

Parker Management guidelines

Log in using the link and password received by email.

Once in the Instant Access system:

- Click on the car park name at the top of the page
- 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

The screenshot shows the 'Parker Management' form for the 'High Street Shops' group. The form includes the following fields and options:

- Period:** 23/02/2021 00:00:00 - 23/02/2021 23:59:59
- Article:** QAT Bus 24/5
- Email:** Enter email
- Firstname:** Firstname
- Surname:** Surname
- Neutral:**
- Suspend:**
- Submit:** Button

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

The screenshot shows the 'Parker Management' table for the 'High Street Shops' group. The table has the following columns: Email, First name, Last name, Article, Plate, Valid From, Valid Until, Neutral, and Suspended. A red arrow points to the 'Edit Group' button above the table, and another red arrow points to the 'Suspended' column header.

Email	First name	Last name	Article	Plate	Valid From	Valid Until	Neutral	Suspended
John.smith@highstreetshops.com	John	Smith	553	None	23/02/2021 00:00:00	23/02/2022 00:00:00	NO	NO

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

APT SKIDATA

Manage: Queen Anne, Park Street, Grand Arcade, Grafton West, Grafton East

Group Managers: + Add Group, + Mailer Template, Group Change Log, Find Parker

Customer List: High Street Shops

Parker Management: Group Name: High Street Shops, Permitted Parkers: 5, Current Parkers: 1

Form Fields:

- Period: 23/02/2021 00:00:00 - 23/02/2022 00:00:00
- Article: QAT Bus 24/5
- Email: John.smith@highstreetsshops.com
- Firstname: John
- Surname: Smith
- Neutral:
- Suspend:

Buttons: + Add Parker, Edit Group, Parker Change Log, Actions, Close, Submit

Message: Parker updated Smith

Adding another parker

APT SKIDATA

Manage: Queen Anne, Park Street, Grand Arcade, Grafton West, Grafton East

Group Managers: + Add Group, + Mailer Template, Group Change Log, Find Parker

Customer List: High Street Shops

Parker Management: Group Name: High Street Shops, Permitted Parkers: 5, Current Parkers: 1

Email	First name	Last name	Article	Plate	Valid From	Valid Until	Neutral	Suspended
John.smith@highstreetsshops.com	John	Smith	553	None	23/02/2021 00:00:00	23/02/2022 00:00:00	NO	NO

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

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

carparks@cambridge.gov.uk.

Using a Car Park Bar Code

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

Instructions for use

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

Entry and Exit Machine



Note: When using a bar code on your phone raise the phone in an upward motion towards the barcode reader. If you bring the phone down from above then the RFID reader located immediately above will activate the Apple/Android pay feature and so no longer show the bar code, this will delay the process.

If you have any questions or problems when using the car park press the help button available on any entry, exit or pay machine.

Please note:

- This bar code will only work at the car park allocated
- The bar code will only work to let one person in the car park at any one time