

Visitors Booking Instructions with PermitSmarti and VoucherSmarti

PERMITSMARTI

PermitSmarti is the online system where you register and set-up permissions (Permits) to book and use Visitor Vouchers in University of Bristol Residences.

To get started go to [PermitSmarti \[https://permits.paysmarti.co.uk/acct/uniofbristol/\]](https://permits.paysmarti.co.uk/acct/uniofbristol/)



My account

Email :

Password :

[I've forgotten my password](#)

Add a voucher session
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CREATE NEW ACCOUNT

Step 1

- Choose the types of booking you will be making i.e. Staff or Student
- Enter your email address and create a password
- Click NEXT

Top Tip:

This will require your University email! PermitSmarti is designed to only work with Bristol.ac.uk addresses!



My account registration - step one

* Account type : Staff
 Student

Please register with an email address and password. You will be sent a confirmation email. Your account will not be active until you have clicked on the link in this email.

* Email : Required

* Password :

* Confirm password :

Password must contain at least 8 characters including one lower case, one upper case and one numeric character.

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Step 2

- Complete your Personal Details
- Add a Contact Method

We need to be able to contact you if necessary, so please make sure to add at least one Contact Method.

- Add an Address
- Click FINISH

My account registration - step two

* Title :

* Forename :

Initials :

* Surname :

Contact methods : [+ Add](#)

* Address :

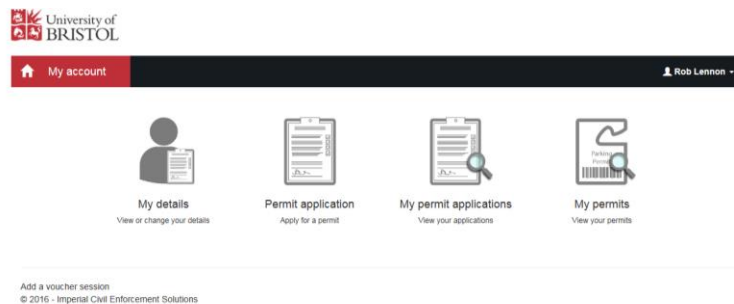
* Postcode :

[Cancel](#) [Back](#) [Finish](#)

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After Clicking FINISH we will send you a verification email; please follow the instructions to complete your registration.

After signing in using the details used in **Step 1** you are now in your account.



The screenshot shows the 'My account' page with the University of Bristol logo at the top. A navigation bar includes 'My account' and 'Rob Lennon'. Below are four main sections: 'My details' (View or change your details), 'Permit application' (Apply for a permit), 'My permit applications' (View your applications), and 'My permits' (View your permits). At the bottom, it says 'Add a voucher session © 2016 - Imperial Civil Enforcement Solutions'.

From the My Account page, you can set up Visitors Vouchers specific to your needs, change your personal information and view what types of Visitor Voucher you already have permission to book.

MY ACCOUNT

The four tabs in My Account are:

My Details

Manage your personal information, contact methods, email address etc.

Permit Applications

Tell us what sort of Vouchers you would like to book, for which residence and get a Permit (permission) to do so

My Permit Applications

View pending Applications (Staff permissions will require authorisation)

My Permits

View the list of Permits (permissions) you have already set up

To set up your Permits (permissions) go to Permit Applications

PERMIT APPLICATIONS

Step 1

- Specify whether you are booking Visitor Vouchers, Staff Visitor Vouchers or Staff Visitor Vouchers via Purchase Order (Invoice)

All Staff Vouchers are subject to authorisation once your application has been submitted, please check My Permits at a later time to either accept or decline your offer.



- Choose what type of vouchers you would like to book...

Short-stay, AM/PM or All-Day, Evening or 24 Hours

- ...and at which residence

Don't forget: Your car may only be parked at the residence you book for.

- Accept the T&Cs before continuing...

