

parkalot Parking Setup Guide

I want to setup parking at my organization
(make sure you are logged in to the application)

Is the parking occupied mainly by commuters or company vehicles?

Company vehicles

Commuters

Most likely you want people to book spots for the whole day or shifts that reflect work time (day shift / night shift)

 **Timeshifts setup**

Depending if the cars enter and exit the parking lot multiple times per day, you may want to allow people to book spots for specific hours.

 **Timeshifts setup**

Do parking spots differ from users perspective? For example underground parking is more convenient than the ground level spots.

No, not really

Yes, users prefer some spots more than others

Great! You are done with the setup of the spots.

Create groups in the **Setup parking** and turn off the "limit access to groups" setting in the **Group membership**. You may also want to use **Parking rules** to customize booking rules.

Create groups in the **Setup parking** and turn on the "limit access to groups" setting in the **Group membership**.

Do teams or departments have separate pools of parking spots assigned?

Yes, and no one else can book these spots.

You may consider splitting spots into groups. By default the system will book the best spot available for the user from the group with highest priority.

Yes, but if they are not using them others can.

Will there be any users that should have a spot assigned to them (based on seniority etc.)?

Yes

Go to **Setup spots** and then assign an owner to a chosen spot. Should the owner have to confirm his reservation everyday (strongly recommended)?

Yes, it's not a big effort

Is there a big shortage of parking spots?

Use the "user has to confirm his reservation" setting.

You can set up reservation rules and limits per user in the **Parking rules** tab. They can be different for different user groups.

Great! You are ready to invite users.
Hint: You may want to do a test with a pilot group to avoid confusion.

Need more help?

Now we offer a custom implementation package with premium support - "Parkalot Expert". Contact us at lukas@parkalot.io to get a quote. In case of any other questions feel free to drop us a line at admin@parkalot.io.