the online card file, cards can be enabled, added, and modified. To download and edit the card file:

1. Under the **Export** section give the **File Name** a suitable title and select **Export**.

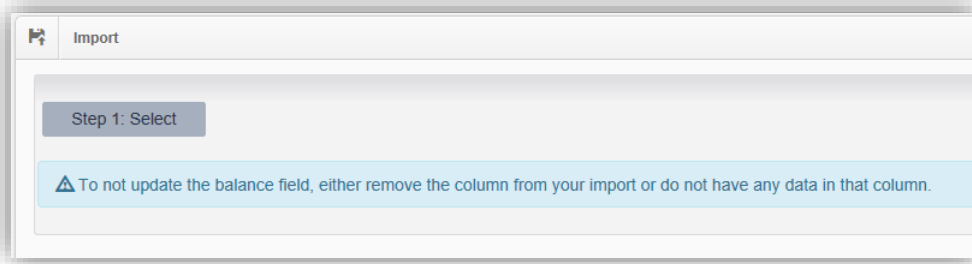
2. You will be redirected to the homepage and given access to a csv link (status should read **Unread** for all new **Links**.)

Type	Status	Link
OnlineAuth Card File	★ Unread	CSV

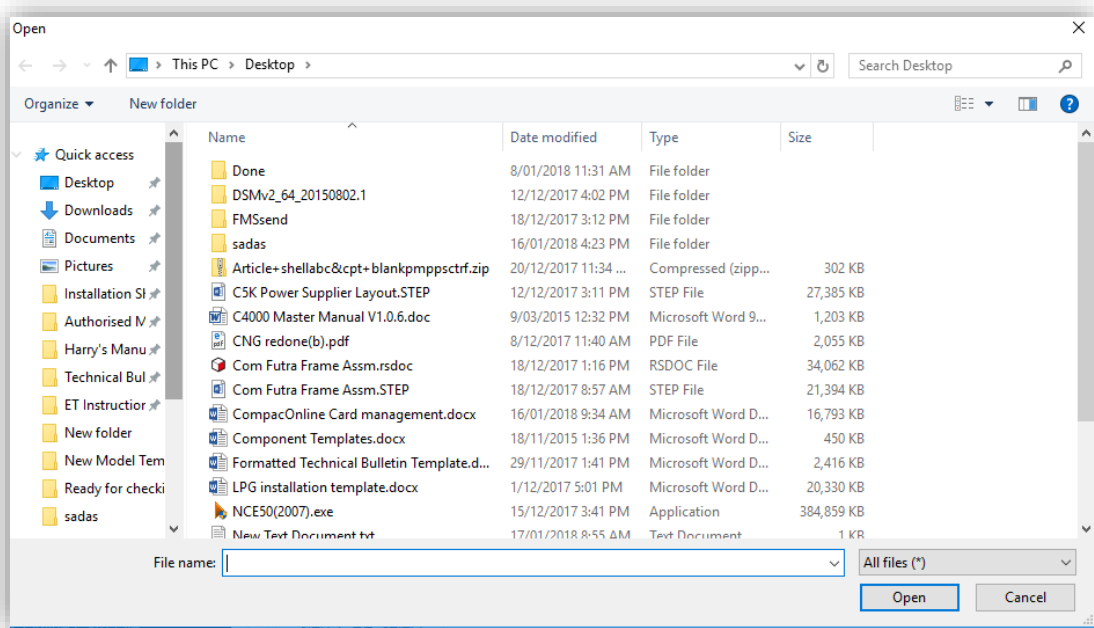
3. Selecting **csv** under **Link** will download or open this file. Once the file is open in Excel, all online cards can be edited. Cards can be added, disabled (changing **TRUE** to **FALSE**) and the balance of cards can be modified. Simply write in the desired new balance.

