

# **CAR PARKING**

# VISITOR RESERVATIONS USER GUIDE



## INTRODUCTION

The University car park system has been moved to Planon.

All University staff will have access to the new car park system using Planon which is accessible through the <u>Queen's Online</u> shortcut icons and the Estates car parking web page.

If you are not logged into <u>Queen's Online</u> on your browser, you will be prompted to do so. Once verified through Microsoft authentication, you will be redirected to your Planon staff account.

On the home page, you will see the car parking services gadget together with any associated role gadgets you may have. To begin, click on 'Visitor Reservations'.



You will be presented with two options:



Estates



## **VISITOR CAR PARKING WIZARD**

To reserve a visitor car parking space, click on the gadget icon to launch the wizard. The wizard consists of three steps: **Time and location**, **General information** and **Overview**.

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() Time and location				eral informatio			🗄 Overv			
Time of the parkin	ng									
<ul> <li>* Start date &amp; time (dd/mm/</li> </ul>	/vvvv hh:mm)					Search				
30/10/2024 14:00	,,,,,				曲					
* End date & time (dd/mm/y	yyyy hh:mm)									
30/10/2024 15:00					İ					
Car park										
✓ Show more search op	otions									
< 1 - 10 of 58 >										
Graphical view Lis	st view									
0	07:00	08:00 09:00	0 1	10:00	11:00	12:00	13:00	14:00	15:00	16:00
Ashby Visitor Space 1 More info										
Ashby Visitor Space 10 More info										_
Ashby Visitor Space 11 More Info									-	
Ashby Visitor Space 12 More info										-
Ashby Visitor Space 2 More info										
Ashby Visitor Space 3 More info										
Ashby Visitor Space 4 More info										
Ashby Visitor Space 5 More info										
Cancel										Continue

## **TIME AND LOCATION**

The date and time fields will default the next date and time available. To change this, you can either use the calendar icon on the right-hand side to select the relevant time period or you can manually type this. Should you wish to do this, the format is DD/MM/YYYY HH:MM.

Time of the parking	
* Start date & time (dd/mm/yyyy hh:mm)	Search
30/10/2024 14:00	
* End date & time (dd/mm/yyyy hh:mm)	
30/10/2024 15:00	
Car park	
*	
✓ Show more search options	

Click on 'Search' to display the available spaces within your chosen time and date. The results will display all available visitor spaces in all visitor car parks.

If you wish to search a specific car park, you can use the Car Park drop down menu to select your desired car park. Click on 'Search' again to redefine the results.

End date & time (dd/	nm/yyyy hh:mm)	
30/10/2024 1	00	
Car park		
		~
Ashby Car Park		
ECIT Car Park		
Main Site Car Park		
MBC1 Car Park		
Riddel hall Car Park		
RVH ICS B Car Park		
	12.1.2	

To book a space, click on the text on the left-hand side within the graphical view window. The space will be highlighted after it is selected.

Graphical view	List view					
	07:00	08:00	09:00	10:00	11:00	12:00
Main Site Visitor Space 1	More info					
Main Site Visitor Space 10	More info					
Main Site Visitor Space 11	More info					
Main Site Visitor Space 12	More info					
Main Site Visitor Space 13	More info					
Main Site Visitor Space 2	More info					
Main Site Visitor Space 3	More info					
Main Site Visitor Space 4	More info					
Main Site Visitor Space 5	More info					

Should you wish to view any unavailable spaces, you can check the 'Show unavailable reservation units' box.

Main Site Visitor Space 13 More info	Main Site Visitor Space 12	More info				
Main Site Visitor Space 2       More info	Main Site Visitor Space 13	More info				
Main Site Visitor Space 3 More info	Main Site Visitor Space 2	More info				
Main Site Visitor Space 4       More info       Image: Comparison of the second	Main Site Visitor Space 3	More info				
Main Site Visitor Space 5     More info       Main Site Visitor Space 6     More info       Image: Space 6     More info	Main Site Visitor Space 4	More info				
Main Site Visitor Space 6       More info	Main Site Visitor Space 5	More info				
Show unavailable reservation units	Main Site Visitor Space 6	More info				
Cancel						
Cancel						
Cancel						
Cancel	discrete set and the set of the s	vation uni	its			
Cancel	Show unavailable rese	rvation uni	its			
	Show unavailable rese	rvation uni	its			

#### Click on 'Continue' to move to the General information step.

10:00	11:00	12:00	13:00	14:00	15:00	16:00

### **GENERAL INFORMATION**

At the top of the General information step, you will see the following information:

'Please note that reserving visitor car parking for staff's own use is not permitted'.

Visitor reservations should only be used for external visitors and not for University staff. The Estates Service Desk will monitor the use of this gadget on a regular basis.

The general information will have the following fields:

escription	
Reservation visitor parking	
equestor	
Eamon, McConville	
School/Department 406000, Estates Directorate	
egistration number	
ABC 1234	
omment Alisitor name	

The **Description** and **Requestor** fields are read-only and are pre-populated with information that cannot be edited. If your School/Department information is incorrect, please contact the Estates Service Desk to update this.

#### **Registration number:**

You will need to enter the registration number of the vehicle that the space is booked for and ensure it is in the same format as the registration plate ie ABC 1234. If you are unable to provide the registration plate details, you will still need to enter information as this is a mandatory field. You can enter UNKNOWN but will be required to provide further information in the 'Comment/Visitor name' field. If you do not provide data in the registration number field, you will not be able to proceed to the next step of the wizard.

#### **Comment/Visitor name:**

This is not a mandatory field however should you have any information regarding the details of the booking, you can enter this data into this field.

Click on 'Done, go to overview' to proceed to the last step of the wizard.

Done, go to overview

## **OVERVIEW**

() Time and location	() General information	≅ Overview
General information		
Number		
470893.00		
Description		
Reservation visitor parking		
Time and location		
Start date & time		
B Wednesday, 30 October 2024 14:00		
End date & time		
B Wednesday, 30 October 2024 15:00		
Parking space		
Main Site Visitor Space 1		
Registration number		
ABC 1234		
Comment/Visitor name		
Visitor - John Smith		
		Change general information Change time and location
Cancel this reservation		OK, close wizard

The overview step will allow you to review your reservation in full. If you have made an error with the time and location or general information data, you can click on 'Change general information' or 'Change time and location' buttons to navigate to the relevant step.

You will have two options to choose in order to complete the wizard:

## OK, close wizard

Cancel this reservation

If you are happy with the reservation, you can simply click on 'OK, close wizard'. You will be sent an email notification to confirm the booking.

If you wish to cancel the reservation for whatever reason, click on 'Cancel this reservation'. You will be prompted to confirm if you wish to cancel the reservation.

## **MY VISITOR RESERVATIONS**

To manage your current bookings, you can click on the 'My visitor reservations' gadget icon to take you to all reservations.

From here you can review active bookings which can be filtered by car park by You will be able to cancel any reservation. clicking on the 'Car park' dropdown option.

Car park  Car park  Search Search Search Anter visitor reservation  1-  art date & time End date & time Parking space unit Registration number Comment/Visitor name Status	Car park Show more search options Make visitor reservation start date & time End date & time			Search	)
Search     Search     Search     Search     Alake visitor reservation     1-: art date & time End date & time Parking space unit Registration number Comment/Visitor name Status	Show more search options Make visitor reservation tart date & time End date & time			✓ Search	
Show more search options  Make visitor reservation  1 -: art date & time End date & time Parking space unit Registration number Comment/Visitor name Status	Show more search options				
Make visitor reservation       1 - :         art date & time       End date & time         Parking space unit       Registration number         Comment/Visitor name       Status	Make visitor reservation				1-1
art date & time End date & time Parking space unit Registration number Comment/Visitor name Status	tart date & time End date & time				
		Parking space unit	Registration number	Comment/Visitor name	Status
/10/2024 14:00 30/10/2024 15:00 Main Site Visitor Space 1 ABC 1234 Visitor - John Smith RS30, Confirmed	0/10/2024 14:00 30/10/2024 15:00	Main Site Visitor Space 1	ABC 1234	Visitor - John Smith	RS30, Confirmed

To update or cancel any of your reservations, please click on the reservation you wish to update or cancel. This will display details of the active reservation.

() Time and location		<ol> <li>General information</li> </ol>		Overview	
Repeated reservations					1 - 1 of 1
Start date & time	End date & time	Car park	Registration nu	mber Comment/Visitor name	
30/10/2024 14:00	30/10/2024 15:00	🥥 Main Site Visitor Space 1	ABC 1234	Visitor - John Smith	
General information					
Number					
470893.00					
Description					
Reservation visitor parking					
Time and location					
Start date & time					
🔜 Wednesday, 30 October 20	24 14:00				
End date & time					
🚯 Wednesday, 30 October 20	24 15:00				
Parking space					
Main Site Visitor Space 1					
Registration number					
ABC 1234					
Comment/Visitor name					
Visitor - John Smith					

On the 'My visitor reservations' overview page (above), you can jump to the reservation wizard by clicking on the 'Make visitor reservation' button.

Should you wish to cancel any reservations, you will be prompted to confirm if you wish to continue.

## Make visitor reservation Cancel this reservation

Are you sure you want to cancel reservation 470893.00, Reservation visitor parking from Wednesday, 30 October 2024 14:00 to Wednesday, 30 October 2024 15:00?

Continue

Cancel

# **ESTATES SERVICE DESK**

Should you have any issues accessing Planon or need to make an emergency reservations, please contact the Estates Service Desk at parking@qub.ac.uk.