Creating Online Sticker Validations
Validations expire 1 year from creation date

Step 1: Login to this link using your email and password:
https://spark-cloud.tibaparking.net/university-of-rochester/

Step 2: On the Left Hand Side you will see 3 Options: Currently only 2 are available - Choose one:
- Stickers: Batch validations for printing. (40 stickers on sheet)
- eValidation: Used to validate ticket only
- Coupon (Do Not Use): Designed for email only. This option is unavailable at this time.

Creating Stickers

In the top right of the page; select the button - Create Sticker
a. The Create Sticker page will pop up.
  b. Input the following information: (*denotes a mandatory field)
     ▪ Parking Lot* = Univ of Rochester (Includes Lot 8, 13, 14)
     ▪ Company* = HRMS Department Name
     ▪ Sub Company = Validation Description Name
     ▪ (Carefully choose correct one needed, this field is used for billing)
     ▪ Batch Name* = Sub Company
       (This will show on sticker)
     ▪ Validation Type* = 1-Validation
     ▪ Quantity* = Type Quantity Needed (40 stickers on a sheet)
     ▪ Advanced Usage = Do Not Select
     ▪ Valid from and Valid to = Do Not Change
     ▪ Days of Week = Do Not Change
     ▪ Start Time   End Time = Do Not Change
     ▪ Notes = Type Notes for Reference, if needed
     ▪ Select the Create Button at the bottom

TO PRINT: Select Batch you want to Print > Select the printer icon in the top right, (a .PDF will pop up)
Note: To print stickers you may be required to allow popups before you can print.

Most recent created at top
Applying eValidation On Ticket

a. Enter 8-digit ticket number
b. Select the blue search button
   ▪ Select the highlighted #00000000
   ▪ Select Company
   ▪ Select Appropriate Sub Company
     (Carefully choose correct one needed, this field is used for billing)
   ▪ Select Validation Type
   ▪ Select the validate ticket button at the bottom right corner