



ParkPass

Administrator's User Guide



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Digital Parking Passes for Visitor Parking

The ParkPass Visitor Parking System provides the following features:

- 1) Digital Parking Passes for guests of strata residents.
- 2) A patrol module for the tracking of guest parking activities.
- 3) Text Message Notifications including the ability to send a Parking Pass.
- 4) Integration with PayByPhone to support charging for Extended Stay parking.

Residents create digital parking passes for their guests through the ParkPass website, using their cell phones, tablets, or computers. The resident no longer has to go down to the parking garage to place or recover parking passes.

ParkPass generates revenue to pay for the \$50 monthly fee (per building) either through improved fine collection using detailed patrol logs, or by charging for Extended Stay parking using PayByPhone, or through paid third-party advertising.

A test ParkPass can be sent to your cell phone from www.ParkInAll.com.

To set up the Visitor Parking system for your building, the following details are required:

- 1) Name of the building to be used. Example: Parkside, or EPS2995.
This name is important and must be unique as it becomes part of the user login.
- 2) A picture of the building, and a copy of the building logo.
These two graphics are used to provide user context when they log in
- 3) A list of the parking rules. These rules are incorporated into the web interface, and ParkPass will prompt the guest or resident if there appears to be a problem.

To set up the residential suites:

Suite #	Login	Password	Description
<input type="checkbox"/> * admin	admin@parkside	default	Administration
<input type="checkbox"/> * patrol	patrol@parkside	default	Manager
<input type="checkbox"/> * resident	resident@parkside	default	Manager
<input type="checkbox"/> * social	social@parkside	default	Manager
<input type="checkbox"/> C services	services@parkside	default	Manager
<input type="checkbox"/> demo	demo@parkside	*****	Resident
<input type="checkbox"/> monthly	monthly@parkside	default	Monthly Parker
<input type="checkbox"/> PayByPhone	paybyphone@parkside	default	Paid Parking
<input type="checkbox"/> + guest	guest@parkside	default	Guest Suite
<input type="checkbox"/> 100	100@parkside	*****	Test Suite
<input type="checkbox"/> 101	101@parkside	*****	test suite
<input type="checkbox"/> 102	102@parkside	*****	Resident
<input type="checkbox"/> 103	103@parkside	*****	Resident
<input type="checkbox"/> 104	104@parkside	*****	Resident
<input type="checkbox"/> 105	105@parkside	*****	Resident
<input type="checkbox"/> 2005	2005@Parkside	default	Resident
<input type="checkbox"/> 2006	2006@parkside	default	Resident

Modify Suites

Update Database

Parkside: admin@parkside
 Last Refreshed Jul 05, 01:09:36PM

The Building Manager is responsible for setting up the residential suites.

Suites are identified by the suite number, or by a name or function. The two default suites provided are Admin, and Patrol.

Additional suites can be set up to track service vehicles, resident vehicles, monthly parkers, and party room guest vehicles.

To create bulk suites

Under the Modify Suites / Add Bulk Suites dialog, choose the starting suite number, the number of suites per floor, and the number of floors to create. The system does the rest of the work.

Users can specify to skip adding any suite with the number '4' in it (Chinese superstition), or with the number '13' in it (Western superstition).

If the number of suites per floor changes, then add suites using two separate bulk entry requests.

Add Bulk Suites

Starting #: 101

Suites Per Floor: 10

Floor Count: 20

Skip Suites/Floors with number '4'

Skip Suites/Floors with number '13'

Add Bulk Suites

Close

To add a single suite

Under the Modify Suites / Add Single Suite dialog, add the suite name and the description.

Using this method, you can create suites for retail stores, the party room, residential parking group, the services group, and so forth.

If you create a residential parking group and populate the suite with all known vehicles that park behind the second gate in residential parking, then if those vehicles also park in visitor parking, the system will easily be able to identify the vehicle as belonging to a resident.

Add Single Suite

Suite Name: 107

Description: Resident

Add Suite

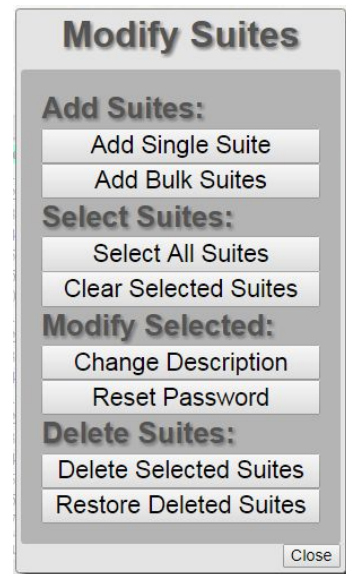
Close

Other Suite Dialogs

There are also dialogs to select suites, clear selected suites, change description of selected suites, and reset the password of selected suites.

The Admin can also delete selected suites, and restore deleted suites.

When the user presses Update Database, all the recent changes are uploaded to be permanently stored as changes to the stored database in the cloud.



Using the Patrol Module

The Visitor Patrol module is the heart of the ParkPass system.

