ParkNYC

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User's Manual for Fleet Administrator

1. Fleet manager account creation

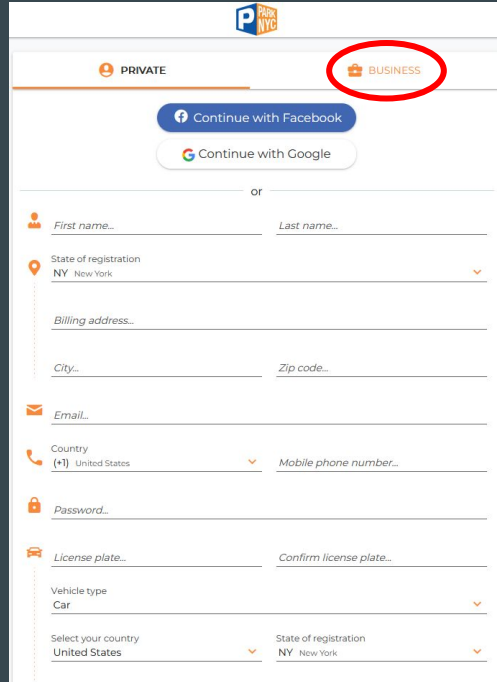a. Connect to https://my.nyc.flowbirdapp.com

b. Click on Guest, and Sign Up
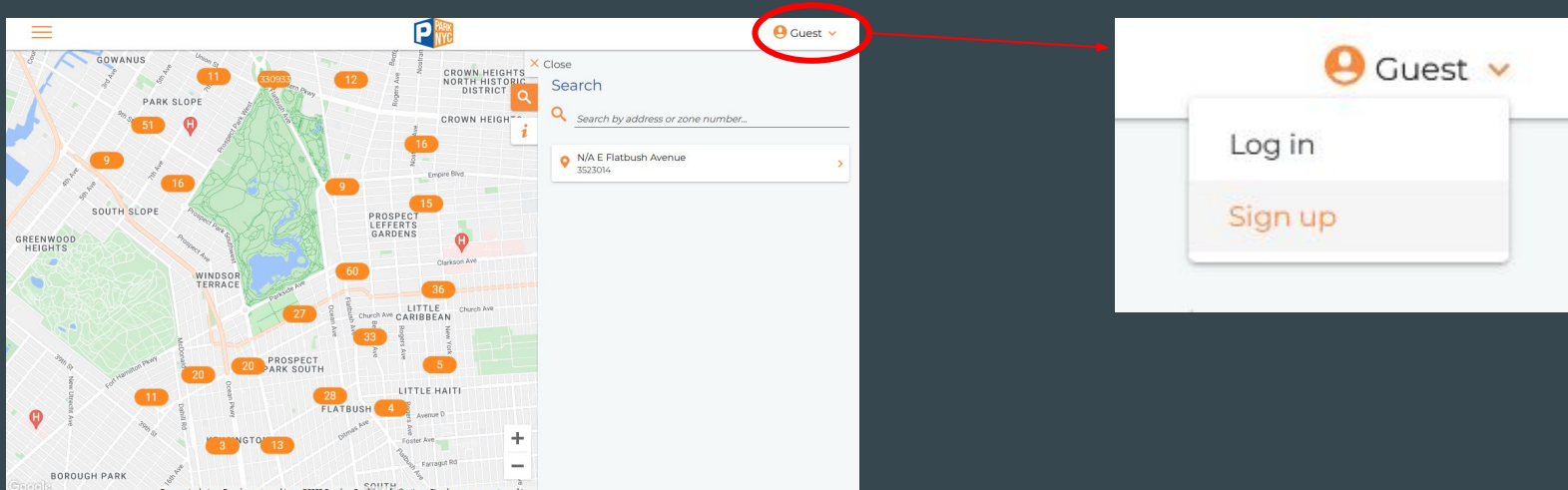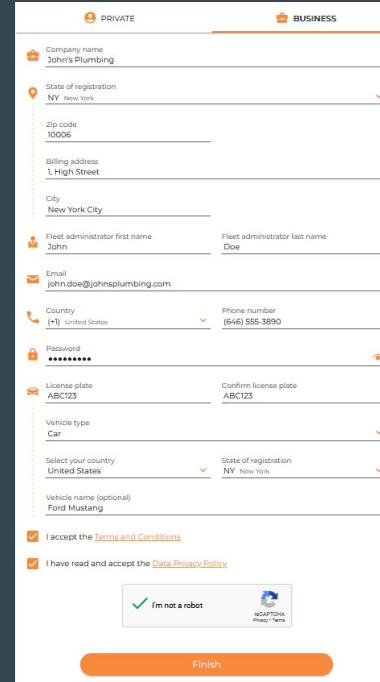
1. Fleet manager account creation

c. Select Business account

d. Fill in the form with all required information

Important : To secure the wallet balance migration, please use the same email address than the one used in your former ParkNYC account

