

SMART PARKING SYSTEM 1.1

ADMINISTRATION PORTAL

FOR CARPARK OPERATOR

USER MANUAL

VERSION 1.1

8.10.2021

Version	Primary Author(s)	Description of Version	Date Completed
1.0.	HKSARG	Final Version	08/08/2016
1.1	HKSARG	SPS Terminal App Download Link and QR Code Updated	08/10/2021

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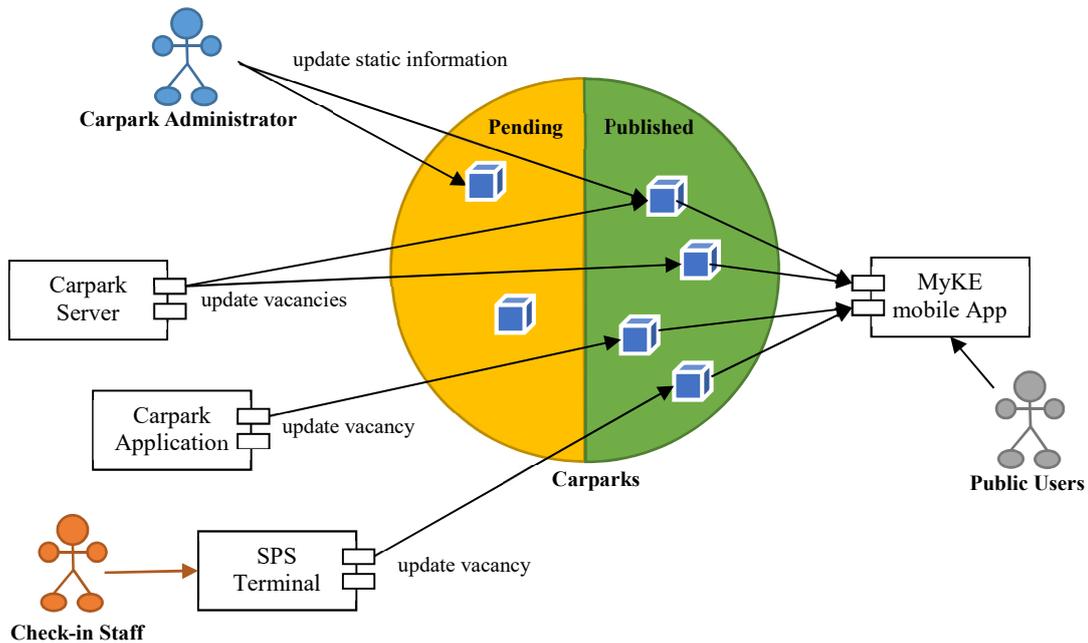
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1. INTRODUCTION

1.1 Purpose

1.1.1 Main Concept and Differentiation

Smart Parking System (hereafter called SPS) aims to manage various kinds of parking spaces (e.g. Multi-Storey Carparks, Off-street Carparks and Metered Parking Space) and vehicle types (e.g. Private cars, Light Goods Vehicles, Heavy Goods Vehicles, Coaches and Motor cycles) in an integrated system.



1.2 Scope

This document is related to the release of Smart Parking System version 1.0. The revision of version 1.1 is related to the update of Sections 3.1.7, 3.1.8 and 3.4.

1.3 Glossary

Carpark Administrator – The representative of Carpark Operator who maintains the carpark information and Access Keys in Smart Parking System.

Carpark Application – The external application that keep traces of vacant parking space. It can be a cashier operated computer terminal or an automatic vehicle counting system located at the entrance and exit.

Carpark Operator – The carpark management company which manages the carpark operation.

Carpark Server – The external server that is developed by Carpark Operator in order to collect vacant parking space among one/more than one carparks in propriety way. It encapsulates parking vacancy data through Vacancy APIs defined by Smart Parking System.

Check-in Staff – The operational staff who operates tills and cash handling in carpark.

MyKE Mobile App – The “My Kowloon East” (MyKE) mobile application serves as an interactive platform for real time data sharing. One of the features is to provide real-time parking vacancy information in Kowloon East and San Po Kong Business Area.

REST API – Vacancy APIs are used for external applications to get and update parking vacancy data.

SPS Administration Portal – It is a web application for Carpark Administrator to view and update the carpark information and Access Keys.

SPS Terminal – A multiple platform application provided for every carpark to update parking vacancy.

2. SPS ADMINISTRATION PORTAL INTERFACE

The User Manual provides a detailed description of all SPS administration portal's features.

2.1 Portal Requirements

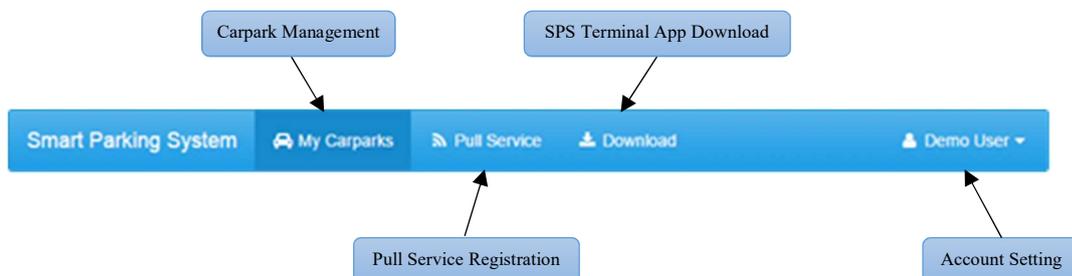
Check your computer requirement to run SPS Administration Portal, including

- Windows 7 or above, or Apple OS X 10.9 or above;
- 128MB RAM;
- 100MB free disk space;
- An Intel Pentium 4 processor or above which is SSE2 capable;
- Internet connection; and
- One of the following web browsers:
 - Chrome (stable and canary channel);
 - Firefox;
 - Microsoft Internet Explorer 9.0 or later;
 - Opera; and
 - Safari.

2.2 Navigation Menu

The main menu at the top of the page allows you to navigate through four major areas, which describe in later sections for more details:

- Carpark Management;
- Pull Service Registration;
- SPS Terminal App Download; and
- Account Setting.



3. FUNCTIONS

3.1 Carpark Management

Carpark management gives every carpark administrator to manage their carparks in a systematic way.

3.1.1 My Carparks

This feature allows every carpark operator to search their own carpark(s), and to navigate other carparks' feature page.

The screenshot shows the 'My Carparks' page in the Smart Parking System. The interface includes a search bar with filters for ID, name, address, status, nature, parking type, and district. Below the search bar is a table of carpark records with columns for Name, Type, Published, Modified Date, Last Upload Date, and Actions. The Actions column contains icons for Edit, Manage Access, and Delete. A paging toolbar at the bottom allows navigation between pages and setting the number of items per page (10, 25, 50, 100). An 'Add carpark' button is located at the bottom left.

Annotations in the image point to the following features:

- Search Criteria:** The search bar and filter dropdowns.
- Sorting:** The column headers in the table.
- Edit Carpark:** The edit icon in the Actions column.
- Manage Carpark Access:** The key icon in the Actions column.
- Delete Carpark:** The trash icon in the Actions column.
- Paging Toolbar:** The navigation and item count controls at the bottom.
- Add Carpark:** The button at the bottom left.

