



ELISABETH HOTEL

# User Manual

## Parking Manager 2.0

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Managing the 28 parking spaces, the city-hall permits and guest self-registration — explained simply, step by step.

VERSION 2.0 · JUNE 2026

## What this app is for

The Parking Manager helps the front desk see at a glance which parking spaces are free, which guests need a permit from the city, and who is arriving or leaving today. Everything lives neatly in one place.

The app has **two parts** that work together:

- **The reception app** — the main program on the front-desk computer. This is where you manage all visitors, permits and figures.
- **The guest tablet** — a simple page on a tablet where guests enter their own number plate. The front desk then only has to accept those details.

✓ **No internet needed to work.** The app simply runs in the browser and keeps everything safely on the hotel's computer. Internet is only needed to keep two computers in step (synchronisation) and for the guest tablet.

This manual walks through the app screen by screen. Every screen comes with a photo so you always know what you are looking at. You don't need any technical knowledge — just read along and follow the pictures.

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9. Settings, backup & synchronisation
10. The guest tablet (self-registration)
11. Daily routine — quick reference

# The Dashboard — your home screen

This is the first thing you see. It gives a complete overview of today.

The dashboard for Elisabeth Parking Manager displays the following information:

- Backup Status:** No backup made yet! Create one now via Settings. (Buttons: Backup now, Later)
- Overview Cards:**
  - Free normal spots:** 18 / 26 (of 26 non-electric)
  - Free electric spots:** 1 / 2 (of 2 electric)
  - Occupied now:** 4 / 28 (of 28 total · +1 internal)
  - Reserved · meetings:** 5 spots blocked
- Reserved for meetings today:**
  - Acme NV:** 5 RESERVED, 1 NOTED (until 18:00)
  - 9-MTG-11:** 1-ABC-123 (Add plate)
- Activity Summary:** 2 Check-ins today, 2 Check-outs today, 1 Swim lesson today
- Today's activity:**

LICENSE PLATE	CHECK-IN	CHECK-OUT	STATUS
1-ABC-123	12/06/2026, 15:00	15/06/2026, 15:00	CURRENTLY HERE
2-EVE-456	12/06/2026, 15:00	14/06/2026, 15:00	CURRENTLY HERE
	13/06/2026, 08:00	13/06/2026, 18:00	CURRENTLY HERE
9-MTG-11	13/06/2026, 08:00	13/06/2026, 18:00	CURRENTLY HERE
3-SWM-789	13/06/2026, 09:00	13/06/2026, 16:00	SWIM LESSON - LEAVES 16H
MGR-02	13/06/2026, 09:00	13/06/2026, 17:00	CURRENTLY HERE
- Permits today:**
  - 4 WITH PERMIT
  - 2 WITHOUT PERMIT
  - Action needed: 2 visitor(s) do NOT have a permit yet

LICENSE PLATE	GUEST	PERMIT
3-SWM-789	Lisa Peeters	<input type="checkbox"/> !
6-OLD-555 (departed 12/06/2026)	Ahmed Bakkali	<input type="checkbox"/> !
1-ABC-123	Familie Janssens	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
2-EVE-456	Marco Rossi	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
MGR-02	Manager	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

The dashboard with the four overview cards, the meeting widget and today's permits.

## The four cards at the top

- **Free standard spaces** — how many normal spaces are still free (out of 26).
- **Free electric spaces** — the 2 spaces with a charging point.
- **Occupied now** — how many cars are parked at this moment.
- **Reserved · meetings** — spaces set aside for a meeting today.

## Today's meeting

If there is a meeting today, a card automatically appears here with the company name and how many spaces it reserved. A guest arrives for that meeting? Type their number plate and click **+ Add plate**. The counter keeps track: "5 reserved · 1 noted". The **-1** and **+1** buttons let you adjust the number of reserved spaces whenever needed.

## Today's activity & permits

At the bottom you see, on the left, who is checking in and out today, and on the right **today's permits**: who already has a permit (green) and who does not yet (red). A yellow bar at the top reminds you to make a backup regularly.

### SCREEN 2

## Adding a new visitor

In the sidebar, click **+ New visitor**. First choose the type of visitor, then fill in the details.


The new-visitor form, with the type choice at the top.

## The four kinds of visitor

- **Stay** — an ordinary hotel guest parked on site. Takes one space.
- **Group** — several cars under one reservation (e.g. a tour group). You add the number plates together.
- **Meeting** — you reserve a day and a number of spaces for a company. On the day itself the meeting card appears on the dashboard.
- **Internal use** — e.g. a company car or the manager. It *does* appear on the permit list, but takes up *no* parking space.

## The details

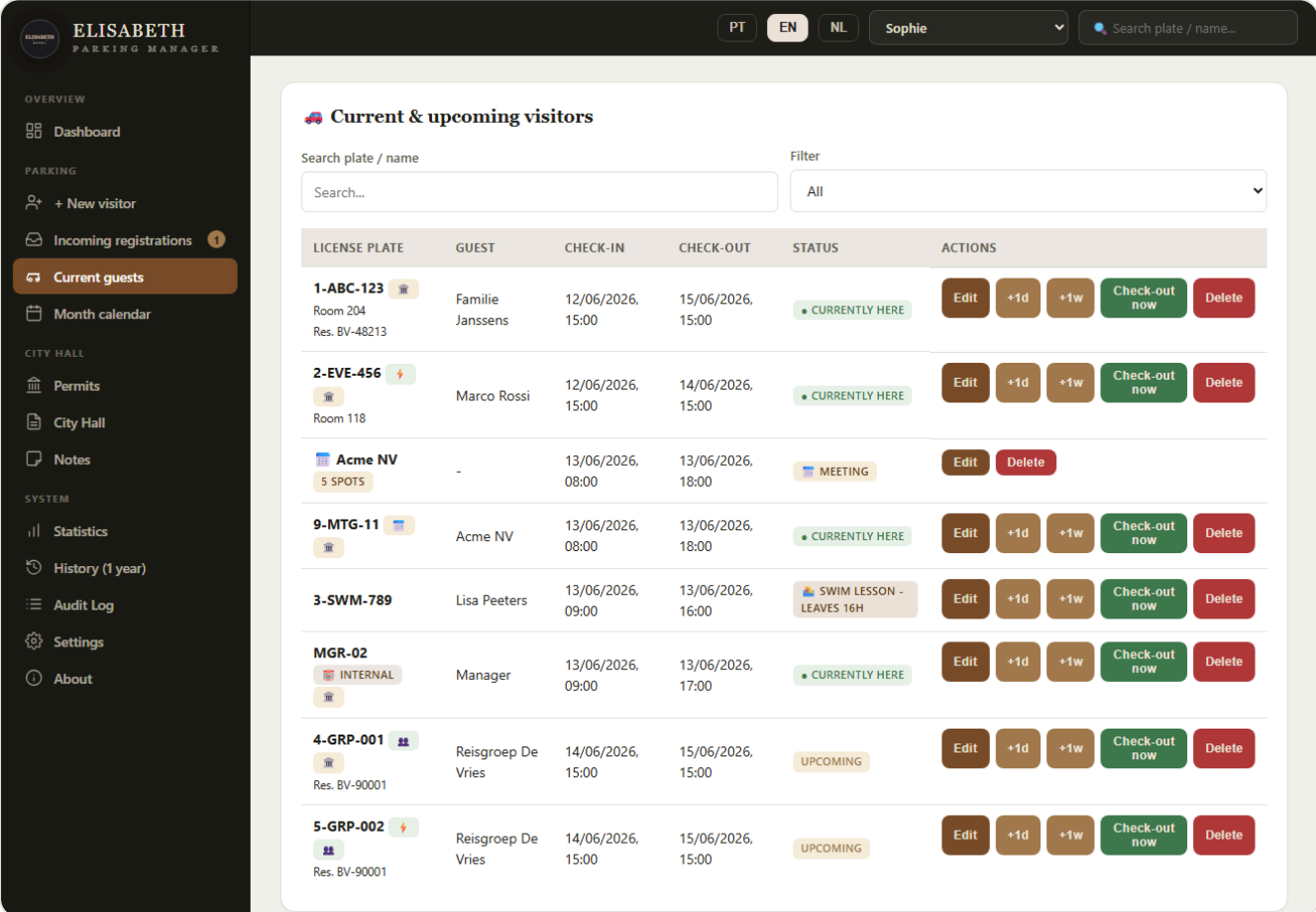
Fill in the **number plate**, the **name**, optionally the **room number**, and the **arrival and departure dates**. Tick **electric** if the guest needs a charging space, or **swim lesson** for a short visit. Then save — the guest appears on the dashboard straight away.

 **Tip:** always pick your name in the top right before you change anything. That way the app knows who made the change (handy for the history).

## SCREEN 3

# Current guests

Here you see everyone currently parked: number plate, name, room and how long they are staying.



