



ParkNYC

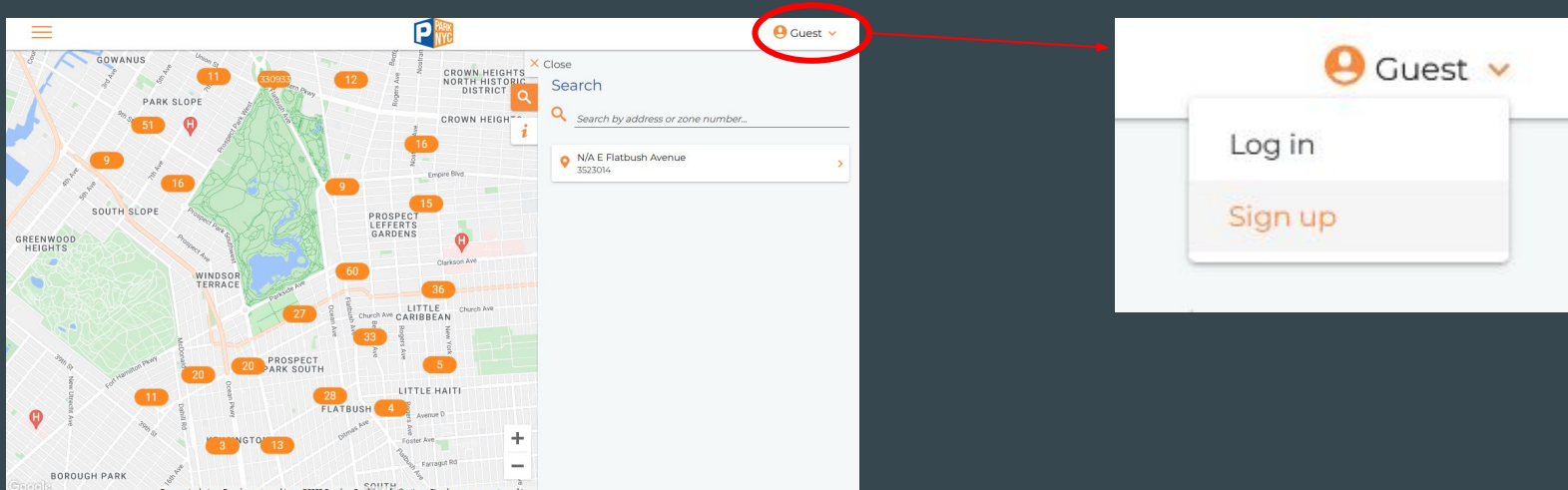


User's Manual for Fleet Administrator

1. Fleet manager account creation

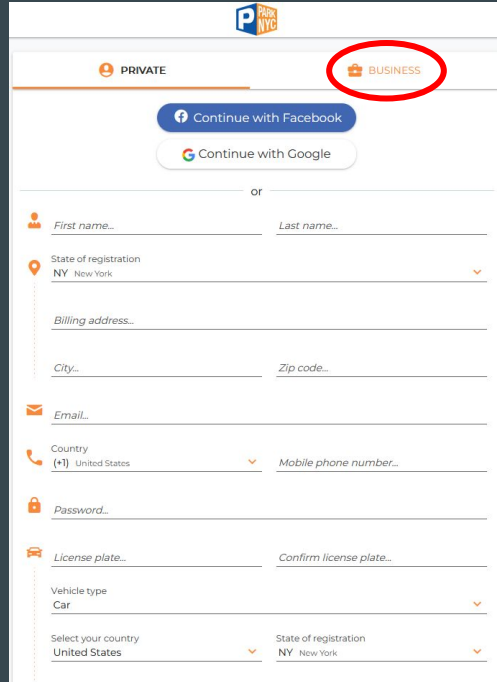
a. Connect to <https://my.nyc.flowbirdapp.com>

