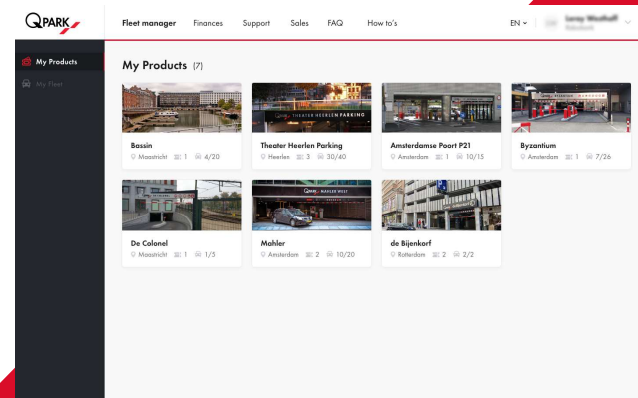
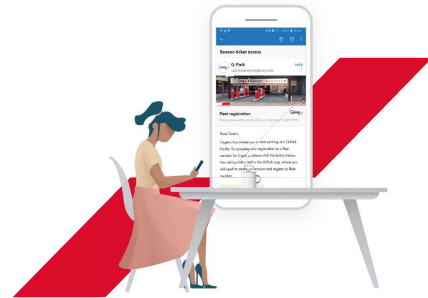


Logging in to the Fleet Management Portal

- The log-in details for the portal will be sent to you by Q-Park.
Only one e-mail address can be linked to the log in account.
- You can easily log into the fleet portal via www.q-park.nl/login.
- To log in, select the following block: Log in as Fleet Manager.

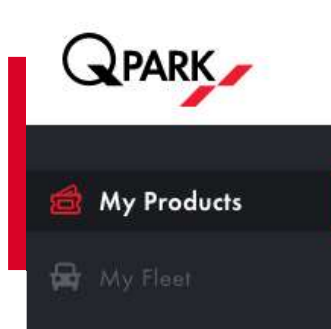


Overview page

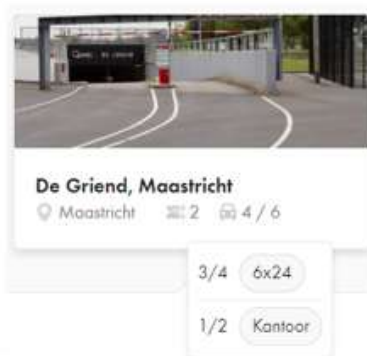
The overview page lists all information on the different subscription options:

- Car park(s) where the subscriptions are valid.
- Number of parking rights (assigned and open)
1 access pass = 1 assigned parking right.
- On the overview page, you will see one block per location. All different types of subscriptions are bundled on this page. You can see the division by hovering the cursor over the parking rights.

Explanation of buttons – legend



My products: The overview page.
My Fleet: Overview of all assigned parking rights listing type of product, e-mail, date and status.



2

Number of different types of subscriptions

4 / 6

Assigned parking rights versus total parking rights

3/4 6x24
1/2 Kantoor

Distribution of numbers per type of subscription

Specifics per car park

Overall overview of all parking rights in a specific car park (for example De Griend).

- Name of user.
- Email address on which the user receives the invitation. This does not mean that the account is already registered. View status to see whether the invitation has been accepted or not.
- Parking rights.
- Date on which user account was created.
- Status: Active or pending (invitation not yet accepted).

Gedelegeerde parkeerrechten (4)

NAAM	E-MAIL	PRODUCTEN	AANMAAKDATUM	STATUS
testat 1	testat1@ziggo.nl	6x24 - De Griend, Maastricht	10/12/2020	Actief
testat 3	testat3@ziggo.nl	6x24 - De Griend, Maastricht	10/12/2020	Actief
testat 4	testat4@ziggo.nl	6x24 - De Griend, Maastricht	10/12/2020	Actief
testat 5	testat5@ziggo.nl	Kantoor - De Griend, Maastricht	10/12/2020	Actief

Pagina grootte: 25

My Products (7)

Delegated parking rights (30)

NAME	EMAIL	PARKING RIGHTS	CREATION DATE	STATUS
testat 1	testat1@ziggo.nl	Kantoor - Theater Heerlen Parking	12/02/2020	Active
testat 2	testat2@ziggo.nl	5x24 - Theater Heerlen Parking	12/02/2020	Active
testat 3	testat3@ziggo.nl	Kantoor - Theater Heerlen Parking	12/02/2020	Active
testat 4	testat4@ziggo.nl	5x24 - Theater Heerlen Parking	12/02/2020	Active
testat 5	testat5@ziggo.nl	5x24 - Theater Heerlen Parking	12/02/2020	Pending
testat 6	testat6@ziggo.nl	Kantoor - Theater Heerlen Parking	12/02/2020	Active
testat 7	testat7@ziggo.nl	Kantoor - Theater Heerlen Parking	12/02/2020	Pending
testat 8	testat8@ziggo.nl	Kantoor - Theater Heerlen Parking	12/02/2020	Revoked
testat 9	testat9@ziggo.nl	Kantoor - Theater Heerlen Parking	12/02/2020	Active

Showing 1 to 10 of 30

Change user

- Edit user (name and parking rights).
The invited user can register another email address (other than the one to which an invitation was sent) via the app, but this cannot be changed afterwards.
- Remove user. This both revokes the parking rights and removes the user from the Fleet Management Portal.
- To change a user, click on the three dots next to status.
- Re-send the invitation for the parking right.

