

PARKINCPH

USER MANUAL COMPANY EMPLOYEE



BY BY & HAVN

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ABOUT PARKinCPH

PARKinCPH is a digital parking portal developed by By & Havn for management of digital parking permits for By & Havn parking facilities in Ørestad, Nordhavn, Marmormolen, Søndre Frihavn and Nordre Toldbod.

PARKinCPH is developed as a web portal that can be accessed via an internet browser from PC, tablet and smartphone.

PARKinCPH offers purchases of different digital parking permits as monthly subscriptions and short-term parking (hourly parking).

Parking subscriptions are renewed automatically every month until terminated. Termination also occurs via PARKinCPH.

For each parking permit a vehicle is attached. This is done by entering the vehicle's registration number. Parking control is performed by number plate scanning and it is therefore important that the registration number is entered correctly. Only one vehicle can be connected at a time per parking permit. It is possible at any time to change the registration number of the relevant parking permit via PARKinCPH.

01

ACTIVATE PROFILE

ACTIVATE PROFILE AT PARKinCPH

- 1) The first time your workplace assigns you a parking subscription, you will receive an **E-MAIL WITH A LINK** to activate your profile at PARKinCPH. The e-mail will be sent to the e-mail address that the company administrator register you with.
- 2) When you tap the link in the activation email, you will be sent to PARKinCPH, where you can complete your profile by choosing your **PASSWORD**.
- 3) Once you have chosen your password, you can log in to your profile at PARKinCPH.

02

EDIT PROFILE

MY INFORMATION

- 1) From the menu in the top right corner, select the menu **MY INFORMATION**.
- 2) Here you can edit your own master data information.
- 3) Enter **MOBILE NUMBER** (recommended) if you want to receive SMS confirmations, for example by change of registration number (no SMS fee is charged).
- 4) If you want to change your password, click **CHANGE PASSWORD**, then enter your current password and the new password you want instead of.
- 5) The small list icon is a **HISTORY LOG** for that page. The history log makes it possible to see, what changes have been made, when they have been made, and who have made them.

03

MY PARKINGS

MY SUBSCRIPTIONS

- 1) Go to the **MY PARKINGS** menu.
- 2) Here is a list of parking subscriptions assigned to you.
- 3) You can **FILTER**, **SORT** and **SEARCH** among these.

EDIT SUBSCRIPTIONS

- 1) Go to the **MY PARKINGS** menu.
- 3) Select the subscription.
- 5) You can **NAME** your parking subscription.
- 4) You can change **REGISTRATION NUMBER**.
NB. You must enter a registration number before the subscription is active.
- 5) When you are done editing, click **SAVE**.
- 6) In the history log, you can always see what changes have been made to the individual subscription, when they were made, and who has made them.

04

MESSAGES

MESSAGE ARCHIVE

1) Go to the **MESSAGES** menu.

From here you can see an archive of messages (email and SMS) sent to you.

Messages can be both auto-generated messages in connection with purchase and termination, but may also be service messages sent to you from our Customer Service regarding your parking products.

05

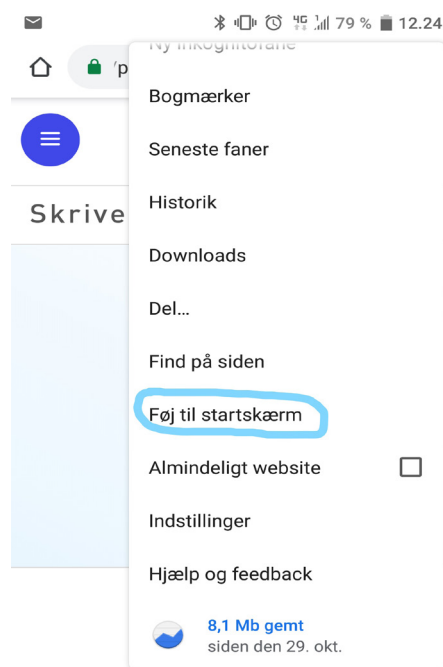
ADD PARKinCPH TO HOME SCREEN

ADD PARKinCPH TO YOUR HOME SCREEN

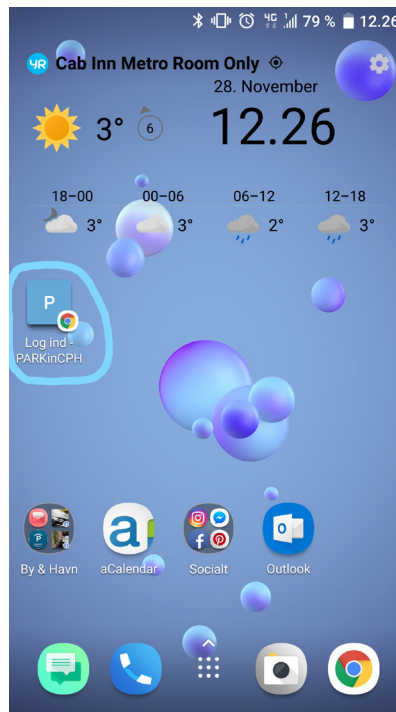
When you open PARKinCPH in your web browser (Crome, Safari, etc.) from your smartphone / tablet, you can choose to add the website to your home screen. By doing this you create a “shortcut” on your home screen.

How this is done can vary from phone to phone and from browser to browser.

Below is shown how this might look:



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