Visitor Patrol

Passes Details **Patrol** Suites Reports About

Logout

	Plate	Suite #	Stall #	Parked	Start Date	Start Time	Status	Warning	Ticketed	Towed	Description
<input checked="" type="checkbox"/>	KENTEST6	guest		15D:01:27	20-Jun	12:00	Owner	10 <input data-bbox="1047 724 1063 745" type="button" value="+"/>	1 <input data-bbox="1128 724 1144 745" type="button" value="+"/>	0 <input data-bbox="1209 724 1226 745" type="button" value="+"/>	
<input checked="" type="checkbox"/>	BAR783	100		00D:00:03	05-Jul	13:24 (sighted)	Valid (0:26)	1 <input data-bbox="1047 766 1063 787" type="button" value="+"/>	0 <input data-bbox="1128 766 1144 787" type="button" value="+"/>	0 <input data-bbox="1209 766 1226 787" type="button" value="+"/>	
<input checked="" type="checkbox"/>	NZ4 87L	101		00D:00:03	05-Jul	13:24 (sighted)	Valid (0:26)	0 <input data-bbox="1047 808 1063 829" type="button" value="+"/>	0 <input data-bbox="1128 808 1144 829" type="button" value="+"/>	0 <input data-bbox="1209 808 1226 829" type="button" value="+"/>	Henry
<input checked="" type="checkbox"/>	QZ8 52G	105		00D:00:01	05-Jul	13:26 (sighted)	Valid (0:28)	0 <input data-bbox="1047 850 1063 871" type="button" value="+"/>	0 <input data-bbox="1128 850 1144 871" type="button" value="+"/>	0 <input data-bbox="1209 850 1226 871" type="button" value="+"/>	Fred
<input checked="" type="checkbox"/>	204MPH	patrol		00D:00:01	05-Jul	13:26 (sighted)	Owner	0 <input data-bbox="1047 892 1063 913" type="button" value="+"/>	0 <input data-bbox="1128 892 1144 913" type="button" value="+"/>	1 <input data-bbox="1209 892 1226 913" type="button" value="+"/>	Resident Stall 108
<input checked="" type="checkbox"/>	HJUDD4	2005		00D:00:00	05-Jul	13:27 (sighted)	Valid (0:30)	0 <input data-bbox="1047 934 1063 955" type="button" value="+"/>	0 <input data-bbox="1128 934 1144 955" type="button" value="+"/>	0 <input data-bbox="1209 934 1226 955" type="button" value="+"/>	Alan
<input type="button" value="Add"/>	PT2 6H	101	stall...	minutes.				0	0	0	Guest

Start Patrol End Patrol

Update Database

Parkside: admin@parkside
 Last Refreshed Jul 05, 01:27:46PM
 Hide Tips and Hints

The Start Patrol button clears all the checkboxes and alphabetically sorts the license plates.

The Patroller then walks through the parking lot, and checks off any vehicle that matches an existing plate.

If the Plate is not entered, then the patroller looks for a physical parking pass, and can enter the vehicle manually.

If there is no parking pass, and no ParkPass, then the vehicle is in violation of the parking rules. The vehicle license plate is entered, and the Warning, Ticketed, or Towed indicator is incremented.

The End Patrol button clears out any unchecked items, and updates the database.

Detailed Notes on Patrolling

As users assign electronic parking passes to their guests, the license plate and stall number information gets added to the patrol list.

For unregistered vehicles, as you start to enter plate details, a pop up list shows you all of the license plates that have parked in visitor parking before.

Details about each license plate are maintained by the system. This way, you can keep track of the number of times each vehicle has been warned, ticketed and towed.

If the license plate is known, it will be identified as a resident, service vehicle, or having recently been a guest of a suite owner.

DF590G - 242 (750) - Test Visitor
DGZ236 - 109 (358) -
DPC667 - 220 (750) - Chrsi
DS582F - 109 (171) -
DS055 - 136 (750) - Bob
DW556B - 109 (750) - Amy
E63737 - 109 (165) -
E76944 - 439 (750) -
EC309E - 108 (750) - Tala
EF325H - 433 (750) -
EJ218T - 419 (750) -
EJ804G - 109 (750) -
EK179M - 109 (750) - Test Visitor
EK822W - 409 (750) -
EK908X - 413a (289) -
EL910J - 102 (406) -
EV950T - 413a (145) -
EW676G - 417 (750) - Suki
EWE232 - 534 (750) - Mary
FA880C - 413a (168) -

The Patrol Module is designed to be used on a smartphone interface. As long as you load the screen before you go down into the garage, no additional cellular contact is required until you come back up out of the garage, reconnect to the WiFi or Cell network, and hit the Update Database button.

To do a patrol, first click on the Start Patrol button. This clears all the checkboxes, and sorts the license plates alphabetically. Then, as you walk through the parking area, for each vehicle that you come across, identify if it is already in the parking list.

- If it is in the list, place a checkmark to the left of the vehicle entry.
- If it is not in the list, add the license plate number, stall number, suite number, and amount of time parked to the list.

