

# Old Road Campus multi storey parking reservations

## User guide

There are 56 car parking spaces available to book for visitors in the multi storey car park at Old Road Campus. An online reservation system has been set up on Planon to manage the spaces.

### 1. How to access the visitor parking system

To access the system you will need a Planon account – a generic username and password has been created for each department for use by staff who are authorised to book parking. Please check with your Department Administrator to find out who has been nominated to book parking on behalf of your Department.

If you have any questions related to the system or the account set-up, please contact [planon@admin.ox.ac.uk](mailto:planon@admin.ox.ac.uk).

You cannot make changes to another Department's reservation. If there are any problems, or to enquire about editing another person's reservation, please contact the FM Helpdesk on (2)70087.

The link to the system is published on this page:

<http://www.admin.ox.ac.uk/estates/ourservices/fm/fmonline/buildings/>

Go to the section called **Medical Sciences, Old Road Campus**

The screenshot shows the 'ESTATES SERVICES UAS' website. The main navigation bar includes a search box and the University of Oxford logo. The breadcrumb trail reads: 'UAS Home > Estates Services > Our services > Facilities Management > FM Online > FM Online Buildings >'. The central content area is titled 'FM Online Departments and Buildings' and lists various departments with expandable arrows. The 'Medical Sciences, Old Road Campus' link is highlighted with a red box. The right-hand sidebar contains sections for 'Contact us', 'Track My Requests', and 'Documents'.

ESTATES SERVICES UAS

Enter search term Search

This site Main Oxford sites

UNIVERSITY OF OXFORD

UAS Home > Estates Services > Our services > Facilities Management > FM Online > FM Online Buildings >

Our services

- A-Z of Services
- Planning for adverse weather
- Capital Project Management
- Environmental Sustainability
- Estates Finance
- Facilities Management
  - FM Online
    - Buildings we manage
    - Catering and Hospitality
    - University Card Service
    - University Mail Service
    - University Print Studio
    - FM Helpdesk
    - FM services
    - New to FM responsibility?
    - Our team
    - Customer Service
    - Tools and Guides
    - How we add value
    - FM forum
  - FacilityNet
  - Landscaping and Grounds Maintenance
  - Repairs and Maintenance
  - Information Management and Space Management
  - Travel
- About us
- Contact us
- News

FM Online Departments and Buildings

- Central FM Helpdesk inc University Print Studio, Wellington Square
- Blavatnik School of Government
- 13 Banbury Road
- Dartington House
- Eagle House
- English and Law, St Cross
- Estates Services, The Malthouse
- Examination Schools
- Ewert House
- Finance Division and IT Services, Hythe Bridge Street
- Gibson Building, IT Services and Humanities
- Humanities, Ertegun House, St Giles
- Humanities and Philosophy, Radcliffe Humanities Building
- Indian Institute
- Littlegate House
- Maths Institute (Andrew Wiles Building)
- Medical Sciences, Old Road Campus**
- New Radcliffe House

Contact us

Can't find what you are looking for or need advice?

FM HELPDESK  
Tel: 01865 270087  
[facilities@admin.ox.ac.uk](mailto:facilities@admin.ox.ac.uk)

FM ONLINE SYS ADMIN  
[planon@admin.ox.ac.uk](mailto:planon@admin.ox.ac.uk)

Track My Requests

Click here to track your current reactive orders

Documents

Reports for FM staff

- View Hospitality deliveries
- View Room bookings
- View Car parking reservations
- View hospitality deliveries (ORC)

Reservations & Hospitality user guide

Reservations via FM Online (975kb)

Click on the link called **Visitor Car Parking**

## 2. View and edit existing parking reservations

If you have already booked parking reservations, they will be shown in a list after you have logged in. If you click on the reservation you can edit, cancel and change the status.

**My department's car parking reservations**

Use the fields below to narrow your search or leave fields blank to view all existing parking reservations for your department.

*i* Click on the existing reservation to edit or cancel. You can also change the status of the reservation by clicking on the option at the end of the entry. For example you can change the status: to ARRIVED and ARRIVED to DEPARTED. This option will release the space for another booking.

Visiting date between

Name of visitor

**Search**

< 1 - 2 of 2 >

Visiting date	Arrival time	Departure time	Name	Visitor for
29/08/2018	10:00	11:00	Kerry Lydiate	Mark Round
18/09/2018	12:00	13:00	Thomas Beckley	Sarah Walton

**Add a new reservation**

If you mouse-over the reservation it will also show you the status that the reservation can be changed to. Click on the entry at the end of the field (as example below) and the status will be changed.

**My existing car parking reservations**

Existing reservations - use the fields below to narrow your search or leave fields blank to view all existing parking reservations.

*i* Click on the existing reservation to edit or cancel. You can also change the status of the reservation by clicking on the option at the end of the entry. For example you can change the status: to ARRIVED and ARRIVED to DEPARTED. This option will release the space for another booking.

Visiting date between

Name of visitor

**Search**

< 1 - 4 of 4 >

Visiting date	Arrival time	Departure time	Name	Visitor for	
16/08/2018	09:15	10:15	Andy O'Keefe	Tracey Iles	<b>Departed</b>
20/08/2018	09:00	10:00	Trudi Osborne	Sharon Mithcell	
29/08/2018	10:00	11:00	Kerry Lydiate	Mark Round	
18/09/2018	12:00	13:00	Thomas Beckley	Sarah Walton	

**Add a new reservation**

**Note it is not mandatory to change the status, but if a visitor leaves early you can make the space available for others to book if you change the reservation to Departed.**

### 3. Adding a new parking reservation

Click on **Add a new reservation**

My existing car parking reservations

Existing reservations - use the fields below to narrow your search or leave fields blank to view all existing parking reservations.

Click on the existing reservation to edit or cancel. You can also change the status of the reservation by clicking on the option at the end of the entry. For example you can change the status: to ARRIVED and ARRIVED to DEPARTED. This option will release the space for another booking.

Visiting date between

Name of visitor

**Search**

< 1 - 3 of 3 >

Visiting date	Arrival time	Departure time	Name	Visitor for
20/08/2018	09:00	10:00	Trudi Osborne	Sharon Mithcell
29/08/2018	10:00	11:00	Kerry Lydiate	Mark Round
18/09/2018	12:00	13:00	Thomas Beckley	Sarah Walton

**Add a new reservation**

**Complete ALL the fields including the vehicle registration (this is used by Security Services to check the visitor space has been registered on the system). If you don't know the registration number when you make the reservation, you can add it in later.** Click on the entry and then choose Edit.

Click **Submit** if you only need to make one reservation OR **Save and add another** to enter more reservations. If you choose this option the system will copy the values from the previous reservation. You can overwrite them if you are making a reservation for someone else.

### 4. How to view ALL reservations in the car park (Car parking report)

Go to the same web page as shown in Section 1 and click on the link called **Visitor Parking report**.

This has been published to show all the reservations on the system (up to a maximum of 1000 records). The list can be filtered by date if required and the data can be exported to Excel – click on the icon shown in red box below. You will need to use your department's generic user name and password to view the report.

ORC Multi Storey Parking Reservations

**i** This report will show you ALL the bookings in the multi-storey car park. If you wish to edit bookings for your department you need to log on to the [booking system](#) where you will see only those bookings made using your department's account.

Visiting date between

Search



< >

Booked by	Visiting date	Arrival time	Departure time	Name of visitor	Registration number(s)
Tracey Iles	18/09/2018	12:00	13:00	Thomas Beckley	AH17 OUL