b. Click on Guest, and Sign Up



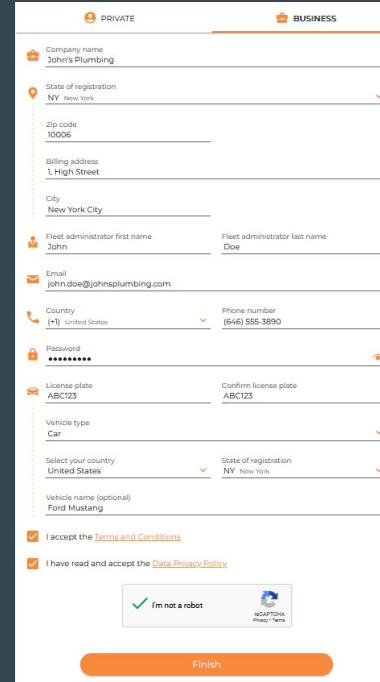
1. Fleet manager account creation

c. Select Business account



The screenshot shows the ParkNYC account creation interface. At the top, there are two tabs: 'PRIVATE' and 'BUSINESS'. The 'BUSINESS' tab is selected and highlighted with a red circle. Below the tabs, there are options to 'Continue with Facebook' and 'Continue with Google'. The form fields are organized into two columns. The left column includes fields for 'First name...', 'Last name...', 'State of registration' (set to 'NY New York'), 'Billing address...', 'City...', 'Zip code...', 'Email...', 'Country' (set to 'United States'), 'Mobile phone number...', 'Password...', and 'License plate...'. The right column includes fields for 'Confirm license plate...', 'Vehicle type' (set to 'Car'), 'Select your country' (set to 'United States'), and 'State of registration' (set to 'NY New York').

d. Fill in the form with all required information

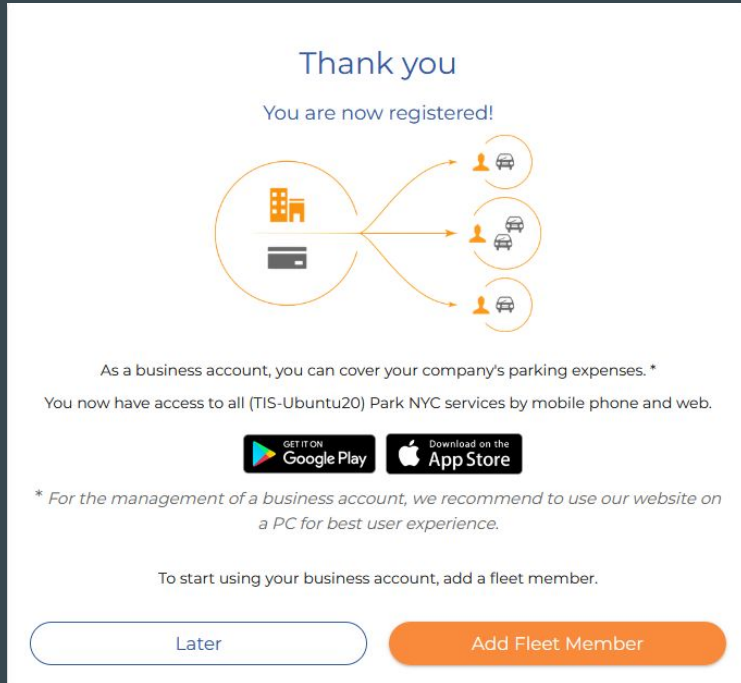


The screenshot shows the same ParkNYC account creation interface, but now all fields are filled out. The 'BUSINESS' tab is still selected. The form fields are filled with the following information: 'Company name' (John's Plumbing), 'State of registration' (NY New York), 'Zip code' (10006), 'Billing address' (1, High Street), 'City' (New York City), 'Fleet administrator first name' (John), 'Fleet administrator last name' (Doe), 'Email' (john.doe@johnsplumbing.com), 'Country' (United States), 'Phone number' ((646) 555-3890), 'Password' (*****), 'License plate' (ABC123), 'Confirm license plate' (ABC123), 'Vehicle type' (Car), 'Select your country' (United States), 'State of registration' (NY New York), and 'Vehicle name (optional)' (Ford Mustang). At the bottom, there are two checkboxes: 'I accept the Terms and Conditions' and 'I have read and accept the Data Privacy Policy', both of which are checked. Below these checkboxes is a CAPTCHA image showing a green checkmark and the text 'I'm not a robot'. At the very bottom, there is a large orange button labeled 'Finish'.

