The Department Approvers Tutorial

1. The approved Departmental “Approver” will log into the specific link they received in the email from Parking Services once the account has been set up for this feature.

2. Once you are logged in you will see all of the pending permit requests for your department.
   a. Please note that you will only be able to approve the permit(s) that is being requested for the current date.

3. To approve the request:
   a. Click on “Create Pass”
   b. You will be taken to a new page
      i. Verify that the information appears accurate
      ii. Once verified click on “Create Parking Pass”
4. Once you receive the screen below, you know that the pass has been created. Click on the “X” in the upper right hand corner so you can return to the main screen.

![Image of Permit Creation Successful]

Guest Parking Administration

Create New Parking Pass For Today

<table>
<thead>
<tr>
<th>Name: Joy Test</th>
<th>Company: Testing System</th>
<th>Purpose: Visit Aux. Services</th>
<th>11/17/2012</th>
<th>Pass Created</th>
</tr>
</thead>
</table>

Notice that the permit now says “Pass Created”

5. You will repeat steps 3 & 4 as many times as necessary until you no longer have the ability to create a pass for the current day.

When you see a permit pending (see red arrow above) this is for a future date. Please note you will not be able to do anything with this date until the date arrives.

6. Should you find that you need to create a permit for the guest because they entered the wrong date, you may click on “Create New Parking Pass For Today” where you will be taken to the following screen. Here you can enter the guest’s demographic data along with the correct dates.

Once you enter the demographic data you will need to click on “Create Parking Pass”, then on Close. You will be returned to the main page where you will need to complete steps 2 – 4 to approve the permit request.
Home page – after the pass has been created will look like this:

Guest Parking Administration

Create New Parking Pass For Today

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Purpose</th>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Test</td>
<td>ABC</td>
<td>Visit - Joy</td>
<td>11/17/2012</td>
<td>Create Pass</td>
</tr>
<tr>
<td>Joy Test</td>
<td>Testing</td>
<td>Testing system</td>
<td>11/20/2012</td>
<td></td>
</tr>
</tbody>
</table>