How to access visitor parking application (AIMS - Automated Issuance/Management System)?

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General Information
- For all reservations dated 06/17/2016 and later, Journal Voucher (JV) of document type PK will be posted on the day of the reservation.
- Going forward, visitor parking costs for reservations will be displayed with a new G/L Account (420274). Currently, parking reservation orders settle to the department Cost Object (600607) in SAP summary statement (ZSTM). All reservations dated before 06/17/2016 will still appear under Cost Object 600607.
- Starting 06/20/2016, all scratch pass (One day Department Pass) transactions will also post Journal Vouchers (JV) of document type PK and not of document type SA.
- Journal Vouchers of document type PK cannot be viewed from Atlas.
- Scratch pass transactions will continue to be displayed with G/L Account 420274 in SAP summary statement (ZSTM).

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Authorizations
- You need to have an MIT ID and a Kerberos ID to access the application.
- Temporary employees, contract employees and consultants, who need to reserve visitor parking need an MIT ID and should contact parking office so that their Kerberos ID can be added to AIMS system.
- Users need the role “AIMS MAINT VISITOR PARKING RES” in roles Database assigned to their Kerberos ID. Authorizations can be requested via the primary authorizers in your department. If you had the authorization to old Visitor parking application as of 06/17/2016, you should have this role already assigned to you.
- Users also need “CAN SPEND OR COMMIT FUNDS” role in roles Database for the Cost Object that they plan to use to reserve visitor parking or order visitor scratch passes. Authorizations can be requested via the primary authorizers in your department.

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Accessing the Visitor Parking Module

1. Go to Atlas and search for Visitor Parking in Full Catalog

![Visitor Parking Module](image1.jpg)

2. Click on the link “Manage Visitor Parking (AIMS)”.

3. This will bring you to AIMS home page. You can log in by clicking on “Click here to login” on the upper right corner of the page

![AIMS Home Page](image2.jpg)
4. Log in using your touchstone credentials

5. After you log in, scroll down to the bottom of the page where you will find “Visitor Parking” on the left
Reserve visitor parking

1. Click on Reserve Visitor Passes

2. It will bring you to the following screen. If you get an error “Cannot purchase a pass. Account not authorized for the module”, you need the role “AIMS MAINT VISITOR PARKING RES” in roles Database.

3. All fields marked with * are required. You need to add at least one visitor’s details.

4. Dept. Contact Name: This is pre populated and cannot be changed

5. Dept. Contact Phone: This will be populated if you have a work phone number in AIMS. If blank, please fill in the phone number on which Parking Office can contact you if needed
7. **Dept. Contact Email:** This field is pre populated if you have an email address in AIMS. If blank, please enter your email address here.

8. **Cost Object:**
a) Enter a Cost Object that you are authorized to spend/commit on (You need the role “CAN SPEND OR COMMIT FUNDS” in roles Database. If you have been using the old VPIS application to reserve visitor parking, you should already have this authorization)
b) The cost object that you use should be a valid cost object

9. **Visitor Information:** Add Visitor Name, Date of reservation, Time In and Time Out and the Lot

10. **Item text:** Enter the information you want to appear on the line item of the JV that will be posted for your transaction on the day of the reservation. This is what will appear on the SAP summary statement.

11. **Extended Text:** Enter any details you want to add to the transaction. This information will appear on the correspondence text for the JV.

12. Hit **Submit** after you have filled out the form

13. **Confirmation Page:** The confirmation page will have a link to the PDF for the pass.

14. **Confirmation Email:** A confirmation email is sent to the user making the reservation.
View Parking Reservations

1. If you had future reservations in the old system, they have been migrated to AIMS. You can view those by going to “View Parking Reservations”

2. Any reservations you create in AIMS system will be available for you to view here unless you delete it.

3. Reservations can be searched by Pass Number, Visitor Name, Cost Object etc. If you want to view all reservations, search without any criteria.
Change Parking Reservations

1. You can change your future reservations by going to link “Change Parking Reservations”

2. You can change next day’s reservation until 4:45 PM of the previous day

3. Reservations can be searched by Pass Number, Visitor Name, Cost Object etc. If you want to view all reservations, search without any criteria.

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Order Visitor Scratch Passes (One day Department Pass)

1. Click on “Department Parking Passes”

2. If you get an error “Cannot purchase a pass. Account not authorized for the module”, you need the role “AIMS MAINT VISITOR PARKING RES” in roles Database.

3. All fields are required.

4. Fill the form;
   a) **Quantity**: You can order 25 scratch passes in one transaction.
   b) **Cost Object**: Enter a Cost Object that you are authorized to spend/commit on (You need the role “CAN SPEND OR COMMIT FUNDS” in roles Database. If you have been using the old VPIS application to reserve visitor parking, you should already have this authorization)
The cost object that you use should be a valid cost object.

c) **Item Text:** Enter the information you want to appear on the line item of the JV that will be posted for your transaction on the day of the reservation. This is what will appear on the **SAP summary statement**.

d) **Extended Text:** Enter any details you want to add to the transaction. This information will appear on the correspondence text for the JV.

5. Click **Submit** when you are ready.

6. **Confirmation Page:** You can see the number of scratch passes you ordered and the payment information. It also has the JV document number that was posted in SAP for the transaction.

![Confirmation Page Image]

7. A **confirmation email** is also sent to the user with the JV document number, pass quantity and payment details that can be printed and taken to the Parking Office while collecting the Scratch Passes.