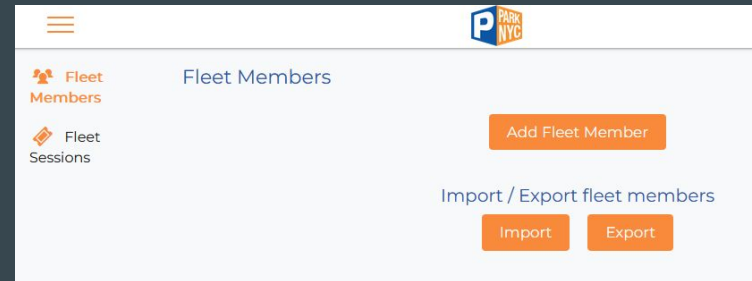
Important : To secure the wallet balance migration, please use the same email address than the one used in your former ParkNYC account

1. Fleet manager account creation

e. Welcome Message

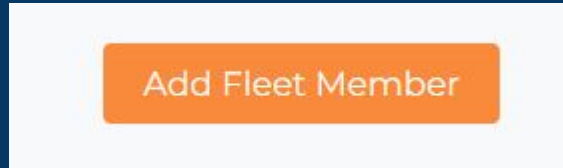


f. Click on Add Fleet Member and start managing the Fleet

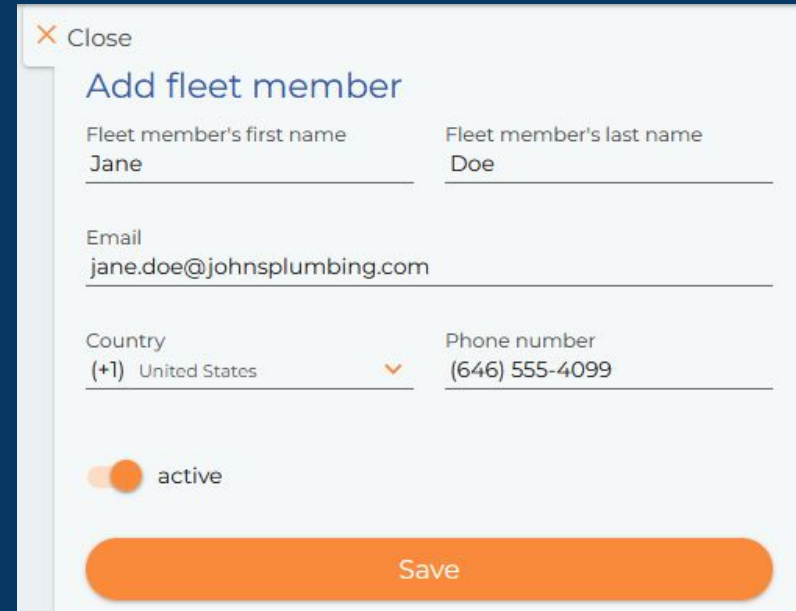


2. Create fleet members (individual creation)

a. Click on “Add Fleet Member”



b. Fill in the requested information and click on Save

A screenshot of a web form titled "Add fleet member" with a close button (X Close) in the top left. The form contains several input fields: "Fleet member's first name" with the value "Jane", "Fleet member's last name" with the value "Doe", "Email" with the value "jane.doe@johnsplumbing.com", "Country" with a dropdown menu showing "(+1) United States" and a downward arrow, and "Phone number" with the value "(646) 555-4099". Below these fields is a toggle switch for "active", which is currently turned on (orange). At the bottom of the form is a large orange button labeled "Save".

X 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

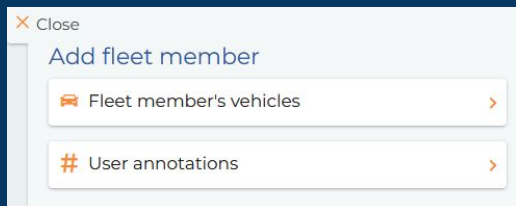
Phone number
(646) 555-4099

☒ active

Save

2. Create fleet members (unitary creation)

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



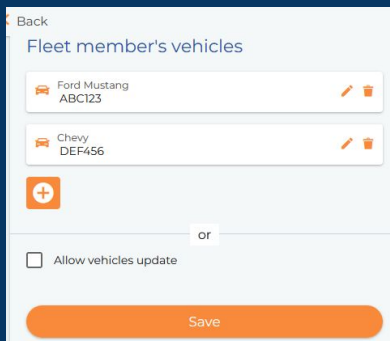
A dialog box titled 'Add fleet member' with a 'Close' button in the top left corner. It contains two input fields: 'Fleet member's vehicles' with a car icon and a right arrow, and 'User annotations' with a hash icon and a right arrow.

e. Fill in vehicle details and Save



An 'Edit vehicle' form with the following fields: 'License plate' (car icon, value: DEF456), 'Vehicle type' (dropdown menu, value: Car), 'Select your country' (dropdown menu, value: United States), 'State of registration' (dropdown menu, value: NY New York), 'Vehicle name (optional)' (text input, value: Chevy), and a checkbox labeled 'Set as default vehicle'.

d. Click on “+” to add vehicles




A screen titled 'Fleet member's vehicles' with a 'Back' button in the top left corner. It displays a list of vehicles: 'Ford Mustang ABC123' and 'Chevy DEF456', each with a car icon and edit/delete icons. Below the list is a '+' button in an orange square. At the bottom, there is a checkbox labeled 'Allow vehicles update' and a large orange 'Save' button.

