



Manual Yellowbrick App

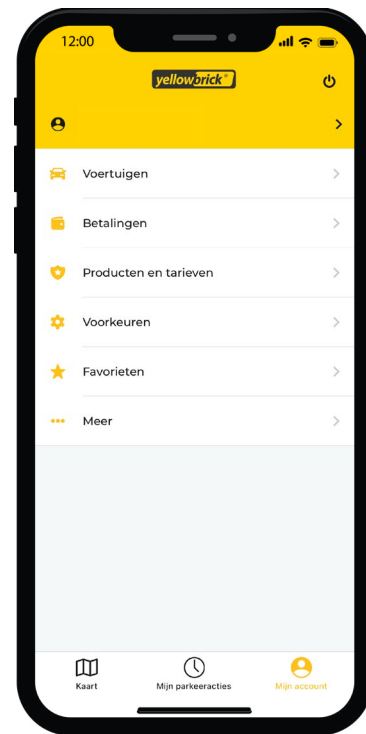
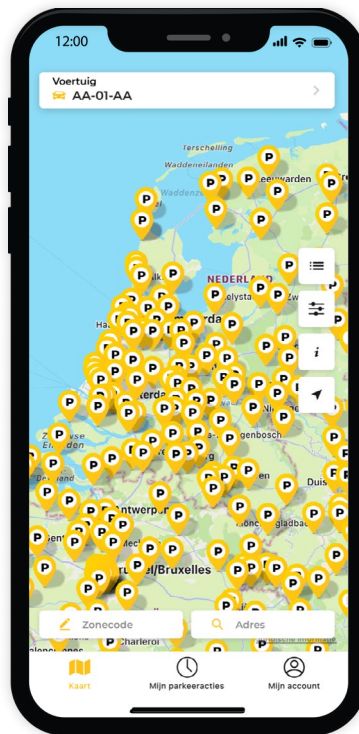
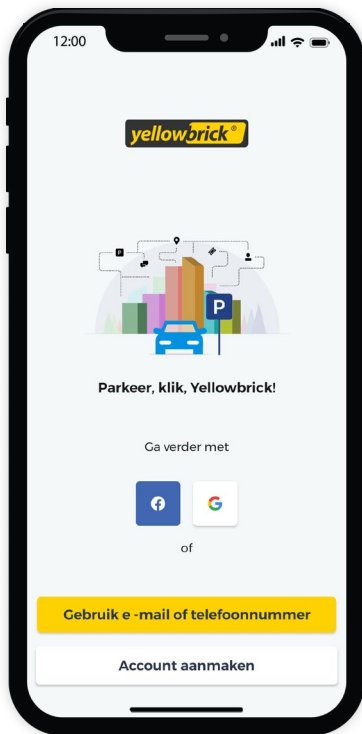
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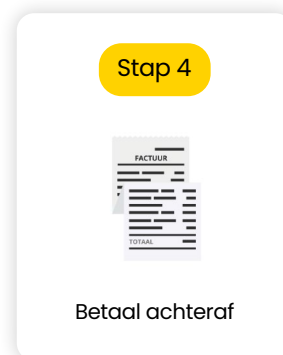
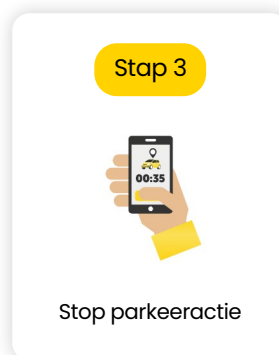
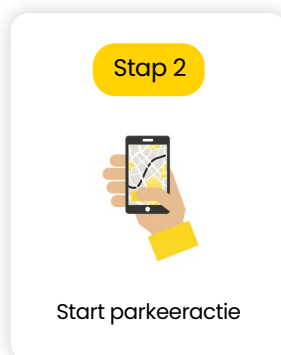
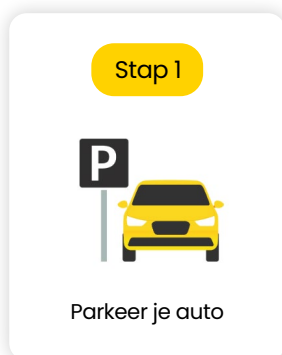
The Yellowbrick App



Download the app and start with saving on your parking costs!



Yellowbrick is available throughout the Netherlands, for on-street parking or in parking garages of ParkBee and others. For more information on the use of the Yellowbrick app, visit our website, www.yellowbrick.nl, or take a look at our Frequently Asked Questions.



Download in the Google Play Store & App Store

Account

As a Yellowbrick customer, you have access to your personal Yellowbrick environment, additional to the app. You can log in to the personal environment via the app. In the Yellowbrick app you can easily view and modify your details and download invoices. In the My Yellowbrick environment you can manage (additional) users. This manual will cover and explain the different possibilities within the app.

Create an account

Open the **Yellowbrick App** and press **Sign up**. Choose what **type of account** you want to create: Private, Business or Travelcard. Fill in all the details and agree to the **Terms & Conditions** and the **Privacy Statement**. You can also choose to receive the latest news and special offers via email. To turn this on, you need check the last checkbox. After following these steps, press **Finish**. The account has been created.

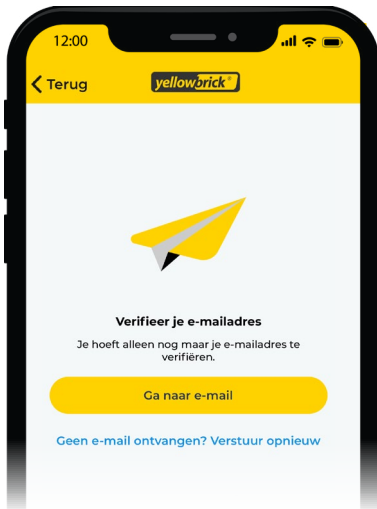


Verify account

The account needs to be verified before the first transaction. This can be done in a few steps, that will be visible after login in.

