USER MANUAL

ZKParking

Version: 1.2

Date: Jan, 2018

Software Version: ZKParking 2.2.0 or above version

About This Manual

- The pictures in this manual may not be exactly consistent with those of your product; the actual product's display shall prevail.
- The items marked with an asterisk (*) are mandatory.

Important Claim

Firstly thank you for purchasing our product, before use, please read this manual carefully to avoid the unnecessary damage! The company reminds you that the proper user will improve the use affect and authentication speed.

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Due to the constant renewal of products, the company cannot undertake the actual product in consistence with the information in the document, also any dispute caused by the difference between the actual technical parameters and the information in this document. Please forgive any change without notice.

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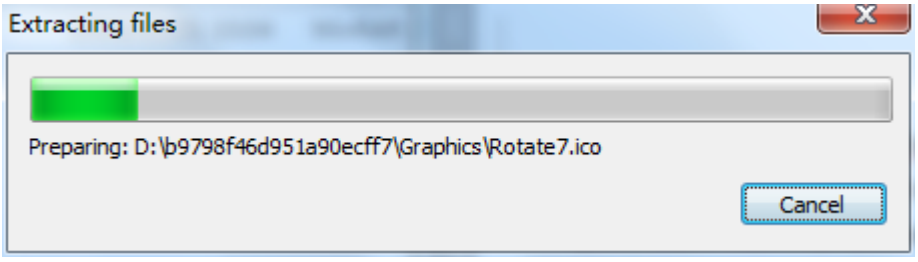
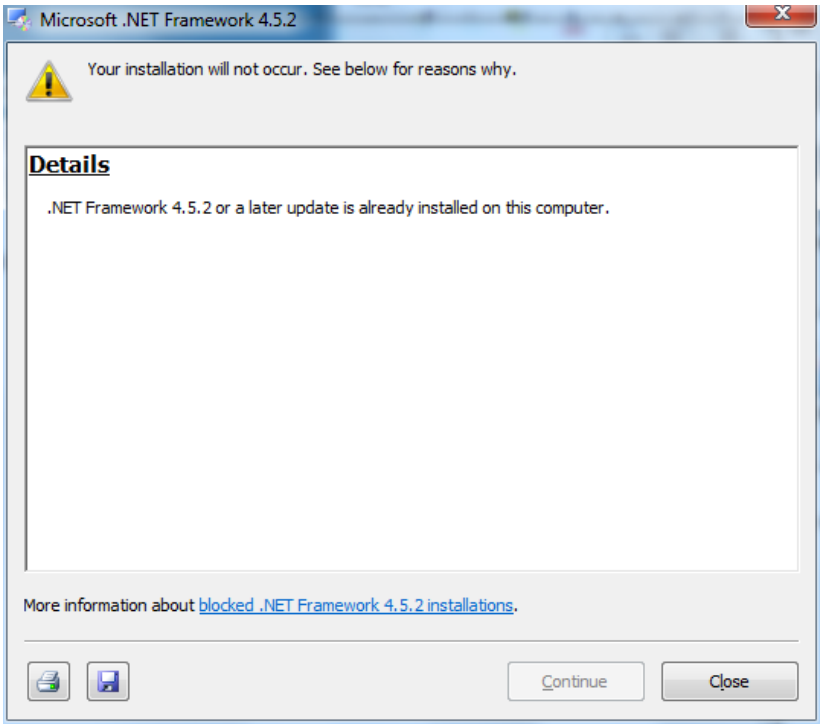
1. Installation & Uninstallation

1.1 Installation

1) Firstly, decompress the software package [ZKParking Setup Install.rar].
2) The ZKParking system runs in the .NetFramework4.5 environment. Find the [Microsoft .NET Framework 4.5.2-x86-x64.exe] file in the [tools] folder and double-click it to start installation.

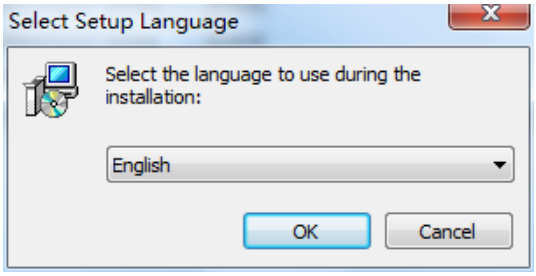


If this file has been installed on the computer, the message shown in the figure below is displayed:



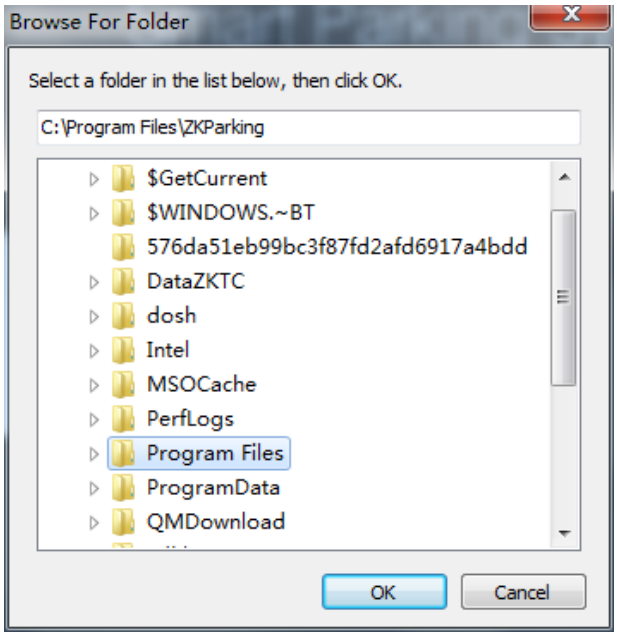
3) Find the [Setup.exe] file in the installation package and start installation.

- Select a setup language;

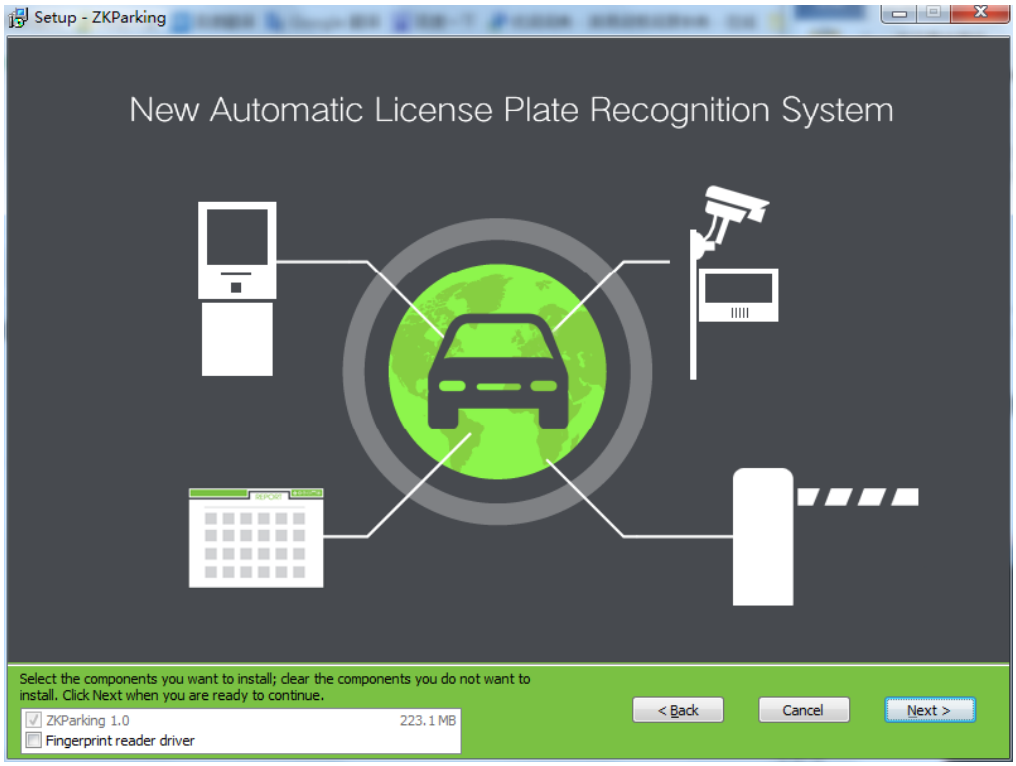


- Click [OK];

- Click Browse... to select a folder;

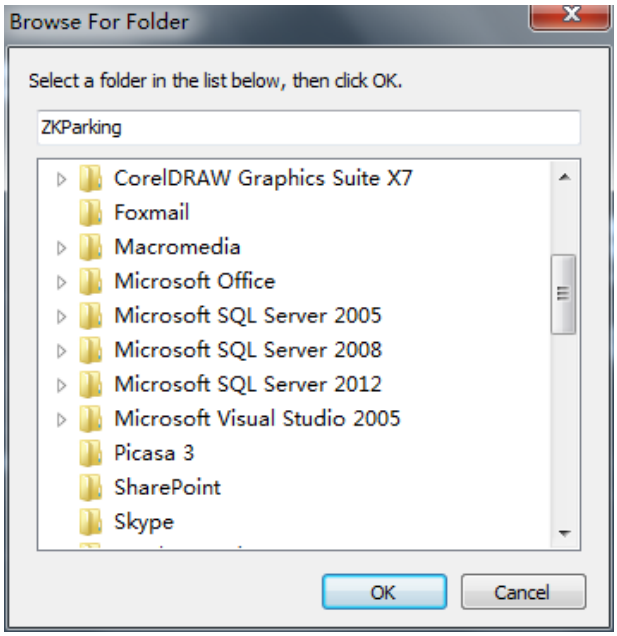


- And then, click [Next];

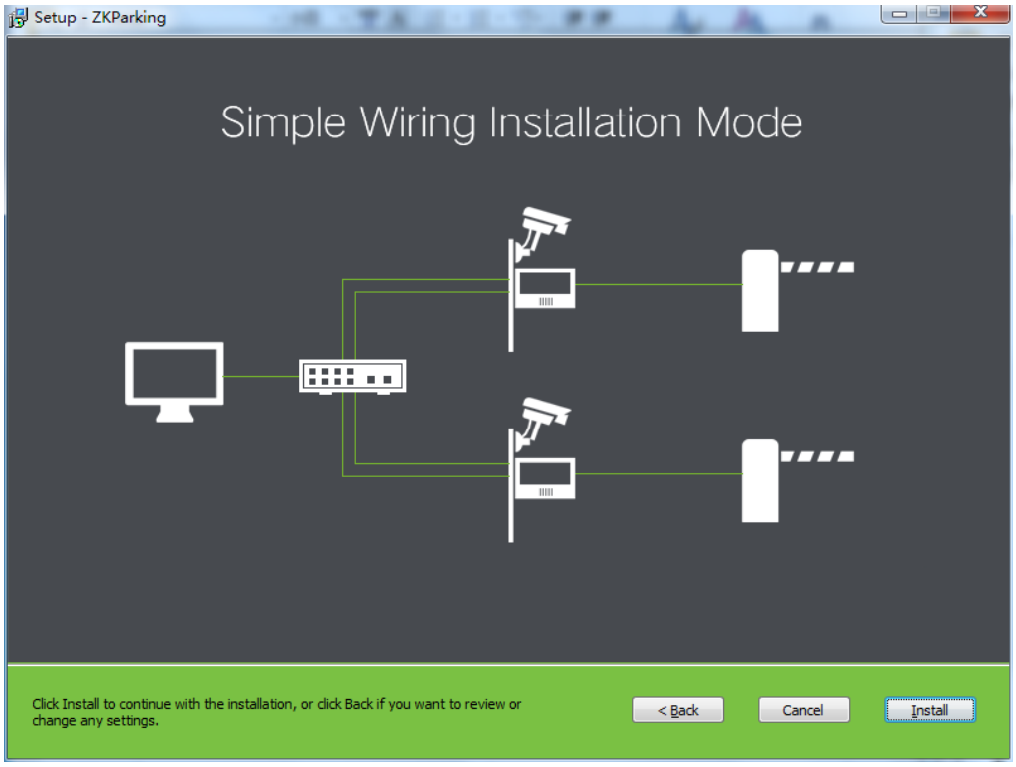


- There is no need to select [Fingerprint reader driver], click [Next];

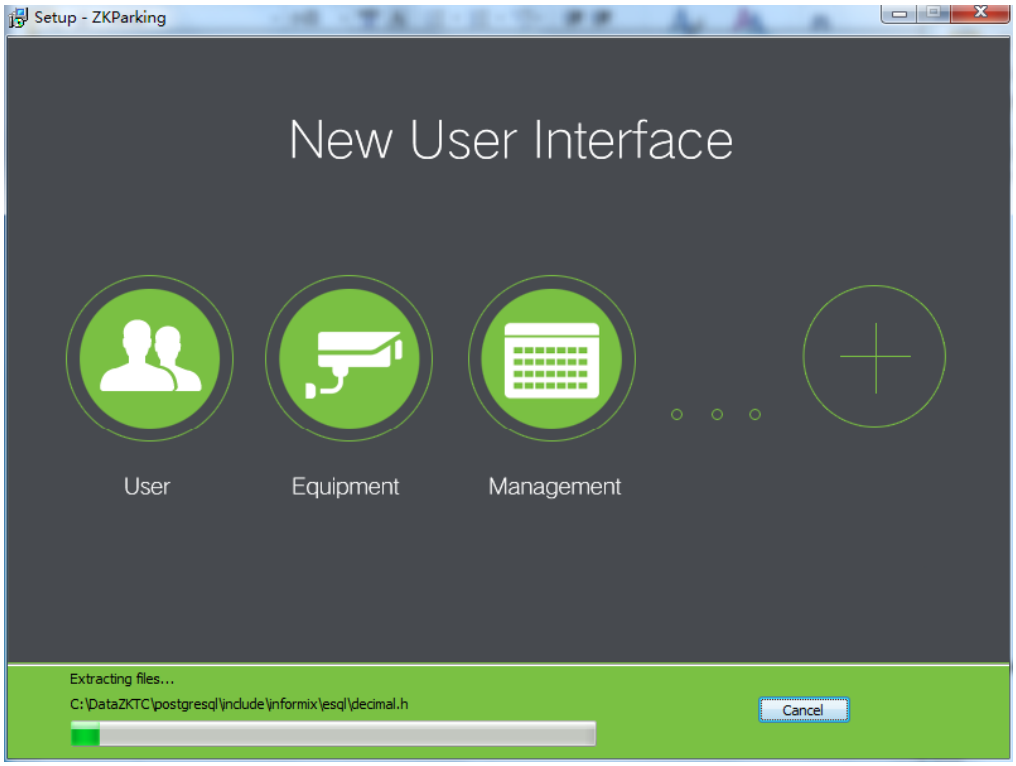
- Click Browse... to select a folder, setup will create the program's shortcuts in the following Start Menu folder;



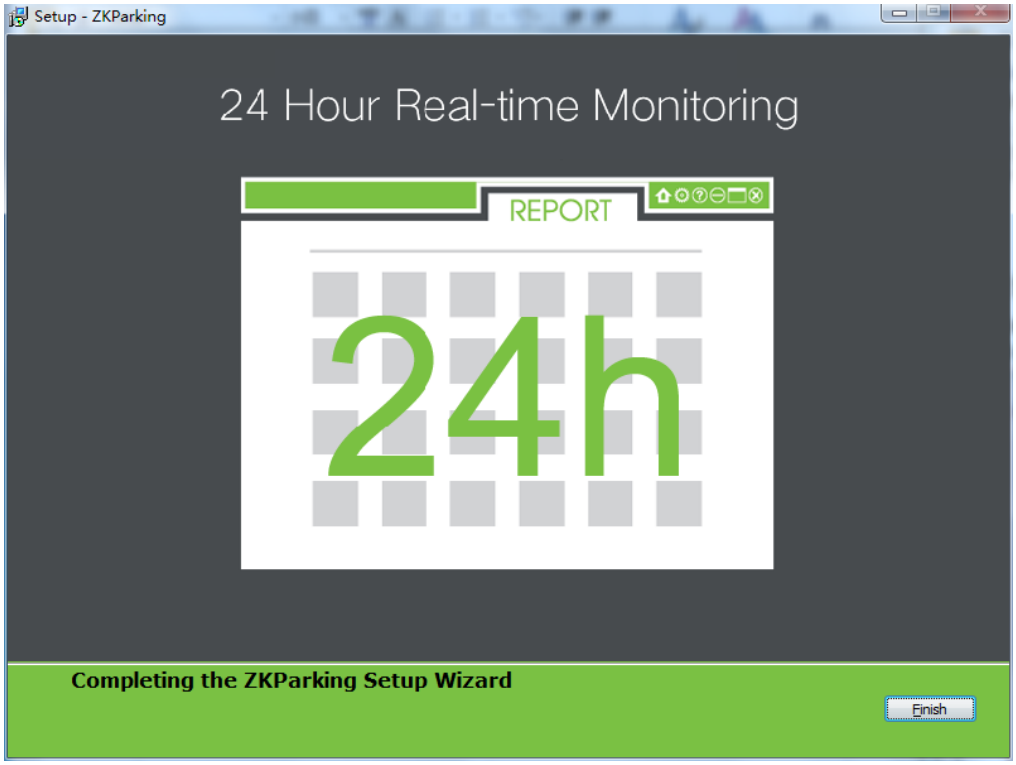
- Click [Next];



- Click [Install] to continue with the installation, or click [Back] if you want to review or change any settings. If a firewall is configured, click [Allow the operation] in the displayed message box.



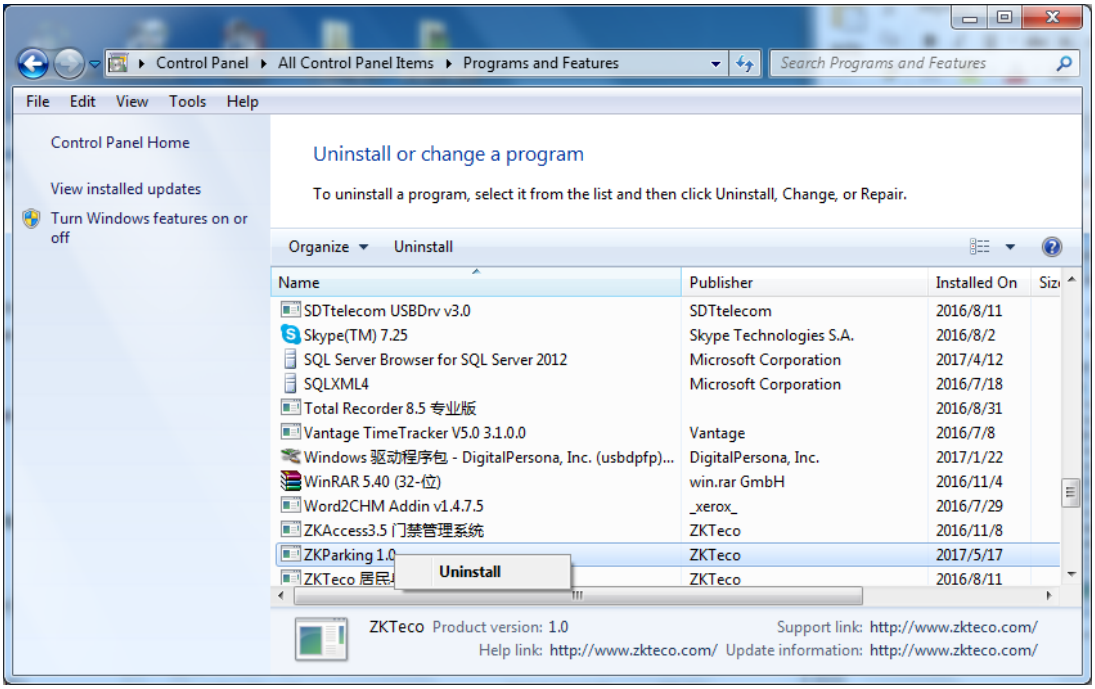
- Finish.



