

**Deem Training Clip -  
Airport Parking  
(Version 2, March 28, 2014)**

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# 1 Topic Overview

## 1.1 Series Objective

Outline several diverse topics within Deem@Work.

## 1.2 Document Objective

Provide the steps to successfully make an Airport Parking reservation.

# 2 Updating Traveler Preferences

1. From the **deem@work home** page click the **Profile** tab at the top of the page.
2. The **Profile** page is displayed. Click the **Travel** preferences link.
3. The **Profile | Travel Preferences** page is displayed. Under the **Airport Parking** section of the page, select the **Home Airport** from the drop-down list. Click the **Search for parking within travel** checkbox to include Airport Parking when booking travel.
4. Click the **Notifications** link found on the left Navigator Bar to set notifications for airport parking.
5. Click the **Airport Parking** details link.
6. The **Manage Notifications** window is displayed. Select the notification type from the drop-down list, a delivery method and enter the **Email address**, phone number for **Voice Message** or **Mobile text** notification and click **Save**.
7. A confirmation appears, with the notification change. Click **Save**.

# 3 Reserving Airport Parking

**Airport Parking** can be added to a new or existing travel reservation or it can be booked independently. Regardless if **Airport Parking** is being added to an existing travel reservation or independently, the booking process is the same.

To reserve **Airport Parking** independent of a trip, start by selecting the **Travel** tab and then the **Airport Parking** option from the menu. Or to add it to an existing reservation, click the arrow to expand the upcoming reservation. Select the **Airport Parking** link.

1. The **Airport Parking** page is displayed.
  - a. Select an **Airport** from the drop-down list.
  - b. The departure airport is defaulted.
  - c. Select a **Drop-off Date** and **Time** as well as the **Pick-up Date** and **Time**. These default to match travel plans.
  - d. Click **Search**
2. The **Airport Parking | Select** page is displayed with search criteria displayed on the left Navigator Bar.

- a. Click the **Select** button for the provider to select it.
  - b. Click the provider's name to see more information about them.
  - c. Click the **Select** button to select this provider or the **Back to search results** link to return to the search results page.
  - d. Click the **Map view** tab to view the mapped location of the provider.
3. Click the **Select** button to select the provider.
  4. Once the provider has been selected, the **Airport Parking | Purchase Parking** page is displayed.
  5. Confirm all the details and click the **Purchase** button. The **Airport Parking | Payment Voucher** page is displayed
  6. Click the **Print Voucher** button.
  7. An **Airport Parking Payment Voucher** pop-up page is displayed. Click the **Print Voucher** button.

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**Note:** The voucher must be printed and presented to the cashier when exiting the lot.

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8. Return to the **Home Page**.
9. In the **Upcoming Reservations** section the **Airport Parking** reservation has been confirmed. Change Airport Parking

## 4 Changing an Airport Parking Reservation

Changes can be made to an **Airport Parking** reservation.

1. To change an **Airport Parking** reservation, click the arrow to expand the reservation. Then click the **View details** link
2. The **Airport Parking | Change Reservation** page is displayed. Make the changes and click the **Search** button.
3. The search results are displayed. Select the appropriate provider
4. Follow the same steps as if booking a new reservation

## 5 Canceling an Airport Parking Reservation

Booked **Airport Parking** can be cancelled.

1. To cancel an upcoming **Airport Parking** reservation, click the arrow to expand the reservation. Then click the **View Details** link.
2. The **Airport Parking | Payment Voucher** page is displayed. Click the **Cancel** link.
3. The **Airport Parking | Reservation Summary** page is displayed. Click the **Confirm cancellation** button.
4. The **Airport Parking | Airport Parking Confirmation** page is displayed. Click Done.

5. The **Home** page is redisplayed. The reservation is now **Cancelled** in Upcoming Reservations.