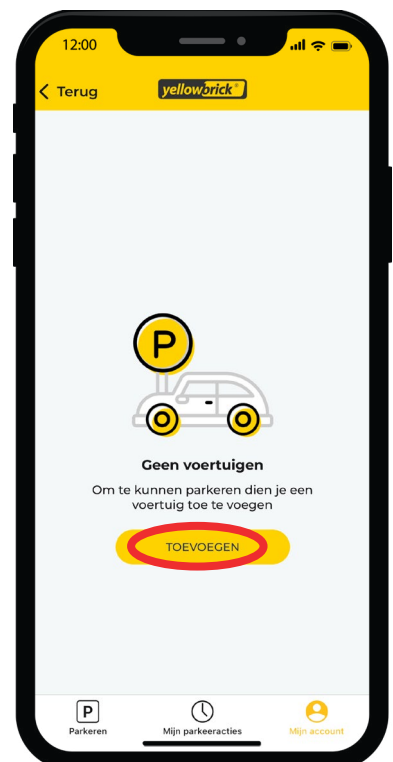
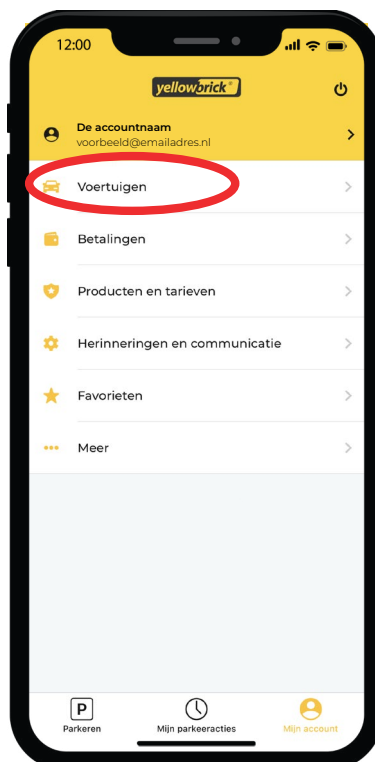
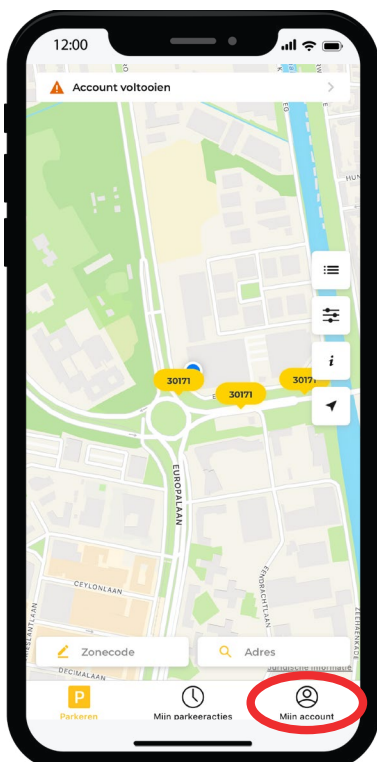
1. Email address verification

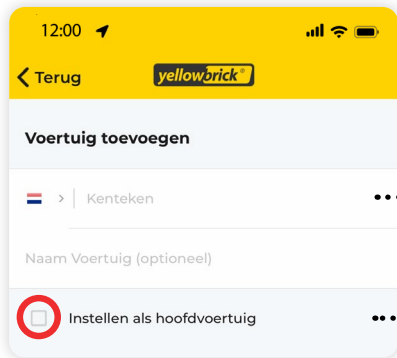
After filling in all the details, you will receive an email to verify the email address. Open this email and press **Confirm**.



2. Add a license plate

A license plate must be added to the account in order to start a parking transaction. To do this, you need to press **My account** at the bottom right of the screen. Then go to **Vehicles** and press **Add vehicle**. Fill in the details and press **Save**. It is possible to add multiple license plates. The license plate set as default is automatically shown at the top of the homescreen when you start a parking transaction.



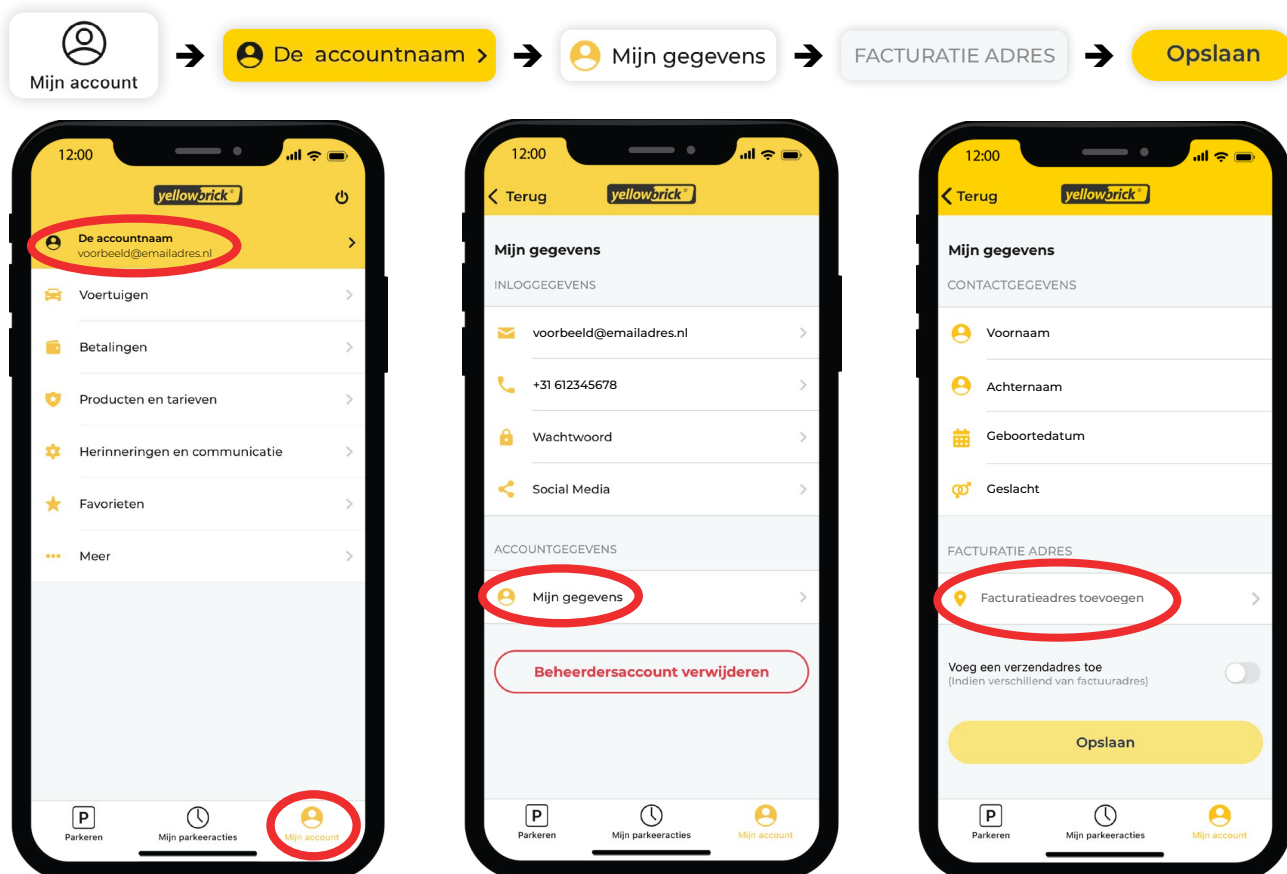


It is possible to add multiple license plates to the account.