The screenshot shows the 'Current & upcoming visitors' screen in the ELISABETH PARKING MANAGER app. The interface includes a dark sidebar with navigation options like 'Dashboard', 'New visitor', 'Incoming registrations', 'Current guests', 'Month calendar', 'Permits', 'City Hall', 'Notes', 'Statistics', 'History (1 year)', 'Audit Log', 'Settings', and 'About'. The main content area features a search bar and a filter dropdown set to 'All'. Below is a table listing visitors with columns for license plate, guest name, check-in/out times, status, and actions.

LICENSE PLATE	GUEST	CHECK-IN	CHECK-OUT	STATUS	ACTIONS
1-ABC-123 Room 204 Res. BV-48213	Familie Janssens	12/06/2026, 15:00	15/06/2026, 15:00	CURRENTLY HERE	Edit +1d +1w Check-out now Delete
2-EVE-456 Room 118	Marco Rossi	12/06/2026, 15:00	14/06/2026, 15:00	CURRENTLY HERE	Edit +1d +1w Check-out now Delete
Acme NV 5 SPOTS	-	13/06/2026, 08:00	13/06/2026, 18:00	MEETING	Edit Delete
9-MTG-11	Acme NV	13/06/2026, 08:00	13/06/2026, 18:00	CURRENTLY HERE	Edit +1d +1w Check-out now Delete
3-SWM-789	Lisa Peeters	13/06/2026, 09:00	13/06/2026, 16:00	SWIM LESSON - LEAVES 16H	Edit +1d +1w Check-out now Delete
MGR-02 INTERNAL	Manager	13/06/2026, 09:00	13/06/2026, 17:00	CURRENTLY HERE	Edit +1d +1w Check-out now Delete
4-GRP-001 Res. BV-90001	Reisgroep De Vries	14/06/2026, 15:00	15/06/2026, 15:00	UPCOMING	Edit +1d +1w Check-out now Delete
5-GRP-002 Res. BV-90001	Reisgroep De Vries	14/06/2026, 15:00	15/06/2026, 15:00	UPCOMING	Edit +1d +1w Check-out now Delete

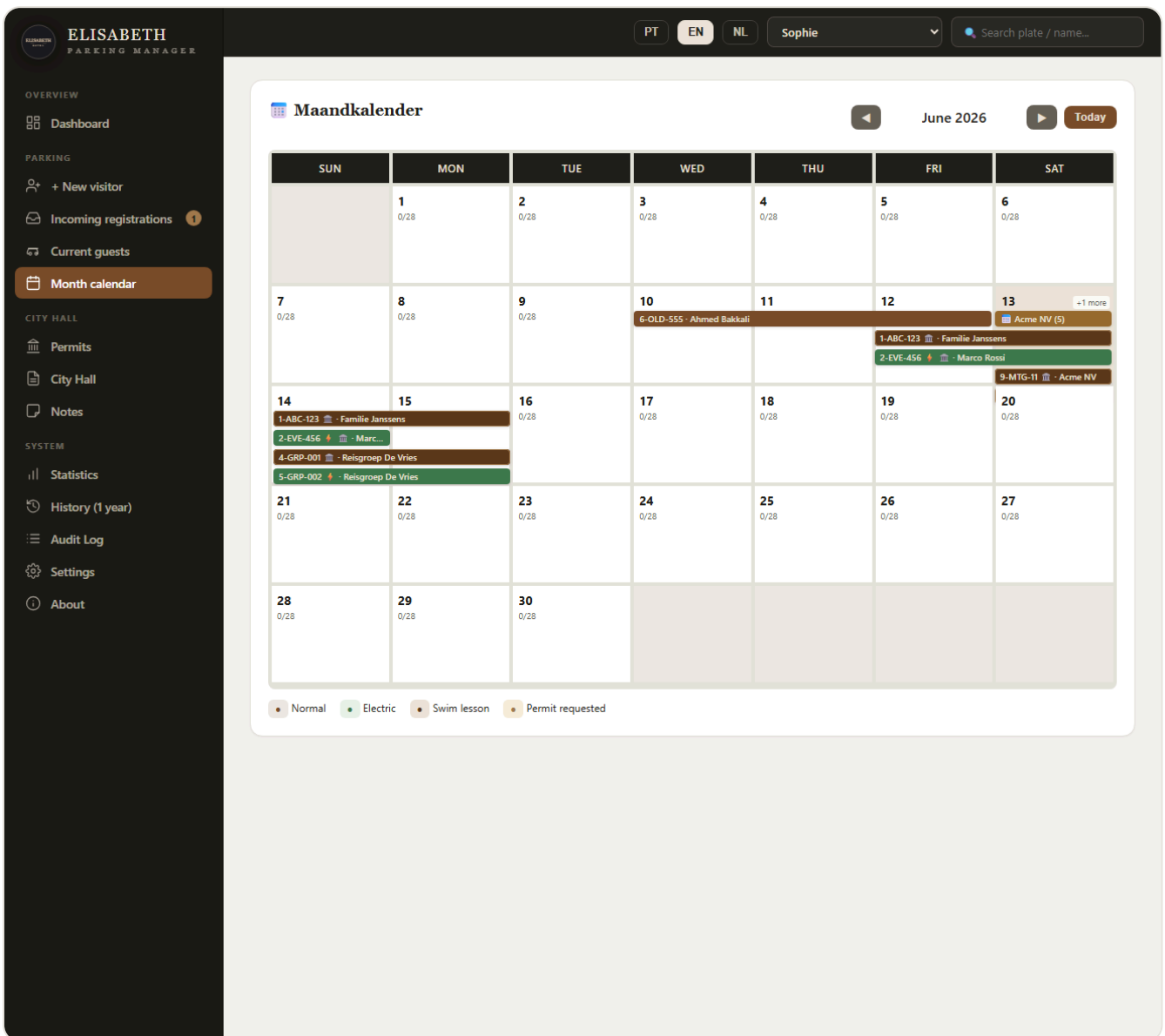
*The list of guests currently on the parking.*