2. Create fleet members (individual creation)

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

Fleet Members



Add Fleet Member

Import

Export

Import / Export fleet members

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

<input type="checkbox"/>	Last/First name	Email	Phone number	Vehicles (license plate)	User annotations	Fleet member accesses
<input type="checkbox"/>	Doe Jane	jane.doe@johnsplumbing.test	(1)6465554099	ABC123 (Ford Mustang), ...		<input type="radio"/>

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)



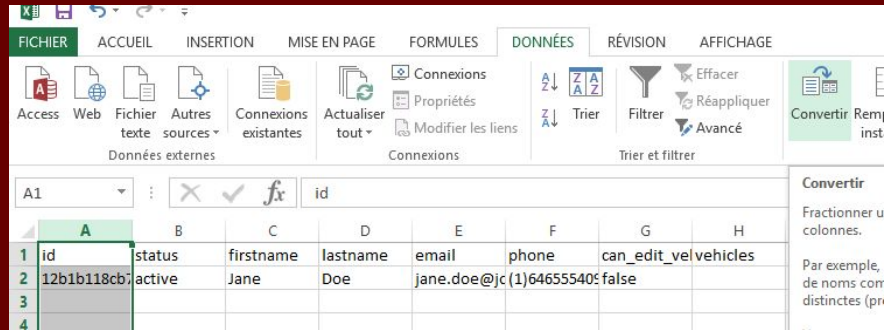
- b. And open the downloaded file with Excel



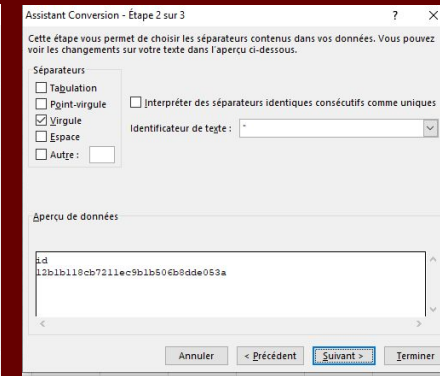
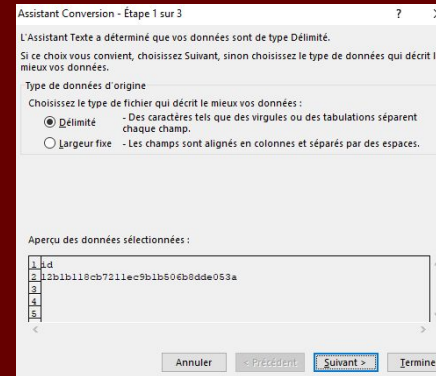
A	B	C	D	E	F	G	H	I	J
id,status,firstname,lastname,email,phone,can_edit_vehicle,vehicles									
12b1b118cb7211ec9b1b506b8dde053a,	active,"Jane ",Doe,jane.doe@johnsplumbing.com,(1)6465554099,	false,"ABC123,DEF456"							

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

id	status	firstname	lastname	email	phone	can_edit_vehicle	vehicles
12b1b118cb7211ec9b1b506b8dde053a	active	Jane	Doe	jane.doe@johnsplumbing.test	(1)6465554099	false	ABC123,DEF456

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

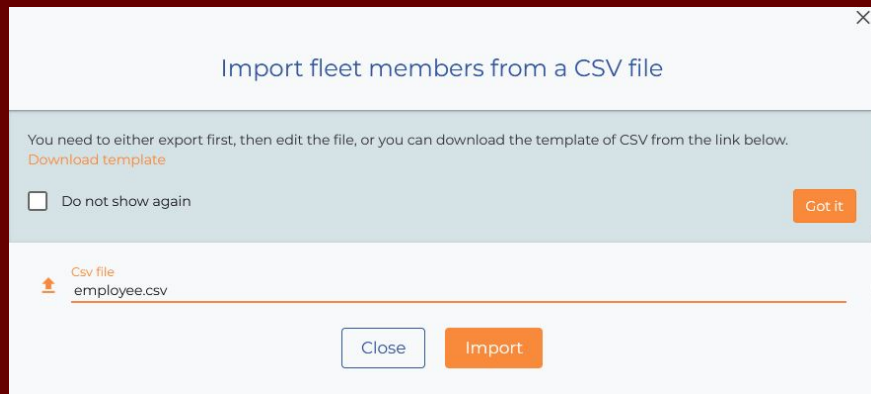
Member's Id must stay blank.