	A	B	C	D	E
1	PAN	Valid	PIN	Balance	Headers
2	00042000C	TRUE		0	Default1

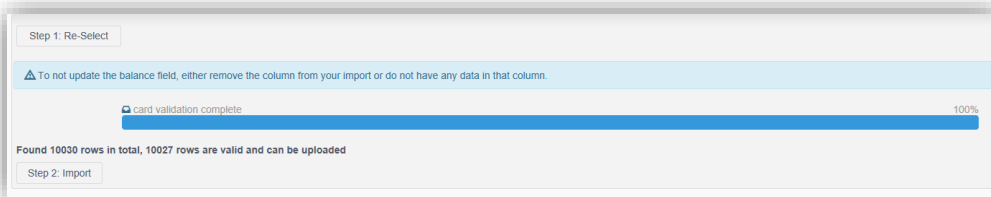
4. Once the cards have been edited, save the new file with an appropriate title.
5. Return to the **Online Card File** page and under the **Import** section, select **Step 1: Select**.



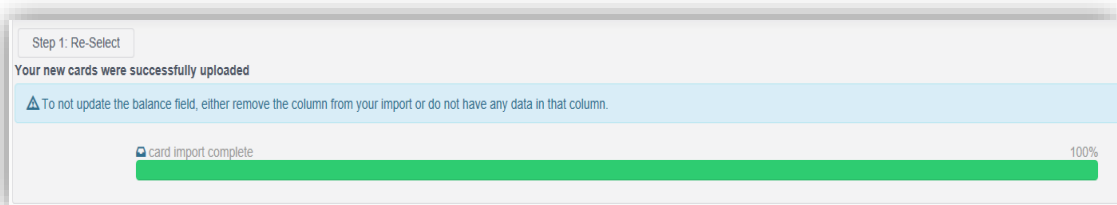
6. Locate the csv file you have edited and select **Open**.



7. After the csv file has been located, select Step 2 Import to import data.



8. When Step 2 has been completed, you should see the following:



Generating a Prepay card file Using Excel

1. Enter the **first two card numbers** without the leading ISO numbers.

PAN	Valid	PIN	Balance	Headers	OwnerDef	OwnerDef	OwnerDef	OwnerDef
1502000001	TRUE		20					
1502000002	TRUE		20					
	TRUE		20					
	TRUE		20					
	TRUE		20					
	TRUE		20					
	TRUE		20					
	TRUE		20					
	TRUE		20					
	TRUE		20					
	TRUE		20					
	TRUE		20					
	TRUE		20					
	TRUE		20					
	TRUE		20					
	TRUE		20					

2. Select the two card numbers and drag it down to create card numbers **150200003~1502001000**.

1502000969	TRUE		20					
1502000970	TRUE		20					
1502000971	TRUE		20					
1502000972	TRUE		20					
1502000973	TRUE		20					
1502000974	TRUE		20					
1502000975	TRUE		20					
1502000976	TRUE		20					
1502000977	TRUE		20					
1502000978	TRUE		20					
1502000979	TRUE		20					
1502000980	TRUE		20					
1502000981	TRUE		20					
1502000982	TRUE		20					
1502000983	TRUE		20					
1502000984	TRUE		20					
1502000985	TRUE		20					
1502000986	TRUE		20					
1502000987	TRUE		20					
1502000988	TRUE		20					
1502000989	TRUE		20					
1502000990	TRUE		20					
1502000991	TRUE		20					
1502000992	TRUE		20					
1502000993	TRUE		20					
1502000994	TRUE		20					
1502000995	TRUE		20					
1502000996	TRUE		20					
1502000997	TRUE		20					
1502000998	TRUE		20					
1502000999	TRUE		20					