Use the **search box in the top right** to find a plate or name quickly. For each guest you can **edit** the details or **check them out** when they leave. A checked-out guest does not vanish from the app — their details are kept (see the rule under Permits).

## SCREEN 4

# The month calendar

The calendar shows how busy the parking is on each day. So you can see at a glance when it is nearly full.



The month calendar showing the occupancy per day.

Click a day to see which guests are there that day. Useful for planning ahead: if you see a day is already busy, you know to be careful with new bookings.

## SCREEN 5

# Permits — the most important rule

For every car on the parking, a permit must be requested from the city hall. On this screen you tick off each number plate as soon as that is done.

**ELISABETH PARKING MANAGER**

PT EN NL Sophie Search plate / name...

OVERVIEW

- Dashboard

PARKING

- + New visitor
- Incoming registrations 1
- Current guests
- Month calendar

CITY HALL

- Permits**
- City Hall
- Notes

SYSTEM

- Statistics
- History (1 year)
- Audit Log
- Settings
- About

**Permits per day** 13 June 2026 Today

Check off plates that have a permit requested at city hall.

LICENSE PLATE	GUEST	CHECK-IN	CHECK-OUT	PERMIT REQUESTED AT CITY HALL
3-SWM-789 🚗	Lisa Peeters	13/06/2026, 09:00	13/06/2026, 16:00	<input type="checkbox"/> ✖
6-OLD-555 (departed)	Ahmed Bakkali	10/06/2026, 15:00	12/06/2026, 15:00	<input type="checkbox"/> ✖
1-ABC-123	Familiie Janssens	12/06/2026, 15:00	15/06/2026, 15:00	<input checked="" type="checkbox"/> ✔
2-EVE-456 ⚡	Marco Rossi	12/06/2026, 15:00	14/06/2026, 15:00	<input checked="" type="checkbox"/> ✔
9-MTG-11	Acme NV	13/06/2026, 08:00	13/06/2026, 18:00	<input checked="" type="checkbox"/> ✔
MGR-02 🚚	Manager	13/06/2026, 09:00	13/06/2026, 17:00	<input checked="" type="checkbox"/> ✔

*Permits per day. Guests without a permit appear at the top, with a red cross.*

🔑 **The golden rule:** a guest stays on this list **until you tick the box** — even after they have left. A departed guest who has not yet received a permit gets the label "**(left)**" but does not disappear. That way you never forget to request a permit.

At the top you can use the arrows ◀ ▶ to move to another day, or click **Today** to return. Guests who do *not* yet have a permit are always shown at the top so you can't miss them.

A guest is **never removed automatically**. Only once the permit has been requested *and* ticked does the guest drop off the open list. Their details remain stored in the database.

## SCREEN 6

# The list for the city hall

Under **City hall** the app automatically builds a tidy list of all the number plates you need to pass on to the city.

**ELISABETH**  
PARKING MANAGER

PT EN NL Sophie Search plate / name...

OVERVIEW  
Dashboard

PARKING  
+ New visitor  
Incoming registrations 1  
Current guests  
Month calendar

CITY HALL  
Permits  
City Hall  
Notes

SYSTEM  
Statistics  
History (1 year)  
Audit Log  
Settings  
About

**City hall report** 06/13/2026 Today Print / PDF Copy for email

List of license plates in the parking today, ready to send to city hall.