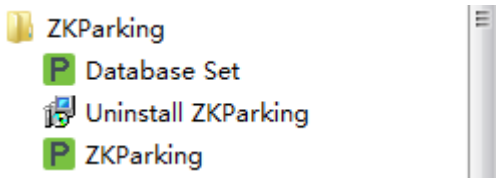
1.2 Uninstallation

If you want to uninstall ZKParking, there are two methods:

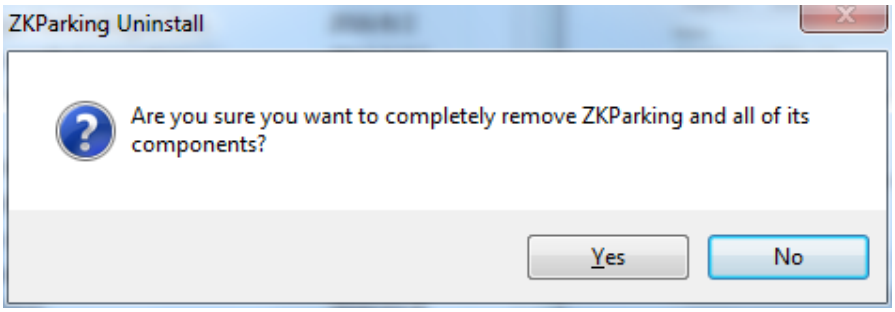
1) Click [Start]→[Control Panel]→[Uninstall a program], right-click [ZKParking 1.0]，then click [Uninstall]:



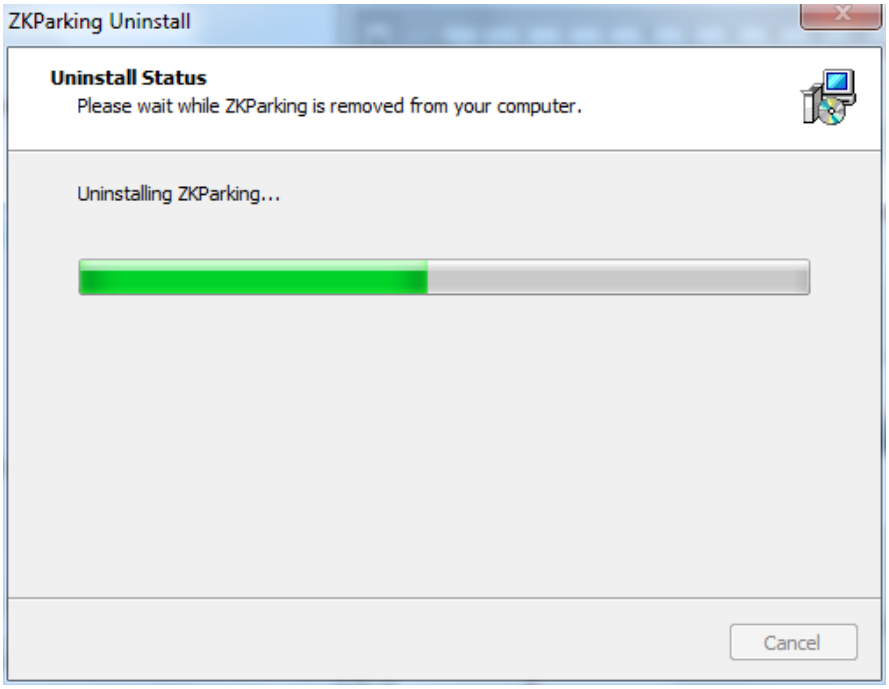
2) Click [Start]→[All Programs]→[ZKParking]→[Uninstall ZKParking]:



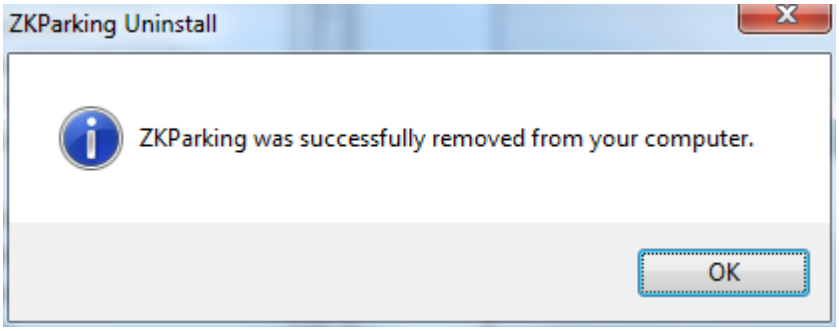
The following message box is displayed in both methods:



Click [Yes] to confirm the uninstallation operation or [No] to cancel the operation.



The following prompt will pop up when uninstallation is complete:

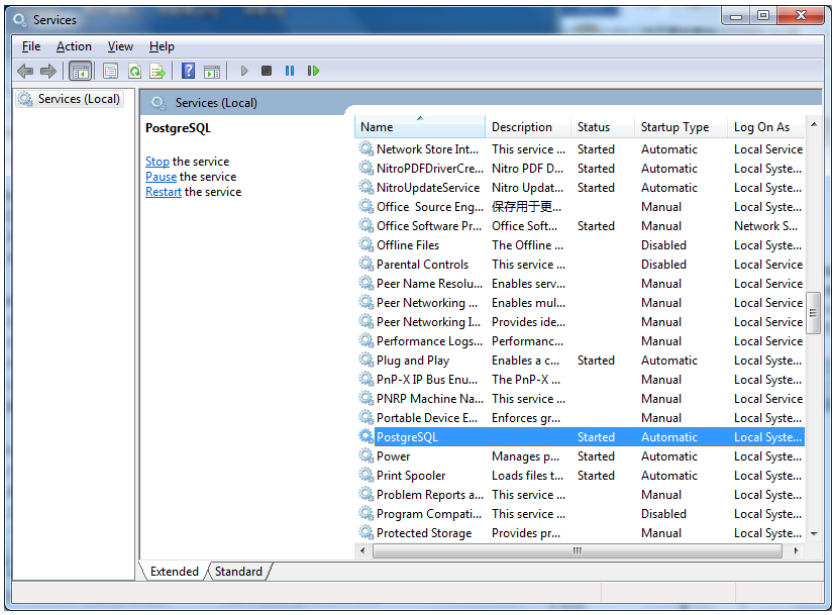


Note: If any software errors occur, you do not need to uninstall the software. Instead, you can directly install it again.

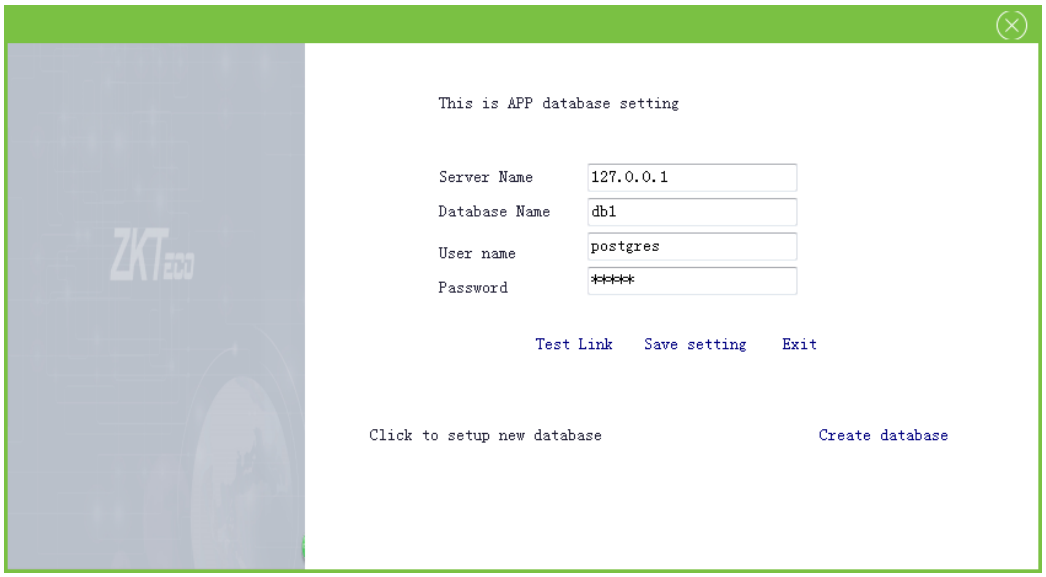
2. Database Settings

After installation, you need to connect to the database to log in to the software. This chapter introduces the creation and connection of the database.

This software is compatible only with the **PostgreSQL** database. The database environment is automatically installed and the **PostgreSQL** database service is installed in the OS services. (You can click [Start]→[Control Panel]→[All Control Panel Items]→[Administrative Tools]→[Services], to check whether the **PostgreSQL** database service is generated. If not, right-click it and choose [Start]). If you cannot find the PostSQL in the [services], open the file C:\DataZKTC\postgresql\startserver(Run as Administrator).



Database Setting: Click [Start]→[All Programs]→[ZKParking]→[Database Set] to open the database setup interface:



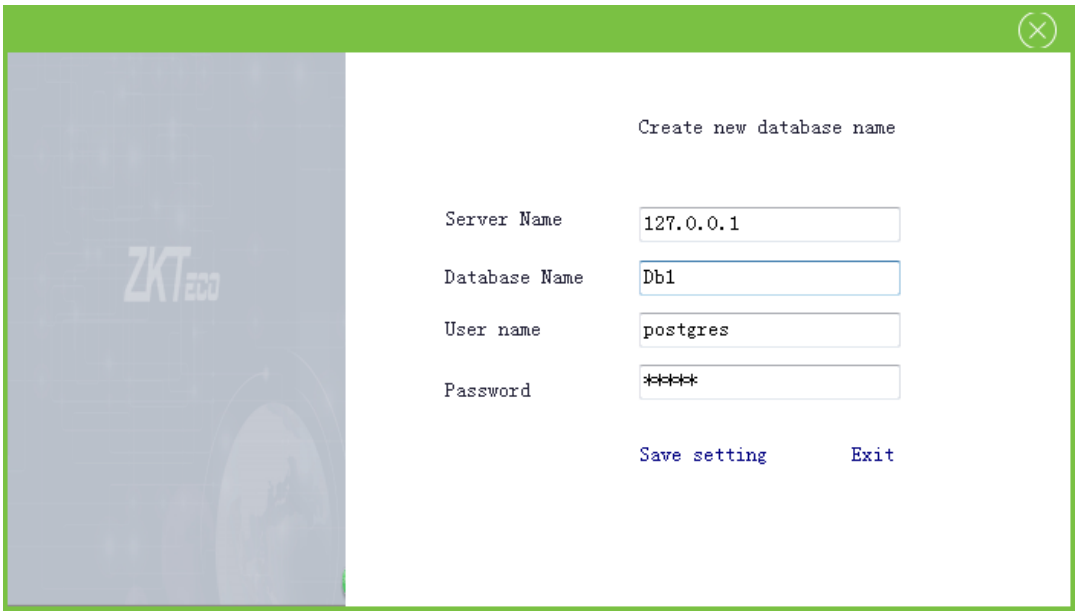
- **Server Name:** Name of the server, that is, IP address or name of the computer where the database is installed. If the database and software are installed on the same computer, the IP address 127.0.0.1 can be used as the server name.

- **Database Name:** The initial database name is postgres.
- **User name:** The default user name is postgres.
- **Password:** The default password is sa123. The port 5432 is used.

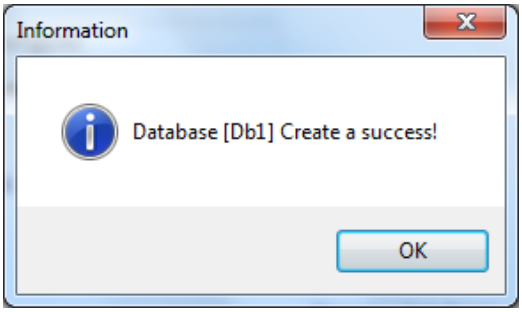
Note: If the database environment already exists in the OS, initialization is not performed.

2.1 Create a new database

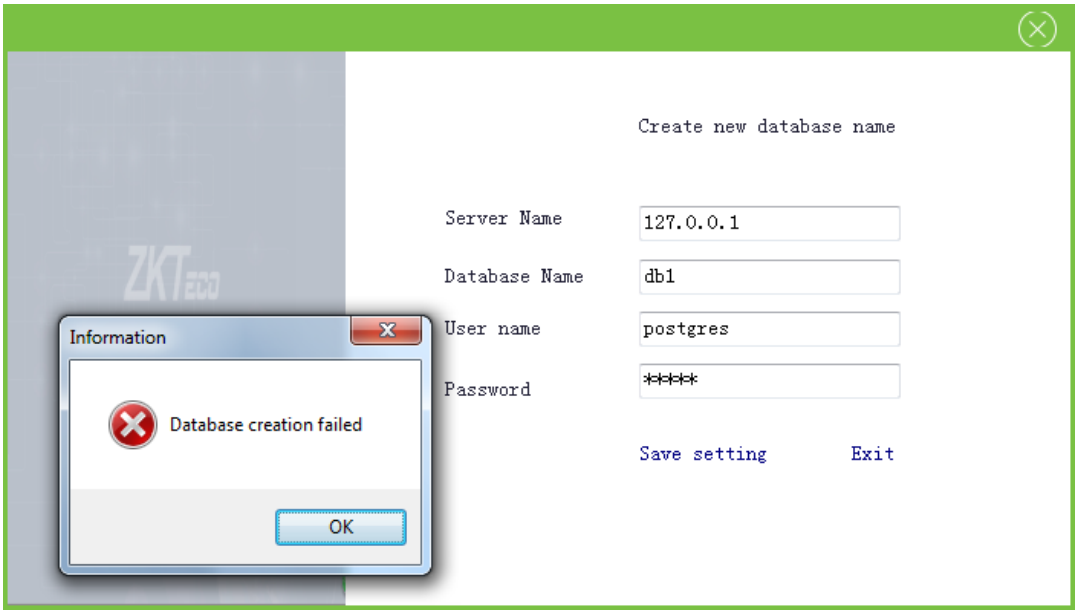
On the database setting interface, click [Create database]:



Enter the server name, database name, user name and password, then click [Save setting]:

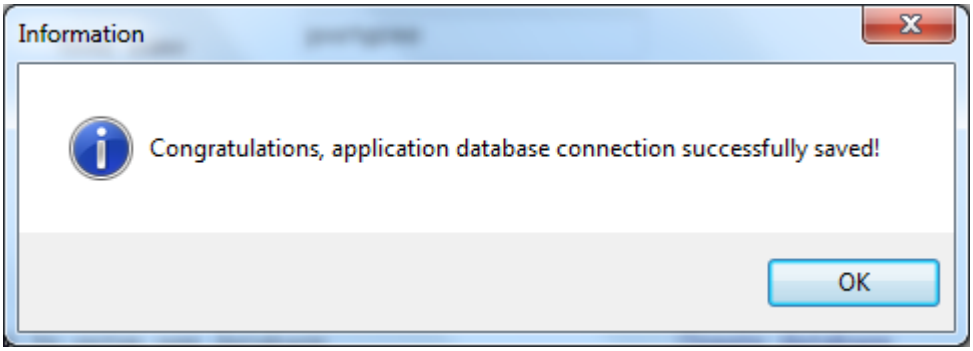


A database cannot be created repeatedly. That is, creating a database that already exists will fail:



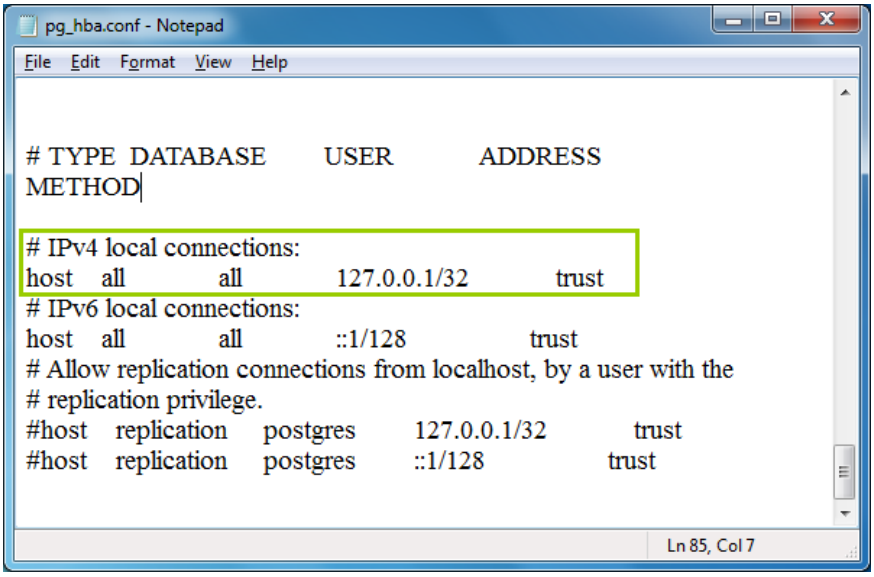
2.2 Database Connection

On the database setting interface, enter the server name, database name, user name and password, then click [Test Link] to test whether the current database connection is normal. After connection success, click [Save setting] to apply the current configuration to the software.

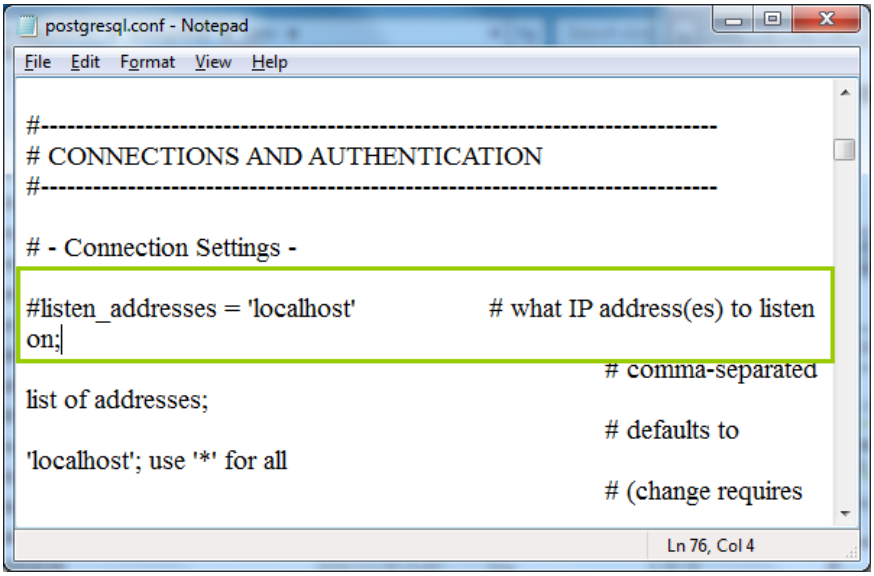


Note: To remotely connect to the database, perform setting as follows:

- Open the **pg_hba.conf** file in C:\DataZKTC\postgresql\data. In the configuration file, modify the access IP network segment, as shown in the figure below: (To ensure that all IP addresses on the entire network segment 192.168.100.* are accessible, add [host all all 192.168.100.0/24 trust]).



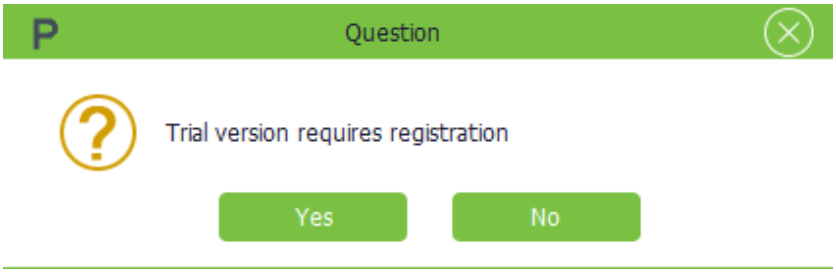
- Open the **postgresql.conf** file in C:\DataZKTC\postgresql\data. In the configuration file, modify the listening address to "*****", as shown in the figure below:



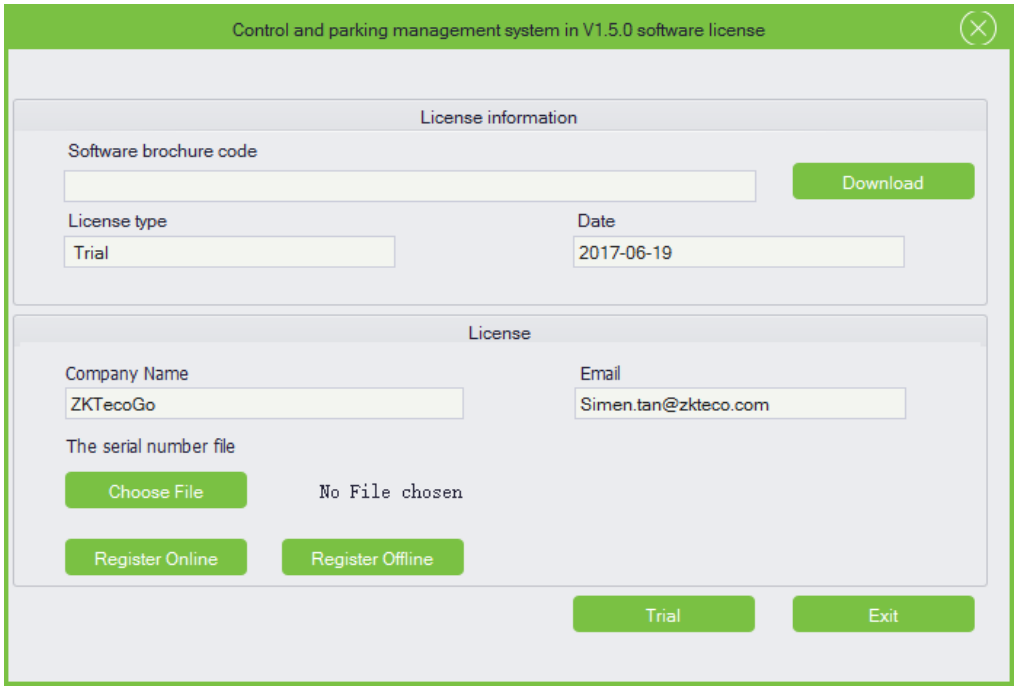
3. Login

Double-click the shortcut

on the desktop. If you use the software for the first time, the software requires registration, as shown in the figure below:



Click [Yes] to access the License information interface or [No] to cancel the operation.

