Guide For Parking Administrators

Parking setup

1. Sign up, enable notifications and choose “Create parking”

Create your account at app.parkalot.io by providing your email and a password, or do it through your Facebook or Google account. After your account has been created, the app will ask you if you want to receive notifications. **We recommend enabling them** so we can inform you about parking incidents and other important events on your parking. Next, choose Create Parking.

2. Complete the initial setup

The app will guide you through the six steps of the initial parking setup. All of these settings, except time shifts, can be changed later in the Setup parking feature, which you can find in the menu. We will talk about each setting in detail later on.
Next steps

To have a parking ready to use, you will have to:
- Add parking places
- Invite users
- Assign spots or auto assign spots.

But first we recommend visiting Setup parking and checking if everything is set up correctly.

General settings

Open the General setup tab and check if you set the correct timezone and a proper parking name - this will be visible to all workmates you will invite to your parking later on.

Next, decide at which time your parking spots become available for reservation. It’s always a good idea to consult with your workmates about this - this way, you’ll be able to choose the time that’s most convenient for everybody.
Reservation rules

We recommend enabling cancellable reservations - this setting will allow users of your parking to cancel their reservations. For example, if somebody booked a spot in the evening, but had to call in sick in the morning, he or she will be able to cancel their reservation and the spot they booked will go back to the shared pool.

You can also decide if reservations are publicly visible - for example, in the booking calendar.

Timeshifts

This setting depends on the way your company works. The most common setting is 0:00 - 24:00 - ideal for companies that don’t have time shifts. But if you do and made a wrong choice during the initial parking setup, contact us at admin@parkalot.io to change it.
Next, you can set up user groups. These allow you to create pools of parking spaces available for a certain group of people, such as managers or people working in different buildings, for example. You can limit the access to spots assigned to a particular group to just the group members or make them available for anyone if group members don’t confirm their reservations.

We explain how to assign users and parking spots to created groups on the next two pages.

Automatic spot assigning allows you to create periodic lotteries for parking spots among members of previously created user groups. You can decide how often this should happen (for example, every 7 days) and if the automatically created reservations for the winners of the lottery require confirmation. Choosing this setting supports the fair use of a parking lot. It is recommended when there are more members than parking spots assigned to a particular group and when some spots are more desirable than others.
**1 Add parking spots**

To make your parking ready for inviting users, as a next step you should create parking spots matching those that are available at your parking lot. To do so go to the setup spots. Name them in the clearest way possible - if your parking is numbered - use numbers as names. You can add additional description to make the reserved spots easier to find for users.

If you have many parking spots and would like to add them in bulk to save time, it is a part of our support service available after adding your billing details.

**2 Assigning parking places to groups and users**

If you created user groups, you can assign spots to them by clicking on the pen icon in the top right corner of each spot card.

To assign a user to a particular spot, just choose one from the dropdown list (available after adding users - discussed on the next page).
Adding & Managing users

1 Invite users

To add an user, go to the invite users tab and simply provide their email and a name. The name you choose can be seen by other users if you enabled publicly visible reservations.

If there will be many users and you would like to add them in bulk to save time, it is a part of our support service available after adding your billing details.

2 Assigning users to groups

After inviting users, you can assign them to particular user groups (if you created any). To do so, go to Spot group access and simply mark a checkbox under the groups you would like to assign a user to.
3 Removing users & assigning roles

If you want to remove a user from your parking, go to *Users list*. Here, you will find a list of all the users, alongside the possibility to remove them. Removing a user also removes his or her reservations.

You can also assign an admin role to a user by simply marking the checkbox next to his name in the *admin* column.
1. Monitor usage details by date

To monitor parking usage for a particular day, go to the Booking calendar tab. After choosing a date, you will be able to see which spots are booked and which ones are available, as well as some usage details (such as who booked the spot, their registration plate number).

2. Force spot release

To manage particular spots usage over a longer period of time, go to the manage spot tab. After choosing a spot, you will see its usage details for the current or any other chosen month. You can release the spot for a desired number of days - for example, when an employee with the assigned spot called in sick and forgot to release his spot himself.
3 Setup parking rules

Setting parking rules is one of our newest features. You can find it under Parking rules. Here, you can set up a list of conditions - for example, that members of a particular group can book spots only two times a week. We have provided you with a few basic options for building rules - if you need more, feel free to contact us at admin@parkalot.io. We will set them up for you.

4 Resolve incidents

Even with a parking management system implemented, some parking incidents may still occur from time to time. In such cases, users of your parking can contact you through Parkalot’s built-in chat feature, called report an incident. You will be notified about a new chat if you have enabled notifications. All incident related chats can be found in resolve incidents tab, where you can browse & answer them.
To choose your plan and provide billing details, go to the billing tab. Depending on the number of people who will be booking spots on your parking through Parkalot, we have three plans available - each designed for small (up to 25 users), medium (up to 150 users) and large companies (up to 600 users). You can test the app for free over 30 days with our trial period. Then, if you have found our solution helpful, you can choose if you’d like to be billed monthly or quarterly and provide your credit card details. After each payment, you will receive an invoice.
Open your browser and visit app.parkalot.io

To manage your parking easily on the go, open your mobile browser and go to app.parkalot.io. Make sure you are logged into your account.

If you are using iOS, tap the Share button on the browser’s toolbar and choose the Add to Home Screen icon in the Share menu. On Android devices, open your browser’s menu and choose the same option - Add to Home screen.
2 Provide a name for your new shortcut

Next, provide a name for your shortcut and click **Add**.

3 Your shortcut is ready to use

Your new shortcut to the Parkalot app should appear on the home screen. It can be dragged around and placed anywhere, including in app folders — just like a normal app icon.
Need more help?

If you have more questions, find the app troubling at any point or notice a bug, feel free to contact us! Just click the support button within the app and choose why you would like to contact us.

To stay up to date and follow us on social media.