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

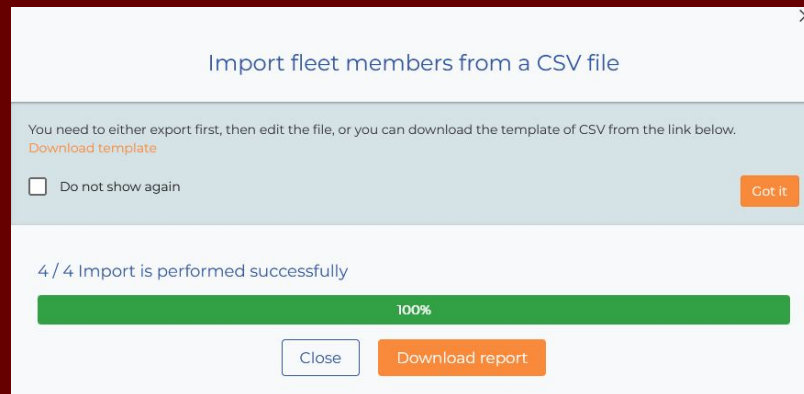
A	B	C	D	E	F	G	H
id	status	firstname	lastname	email	phone	can_edit_vehicle	vehicles
12b1b118cb7211ec9b1b506b8dde053a	active	Jane	Doe	jane.doe@johnsplumbing.test	(1)6465554099	false	ABC123,DEF456
	active	Nathalie	Portman	nathalie.portman@johnsplumbing.test	(1)6465554087	yes	
	active	George	Clooney	george.clooney@johnsplumbing.test	(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



3. Create fleet members (by batch)

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

Fleet Members





Add Fleet Member

Import

Export

Import / Export fleet members

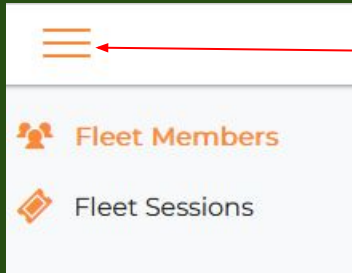
Please select a fleet member to see more options to manage your fleet

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

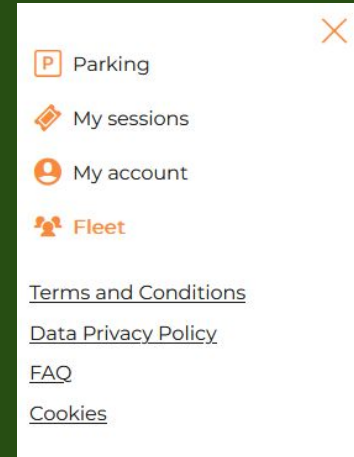
4. Payment management

Important : this feature will be available on the 17th of October at 4AM

- a. To add a payment mean to the administrator account, click on the hamburger menu on top left of the screen

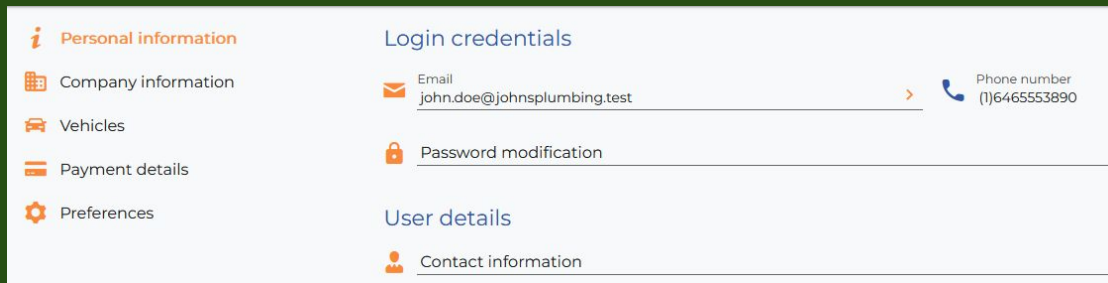


- b. A new menu is displayed. Select “My account”



4. Payment management

c. Click on “Payment details”



The interface shows a user profile management page. On the left is a sidebar with icons and labels: Personal information, Company information, Vehicles, Payment details (highlighted), and Preferences. The main area is divided into two sections. The top section, titled 'Login credentials', contains fields for Email (john.doe@johnsplumbing.test) and Phone number ((1)6465553890), with a 'Password modification' link below. The bottom section, titled 'User details', contains a 'Contact information' link.