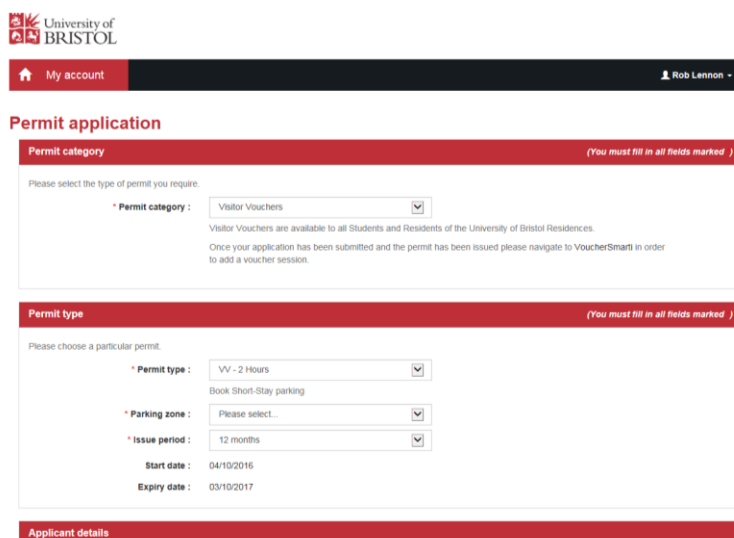
This will take you to the Residences Car Parking web space, where you can find all Terms and Conditions, the Car Parking Policy and other information.

- Click FINISH

Top Tip:

You can set up all 4 voucher types in 5 minutes; so if you have time add all 4 now! Then you'll only need to use VoucherSmarti in the future!

Step 2



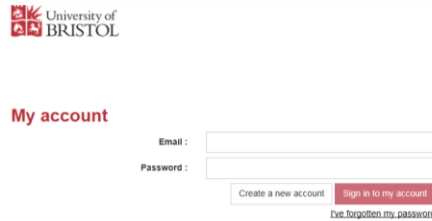
Your Voucher is now set up; to book parking and pay either click “Add Voucher Session” or go to [VoucherSmarti](https://uniofbristol-voucher.paysmarti.co.uk/) [<https://uniofbristol-voucher.paysmarti.co.uk/>]

VOUCHERSMARTI

VoucherSmarti is the online system where you book and purchase Visitor Vouchers for parking in University of Bristol Residences.

To get started go to [VoucherSmarti](https://visitor.paysmarti.co.uk/uniofbristol/) [<https://visitor.paysmarti.co.uk/uniofbristol/>]

You may be required to login again, this is the same username and password for PermitSmarti.



Add a voucher session
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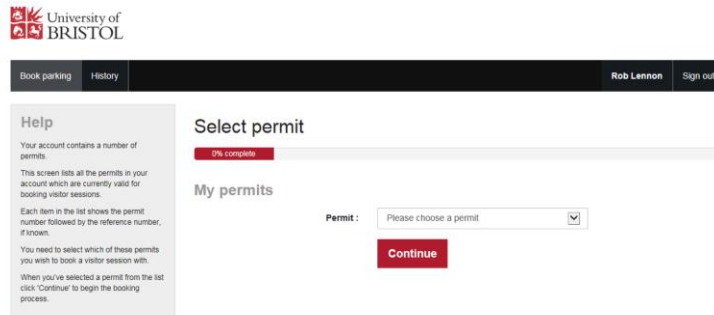
(A) BOOK AND PAY FOR A VISITORS VOUCHER OR STAFF VISITORS VOUCHER VIA CREDIT OR DEBIT CARD

Step 1

- Select which permission you would like to use from the drop down menu
- If you are booking a Staff Visitors Voucher via Cost Code please go to the next section (B)
- Click CONTINUE

Top Tip:

If you set up more than one permission type – it might be useful to keep a list of your permit codes!

