California State University, Sacramento University Transportation & Parking Services (UTAPS)
Visitor Parking Database User Guide

{Updated May 5th 2011}
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Overview

This guide will show you how to:

- Navigate the Visitor Parking Database
- Create a Visitor Parking Permit Request
- Approve a Visitor Parking Permit Request
- Edit a Visitor Parking Permit Request
- Copy a Visitor Parking Permit Request from an Existing Request
- Create a Similar Visitor Parking Permit Request from an Existing Request
- Cancel a Visitor Parking Permit Request
- Obtain a Refund for Unused Paid Permits
Navigate to the Visitor Parking Database

1. Access the Visitor Parking Database by using the following link: www.csus.edu.
2. Click the “MySacState Log-In” button to log-in with your SacLink username and SacLink password.
3. Under the “Visitor Parking” tab, click “Request Visitor Parking Permits”.

Step 2

Step 3
Create a Visitor Parking Permit Request

1. Click the “Add” button.

2. The “Requestor” will default to your department on the parking permit request form.
3. Click the icon next to the “Request Type” field to select a valid request type.

4. Complete the following required (*) fields:
   - Number of Permits
   - Event/Purpose
   - Location
   - Time of Event
     - Enter time as one hour before and one hour after event
     - Correct example: 8:00 am to 12:00 pm
     - Incorrect examples: 8:00 am – 12:00 pm, 8–12, 8:00–12:00
   - Name
     - Do not enter more than one name
   - Distribution
   - By
     - Date you want permit to be available
   - Effective Date(s)
   - Comments
     - Correct Example: Bernard, Andy
     - Incorrect Example: Andy Bernard Fun Run Race
5. Click the “Save” button.
6. The status is currently listed as “Pending”.
7. After saving, the “Request ID” changes from “Next” to an assigned number. Your request is now ready to be approved.
Approve a Visitor Parking Permit Request

After entering in a request, you can save the data and approve it at a later time or approve the request immediately without navigating away from the page. If you have not navigated away from the “Maintain Request” page, please skip to step 5, otherwise continue with the following steps.

1. Access the Visitor Parking Database as outlined in the first chapter.
2. Click on the tab “Find Existing Value”
3. Enter your “Request ID” number assigned to you when you saved your permit request.
4. Click “Search”.
5. Click on the icon to approve your request.
6. Click the “Save” button.
7. Once the request has been approved, the icon will become grey and the “Status” will change from “Pending” to “Approved”.
Edit a Visitor Parking Permit Request

A request may be edited provided that the status of the request is still “Pending” or “Approved”. If the status currently displays “Authorized” or “Printed”, please contact the UTAPS office at x87275.

1. Search for your request as outlined in the third chapter.
2. Click the icon to edit your request.
3. Once you have made the necessary corrections, click the “Save” button.
4. If you wish to approve your request immediately, click the icon.
5. Click the “Save” button.
6. Once the request has been approved, the icon will become grey and the “Status” will change from “Pending” to “Approved”.

Step 2

YOU R DEPARTMENT
Copy a Visitor Parking Permit Request

1. Navigate to the “Maintain Request” screen as outlined in the first chapter.
2. Click the “Add” button as if you were creating a new visitor parking permit request.

3. From the blank request form, click the Copy From icon.
4. If you know the “Request ID” of the permit you would like to copy, enter it into the “Request ID” field.
5. Click the “OK” button.

6. Otherwise, click the search icon for a list of requests.
7. Choose the request you would like to copy.
8. Click the “Search” button.
9. The request form will now contain data from the request you copied.

10. Make any necessary changes to the request.
11. Click the “Save” button.
12. Approve the request by clicking the icon.
13. Click the “Save” button.
Create a Visitor Parking Permit Request Similar to an Existing Request

1. Navigate to the “Maintain Request” screen as outlined in the first chapter.
2. If you know the “Request ID” of the permit you would like to reference, enter it into the “Request ID” field.
3. Click the “Search” button.
4. Otherwise, click the icon for a list of requests.
5. Chose the request you would like to reference.
6. Click the “Search” button.
7. Once the request is displayed, click the icon.
8. A new request form is created using data from the request you choose.
9. Make any necessary changes to the request.
10. Click the “Save” button.
11. Approve the request by clicking the icon.
12. Click the “Save” button.
Cancel a Visitor Parking Permit Request

A request may be canceled provided that the status of the request is still “Pending” or “Approved”. If the status currently displays “Authorized” or “Printed”, please contact the UTAPS office at x87275.

1. Access the Visitor Parking Database as outlined in the first chapter.
2. Click on the tab “Find Existing Value”
3. Enter your “Request ID” number assigned to you when you saved your permit request.
4. Click “Search”.

5. Click on the icon to cancel the request.
6. The status will change from “Approved” to “Cancelled”.

7. Click the “Save” button.
8. The request has now been cancelled.
Obtain a Refund for Unused Paid Permits

If your department purchased permits through the Visitor Parking Database with their speed type, but not all the permits were used, your department is entitled to a refund.

1. Return all unused permits to UTAPS.
2. Once UTAPS receives your unused permits, you will receive an email with a new “Request ID” number.
3. Access the Visitor Parking Database as outlined in the first chapter.
4. Click on the tab “Find Existing Value”.
5. Enter your new “Request ID” number assigned to you via email.
6. Click “Search”.
7. Once the request is displayed, confirm the refund amount and approve the request by clicking the icon.
8. The status will change from “Pending” to “Approved”.

9. UTAPS will authorize your refund request and the funds will be automatically returned to your department via speed type.