



PARKING SYSTEM – BASIC SETUP FORM

General Information

Parking Facility Name: _____

Number of Spaces: _____

Property Management Company: _____

Parking Facility Operator: _____

Personnel Information

Parking Facility Manager

Contact Name: _____

Phone Number: _____

Email Address: _____

SmartPark System Administrator

This is the individual responsible for managing the operational aspects of the parking software.

Is the SmartPark System Administrator also the Parking Facility Manager?

Yes

No

Contact Name: _____

Phone Number: _____

Email Address: _____

Smartpark Username: _____

Temporary Password: _____

IT/IS Manager

This is the individual responsible for all IP based configurations for the Parking System's Network.

Contact Name: _____

Phone Number: _____

Email Address: _____

Facility Services/Engineer

This is the individual with knowledge of the electrical circuit panel locations and can provide general facility information/data closet locations/etc. This can also be an individual capable of directing inquiries for these questions to the appropriate parties.

Contact Name: _____

Phone Number: _____

Email Address: _____



Companies

In the SmartPark Management Software, **Companies** are used as a way to track validations, group together affiliated monthlies, and allow for organized reporting and tracking of other various aspects of the parking facility.

Companies can be imported into the software using the **SmartPark Import Template Excel Speadsheet**, available upon request. If you prefer to import companies rather than list them below, please request the template from the provider of this form.

Please list the companies that will need to be input into the SmartPark Software below. More can be added in the future if necessary.

Companies will be imported. I do not wish to list them below.

	<u>Company Name</u>	<u>Accounting Number</u> (if necessary)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		



Access Profiles

In the SmartPark Management Software, Access Profiles are used as a method of restricting access to monthly contract parkers. On a basic level, monthly contract parkers can be restricted by day of week and/or time of day and restricted to or from specific lanes.

Please name and briefly describe the Access Profiles needed below. During training the ATI team will assist in configuring the specific parameters needed for each Access Profile.

****Example****

Access Profile X Name: *Mon to Fri 9 to 5*

Brief Description:

This profile is for parkers who park Monday through Friday 9:00 am to 5:00 pm.

Access Profile 1 Name: _____
Brief Description: _____

Access Profile 2 Name: _____
Brief Description: _____

Access Profile 3 Name: _____
Brief Description: _____

Access Profile 4 Name: _____
Brief Description: _____

Access Profile 5 Name: _____
Brief Description: _____



Monthly Contract Parkers

During training, the ATI team will assist in adding monthly contract parkers to get you started. In the SmartPark Management Software, at a minimum, each monthly contract parker needs a **First Name, Company,** and a **Card Number.** If monthly contract parkers were already distributed cards and/or they will be using the same card from a previous system, the **SmartPark Import Template Excel Speadsheet** can be used to reduce data entry time.

Anti-Passback

In the SmartPark Management Software, Anti-Passback is a feature that can be used to restrict monthly contract parkers to an in->out->in->out sequence. This prevents monthly contract parkers from “passing back” their card to someone to allow them entry after the card holder has already been granted access. If either hard or soft Anti-Passback are selected, specific monthly contract parkers can be made exempt from Anti-Passback if necessary.

How should Anti-Passback be configured at this parking facility?

Hard

This form of Anti-Passback completely stops the monthly contract parker from entering or exiting the parking facility if they are not properly within the in->out->in->out sequence.

Soft

This form of Anti-Passback allows the monthly contract parker to enter or exit the parking facility if they are out of sequence, but alarms the event and stores it for reporting purposes.

Off

No form of Anti-Passback will be used.





General Transient Settings

Lost Ticket

The Lost Ticket fee can be set to charge a transient parker in the event they lose their ticket. When they approach the payment device, they would press the lost ticket button, and a fee would be charged to allow exit from the parking facility. A lost ticket fee is not required, but is common. Please enter the lost ticket fee below if this feature will be used.

Lost Ticket Fee: _____

Grace Time

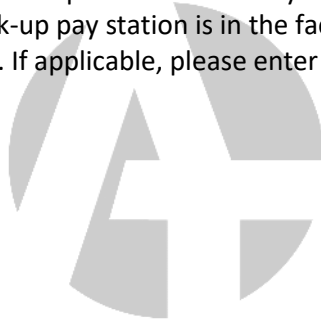
Grace Time is the amount of time a transient parker has from the point they receive a ticket to when rates begin being charged. Grace Time is usually set to allow a transient parker to freely exit the grace in the event they no longer choose to park in the facility or are unable to find a space. A Grace Time is not required, but is common. Please enter the grace time (in minutes) below if this feature will be used.

Grace Time: _____

Paid Grace Time

Paid Grace Time is the amount of time a transient parker has to freely leave the facility after paying their ticket fee. This setting is typically only used when a walk-up pay station is in the facility. A paid grace time is required for facilities which include a walk-up pay station. If applicable, please enter the paid grace time below (in minutes).

Paid Grace Time: _____





Rates/Fee Tables

Rates or Fee Tables are used to calculate the charge for transient customers based on the amount of time they occupy the parking facility.

Using the example, enter the rates needed for the parking facility below.

**** Example Start ****

Rate 1

Rate Name: *Regular Rates*

Maximum Daily Charge (if applicable): *\$40.00*

- Rates based on 24 hours after entry (most common) OR
- Rates start over at fixed time of day: 00:00 __ AM __ PM

Charge Table for Daily Variable Rates

Time Range	Price
<i>0 hours – 1 hour</i>	<i>\$5.00</i>
<i>1 hour – 4 hours</i>	<i>\$10.00</i>
<i>4 hours – 10 hours</i>	<i>\$20.00</i>
<i>10 hours – 24 hours</i>	<i>\$40.00</i>



Early Bird

Early bird provides the ability to charge transient parkers a special discounted rate when entering during a certain time period and exiting during a certain time period. If the conditions are not met, they are charged the regular fee. Early Bird is not required. If you wish to use this functionality for this rate, please enter the information below.

Transient Parkers receive a special discounted rate when:

Entering the Facility between: 5:00 AM PM and 8:00 AM PM

Exiting the Facility between: 3:00 AM PM and 6:00 AM PM

Other functions necessary for this rate:

**** End of Example ****



Rate 1

Rate Name:

Maximum Daily Charge (if applicable):

- Rates based on 24 hours after entry (most common) OR
- Rates start over at fixed time of day: _____ AM PM

Charge Table for Daily Variable Rates

Time Range	Price

Early Bird

Transient Parkers receive a special discounted rate when:

Entering the Facility between: _____ AM PM and _____ AM PM

Exiting the Facility between: _____ AM PM and _____ AM PM

Other functions necessary for this rate:



Rate 2

Rate Name:

Maximum Daily Charge (if applicable):

- Rates based on 24 hours after entry (most common) OR
- Rates start over at fixed time of day: _____ AM PM

Charge Table for Daily Variable Rates

Time Range	Price

Early Bird

Transient Parkers receive a special discounted rate when:

- Entering the Facility between: _____ AM PM and _____ AM PM
- Exiting the Facility between: _____ AM PM and _____ AM PM

Other functions necessary for this rate:



**** If Additional Rates are Needed Please Submit Additional Copies of this Sheet ****

Rate _____

Rate Name:

Maximum Daily Charge (if applicable):

- Rates based on 24 hours after entry (most common) OR
- Rates start over at fixed time of day: _____ AM PM

Charge Table for Daily Variable Rates

Time Range	Price

Early Bird

Transient Parkers receive a special discounted rate when:

Entering the Facility between: _____ AM PM and _____ AM PM

Exiting the Facility between: _____ AM PM and _____ AM PM

Other functions necessary for this rate:



Validations/Discounts

Validations or Discounts are used to provide transient customers with a recalculated fee based on the validation or discount provided. These can be applied in a variety of ways including eValidations, Stickers, Coupons, and more depending on the functionalities purchased.

Validation Types:

- a. **Fee Discount** – A specified dollar amount will be subtracted from the total calculated parking fee.
- b. **Entry Time Discount** – An amount of time will be subtracted from the entry time.
- c. **Exit Time Discount** – An amount of time will be subtracted from the exit time.
- d. **Percent Discount** – A percentage will be deducted from the total fee. This applies to the gross fee.
- e. **Rate Switch** – Automatically recalculates the parking fee to a different specified rate.
- f. **Flat Fee Amount** – Fixed amount will be charged as the parking fee. Cannot be used with other discounts.
- g. **Sliding Time Discount** – Shifts the entry time forward in time to recalculate the fee.
- h. **Surcharge Amount** – A fixed amount that is charged in addition to the parking fee.

Using the examples below, please enter all validations needed. Please enter time amounts in minutes.

<u>Validation Account Name</u>	<u>Validation Type</u>	<u>Value</u>
X. Example \$5 Off	a	\$5.00
X. Example Event Discount	e	Rate 2
1. _____ Description (if necessary) _____		
2. _____ Description (if necessary) _____		
3. _____ Description (if necessary) _____		
4. _____ Description (if necessary) _____		
5. _____ Description (if necessary) _____		
6. _____ Description (if necessary) _____		
7. _____ Description (if necessary) _____		
8. _____ Description (if necessary) _____		

**** If additional validations/discounts are needed please attach them on a separate sheet ****



eValidation Users

eValidation user accounts are online login accounts allowing validations to be applied through a web browser. Each user account is associated with a company or companies, can be controlled as to which validations are allowed, and can be tracked on usage. If eValidations were included as part of this project, please enter eValidation user account information below. During training, the SmartPark System Administrator will be shown how to add, edit, or delete eValidation user accounts.