- Revoking parking right
- Click on the selection box in front of the Username.
At the top, click: revoke parking right.
This revokes the parking right but does not remove the user from the Fleet Management Portal. This is useful if the user has more than one different type of parking rights assigned to them.

QPARK Fleet manager Finances Support Sales FAQ How to's EN

My Products

My Products (7)

Bassin
Maastricht 1 4/20

Theater Heerlen Parking
Heerlen 3 30/40

Amsterdamse Poort P21
Amsterdam 1 10/15

Byzantium
Amsterdam 1 7/26

Delegated parking rights (30) [Show filters](#) [Add delegate](#)

<input type="checkbox"/>	NAME	EMAIL	PARKING RIGHTS	CREATION DATE	STATUS	
<input type="checkbox"/>	Team Support	team.support@theaterheerlen.nl	Kantoor - Theater Heerlen Parking	12/02/2020	Active	...
<input type="checkbox"/>	Clarinke van der Vliet	clarinke.vander.vliet@theaterheerlen.nl	5x24 - Theater Heerlen Parking	12/02/2020	Active	...
<input type="checkbox"/>	Wesley Wever	wesley.wever@theaterheerlen.nl	Kantoor - Theater Heerlen Parking	12/02/2020	Active	...
<input type="checkbox"/>	Frank Jansen	frank.jansen@theaterheerlen.nl	5x24 - Theater Heerlen Parking	12/02/2020	Revoked	...
<input type="checkbox"/>	Willy Vermeij	willy.vermeij@theaterheerlen.nl	5x24 - Theater Heerlen Parking	12/02/2020	Active	...
<input type="checkbox"/>	Jack Jansen	jack.jansen@theaterheerlen.nl	5x24 - Theater Heerlen Parking	12/02/2020	Pending	...

Showing 6 of 6

< Previous 1 Next >

QPARK Fleet manager Finances Support Sales FAQ How to's EN

My Fleet [Show filters](#) [Add fleet member](#)

<input type="checkbox"/>	NAME	EMAIL	PARKING RIGHTS	CREATION DATE	STATUS	
<input type="checkbox"/>	Team Support	team.support@theaterheerlen.nl	Kantoor - Theater Heerlen Parking +2	12/02/2020	Active	...
<input type="checkbox"/>	Clarinke van der Vliet	clarinke.vander.vliet@theaterheerlen.nl	Kantoor - Theater Heerlen Parking +2	12/02/2020	Active	...
<input type="checkbox"/>	Wesley Wever	wesley.wever@theaterheerlen.nl	Kantoor - Theater Heerlen Parking	12/02/2020	Active	...
<input type="checkbox"/>	Frank Jansen	frank.jansen@theaterheerlen.nl	Kantoor - Theater Heerlen Parking +1	12/02/2020	Revoked	...
<input type="checkbox"/>	Willy Vermeij	willy.vermeij@theaterheerlen.nl	Kantoor - Theater Heerlen Parking	12/02/2020	Active	...
<input type="checkbox"/>	Jack Jansen	jack.jansen@theaterheerlen.nl	Kantoor - Theater Heerlen Parking	12/02/2020	Pending	...
<input type="checkbox"/>	Willy Vermeij	willy.vermeij@theaterheerlen.nl	Kantoor - Theater Heerlen Parking +2	12/02/2020	Active	...
<input type="checkbox"/>	Willy Vermeij	willy.vermeij@theaterheerlen.nl	Kantoor - Theater Heerlen Parking	12/02/2020	Pending	...
<input type="checkbox"/>	Wesley Wever	wesley.wever@theaterheerlen.nl	Kantoor - Theater Heerlen Parking	12/02/2020	Revoked	...
<input type="checkbox"/>	Wesley Wever	wesley.wever@theaterheerlen.nl	Kantoor - Theater Heerlen Parking	12/02/2020	Active	...
<input type="checkbox"/>	Wesley Wever	wesley.wever@theaterheerlen.nl	Kantoor - Theater Heerlen Parking +1	12/02/2020	Active	...
<input type="checkbox"/>	Wesley Wever	wesley.wever@theaterheerlen.nl	Kantoor - Theater Heerlen Parking	12/02/2020	Pending	...
<input type="checkbox"/>	Wesley Wever	wesley.wever@theaterheerlen.nl	Kantoor - Theater Heerlen Parking	12/02/2020	Active	...