One vehicle can be set as the default vehicle. To do this, select **Set as default vehicle** when adding the license plate. This vehicle is automatically selected when starting a parking transaction.

3A. Add a billing address for a private account

To use the account, a billing address must be added. To do this, go to **My account** at the bottom right of the screen. At the top you will see the **Account name**, press this and then go to **My personal data** and press **Add billing address**. Fill in the details and press **Save**.



3B . Add a billing address for a business account

To add a billing address for a business account, go to **My account** at the bottom right of the screen. At the top of the menu you will see the **Business information**, press this and then go to **Billing address**. Fill in the details and press **Save**.



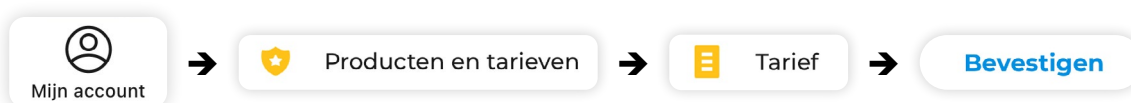
4. Add payment method

To add a payment method, go to **My account** at the bottom right of the screen. Then go to **Payments**, **Payment details** and press **Add payment method**. You can add the desired payment method; **Direct debit** or **Creditcard**. After you have finished the IBAN validation process, the payment method is added.



5. Select rate plan

Yellowbrick has different rate plans. To select a rate plan, go to **My account** at the bottom right of the screen. In the menu, choose **Products & Services** and press **Service rate plan**. Select the desired rate plan and press **Select**.



More information about the benefits of the different rate plans in the chapter Products: Membership and rates.

Delete account

To permanently delete your Yellowbrick account, go to **My account** at the bottom right of the screen. Then press the **Account name** at the top. You will see a red button with **Delete account** at the bottom of the screen, press this and then press **delete**. The account is permanently deleted.



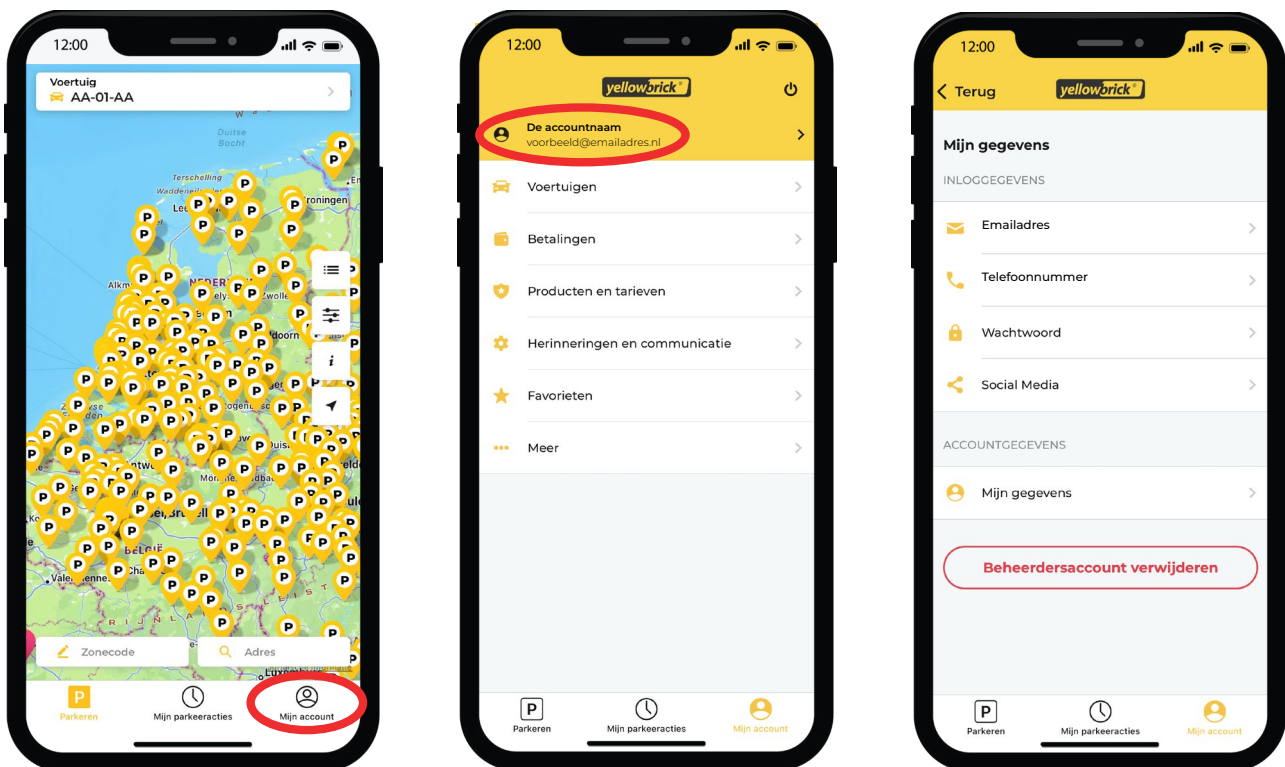
After deleting the account, all the users within the account will be deleted as well. **The deletion of the account is final and cannot be undone.**

Personal details

In the Yellowbrick app you can easily view and change your personal details. For business users, there is a separate page with all the company information.

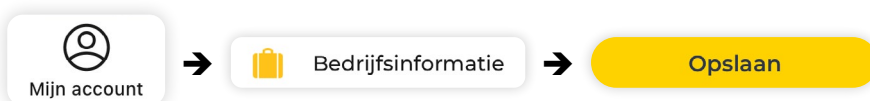
Login credentials

To view or change your login credentials, go to **My account** at the bottom right of the screen and then press the **Account name**. You can choose which data you want to change. After the data has been changed, press **Save**.



Company information (business users)

For business users there is an additional page with all the company information. The company name, VAT number, Chamber of Commerce number, company contact number and billing address can be changed here. To edit these details, go to **My account** and then **Company information**. Change the desired details and press **Save**.



Parking

You can start and stop parking transaction in the Yellowbrick app. When you go to **Parking** at the bottom left, you will see the homescreen. At the right side of the screen, you will find some filters that make searching for your parking zone easier.



Nearest parking meters: shows the parking meters closest to the current location.

Filters: select the type of parking spaces visible on the map.

More information: learn more about paid parking rates and parking times.

Navigation arrow: shows your current location on the map.

Zone code: search by zone code, which can be found on the closest parking meter.

Address: search for zone codes by address.

