Parkalot User Guide

App Guide For
Car Park Users

PARKALOT

STEP 1

General login:

Accept the invitation

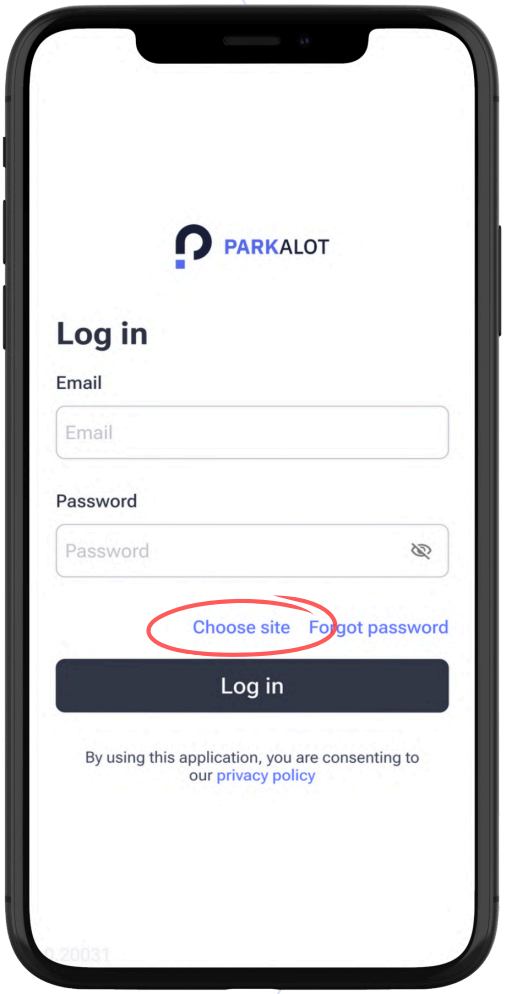
You will get an email from your car park administrator with a link inviting you to start using the app.

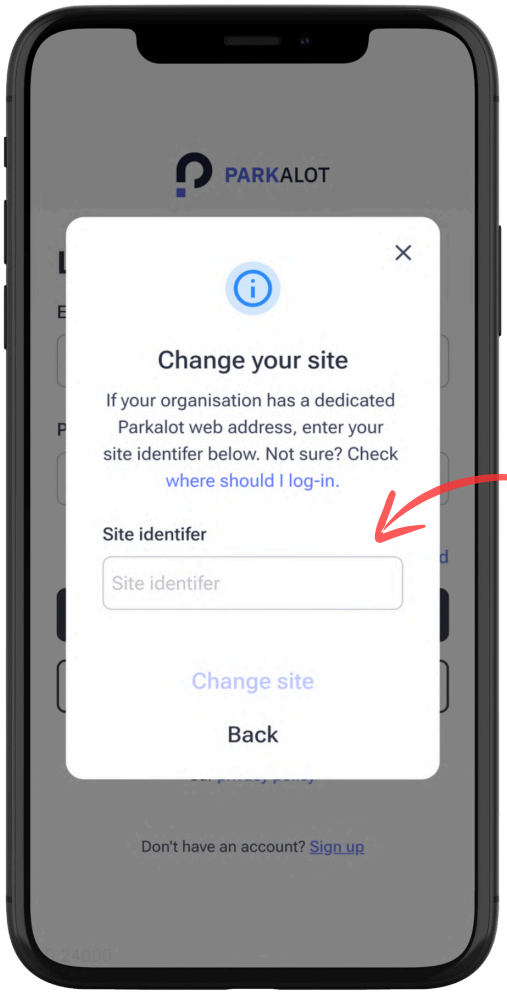
If you haven't found it in your inbox, check the spam folder. The email will contain your login and a temporary password.

Custom subdomain:

Log into your company site

If your company parking administrator informs you that your organisation has a dedicated site, you need to log in to Parkalot using the *Site identifier*. To do this, click *Choose site* on the login screen and enter your site identifier in the designated field. Then log in using either your company SSO credentials or the temporary password sent to your email.