1. Fleet manager account creation

e. Welcome Message
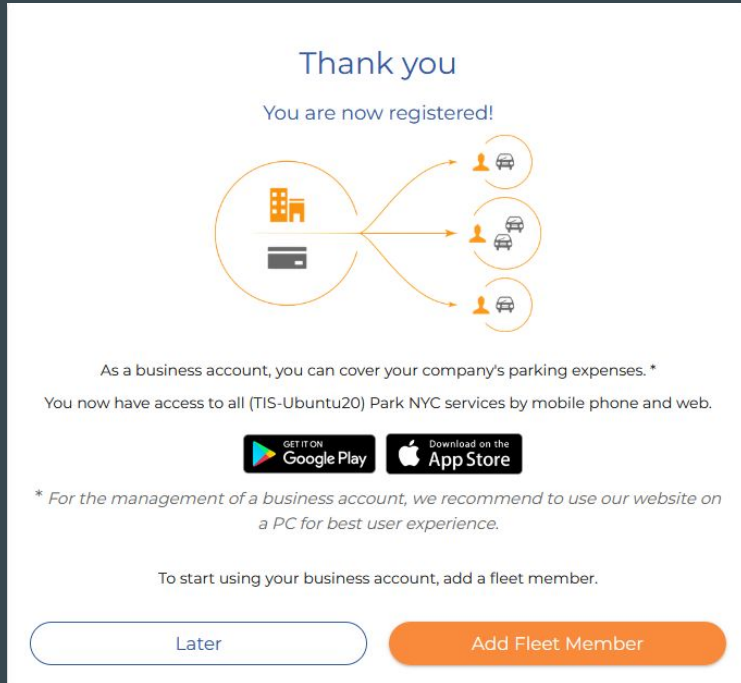
f. Click on Add Fleet Member and start managing the Fleet
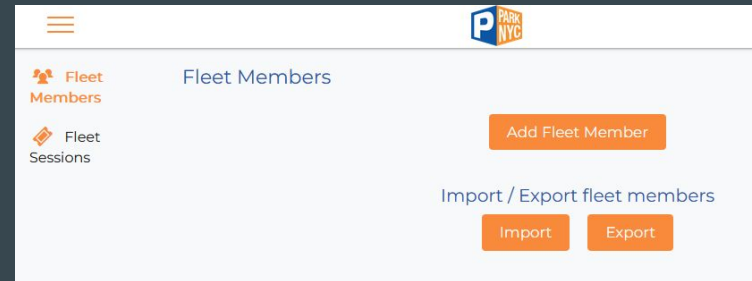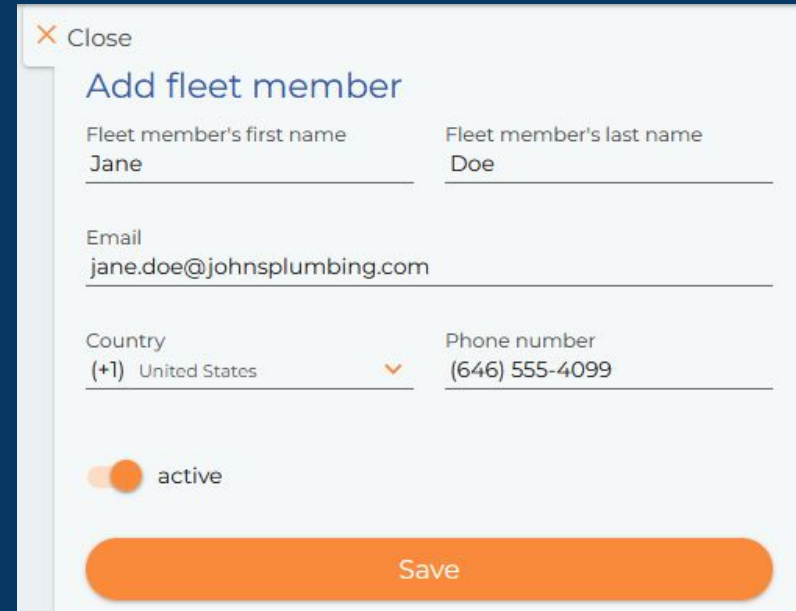
2. Create fleet members (individual creation)

a. Click on "Add Fleet Member"