To keep track of monthly parkers:

Create a suite called 'monthly'. Login is Monthly / password.

To enter a new monthly parker:

If logged in as Patrol: From Patrol, add the license plate, and assign to 'monthly' suite.

If logged in as Monthly: Validate license plate.

When patrolling:

Never remove any item that is assigned to the Monthly suite. Time parked will steadily increment. Status will always read EXPIRED

To edit description:

Log in as Monthly, go to Manage, and edit description in the Guest list for that license plate.

Tickets and Warnings:

If a vehicle warning or ticket is required, increment the warning or ticketed field, and fill in the missing details for later storage. Details may include the time, date, license plate, vehicle make, model and color, suite number, suite contact details, the number of warnings/tickets, and the reason for the ticket or warning.

This warning or ticket can be electronically mailed to the suite owner after you update the database.

If the vehicle is to be towed, enter the additional information for towing. An electronic message will be mailed to the tow company after you update the database to come and pick up the vehicle.

Parking Warning

Make:	Honda Civic
Plate:	NZ487L
Suite:	101
Stall #:	10
Infraction:	Parking without a permit
Comment:	talked to owner

Remove Last Warning Save Warning Cancel

After you have completed your patrol, and the phone display indicates you have internet access, tap on End Patrol. This will clear out any unchecked items and update the database. Unchecked items represent vehicles that were parked at one time, but have left the parking area since your last patrol.

Only tap End Patrol or Update Database if there is internet access, as it forces a web update, and if the web update fails because there is no internet access, you will likely lose your most recent changes.

Using the Reports Module

Suite #	Date	Time	Plate	Stall #	Type	Description
guest	18-07-05	14:10	KENTEST6		Patroller confirmed presence	
guest	18-07-05	14:10	KENTEST6		Ticket	f1-Invalid Visitor Parking Pass No Permit
105	18-07-05	14:10	QZ8 52G		Patroller confirmed presence	
patrol	18-07-05	14:10	204MPH		Patroller confirmed presence	
patrol	18-07-05	14:10	204MPH		Ticket	f5-Parking without a permit No Permit
2005	18-07-05	14:10	HJUDD4		Patroller confirmed presence	
2005	18-07-05	14:10	HJUDD4		Vehicle Tow	f7-Parking Not Paid Lost Soul
105	18-07-05	14:10	QZ8 52G		Expired validation timed out	
2005	18-07-05	14:10	HJUDD4		Expired validation timed out	
100	18-07-05	14:05	BAR783		Expired validation timed out	
101	18-07-05	14:05	NZ4 87L		Expired validation timed out	
guest	18-07-05	13:27	KENTEST6		Patroller confirmed presence	
100	18-07-05	13:27	BAR783		Patroller confirmed presence	
101	18-07-05	13:27	NZ4 87L		Patroller confirmed presence	
105	18-07-05	13:27	QZ8 52G		Patroller confirmed presence	
patrol	18-07-05	13:27	204MPH		Patroller confirmed presence	
2005	18-07-05	13:27	HJUDD4		Patroller pick-up	
guest	18-07-05	13:26	KENTEST6		Patroller confirmed presence	
100	18-07-05	13:26	BAR783		Patroller confirmed presence	
101	18-07-05	13:26	NZ4 87L		Patroller confirmed presence	
105	18-07-05	13:26	QZ8 52G		Patroller confirmed presence	

ParkPass keeps a complete list of all Visitor Parking activity. This list can be used by the Strata Council or Strata Manager to levy fines and user fees. The detailed documentation provides backup details needed to resolve parking disputes.

Fines can be levied against Residents whose guest vehicles park for more than the allotted hours, or days allowed in a month. The system also identifies resident vehicles parked in the visitor parking area.

Reports can be created by printing the screen contents to a printer, from the web browser's print function.

Revenue From Extended Use Visitor Parking

ParkPass integrates with PayByPhone to support charging for extended Visitor parking.

Extended stay and additional guest parking can be accommodated by charging a fee administered through PayByPhone.

Revenue from PayByPhone can be used to pay for additional patrolling, further improving parking compliance and reducing visitor parking problems.

Charging for visitor parking requires changes to the Strata bylaws. Our recommendation is to first set up the ParkPass system, use it for a while, become comfortable with how it works, and then look at changing the bylaws to support the collection of user fees once you have received user feedback.

Revenue From Advertising

Real Estate Agents are always keen to try out new advertising opportunities.

ParkPass supports advertising, and we are currently working with a number of Real Estate Agents that use our system to advertise. ParkInAll is open to working with Strata to identify an advertising revenue model. Advertising revenues can be split 50/50 between the Strata, and ParkInAll.

Properly managed, advertising should be sufficient to pay the full monthly expense of running ParkPass in your building.

To sign up for a 90 day free trial, contact:

Parkinall

Aubrey Holmes, VP Sales

Direct: +1 (604) 563-3554

Mobile: +1 (604) 722-1509

Email: aubreyholmes@parkinall.com