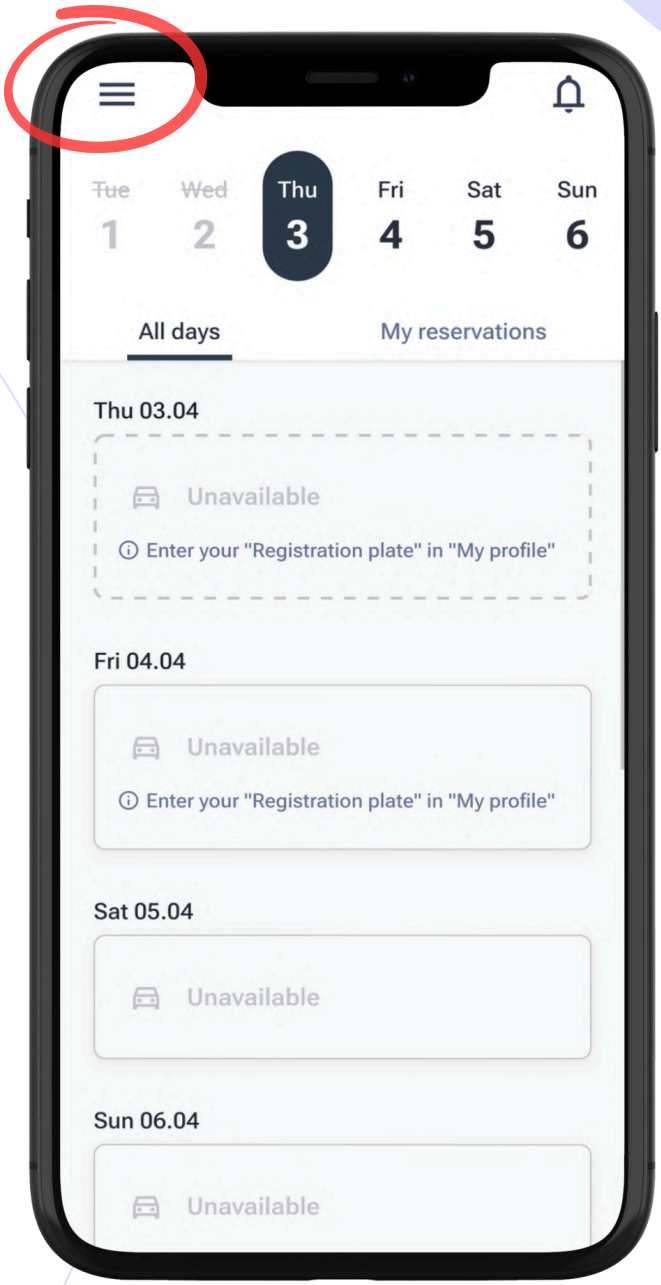




STEP 2

Configure your profile

After the first login, you will be prompted to change your password. Then you can configure your profile. Tap on the menu icon in the top left corner and choose *My profile.* You can add the license plate of your car there.



To learn how reservations work when you have a parking space assigned permanently, go to page 5.