Add Fleet Member

b. Fill in the requested information and click on Save

✕ Close

Add fleet member

Fleet member's first name
Jane

Fleet member's last name
Doe

Email
jane.doe@johnsplumbing.com

Country
(+1) United States

Phone number
(646) 555-4099

active

Save

2. Create fleet members (unitary creation)

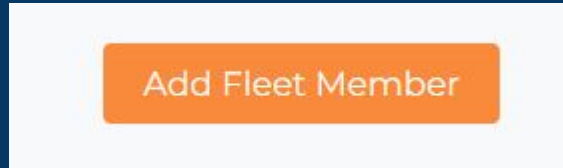c. Add a vehicle to the fleet member (optional at this stage)

d. Click on "+" to add vehicles

e. Fill in vehicle details and Save

2. Create fleet members (individual creation)

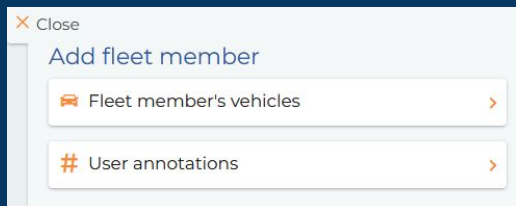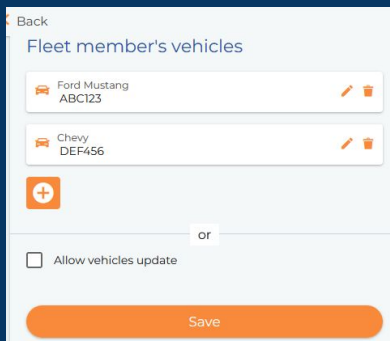f. The new user appears in the list of Fleet Members

3. Create fleet members (by batch)

a. To get the model of input file for the fleet creation by batch, first click on the Export Button (Note : a template is also available after having clicked on the Import Button)

b. And open the downloaded file with Excel

export(8).csv
Ouvrir le fichier

	A	B	C	D	E	F	G	H	I	J
	id,status,firstname,lastname,email,phone,can_edit_vehicle,vehicles									
	12b1b118cb7211ec9b1b506b8dde053a,active,"Jane ",Doe,jane.doe@johnsplumbing.com,(1)6465554099,false,"ABC123,DEF456"									

3. Create fleet members (by batch)

c. Transform the csv file into an excel spreadsheet by using the Convert Data function.
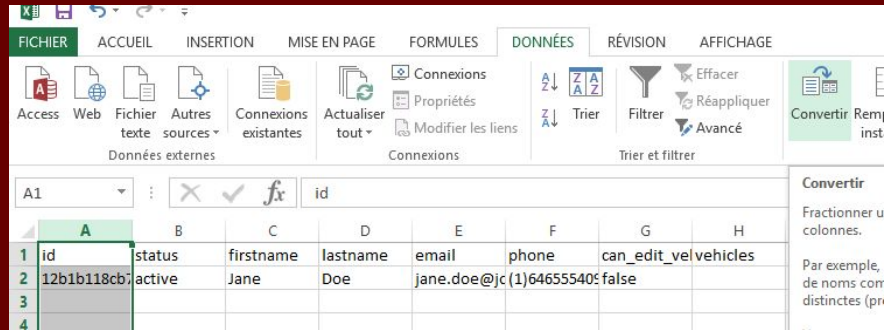
d. then select the comma separator
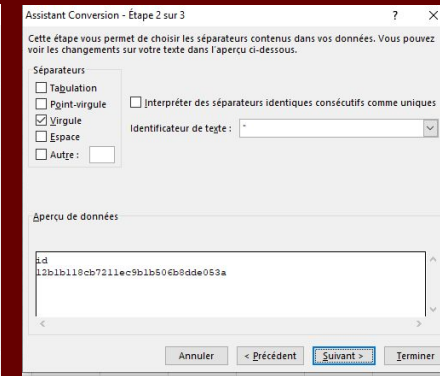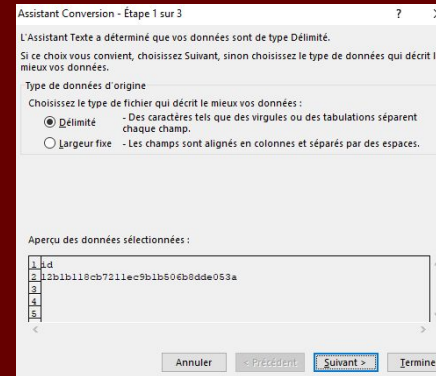
e. you now have a readable table that you can complete

3. Create fleet members (by batch)

f. Fill in the table with all your employees.

