

Parker Management Guidelines



An email from INSServices@aptskidata.co.uk will arrive giving access to the Instant Access Bar Code System.

- Click on the link within the email
(This system will not work with Internet Explorer, instead use Google Chrome or other web browsers)
- A message saying Email confirmed will be displayed, press the Log in option displayed on screen
- You will be taken to the sign in page, enter:
 - Your email address
 - Tenant = Cambridge
 - Password, use the password supplied in the email

Once in the Instant Access system:

- Click on the car park name at the top of the page (*for clarification, this will show only one car park, however if you have purchased premium 24/7 access this bar code will work at Grafton East, Grafton West, Park Street and Queen Anne Terrace car parks*)
- Click on your business name under the Customer List heading

All existing parkers will be shown in the centre of the screen

To add a new parker

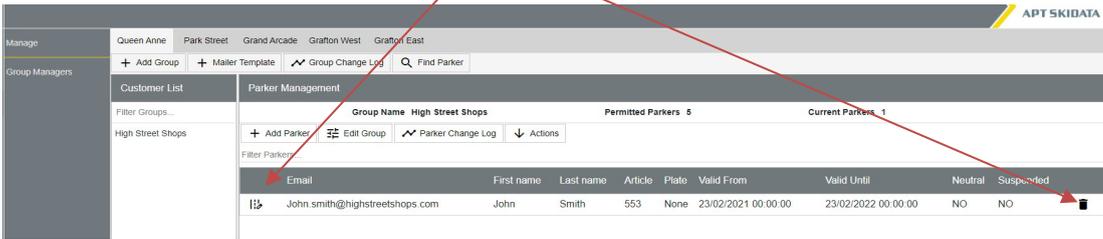
Press the + Add Parker box

The screen below will be shown, complete as follows:

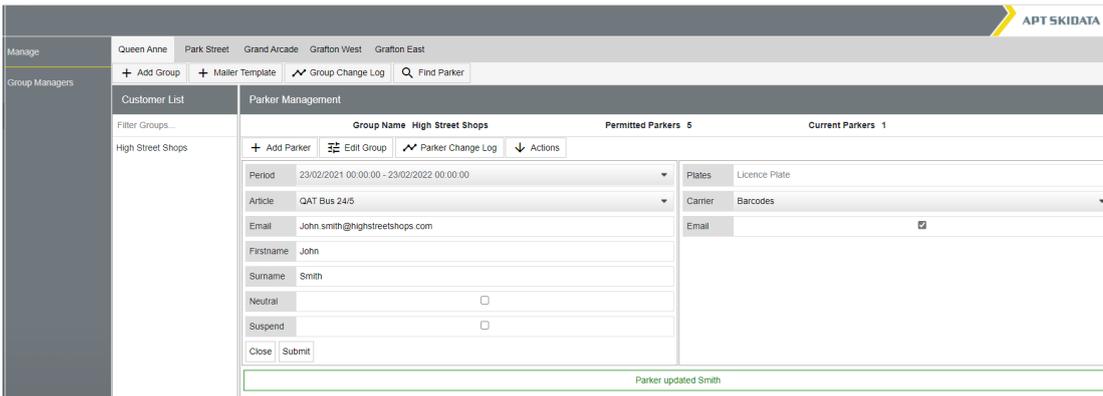
- **Period** – Complete the start and end date that parking is required
 - **Article** – Drop down and select. This tells the system what days and times that parking is permitted
 - **Email** – Enter email address where the bar code is to be sent
 - **First name** – Of new parker
 - **Surname** – Of new parker
 - **Plates**- Leave blank as we do not have ANPR in the car parks
 - **Carrier** – Scroll down the menu and select **bar code**. If any other option is selected the car park equipment cannot recognise access
 - **Email** – Click to tick in the box. If this is not ticked the bar code will not be emailed out
- Press Submit**

Group Name	High Street Shops	Permitted Parkers	5	Current Parkers	0
Period	23/02/2021 00:00:00 - 23/02/2021 23:59:59	Plates	Licence Plate		
Article	QAT Bus 24/5	Carrier	Barcodes		
Email	Enter email	Email	<input checked="" type="checkbox"/>		
Firstname	Firstname				
Surname	Surname				
Neutral	<input type="checkbox"/>				
Suspend	<input type="checkbox"/>				
Close	Submit				

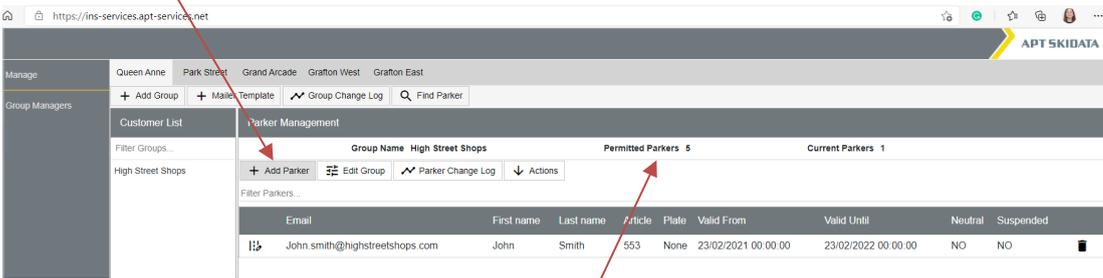
Once submitted you will be able to **edit or delete**.



If you need to **edit details**, select a parker, once necessary changes are made, press **submit**.



Adding another parker



You can continue to add parkers until the maximum number of permitted parkers has been reached.

The barcode(s) produced can be used immediately

If you have any questions or problem using the system, please contact

carparks@cambridge.gov.uk.

Using a Car Park QR Bar Code



This QR bar code will allow entry and exit at the requested car park

How to get enter and exit the car park

1. When entering the car park do NOT press for a ticket
2. Show the QR code to the reader on the entry machine, which is beneath the left-hand side of the machine as shown in the photograph below
3. The barrier will open to allow entry, no ticket will be issued
4. You do not need to visit a pay station, no payment is required
5. When exiting, show the QR bar code to the reader on the machine as you did at the entry and the barrier will open to allow exit



Tips for use

- The QR bar code can be printed or used directly from your phone
- Hold the QR bar code flat and level below the reader
- Holding your phone flat can cause the image to switch to landscape, making the bar code too small to scan. Taking a screen shot of the bar code can make the bar code image more stable
- Printing the bar code can make it easier to use. The printed QR bar code must not be too big or too small, credit card size is ideal

Please Note:

If a ticket is taken at entry by mistake, you must immediately exit the car park using this ticket (no fee will be due) and re-enter using your QR bar code.

If your QR bar code is not available at exit, a lost ticket fee will apply, this amount will be non-refundable.

If your stay exceeds the time permitted by your QR bar code an additional parking charge may be due. Scan your QR bar code to the reader at a paystation or exit machine and pay the fee shown.

This QR code will only work at the car park allocated and within the times permitted.

The QR code will only let one person in the car park at any one time.

If you have any questions or problems when using the car park press the help button on any entry, exit or pay machine or call Cambridge City Council Parking Services on 01223 457337