

Car Park System User Guide

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How to Register

As the system is public facing, which means it is accessible from anywhere and from any device, you will need to register for an account. You can register on the following page:

<https://apps.yorksandhumberdeanery.hee.nhs.uk/>

Your account will then require approval before you can access the system. Once approved, you will receive an email notification.

Dashboard

The dashboard is where you can complete various tasks including:

- Creating a booking
- Manage existing bookings
- Export bookings by month
- Update your vehicle registration

Creating a Booking

Step 1 – Select a Date

To create a booking, select a date from the calendar (Fig 1).

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Fig 1

Once a date is selected it will be highlighted in grey. The car park bays will then appear beneath the calendar (Fig 2).

Step 2 – Select a Bay

Select a Bay

Bay 4	Bay 5	Bay 6	Bay 7	Bay 8	Bay 9
Bay 10	Bay 11	Bay 12	Bay 13	Bay 14	Bay 15
Bay 16	Bay 17	Bay 18	Bay 19	Bay 20	Bay 21
Bay 22	Bay 23	Bay 24	Bay 25	Bay 26	Bay 27
Bay 28	Bay 29	Bay 30	Disabled	Bay 32	Bay 33
Bay 34	Bay 35	Bay 36	Bay 37		

Fig 2

Select an available bay to display the booking screen (Fig 3).

Step 3 – Confirm Booking

The booking screen confirms the selected date and bay number and prompts you to select how long you would like to book the space for.

Booking Form.

Bay ID

4

Booking Date

01/05/2015

Booking Length

Please Select.

Cancel.

Book.

Fig 3

Select a booking length option and press the 'Book' button to create the booking. If the booking has been successful, an alert will be displayed at the top of the dashboard page (Fig 4).

✓ Booking has been successfully created.

Fig 4

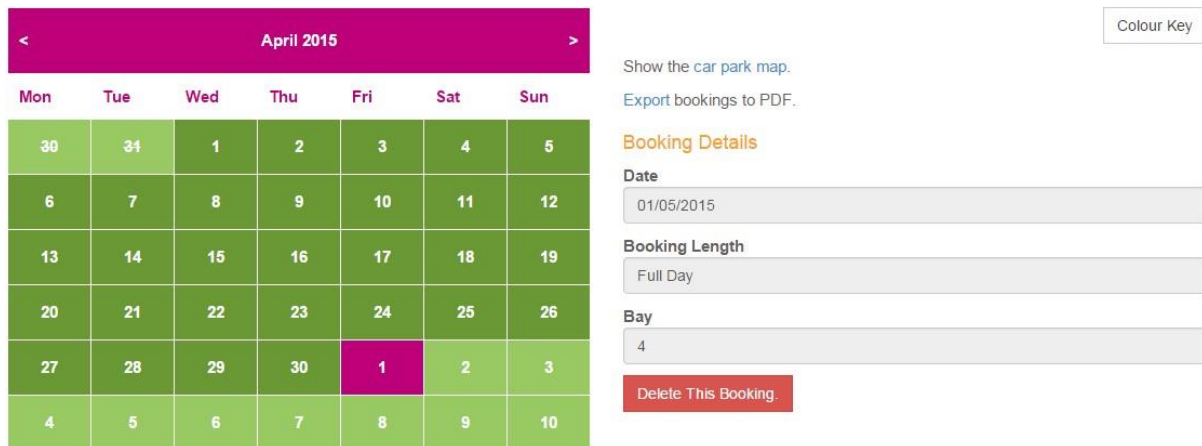
You can also see that the allowance bar has grown and the number of slots available has been adjusted. (Fig 5)



Fig 5

Manage Existing Bookings

Bookings you have made are highlighted on your calendar in **purple**. Select a date where you have made a booking to show the 'Booking Details' panel (Fig 6).



Colour Key

Show the car park map.
Export bookings to PDF.

Booking Details

Date: 01/05/2015

Booking Length: Full Day

Bay: 4

Delete This Booking.

Fig 6

You are now free to delete the booking which will return a credit towards your annual quota allowance. **Please note – deletions later than 3pm the day before the booking will free up the space for others, but will not be credited back to your annual allowance.**

If the booking has been successfully deleted, an alert will be displayed at the top of the dashboard page (Fig 7).



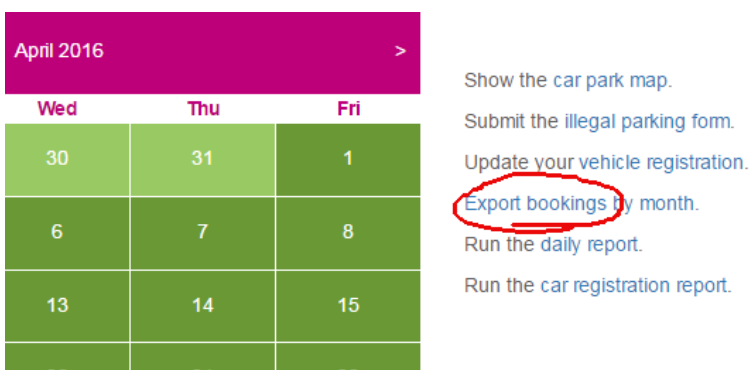
✓ Booking has been deleted.

Fig 7

Export Bookings by Month

You can export a list of your bookings to a PDF/Excel for a specific month.

First press the 'Export bookings' link highlighted in red (Fig 8).



April 2016

Wed Thu Fri

30 31 1

6 7 8

13 14 15

20 21 22

Show the car park map.
Submit the illegal parking form.
Update your vehicle registration.
Export bookings by month.
Run the daily report.
Run the car registration report.

Fig 8

This will display the export panel; simply select the month and year you would like to export, then choose to export to PDF or Excel. Below is an example of what will be displayed in the PDF (Fig 9)

Car Park Booking Export - Adam Bakal

Printed on 13/03/2015

Bay	Slot	Date
19	Full Day	18/03/2015

Fig 9

Update Your Vehicle Registration

You can update your registration number at any time. First press the vehicle registration link highlighted in fig 10.

2016 >

Wed	Thu	Fri
0	31	1
6	7	8
3	14	15

- Show the car park map.
- Submit the illegal parking form.
- Update your vehicle registration.

Change Vehicle Registration

Fig 10

This will display the 'Change Vehicle Registration' panel, simply type in your new registration over your old one and click 'Update Registration'. You will then be prompted to email carparkingwtr@hee.nhs.uk with your details so that the University authorities can be notified of your new registration for their Automatic Number Plate Recognition System. **Tip** – if you have two cars that we need to know about simply type the registration number of the second one after the first, the free text field will accept more than one registration number.

Colour Key

Red is a full day booking.

Orange is a morning booking.

Blue is an afternoon booking.

Yellow is morning and afternoon bookings.

Purple indicates dates where you have an existing booking.

Grey indicates the selected date.

Green indicates availability.

Quick Access

You can create an icon on your Apple and Android devices which will allow quick access to the car park booking system from a mobile device.

Apple

Open your browser and navigate to the Car Park booking system, press the Share Button and select the 'Add to Home Screen Option'.(Fig 10).



Android

Open your browser and navigate to the Car Park booking system, press the Menu button and select 'Add shortcut to home'.