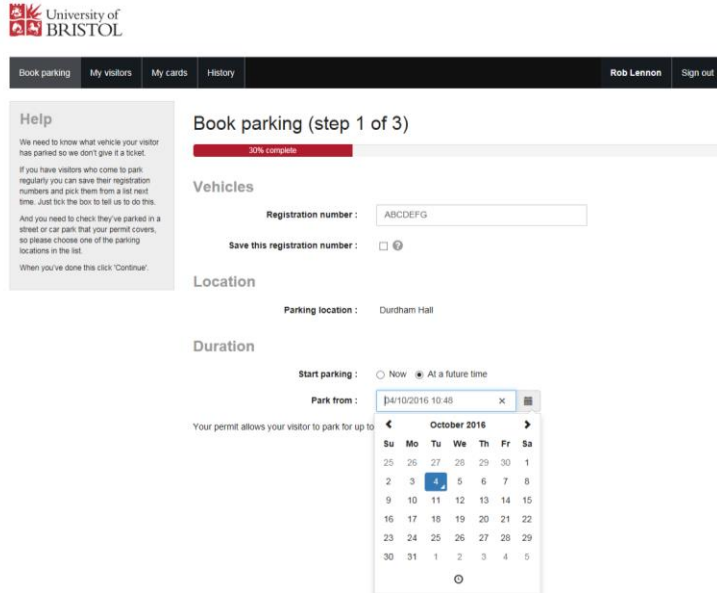


Step 2

- Enter your registration number (or that of you visitor)
- Select when you want to park – now, or at a future time and date
- If you select NOW this will automatically fit your booking into the permitted session, however if you choose AT A FUTURE TIME you will have full control over when your booking begins.
- Once the booking times are correct Click NEXT
- The System will now confirm the Registration number is correct

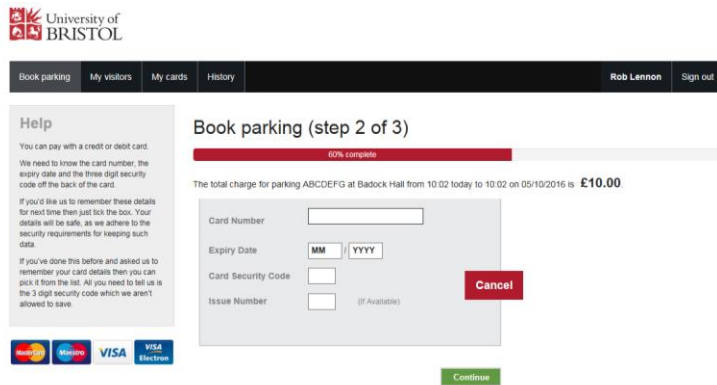
Top Tip:

You can save a list of regularly booked in vehicles by selecting "Save this registration number"!



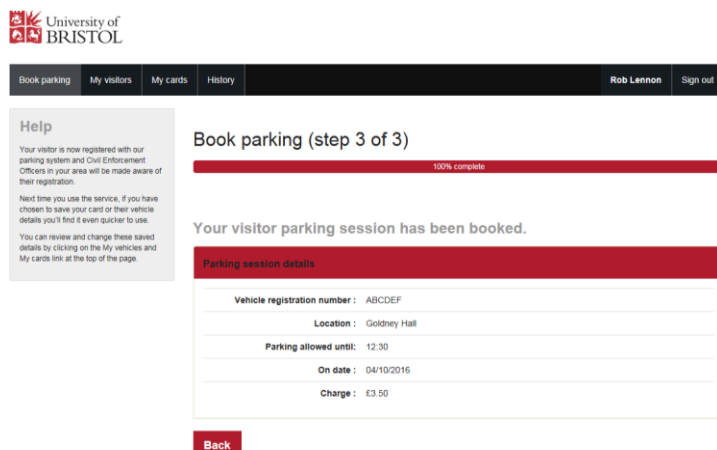
**Step
3**

- You will now be taken to the card payment screen, which also shows a summary and price for your booking.
- Complete your card details.
- Click CONTINUE