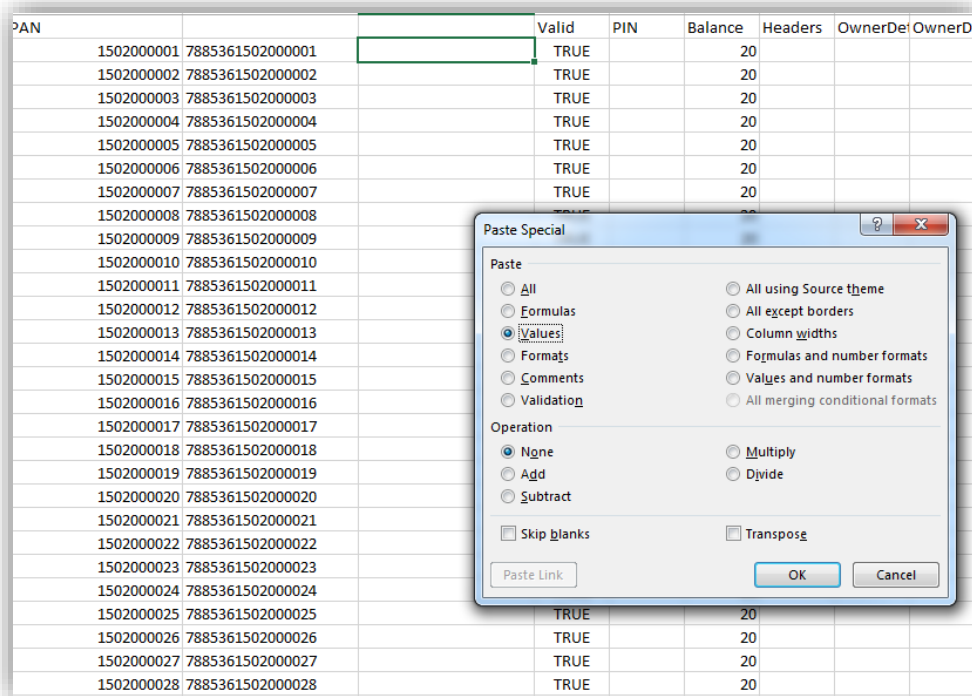
3. **Insert** a column after the card number and in the box next to the first card number,
enter: = CONCATENATE("788536",A2) then push **enter**.

A	B	C	D	E	F	G
PAN		Valid	PIN	Balance	Headers	OwnerDef
1502000001	7885361502000001	TRUE		20		
1502000002		TRUE		20		
1502000003		TRUE		20		
1502000004		TRUE		20		
1502000005		TRUE		20		
1502000006		TRUE		20		
1502000007		TRUE		20		
1502000008		TRUE		20		
1502000009		TRUE		20		
1502000010		TRUE		20		
1502000011		TRUE		20		

4. **Select** the new card number that was created in column B, place the cursor on the bottom right side of the box. **Double click** and the whole column will be generated as follows:

PAN		Valid	PIN	Balance	Head
1502000001	7885361502000001	TRUE		20	
1502000002	7885361502000002	TRUE		20	
1502000003	7885361502000003	TRUE		20	
1502000004	7885361502000004	TRUE		20	
1502000005	7885361502000005	TRUE		20	
1502000006	7885361502000006	TRUE		20	
1502000007	7885361502000007	TRUE		20	
1502000008	7885361502000008	TRUE		20	
1502000009	7885361502000009	TRUE		20	
1502000010	7885361502000010	TRUE		20	
1502000011	7885361502000011	TRUE		20	
1502000012	7885361502000012	TRUE		20	
1502000013	7885361502000013	TRUE		20	
1502000014	7885361502000014	TRUE		20	
1502000015	7885361502000015	TRUE		20	
1502000016	7885361502000016	TRUE		20	
1502000017	7885361502000017	TRUE		20	
1502000018	7885361502000018	TRUE		20	
1502000019	7885361502000019	TRUE		20	
1502000020	7885361502000020	TRUE		20	
1502000021	7885361502000021	TRUE		20	
1502000022	7885361502000022	TRUE		20	
1502000023	7885361502000023	TRUE		20	
1502000024	7885361502000024	TRUE		20	
1502000025	7885361502000025	TRUE		20	
1502000026	7885361502000026	TRUE		20	
1502000027	7885361502000027	TRUE		20	
1502000028	7885361502000028	TRUE		20	
1502000029	7885361502000029	TRUE		20	
1502000030	7885361502000030	TRUE		20	
1502000031	7885361502000031	TRUE		20	
1502000032	7885361502000032	TRUE		20	
1502000033	7885361502000033	TRUE		20	
1502000034	7885361502000034	TRUE		20	
1502000035	7885361502000035	TRUE		20	
1502000036	7885361502000036	TRUE		20	
1502000037	7885361502000037	TRUE		20	