Name	Type	Published	Modified Date	Last Upload Date	Actions
Yau Ma Tei Car Park 油麻地停車場	Multi-storey Carpark Building	Yes	Sep 10, 2015 4:08:11 PM	Sep 18, 2015 2:28:54 PM	[Edit] [Manage] [Delete]
Tsuen Wan Car Park 荃灣停車場	Multi-storey Carpark Building	Yes	Sep 10, 2015 4:22:17 PM	Nov 25, 2015 3:15:44 PM	[Edit] [Manage] [Delete]
Tin Hau Car Park 天后停車場	Multi-storey Carpark Building	Yes	Sep 10, 2015 4:43:09 PM	Jul 12, 2016 2:54:14 PM	[Edit] [Manage] [Delete]
Sheung Shui Park-and-Ride 上水白車轉乘停車場	Multi-storey Carpark Building	Yes	Sep 10, 2015 4:58:42 PM		[Edit] [Manage] [Delete]
Sheung Fung Street Car Park 雙星街停車場	Multi-storey Carpark Building	Yes	Sep 14, 2015 11:30:45 AM	Sep 17, 2015 4:16:55 PM	[Edit] [Manage] [Delete]
Shau Kei Wan Car Park 筲箕灣停車場	Multi-storey Carpark Building	Yes	Sep 10, 2015 4:09:12 PM	Nov 25, 2015 3:18:45 PM	[Edit] [Manage] [Delete]
Rumsey Street Car Park 林士街停車場	Multi-storey Carpark Building	Yes	Oct 15, 2015 4:56:20 PM	Jun 7, 2016 6:57:00 PM	[Edit] [Manage] [Delete]
Murray Road Car Park 奧利道停車場	Multi-storey Carpark Building	Yes	Jul 14, 2016 3:27:34 PM	Jul 13, 2016 12:15:41 PM	[Edit] [Manage] [Delete]
Kwai Fong Car Park 葵芳停車場	Multi-storey Carpark Building	Yes	Jan 29, 2016 11:48:38 AM	Jul 12, 2016 10:42:37 AM	[Edit] [Manage] [Delete]
Kennedy Town Car Park 堅尼地城停車場	Multi-storey Carpark Building	Yes	Oct 28, 2015 5:10:30 PM	Mar 2, 2016 12:03:32 PM	[Edit] [Manage] [Delete]

- The search results are sorted by the last modified date as default. However, you can arrange the order result by pressing either **Sort Ascending** or **Sort Descending** button at the column label in the search results.
- You can narrow down your search result using multiple criteria such as carpark name, address, published status, nature, parking type, district, etc.
- The paging toolbar allows you set the current page number and the number of carparks per page.

- 3 small action buttons for each carpark, i.e.
 -  button for editing basic carpark information;
 -  button for managing the access key and secret in Parking Vacancy APIs and SPS Terminal app; and
 -  button for removal of the carpark under your purview. **Note: The removed carpark can be recovered once confirmed.**
-  button for adding a new carpark under your purview.

3.1.2 Add Carpark

This feature allows every carpark administrator to create a new carpark and input the basic carpark information in **General** tag. The updates of parking rates and data permission are available in Edit Carpark page.

Smart Parking System My Carparks Pull Service Download Demo User

Add Carpark

General

General

*Name (in English)

*Name (in Chinese)

*Nature *Type

Photo

External ID

Location & Contact

Address (in English) Unit Floor

Type of Housing

Building Name

*Street Name Building No

*District *Region

Address (in Chinese) 單位 樓層

房屋類型

樓宇名稱

*街道 街道門牌

*地區 *地域

*Latitude *Longitude

Contact No

Website

Facility

Opening Hours

Height Limit

Grace Period

Payment Method Cash Octopus EPS Visa Master UnionPay Card Alipay Autopay Station

Facilities EV Charger Station Disabilities Uploading&Unloading Wash&Wax Valet Parking

Closed

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The detailed definitions of fields are as below:

- **Name (in English):** Name of carpark in English. The first character of each word **must** be in capital letter.
- **Name (in Chinese):** Name of carpark in Traditional Chinese.
- **Nature:** It indicates whether the carpark is belonged to *Government* premises or *Commercial* locations.
- **Type:** Type of parking facilities, i.e. *Multi-storey Carpark Building*, *Off-Street Parking* or *Parking Meters*.
- **Photo:** Image of carpark entrance. Press button to insert the image.

- **Owner:** Contact point information of car park.
- **External ID:** Unique carpark identifier in carpark server, which is used in Pull Service of Vacancy APIs.
- **Address (in English):** Structural postal address of carpark in English.
- **Address (in Chinese):** Structural postal address of carpark in Traditional Chinese.
- **Latitude & Longitude:** Coordinates of carpark location.
- **Contact No:** Telephone number for general enquiries.
- **Website:** The website address.
- **Opening Hours:** Opening hours of carpark (**Note: Null for 24x7 operations**). Press  button to popup the opening hour rule dialog for editing (*Please refer [Edit Opening Hour Dialog](#) section for details*).
- **Height Limits:** Height restriction for entrance or carpark inside. Press  button to popup new height limit dialog for editing (*Please refer [Edit Height Limit Dialog](#) section for details*).
- **Grace Periods:** The first period of time how long takes to be free of charge, e.g. loading/unloading activities. Press  button to popup new grace period dialog. (*Please refer [Edit Grace Period Dialog](#) section for details.*)
- **Payment Method:** Options to pay the parking fee, e.g. *Cash, Octopus, EPS, Visa, Master, UnionPay Card, Alipay, Autopay Station, etc.*
- **Facilities:** Special Facilities provided by carpark, e.g. *EV Charger Station, Disabilities, Loading&Unloading, Wash&Wax, Valet Parking, etc.*
- **Closed:** Opening status of carpark. Only applicable for the carpark under enhancement or maintenance in long period.

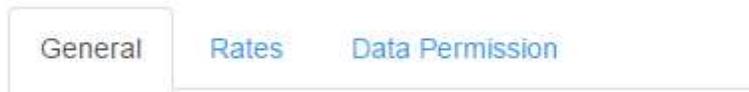
All fields marked with an asterisk are required. Press “Add” button to confirm the creation of new carpark in SPS. By default, the newly created carpark has not yet published to the public until you set publish to the public (*Please refer to [Edit Carpark](#) section for details*).

Once the new carpark is created, Press  in carpark list to edit the basic information, parking rates and data permission of the carpark in **General, Vehicles** and **Data Permission** Tags.

The carpark information including real-time parking vacancy information in SPS are shared with all government departments or bureaux. However, you may individually grant the permission in use of the information to EKEO, Transport Department and/or other open data platforms in Data Permission tag.

3.1.3 Carpark Details (View Mode)

This feature allows carpark administrator to view the carpark information including basic information, parking rates and data permission.



- **General:** The basic carpark information.
- **Rates:** Spaces and parking rates of various vehicle types.
- **Data Permission:** Grant the data permission to government departments and/or bureaux.

Smart Parking System My Carparks Full Service Download Demo User

Carpark Information

General Rates Data Permission

General

ID: 10

Name (in English): Murray Road Car Park

Name (in Chinese): 美利道停車場

Nature: Government Type: Multi-storey Carpark Building

Photo:

External ID:

Location & Contact

Address (in English): 2 Murray Road, Central, HK

Address (in Chinese): 香港中環美利道2號

Latitude: 22 2901549 Longitude: 114 1621447

Contact No: N/A

Website:

Facility:

Opening Hours

Time Period
MON&TUE 00:05-00:10
WED 01:00-02:00

Height Limits:

Grace Periods:

Payment Method:

Facilities:

Closed: No

Status

Published	Yes	Published Date	Sep 10, 2016 4:42:25 PM
Creation Date	Sep 10, 2015 4:37:45 PM	Modified Date	Jul 14, 2016 3:27:34 PM
Last Upload Date	Jul 13, 2016 12:15:41 PM		

← Status information

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In General tag, you can view the publication status of the carpark information and audit information:

- **Published:** Indicate the carpark is published to the public or not.
- **Published Date:** The published date of carpark information.

- **Creation Date:** The creation date of carpark information.
- **Modified Date:** The last modified date of carpark information.
- **Last Upload Date:** The latest upload date of real-time parking vacancy information.
- **Last Upload Method:** The latest upload method of real-time parking vacancy information.
-

3.1.4 Carpark Details (Edit Mode)

This feature allows carpark administrator to edit carpark information including basic information, parking rates and data permission.

Smart Parking System My Carparks Pull Service Download Demo User

Carpark Information

General Rates Data Permission

General

ID: 10

*Name (in English): Murray Road Car Park

*Name (in Chinese): 美孚道停車場

*Nature: Government *Type: Multi-storey Carpark Building

Photo:

External ID:

Location & Contact

Address (in English): Unit: Floor:
 Type of Housing: Building
 Building Name:
 *Street Name: 2 Murray Road Building No:
 *District: Central *Region: HK

Address (in Chinese): 單位: 樓層:
 房屋類型: 樓宇
 樓宇名稱:
 *街道: 美孚道 街道門牌: 2
 *地區: 中環 *地域: 香港

*Latitude: 22.2801549 *Longitude: 114.1621447

Contact No: N/A
 Website:

Facility

Opening Hours

Time Period	Actions
MON&TUE 00:05-00:10	
WED 01:00-02:00	

Height Limits:

Grace Periods:

Payment Method: Cash Octopus EPS Visa Master UnionPay Card Allpay Autopay Station

Facilities: EV Charger Station Disabilities Uploading&Unloading Wash&Wax Valet Parking

Closed:

Status

<input checked="" type="checkbox"/> Published	<input type="checkbox"/>	Published Date: Sep 10, 2015 4:42:25 PM
Creation Date: Sep 10, 2015 4:37:45 PM	Modified Date: Jul 14, 2016 3:27:34 PM	
Last Upload Date: Jul 13, 2016 12:15:41 PM		

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Publish to public

In General tag, you can manage the publication of the carpark information and view the audit information:

- **Published:** Indicate the carpark is published to the public or not.
- **Published Date:** The published date of carpark information.
- **Creation Date:** The creation date of carpark information.