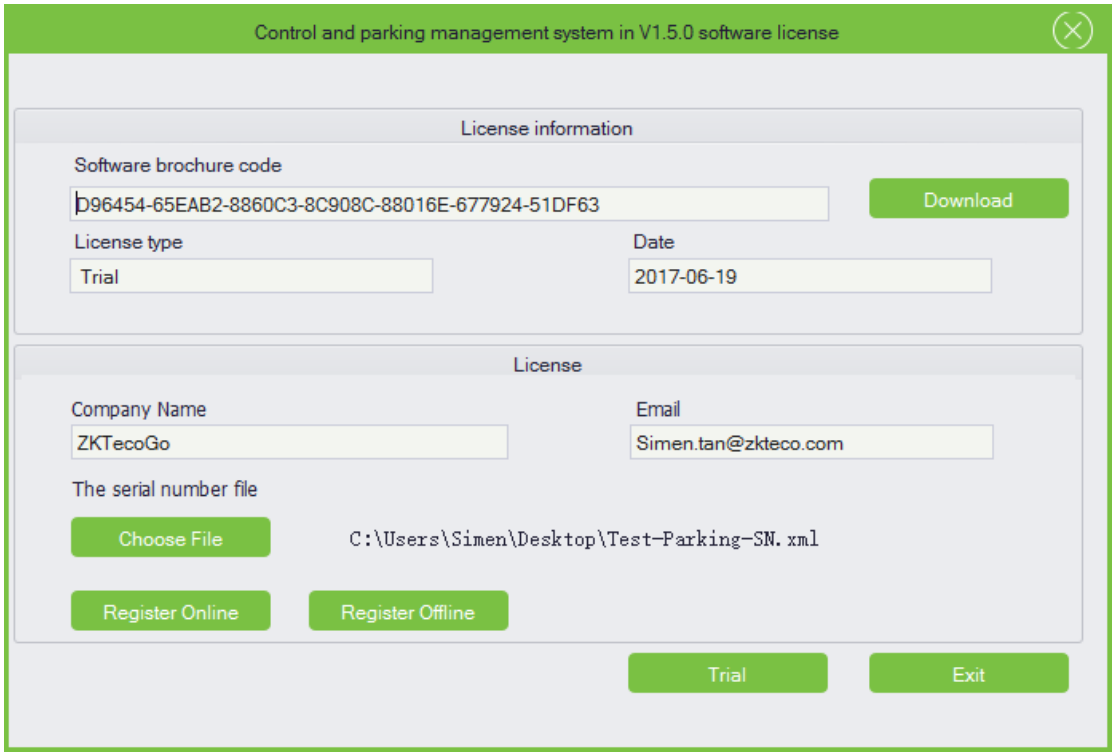


Registration: you can choose register online or register offline.

- **Register Online**

1) Click

, select the **SN.xml** file, and then fill in the company name and email address on the License information interface.



2) Then click Register Online to finish the registration.

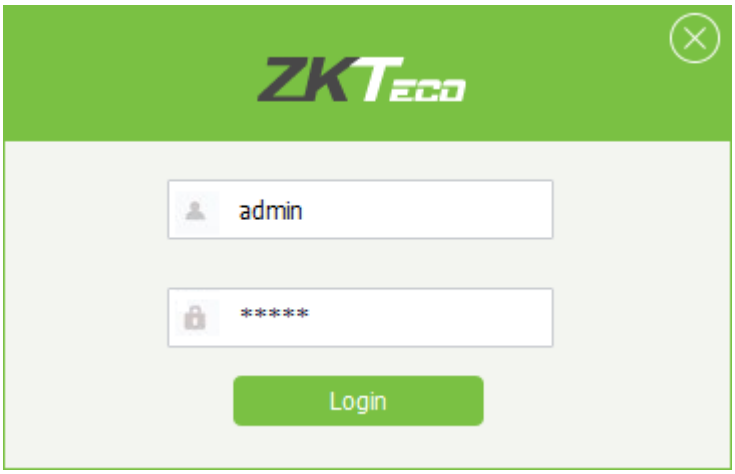
- **Register Offline.**

1) Click Choose File, select the **SN.xml** file, and then fill in the company name and email address on the License information interface.

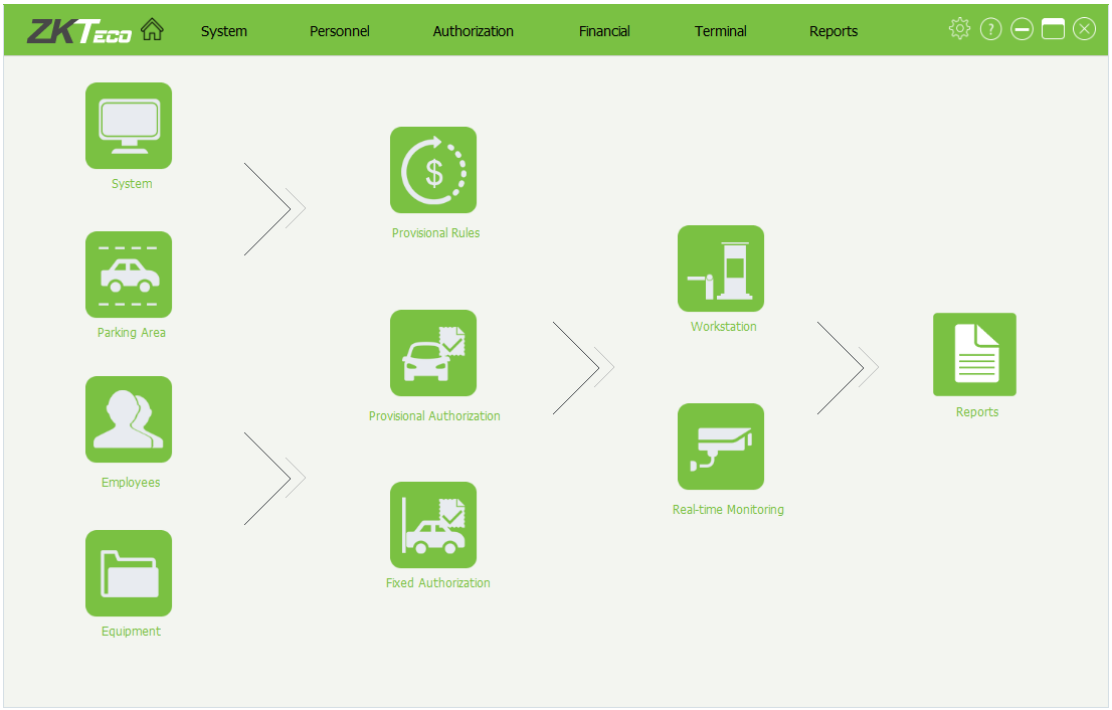
2) Click Download to download the **UPK.xml** file, and then send it to our technical support staff, who will send the **License.xml** file to you.

3) On the License information interface, you can click Register Offline, open the **License.xml** file to finish the registration.

When the registration is complete, the login interface will pop up, as shown in the figure below, the default user name and password are both **admin**:



After login, the system navigation interface pops up:



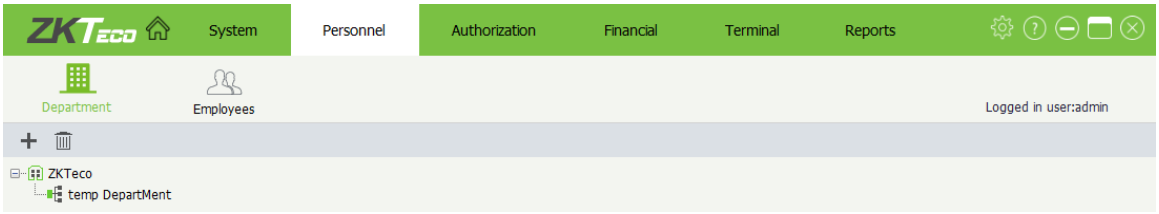
You can also quickly open the system navigation interface by clicking .

4. Personnel Management

4.1 Department Management

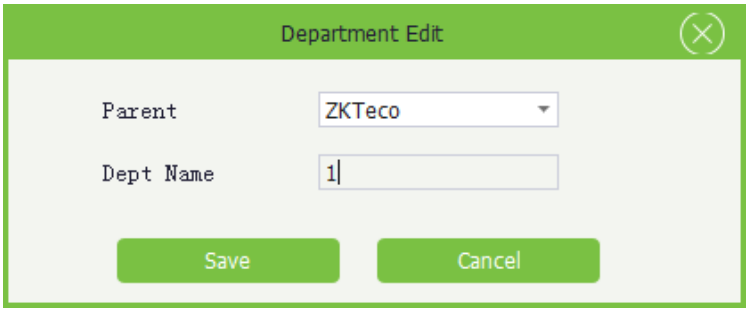
Click [Personnel]→[Department] to access the Department management interface, on which you can add, edit, and delete departments.

Note: By default, a company named **ZKTeco** and a department named **temp DepartMent** exist in the system. The default company name can be modified on the page displayed after you choose [System]→[Basic Settings], for details, please refer to 5.1 System Settings. The default department name can be directly modified. However, the default values cannot be deleted; otherwise, software errors may occur.

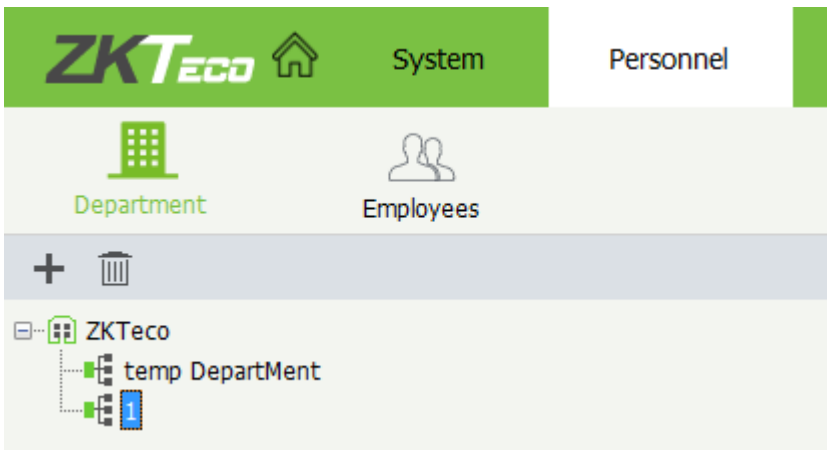


4.1.1 Adding a department

On the Department management interface, click + to access the Department Edit interface:



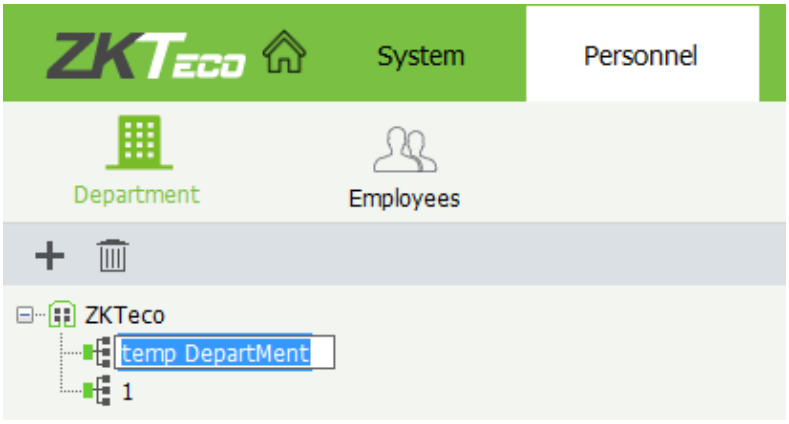
Parent: Upper-level department. It is an important parameter that defines the organizational structure of the company. Click▼ and select parent in the displayed drop-down list. Enter the department name and click Save. The company's organizational structure is displayed in a tree structure.



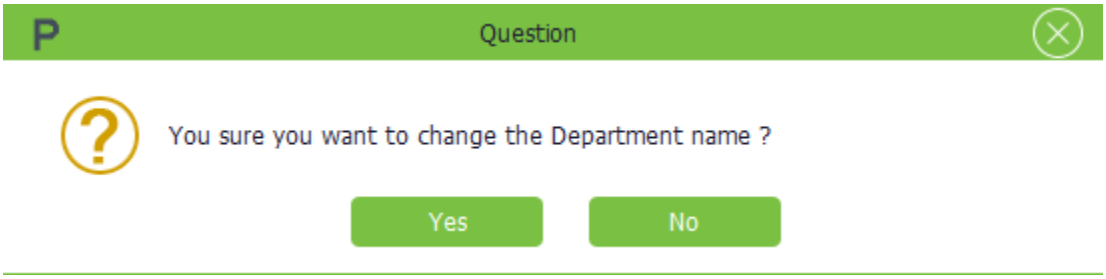
Note: It is not allowed to enter the existed department name.

4.1.2 Editing a department

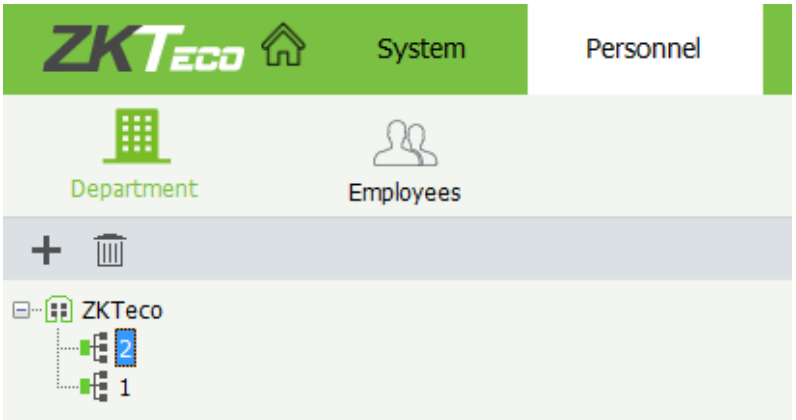
On the Department management interface, double-click the department you want to edit.



Modify the department name on the input box, and then press [Enter] on the keyboard, the following prompt will pop up:



Click [Yes]:

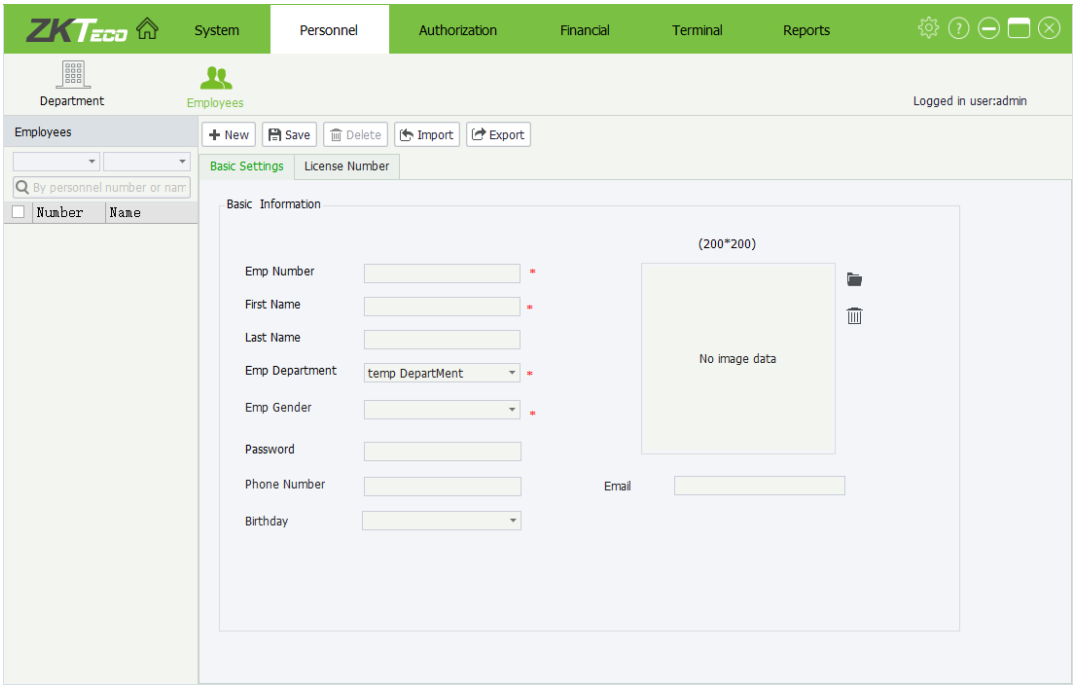


4.1.3 Deleting a department

On the Department management interface, select the department you want to delete, and then click , the selected department will be deleted directly.

4.2 Employees Management

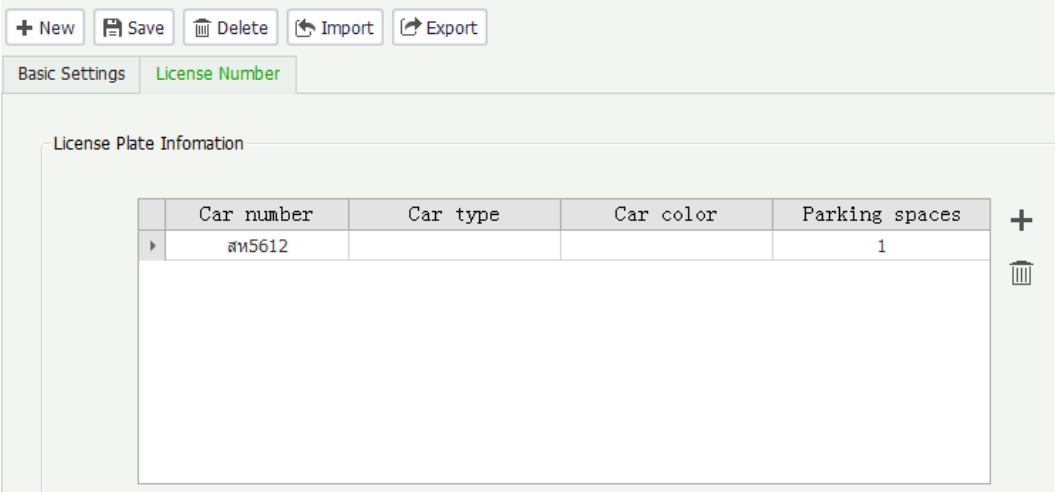
Click [Personnel]→[Employees] to access Employees management interface, on which you can add, edit, delete, import, and export employee information.



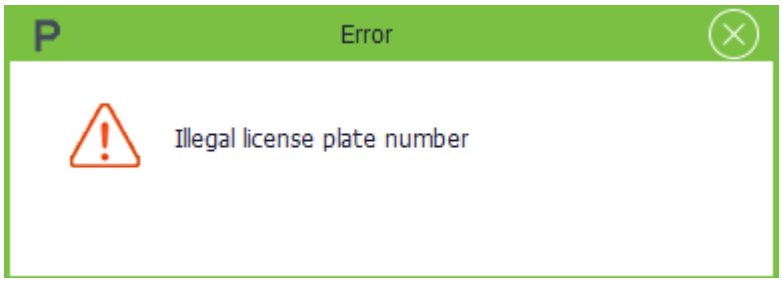
1) **Basic Settings:** Basic information about the employee.

- **Emp Number:** By default, the employee number is a string of a maximum of nine digits. The value range is 1 to 999999999. Set the employee number based on the actual situation. Employee numbers must be unique.
- **First Name/Last Name:** The value is a string of a maximum of 24 characters.
- **Emp Department/Gender:** Select the department/gender of the employee from the corresponding drop-down list.
- **Password:** The value is a string of a maximum of eight digits. The password must be unique.
- **Phone Number:** The maximum length is 11 digits.
- **Email:** Enter a valid email address of the employee.
- **Birthday:** Select the birthday of the employee from the drop-down list.About how to choose a date, please refer to Appendix 1 Date Setting.
- **Image:** The optimal size is 200 x 200 pixels. The image capacity must be less than 2 MB. Picture formats including jpg, jpeg, bmp, png and gif are supported. Click to browse the selected image and click to delete it.

2) **License Number:** license plate number of the employee.



- **Car number:** Input an effective car number on the input box. If an invalid license plate number is input, the following prompt will pop up:



Click + to add a license plate number. Multiple license plate numbers can be added for an employee. click 🗑 to delete a license plate number.

4.2.1 Adding an employee

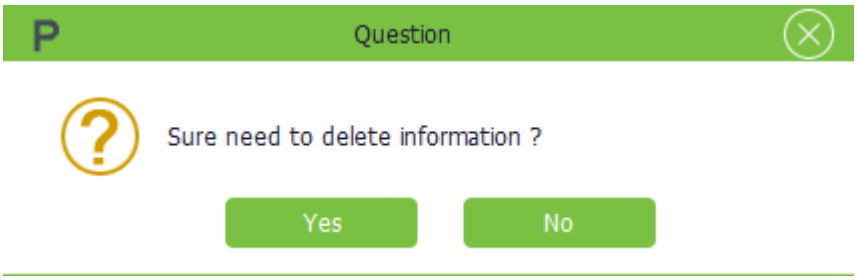
On the Employees management interface, click New, fill in the basic information and license number of the employee, then click Save to save the settings or click Cancel to cancel the operation.

4.2.2 Editing an employee

On the Employees management interface, select an employee whose information is to be edited. On the right of the interface, modify the basic information and license plate number and then click Save.

4.2.3 Deleting an employee

On the Employees management interface, select an employee and click Delete. The following prompt will pop up. Click Yes to delete the employee or clcik No to cancel the operation.