**Step
4**

- Your Booking is now complete!
 - You will be taken to a full booking summary
- By clicking on the History tab at the top, you can view your bookings.*



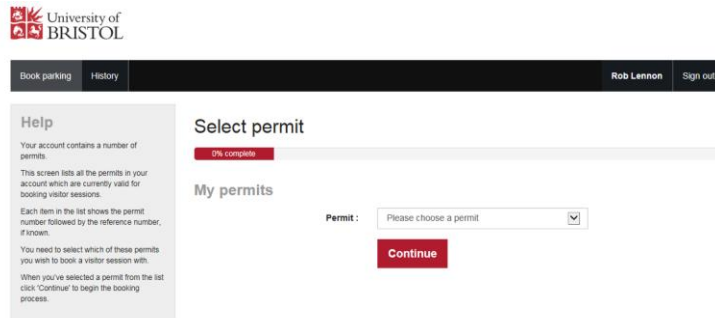
(B) BOOK AND PAY FOR A STAFF VISITORS VOUCHER VIA COST CODE

**Step
1**

- Select which permission you would like to use from the drop down menu
- Click CONTINUE

Top Tip:

If you set up more than one permission type – it might be useful to keep a list of your permit codes!



The screenshot shows the 'Select permit' page in the University of Bristol parking system. The page has a dark header with 'Book parking', 'History', 'Rob Lennon', and 'Sign out'. A 'Help' sidebar on the left explains that the account contains a number of permits and lists them. The main content area shows a progress bar at 0% complete and a 'My permits' section with a dropdown menu labeled 'Permit:' and a 'Continue' button.

- Enter your registration number (or that of your visitor)
- Select when you want to park – now, or at a future time and date

If you select NOW this will automatically fit your booking into the permitted session, however if you choose AT A FUTURE TIME you will have full control over when your booking begins.

**Step
2**

- Complete your contact details
We may need to confirm details about your booking, so your @bristol.ac.uk email address is preferable

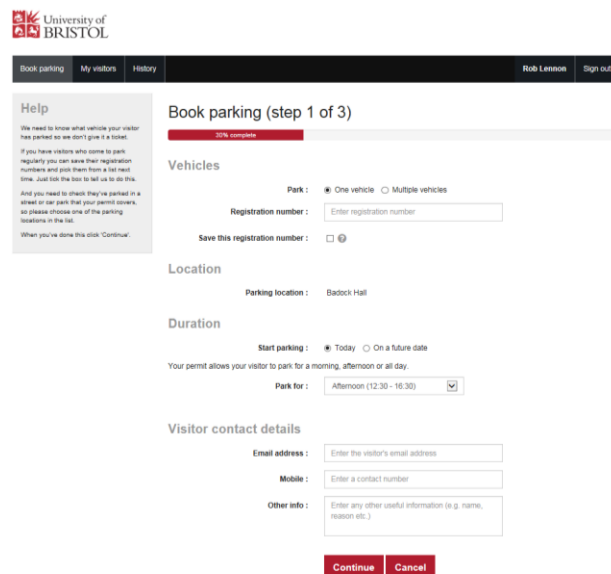
- Under OTHER INFO please enter your Cost Code in format EL1, EL3, EL2

Failure to include a valid Cost Code may result in the booking becoming VOID and financial penalties against the vehicle owner.

- Click CONTINUE

Top Tip:

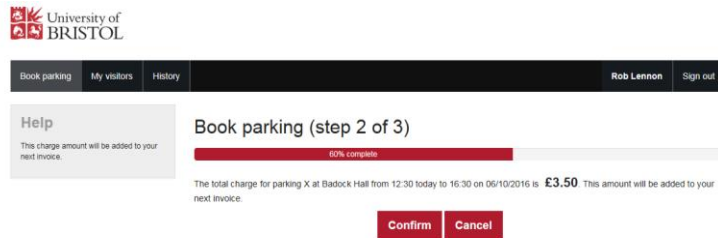
You can save a list of regularly booked in vehicles by selecting “Save this registration number”!