- **Modified Date:** The last modified date of carpark information.
- **Last Upload Date:** The latest upload date of real-time parking vacancy information.
- **Last Upload Method:** The latest upload method of real-time parking vacancy information.

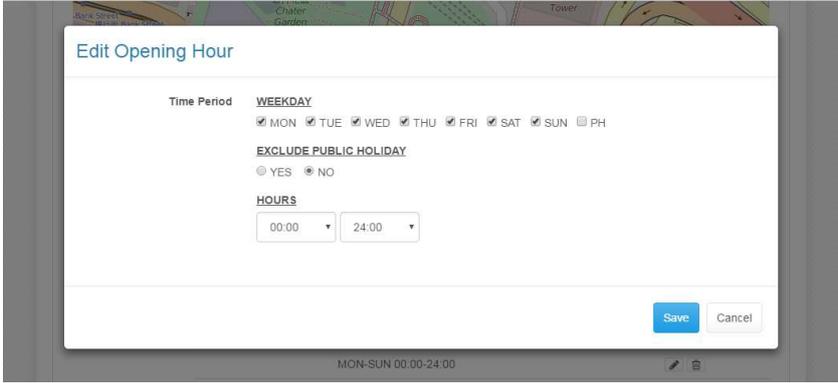
In “Add” new Carpark and “Edit” existing Carpark operation, it provides three dialogs for updating the opening hours, height limits and grace periods, namely:

- **Edit Opening Hours Dialog**
- **Edit Height Limit Dialog**
- **Edit Grace Period Dialog**

Press “Save” to save the changes or “Cancel” to discard the update.

3.1.4.1 Edit Opening Hours Dialog

We allow user to add more than one record of opening hours. Press  at the Opening Hour dialog box to add a new record. Press  or  in action column to edit/remove the record of opening hours.



- **Time period:** Period of time for carpark opening. It consists of three items:
 - **Weekday:** The day of week to open for the public.
 - **Exclude Public Holiday:** The Public Holiday is exclusive or not.
 - **Hours:** Range of opening hours in 24-hour time notation.

Press “Save” to save the changes or “Cancel” to discard the update.

3.1.4.2 Edit Height Limit Dialog

We allow user to add more than one record of Height Limit. Press  at the Height Limit dialog box to add a new record. Press  or  in action column to edit/remove the record of height limit.

- **Height (in meter):** Maximum height of vehicle *in meter*.
- **Remark (in English):** The location (in English) of the Height Limit where is applied e.g. Entrance, 1F, 2F, etc. Some guidelines for the input:
 - For main entrance to carpark, “Entrance” should be used.
 - For floor level, the abbreviation (e.g. GF, 1F, etc.) should be used without any special characters such as /, -, etc.
 - If one single height limit is applied to the entrance of carpark, it should leave it blank.
- **Remark (in Chinese):** The location (in Chinese) of the Height Limit where is applied e.g. Entrance, 1F, 2F, etc. Some guidelines for the input:
 - For main entrance to carpark, “入口” should be used.
 - For floor level, the abbreviation (e.g. 一樓, etc.) should be used without special characters such as /, -, etc.
 - If one single height limit is applied to the entrance of carpark, it should leave it blank.

Press “Save” to save the changes or “Cancel” to discard the update.

3.1.4.3 Edit Grace Period Dialog

We allow user to add more than one record of Grace Period. Press  at the Grace Period to open the dialog box for adding a new record. Press  or  in action column to edit/remove the record of Grace Period.

- **Time period (in minute):** Duration *in minute* how long takes to be free of charge.

- **Remark (in English):** The criteria for free of charge in English.
- **Remark (in Chinese):** The criteria for free of charge in Traditional Chinese.

Press “Save” to save the changes or “Cancel” to discard the update.

3.1.5 Parking Rates (View Mode)

This feature allows carpark administrator to view parking rates.

The screenshot displays the 'Carpark Information' page in 'View Mode'. The interface is divided into sections for different vehicle types: Private Car, Light Goods Vehicle, Heavy Goods Vehicle, Coach, and Motor Cycle. The 'Private Car' section is currently expanded, showing a summary of space (Total 388, Disabilities 0, EV 0, Unloading 0) and a table of hourly charges. Below this, there are sections for Day Night Park, Monthly Charges, Loading/Unloading, and Privileges. Similar sections are visible for the other vehicle types, though they are collapsed. An arrow points to the expand/collapse icon for the 'Private Car' section, with the text 'Expand / Collapse parking rates for different vehicle type'.

Hourly Charges	Type	Time Period	Price	Remark (in English)	Remark (in Chinese)
Hourly		MON-SUN 07:00-23:00	HKD 22		
Hourly		MON-SUN 23:00-07:00	HKD 13		

Day Night Park	Type	Time Period	Price	Remark (in English)	Remark (in Chinese)
Day Park		MON-SAT, except PH 07:00-19:00	HKD 150		
Day Park		SUN&PH 08:00-24:00	HKD 90		
Night Park		MON-SAT, except PH 19:00-07:00	HKD 100		

Day Night Park	Type	Time Period	Price	Remark (in English)	Remark (in Chinese)
Day Park		MON-SUN 08:00-23:00	HKD 20		
Night Park		MON-SUN 23:00-08:00	HKD 8		

We support the following **FIVE** vehicle types:

- **Private Car:** Private Car or Van
- **Light Goods Vehicle:** Light Goods Vehicles
- **Heavy Goods Vehicle:** Heavy Goods Vehicles

- **Coach:** Any size of Private Bus
- **Motor Cycle:** Motor Cycle

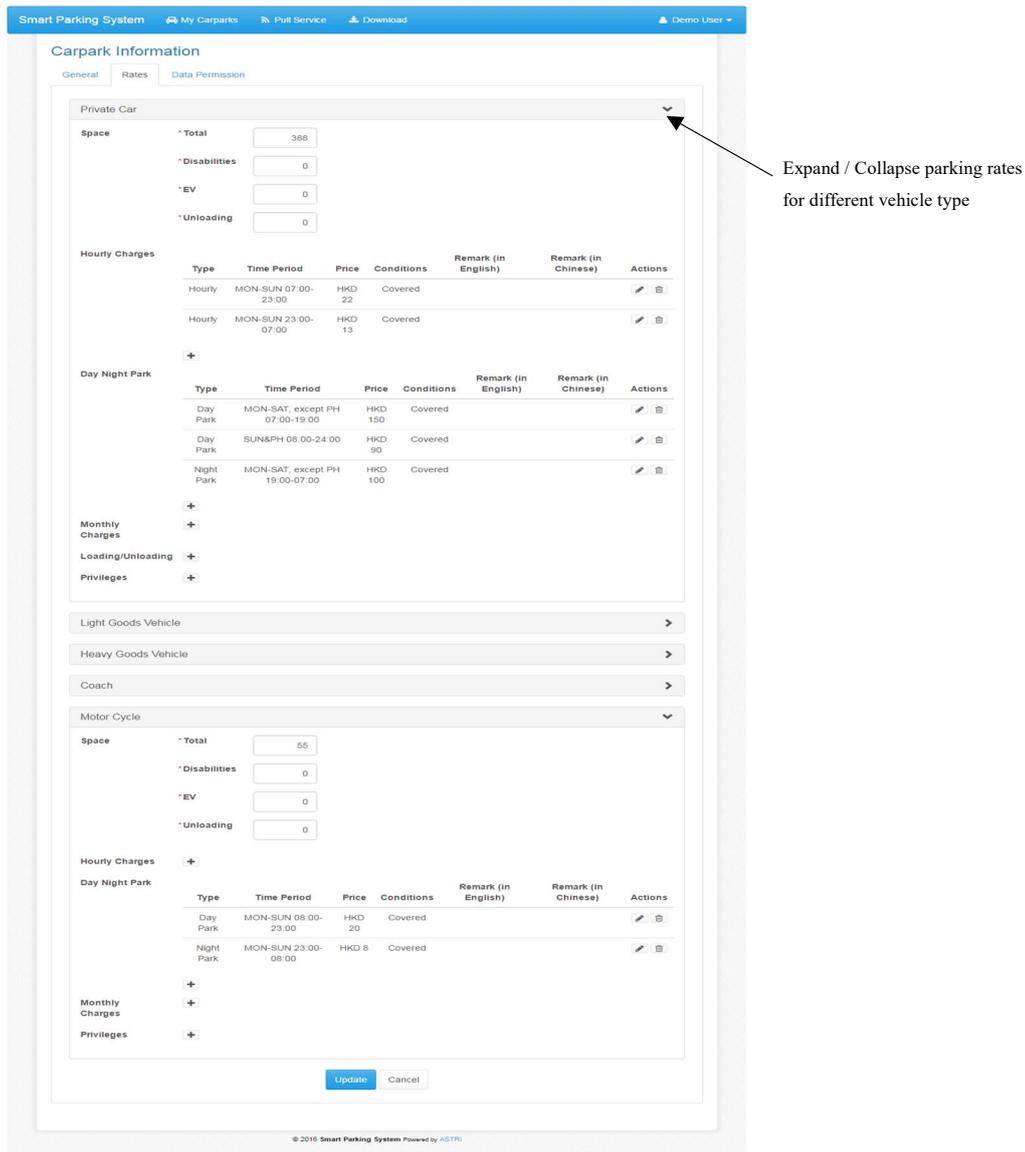
By default, the Parking space and rate in Rates Tag are null. Click “Edit” button, to update the parking space and rates for individual vehicle type. For each type of vehicle, you can provide the following parking information:

- **Space:** Total parking spaces for the vehicle and number of space in which are reserved particularly for disabilities, electric car or loading/unloading activities.
 - **Total:** Parking space for vehicles including the spaces which are reserved for the disabled, electric vehicle, loading/unloading activities, etc.
 - **Disabilities:** Parking space reserved for the vehicle driven by disabled driver.
 - **EV:** Parking spaces reserved for electric vehicle.
 - **Unloading:** Loading/unloading spaces reserved for vehicle.
- **Hourly Charges:** The details of Hourly parking fee
- **Day Night Park:** The detailed parking fee for vehicle which parks for more than few hours.
- **Monthly Charges:** The details of monthly parking fee.
- **Loading/Unloading:** The detailed parking fee for loading/unloading purpose
- **Privileges:** Special privileges and arrangement for the parking.

Press “Update” to save the changes or “Cancel” to discard the update.

3.1.6 Parking Rates (Edit Mode)

This feature allows the carpark administrator to edit parking spaces and rates.



By default, the parking spaces and rates are null. Press “Expand” button to expand the details of individual vehicle type for editing. In the expansion panel, you may add/delete/update the parking spaces and the details of FIVE different types of parking rates including

- **Private Car:** Private Car or Van
- **Light Goods Vehicle:** Light Goods Vehicles
- **Heavy Goods Vehicle:** Heavy Goods Vehicles
- **Coach:** Any size of Private Bus
- **Motor Cycle:** Motor Cycle

You have to follow the below general guidelines when filling up the parking spaces:

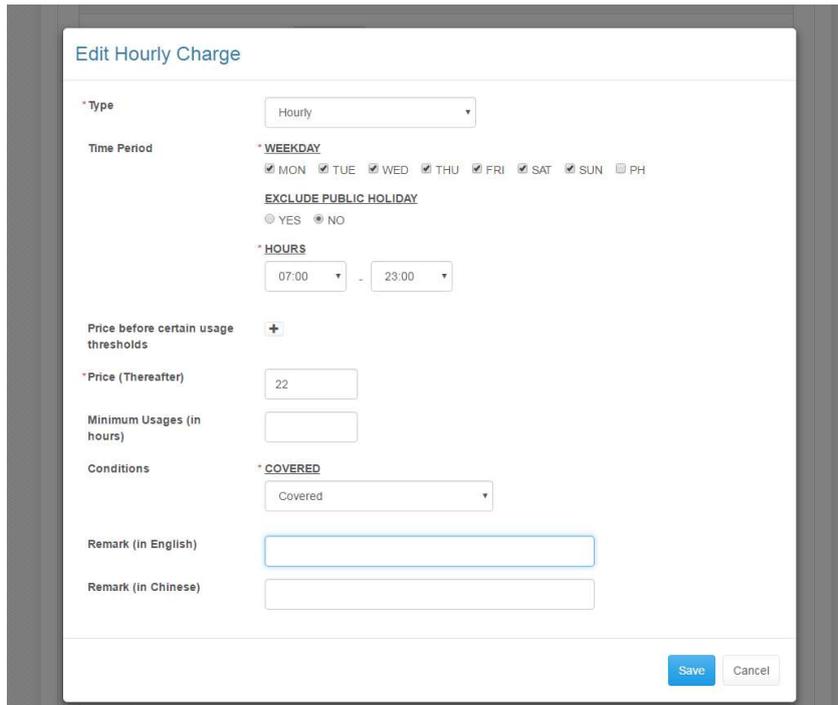
- Input “0” if no parking spaces for the vehicle type.
- Input total exact number of parking space for the available vehicle type.

- Input the numbers of the parking space reserved for particular use (e.g. Disabilities) in corresponding input box.

Press “Update” to save the changes or “Cancel” to discard the update.

3.1.6.1 Edit Hourly Charge Dialog

This editing dialog box is opened when you select  button at the hourly charge or  button.



- **Type:** Hourly parking plan. i.e.
 - Hourly Charge
 - Half Hourly Charge
- **Time period:** Period of Time for the parking plan, i.e.
 - **Weekday:** Those days of week which are applicable
 - **Exclude Public Holiday:** The Public Holiday is exclusive or not
 - **Hours:** Time Period which is applicable

Price before certain usage threshold: Fee charge within the threshold period, (e.g. first 2 hours). Refer

Edit Usage Threshold Dialog for details.

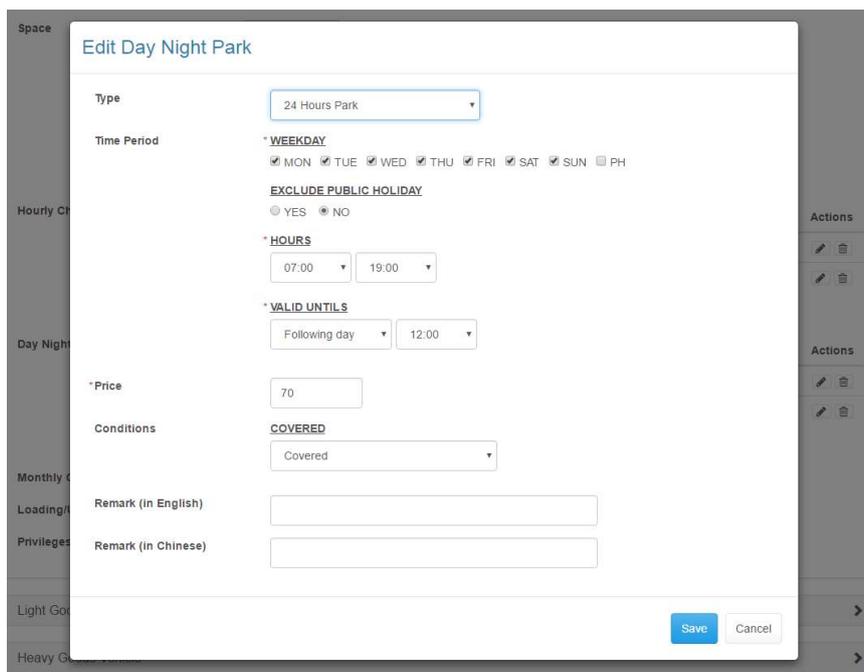
- **Price (Thereafter):** Fee charge after the threshold period.
- **Minimum Usage (in hours):** Minimum parking period in an hour basis.
- **Conditions - Covered:** Environmental conditions of parking space, i.e.
 - Covered

- Semi-covered
- Open-air
- Covered/Open-air
- **Remark (in English):** The special condition of parking space in English. The following guidelines are for your reference:
 - Blank the field if there is no special arrangement for the parking plan.
 - The arrangement for particular vehicle type (e.g. Taxi), floors (e.g. 4F) or building area (e.g. Zone A)
- **Remark (in Chinese):** The special condition of parking space in Traditional Chinese.

