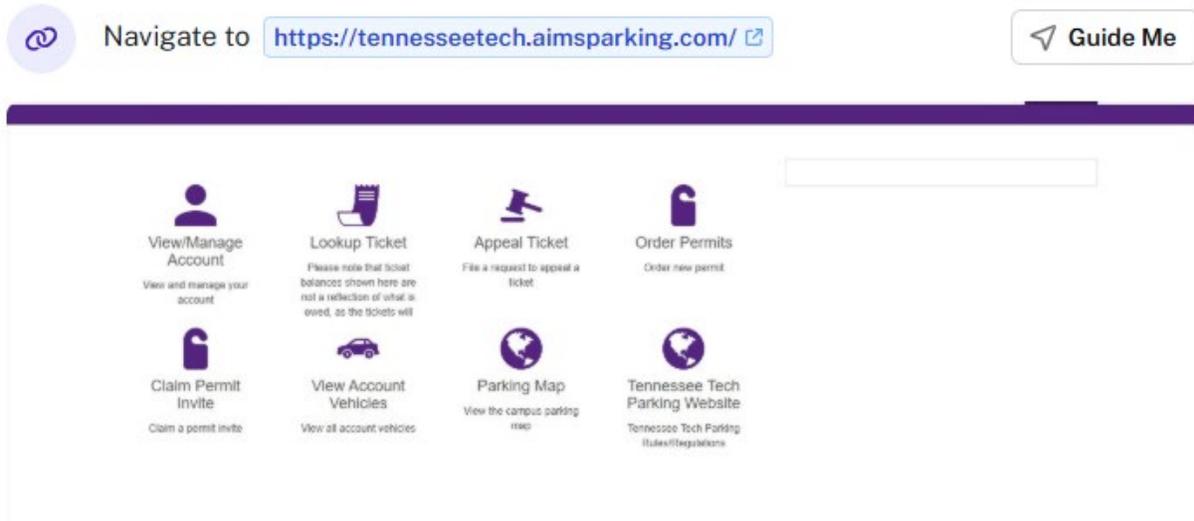
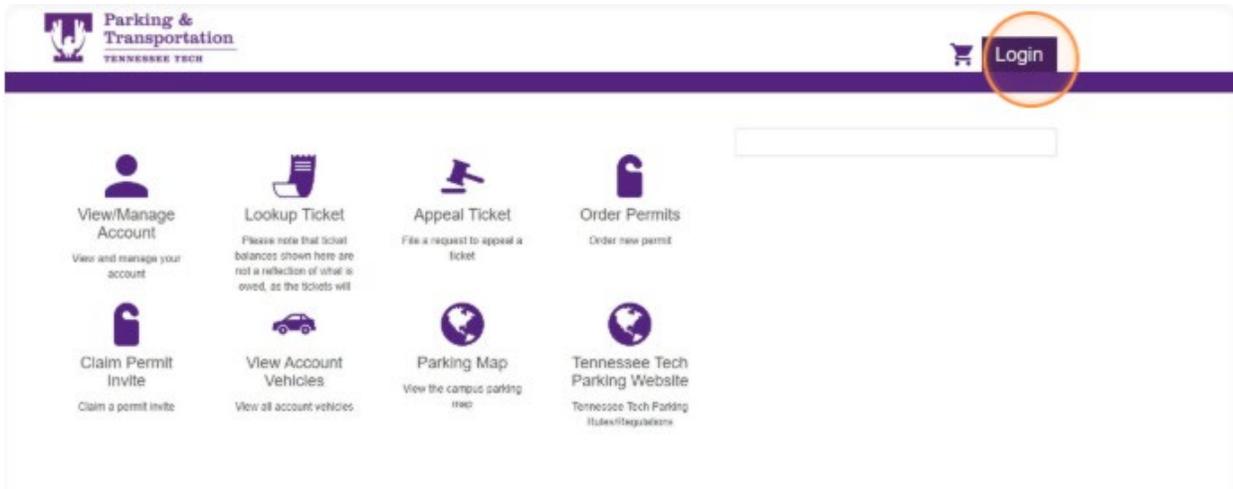