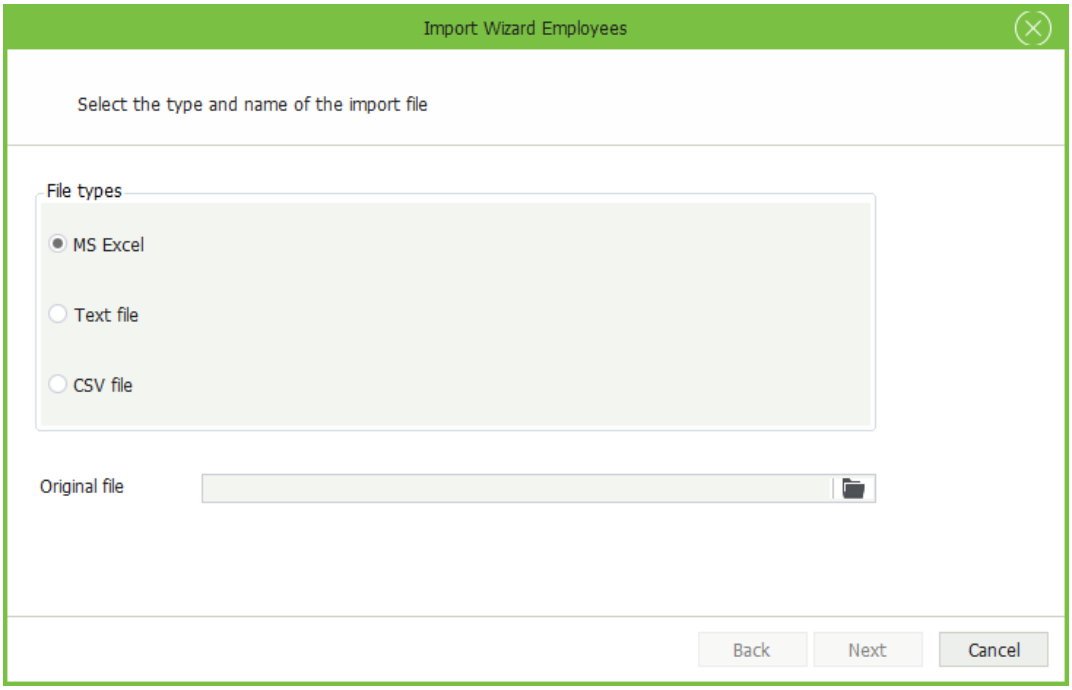


4.2.4 Importing & Exporting employees

1) Import

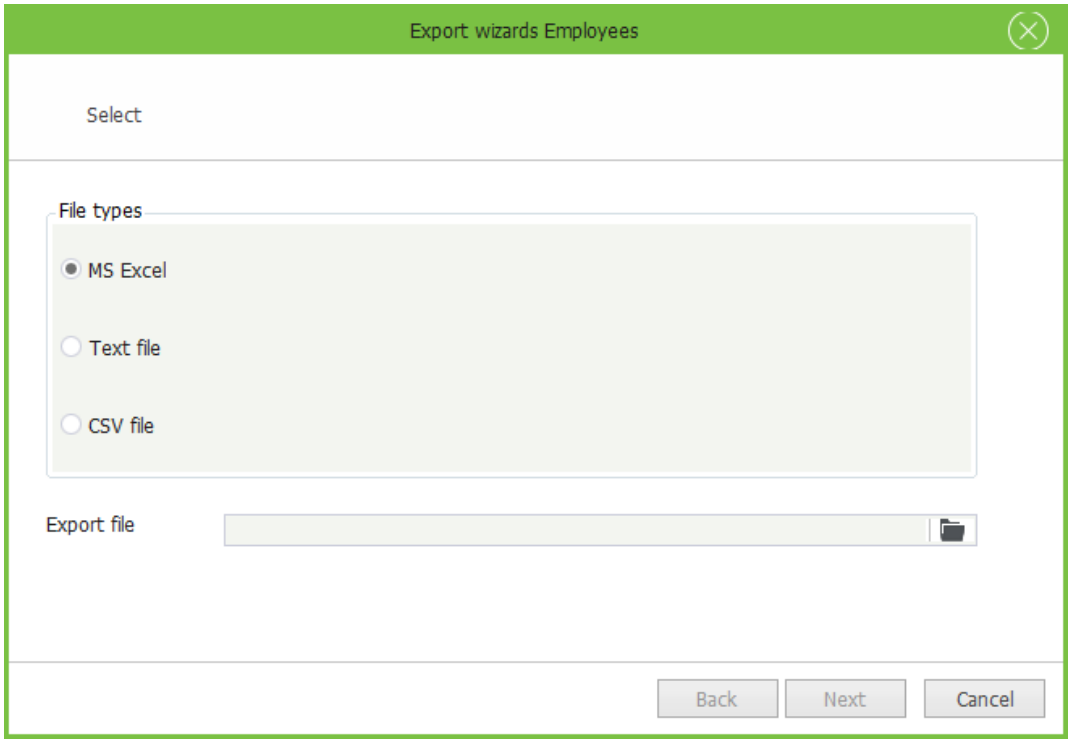
On the Employees management interface, click Import to import employee information to the software.

Three file types are supported: MS Excel, Text file and CSV file. Click to select the file path.



2) Export

On the Employees management interface, click Export to export employee information from the software. Three file types are supported: MS Excel, Text file and CSV file. Click to select the save path of the exported file.

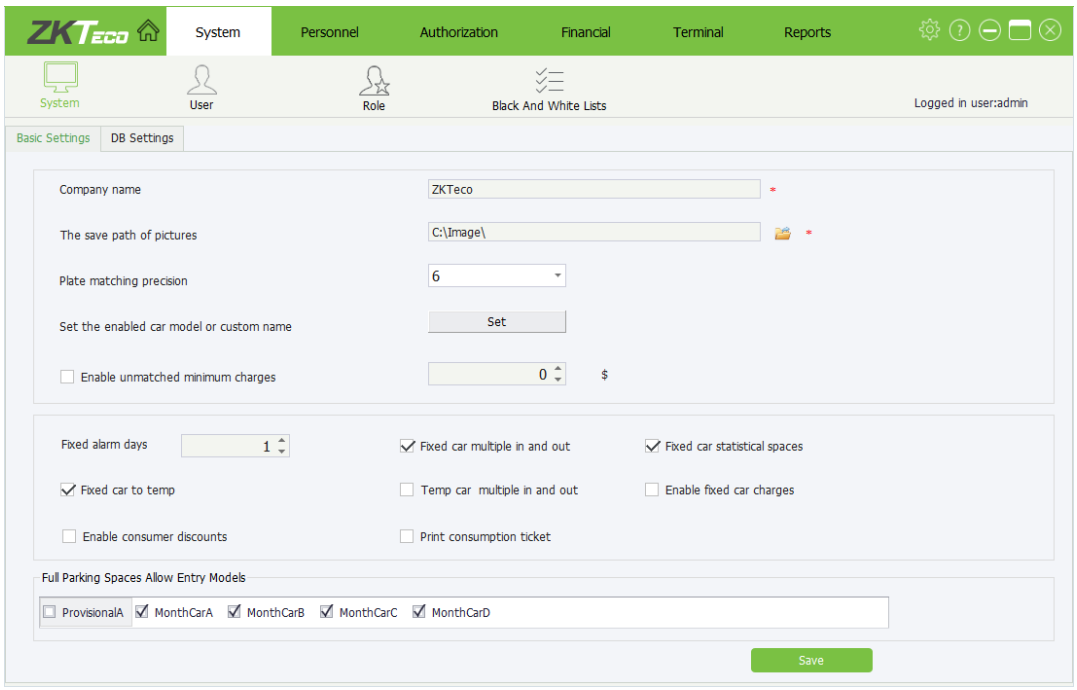

Export wizards Employees
Select
File types
MS Excel
Text file
CSV file
Export file
Back
Next
Cancel

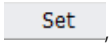
5. System Management

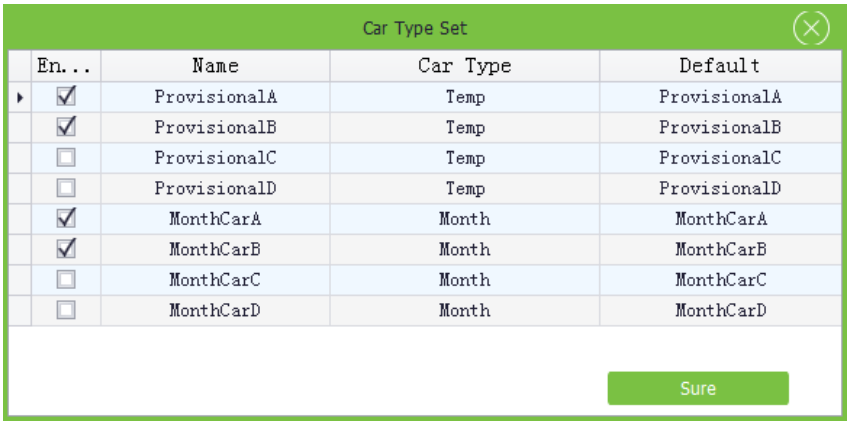
System management includes **System**, **User**, **Role** and **Black and White Lists**.

5.1 System Settings

Click [System]→[System]→[Basic Settings] to access System setting interface:



- **Company name:** Name of the company. This field is mandatory.
- **The save path of pictures:** Click to select the save path of pictures. This field is mandatory.
- **Plate matching precision:** Match precision for identifying license plates. The default value is exact match. Other two value options are available: **6** and **5**.
- **Set the enabled car model or a custom name:** Click  , the following prompt will pop up, select the enabled car model. You can modify the car model name. Then click to save the settings. When the car model name is modified, it is synchronized to [Yards allowed entry model] on the interface.

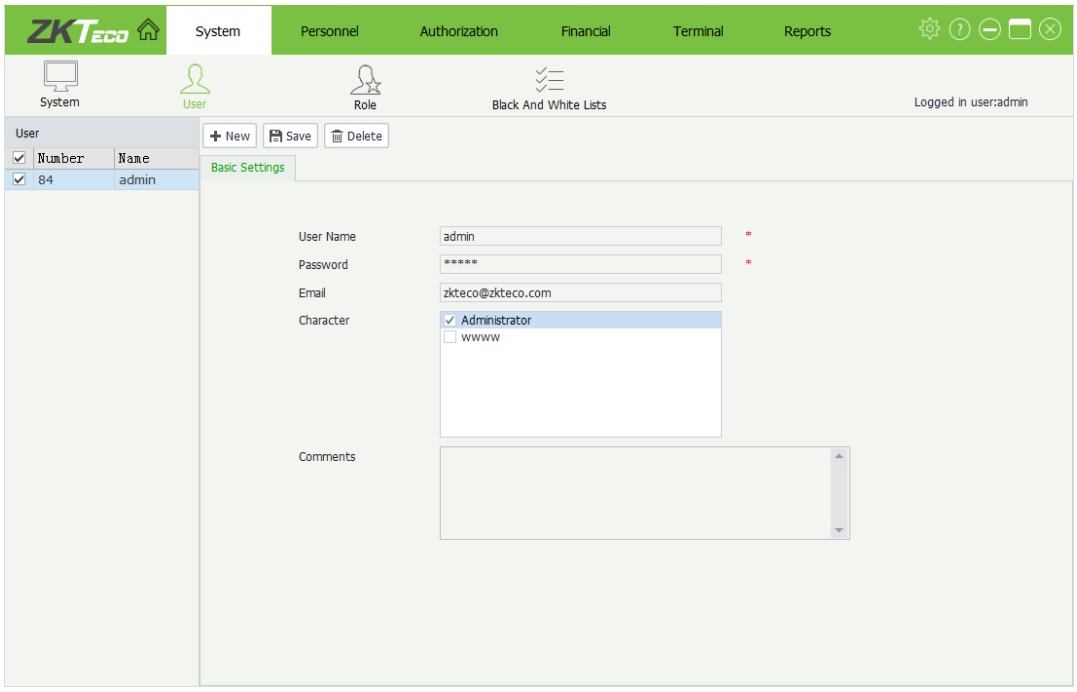


- **Enable unmatched minimum charges:** If no record is matched when a car exits the parking lot, the preset minimum charge prevails.
- **Fixed alarm days:** If the validity period of a fixed car is shorter than the specified value, the number of remaining days is displayed on the LED screen when the car enters and exits the parking lot.
  - **Fixed car multiple in and out:** A fixed car can enter and exit the parking lot with no matched record required.
  - **Fixed car statistical spaces:** A fixed car occupies a parking space after entering the parking lot.
  - **Fixed car to temp:** After the validity period expires, a fixed car is treated as a provisional car.
  - **Temp car multiple in and out:** A provisional car can enter and exit the parking lot with no matched record required.
  - **Enable fixed car charges:** Specified rules must be followed during the authorization and renewal of a fixed car.
  - **Enable consumer discounts:** If this item is selected, a discount is applied when a car exits the parking lot; otherwise, the parking expense is charged based on the original price.
  - **Print consumption ticket:** If this item is selected, the receipt is printed when a car exits the parking lot; otherwise, the receipt is not printed.
- **Full Parking Space Allow Entry Models:** Car models that are allowed to enter the parking lot when the parking spaces are used up. Multiple car models can be selected.

Set the parameters based on the actual situation and then click Save. To modify any parameter, directly modify it and save the modification.

5.2 User Management

User management involves system operator management. Click [System]→[User] to access User management interface, on which you can add, edit, and delete users. The system has a default administrator user whose default user name and password are both admin.



- **User Name:** Name of the operator. This field is mandatory.

- **Password:** Password of the operator. This field is mandatory.
- **Email:** valid email address of the operator. This field is mandatory.
- **Character:** Select the role that is set in section 5.3 Role Management.
- **Comments:** Description of the operator. This field is optional.

5.2.1 Adding/Editing/Deleting a user

The method of Adding/Editing/Deleting a user is similar to the method of Adding/Editing/Deleting an employee. For details, please refer to 4.2.1 Adding an employee, 4.2.2 Editing an employee, 4.2.3 Deleting an employee.

Note: When deleting users, reserve at least one administrator user; otherwise, login to the system will fail.

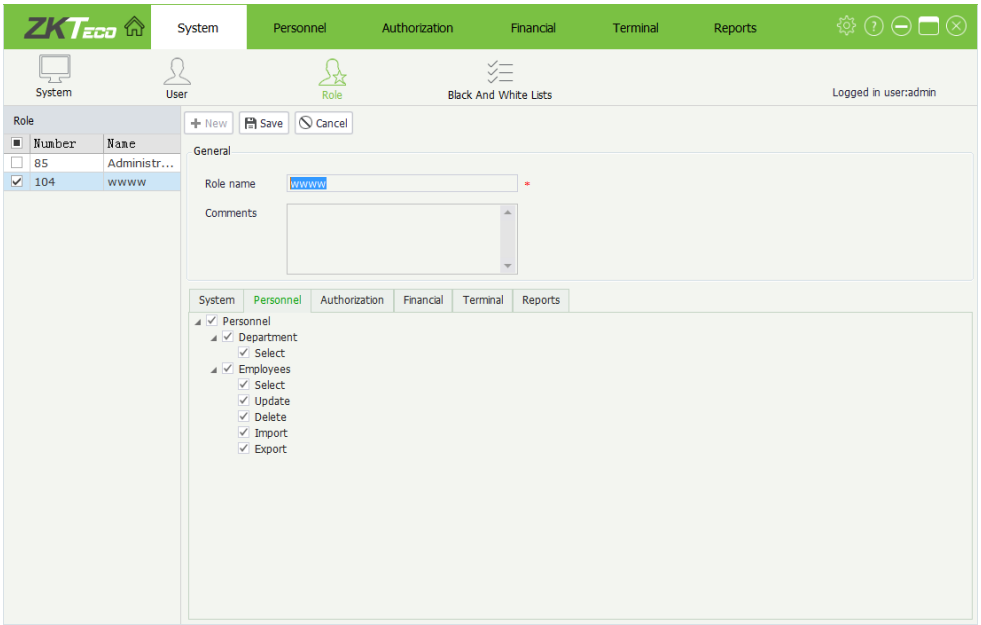
5.3 Role Management

During operation, the super user must grant different operation rights to new users. Operation rights can be set for users in batches. Specifically, set roles with certain operation rights in role management and assign an appropriate role when creating a user.

Click [System]→[Role] to access Role management interface, on which you can add, edit, and delete roles. The system has a default role named admin.

5.3.1 Adding a role

On the Role management interface, click + New to access the role addition interface:



Set the role name and select the operation rights of the role in the rights list. Or select the highest-level rights to select all the lower-level rights. Specifically, select the root node **Personnel** and all lower-level rights, including **Department** and **Employees**, are selected. Click Save to save the settings or click Cancel to cancel the operation.

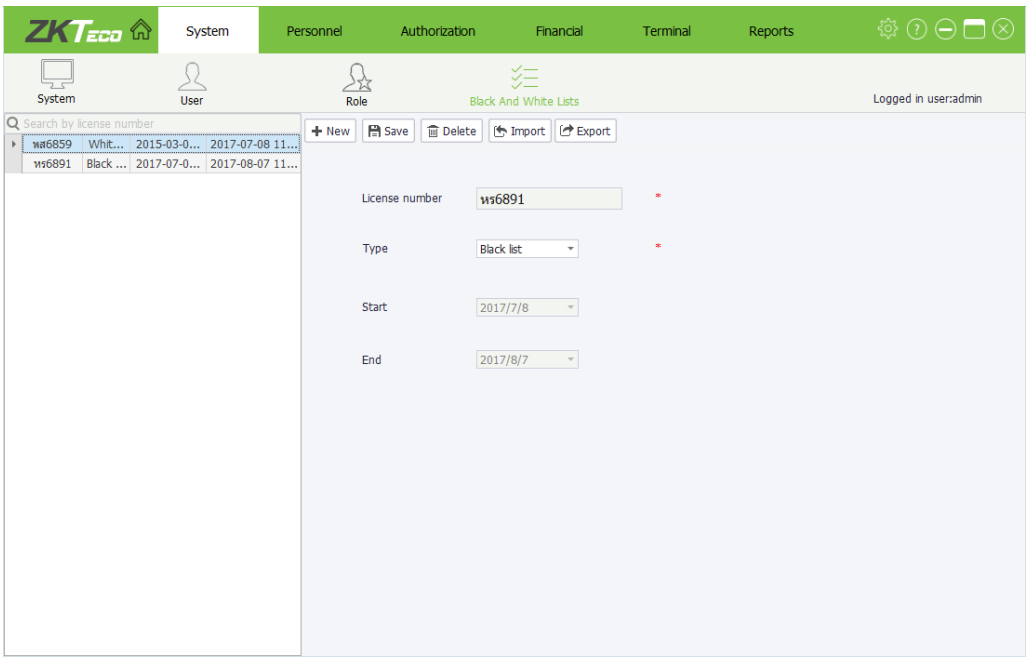
5.3.2 Editing/Deleting a role

The method of Editing/Deleting a role is similar to the method of Editing/Deleting an employee. For details, please refer to 4.2.2 Editing an employee, 4.2.3 Deleting an employee.

5.4 Black And White Lists Management

Cars on the white list, including fire trucks, police cars, and privileged cars, can enter and exit the parking lot free of charge. Cars on the black list are not allowed to enter or exit the parking lot.

Click [System]→[Black And White Lists] to access Black And White Lists management interface, on which you can add, edit, and delete information.



- **License number:** Input an effective car number on the input box.
- **Type:** Choose **White list** or **Black list**.
- **Start/End:** The Start and End fields are unavailable for cars on the black list. The start date must be earlier than the end date. About how to choose a date, please refer to Appendix 1 Date Setting.

5.4.1 Adding/Editing/Deleting a Black or White list

The method of Adding/Editing/Deleting a Black or White list is similar to the method of Adding/Editing/Deleting an employee. For details, please refer to 4.2.1 Adding an employee, 4.2.2 Editing an employee, 4.2.3 Deleting an employee.

5.4.2 Importing & Exporting Black or White lists

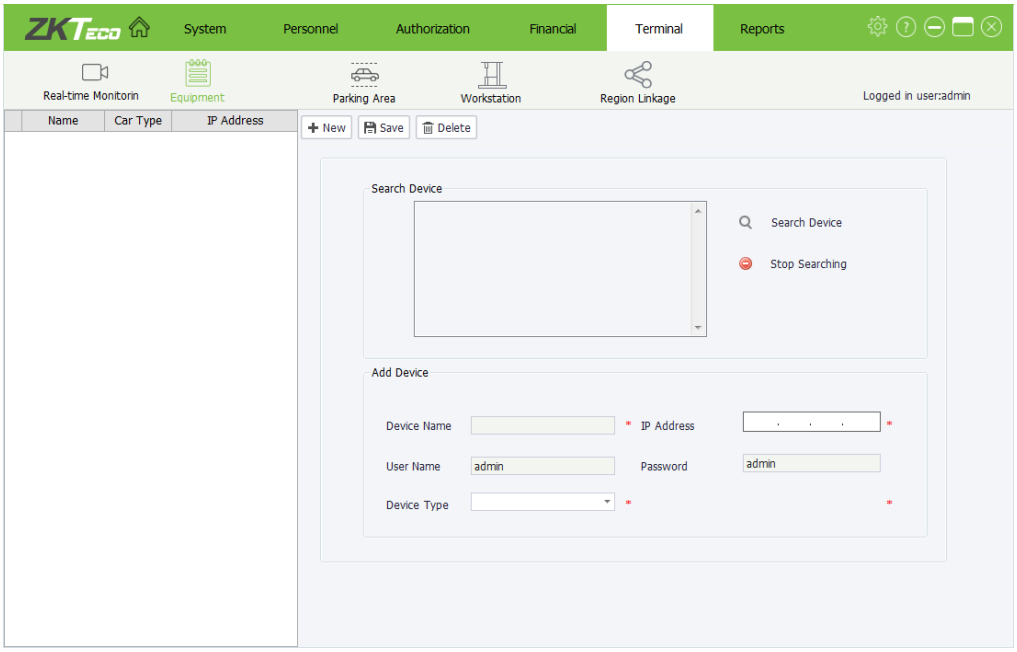
The method of Importing/Exporting Black or White lists is similar to the method of Importing/Exporting employees. For details, please refer to 4.2.4 Importing & Exporting employees.