Personal information

- Company information
- Vehicles
- Payment details**
- Preferences

Login credentials

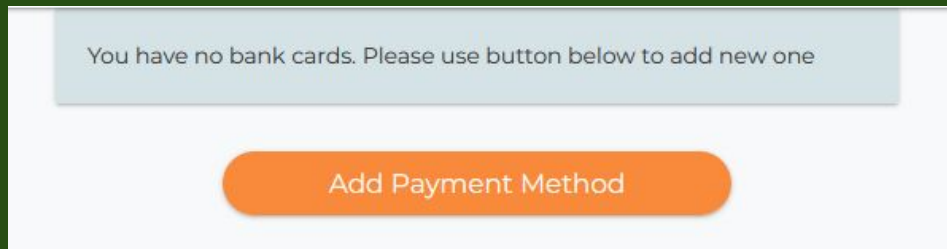
Email: john.doe@johnsplumbing.test

Phone number: (1)6465553890

User details

Contact information

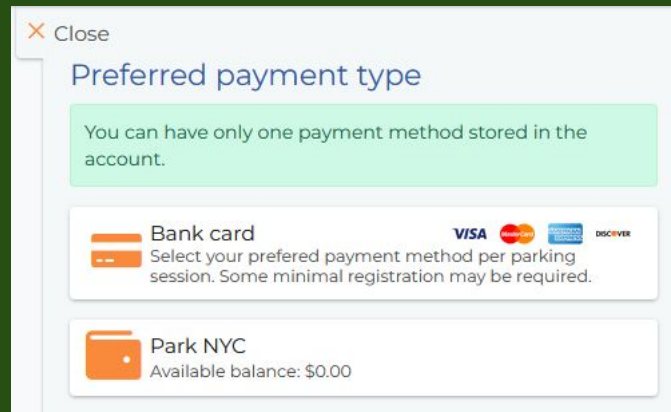
d. And on “Add Payment Method”



The screen displays a message: 'You have no bank cards. Please use button below to add new one'. Below the message is a large orange button labeled 'Add Payment Method'.

You have no bank cards. Please use button below to add new one

Add Payment Method



The screen is titled 'Preferred payment type' and includes a 'Close' button. A green box contains the text: 'You can have only one payment method stored in the account.' Below this are two options: 'Bank card' (with a card icon and logos for VISA, Mastercard, American Express, and Discover) and 'Park NYC' (with a folder icon). The 'Bank card' option has a description: 'Select your preferred payment method per parking session. Some minimal registration may be required.' The 'Park NYC' option shows an 'Available balance: \$0.00'.

Close

Preferred payment type

You can have only one payment method stored in the account.

Bank card
Select your preferred payment method per parking session. Some minimal registration may be required.