How to Send a Departmental Guest Permit Invite

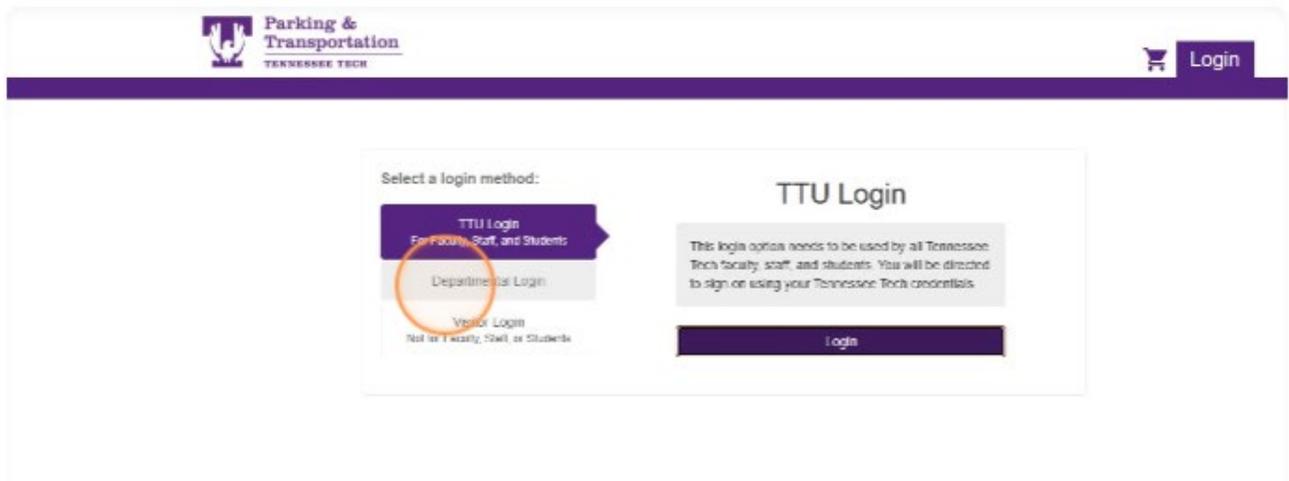
Step 1: Navigate to <https://tennesseetech.aimsparking.com/>.



Step 2: Click "Login."