Press “Save” to save the changes or “Cancel” to discard the update.

3.1.6.2 Edit Day Night Park Dialog

This editing dialog box is opened when you select  button at the day night park or  button.



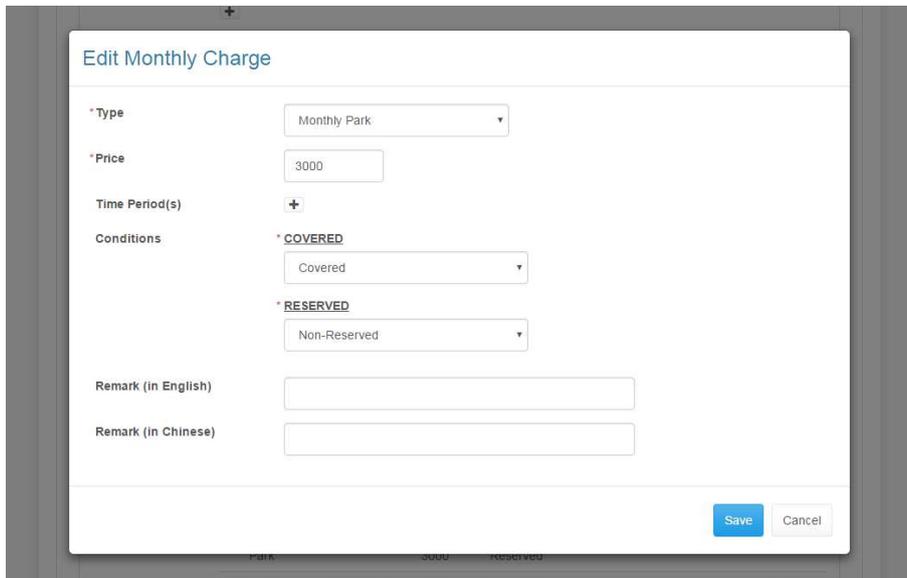
- **Type:** Day-night parking plan, i.e.
 - Day Park
 - Night Park
 - 6 Hours Park
 - 12 Hours Park
 - 24 Hours Park
- **Time period:** Period of Time for the parking plan, i.e.
 - **Weekday:** Those days of week which are applicable.

- **Exclude Public Holiday:** The Public Holiday is exclusive or not
- **Hours:** Time Period which is applicable
- **Valid Until:** The valid time for day-night parking plan. It is only applicable for 6 Hours Park, 12 Hours Park or 24 Hours parking plans.
- **Price:** Fee charge to the parking plan
- **Conditions - Covered:** Environmental conditions of parking space, i.e.
 - Covered
 - Semi-covered
 - Open-air
 - Covered/Open-air
- **Remark (in English):** The special condition of parking space in English. The following guidelines are for your reference:
 - Blank the field if there is no special arrangement for the parking plan.
 - The arrangement for particular vehicle type (e.g. Taxi), floors (e.g. 4F) or building area (e.g. Zone A).
- **Remark (in Chinese):** The special condition of parking space in Traditional Chinese.

Press “Save” to save the changes or “Cancel” to discard the update.

3.1.6.3 Edit Monthly Charge Dialog

This editing dialog box is opened when you select  button at the monthly charges or  button.



- **Type:** Monthly parking plan i.e.
 - Monthly Park
 - Monthly Day Park

- Monthly Night Park
 - Bi-monthly Park
 - Bi-monthly Day Park
 - Bi-monthly Night Park
 - Quarterly Park
 - Quarterly Day Park
 - Quarterly Night Park
 - Yearly Park
 - Yearly Day Park
 - Yearly Night Park
- **Price:** Fee charge to the parking plan.
 - **Time period(s):** Period of Time for the parking plan. Blank the field if the monthly parking plan includes the whole period.
 - **Weekday:** Those days of week which are applicable
 - **Exclude Public Holiday:** The Public Holiday is exclusive or not
 - **Hours:** Time Period which is applicable.
 - **Conditions - Covered:** Environmental conditions of parking space, i.e.
 - Covered
 - Semi-covered
 - Open-air
 - Covered/Open-air
 - **Conditions - Reserved:** Indicate the parking space is reserved or non-reserved.
 - Reserved
 - Non-reserved
 - **Remark (in English):** The special condition of parking space in English. The following guidelines are for your reference:
 - Blank the field if there is no special arrangement for the parking plan.
 - The arrangement for particular vehicle type (e.g. Taxi), floors (e.g. 4F) or building area (e.g. Zone A)
 - **Remark (in Chinese):** The special condition of parking space in Traditional Chinese.

Press “Save” to save the changes or “Cancel” to discard the update.

3.1.6.4 Edit Loading/Unloading Dialog

This editing dialog box is opened when you select  button at the loading/unloading or  button.

- **Type:** Loading/Unloading parking plan, i.e.
 - Hourly Charge
 - Half Hourly Charge

Price before certain usage threshold: Fee charge within the threshold period, (e.g. first 2 hours). Refer

- Edit Usage Threshold Dialog for details.
- **Price:** Fee charge after the threshold period.
- **Remark (in English):** The special condition of parking space in English. The following guidelines are for your reference:
 - Blank the field if there is no special arrangement for the parking plan.
 - The arrangement for particular vehicle type (e.g. Taxi), floors (e.g. 4F) or building area (e.g. Zone A)
- **Remark (in Chinese):** The special condition of parking space in Traditional Chinese.

Press “Save” to save the changes or “Cancel” to discard the update.

3.1.6.5 Edit Privilege Dialog

This editing dialog box is opened when you select  button at the privilege or  button.

Edit Privilege

Description (in English)
Upon single spending of HK\$400 or above (including 1 F&B receipt), you can enjoy extra 1 hour free parking.

Description (in Chinese)
由即日起至3月31日消費滿港幣400元或以上, (包括1張食肆發票), 即享額外1小時泊車優惠。

Time Period

WEEKDAY
 MON TUE WED THU FRI SAT SUN PH

EXCLUDE PUBLIC HOLIDAY
 YES NO

HOURS
08:00 23:00

Save Cancel

- **Description (in English):** Any special offer in English.
- **Description (in Chinese):** Any special offer in Traditional Chinese.
- **Time period:** Period of time for special offer, i.e.
 - **Weekday:** Those days of week which are applicable.
 - **Exclude Public Holiday:** The Public Holiday is exclusive or not.
 - **Hours:** Time Period which is applicable.

Press “Save” to save the changes or “Cancel” to discard the update.

3.1.6.6 Edit Usage Threshold Dialog

This editing dialog box is opened when you select button at the price before certain usage thresholds or button.

Add Usage Threshold

*Hours: 1

*Price: 0

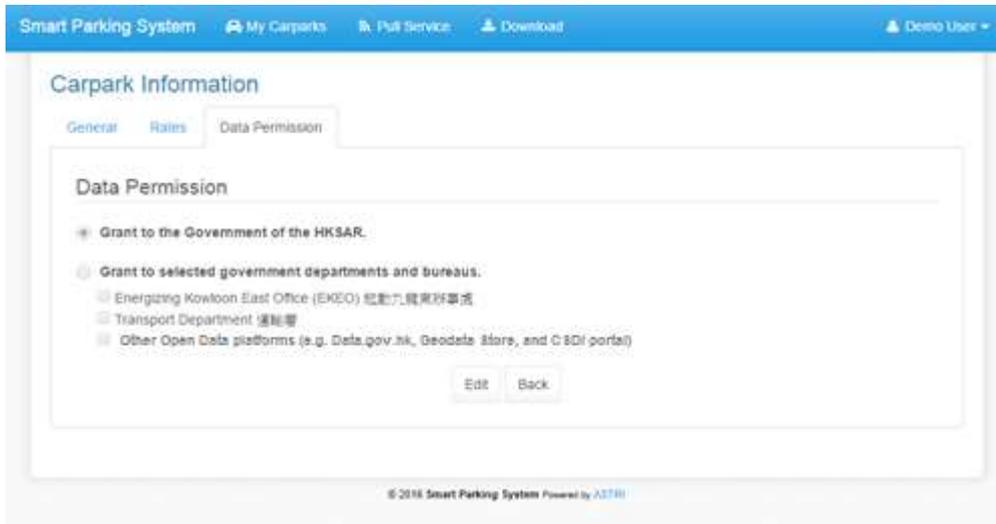
Save Cancel

- **Hours:** No. of hours the threshold period included.
- **Price:** Fee charged per period, which follows the hourly charges plan and/or loading/unloading plan.

