

PermitSmarti Visitor Booking Guide

Introduction

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

Getting Started

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



My account

Email :

Password :

[Create a new account](#) [Sign in to my account](#)

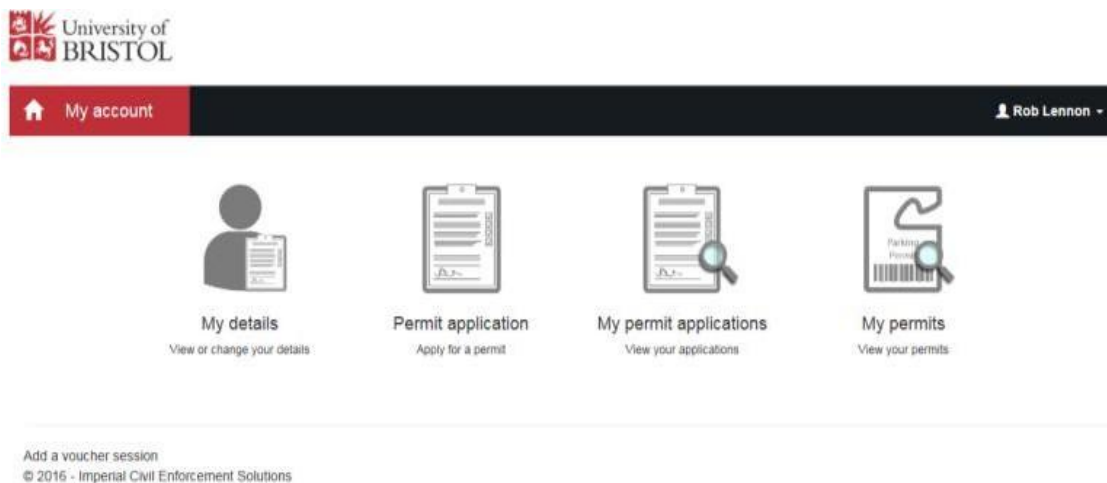
[I've forgotten my password](#)

Add a voucher session
© 2016 - Imperial Civil Enforcement Solutions

Registration Steps

- Choose the type of booking you will be making i.e. Staff or Student
- Register using **your @bristol.ac.uk** email address and create a password
- Complete your personal details, contact method, and address.
We need to be able to contact you if necessary, so please make sure to add at least one Contact Method
- Click **FINISH** to receive a verification email.
- Follow the instructions in the email to complete your registration.
- Sign in using the details you registered with.

Using Your Account



Once signed in, you can manage your Visitor Vouchers, update personal information, and view your permissions.

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

Setting Up Permits

To set up your Permits (permissions), go to the 'Permit Applications' section.

- Specify whether you are booking fixed term or 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!



My account Rob Lennon

Permit application

Permit category (You must fill in all fields marked *)

Please select the type of permit you require.


* Permit category :

- Please select
- Staff Vouchers (Card Payment)
- Staff Vouchers (Invoice)
- Visitor Vouchers

Cancel Next

Add a voucher session

© 2016 - Imperial Civil Enforcement Solutions



My account Rob Lennon -

Permit application

Permit category (You must fill in all fields marked *)

Please select the type of permit you require.

* Permit category : Visitor Vouchers ▼

Visitor Vouchers are available to all Students and Residents of the University of Bristol Residences.
Once your application has been submitted and the permit has been issued please navigate to [VoucherSmart](#) in order to add a voucher session.

Permit type (You must fill in all fields marked *)

Please choose a particular permit.

* Permit type : VV - 2 Hours ▼

Book Short-Stay parking

* Parking zone : Please select... ▼

* Issue period : 12 months ▼

Start date : 04/10/2016
Expiry date : 03/10/2017

Applicant details

Your Voucher is now set up; to book parking either click "Add Voucher Session" or go to [VoucherSmart](#)

Using PayByPhone

PayByPhone is an app-based system for purchasing Visitor parking at University of Bristol Residences.

To get started, download the PayByPhone app from your app store.