5. Insert the third column, then copy the entire second column. **Paste Special** on column C and select **Values**.



6. Now **column C** will be generated like the following:

	A	B	C	D	E	F	G	O
PAN				Valid	PIN	Balance	Headers	O
	150200001	788536150200001	788536150200001	TRUE		20		
	150200002	788536150200002	788536150200002	TRUE		20		
	150200003	788536150200003	788536150200003	TRUE		20		
	150200004	788536150200004	788536150200004	TRUE		20		
	150200005	788536150200005	788536150200005	TRUE		20		
	150200006	788536150200006	788536150200006	TRUE		20		
	150200007	788536150200007	788536150200007	TRUE		20		
	150200008	788536150200008	788536150200008	TRUE		20		
	150200009	788536150200009	788536150200009	TRUE		20		
	150200010	788536150200010	788536150200010	TRUE		20		
	150200011	788536150200011	788536150200011	TRUE		20		
	150200012	788536150200012	788536150200012	TRUE		20		
	150200013	788536150200013	788536150200013	TRUE		20		
	150200014	788536150200014	788536150200014	TRUE		20		
	150200015	788536150200015	788536150200015	TRUE		20		
	150200016	788536150200016	788536150200016	TRUE		20		
	150200017	788536150200017	788536150200017	TRUE		20		
	150200018	788536150200018	788536150200018	TRUE		20		
	150200019	788536150200019	788536150200019	TRUE		20		
	150200020	788536150200020	788536150200020	TRUE		20		
	150200021	788536150200021	788536150200021	TRUE		20		
	150200022	788536150200022	788536150200022	TRUE		20		
	150200023	788536150200023	788536150200023	TRUE		20		
	150200024	788536150200024	788536150200024	TRUE		20		
	150200025	788536150200025	788536150200025	TRUE		20		
	150200026	788536150200026	788536150200026	TRUE		20		
	150200027	788536150200027	788536150200027	TRUE		20		
	150200028	788536150200028	788536150200028	TRUE		20		
	150200029	788536150200029	788536150200029	TRUE		20		
	150200030	788536150200030	788536150200030	TRUE		20		
	150200031	788536150200031	788536150200031	TRUE		20		
	150200032	788536150200032	788536150200032	TRUE		20		
	150200033	788536150200033	788536150200033	TRUE		20		
	150200034	788536150200034	788536150200034	TRUE		20		
	150200035	788536150200035	788536150200035	TRUE		20		
	150200036	788536150200036	788536150200036	TRUE		20		

- Delete column A and column B. Now the card file is generated correctly and is ready to be uploaded onto the database.

A	B	C	D	E	F	G	H	I
PAN	Valid	PIN	Balance	Headers	OwnerDe	OwnerDe	OwnerDe	OwnerD
7885361502000001	TRUE		20					
7885361502000002	TRUE		20					
7885361502000003	TRUE		20					
7885361502000004	TRUE		20					
7885361502000005	TRUE		20					
7885361502000006	TRUE		20					
7885361502000007	TRUE		20					
7885361502000008	TRUE		20					
7885361502000009	TRUE		20					
7885361502000010	TRUE		20					
7885361502000011	TRUE		20					
7885361502000012	TRUE		20					
7885361502000013	TRUE		20					
7885361502000014	TRUE		20					
7885361502000015	TRUE		20					
7885361502000016	TRUE		20					
7885361502000017	TRUE		20					
7885361502000018	TRUE		20					
7885361502000019	TRUE		20					
7885361502000020	TRUE		20					
7885361502000021	TRUE		20					
7885361502000022	TRUE		20					
7885361502000023	TRUE		20					
7885361502000024	TRUE		20					
7885361502000025	TRUE		20					
7885361502000026	TRUE		20					
7885361502000027	TRUE		20					
7885361502000028	TRUE		20					
7885361502000029	TRUE		20					
7885361502000030	TRUE		20					
7885361502000031	TRUE		20					
7885361502000032	TRUE		20					
7885361502000033	TRUE		20					
7885361502000034	TRUE		20					
7885361502000035	TRUE		20					
7885361502000036	TRUE		20					