6. Terminal Management

Terminal management includes **Equipment**, **Parking Area**, **Workstation**, **Region Linkage** and **Real-time Monitoring**.

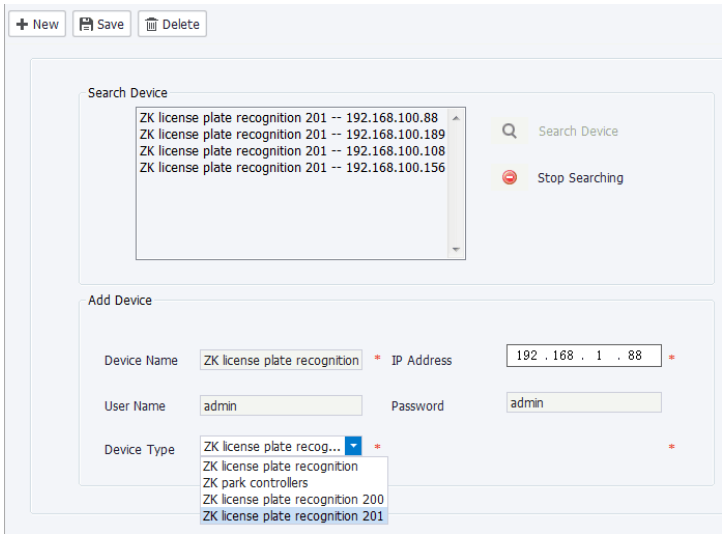
6.1 Equipment Settings

Click [Terminal]→[Equipment] to access Equipment settings interface, on which you can add, edit, and delete devices.



6.1.1 Adding a device

On the Equipment settings interface, click **+ New** to access the device addition interface and set relevant information. Then click **Save** to save the settings or click **Cancel** to cancel the operation.



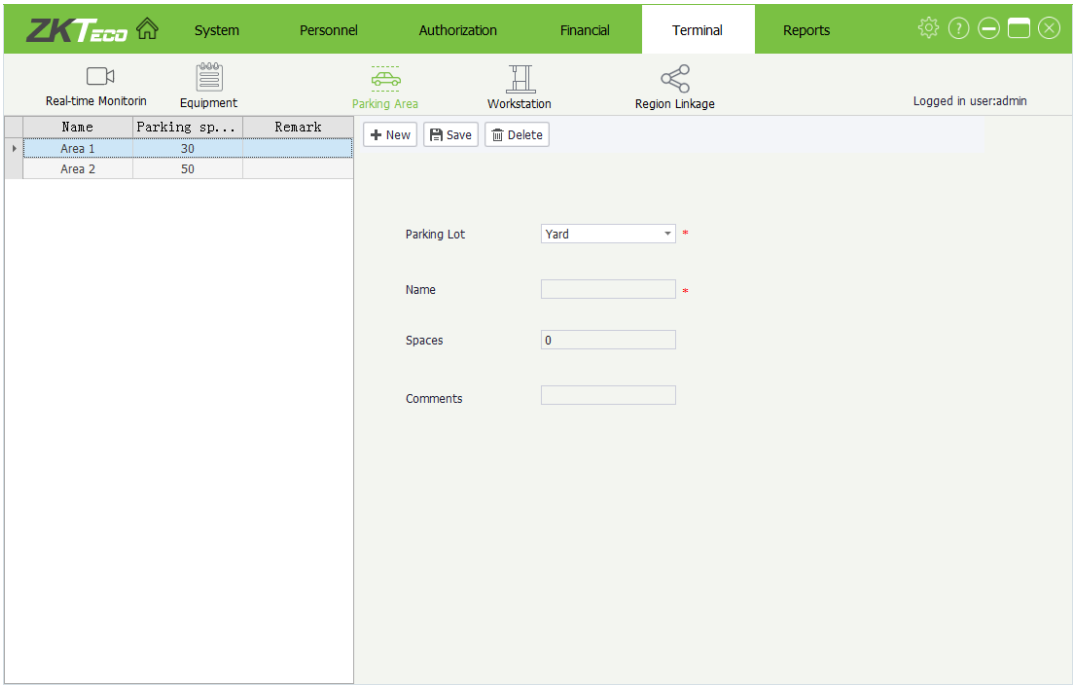
- **Device Name/IP Address:** Click to search for devices and select a device. Then the device name and IP address are displayed in **Add Device**. The device information is mandatory and can also be manually entered.
- **User Name/Password:** Name/password of the camera.
- **Device Type:** Four value options are available: **ZK license plate recognition**, **ZK park controllers**, **ZK license plate recognition 200** and **ZK license plate recognition 201**.

6.1.2 Editing/Deleting a device

The method of Editing/Deleting a device is similar to the method of Editing/Deleting an employee. For details, please refer to 4.2.2 Editing an employee, 4.2.3 Deleting an employee.

6.2 Parking Area Settings

A parking lot has multiple parking areas. Click [Terminal]→[Parking Area] to enter Parking Area settings interface, on which you can add, edit, and delete parking areas.



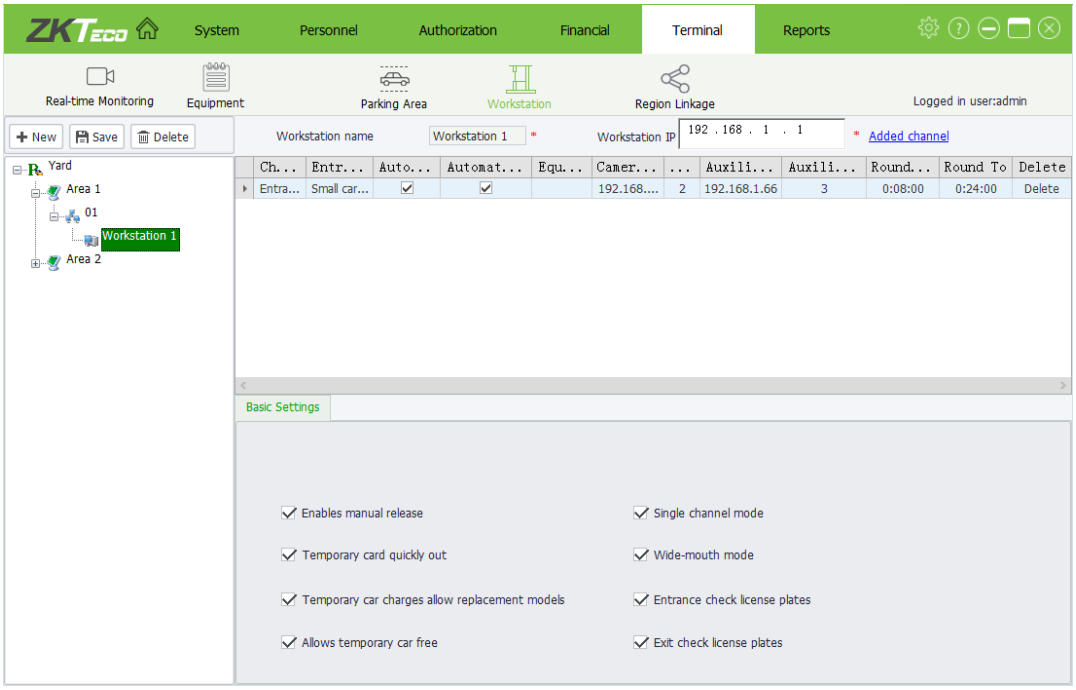
- **Parking Lot:** Parking lot of the parking area. The default value is **Yard**, which is the only value.
- **Name:** Name of the parking area. This field is mandatory.
- **Spaces:** Total number of parking spaces of this parking area.
- **Comments:** Description of the parking area. This field is optional.

6.2.1 Adding/Editing/Deleting a parking area

The method of Adding/Editing/Deleting a parking area is similar to the method of Adding/Editing/Deleting an employee. For details, please refer to 4.2.1 Adding an employee, 4.2.2 Editing an employee, 4.2.3 Deleting an employee.

6.3 Workstation Settings

Click [Terminal]→[Workstation] to access Workstation settings interface:



- **Workstation name:** Name of the workstation. This field is mandatory. The workstation name can be duplicate with other workstation names.
- **Workstation IP:** IP address of the workstation. This field is mandatory. You cannot specify multiple workstations for a single IP address.
- **Channel name:** You can click the channel name to modify it. The default name is **Entrance**.
- **Entrance and exit types:** Select an access type from the drop-down list. The value options include **Largest car entrance**, **Largest car exit**, **Small car entrance**, **Small car exit**, **Central charging point** and **Central change exit**.
- **Automatic opening of temporary:** After this item is selected, the boom barrier is automatically raised when a car is identified as a provisional car.
- **Automatic opening of fixed:** After this item is selected, the boom barrier is automatically raised when a car is identified as a fixed car.
- **Equipment:** It refers to ZK park controllers. Select a value from the drop-down list. Park controllers must be added to **Equipment** in advance. For details, please refer to 6.1.1 Adding an device.
- **Camera IP:** Select a value from the drop-down list. Devices must be added to **Equipment** in advance. For details, please refer to 6.1.1 Adding an device.
- **Camera:** Position that the main camera is displayed on the monitoring interface. After an IP address is set for the main camera, the default position of the main camera is 0, which means no position is selected. You can select a position from the drop-down list. The value options include **1**, **2**, **3**, and **4**.
- **Auxiliary camera IP:** Select a value from the drop-down list. Devices must be added to **Equipment** in advance. For details, please refer to 6.1.1 Adding an device.

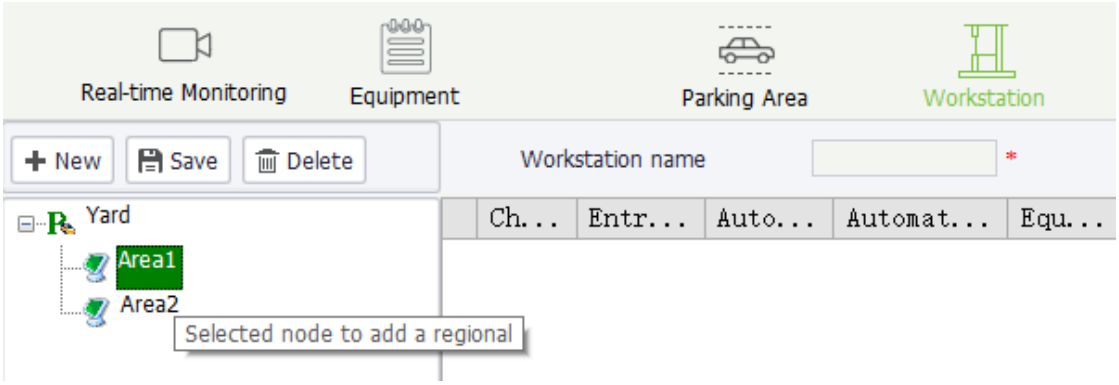
Note: A device cannot be set to the main camera and auxiliary camera concurrently. The two values are mutually exclusive.

- **Auxiliary camera:** Position that the auxiliary camera is displayed on the monitoring interface. After an IP address is set for the auxiliary camera, the default position of the auxiliary camera is 0, which means no position is selected. You can select a position from the drop-down list. The value options include **1**, **2**, **3**, and **4**.
- **Enables manual release:** If this item is selected, the boom barrier can be manually raised to allow cars to pass.
- **Temporary card quickly out:** If a provisional car does not involve parking expenses, the charging confirmation interface is not displayed and the boom barrier is raised to allow the car to pass.
- **Temporary car charges allow replacement models:** The car type can be changed for a provisional car on the provisional car charging interface. Different charging rules are applied for different car types and therefore the charging result changes accordingly.
- **Allows temporary car free:** If this item is selected, the **Free** button is available on the provisional car charging interface to exempt the parking expenses of provisional cars.
- **Single channel mode:** If this item is selected, a channel is physically used as both the entrance and the exit. However, it is recommended that different logical channels be bound to different cameras.
- **Wide-mouth mode:** Application mode of the parking lot, which refers to a T-shape or Y-shape crossing. When a crossing is excessively large, a single camera is incompetent to effectively identify cars from different directions. In this case, two cameras are required to identify cars and upload data to the software. It is recommended that the identification areas of the two cameras do not overlap in wide-mouth mode. Select this item to enable the wide-mouth mode.
- **Entrance check license plates:** If this item is selected, a car can enter the parking lot after its license plate is checked.
- **Exit check license plates:** If this item is selected, a car can exit the parking lot after its license plate is checked.

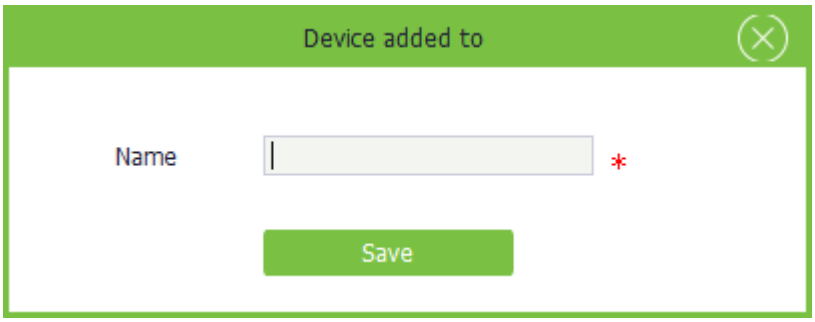
6.3.1 Adding a workstation

The process for adding a workstation:

1) **Select a parking area:** On the left of the booth setup interface, select a parking area as the workstation of the device. A parking area must be added to **Parking Area** in advance. For details, please refer to 6.2 Parking Area Settings**;**

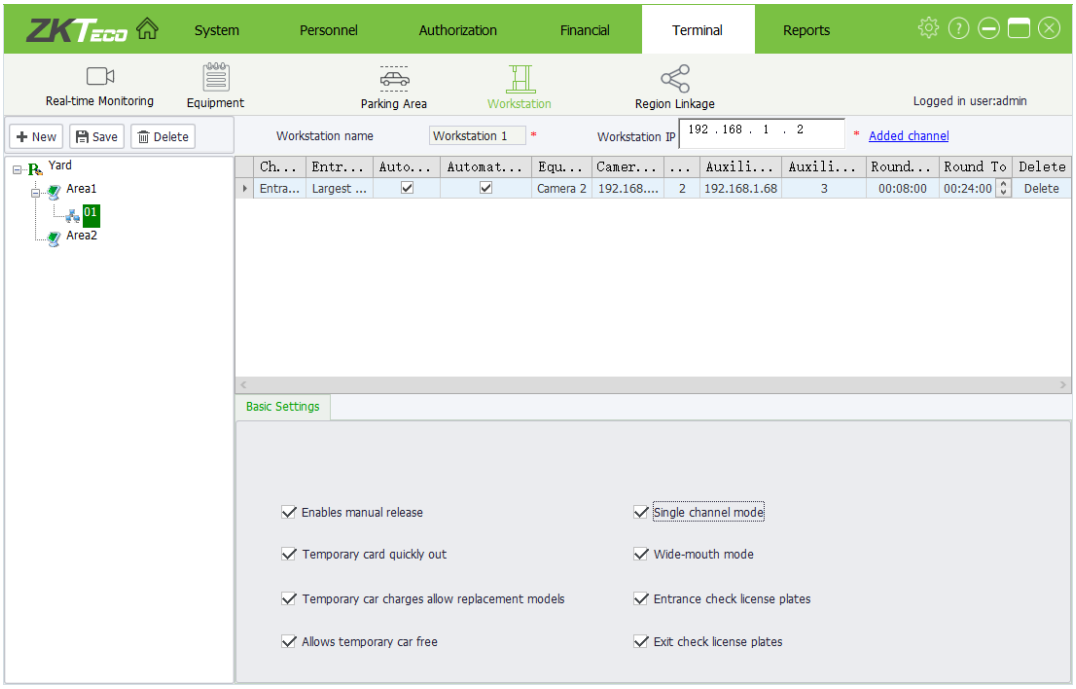


2) **Device added to:** Click New to enter Device added to interface, input device name, and then click Save.

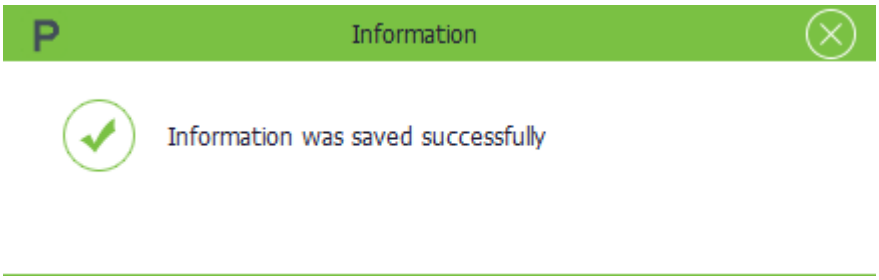


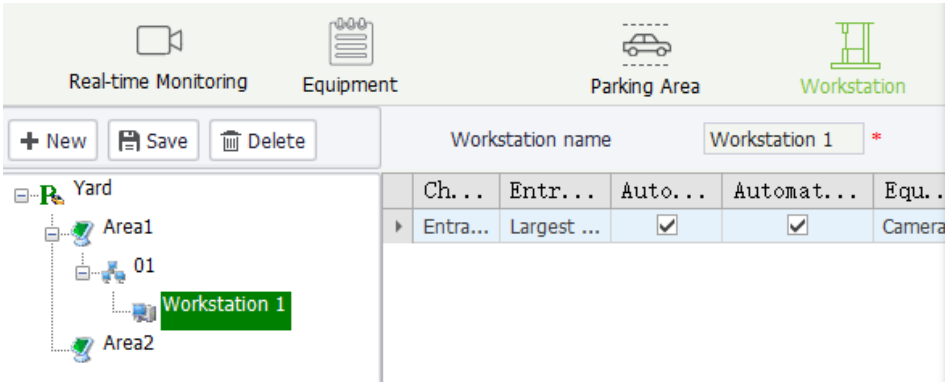
3) **Adding a workstation:** On the left of the interface, select an area and enter the workstation name and IP address. Then click Added channel and set relevant information. Select items as required in **Basic Settings**.

Note: If the computer at the workstation has multiple IP addresses, set its first IP address as the workstation IP address.



4) Click Saved to save the settings or click Cancel to cancel the operation.



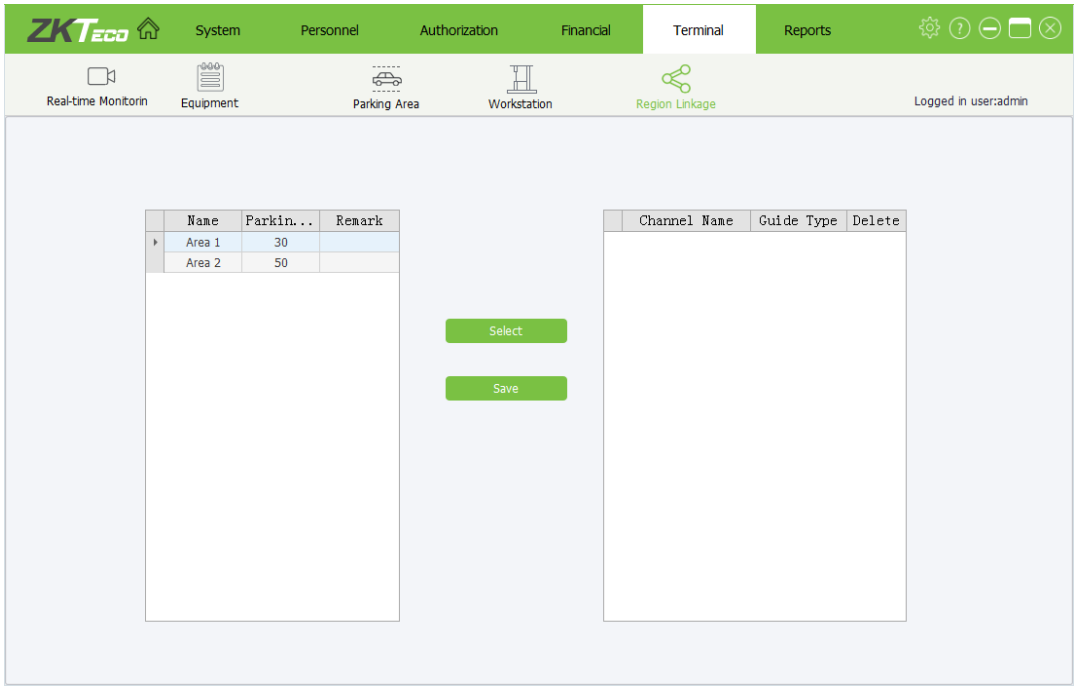


6.3.2 Editing/Deleting a workstation

The method of Editing/Deleting a workstation is similar to the method of Editing/Deleting an employee. For details, please refer to 4.2.2 Editing an employee, 4.2.3 Deletingan employee.