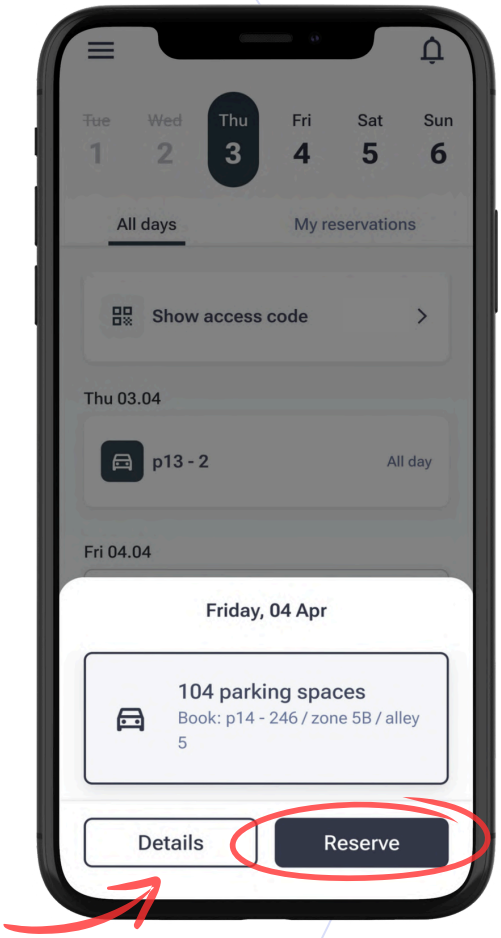
STEP 3

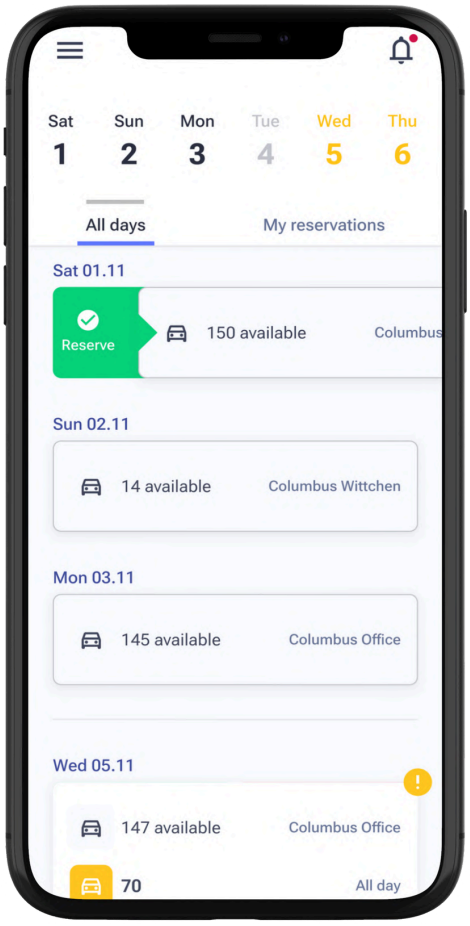
Start reserving spots

The *Dashboard* is the main screen where you can see the number of spaces available for reservations for each upcoming day. The spots may become bookable after a certain hour (i.e. at 6 PM).

To reserve a spot, choose a tab, and tap on the *Reserve* button. Alternatively, you can pick a specific parking space. To do so, tap *Details* and select a spot from the list (see below).

The quickest way to reserve a spot on your mobile device is by *swiping right*. On your *Dashboard*, hold the asset you want to reserve, then swipe right.
A green highlight will appear to confirm your action (see below).





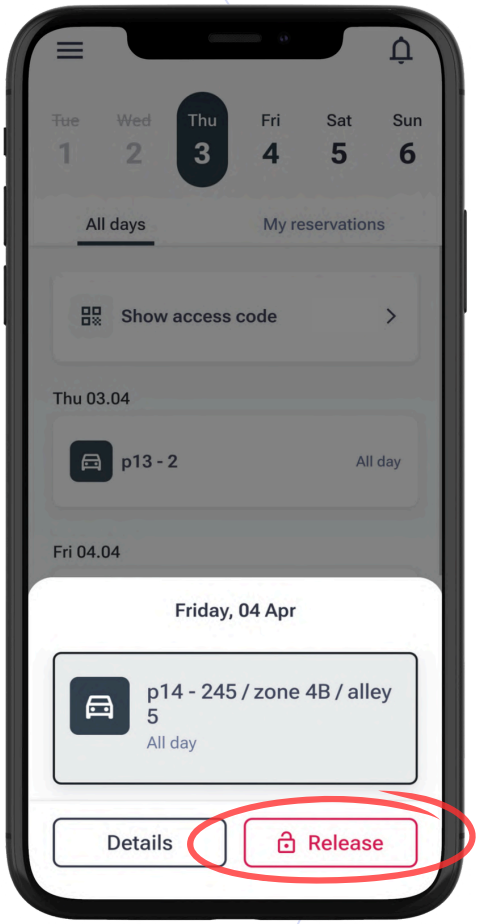
STEP 4

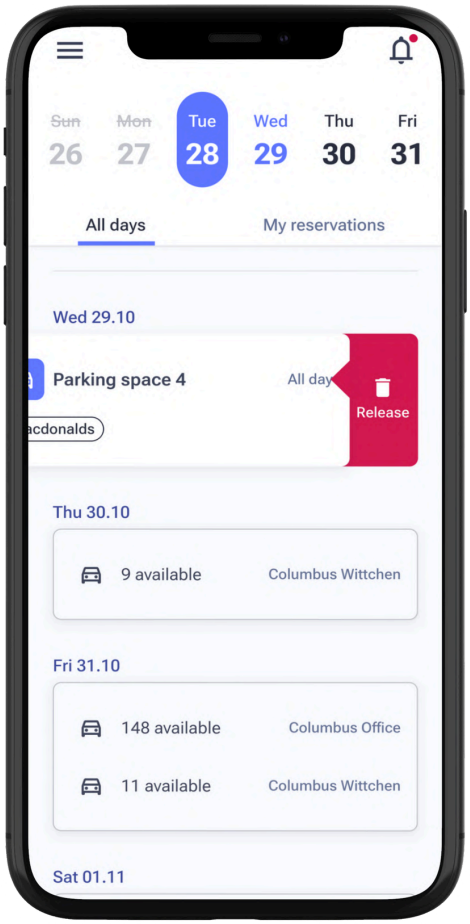
Cancelling reservations

You can cancel a previously placed reservation by selecting the appropriate day and tapping the *Release* button (see below).