Park NYC
Available balance: \$0.00


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

☐  Mastercard

☐  Amex

☐  Discover

Card Number *


Expiration Month * Expiration Year *


▼

▼

CVN *

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




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

John Doe ▼

Bank card

●●●● 1111 ✓

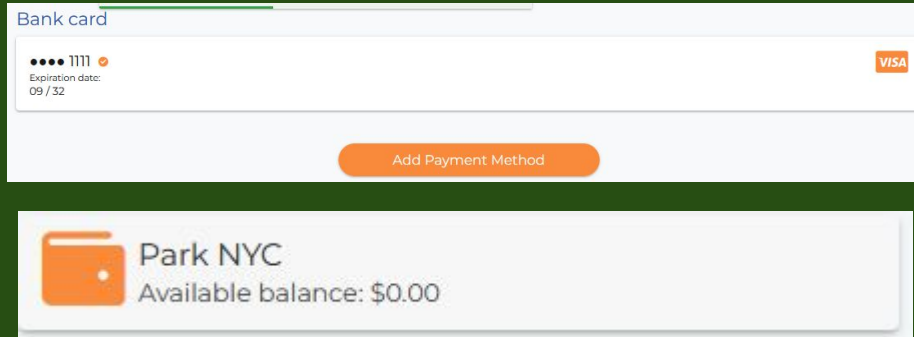
Expiration date:
09 / 32



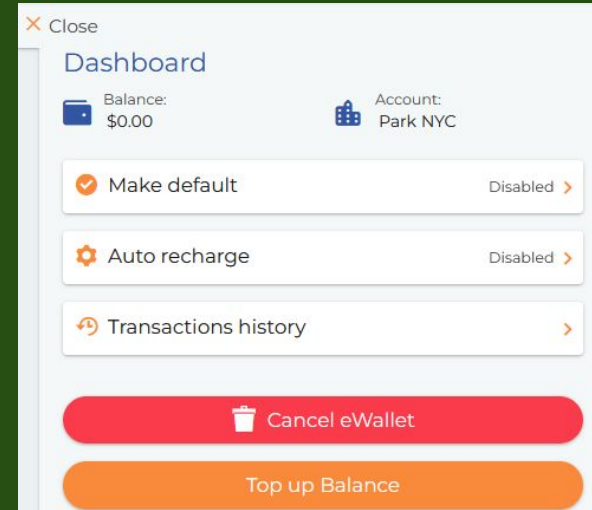
4. Payment management

Relying on your email address, in case you had an eWallet in the former system, the previous balance will be transferred on the 17th of October.

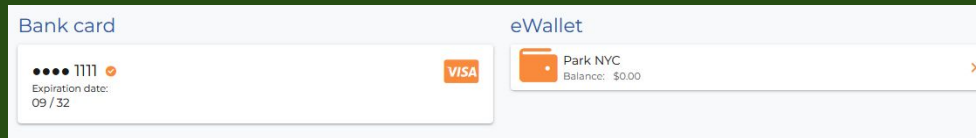
f. From the same screen, click on “Add payment method” and select Park NYC to activate the wallet



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



g. You now have two different payment method



4. Payment management

i. Click on Top up to replenish the wallet balance

Back

Specify the transfer amount

☐ \$1 ☒ \$1,000

Enter custom amount − \$1.00 +

Administrative fee: \$0.05

Transfer

Payment source
 ●●●● 1111 — Expiration date: 09 / 32

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

Specify the transfer amount

☐ \$1 ☐ \$1,000

Enter custom amount − \$125.00 +

Administrative fee: \$0.05

Transfer

k. Balance is then replenished

Park NYC
Balance: \$125.00

Note : the predefined amount are subject to change

5. Fleet Members management

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

Import / Export fleet members

<div><div>Parking</div><div><div><div><div><div></div></div></div><div><div></div></div><div><div></div></div><div><div></div></div></div><div>More actions</div></div></div>						
<input type="checkbox"/>	Last/First name	Allow vehicles update	Phone number	Vehicles (license plate)	User annotations	Fleet member accesses
<input checked="" type="checkbox"/>	Clooney George	<div>Deny vehicles update</div>	(1)6465554089	ABC2345		<input type="radio"/>
<input checked="" type="checkbox"/>	Portman Nathalie		(1)6465554087			
<input type="checkbox"/>	Doe Jane		(1)6465554099	ABC123 (Ford Mustang), ...		<input type="radio"/>
<input type="checkbox"/>	Treuvey Florian		(1)6465554088	AV031TL		