6.4 Region Linkage Settings

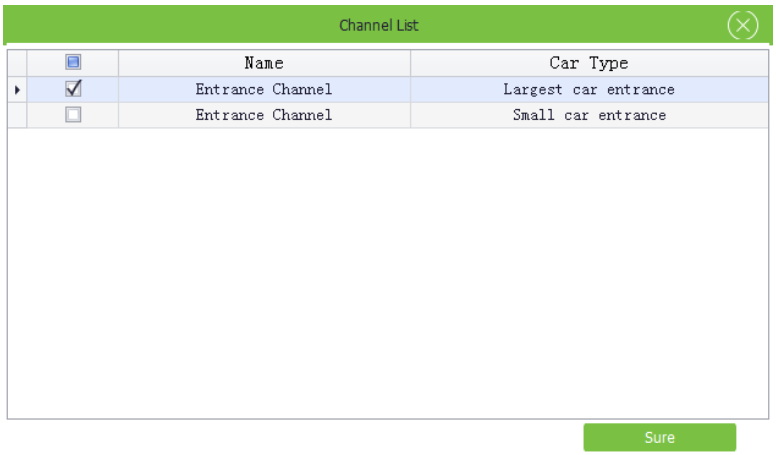
Region linkage setting involves setting the impact of car entry and exit on the number of parking spaces of the parking area. Click [Terminal]→[Region Linkage] to access Region Linkage settings interface:



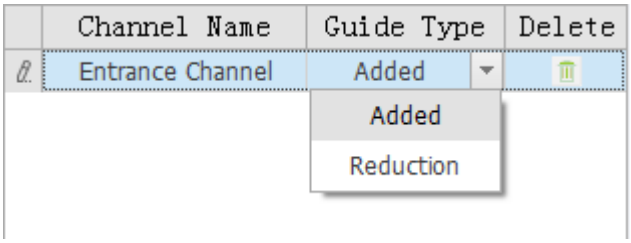
1) The process for adding a region linkage:

(1) **Select a parking area:** On the left of the interface, select an area. A parking area must be added to **Parking Area** in advance. For details, please refer to 6.2 Parking Area Settings**;**

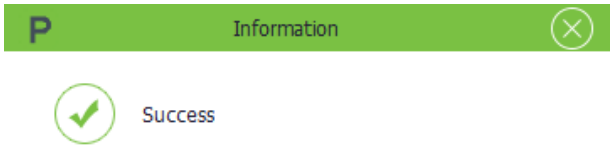
(2) **Select a channel:** Then, click Select, select the required channel from the displayed channel list, and then click Sure. Channels must be added to Workstation in advance. For details, please refer to 6.3.1 Adding a workstation.



(3) **Set the guide type:** The selected channel will be displayed on the right of the interface. Click **Guide Type** and select an impact type from the drop-down list. The value options include **Added** and **Reduction**.



(4) Click Save to save the setting.



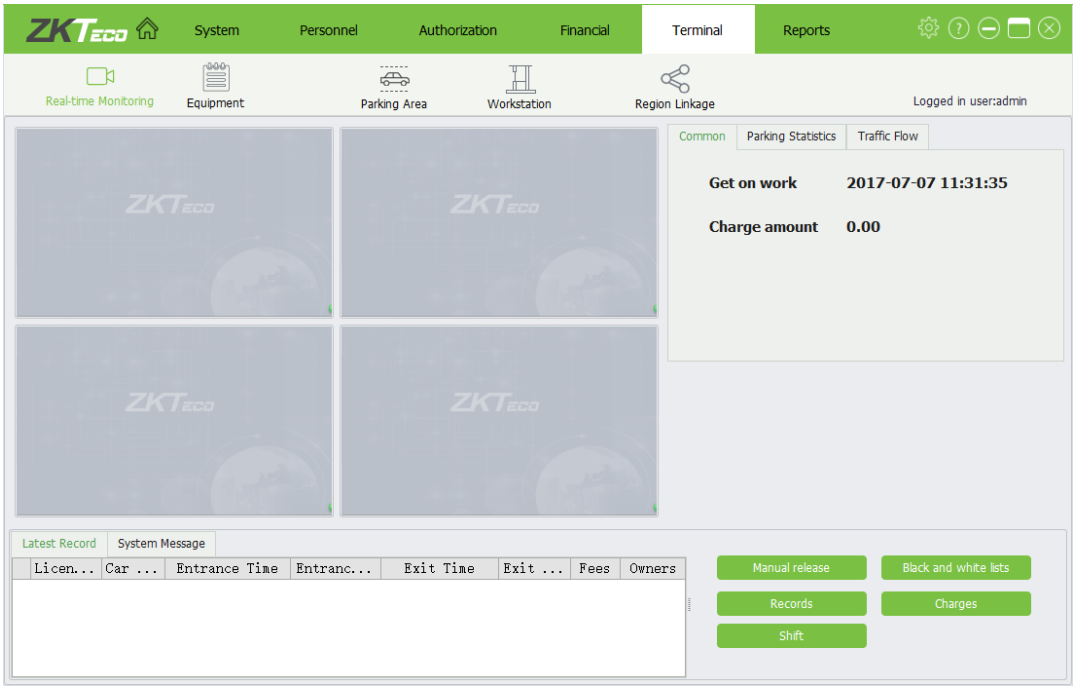
Note: Multiple region linkages can be added for a parking area.

2) **Editing a region linkage:** Select a region linkage to be edited, modify the guide type set in step(3) of "**The process for adding a region linkage:**", then click Saved.

3) **Deleting a region linkage:** Select a region linkage to be deleted and click .

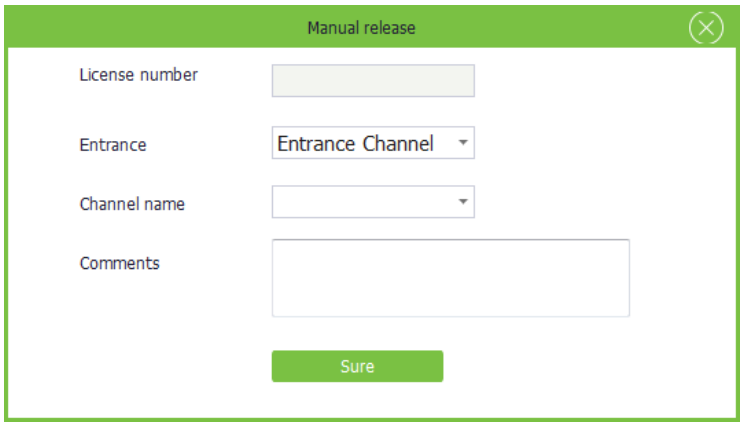
6.5 Real-time Monitoring

There are totally four monitoring screens. You can view the entry/exit messages of all cars as well as system messages of the parking lot.

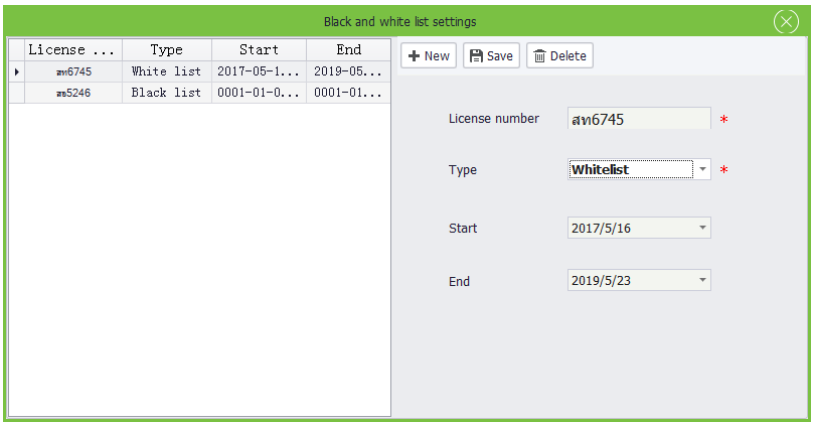


- Common:
  - **Get on work:** Time when the operator logs in to the software for the first time.
  - **Charge amount:** Total parking expenses of the parking lot after the current operator gets to work.
- **Parking Statistics:** Parking space data.
- **Traffic Flow:** Click

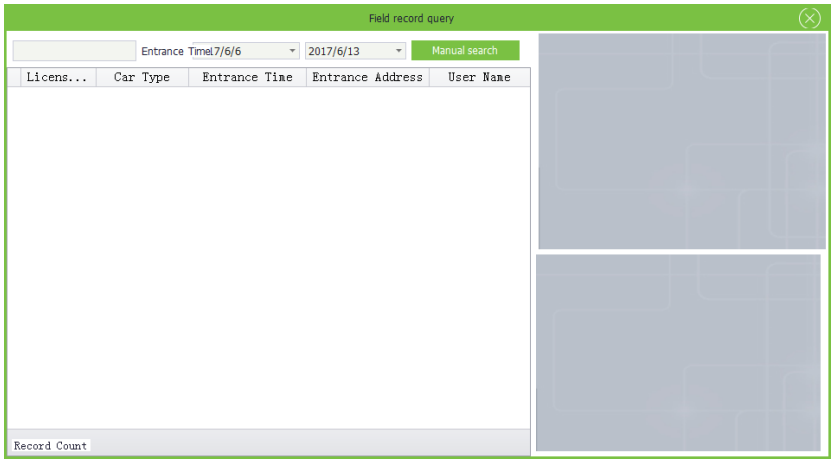
to view the traffic flow of different dates.
- **Latest Record:** Latest car entry/exit message of the parking lot.
- **System Message:** System messages.
- **Manual release:** You can set manual release for cars. Specifically, click Manual release. In the displayed dialog box, enter the license plate number and channel name, select the entrance channel, and click Sure to save the settings.



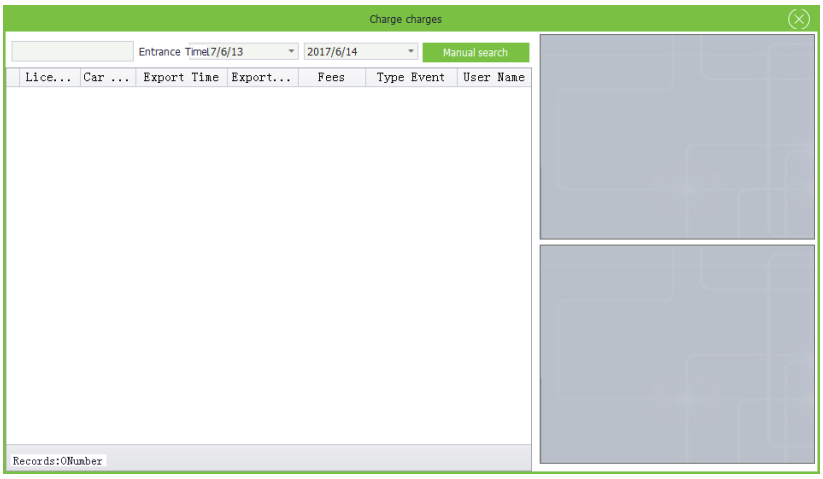
- **Black and white lists:** In addition to **System**, you can set black and white lists here. Click Black and white lists. For details, please refer to 5.4 Black And White Lists Management.



- **Records:** Query entry/exit records of the parking lot. Specifically, click Records. In the displayed dialog box, enter a license plate number and set the query period. Then click Manual search. About how to choose a date, please refer to Appendix 1 Date Setting.

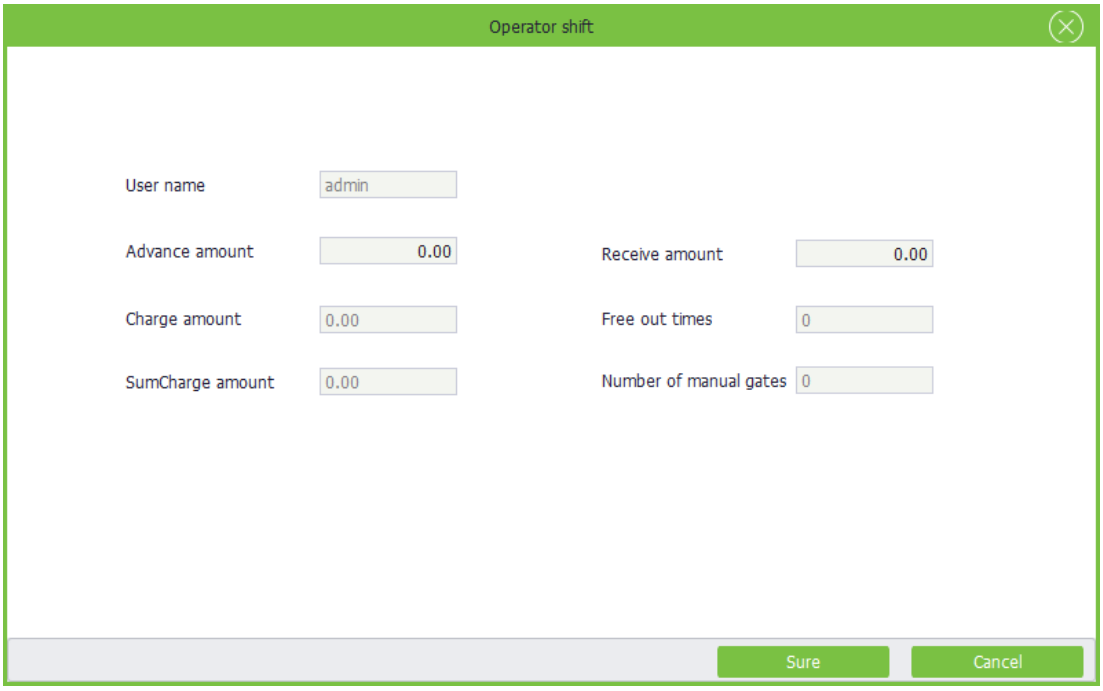


- **Charges:** Query personal charging records. The query method is the same as that of query records.



- **Shift:** Set operator shifts. Click Shift, set the information, and then click Sure to save the settings

or click Cancel to cancel the operation.

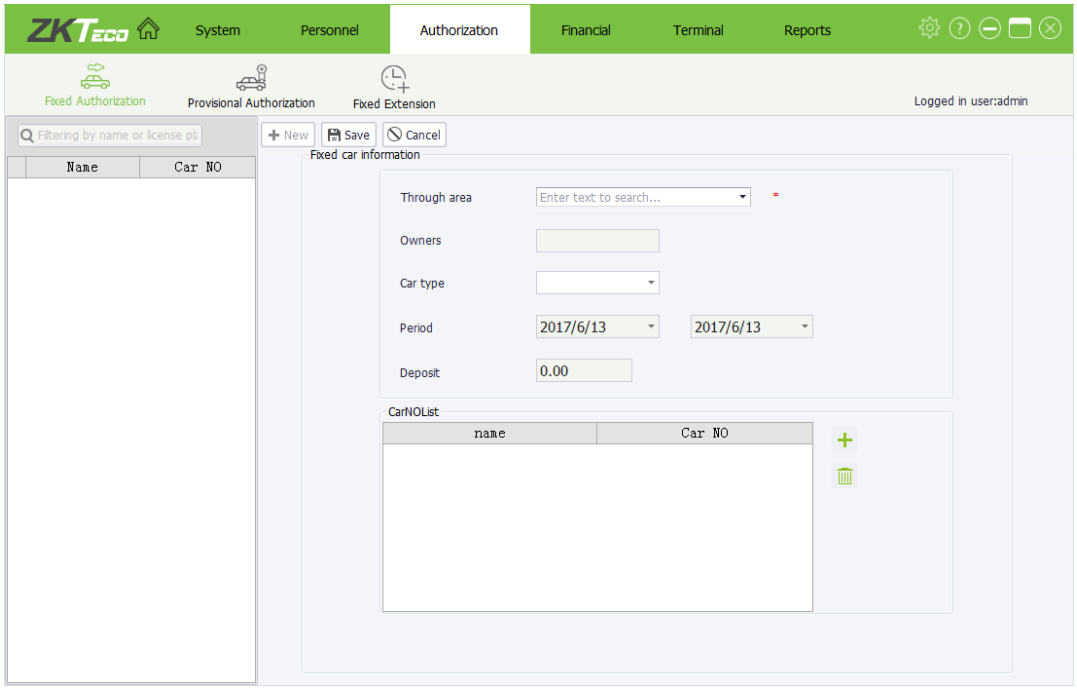


7. Authorization Management

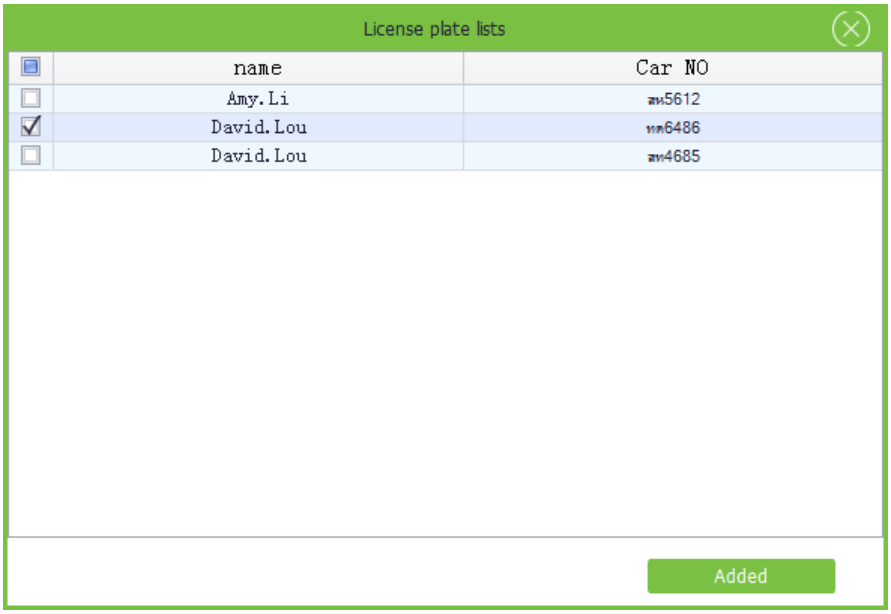
Authorization management includes **Fixed Authorization**, **Provisional Authorization** and **Fixed Extension**.

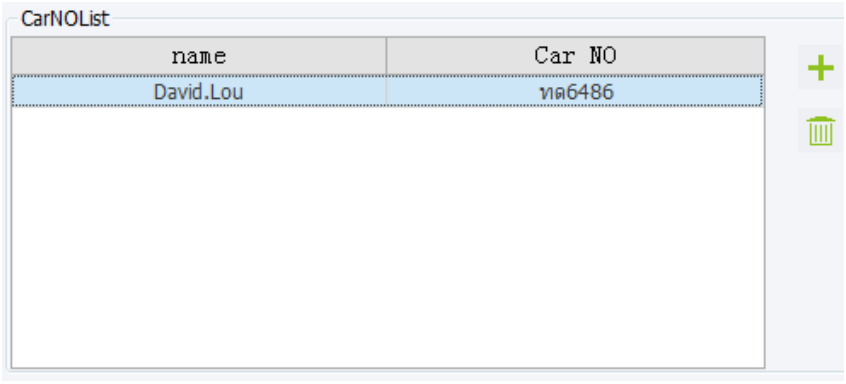
7.1 Fixed Authorization

Click [Authorization]→[Fixed Authorization] to access Fixed Authorization interface, on which you can add, search for, edit, and delete authorization information.



- **Through area:** Set the areas that the license plate number is allowed to pass through. Specifically, click ▼, select areas from the drop down list, and then click **Sure**. Workstations must be set in **Terminal** in advance. For details, please refer to 6.3.1 Adding a workstation.
- **Owners:** Name of the car owner, which is not editable.
- **Car type:** Type of the car. Only car types that are enabled in **Basic Settings** of **System** are displayed here. For details, please refer to "**Set the enabled car model or a custom name"** in 5.1 System Settings.
- **Period:** Validity period during which the license plate number is authorized as a fixed car. The start date must be earlier than the end date. About how to choose a date, please refer to Appendix 1 Date Setting.
- **Deposit:** Deposit to be paid for the car that is authorized as a fixed car.
- **CarNOList:**
  - **Add:** Click +, in the license plate number list (with the license plate numbers of all personnel in the system), select a license plate number and click Added to add the license plate number to **CarNOList**.





Note: Only one license plate number is included in **CarNOList**. To replace it, repeat the preceding steps.

- **Delete:** Select the license plate number in **CarNOList** and click to delete it.

7.1.1 Adding a fixed car

On the Fixed Authorization interface, click + New to access the fixed car authorization interface and set relevant information. Then click Save to save the settings or click Cancel to cancel the operation.