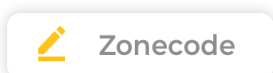
Start and stop parking transactions

Start a parking transaction

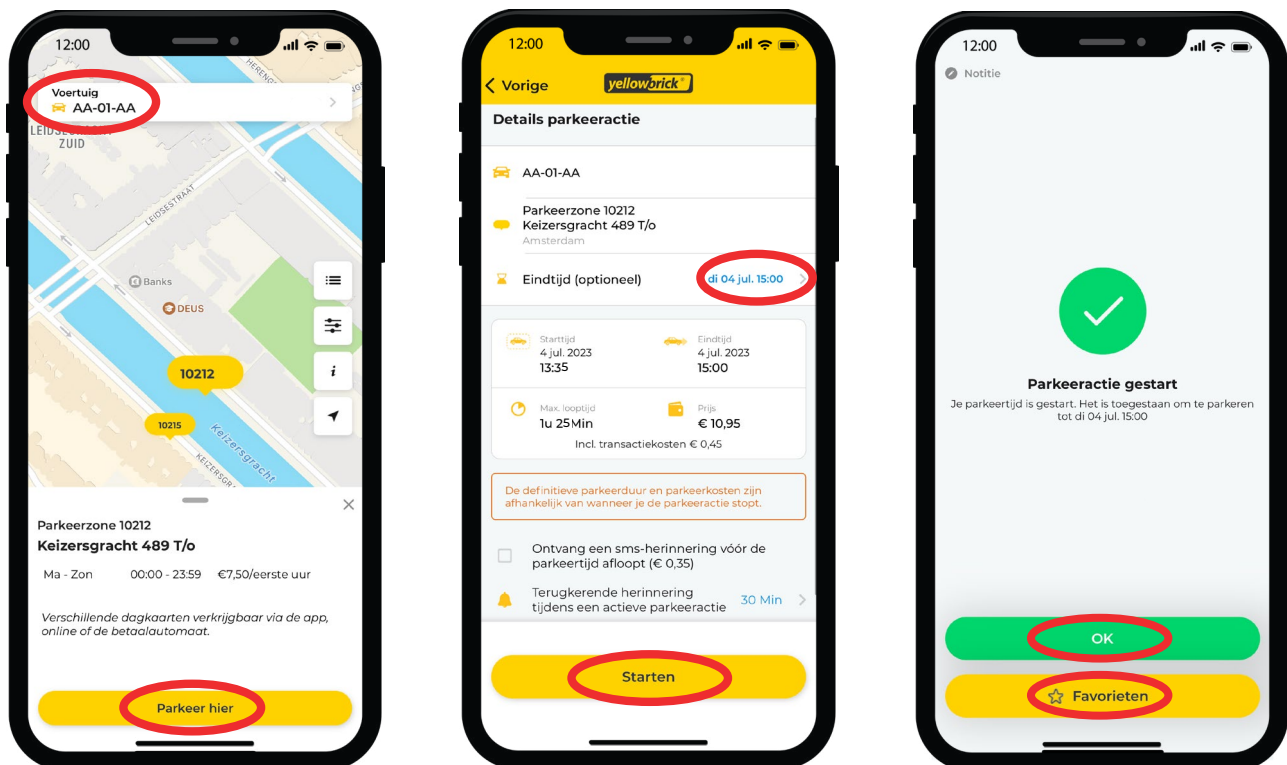
With the Yellowbrick app you can start and stop parking transactions. To start a transaction, open the Yellowbrick app. After the app is opened you can go to **Parking**, at the bottom left of the screen to go to the homescreen.



You can select the parking zone you want to park in. If the desired parking zone does not appear on the screen, press **Zone code** and enter the correct zone code. You can find this on the parking meter. After entering the correct zone code, press **Confirm**.



The vehicle set as default is automatically shown at the top of the homescreen. When you click on the license plate, you can select another vehicle to park with. After the vehicle selection, press **Park here** to start a parking session and check the shown data. If desired, you can set an end time. The parking transaction will stop at the selected time. After this, press **Start** to start the parking transaction.



Stop a parking transaction

After the parking transaction is started, it will be shown in the overview with ongoing transactions. There will also be a "1" at the bottom of the screen next to **My sessions**. If you want to stop the transaction, press **Stop** in the overview with ongoing transactions and then press **Confirm stop**. An overview of the transaction will be shown.



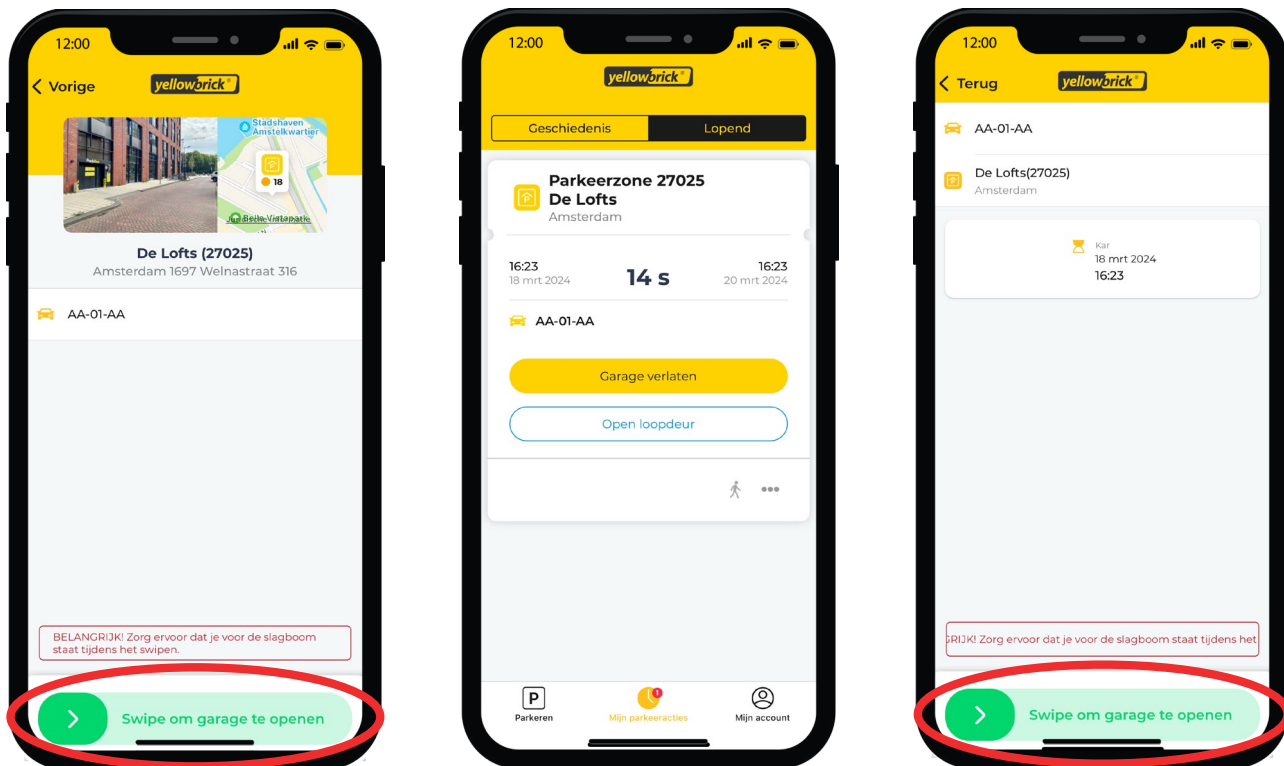
Parking in ParkBee garage

Starting a parking transaction

Drive to the entrance of the ParkBee location. Open the Yellowbrick app and select the desired ParkBee location. Make sure you are in front of the barrier and swipe the green bar at the bottom of your screen to the right. This ensures that the barrier opens and you can drive in. After the barrier has opened, a confirmation will be shown on the screen with "Parking action started". Park your car in one of the available parking spaces.