(Note: some car parks may have a cancellation deadline)

Just like reserving a space, you can use a swipe gesture to cancel your reservation. On your *Dashboard*, hold the item you want to release, then *swipe left*. A red highlight will appear to confirm the action (see below).





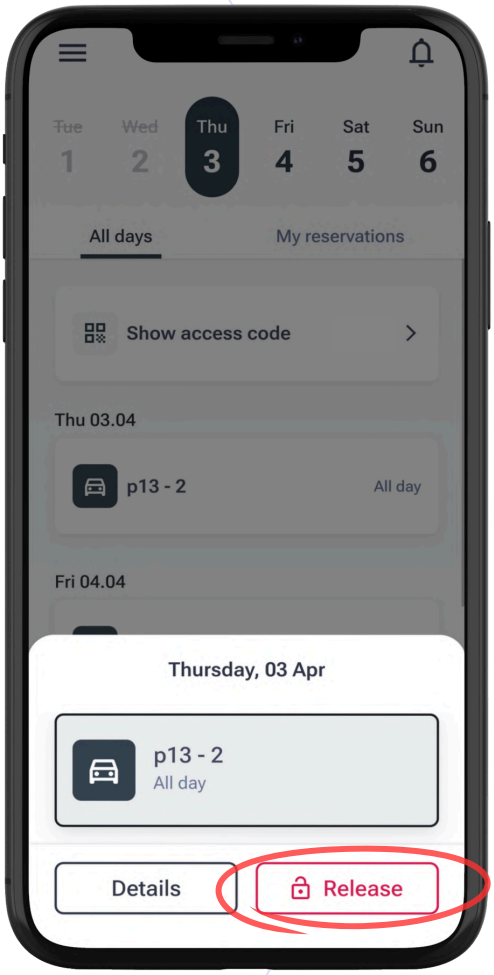
STEP 5

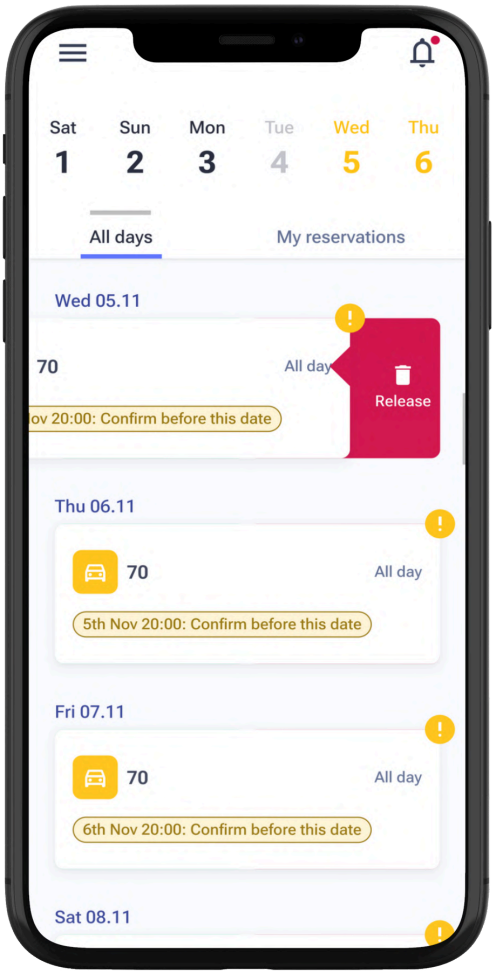
No confirmation required

If you have a spot assigned permanently, you will see it booked on your *Dashboard* and in “My reservations” screen. *The spot is always reserved for you.*

With such a setup, you only need to open the app if you know that you won’t be using your parking space. In such a case, you should release it so it can go to a pool of spaces available for everyone.