Press “Save” to save the changes or “Cancel” to discard the update.

3.1.7 Data Permission (View Mode)

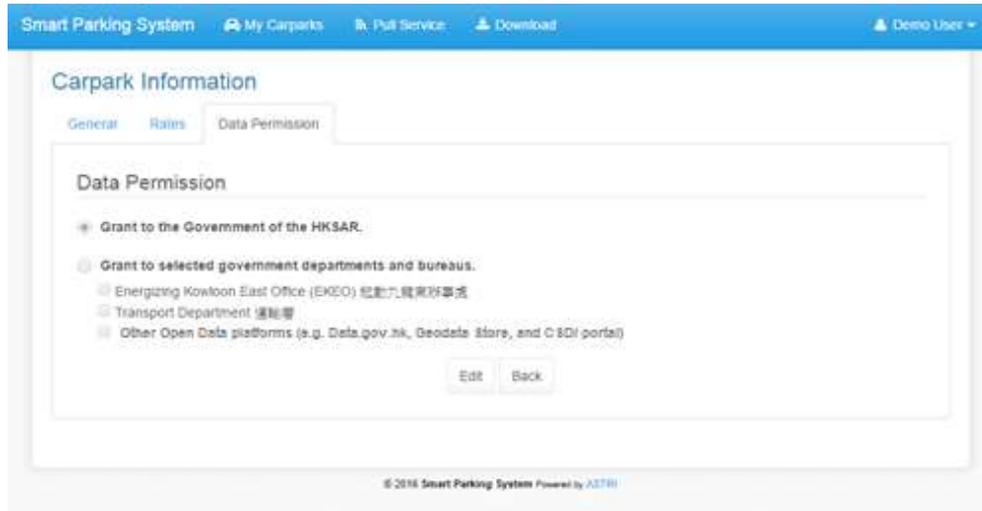
This feature allows carpark administrator to grant the data permission. By default, data permission is granted to all government departments or bureaux.



Press “Update” to save the change or “Cancel” to discard the update.

3.1.8 Data Permission (Edit Mode)

This feature allows a carpark operator controls the data permission.



The following three government departments and bureaux currently allow accessing the real-time parking vacancy data.

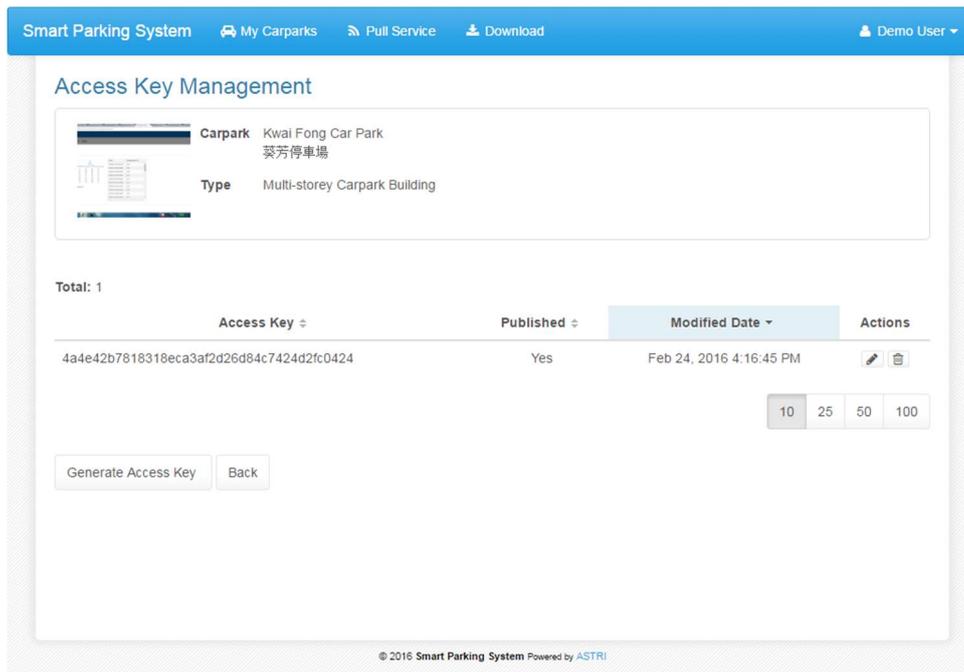
- Energizing Kowloon East Office (EKEO) 起動九龍東辦事處
- Transport Department 運輸署

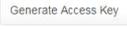
- Other Open Data platforms (e.g. Data.gov.hk, Geodata Store and CSDI portal)

Press “Update” to save the changes or “Cancel” to discard the update.

3.1.9 List Access Keys

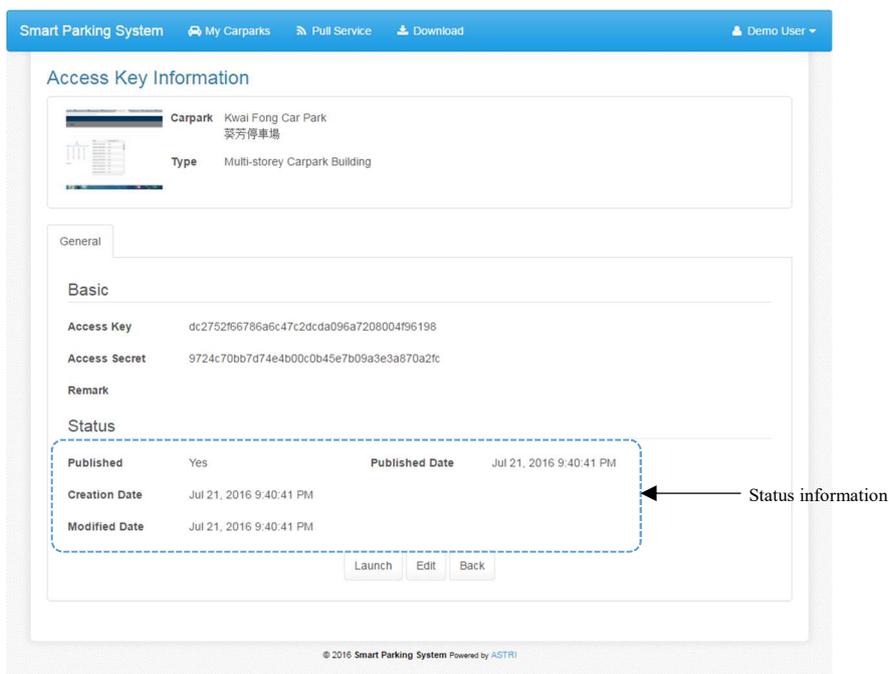
This feature allows carpark administrator to manage the access key of individual carpark, which is used for client authentication for Push Request and SPS Terminal when updating the real-time parking information.



- By default, the access keys are sorted by the last modified date. Press **Sort Ascending** or **Sort Descending** button at the column label in the search results.
- The paging toolbar allows you to control the current page number and the number of carparks in each page.
- Press  for editing the details of access key information.
- Press  for removal of the access key of the carpark.
- Press  for generating a new access key of the carpark.

3.1.10 Access Key Details (View Mode)

This feature allows carpark administrator to view the details of access key.



Basic information of access key includes:

- **Access Key:** The key used to identify the carpark credential
- **Access Secret:** The secret used to sign request message with HMAC-SHA256 in Push Request.
- **Remark:** Placeholder to record where the access key is used.

In addition to basic information, this page also contains extra time information for audit and publish status:

- **Published:** Indicate the access key is active or not for client authentication in Carpark Application or SPS Terminal.
- **Published Date:** The publish date of access key in use
- **Creation Date:** The creation date of the access key.
- **Modified Date:** The latest modified date of the access key.

Press “Update” to save the changes or “Cancel” to discard the update.

Press “Launch” button will launch web version of SPS Terminal for updating parking vacancy data in manual mode.

“Launch App” button will appear if you are using mobile device to access this administration portal.

Press it to launch the SPS Terminal for updating parking vacancy data in manual mode.

3.1.11 Access Key Details (Edit Mode)

This feature allows carpark administrator to view details of an access key.