Stopping a parking transaction

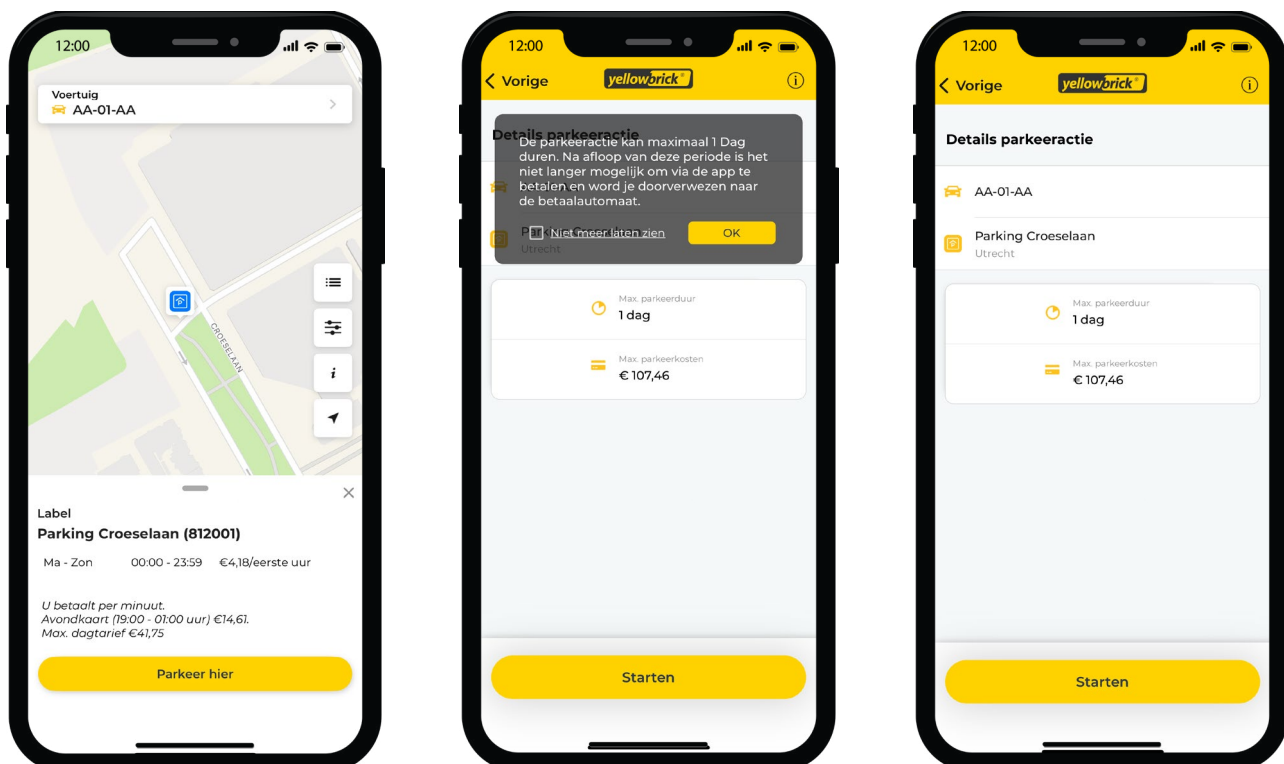
When you want to stop the transaction, drive to the exit of the garage. Open the app and swipe the green bar to the right again to reopen the barrier. After this, your transaction will stop automatically.



Parking in Municipal garages

Starting a parking transaction

Drive to the entrance of the garage and grab a ticket from the machine. The system will automatically scan the license plate. Open the Yellowbrick app and select the desired parking garage or zone code. The zone code of the parking garage is shown in the garage. Start the parking transaction in your app.



Stopping a parking transaction

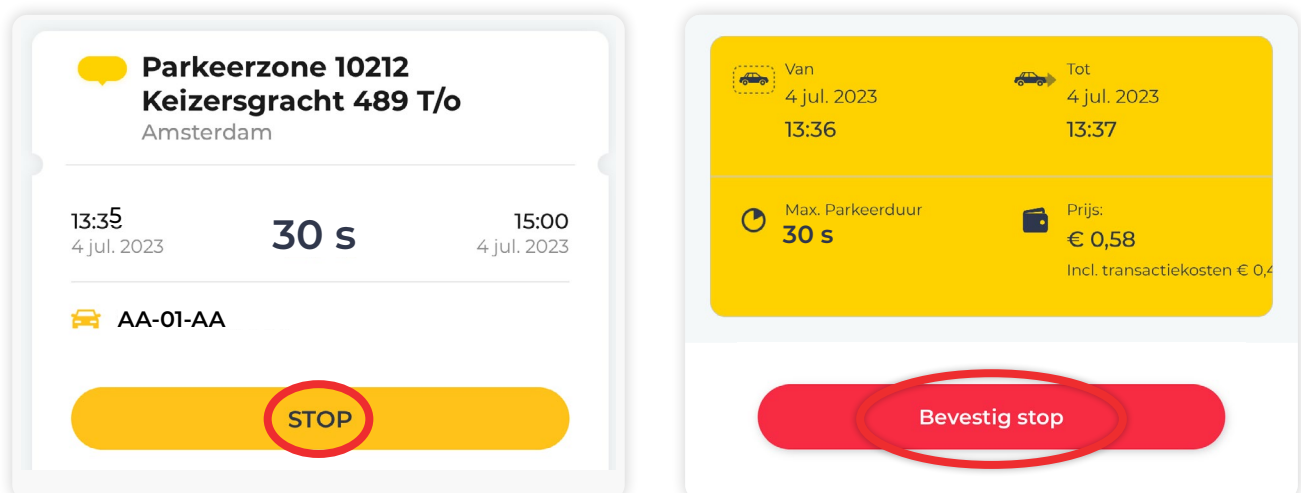
When the vehicle leaves the parking garage, the system scans the license plate again and will automatically stop the ongoing transaction. The transaction will be shown on your Yellowbrick invoice among all your other transactions.