**PARKING REGISTRATIE**  
Elisabeth Hotel · Lijst nummerplaten voor stadhuis  
Saturday, 13 June 2026

Hierbij de lijst van 5 voertuigen die op deze datum gebruik maken van onze hotelparking:

#	NUMMERPLAAT	GAST	KAMER	VAN / TOT	TYPE
1	1-ABC-123	Familie Janssens	204	12/06/2026 – 15/06/2026	Normaal
2	2-EVE-456	Marco Rossi	118	12/06/2026 – 14/06/2026	Elektrisch
3	3-SMM-789	Lisa Peeters	-	13/06/2026 – 13/06/2026	Zwemles (tot 16:00)
4	9-MTG-11	Acme NV	-	13/06/2026 – 13/06/2026	Normaal
5	MGR-02	Manager	-	13/06/2026 – 13/06/2026	Normaal

Opgesteld op: 13/06/2026, 11:00:00  
Elisabeth Hotel · Parking Manager v2.0.0

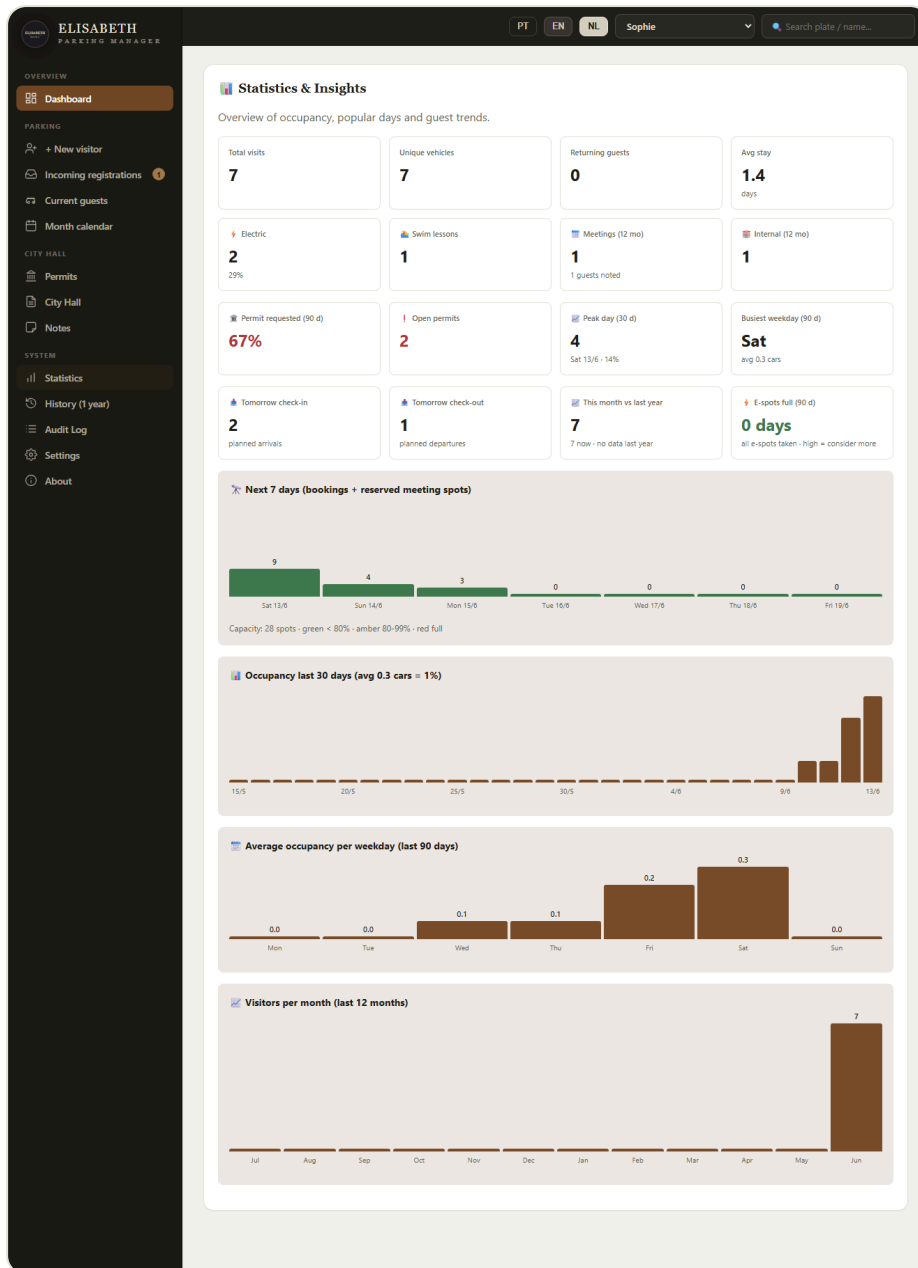
*The ready-made list to send to the city hall.*

You can **print** that list directly or **copy** it to paste into an e-mail. No more retyping — the app puts it all together for you.