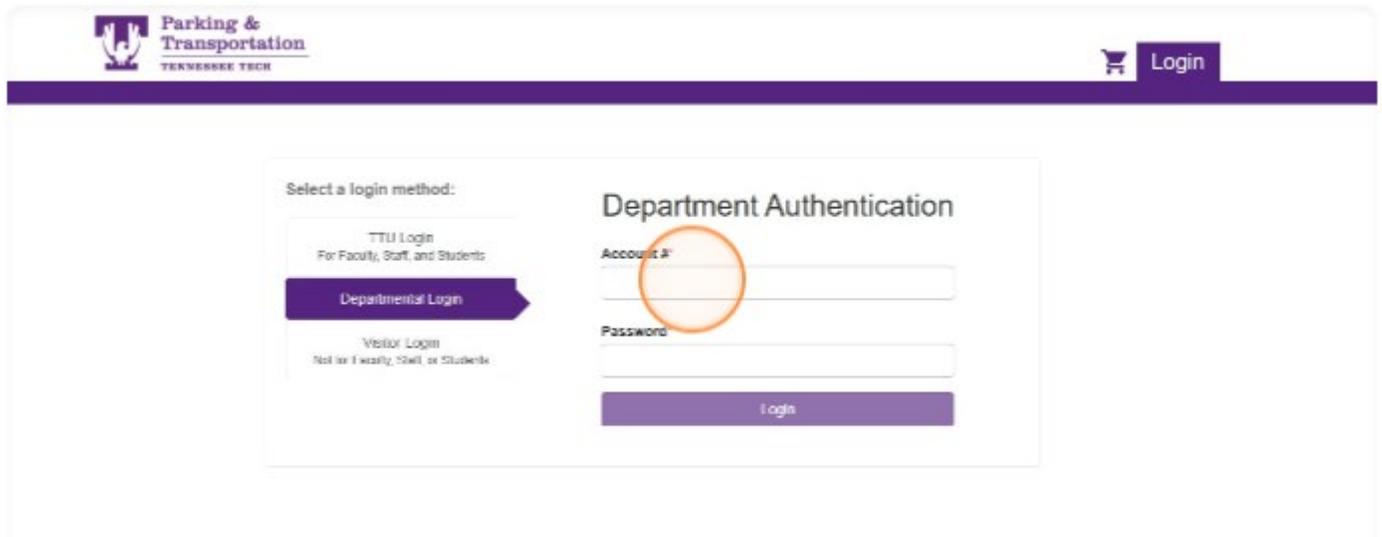


Step 3: Click “Departmental Login.”



The screenshot shows the top navigation bar with the 'Parking & Transportation' logo and 'TENNESSEE TECH' text on the left, and a shopping cart icon and 'Login' button on the right. The main content area features a 'Select a login method:' section with three options: 'TTU Login For Faculty, Staff, and Students' (highlighted with a purple arrow), 'Departmental Login' (circled in orange), and 'Visitor Login Not for Faculty, Staff, or Students'. To the right is the 'TTU Login' section with a text box explaining that this option is for all Tennessee Tech faculty, staff, and students, and a 'Login' button.

Step 4: Click the “Account #” field.



The screenshot shows the top navigation bar with the 'Parking & Transportation' logo and 'TENNESSEE TECH' text on the left, and a shopping cart icon and 'Login' button on the right. The main content area features a 'Select a login method:' section with three options: 'TTU Login For Faculty, Staff, and Students', 'Departmental Login' (highlighted with a purple arrow), and 'Visitor Login Not for Faculty, Staff, or Students'. To the right is the 'Department Authentication' section with two input fields: 'Account #' (circled in orange) and 'Password', and a 'Login' button.

Step 5: Type your departmental account number in the Account # field.

Step 6: Double-click the “password” field.

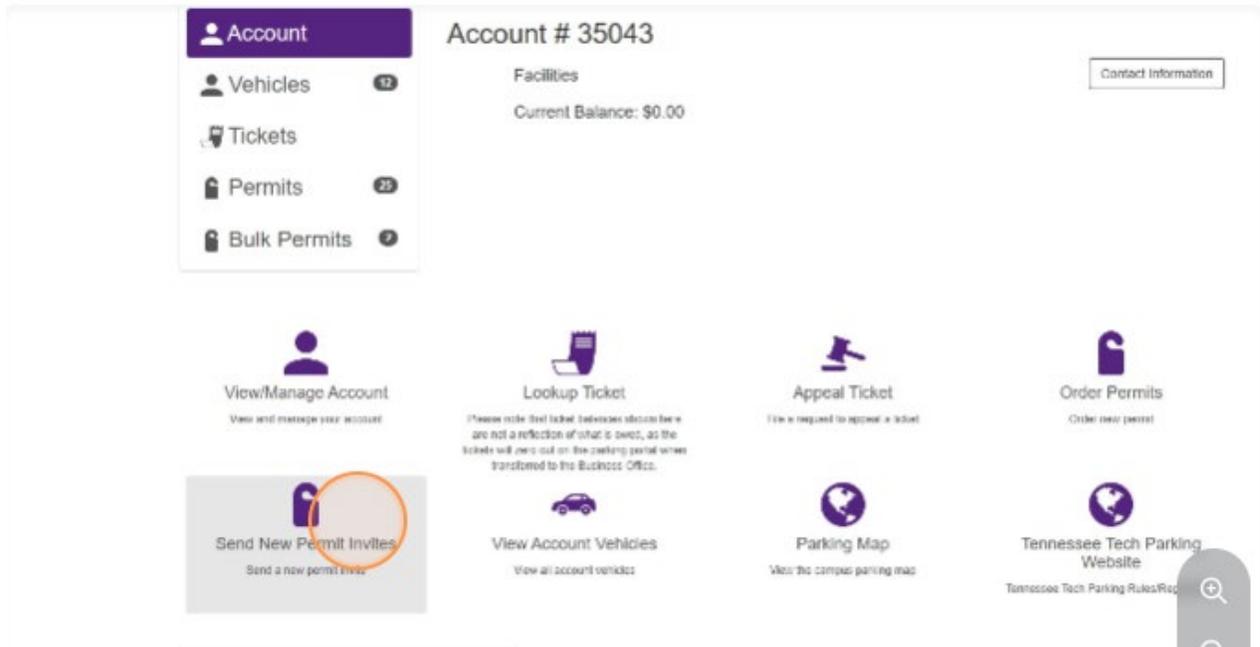
The screenshot shows the top navigation bar with the 'Parking & Transportation' logo and 'TENNESSEE TECH' text on the left, and a shopping cart icon and 'Login' button on the right. The main content area is titled 'Department Authentication'. On the left, under 'Select a login method:', there are three options: 'TTU Login For Faculty, Staff, and Students', 'Departmental Login' (highlighted with a purple arrow), and 'Visitor Login Not for Faculty, Staff, or Students'. On the right, the 'Account #' field contains '35043'. The 'Password' field is empty and highlighted with an orange circle. Below the password field is a purple 'Login' button.