Several license plates can be added by separating them with a coma

Member's Id must stay blank.

Then save your excel file under the csv format with semi-coma separator

| id	status	firstname	lastname	email	phone	can_edit_vehicle	vehicles
12b1b118cb7211ec9b1b506b8dde053a	active	Jane	Doe	jane.doe@johnsplumbing.test	(1)6465554099	false	ABC123,DEF456
	active	Nathalie	Portman	nathalie.portman@johnsplumbing.test	(1)6465554087	yes	
	active	George	Clooney	george.clooney@johnsplumbing.test	(1)6465554089	false	ABC2345
	active	Florian	Treuvey	florian.treuvey+user3@flowbird.group	(1)6465554088	yes	AV031TL

3. Create fleet members (by batch)

g. From the website "Fleet members" view, click on Import, select your previously edited file, and click on Import
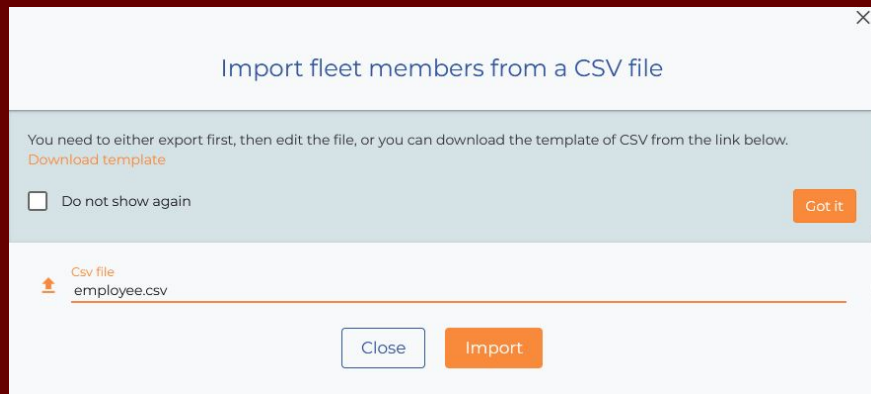
h. The import process is shown through the progress bar, and the end result is displayed below

Import fleet members from a CSV file

You need to either export first, then edit the file, or you can download the template of CSV from the link below.
Download template

☐ Do not show again   Got it

Csv file
employee.csv

Close   Import

Import fleet members from a CSV file

You need to either export first, then edit the file, or you can download the template of CSV from the link below.
Download template

☐ Do not show again   Got it

4 / 4 Import is performed successfully
100%

Close   Download report

3. Create fleet members (by batch)

i. The new members are now visible in the fleet members page

Fleet Members

🔍 Name, email, phone number, vehicles......

[Add Fleet Member] [Import] [Export]
Import / Export fleet members

Please select a fleet member to see more options to manage your fleet

☐	Last/First name	Email	Phone number	Vehicles (license plate)	User annotations	Fleet member accesses
☐	Clooney George	george.clooney@johnsplumbing.test	(1)6465554089	ABC2345		◯
☐	Portman Nathalie	nathalie.portman@johnsplumbing.test	(1)6465554087			🚗
☐	Doe Jane	jane.doe@johnsplumbing.test	(1)6465554099	ABC123 (Ford Mustang), ...		◯
☐	Treuvey Florian	florian.treuvey+user3@flowbird.group	(1)6465554088	AV031TL		🚗