7.1.2 Finding a fixed car

On the Fixed Authorization interface, input the owner name or license plate number in the search box Filtering by name or license pk, and then press [Enter] on the keyboard. Information about the fixed car is displayed on the right of the interface.

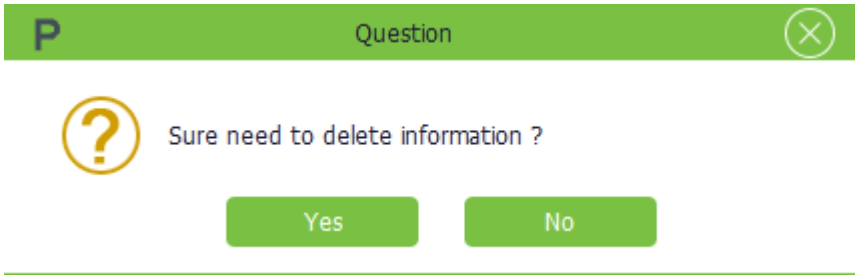
7.1.3 Editing/Deleting a fixed car

1) **Edit:**

On the left of the Fixed Authorization interface, click a fixed car or search for a fixed car and select it. Only the areas that the car is allowed to pass through can be edited and other information cannot be edited.

2) **Delete:**

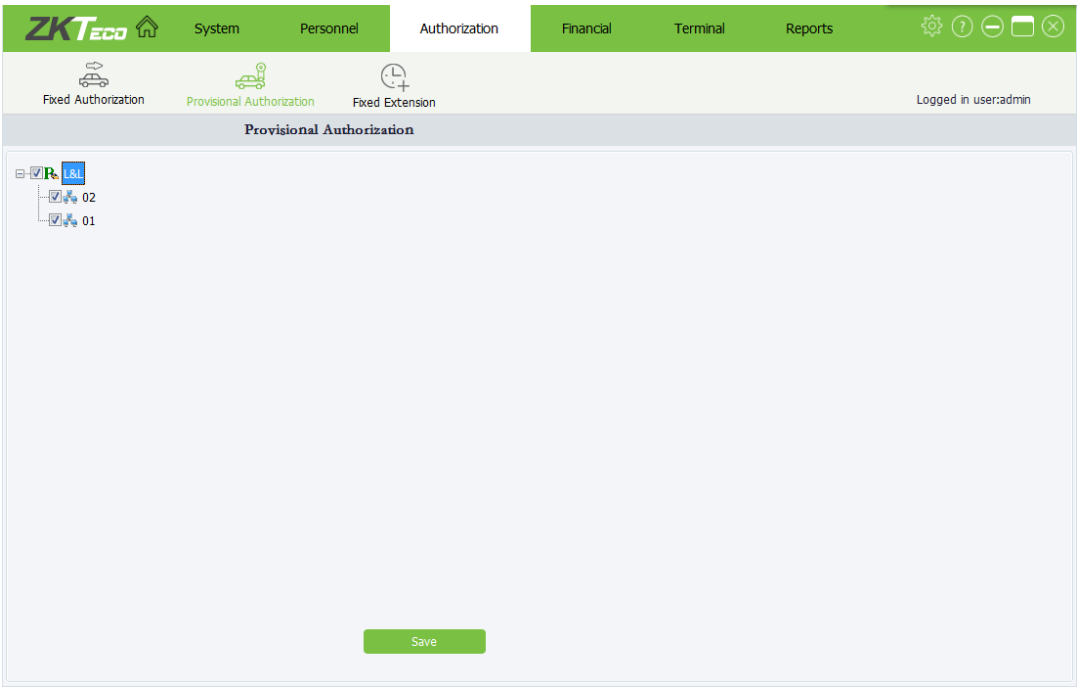
On the left of the Fixed Authorization interface, click a fixed car or search for a fixed car and select it. Then click Delete, the following prompt will pop up: click Yes to delete information,or click No to cancel the operation.



7.2 Provisional Authorization

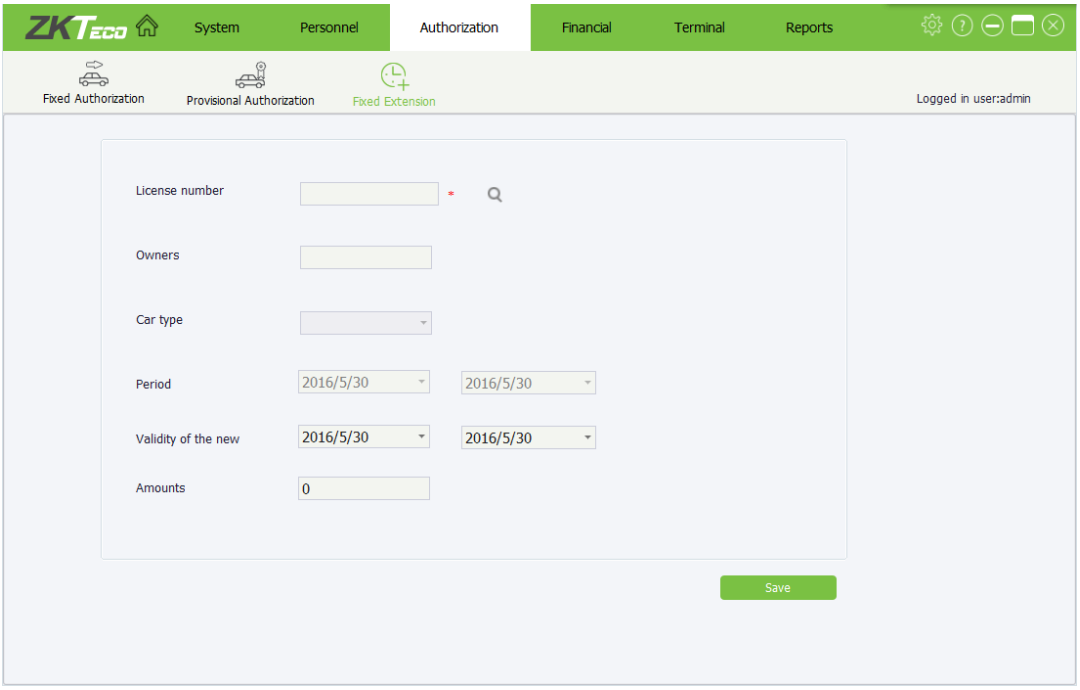
Click [Authorization]→[Provisional Authorization] to enter Provisional Authorization interface, select the areas that the car is authorized to pass through and then click Save. Workstations must be added in **Terminal** in advance. For details, please refer to 6.3.1 Adding a workstation.

Note: If no area is selected, provisional cars are not allowed to enter the parking lot.



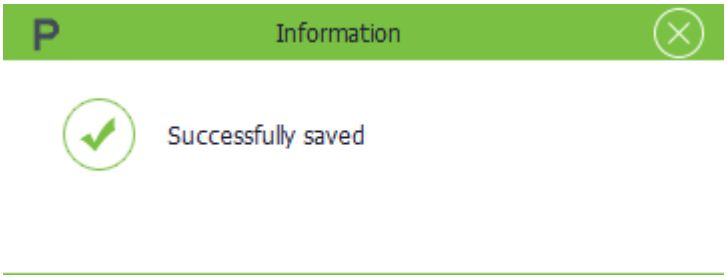
7.3 Fixed Extension

Click [Authorization]→[Fixed Extension] to enter Fixed Extension interface:



- **License number:** Enter a license plate number or click to select a fixed car whose authorization period is to be extended.
- **Owners/Car type:** After a fixed car is selected, the owner name and car type are automatically displayed and cannot be edited.
- **Period:** Validity period during which the car is authorized as a fixed car. The specified validity period cannot be edited.
- **Validity of the new:** New validity period. The start date must be earlier than the end date. About how to choose a date, please refer to Appendix 1 Date Setting.
- **Amounts:** Amount of money to be paid for the extension.

Set the information as required and click Save to save the settings.

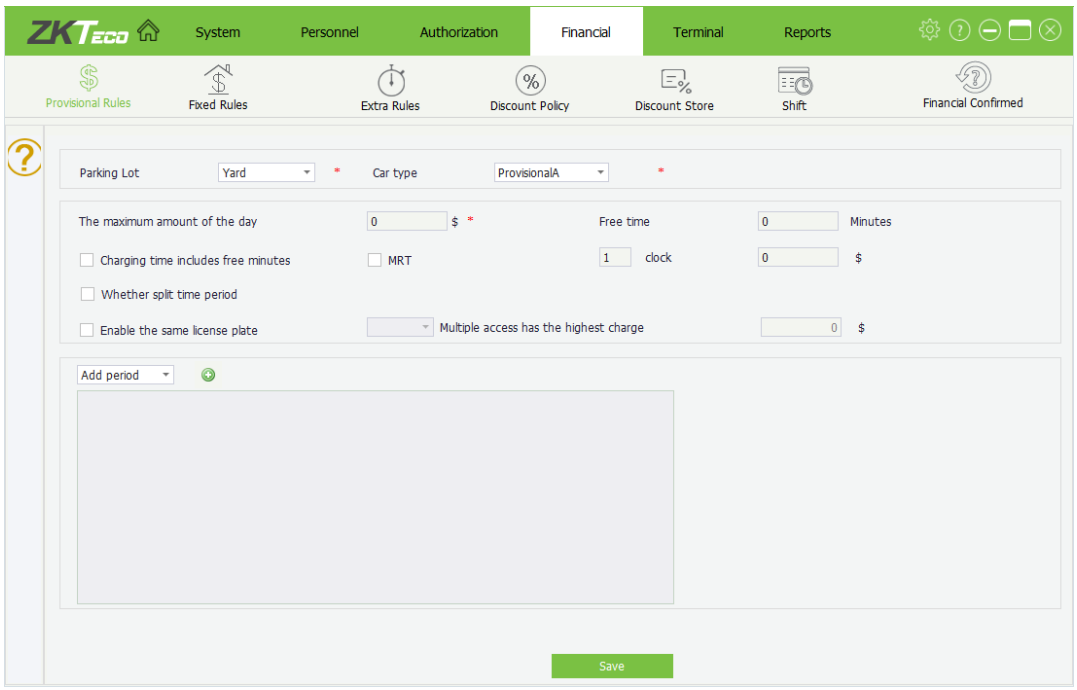


8. Financial

Financial includes **Provisional Rules**, **Fixed Rules**, **Extra Rules**, **Discount Policy**, **Discount Store**, **Shift** and **Financial Confirmed**.

8.1 Provisional Rules

On the Provisional Rules interface, you can set the charging rules for provisional cars. Only one charging rule can be created for a type of provisional cars in the same parking lot. Click [Financial]→[Provisional Rules]:

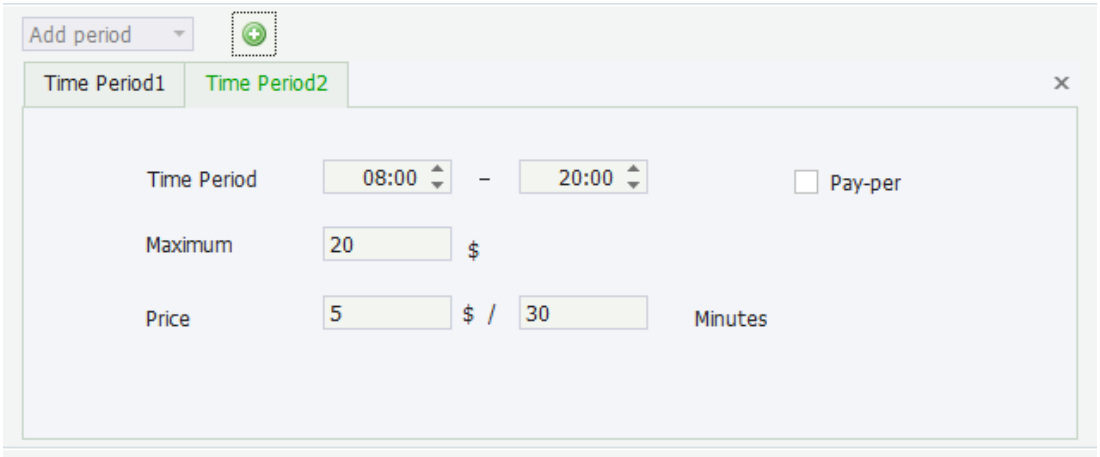


- **Parking Lot:** Parking lot to which the charging rule is applied.
- **Car type:** provisional car type to which the charging rule is applied. Only car types enabled on the interface displayed after you choose [System]→[System]→[Basic Settings] are displayed here. For details, please refer to "**Set the enabled car model or a custom name**" **in** 5.1 System Settings.
- **The maximum amount of the day:** Upper limit of the charged amount per day. For example, if the charged amount is $ 10 per hour, totally $ 240 is charged for a whole day. However, if the maximum charged amount is set to 100 $, only $ 100 is charged.
- **Free time(Minutes):** A car is not charged if its parking duration does not exceed the specified value.
- **Charging time includes free minutes:** Assume that the free parking duration is 30 minutes and the actual parking duration is 31 minutes. If this item is selected, the car is charged based on the actual parking duration 31 minutes. If this item is not selected, the car is charged based on the excess parking duration, which is 1 minute.
- **MRT:** Set the time point for the overtime charge and the amount of the penalty. For example, set the time point of the time-out fee as 12:00, and the penalty amount as $ 50; there will be three kinds of charges:
  - ➢ When the vehicle enters the parking lot before 12 o'clock on the same day and leaves the parking lot before 12 o'clock on the same day, only the parking fee will be charged without additional penalty of $ 50.

- When the vehicle enters the parking lot before 12 o'clock on the same day, but leaves the parking lot after 12 o'clock on that day, an additional overtime penalty of $ 50 is required in addition to the parking fee.
- When the vehicle enters the parking lot after 12 o'clock on the day and leaves the yard before 12 o'clock on the second day, only the parking fee will be charged without additional penalty of 50.

- **Whether split time period:** Assume that the charged amount is set to $ 1 per 15 minutes from 9:00 to 10:00 in period 1 and to $ 10 per 15 minutes from 10:00 to 11:00 in period 2, and the parking duration is from 9:43 to 10:30. If this item is not selected, $ 1 is charged from 9:43 to 9:58. The charging cycle from 9:58 to 10:00 is shorter than 15 minutes and therefore the duration from 10:00 to 10:13 is added to this charging cycle. The duration from 10:13 to 10:28 is charged based on period 2. If this item is selected, $ 1 is charged for the duration from 9:43 to 9:58 and the duration from 9:58 to 10:00 though it is less than 15 minutes. The duration from 10:00 to 10:15 is charged based on period 2.
- **Enable the same license plate(Natural or 24 hours)Multiple access has the highest charge:** If the accumulated expenses of a car entering and exiting the parking lot for multiple times exceeds the specified value, no more expenses are charged within the specified period. The period can be set to **Natural or 24 hours**, in which **Natural** refers to the period from 0:00 to 24:00 and **24 hours** refers to the duration from the entry time point to the same time point on the second day.

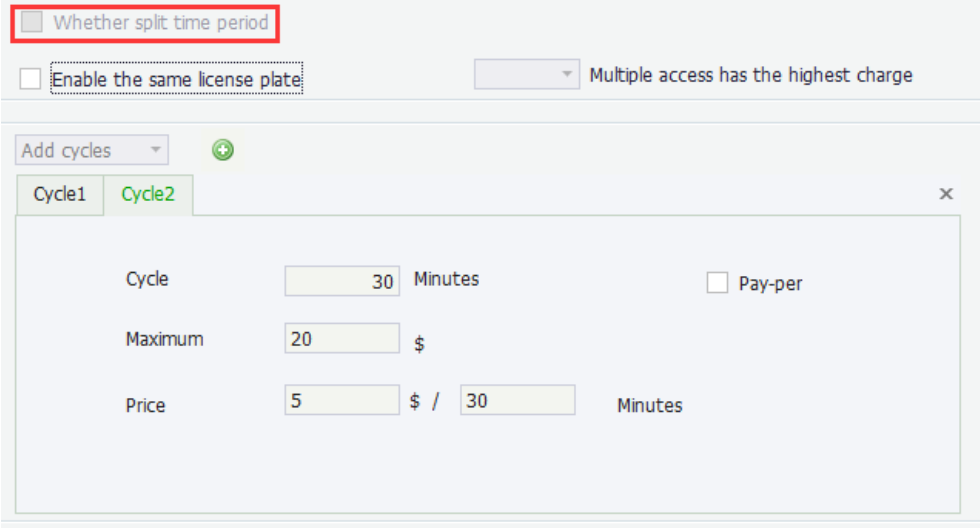
1) **Add period:**



When setting charging rules for different periods, ensure that the sum of all periods is 24 hours and that the periods are continuous. You can click to add multiple periods.

- **Pay-per:** If this item is selected, the maximum charged amount prevails. That is, the amount specified by **Maximum** is charged. If this item is not selected, the parking expense is charged based on the unit price and the unit duration is a multiple of 15. If the parking expense exceeds the value specified by **Maximum**, the value specified by **Maximum** prevails.

2) **Add cycles:**



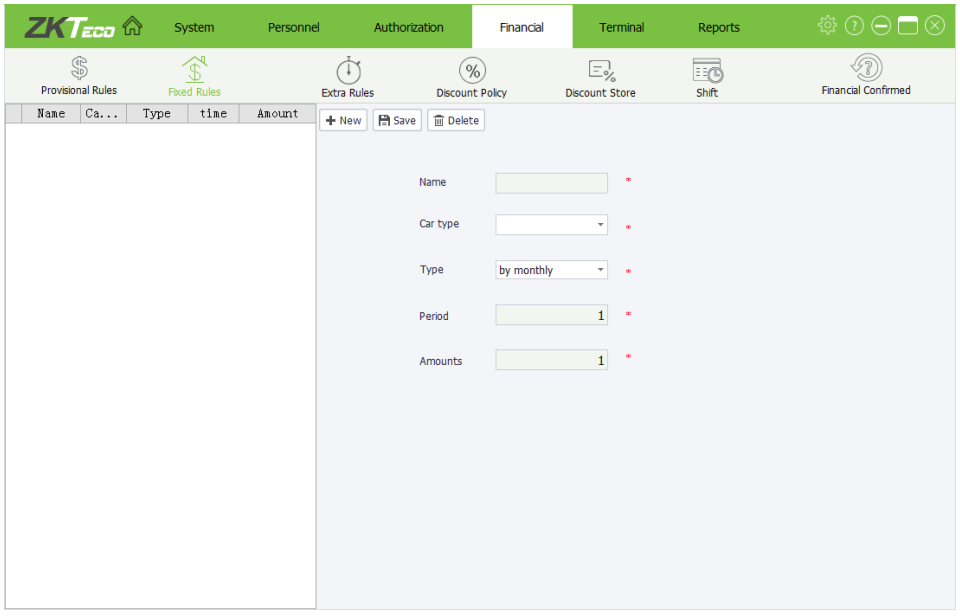
When setting charging rules for different cycles, ensure that the sum of all cycles since the entry time is 1440 minutes (24 hours). You can click to add multiple cycles.

Note: If cycle-based charging is enabled, the split time period function becomes invalid.

Set the parameters based on the actual situation and then click Save. To modify any parameter, directly modify it and save the modification.

8.2 Fixed Rules

Click [Financial]→[Fixed Rules] to access Fixed Rules interface, on which you can add, edit, and delete fixed rules.



- **Name:** Name of the fixed car charging rule.
- **Car type:** Fixed car type to which the charging rule is applied.
- **Type:** Charging cycle type, which can be set to **by monthly** or **by day**.
- **Period:** Charging period. The unit depends on the charging cycle type. For example, if **Type** is set to **monthly basis** and **Period** is set to **1**, the charging period of this fixed car type is 1 month.

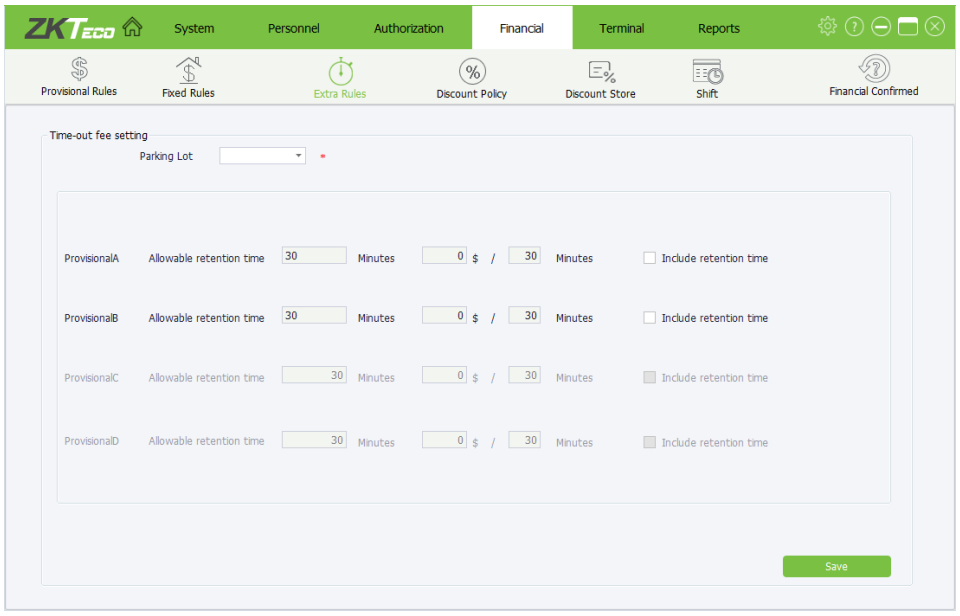
- **Amounts: C**harged amount of the fixed car type during the charging period.

