



Manual

Park-R App



**SEAMLESSLY
PARKING
YOUR WAY**

Contents

In this guide, you will learn how the Park-R app works and is structured. We will specifically focus on the different pages: Dashboard, Parking Activity, Reservations, and My Profile. We will explain how to create an account, add or edit your own license plates, reserve parking spaces, and receive notifications once your reservation has arrived.

Creating an Account and Logging In

Your employer or the building manager will enter your email address into Park-R, after which an account will be automatically created for you. Once you have downloaded the Park-R app from the iOS App Store or Google Play Store, you can log in. When logging in for the first time, you need to enter the email address provided by your employer or building manager. You will then receive an email to set up your password; the link in this email is valid for 60 minutes. After creating a password, you can return to the app and log in using your email address and the newly created password.

Open the app and press 'Login.' You can then choose the location where you want to log in. If you only use Park-R at work, you will see only the name of your workplace here. If your apartment complex also starts using Park-R, you can easily log in with the same account and switch between different locations.

The system is designed for quick and easy switching between locations, allowing you to manage your license plates at multiple locations with one app. After selecting the desired location, you will be taken to the dashboard.

Dashboard

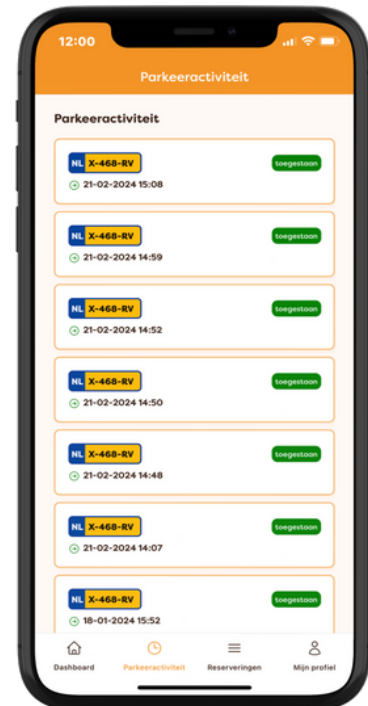
On the dashboard, you can see your recent parking activities and upcoming reservations. You can also view all your parking activities and reservations. By pressing the 'View all parking activities' or 'View all reservations' buttons, you will be taken to the respective page with additional information (Parking Activity & Reservations).



Parking Activity

On this page, you can view a detailed overview of all your parking activities. This overview includes information on the date and time of each activity, allowing you to see exactly when you parked.

Additionally, it indicates whether access to the parking lot was granted or denied, so you are always aware of the status of your parking actions. This way, you have full control and insight into your parking history.



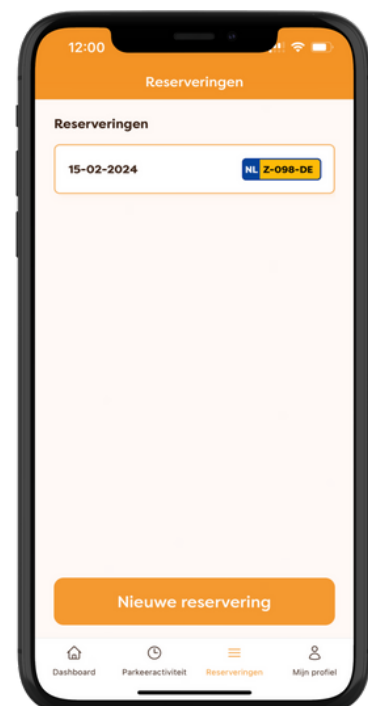
Reservations

On the 'Reservations' page, you can view all your reservations, both past and future. By clicking on a specific reservation, you can see detailed information. At the bottom of the page, there is a 'New Reservation' button, which is visible if you are still able to make reservations.

Your employer or the building manager can set a maximum number of reservations per person. It is also possible that reservations are not activated for your location, making this feature unavailable.

When you click 'New Reservation,' you can choose the start and end dates and times for the reservation. You can set the reservation to repeat and link a license plate to the reservation. If the license plate is not yet in the system, you can easily add it by clicking 'New License Plate.' After saving the reservation, you will receive a confirmation, and the upcoming reservation will appear on the dashboard.

The following page includes some screenshots showing how this looks in the Park-R environment. (Read from left to right and then start on the next line).