4. Payment management

a. To add a payment mean to the administrator account, click on the hamburger menu on top left of the screen
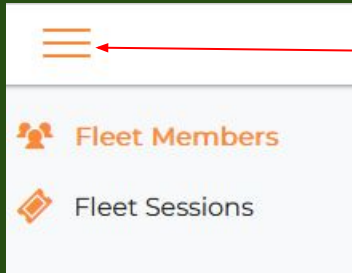
b. A new menu is displayed. Select "My account"
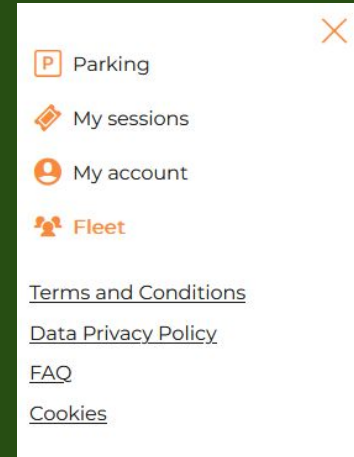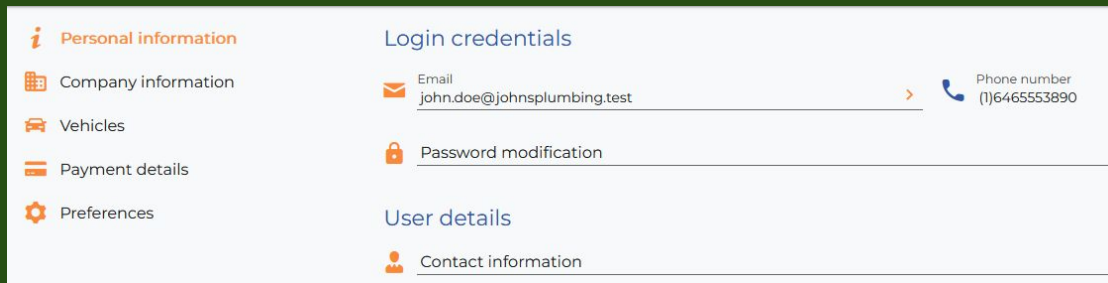
4. Payment management

c. Click on "Payment details"

d. And on "Add Payment Method"

4. Payment management

e. Click on "Bank card" to add a Credit card to your account, and fill in requested information.

Payment Details 🔒

* * Required field

Card Type *

- ● VISA Visa
- ○ mastercard Mastercard
- ○ AMEX Amex
- ○ DISCOVER Discover

Card Number *

4111111111111111

Expiration Month * | **Expiration Year ***
09 | 2032

CVN *
This code is a three or four digit number printed on the back or front of credit cards.

123

Cancel   Finish

👤 John Doe ˅

✅ You have successfully added a new credit card to your account. You can now update credit card information to your preference.
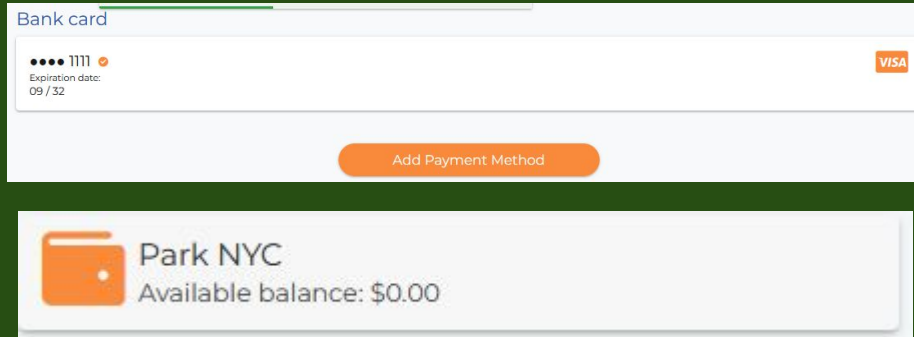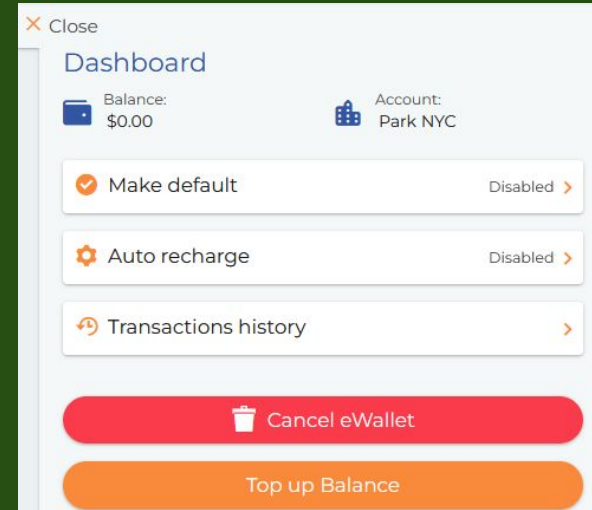
Bank car