## SCREEN 7

# Statistics & insights

Want to know how busy it was, or which days are coming up? The **Statistics** tab turns all the data into clear figures and charts.



The overview with figures at the top and charts below.

A few useful figures you'll find here:

- **7-day forecast** — how full the parking will be next week (green = quiet, red = full).
- **Busiest weekday** and **peak day** — when it is usually busiest.
- **Permit requested** — for what percentage of guests a permit has already been requested.
- **Tomorrow's check-in / check-out** — what you can expect tomorrow.

You don't have to enter anything here — the app works it all out by itself from what you record.

# Incoming registrations from the tablet

When a guest registers on the tablet, their request arrives here. So the front desk doesn't have to type the details in itself.

The screenshot shows the 'ELISABETH PARKING MANAGER' interface. The top navigation bar includes language options (PT, EN, NL), a user profile (Sophie), and a search bar. The left sidebar lists various menu items under 'OVERVIEW', 'PARKING', 'CITY HALL', and 'SYSTEM'. The 'Incoming registrations' item is highlighted with a notification dot. The main content area is titled 'Incoming registrations (from tablet)' and includes a brief instruction: 'Guests register themselves on the tablet. Scan their QR code with the webcam or paste the code. Then you approve each registration before it enters the system.' Below this, there are two input methods: 'Scan QR code' with a 'Start camera' button, and 'Paste code' with a text input field containing 'EHK1...' and an 'Add to queue' button. A 'Queue (1)' section displays a table with one registration entry.

LICENSE PLATE	GUEST	RES.	RECEIVED	ACTIONS
7-NEW-321	Sofia Almeida 13/06/2026 – 14/06/2026	-	13/06/2026, 10:50	<span>✓ Approve</span> <span>Delete</span>

*Registrations coming in via the guest tablet, ready to accept.*

There are two ways to bring a registration in:

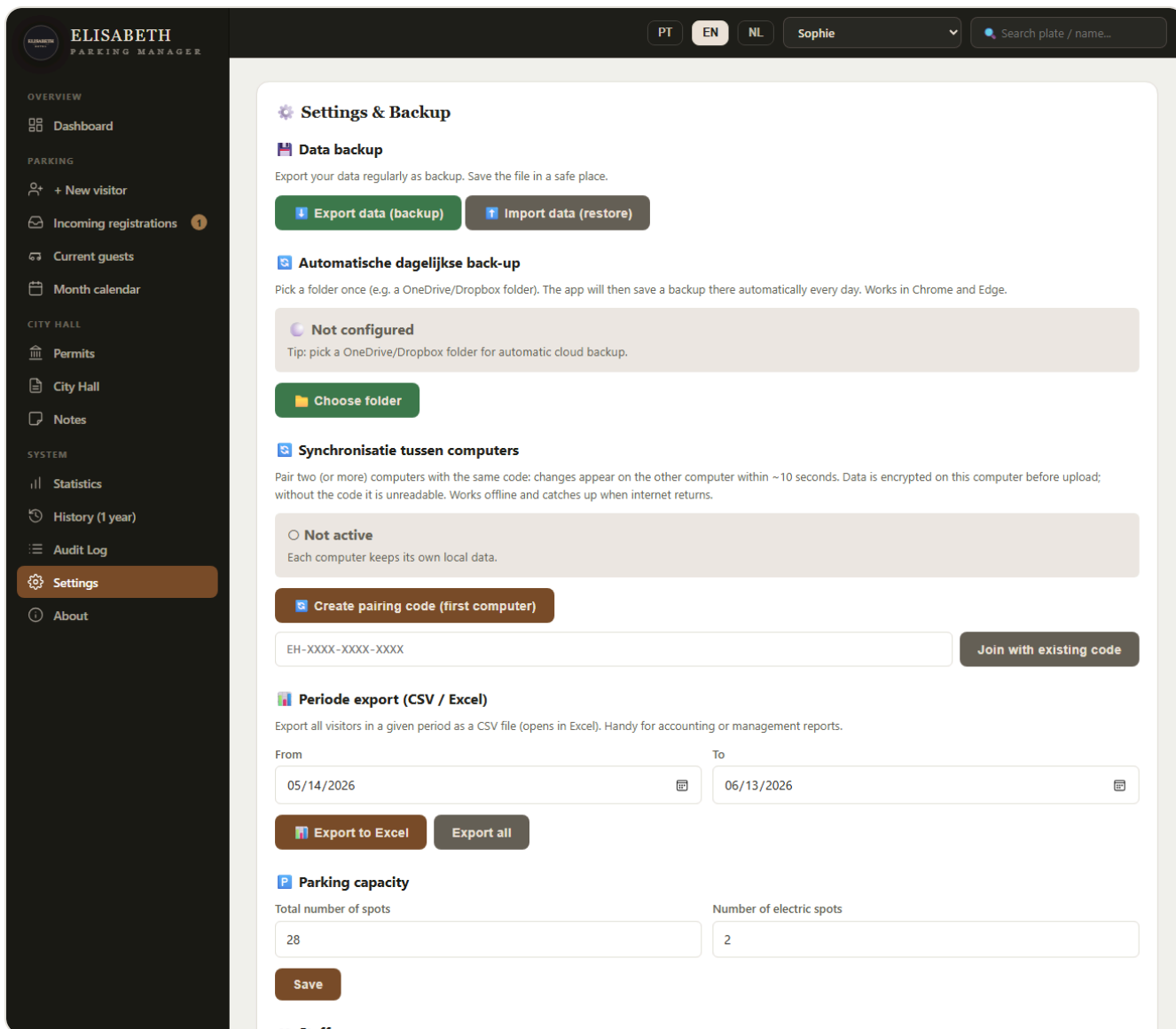
- **Scan the QR code** — the guest shows the QR code from the tablet; you scan it with the webcam.
- **Today's list** — all of the day's registrations are already waiting; you check them and accept them into the system.