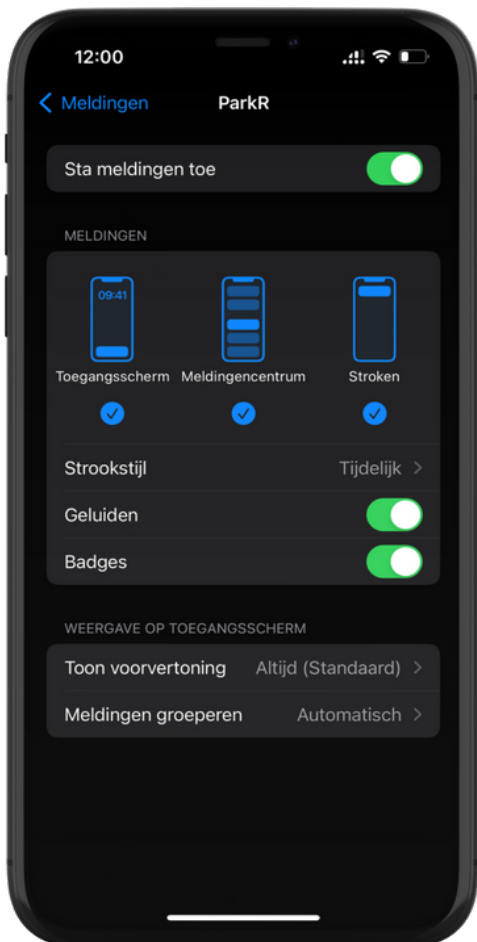
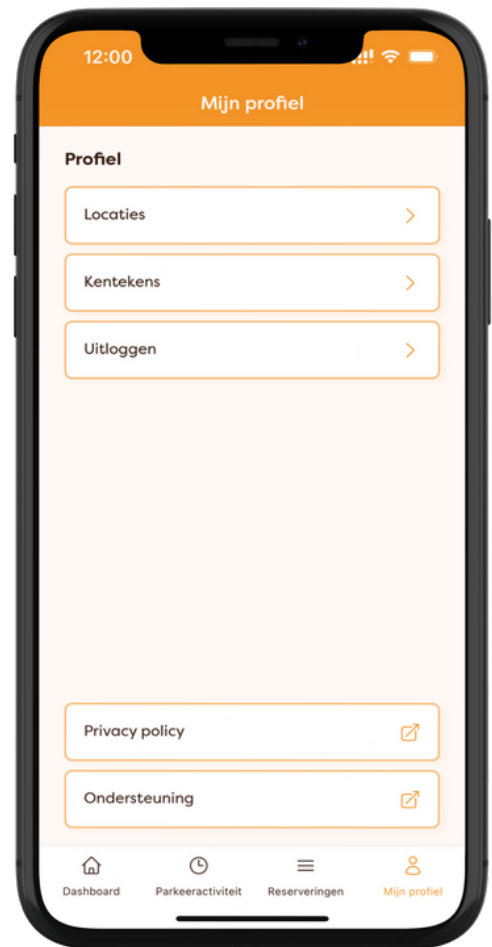
Reservations



My Profile

On this page, you have various options. You can easily switch locations if you manage license plates at multiple locations via Park-R. You can view and edit your own license plates. If your employer or the manager has set it so that you can only enter one license plate, you can only edit your existing license plate. If multiple license plates are allowed, you can add a new license plate by clicking the 'New License Plate' button. Finally, there is an option to log out.

Additionally, on this page, you can review the Park-R privacy policy and visit the support page for further assistance.



Notifications

Enabling Notifications for the Park-R App on Apple Devices.

To ensure you receive notifications for the Park-R app, follow these steps to enable notifications on your Apple device:

1. Open Settings: Tap on the 'Settings' app on your home screen.
2. Go to Notifications: Scroll down and tap on 'Notifications'.
3. Find the Park-R App: In the list of apps, locate and select 'Park-R'.
4. Enable Notifications: Toggle the switch to turn on notifications for Park-R.
5. Set Notification Options: Configure your notification preferences.
6. Adjust Notification Grouping: Tap on 'Notification Grouping' and select your preferred grouping option:

Once you have completed these steps, notifications for the Park-R app will be enabled on your Apple device. You will receive notifications for important updates, such as when your reservation has arrived.