8.2.1 Adding/Editing/Deleting fixed rules

The method of Adding/Editing/Deleting fixed rules is similar to the method of Adding/Editing/Deleting an employee. For details, please refer to 4.2.1 Adding an employee, 4.2.2 Editing an employee, 4.2.3 Deleting an employee.

8.3 Extra Rules

Only one timeout charging rule can be created for a type of provisional cars in the same parking lot. Click [Financial]→[Extra Rules]:

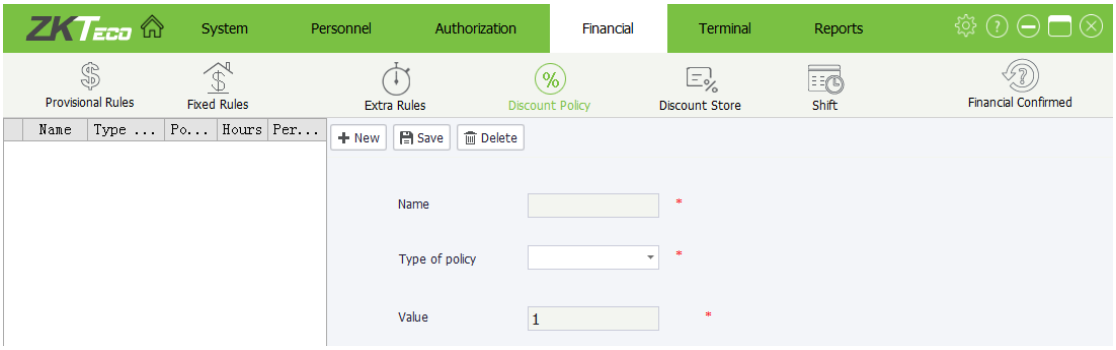


- **Time-out fee setting:** Charging rule applied when the allowed residence time is exceeded.
- **Parking Lot:** Parking lot to which the timeout charging rule is applied.
- **Allowable retention time:** Duration that a provisional car is allowed to remain in the parking lot temporarily after payment. If the specified time is exceeded, the car is charged again and the charged amount can be customized.
- **Include retention time:** Assume that the allowed residence time is 30 minutes and a car parks in the parking lot for 31 minutes after payment. If this item is selected, the excess parking duration is 31 minutes. If this item is not selected, the excess parking duration is 1 minute.

Set the parameters based on the actual situation and then click Save. To modify any parameter, directly modify it and save the modification.

8.4 Discount Policy

Click [Financial]→[Discount Policy] to access Discount Policy interface:



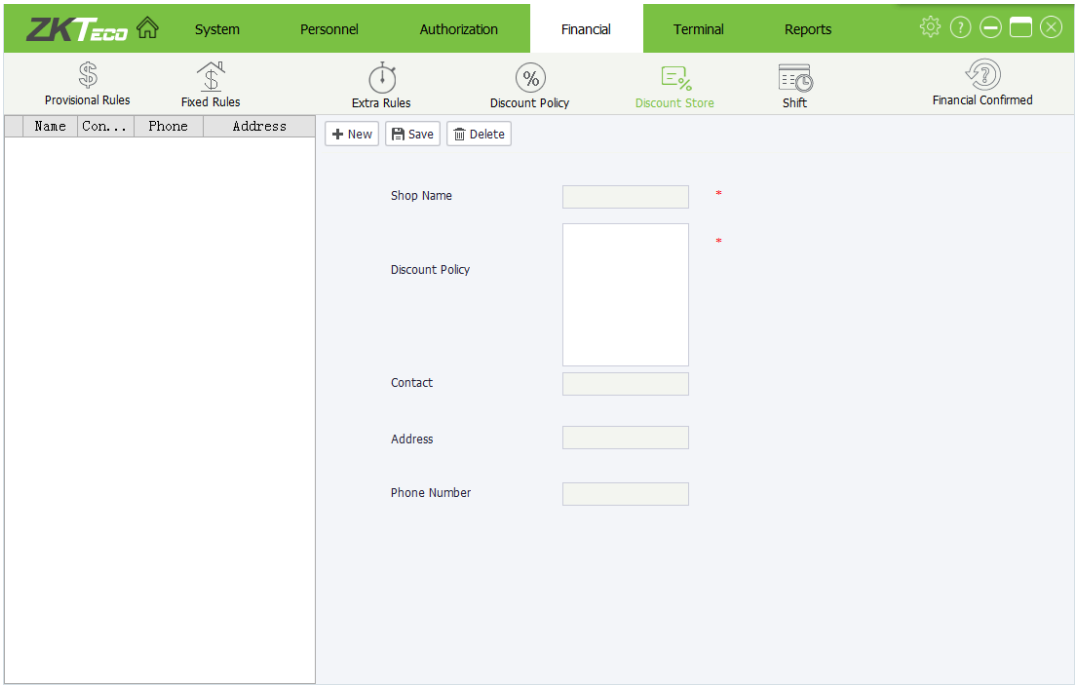
- **Name:** Name of the discount policy.
- **Type of policy:** There are four types: a. **Free Charge** (not charged); b. **Policy Amount** (deducted by a fixed amount); c. **Hours** (parking duration minus a fixed number of hours); d. **Policy Percent** (deducted by a fixed percentage of the amount).
- **Value:** Preferential amount. When **Type of policy** is set to **Free Charge**, this item is invalid. When **Type of policy** is set to other values, the corresponding unit prevails.

8.4.1 Adding/Editing/Deleting a discount policy

The method of Adding/Editing/Deleting a discount policy is similar to the method of Adding/Editing/Deleting an employee. For details, please refer to 4.2.1 Adding an employee, 4.2.2 Editing an employee, 4.2.3 Deleting an employee.

8.5 Discount Store

In **Discount Store**, you can specify certain places for enjoying discount policies, that is, units and shops. For example, a user can use the receipt to reimburse the parking expense after shopping in the specified supermarket. Click [Financial]→[Discount Store] to access Discount Store interface:



- **Shop Name:** Name of the shop.
- **Discount Policy:** Select a discount policy specified in 8.4 Discount Policy.

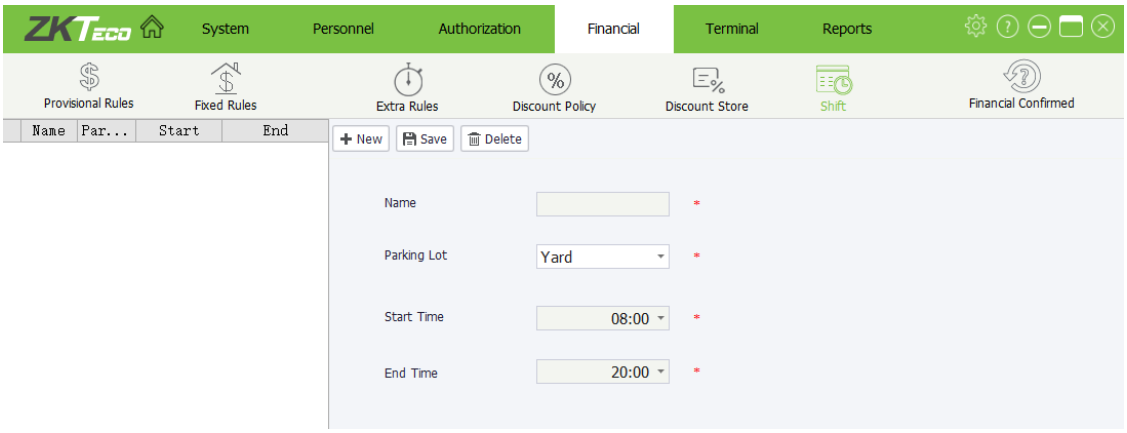
- **Contact:** Contact of the shop.
- **Address:** Contact address of the shop.
- **Phone Number:** Phone number of the shop.

8.5.1 Adding/Editing/Deleting a discount store

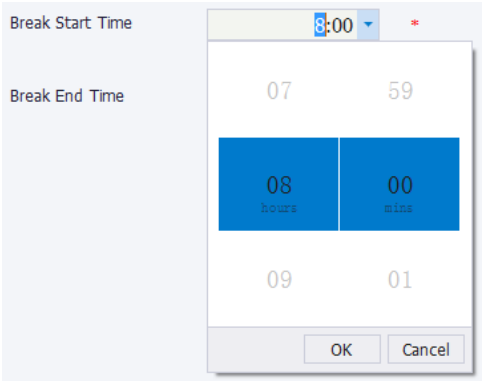
The method of Adding/Editing/Deleting a discount store is similar to the method of Adding/Editing/Deleting an employee. For details, please refer to 4.2.1 Adding an employee, 4.2.2 Editing an employee, 4.2.3 Deleting an employee.

8.6 Shift

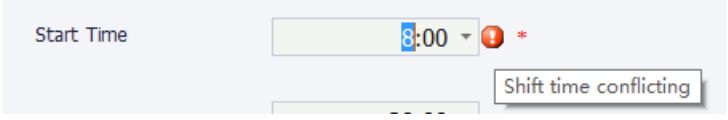
Click [Financial]→[Shift] to access Shift interface:



- **Name:** Shift name.
- **Parking Lot:** Parking lot of the shift.
- **Start/End Time:** Start time and end time of the shift. You can directly enter the time or click ▼ and select the time.



Note: The periods of different shifts cannot overlap; otherwise, a message indicating shift time conflict is displayed.

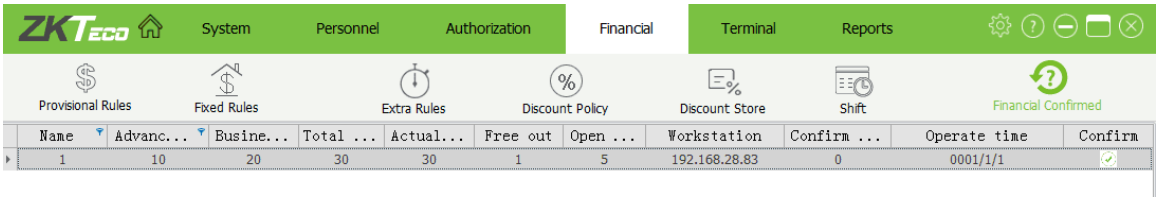


8.6.1 Adding/Editing/Deleting shift

The method of Adding/Editing/Deleting shift is similar to the method of Adding/Editing/Deleting an employee. For details, please refer to 4.2.1 Adding an employee, 4.2.2 Editing an employee, 4.2.3 Deleting an employee.

8.7 Financial Confirmed

Click [Financial]→[Financial Confirmed] to access Financial Confirmed interface:

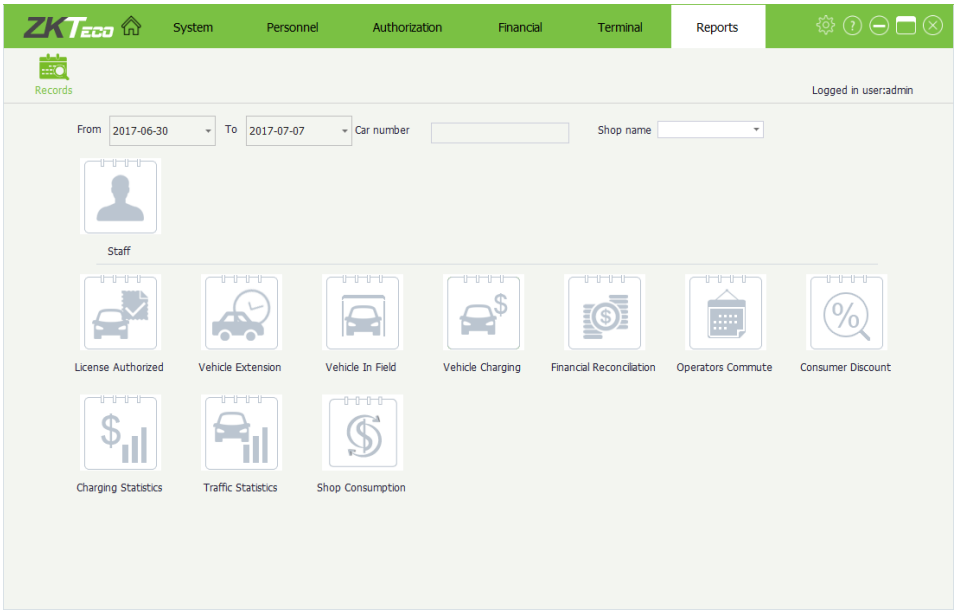


- **Name:** Name of the operator.
- **Advance amount:** Amount of money placed at the booth in advance (for change).
- **Business amount:** Charged amount.
- **Total amount:** Prepaid amount + business volume.
- **Actual amount:** Amount input by the operator when changing the shift.
- **Open by hand:** Number of times that the boom barrier is raised manually.
- **Free out:** Number of manual release times
- **Workstation:** Workstation IP address.
- **Confirm amount:** Amount confirmed by the financial staff.
- **Operate time:** Confirmation time.

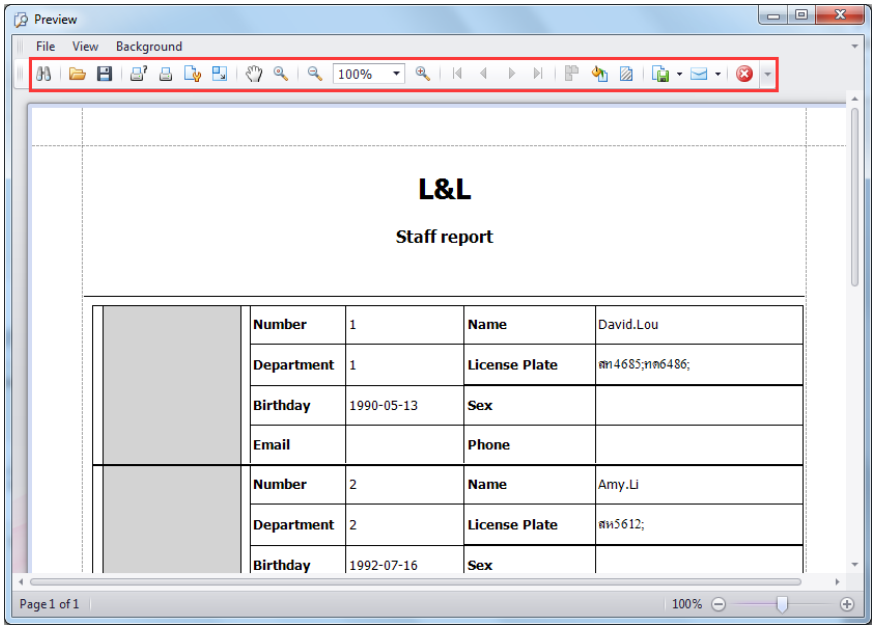
If all information is correct, click below the **Confirm** column.

9. Reports

With the reports function, you can perform statistical analysis for data of the parking lot to implement overall control of the parking lot information. Report types includes **Staff**, **License Authorized**, **Vehicle Extension**, **Vehicle In Field**, **Vehicle Charging**, **Financial Reconciliation**, **Operators Commute**, **Consumer Discount**, **Charging Statistics**, **Traffic Statistics and Shop Consumption**.



1) Set the report period., about how to choose a date, please refer to Appendix 1 Date Setting.
2) Enter license plate numbers as required. If no license plate number is entered, the report contains all license plate numbers in the system.
3) Click the corresponding icon to obtain reports as required, such as the staff report. The preview interface is displayed. The operation method is the same for other types of reports.



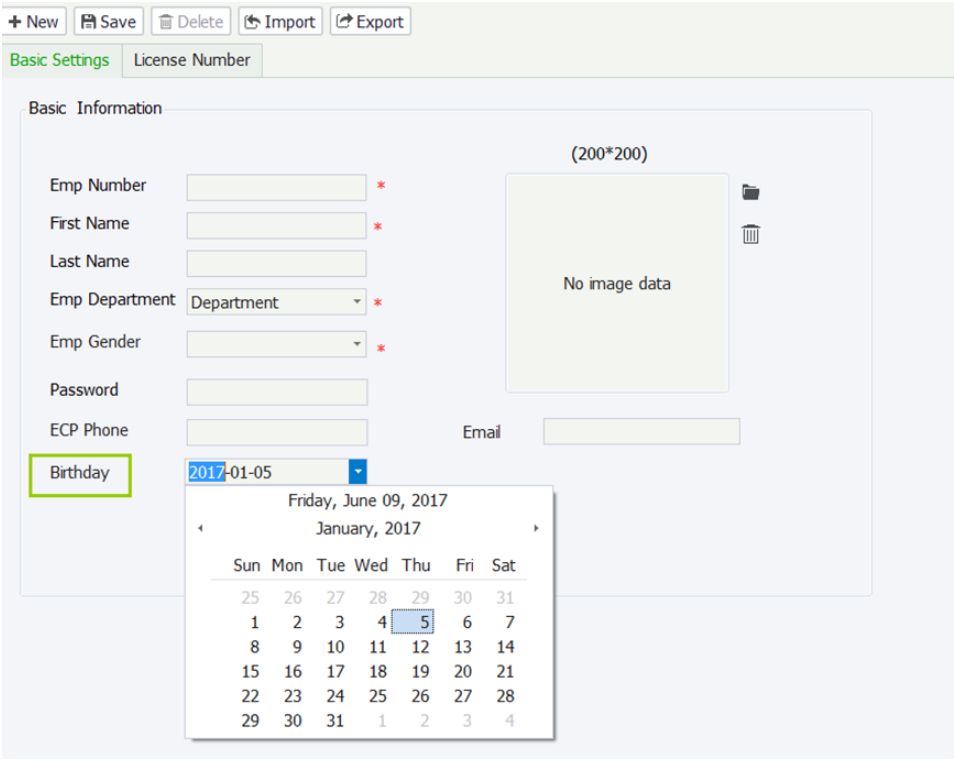
4) Perform various operations such as saving and printing by clicking corresponding icons on the toolbar of the preview window.

Appendix

Appendix 1 Date Setting

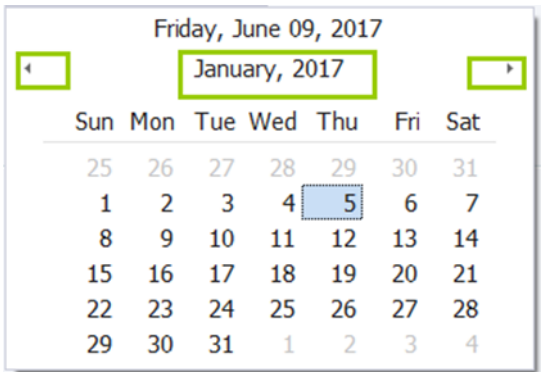
The following is an example of setting the birthday of an added employee.

Click ▼ next to **Birthday**. The date panel is displayed, as shown in the figure below.

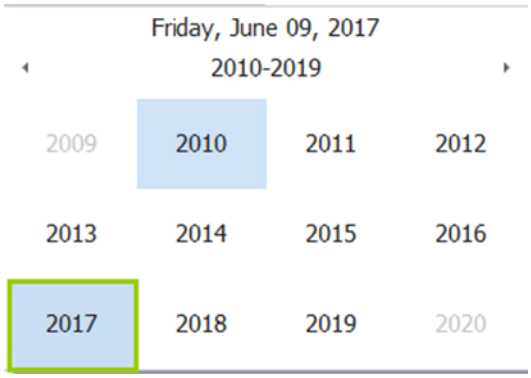


Note: The current date is selected by default.

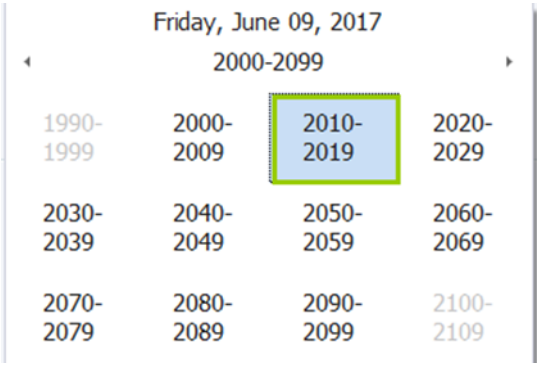
Click ◀/▶ to select the month, or double-click the month column and select the month.



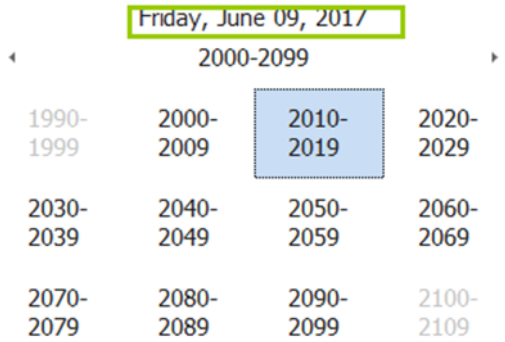
Click ◀/▶ to select the year, or double-click the year column and select the year.



Click ◀/▶ to select the year range, or double-click the year range column and select the year range.



Note: Click the date on the top to return to the current date.



Appendix 2 Licence

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