The dot next to **Incoming registrations** in the sidebar shows how many new requests are waiting.

## SCREEN 9

# Settings, backup & synchronisation

On the **Settings** tab you arrange everything you only have to set up once.




Settings: backup, synchronisation between computers, capacity and staff.

## Automatic daily backup

Pick a folder once (for example a OneDrive or Dropbox folder). After that the app makes a backup **automatically every day**. That way you never lose data.

## Synchronisation between computers

Want to use the app on two computers? On the first computer create a **pairing code** (something like EH-K3M9-P2XW-7QRT) and type that same code on the second computer. From then on both computers match automatically — changes appear within  $\pm 10$  seconds on both sides.

 **Secure:** the data is encrypted on your own computer before it is sent. Without the pairing code, nobody can read along. So keep the code safe (e.g. on paper in the front-desk drawer).

## Capacity & staff

Here the capacity is set to **28 spaces, 2 electric**. At the bottom you add the names of the staff, so everyone can quickly pick themselves at the start of a shift.

### SCREEN 10

## The guest tablet (self-registration)

On a tablet at the front desk, guests can fill in their own details, in **10 languages**. That saves the front desk a lot of typing.

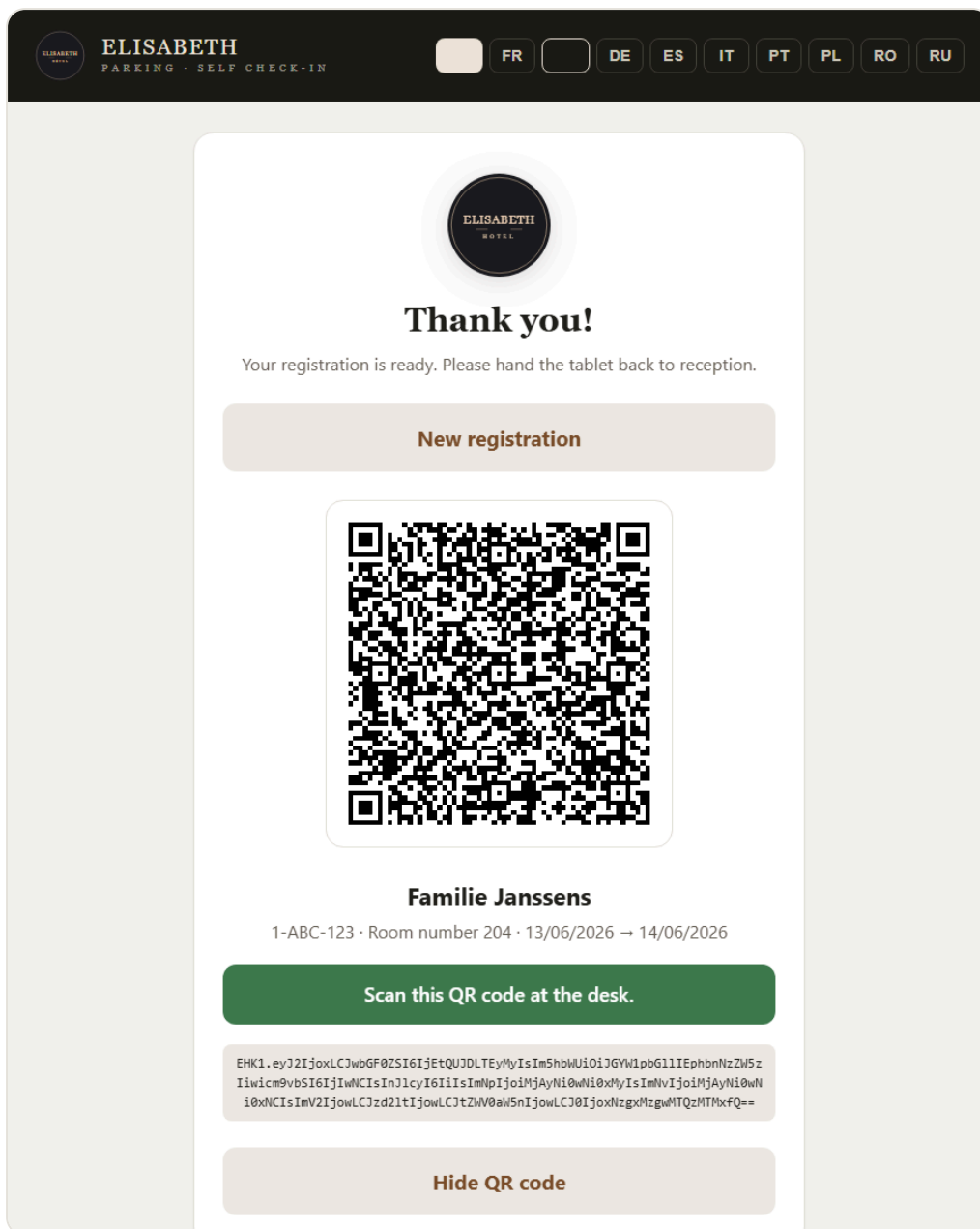
The screenshot shows a tablet interface for 'ELISABETH PARKING - SELF CHECK-IN'. At the top, there are language selection buttons for FR, DE, ES, IT, PT, PL, RO, and RU. The main content area is titled 'Welcome, register your vehicle' and includes the instruction 'Enter your details and then hand the tablet back to reception.' The form contains the following fields and options:

- License plate \*: 1-ABC-123
- Name \*: Jan Janssen
- Room number: 101
- Check-in date \*: 06/13/2026
- Check-out date \*: 06/14/2026
- License plate and name are required.
