Online Booking App: User Guide

## 1. Introduction

Welcome to the Online Booking Application. This user-friendly system allows you to easily reserve parking electronic vehicle charging spaces at County Hall. With this application, you can book one of two available parking spaces for durations of 1 to 3 hours.

## 2. Getting Started

To access the application, use the link provided below:

[*https://apps.powerapps.com/play/e/default-319baa9a-8e8b-4d1e-86ae-f76a403f1c84/a/79e0530b-558b-4b55-acf9-2b4a6e14be5c?tenantId=319baa9a-8e8b-4d1e-86ae-f76a403f1c84&sourcetime=1724923618972*](https://apps.powerapps.com/play/e/default-319baa9a-8e8b-4d1e-86ae-f76a403f1c84/a/79e0530b-558b-4b55-acf9-2b4a6e14be5c?tenantId=319baa9a-8e8b-4d1e-86ae-f76a403f1c84&sourcetime=1724923618972)

Accept the required permissions to access the application, these allow the application to access your name and email address for supplying you with a booking confirmation.

## 3. Language Selection

Upon logging into the application you will see the “My Bookings” screen, this application is automatically set to the Welsh language upon opening, to toggle to English click the “English” toggle in the top left of the screen:



## 4. Navigation

The application consists of two main screens:

1. Booking Screen: Where you can make new bookings.
2. My Bookings Screen: Where you can view and manage your existing bookings.

Use the navigation bar at the top of the screen to switch between these views.



## 5. Viewing My Bookings

## To view your existing bookings:

## Click on "My Bookings" in the navigation bar.

## You'll see a list of all your current and upcoming bookings.

1. If you no longer need the Electric Vehicle space you can cancel your booking using the red X.



## 6. Making a New Booking

To make a new Electric Vehicle Charging Space booking:

1. **Navigate to the Book EV Space screen**




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1. **Selecting a Date**

The date will default to today’s date, if you wish to change it please click on the calendar icon beside the date.



Click on your required date on the calendar that will pop up and then be sure to click on Ok to save the date.



1. **Choosing Duration**

Now select the number of hours you require the charging space for.



1. **Selecting a Parking Space**

The parking space dropdown will default to Parking Space 1, if your required time slot is not available for Parking Space 1 try selecting Parking Space 2.



1. **Choosing a Time Slot**

Click on the Time Slot dropdown box and select the time slot you require.



1. **Entering Your Details**

To the right of the screen is the form you need to complete to book your selected charging space, the form is prefilled with your full name and email address obtained from your corporate login.

The vehicle registration field is mandatory, please provide this so that parking spaces can be monitored.

You must also confirm you have read and understood the electric vehicle charging guide which you can find [here](https://intranet/media/qyvjzpmg/ev-guide-eng.pdf).

Once you have completed the form click the Confirm booking button.



1. **Confirming the Booking**

After selecting the Confirm booking button you will be presented with a confirmation popup, this will display your chosen space, date and time slot.

If you are happy with your selection you can click on the Confirm button which will book your slot and send you a confirmation email.

If you wish to change your selection clicking cancel will return you to the booking screen.



Location of charging points in County Hall:

