



How to create a Guest Parking Session

These steps below will allow Flinders University parking Service Specialists to create a Guest Parking Session. Guest Parking Sessions will be charged back to the College / Portfolio.

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- 1. Log in to vPermit using your Okta dashboard





2. Click on Guest Parking located in the menu bar

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Zones Permit Types	Individual Dept. / Cont.	Guest Parking	Payments Permits	Business Blue Types Busin	ess Blue Report Permissions		
				Search vehicle	🔗 💄 Sandbox 🗘 Logout		
Guest Parking Create New Guest Parking							
Licence Plate	Zone	From Date	Until Date	Comment	Show Archived Q		
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3. Click on the Create New Guest Parking button

Guest Parking	5									
Create New Guest Parking										
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Car Rego 🔶 Valid From	n 🔶 Valid Until	Zone Codes	Zone Names	Full Account Code	Created By	Created On	• Com	ment	\$	Action





4. Enter the vehicle registration (in unknown enter ABC123). You will then need to ensure the correct registration is updated prior to the session commencing), validate dates and times.

Select the parking zone, either General Parking or 2P Short Term Parking areas.

Create Guest Parking					
Guest Parking \$2.80	per hour				
Car Rego					
Valid From Date	23-11-2021				
Valid From Time	12:15				
Valid Until Date	23-11-2021				
Valid Until Time	HH:MM (24 hour time only)				
Zones	 General Parking Flinders Resident Par 2P Short Term Parking areas Busine TONSLEY CAR PARK 2 	king (Office Use Only) 🗌 Flinders Department Bay (Office Use Only) s Blue (Office Use Only) 🔲 Executive Reserved Parking (Office Use Only) 🗌 Hospital Parking			





5. Enter your guest name and email address, they will receive an automated email to confirm their Guest Parking session (if unknown enter your name and email address as these fields are mandatory. You will receive the confirmation email.

Enter your full College / Portfolio account code (GL – COST CENTRE – PROJECT – NATURAL ACCOUNT - XX.XXX.XXXX.XXXX). This account will be journaled at the end of the financial quarter to pay for the parking session.

Guest Name		
	Guest Email	
	Full Account Code	Example: 01.000.00000.0000
	Comment	
Crea	te or Back to list	

Your permit will then become active at the time specified.

Service Specialists will only be able to see Guest Parking sessions that they have created.

If you have any queries or need assistance, please contact the Customer Service Team on 8201 2733 or via <u>Service One</u>.