- Electric vehicle
- Swim lesson (departs same day at 16:00)
- I am here for a meeting
- Complete registration** button
- Today's registrations (0)

At the bottom of the screen, it says 'Elisabeth Hotel - Parking Manager'.

*The tablet entry screen: the guest picks their language and enters their plate.*

The guest chooses their language at the top, enters their **number plate** and **name** (and optionally room number and dates) and confirms. A thank-you screen with a **QR code** then appears.



*The thank-you screen with the QR code that the front desk scans.*

The guest hands the tablet back to the front desk, who scans the QR code under **Incoming registrations** (screen 8). Done — the details land correctly in the system straight away.

## QUICK REFERENCE

## Daily routine

The most important actions in a row:

When	What you do
Start of your shift	Pick your <b>name</b> in the top right.
A guest arrives	+ <b>New visitor</b> → choose type → fill in details. Or: accept their registration from the tablet.
Permit requested	Go to <b>Permits</b> and <b>tick off</b> who you have passed on to the city hall.
List to the city hall	<b>City hall</b> → Print or Copy for e-mail.
Meeting guest arrives	Dashboard → meeting card → number plate → + <b>Add plate</b> .
Made a mistake?	Yellow bar bottom left → ↶ <b>Undo</b> (within 5 seconds).
End of the day	Nothing special — the backup happens by itself.

### The five things to remember

1. A guest **never** disappears from the app by itself.
2. They stay on the permit list **until you tick the box** — even after leaving.
3. Departed guests no longer hold a parking space.
4. A meeting **reserves** spaces in advance; you note the plates on the day itself.
5. Everything is **stored locally** and (if paired) **synchronised** automatically.



Built with care for the Elisabeth Hotel.  
A question or a problem? Feel free to include a screenshot.

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