Parking history and ongoing parking sessions

To view parking history and ongoing parking sessions, go to **My sessions** at the bottom of the screen. The parking history can be viewed by pressing **History** at the upper left of the screen. To search for an old parking transaction, press the **the magnifying glass** in the upper right corner. Fill in the desired search criteria and press **Search**. If you want to view details to a parking transaction, you need to click on the desired parking transaction the details. You can also send the parking transaction via email or download a PDF of the transaction.



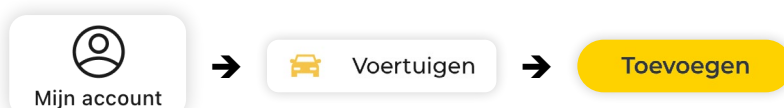
All the ongoing parking sessions are listed under **Active parking sessions**. If there is an ongoing parking session, the following ticket will be shown:



Press **Stop** to stop the transaction. Then press **Confirm Stop**. After this, the parking transaction is ended.

Add additional license plates

It is possible to add multiple license plates to your account. To do this, go to **My account** on the bottom right of the screen. Then select **Vehicles** and press **Add vehicle**.



Voertuig toevoegen


 > | Kenteken


Naam Voertuig (optioneel)

☒ Instellen als hoofdvoertuig

To select a vehicle as default, you need to check the **Set as default vehicle** box. This vehicle will be automatically selected when starting a parking transaction.

Kentekens

 AA-01-A ☒

 BB-02-BB >

A yellow check mark will appear behind the default vehicle.

Caution: The vehicles that the admin adds to the main account will not be visible in the users' account. After the user has created their login credentials, they must manually add a vehicle to their account.

Users



Caution: Adding and managing users, is only possible through the Yellowbrick website environment: my.yellowbrick.nl/#/Parking

Customers with multiple users can choose to give each user their own login credentials. To park, each user needs a parking eligibility, which can be purchased through **Products & services**.

Add users

Go to my.yellowbrick.nl/#/Parking and login. To add a user, press the **account name** at the top right of the screen and go to **Users**. Then click on **Add user** and fill in the details.

The screenshot shows the 'Gebruiker toevoegen' form. At the top, there is a navigation bar with 'Accountnaam v' (selected), 'Gebruikers', and a yellow button 'Voeg een gebruiker toe'. The form fields include: 'Voornaam...' and 'Achternaam...' (text inputs), 'E-mail...' (text input), 'Land' (dropdown menu showing '(+31) Nederland'), and 'Telefoonnummer...' (text input). A toggle switch for 'Gebruiker is nu geblokkeerd' is circled in red. A yellow 'Opslaan' button is at the bottom. Annotations on the right point to the 'E-mail...' field, the 'Telefoonnummer...' field, and the toggle switch.

The **Email address** is a required field.

The **Phone number** is not a required field and can only be used once for a Yellowbrick account.

To **activate** the user account, the toggle needs to be set to active.

Add vehicle

After the user account has been created, they will receive an email to set a password for their account. The admin can add license plates to the account of the user. To do this, press **Vehicle** after creating the user.

The screenshot shows the 'Voertuig' form. At the top, there is a navigation bar with 'Voertuig' (selected) and a yellow arrow button. The form fields include: a yellow button with a plus sign, a text input field, and a checkbox for 'kenteken wijzigingen toestaan' (circled in red). A yellow 'Opslaan' button is at the bottom. Annotations on the right point to the plus sign button and the checkbox.

Click on the **plus-sign** to add a license plate to the user.

If the user is allowed to change or add their license plate themselves, check the box for **Allow license plate changes**.

Add parking eligibilities

In order to park, each user needs a parking eligibility. After creating the user, they will automatically be assigned a parking eligibility. It is important that the account has purchased enough parking eligibilities for the desired number of users. If a user wants to park with multiple license plates at the same time, they need multiple parking eligibilities. Click on **Parking eligibility** to purchase additional eligibilities.

Parkeerrecht(en) >

Parkeerrecht(en)

Beschikbare parkeerrechten
10

Huidige parkeerrechten van werknemer
1

Toevoegen / verwijderen van parkeerrechten − 1 +

Bijwerken

More information on purchasing parking eligibilities in chapter Products: product order.

Add user annotations

It is possible to add annotations to individual users. These will be shown per user on the monthly invoice. To add an annotation to a user, press **User annotations** after the user is created.

Gebruiker annotaties >


The cost center will be shown on the invoice as:

Name of user, Annotation label #1: value, Annotation label #2: value

Example: User 1 Department: business, Cost Center: 123456

Pagina 1 van 1

FACTUUR



Specificatie

Gebruiker 1 Afdeling: zakelijk, Kostenplaats: 123456

Product	Kenteken	Locatie	Datum & Tijd	Duur	Parkeerkosten	Transactiekosten
Straat-parkeren	AA-01-AA	10212 / Amsterdam	2023.01.01 12:00 - 13:00	01:00	7.50 €	0.41 €
Straat-parkeren	AA-01-AA	10212 / Amsterdam	2023.01.01 12:00 - 13:00	01:00	7.50 €	0.41 €

Parking for users

The admin has the possibility to start and stop parking transaction for a user from the admin account via the website. Click on your **account name** at the top right of the screen and go to **Users**. Select the user by checking the box next to the name and then press **Parking**. This button can be found above the list of users, after selecting the desired user.



Manage / change users

The admin can control what changes users can make in their account themselves. Go to **Users** and select the desired user to do this. After selecting the user, you can press the **3 dots** above the list of users and selecting the desired settings.



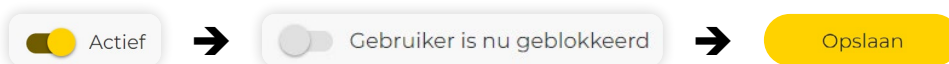
The screenshot shows a user management interface. At the top, there is a 'Parkeren' button and a row of action icons: a pencil, a trash can, a prohibition sign, and a three-dot menu. Below this is a table with columns 'Naam' and 'E-mail'. The first row, 'Gebruiker 1', has a checked checkbox and a red circle around it. A dropdown menu is open for the three-dot icon, showing options: 'Kenteken wijzigingen weigeren', 'E-mail aanpassingen weigeren', 'Telefoonnummer aanpassingen weigeren', and 'Sta herinneringen van parkeeracties via SMS toe'.

Block or delete users

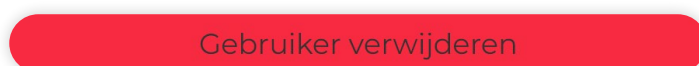
To block or delete a user, click your **account name** at the top right corner of the screen and go to **Users**. Select the user you want to block or delete and click on the **the pencil** button, which is found above the list of users.



To block a user, switch the toggle that says **active** and press save. The user is blocked.



To delete a user, click on the red button that says **Delete user** and confirm the deletion.