The screenshot shows the 'Book parking (step 1 of 3)' page. The header includes 'Book parking', 'My visitors', 'History', 'Rob Lennon', and 'Sign out'. A 'Help' sidebar on the left provides instructions on how to use the system. The main content area is divided into sections: 'Vehicles' (with radio buttons for 'One vehicle' and 'Multiple vehicles', a 'Registration number' field, and a 'Save this registration number' checkbox), 'Location' (with 'Parking location' set to 'Badock Hall'), 'Duration' (with 'Start parking' set to 'Today' and a 'Park for' dropdown menu), and 'Visitor contact details' (with fields for 'Email address', 'Mobile', and 'Other info'). At the bottom are 'Continue' and 'Cancel' buttons.

Step
3

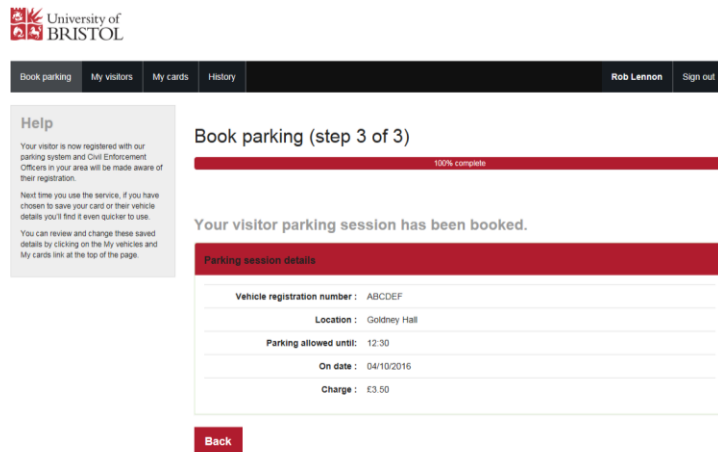
- You will now be taken to a confirmation screen, including the price of booking.
- This is the final opportunity to make sure all details of the booking are correct.*
- Click CONFIRM



The screenshot shows the University of Bristol parking booking interface. At the top, there is a navigation bar with 'Book parking', 'My visitors', and 'History' tabs, and a user profile for 'Rob Lennon' with a 'Sign out' link. A 'Help' sidebar on the left states: 'This charge amount will be added to your next invoice.' The main content area is titled 'Book parking (step 2 of 3)' and features a progress bar at 60% completion. Below the progress bar, it states: 'The total charge for parking X at Badock Hall from 12:30 today to 16:30 on 06/10/2016 is £3.50. This amount will be added to your next invoice.' At the bottom of the main content area, there are two buttons: 'Confirm' and 'Cancel'.

Step
4

- Your Booking is now complete!
 - You will be taken to a full booking summary
- By clicking on the History tab at the top, you can view your bookings.*



The screenshot shows the University of Bristol parking booking interface at the final step. The navigation bar now includes 'My cards' and 'History' tabs. The 'Help' sidebar provides information: 'Your visitor is now registered with our parking system and Civil Enforcement Officers in your area will be made aware of their registration. Next time you use the service, if you have chosen to save your card or their vehicle details you'll find it even quicker to use. You can review and change these saved details by clicking on the My vehicles and My cards link at the top of the page.' The main content area is titled 'Book parking (step 3 of 3)' and features a progress bar at 100% completion. Below the progress bar, it states: 'Your visitor parking session has been booked.' A red header section titled 'Parking session details' contains the following information: 'Vehicle registration number: ABCDEF', 'Location: Goldney Hall', 'Parking allowed until: 12.30', 'On date: 04/10/2016', and 'Charge: £3.50'. At the bottom of the main content area, there is a 'Back' button.