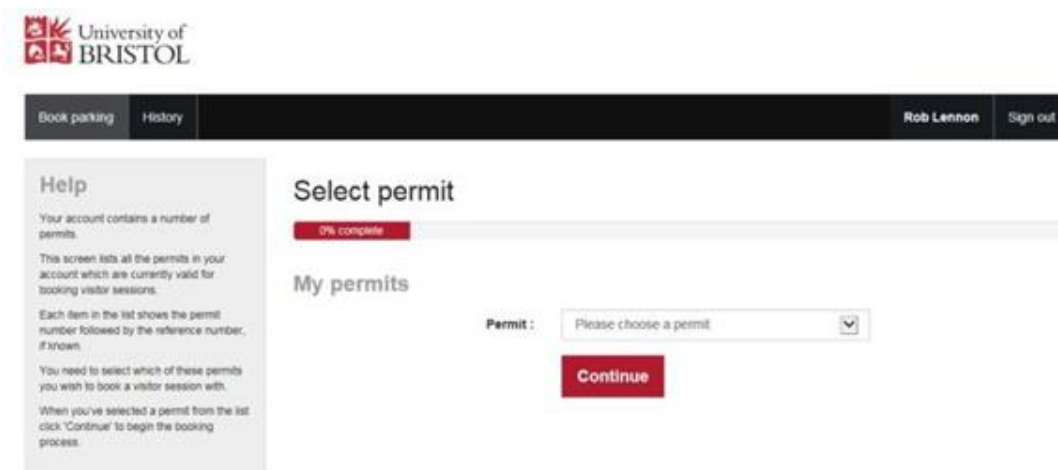
[PayByPhone - Simplifying your journey](#)

- Enter the location Number in the app, this is signposted within the carpark
- Enter parking duration – how long you wish to park for, check the details then confirm selection.
- Extend your parking session anytime from wherever you are without having to rush back to car.

Book and Pay for a Staff Visitor Voucher via Cost Code

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


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



The screenshot shows the 'Select permit' page of the University of Bristol parking booking system. At the top, there is a navigation bar with 'Book parking' and 'History' tabs, and a user profile for 'Rob Lennon' with a 'Sign out' link. On the left, a 'Help' sidebar provides instructions: 'Your account contains a number of permits. This screen lists all the permits in your account which are currently valid for booking visitor sessions. Each item in the list shows the permit number followed by the reference number, if known. You need to select which of these permits you wish to book a visitor session with. When you've selected a permit from the list click "Continue" to begin the booking process.' The main content area is titled 'Select permit' and shows a progress bar at '0% complete'. Below this, under the heading 'My permits', there is a 'Permit :' label and a dropdown menu with the text 'Please choose a permit'. A red 'Continue' button is positioned below the dropdown.

- 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.*
- 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**
- 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**
- 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.



Book parking My visitors History Rob Lennon Sign out

Help
We need to know what vehicle your visitor has parked so we don't give it a ticket.
If you have visitors who come to park regularly you can save their registration numbers and pass them from a list next time. Just tick the box to tell us to do this.
And you need to check they've parked in a street or car park that your permit covers, so please choose one of the parking locations in the list.
When you've done this click 'Continue'

Book parking (step 1 of 3)

10% complete

Vehicles

Park : ☒ One vehicle ☐ Multiple vehicles

Registration number :

Save this registration number : ☐

Location

Parking location : Badock Hall

Duration

Start parking : ☒ Today ☐ On a future date

Your permit allows your visitor to park for a morning, afternoon or all day.

Park for :


Visitor contact details

Email address :

Mobile :

Other info :

Continue **Cancel**



Book parking My visitors History Rob Lennon Sign out


Help
This charge amount will be added to your next invoice.

Book parking (step 2 of 3)

60% complete

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.

Confirm **Cancel**



Book parking My visitors My cards History Rob Lennon Sign out

Help
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 links at the top of the page.

Book parking (step 3 of 3)

100% complete

Your visitor parking session has been booked.

Parking session details

Vehicle registration number :	ABCDEF
Location :	Goldney Hall
Parking allowed until:	12:30
On date :	04/10/2016
Charge :	£3.50

Back