To release a spot, simply tap the *Release* button (see on the left below) or *swipe left* while holding the item on the *Dashboard* (see on the right below).



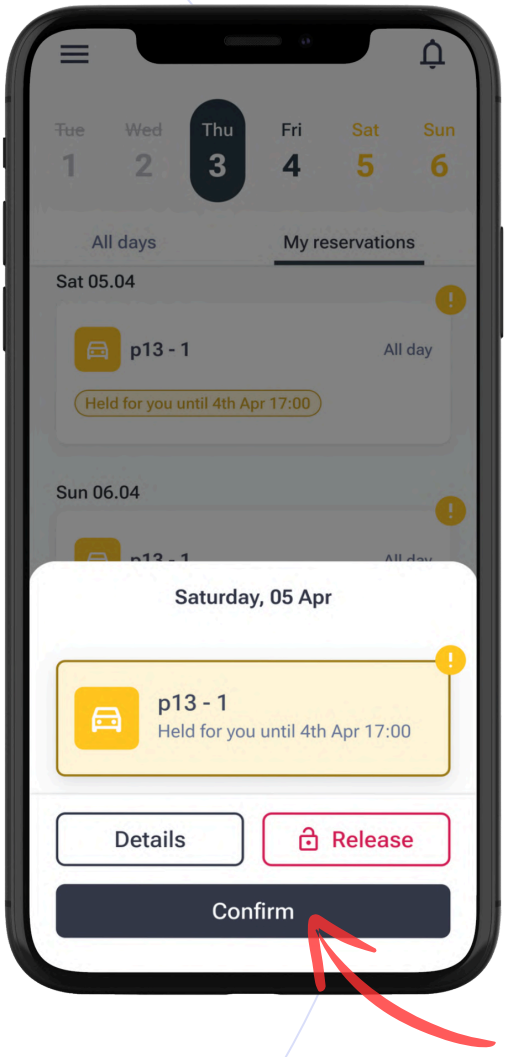


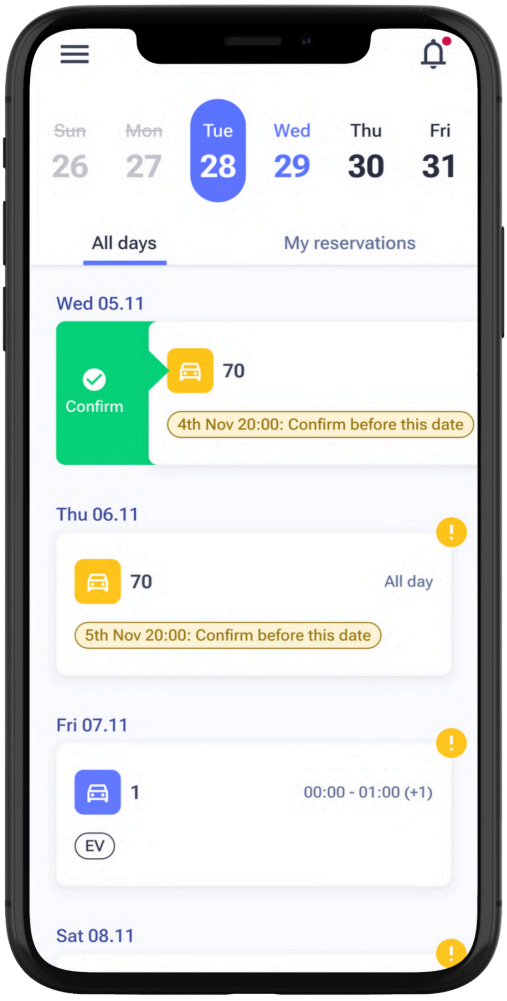
STEP 6

With required confirmation

If you have a permanently assigned spot and see yellow tiles, you have to *confirm your reservation for each day*. In most car parks, reservations can be confirmed days in advance. Tap the *Confirm* button (see on the left below).to keep the space if you need it. You can also *swipe right* while holding the item on the *Dashboard* (see on the right below).

There can be a deadline set, visible under the place number - if you won't confirm the reservation (e.g. until 5 PM the day before, as shown below on the left), the spot will go back to the pool of spaces available for everyone.





Congratulations

Your Parkalot account is now set up

Let’s stay in touch:

www.parkalot.io

www.linkedin.com/company/parkalot.io