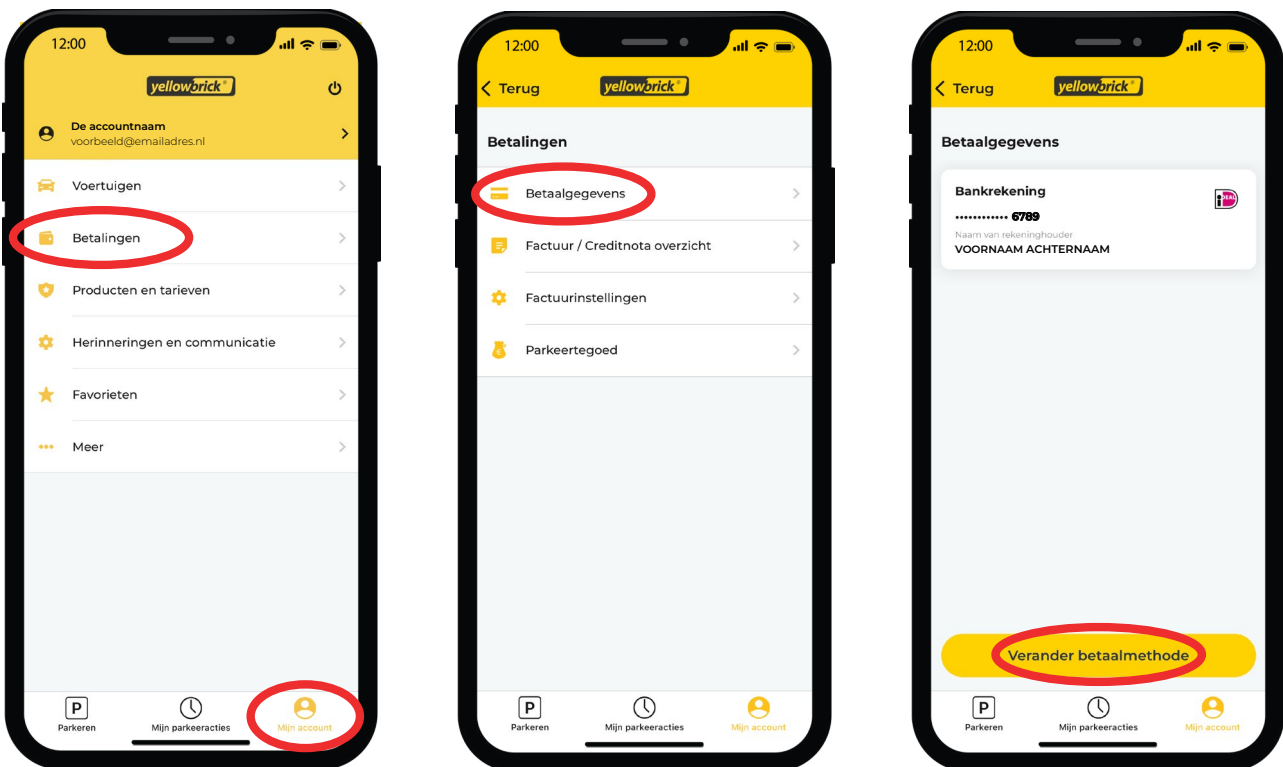
Caution: The deletion of a user is final and cannot be reversed.

Payments

Yellowbrick provides a monthly invoice with an overview of all the parking costs. This ensures you that you have full insight into all the parking costs.

Change payment method

To change your payment method, go to **My account** at the bottom right corner of the screen and then **Payments**. Then go to **Payment details** and you will see a yellow button at the bottom of the screen with **Change payment method**. Press this and follow all the the steps that to verify your new payment method.

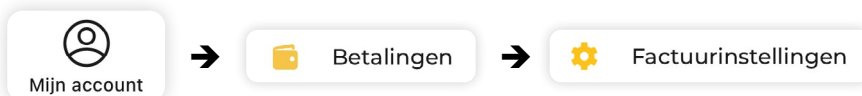


Invoices and credit notes

You can easily view all invoices and credit notes in the Yellowbrick app. Go to **My account** at the bottom right of the screen and then go to **Payments**. After clicking on **Invoice / Credit Note History**, an overview of all the invoices will be shown. By pressing on the desired invoice, you can view the invoice or download the **PDF** version.



To edit general information shown at the top of the invoice, go to **My account** at the bottom right of the screen. Then go to **Payments** and **Invoice settings**.



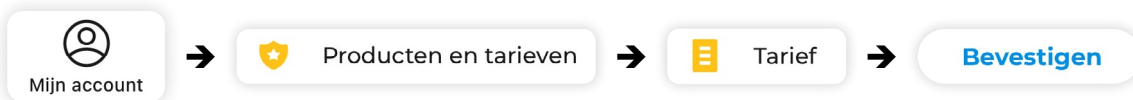
Products



This page will provide information on the various memberships and products that Yellowbrick offers.

Membership and rate plans

At Yellowbrick it is possible to choose a rate plan that matches your parking behaviour. To change your rate plan, you need to go to **My account** at the bottom right of the screen. Press **Products & services** and go to **Service rate plan**. Select the desired rate plan and **Confirm** the change. The changes will be implemented the following Monday.



Currently, Yellowbrick has two different rate plans:

Unlimited

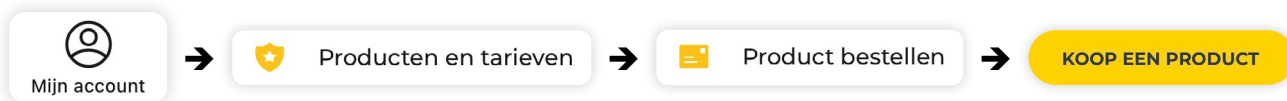
- ✓ Geschikt voor vaak parkeren binnen en buiten de Randstad
- ✓ Vaste wekelijkse kosten van €0,75 per parkeerder, abonnementsvorm
(deze kosten zijn exclusief de parkeerkosten)
- ✓ Geen extra transactiekosten en parkeer hierdoor onbeperkt
- ✓ Geen registratiekosten

Basic

- ✓ Geschikt voor regelmatig parkeren in gebieden met een hoog tarief
- ✓ Vast transactietarief van €0,37
- ✓ Geen registratie- of abonnementskosten

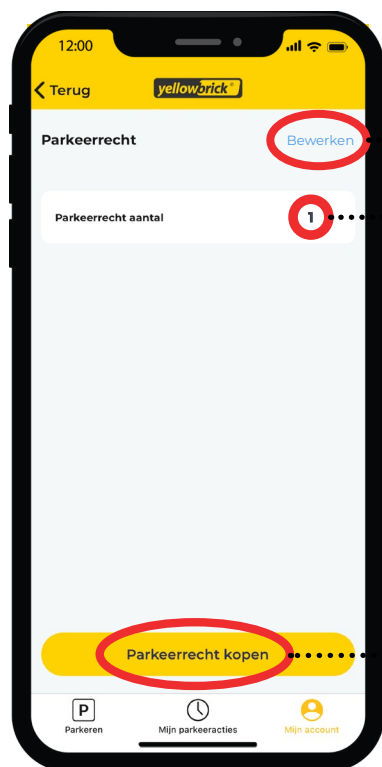
Product order

To order products, such as parking eligibilities, go to **My account** at the bottom right of the screen and press **Products & services**. Then go to **Product Order** and click on **Buy product**. Go through the ordering process to finish the order.