Step 7: Type your departmental password in the password field.

Step 8: Click “login.”

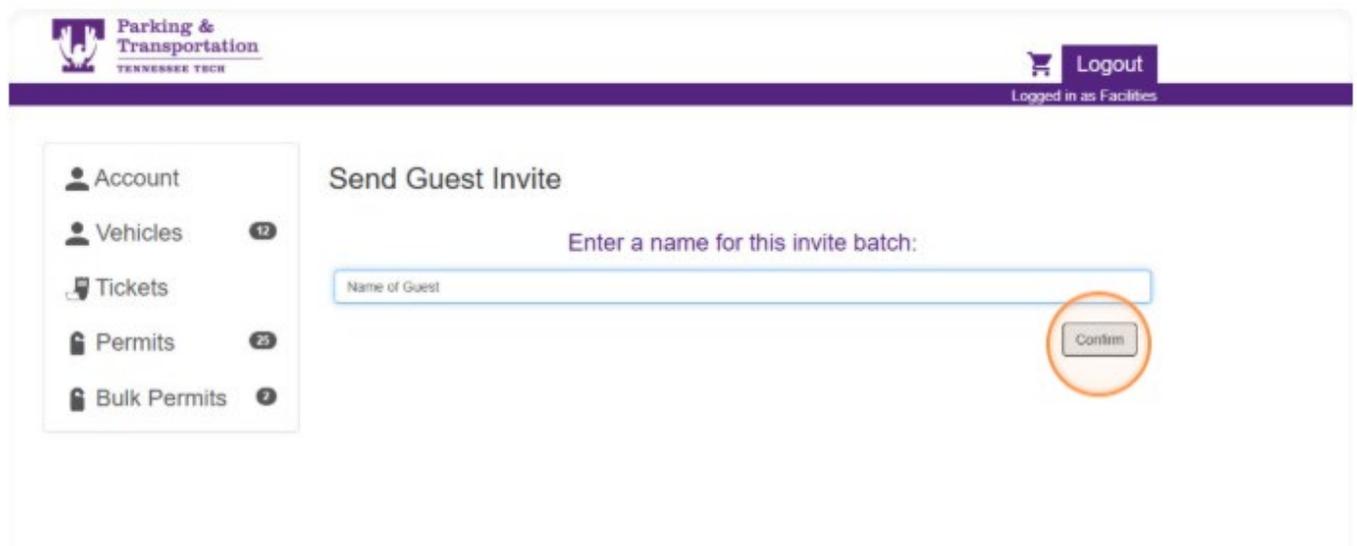
This screenshot is identical to the previous one, but the 'Login' button at the bottom of the form is now highlighted with an orange circle. The 'Password' field still contains asterisks, indicating that a password has been entered.