Showing 1 to 13 of 250 Fleet members

< Previous 1 2 3 ... 7 Next >

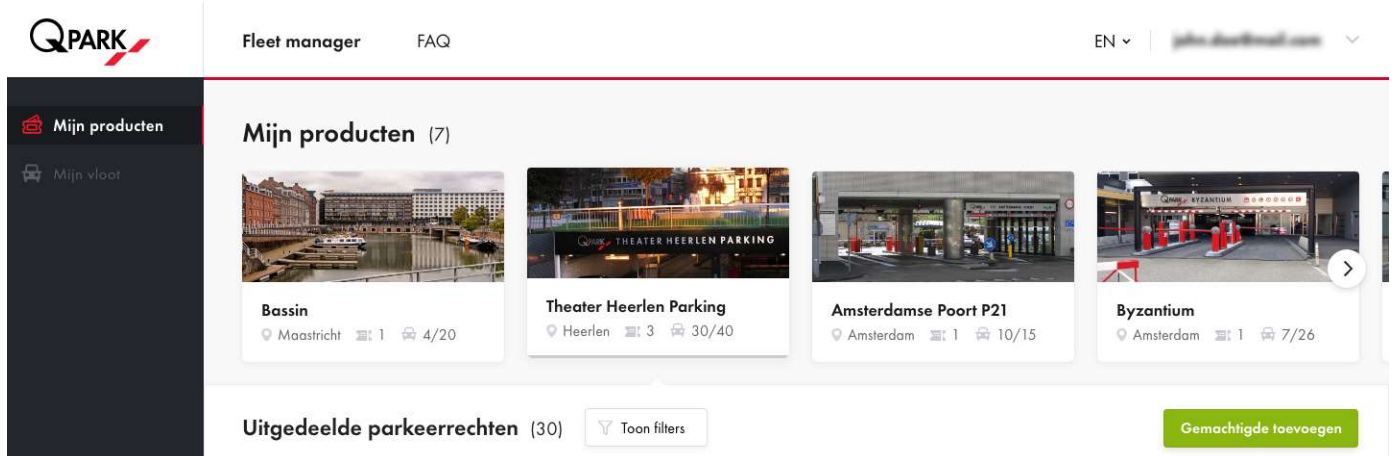
Multi select

Revoke

- Revoking parking rights of all selected users.
- Remains visible in My Fleet, but without parking rights.
- Re-assign parking rights: click on the three dots and choose 'edit delegate profile'. You can assign new parking rights.

Remove user

- This removes both the user and the assigned parking rights.
- The user will no longer be listed in the My Fleet overview.
- To re-add the user, select 'add delegate'.



Adding users

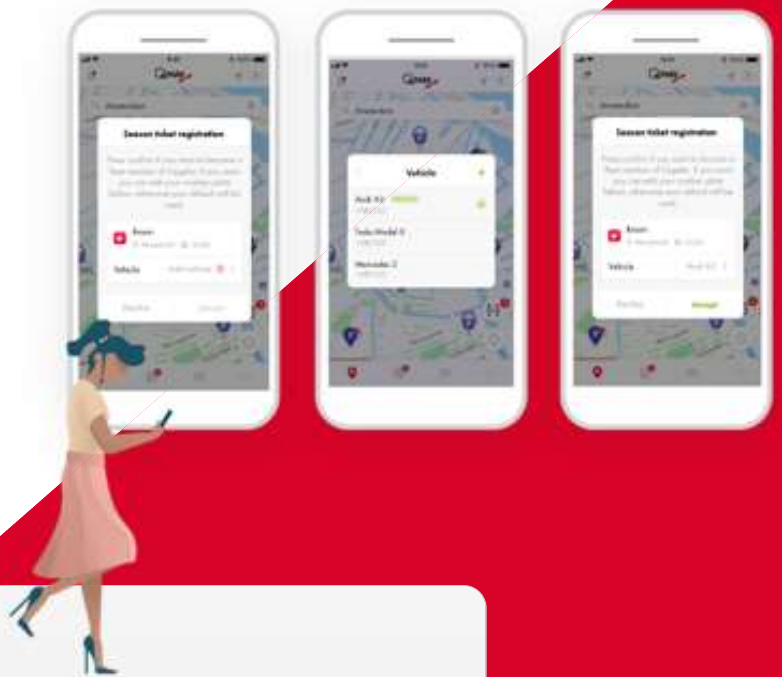
On the car park page, click on the green button on the right called: add delegate.

- Enter the first name + surname here.
- Email address to which the invitation must be sent.
- Link the correct parking rights.

What does the employee need to do now?

- Download the new Q-Park app.
- Accept the invitation in the app.
- Add a number plate.

*the old Q-Park app can be removed



Q-Park App

The new Q-Park app is required for anyone who wants to park.

As a Fleet manager, you will also need this if you use a parking right.

- The app is linked to the parking rights assigned by the employer.
- Employees enter their number plates in the app. A single number plate can be linked per assigned parking right.
- Open pedestrian doors by using the QR code in the app.
- Link to private use.