The screenshot displays the 'Access Key Information' page in the Smart Parking System. The page is titled 'Access Key Information' and shows details for the 'Kwai Fong Car Park' (葵芳停車場). The carpark type is 'Multi-storey Carpark Building'. The page is divided into sections: 'General', 'Basic', and 'Status'. The 'Basic' section contains fields for 'Access Key' (dc2752f66786a6c47c2dcda096a7208004f96198), 'Access Secret' (9724c70bb7d74e4b00c0b45e7b09a3e3a870a2fc), and a 'Remark' field with a placeholder 'e.g. Users to whom you are assigning.'. The 'Status' section shows a 'Published' checkbox checked, and 'Published Date', 'Creation Date', and 'Modified Date' all set to 'Jul 21, 2016 9:40:41 PM'. At the bottom of the form are 'Update' and 'Cancel' buttons. The footer of the page reads '© 2016 Smart Parking System Powered by ASTRI'.

You can edit the remark and change the status of the carpark which is **Published** or not published to the public in this moment.

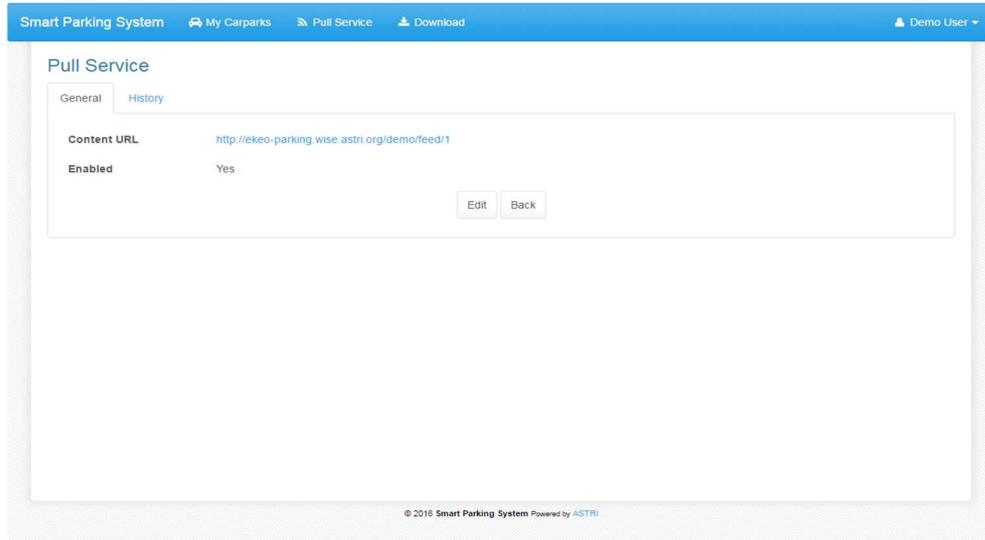
Press “Update” to save the changes or “Cancel” to discard the update.

3.2 Pull Service Registration

If carpark operators have implemented REST endpoints conforming to Parking Vacancy API 1.0 Specification, they have to register their endpoints to SPS. Once registration is succeeded, SPS then pulls the parking vacancy information from your REST endpoints periodically.

3.2.1 Pull Service Details (View Mode)

This feature allows carpark administrator to view pull service configuration of the car park.

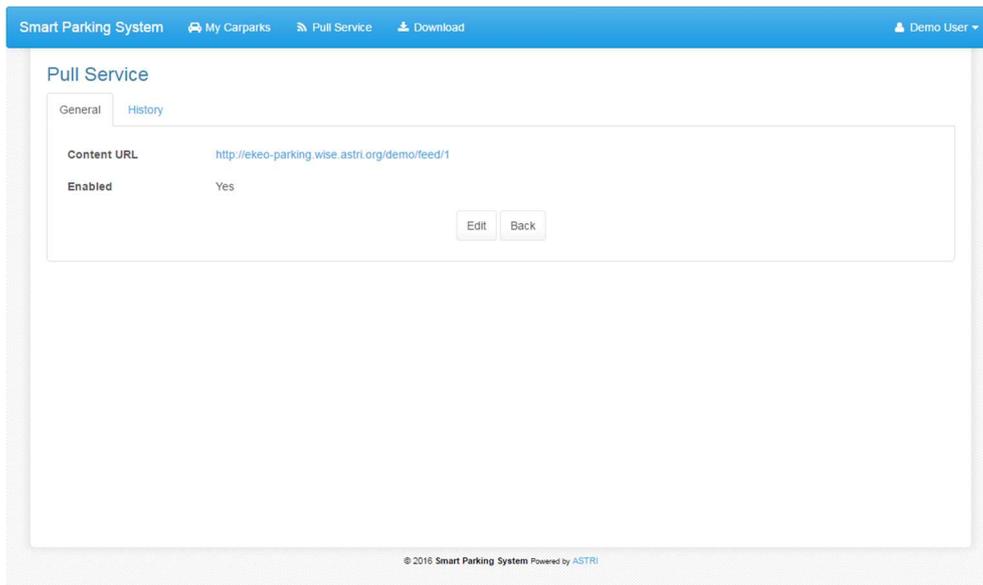


- **Content URL:** The URL of REST endpoint, where the parking vacancy information is located in the carpark server.
- **Enabled:** To enable or disable the SPS server to pull the parking vacancy information.

Press “Update” to save the changes or “Cancel” to discard the update.

3.2.2 Pull Service Details (Edit Mode)

This feature allows carpark administrator to update pull service configuration of the carpark.



- **Content URL:** The URL of REST endpoint, where the parking vacancy data is located in the carpark server.
- **Enabled:** To enable or disable the SPS server to pull the parking vacancy information.

Press “Update” to save the changes or “Cancel” to discard the update.

3.2.3 Pull Service History

This feature allows carpark administrator to log the Pull Service from the SPS server.

Smart Parking System My Carparks Pull Service Download Demo User

Pull Service

General History

Total: 219

Date	REST Endpoint	Latency	Success	Status Code	Error Message
Jul 22, 2016 2:41:50 PM	http://ekeo-parking.wise.astri.org/demo/feed/1	0.15 s	Yes	200	
Jul 22, 2016 2:41:40 PM	http://ekeo-parking.wise.astri.org/demo/feed/1	0.12 s	Yes	200	
Jul 22, 2016 2:41:30 PM	http://ekeo-parking.wise.astri.org/demo/feed/1	0.08 s	Yes	200	
Jul 22, 2016 2:41:20 PM	http://ekeo-parking.wise.astri.org/demo/feed/1	0.12 s	Yes	200	
Jul 22, 2016 2:41:10 PM	http://ekeo-parking.wise.astri.org/demo/feed/1	0.17 s	Yes	200	
Jul 22, 2016 2:41:00 PM	http://ekeo-parking.wise.astri.org/demo/feed/1	0.54 s	Yes	200	
Jul 22, 2016 2:40:50 PM	http://ekeo-parking.wise.astri.org/demo/feed/1	0.24 s	Yes	200	
Jul 22, 2016 2:40:40 PM	http://ekeo-parking.wise.astri.org/demo/feed/1	0.21 s	Yes	200	
Jul 22, 2016 2:40:30 PM	http://ekeo-parking.wise.astri.org/demo/feed/1	0.21 s	Yes	200	
Jul 22, 2016 2:40:20 PM	http://ekeo-parking.wise.astri.org/demo/feed/1	0.44 s	Yes	200	

« 1 2 3 4 5 6 7 ... 22 »

10 25 50 100

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- When the SPS server pull data from carpark server, it would log the activity including
 - **Date:** The time when the SPS server pull the data from carpark server.
 - **REST Endpoint:** The URL of REST endpoint where the SPS server pulled the data.
 - **Latency:** Time interval between the Pull Service and response.
 - **Success:** The Pull Service is completed successfully.
 - **Status Code:** The HTTP status code from the response.
 - **Error Message:** The error message generated by the SPS if the Pull Service fails.
- The logs are sorted by the last modified date by default. You may sort in different order by pressing **Sort Ascending** or **Sort Descending** button at the column label in the search results.
- The paging toolbar allows you to control the current page number and the number of carpark in each page.

3.3 Account Setting

3.3.1 View Profile

A user can view his/her profile.

Smart Parking System My Carparks Pull Service Download Demo User

My Profile

General

Username

User Name micng

Personal Information

First Name Demo

Last Name User

Salutation Mr.