●●●● 1111 ✓   VISA
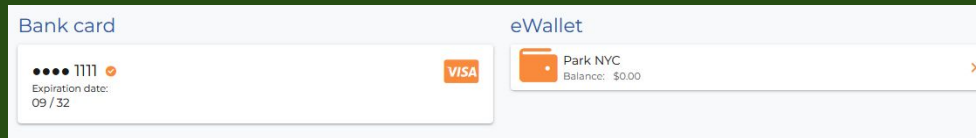Expiration date:
09 / 32

4. Payment management

f. From the same screen, click on "Add payment method" and select Park NYC to activate the wallet

h. If you have eWallet, it will be default payment mean for all the fleet, and activate the auto replenish feature

Bank card

●●●● 1111 ✓
Expiration date:
09 / 32   VISA

Add Payment Method

Park NYC
Available balance: $0.00

g. You now have two different payment method

Bank card

●●●● 1111 ✓
Expiration date:
09 / 32   VISA

eWallet

Park NYC
Balance: $0.00   >

✕ Close

Dashboard

Balance: Account:
$0.00   Park NYC

✓ Make default   Disabled >

⚙ Auto recharge   Disabled >

🕐 Transactions history   >

🗑 Cancel eWallet

Top up Balance

4. Payment management

i. Click on Top up to replenish the wallet balance

Note : the predefined amount are subject to change

j. Select one of the predefined amounts, or enter a custom amount and click on Transfer

k. Balance is then replenished

5. Fleet Members management

a. From the fleet member page, the administrator is able to add or remove rights to the users :

5. Fleet Members management

b. He can also edit a specific user to update the information, add/remove a vehicle, or add some notes on the user

6. User journey

a. As soon as the fleet manager has created his account , the fleet member will receive the following email
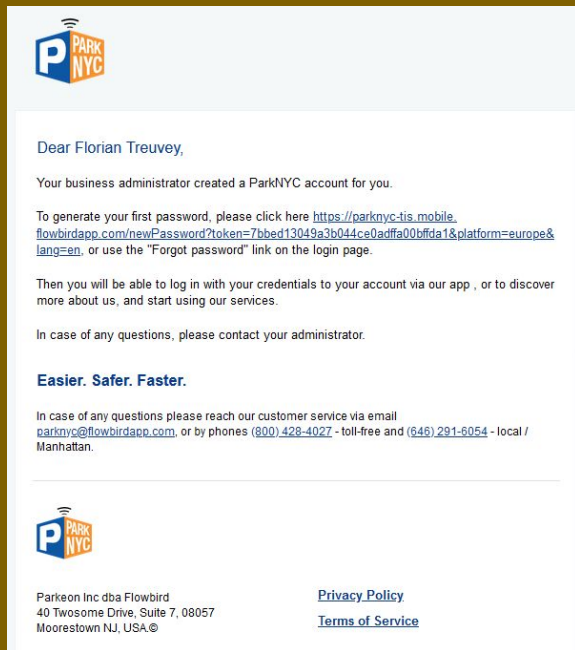
b. He can then either click on the link to create his own password
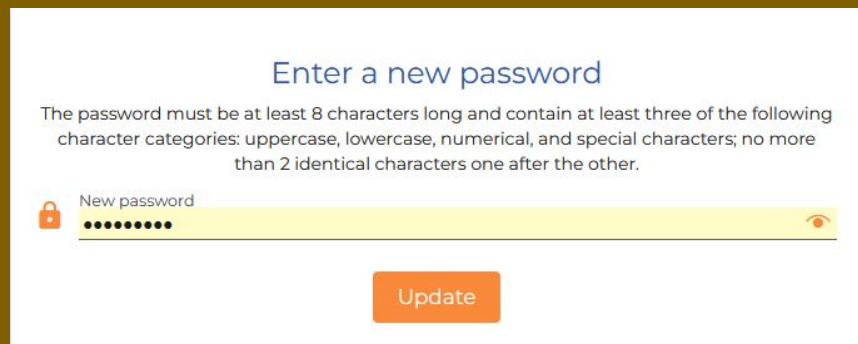
c. or wait for App launch and use it after having clicked on "Forgot Password" link

Note : the URL will be different when in production

6. User journey

c. When logged in into his account, the fleet member doesn't have access to any payment information

6. User journey

d. The user journey is then identical to a standard private user, except they don't have to manage any payment mean

6. User journey - Administrator view

d. From fleet sessions page, the administrator is able to see the ongoing sessions, as well as the history of transactions