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

✕ Close

Update fleet member

Fleet member's first name

George

Fleet member's last name

Clooney

Email

george.clooney@johnsplumbing.test

Country

(+1) United States

▼


Phone number

(646) 555-4089


☒

active

Save

 Fleet member's vehicles

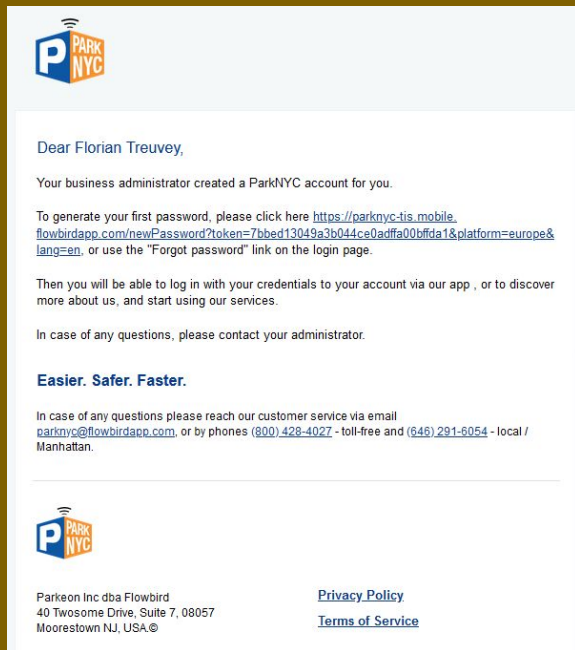
>

 User annotations

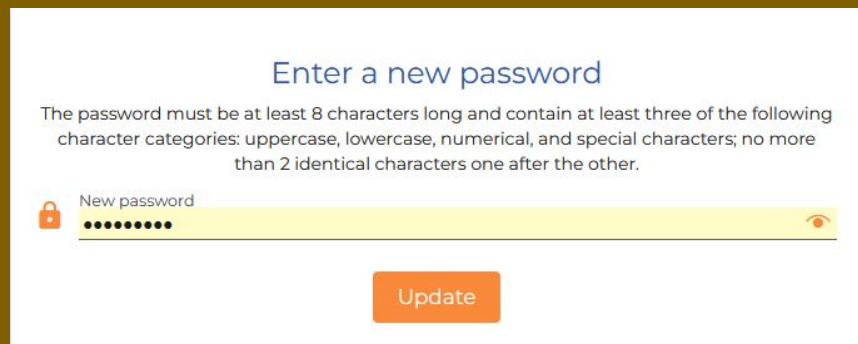
>

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

The screenshot shows a user profile page for 'Florian Treuvey'. On the left is a sidebar with a menu icon and three items: 'Personal information' (with an info icon), 'Vehicles' (with a car icon), and 'Preferences' (with a gear icon). The main content area is divided into two sections. The top section, 'Login credentials', contains an email field with the value 'florian.treuvey+user3@flowbird.group', a phone number field with the value '(1)6465554088', and a 'Password modification' link with a lock icon and a plus sign. The bottom section, 'User details', contains a 'Contact information' link with a person icon and a plus sign. The top right of the page shows the user's name 'Florian Treuvey' with a dropdown arrow. The top left has a hamburger menu icon.

The screenshot shows a time selection interface. At the top, there is a 'Back' button. Below it, the 'From' time is 'Today 4:53 AM'. The 'To' time is 'Set exact end time', with a right arrow. Below this is a section titled 'Set time with the wheel or calendar'. It features a circular time picker with an orange arc. The center of the wheel displays '6:08 AM Today' and '\$1.75'. The wheel has markers for 1h, 30m, 24m, 12m, 48m, 36m, and 1h. A blue dot is positioned at the 1h 15m mark. At the bottom is an orange 'CONFIRM' button.

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

Back

From
Today 4:53 AM

To
Set exact end time

Set time with the wheel or calendar

6:08 AM
Today
\$1.75

CONFIRM

Back

Transaction confirmation

Location
776 W Franklin Avenue (307192) New York

Vehicle
AV031TL

Rate
Default

Start time 4:53 AM Today	Duration 1h 15min	End time 6:08 AM Today
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Price: \$2.12
Convenience fee: \$0.15

☐ Reminder period before expiration

Purchase

Transaction confirmation

Your payment has been successfully completed.

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

The screenshot displays the 'Fleet Sessions' page for an administrator. The page is divided into three main sections: 'Session history', 'Ongoing parking sessions', and 'Upcoming'. The 'Session history' section shows 'You have no parking history'. The 'Ongoing parking sessions' section displays a detailed view of a session for 'New York' at '776 W Franklin Avenue (307192)'. The session details include 'From: 4:53 AM Today', 'To: 6:08 AM Today', 'Vehicles: AV031TL', 'Rate: Default', and 'Paid: \$2.12'. There is also a 'Your note...' field and an information icon. The 'Upcoming' section shows 'You have no upcoming parking sessions'. The top navigation bar includes 'Fleet Members', 'Fleet Sessions' (highlighted), 'Past', 'Active', and 'Upcoming'.

Fleet Members

Fleet Sessions

Past

Active

Upcoming

Session history

You have no parking history

Ongoing parking sessions

From: 4:53 AM Today To: 6:08 AM Today

New York
Location
776 W Franklin Avenue (307192)

Vehicles AV031TL Rate Default

Paid \$2.12

Your note...

Upcoming

You have no upcoming parking sessions