Name: _____
Company: _____
Username: _____
Temporary Password: _____

Name: _____
Company: _____
Username: _____
Temporary Password: _____

Name: _____
Company: _____
Username: _____
Temporary Password: _____

Name: _____
Company: _____
Username: _____
Temporary Password: _____

Name: _____
Company: _____
Username: _____
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Name: _____
Company: _____
Username: _____
Temporary Password: _____

Name: _____
Company: _____
Username: _____
Temporary Password: _____



Space Occupancy Count and Monitoring

Enter below the limit for the different types of parkers in the facility.

Facility Count Limit

Total number of spaces that can be occupied before the facility is considered full:

Transient Count Limit

Total number of ticket holding parkers allowed in the facility:

Monthly Contract Count Limit

Total number of monthly contract parkers allowed in the facility:

Space Occupancy Count and Monitoring Automatic Controls

Please check all automatic controls to be configured for this facility. Please only check options for which the desired functionality was included on the project. For example, if a lot full sign was not included in the project, do not check any options referencing a lot full sign.

- Lot Full Sign activated based upon Facility Count Limit
- Lot Full Sign activated based upon Transient Count Limit
- Lot Full Sign activated based upon Monthly Contract Count Limit
- Deactivate Ticket Dispenser based upon Transient Count Limit
- Deactivate Card Reader based upon Monthly Contract Count Limit

Automatic/Scheduled Functions

Automatic Time Schedule Functions

The SmartPark Management Software allows for various functions of the facility to be automated on a time schedule. Please check all automated functions needed below.

- Automatically reverse lane direction based upon a time schedule

Description of time schedule: _____

- Raise/Lower Barrier Gates based upon a time schedule

Description of time schedule: _____

- Raise/Lower Overhead Doors based upon a time schedule

Description of time schedule: _____

- Deactivate Readers or Ticket Dispensers based upon a time schedule

Description of time schedule: _____



Emailed Alerts

The SmartPark Management Software allows for alerts to be emailed depending on various events occurring in the facility - from paper low or out messages to paper jams or tampering. Please the types of messages to be sent as alerts for the facility below.

** This is not a comprehensive list of all options. During training, the SmartPark System Administrator will be shown how to access and configure additional alerts. **

- Ticket Stock (Low and Empty)
- Receipt Paper (Low and Empty)
- Ticket Jam
- Receipt Paper Jam

Emailed Reports

The SmartPark Management Software allows for reports to be emailed when the end of day report is generated. During training, the SmartPark System Administrator will be shown how to access and configure emailed reports.

Alert and Report Recipients

Please enter the information below of those who will be receiving alerts and/or reports from the SmartPark Management Software. During training, the SmartPark System Administrator will be shown how to add additional recipients.

Name: _____
 Email Address: _____
 Email Alerts Email Reports

Name: _____
 Email Address: _____
 Email Alerts Email Reports

Name: _____
 Email Address: _____
 Email Alerts Email Reports

Name: _____
 Email Address: _____
 Email Alerts Email Reports

Name: _____
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Name: _____
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 Email Alerts Email Reports

Name: _____
 Email Address: _____
 Email Alerts Email Reports



**Associated Time
Instruments**

Acceptance & Authorization

THE SYSTEM PROGRAMMING INFORMATION WITHIN THIS DOCUMENT IS SATISFACTORY AND HEREBY ACCEPTED. IT IS UNDERSTOOD THAT PROGRAMMING CHANGES OUTSIDE OF THOSE SPECIFIED WITHIN THIS DOCUMENT, AND THOSE REQUESTED PAST THE SYSTEM FINAL ACCEPTANCE SIGN-OFF DATE, ARE SUBJECT TO PROFESSIONAL SERVICE FEES AND ARE NOT COVERED BY WARRANTY. WE REQUEST THAT THESE FORMS BE FILLED OUT AND RETURNED TO THE ATI TEAM NO LESS THAN **30 DAYS** PRIOR TO THE INSTALLATION START DATE. FAILURE TO RETURN THESE COMPLETED FORMS WITHIN THIS TIME PERIOD MAY DELAY THE START OF INSTALLATION.

Thank you for allowing ATI to provide you with your TIBA Parking Access and Revenue Control System.
WELCOME TO THE ATI FAMILY!



AGREED ON BEHALF OF CLIENT:

SIGNATURE

PRINT NAME AND TITLE

COMPANY

DATE