Step 9: Click “Send New Permit Invites.”



Step 10: Type “Name of Guest” in the field box under “Enter a name for this invite batch.”

Step 11: Click “Confirm.”



Step 12: Click the text field under "Emails for all invitees."

The screenshot shows the 'Send Guest Invite' form in a web application. The header includes the Tennessee Tech logo and 'Logged in as Facilities'. A sidebar on the left lists navigation options: Account, Vehicles (12), Tickets, Permits (25), and Bulk Permits (2). The main form area has a title 'Send Guest Invite' and an 'Invite Name' dropdown menu with 'Name of Guest' selected. Below this is a large text input field labeled 'Emails for all invitees:'. An orange circle highlights this field. Underneath the field is the instruction 'Place one email address per line for each invite you wish to send'. Below that is a 'CC Email' section with a checkbox labeled 'Send me an email when an invite is claimed:'. At the bottom of the form is another text input field with the instruction 'Enter your email to send yourself a copy of the invite. Up to 1 email address is allowed.' and a 'Confirm' button. A search icon is visible on the right side of the page.

Step 13: Please list each guest's email address on a separate line.

Step 14: Once all guest email addresses are listed on separate lines, click "Confirm."

This screenshot shows the same 'Send Guest Invite' form as the previous one, but now the 'Emails for all invitees' field contains the text 'email of guest'. The 'Confirm' button at the bottom right of the form is circled in orange, indicating it is the next step to click.

Step 15: Click "Departmental Guest (\$0.00)."

The screenshot shows a sidebar on the left with navigation items: Account, Vehicles (12), Tickets, Permits (25), and Bulk Permits (2). The main content area is titled "Send Guest Invite" and contains three sections: "Invite Name" with a field for "Name of Guest" (checked), "Invitees" with a field for "Emails collected" (checked), and "Please Select a Permit Type" with a dropdown menu. The dropdown menu is open, showing "Departmental Guest (\$0.00)" as the selected option, which is circled in orange.

Step 16: Click the text field located to the left under "Please select a start and end date for this permit."

The screenshot shows the same sidebar and "Send Guest Invite" header. The "Permit Type" dropdown is now set to "Departmental Guest (\$0.00)" (checked). Below it is the "Date Selection" section with the instruction "Please select a start and end date for this permit." and a date range input field. The first text field of the range is circled in orange. A "Confirm" button is located at the bottom right of the date selection area.

Step 17: Click on the start date for the permit.

The screenshot shows the 'Send Guest Invite' form with a calendar for July 2025. The calendar has the following dates: 29, 30, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31. The dates 29, 30, and 31 are circled in orange. The form fields are: Invite Name (Name of Guest), Invitees (Emails collected), Permit Type (Departmental Guest (\$0.00)), and Date Selection (Please select a start and end date for this permit). A 'Confirm' button is at the bottom right.

Step 18: Select the end date for the permit, keeping in mind that the maximum duration is 5 days.

The screenshot shows the 'Send Guest Invite' form with a calendar for March 2026. The calendar has the following dates: 22, 23, 24, 25, 26, 27, 28, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31. The date 19 is highlighted in purple. The form fields are: Invite Name (test), Invitees (Emails collected), Permit Type (Departmental Guest), and Date Selection (Please select a start and end date for this permit). The start date is 03/19/2026. A 'Confirm' button is at the bottom right.

Step 19: Click “confirm.”

Send Guest Invite

Account

Vehicles 12

Tickets

Permits 25

Bulk Permits 2

Invite Name
Name of Guest ✓

Invitees
Emails collected ✓

Permit Type
Departmental Guest (\$0.00) ✓

Date Selection
Please select a start and end date for this permit:
07/31/2025 to 07/31/2025

Confirm

Step 20: Click the text field box under “Additional Message.”

