



Colonial 360 Quick Start Guide

UPDATE ACCOUNT INFO

To update your account information, such as password, email or authentication, select “MY ACCOUNT” from the sidebar on the left. Select the item you wish to update, fill in the requested information and click the green button to complete request.

ADD OR REMOVE CONTACTS

To add or remove a user to your Colonial 360 data please send the names and email addresses of the users being added or removed to your assigned Senior Operations Manager. Information and email address for your Senior Operations Manager can be found under the “TEAM” tab at the top of the page. Alternatively, you can email the same information to colonial360access@ecolonial.com.

SUBMIT AN INQUIRY OR PROBLEM

If you wish to submit a question or problem to Colonial Parking, click “CONTACT A COLONIAL 360” from the sidebar on the left. On the following page, fill out the form in full and click submit. Please note, you have the option to attached files if necessary. A Colonial representative will get back to you within [timeframe].

MANIPULATE DATA

Colonial 360 allows you to view data based on your specified location and timeframe.

CHANGE LOCATION: To filter by location, click on the drop-down menu to display locations. Select the location you would like to view. Once selected the data associated with this location will populate in all sub-sections of the portal.

CHANGE TIME PERIOD: To adjust the financial period being displayed, click on the drop-down men to display available reporting periods. Select the reporting period you would like to view.

FILTER: Under “MARKET ANALYSIS” you also have the option to filter by ticket type and day of the week. To do so, click on the drop down in the top right corner and select your preferred ticket type or day of week.

DRILL DOWN: On some of the “LATEST ANALYTICS” options, you can drill down on the data.

- Under “BILLED PARKERS” drag the column headers into the blue top bar to group by that column.
- Under “TRANSIENT TICKETS BY RATE” click on the bar group to see the data on a more specific time scale.

ACCESS STATEMENTS

In order to access monthly financial statements, select the “STATEMENTS” tab at the top of the screen, then click on the plus sign next to the location number you wish to access. Sub-folders for each statement month available will appear below the location number folder. Click on the folder for the applicable month to access the statement package.

PRINT

To print displayed data, click on the “PRINT” button next to the reporting periods drop down menu. The printer dialogue box will open. Set your print preferences, such as number of copies and complete the normal steps you use to print from your computer. *PLEASE NOTE: Not all reports offer the print option. If you do not see the “PRINT” button, right click and select print. Automatic formatting will not be applied.*

EXPORT

You can export the reports listed under “LATEST ANALYSTICS” to Excel documents. To do this, click the “EXPORT TO EXCEL” button at the top of the screen. Once clicked, the Excel report will download to your computer automatically.

GARAGE PEAK

If your location is managed by the Remote Management Center (RMC) a live feed of your locaiotn can be found here. If you have miltiple locations, you can filter the view by location from the drop down in the top right corner.

GLOSSARY OF TERMS

For a full glossary of terms, definitions and descriptions, [CLICK HERE](#).



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Connect with Colonial:

