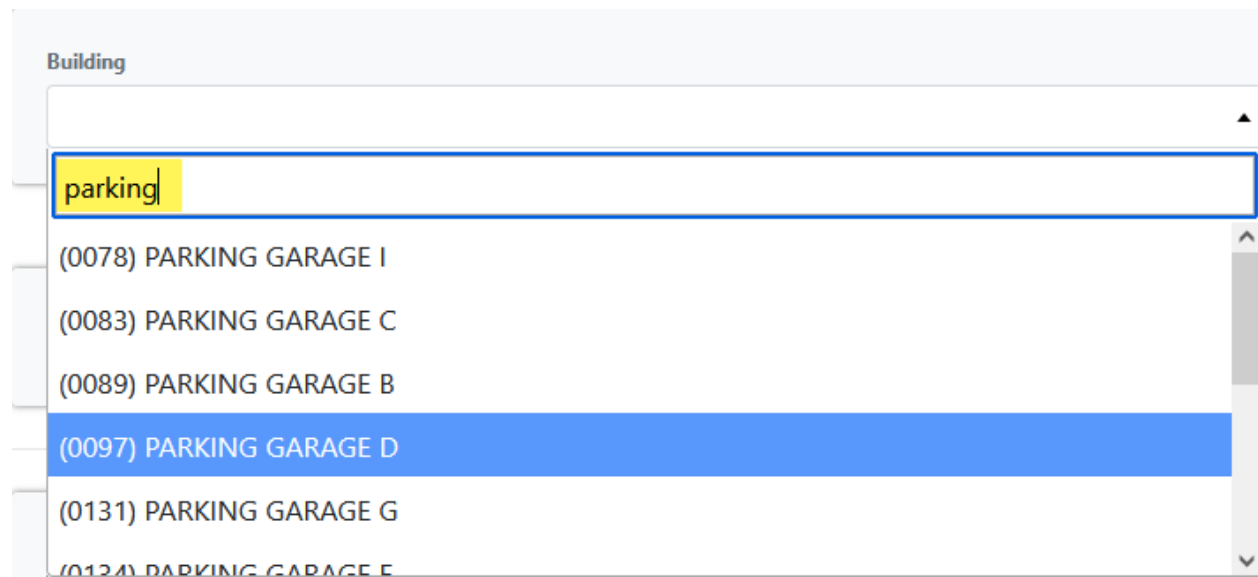


## How to find a Parking Garage in ReADY Request

- 1) Make sure you have selected the right Site.
  - Main Campus is Site 0001
  - Downtown Campus is Site 0017
- 2) In the Building field, If you know the Parking Lot number, enter the lot number. If you don't simply type PARKING to search by Description.



The image shows a screenshot of a web application interface. At the top, the word "Building" is displayed in a light gray header. Below it is a search input field containing the text "parking". A dropdown menu is open, showing a list of search results. The results are as follows:

Building ID	Description
(0078)	PARKING GARAGE I
(0083)	PARKING GARAGE C
(0089)	PARKING GARAGE B
(0097)	PARKING GARAGE D
(0131)	PARKING GARAGE G
(0134)	PARKING GARAGE E

The entry "(0097) PARKING GARAGE D" is highlighted with a blue background. The dropdown menu has a scroll bar on the right side, with an upward arrow at the top and a downward arrow at the bottom.

- 3) You should add a “Room” to the request. With parking lots, this is a little more complicated because you have to specify a floor also. Generally, you will want to select “FACILITIES USE ONLY” for maintenance areas. There will be some rooms defined, but if you are unsure, enter “GENERAL AREA” for the location.

### Where is this issue happening?

**Site**

For B8136, select site 0031.

For B0902, select site 0011.

For FSEC buildings (2001, 2002, 2003), select site 0010.

(0001) UCF MAIN CAMPUS

**Building**

(0151) PARKING GARAGE H

**Floor**

Note: If the room location is not available in the drop down, remove the floor selected and click next.

Ensure the room is included in the work request description.

FACILITIES USE ONLY

**Room**

(GENERAL AREA) GENERAL AREA