Title/Position Principle Engineer

Contact Information

Email micng@astri.org (NOT VERIFIED)

Contact No N/A

Fax No

Company Information

Company Name (in English) ASTRI

Company Name (in Chinese) ASTRI

Company Address 3/F, Bio-Informatics Centre, 2 Science Park West Avenue, Hong Kong Science Park

Authorization

Signed Consent Form [View](#) [Download](#)

[Edit](#) [Back](#)

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The detailed definitions of fields are below:

- **User Name:** Username that identifies a carpark administrator when logging onto the system.
- **First Name:** The first name of the user.
- **Last Name:** The last name of the user.
- **Salutation:** Salutation options which include Mr., Ms., Mrs. and Dr.
- **Title/Position:** The job title/position of the user in his/her company.
- **Email:** The email address of a user. The administrator can deliver messages instantaneously.
- **Contact No:** The contact phone number. The administrator is able to conduct a conversation directly.
- **Fax No:** The facsimile machine number that can receive pictures and text over a telephone line. This field is optional.
- **Company Name (in English):** The Company name in English. For consistent formatting style, first character of each word **must** be capital letter.

- **Company Name (in Chinese):** The Company name in Traditional Chinese.
- **Company Address:** Unstructured postal address in English/Traditional Chinese.
- **Signed Consent Form:** The consent form uploaded to the SPS during account registration.

Press the “Edit” to update your account profile and “Back” to discard the change.

3.3.2 Edit Profile

A user can change his/her profile.

Smart Parking System My Carparks Pull Service Download Demo User

My Profile

General

Username

User Name micng

Personal Information

*First Name Demo

*Last Name User

*Salutation Mr.

*Title/Position Principle Engineer

Contact Information

*Email micng@astri.org

*Contact No N/A

Fax No

Company Information

*Company Name (in English) ASTRI

*Company Name (in Chinese) ASTRI

Company Address 3/F, Bio-Informatics Centre, 2 Science Park West Avenue, Hong Kong Scier

Authorization

Signed Consent Form View Download

Update Cancel

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The detailed definitions of fields are below:

- **User Name:** Username that identifies a carpark operator when logging onto our system and cannot be changed.
- **First Name:** The first name of the user.
- **Last Name:** The last name of the user.
- **Salutation:** Salutation options which include Mr., Ms., Mrs. and Dr.
- **Title/Position:** The job title/position of the user in his/her company.
- **Email:** The email address of a user. The administrator can deliver messages instantaneously.
- **Contact No:** The contact phone number. The administrator is able to conduct a conversation directly.
- **Fax No:** The facsimile machine number that can receive pictures and text over a telephone line. This field is optional.
- **Company Name (in English):** The Company name in English. For consistent formatting style, every first letter character of every word **must** be capitalized letter.
- **Company Name (in Chinese):** The Company name in Traditional Chinese.
- **Company Address:** Unstructured postal address in English/Traditional Chinese.
- **Signed Consent Form:** The consent form uploaded to parking server during account registration.

Press “Update” to save the changes or “Cancel” to discard the update.

3.3.3 Change Password

This allows administrator to change the user password.

Smart Parking System My Carparks Feed Pull Demo User

Change Password

Old Password

New Password Strength: Good

Confirm New Password

* Password must be 6 to 20 characters string with at least one digit, one upper case letter, one lower case letter and one special symbol (!@#\$%&!@).

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The detailed definitions of fields are below:

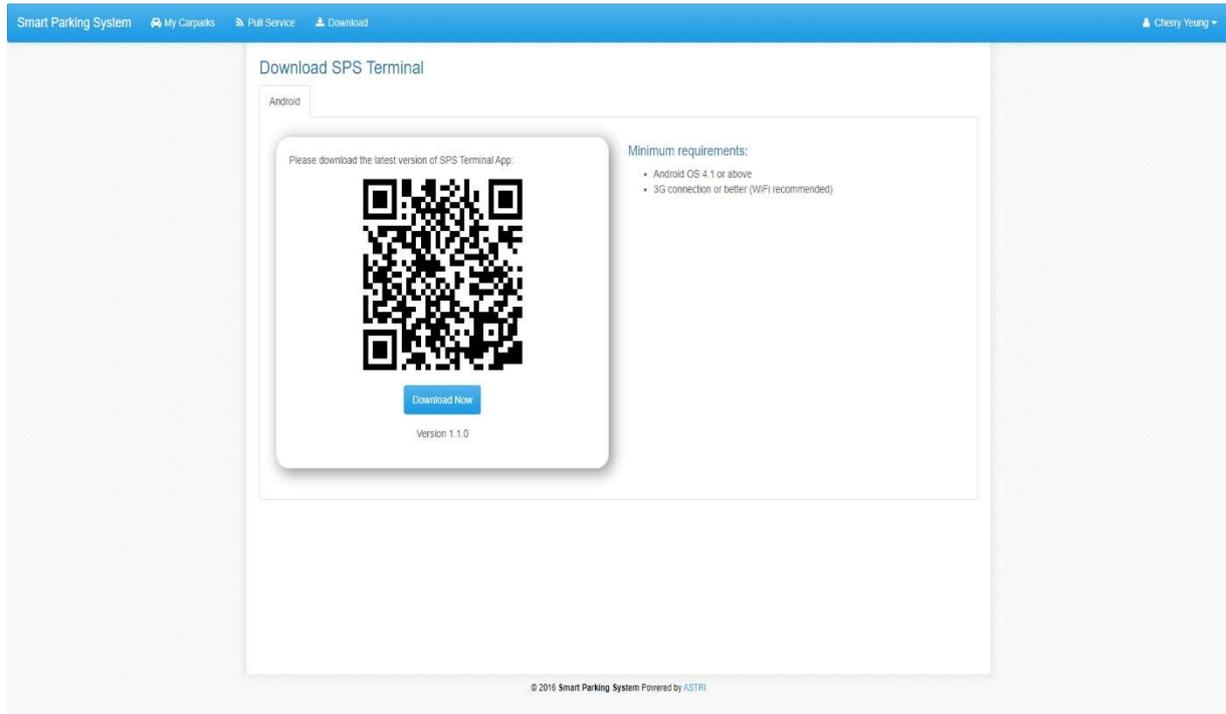
- **Old Password:** The current password for logging onto our system.
- **New Password:** The desired new password. It **must** be at least 6 to 20 characters with at least one digit, one upper case character, one lower case character and one special character (!@#\$%&!@).
- **Confirm New Password:** Input the desired new password again. It ensures the new password in both the New and Confirm New Password fields do not make a typo in either field.

Press “Update” to save the changes or “Back” to discard the update and back to profile page.

3.4 SPS Terminal

3.3.4 SPS Terminal App Download

Carpark administrator can download the SPS Terminal App for carpark operational staff to upload parking vacancy information manually. The App is only available in Android version.



You can upload the parking vacancy data in manual model at <https://sps-op.pilotsmartke.gov.hk/download/spsterminal.apk>

4. NOTIFICATIONS

4.1 Outdated Vacancy Reminder Example

If the carpark does not update the parking vacancy information for a period of time, the carpark administrator will receive an automatic email notification as below. The carpark administrator shall check if necessary.

Dear Demo User,

We would like to draw to your attention that below carparks have not updated vacancy status in a long time.

Company	Contact Person	Contact No.
Demo Company	Demo User	39041337

	Carpark Name	Last Upload Date	Expires
1	Aberdeen Car Park 香港仔停車場	Jan 20, 2016 2:38:01 PM	6.43 month(s)
2	City Hall Car Park 大會堂停車場	Aug 3, 2016 8:34:04 AM	Never
3	Kennedy Town Car Park 堅尼地城停車場	Mar 2, 2016 12:03:32 PM	5.05 month(s)
4	Kwai Fong Car Park 葵芳停車場	Jul 12, 2016 10:42:37 AM	21.91 day(s)
5	Rumsey Street Car Park 林士街停車場	Jun 7, 2016 6:57:00 PM	1.85 month(s)
6	Sheung Fung Street Car Park 雙鳳街停車場	Sep 17, 2015 4:16:55 PM	10.53 month(s)
7	Sheung Shui Park-and-Ride 上水泊車轉乘停車場	Aug 3, 2016 8:34:04 AM	Never
8	Tin Hau Car Park 天后停車場	Jul 12, 2016 2:54:14 PM	21.73 day(s)

Should you have any queries, please contact us at 3904 1337 or email sps-admin@pilotsmartke.gov.hk.

This is a computer generated email. Please DO NOT REPLY to the sender.

Smart Parking System Administrator