Send Guest Invite

Vehicles 12

Tickets

Permits 25

Bulk Permits 2

Invite Name
Name of Guest ✓

Invitees
Emails collected ✓

Permit Type
Departmental Guest (\$0.00) ✓

Dates
07/31/2025 - 07/31/2025 ✓

Additional Message

Enter any additional instructions you wish to include on the invites

Confirm

Step 21: Please send your guest the following message along with any additional information they may need for their visit:

"Upon your arrival on campus, kindly complete your invitation. The permit provides access to the Gold Parking Lot and designated visitor spaces, but does not allow parking in reserved spaces. For a campus map, please visit <https://www.tntech.edu/maps/index.php>."

Step 22: Click "confirm."

The screenshot shows a web interface for managing permits. On the left is a sidebar with navigation options: Vehicles (12), Tickets, Permits (25), and Bulk Permits (2). The main content area is a form with several sections, each with a purple bar and a checkmark:

- Invite Name:** Name of Guest
- Invitees:** Emails collected
- Permit Type:** Departmental Guest (\$0.00)
- Dates:** 07/31/2025 - 07/31/2025

Below these is an **Additional Message** section with a text area containing the placeholder text: "Any message you would like to send to your guest." Below the text area is the instruction: "Enter any additional instructions you wish to include on the invites". At the bottom right, there is a "Confirm" button highlighted with an orange circle.

Step 23: Click “confirm” or attach a document you would like to include in your invite.

The screenshot shows a web interface for creating a permit. On the left, there is a sidebar with 'Permits' (25) and 'Bulk Permits' (2). The main content area has several sections, each with a title and a value, all in purple bars with a checkmark on the right:

- Name of Guest:** [Redacted]
- Invitees:** [Redacted]
- Permit Type:** Departmental Guest (\$0.00)
- Dates:** 07/31/2025 - 07/31/2025
- Message:** Any message you would like to send to your guest.
- Email Attachments:** You may upload any attachments you wish to have included in the invite email. Below this is an '+ Add Attachment' button and a note: 'Acceptable filetypes: .jpg, .gif, .png, .bmp, .pdf. Max file size: 5Mb'.

At the bottom right, a 'Confirm' button is circled in orange.

Step 24: Click “Create the permit with a balance owing.”

This screenshot shows the same permit creation interface as Step 23, but with an additional section at the bottom:

- Attachments:** None collected
- Please Select a Billing Option:** This section contains two options: 'Create the permit with a balance owing' (which is circled in orange) and 'Create the permit with a balance owing' (which is partially visible below the first option).

Step 25: Click “Continue.”

The screenshot shows a permit configuration form with several sections, each with a checkmark indicating completion:

- Invitees:** Emails collected ✓
- Permit Type:** Departmental Guest (\$0.00) ✓
- Dates:** 07/31/2025 - 07/31/2025 ✓
- Message:** Any message you would like to send to your guest. ✓
- Attachments:** None collected ✓
- Billing:** Create the permit with a balance owing ✓

A red "Continue" button is circled in orange at the bottom right of the form. Below the form is a link: "Click here to visit our website for additional parking information."

Step 26: You should see the “Batch Summary” window upon completion.

The screenshot shows the "Batch Summary" window for a permit batch. The header includes the "Parking & Transportation" logo and "TENNESSEE TECH". A "Logout" button is visible in the top right corner. The main content area is titled "Batch Summary: Name of Guest" and contains the following information:

- Batch Information:**
 - Batch Name: Name of Guest
 - Creation Date: 07/30/2025
 - Permit Type: Departmental Guest
 - Active Date: 07/31/2025
 - Expiration Date: 07/31/2025
- Cost Information:**
 - Per-invite Cost: \$0.00
 - Current Total Batch Cost: \$0.00
 - Maximum Total Batch Cost: \$0.00
 - Billed To: Nobody Pays
- Message:** Any message you would like to send to your guest.

Below the summary is an "Invitee Summary" table with columns: Email, Access Key, Status, Permit #, Plate #, Receipt #, Name, Resend, Cancel. The table contains one row with the following data:

Email	Access Key	Status	Permit #	Plate #	Receipt #	Name	Resend	Cancel
email@gmail.com	pending	Unclaimed					Sending	Cancel

Buttons for "Send New Invites" and "Refresh" are located above the table. A search icon is visible in the bottom right corner.