Parking eligibility

In the Product & Services section, you can go to **Parking eligibility**. This shows the total number of parking eligibilities purchased on the account. To buy additional parking eligibilities, press the yellow button on the bottom of the screen that says **Buy more**.



To **delete** parking eligibilities, press **Edit** at the top right of the screen, then press the **minus-sign** and **Save**.

The row with **Parking eligibility available** shows the number of eligibilities that are currently in not use.

Press **Buy more** to buy additional parking eligibilities for the account.

Caution: If you are using the Unlimited rate plan, you will pay a subscription fee per parking eligibility. Therefore, do not buy more parking eligibilities than necessary.

Preferences



As an additional feature to make parking easier, you can activate parking reminders. These messages will help you remember to stop your transaction on time.


Parking reminders

You can enable free parking reminders via push notification or email. When activating SMS reminders, you will be charged €0,35 per message.

Push notifications

To set up push notification, go to **My account** at the bottom right of the screen and press **Preferences** and **Parking session notification**. At the top of the screen you will find **Push**.

Mijn account → Herinneringen en communicatie → Parkeerherinneringen → Push bericht



Receive a notification before the end of the parking time.

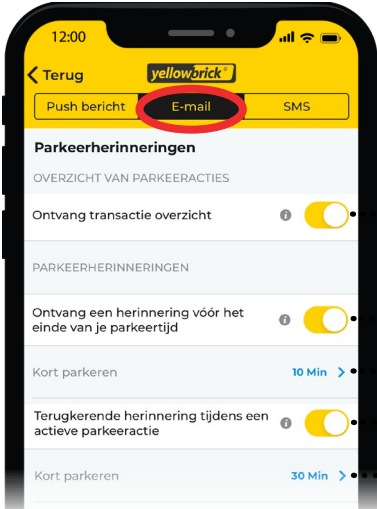
Select the time frame in which you would like to receive a reminder before the end of the parking time.

Receive a reminder of the current parking session, e.g. every 30 minutes.

Email notifications

To set up email notification, go to **My account** at the bottom right of the screen and press **Preferences** and **Parking session notification**. At the top of the screen you will find **Email**.

Mijn account → Herinneringen en communicatie → Parkeerherinneringen → E-mail



Receive a summary of every parking transaction.

Receive a reminder before the end of the parking time.

Select the time frame in which you would like to receive a reminder before the end of the parking time.

Receive a reminder of the current parking session, e.g. every 30 minutes.

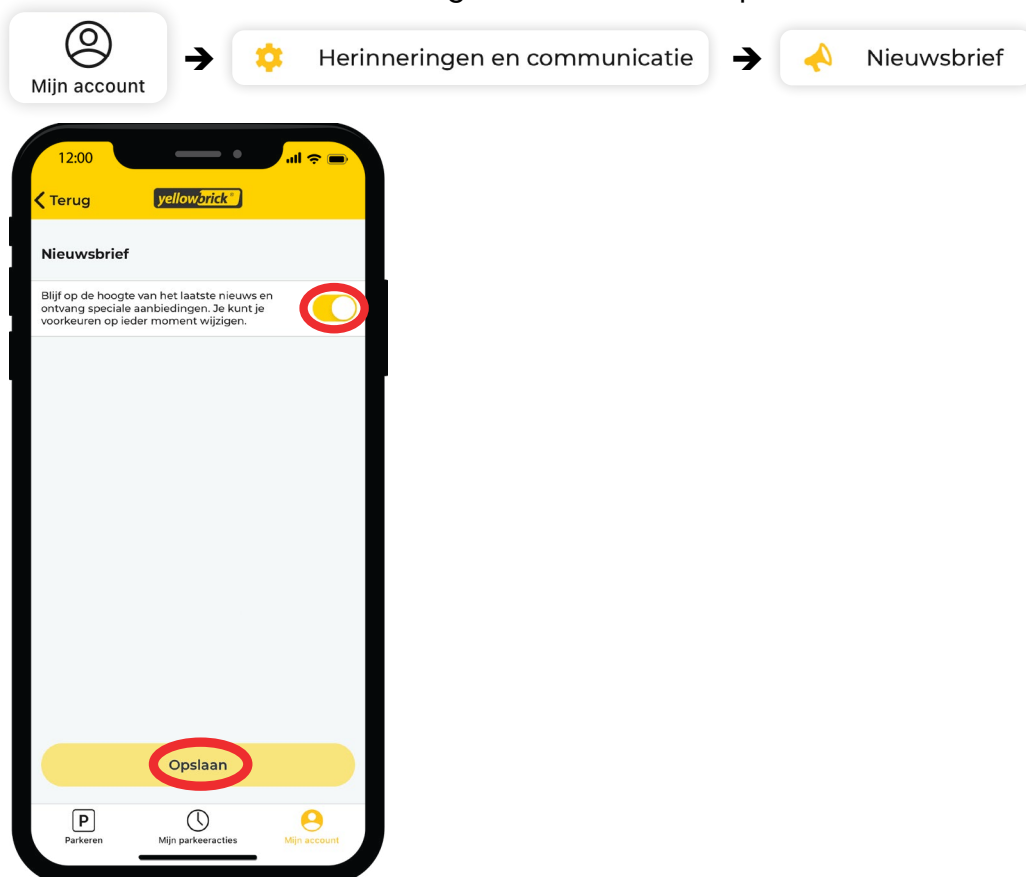
SMS notifications

To set up SMS notifications, go to **My account** at the bottom right of the screen and press **Preferences** and **Parking session notification**. At the top of the screen you will find **SMS**.



Newsletter

To keep up to date with the latest news, you can choose to receive the Yellowbrick newsletter by email. You will be notified on new products/services or important changes. To turn this on, you need to go to **My account** at the bottom right of the screen. Go to **Preferences** and then press **Marketing communication**. Move the toggle next to additional information to the right to turn it on and press **Save**.



More information?

Want to know more about the parking solutions from Yellowbrick?

Visit our website via www.yellowbrick.nl
or contact us using the contact details below.

✉ info@yellowbrick.nl

☎ 0900-2006999 (normal rates)

Volg ons ook op:

