# 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.

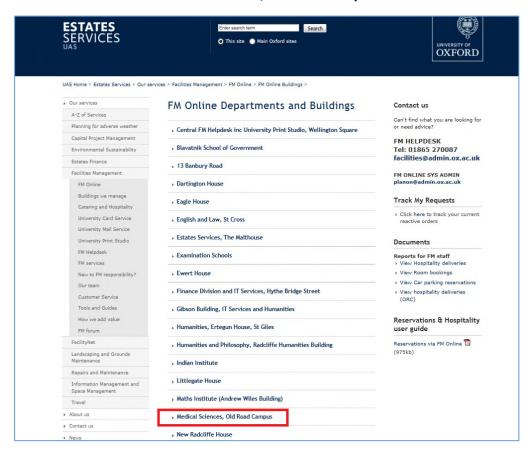
If you have any questions related to the system or the account set-up, please contact planon@admin.ox.ac.uk.

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/

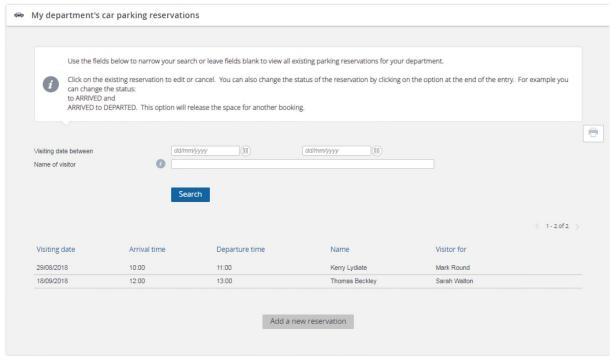
Go to the section called Medical Sciences, Old Road Campus



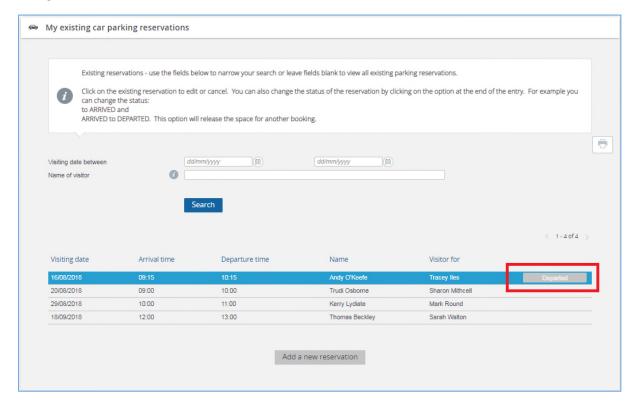
Click on the link called Visitor Car Parking

### 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.



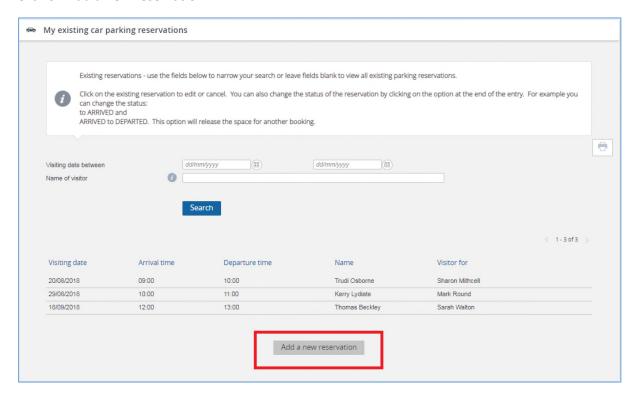
If you mouse-over the reservation it will also show you the status that the reservation can be changed to. Click on the entry at the end of the field (as example below) and the status will be changed.



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



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.

