

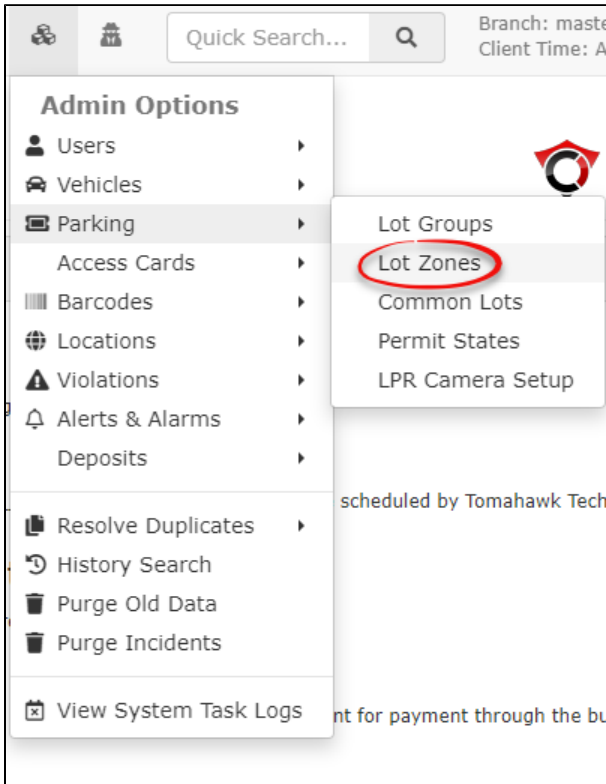
# Setting up a Lot to work with HotSpot

To configure a lot to work with the HotSpot app, you must configure a zone for any lot where you want this service to be available. Once a zone is associated with a lot or multiple lots, any user purchasing a permit through HotSpot would be valid in all lots associated with the that zone which is configured in Lot Administration. This article will illustrate how to create the zone and apply it to a lot.

- [Setting up a HotSpot zone](#)
- [Applying a Zone to a Lot](#)
- [Related Pages](#)

## Setting up a HotSpot zone

To begin you must set up the zone under **Admin Options**. Hover over the **Parking** menu item and select **Lot Zones** from the drop down list.



In the **Manage Lot Zones** screen click on **Add** to access the add zone form

### Manage Lot Zones

Select A Zone ▾

**Add** **Edit**

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Enter the name of the lot zone you wish to add. In our example the lot zone is **1001**

### Manage Lot Zones

Select A Zone ▾

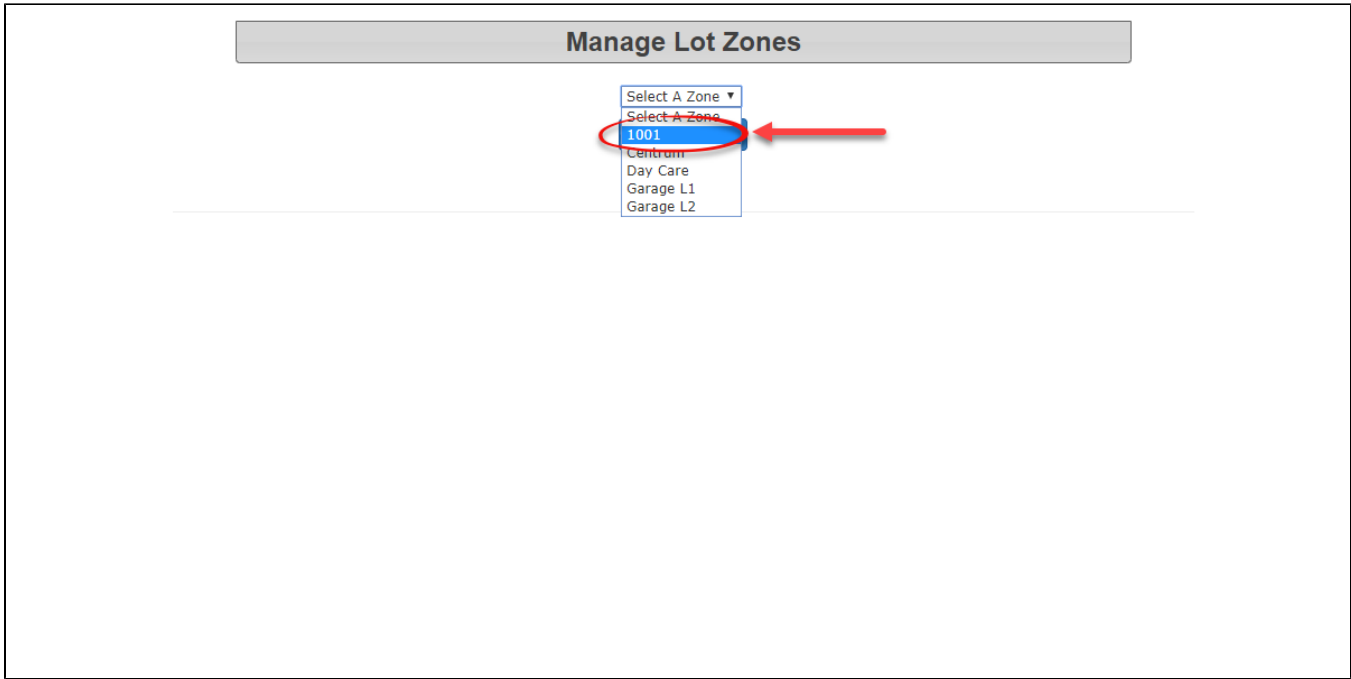
**Add** **Edit**

Zone Name:

**Add Zone**

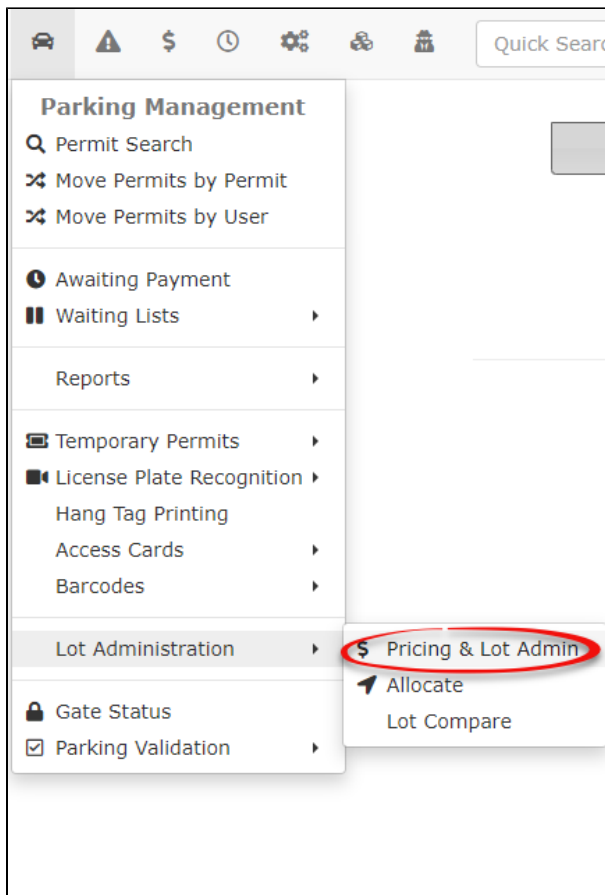
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Once you have the zone name entered click on **Add Zone** to save your selection that will now show up in the drop down list of zones.



Applying a Zone to a Lot

To apply this zone to a lot, you first need to go into **Lot Administration** to add the zone to your selected lots. To access the lots, go to the **Parking Management** menu and hover over **Lot Administration**. Select **Pricing and Admin** from the resulting drop down menu.



In our example we will add this zone to the lot called **Green Staff Lot East**. Click on the **lot name** to access the configuration tool.

### Permit Pricing & Lot Administration

Show archived ?
Add New Lot

ALLOCATION TYPE	LOT NAME		PRICE	2nd	CARDED	VISIBLE	Text2ParkMe	USAGE
Y - After 4PM	<a href="#">Excel Export</a>		150.00	Yes	Yes	<input checked="" type="checkbox"/>	No	9 of 50
<a href="#">Show/hide Lot User Types</a>	Y - <b>Green Staff Lot East</b>	<a href="#">Excel Export</a>	100.00	Yes	No	<input checked="" type="checkbox"/>	No	0 of 37
<a href="#">Show/hide Lot User Types</a>	Y - Red Staff Lot West	<a href="#">Excel Export</a>	350.00	No	No	<input checked="" type="checkbox"/>	No	3 of 10
<a href="#">Show/hide Lot User Types</a>	Y - Red Student Lot West	<a href="#">Excel Export</a>	525.00	Yes	No	<input checked="" type="checkbox"/>	No	8 of 37
<a href="#">Show/hide Lot User Types</a>	Y - Text2Park	<a href="#">Excel Export</a>	5.00	No	No	<input checked="" type="checkbox"/>	Yes	0 of 0
<a href="#">Show/hide Lot User Types</a>	M - Lilac - Daily Reserved	<a href="#">Excel Export</a>	250.00	Yes	No	<input checked="" type="checkbox"/>	No	0 of 26
<a href="#">Show/hide Lot User Types</a>	M - Teal - Complimentary	<a href="#">Excel Export</a>	0.00	No	No	<input checked="" type="checkbox"/>	No	0 of 26
<a href="#">Show/hide Lot User Types</a>								

Y = Yearly, M = Monthly, S = by Semester, O = by Other
Save Updates

Once in **Lot Administration** for the specific lot, click on the **Zones & Location** tab to access the zone configuration section.

### Lot Administration

Applies to [Y] Green Staff Lot East

General
**Zone & Location**
Temporary Parking
LPR Settings
Statistics

This lot is archived ?

This lot is visible to site users

Lot Name:

Lot Short Name:

Default Cost:

This lot can be prorated. ?

This lot can be used for a second permit ?

Allow the use of a waiting list with this lot

Lot Category:

Lot Types:

- Common Lot 1
- Common Lot 2
- User Type Lot
 

Athletics Member  
 Complimentary  
 Daily Reserved  
 Demo  
 Exchange Student  
 Full Time Staff

This lot is archived ?

This lot is visible to site users

Lot Name:

Lot Short Name:

Default Cost:

This lot can be prorated. ?

This lot can be used for a second permit ?

Allow the use of a waiting list with this lot

Lot Category:

Lot Types:

- Common Lot 1
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- User Type Lot
 

Athletics Member  
 Complimentary  
 Daily Reserved  
 Demo  
 Exchange Student  
 Full Time Staff

Update this Lot

In the **Zones & Location** tab click on **Add Zone by Days** to select the **1001** zone we created.

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## Lot Administration

Applies to [Y] Green Staff Lot East ▾

**General** Zone & Location Temporary Parking LPR Settings Statistics

Location: Beside Green field

Lot Sales Window: [Y] Yearly ▾

Zone	Days or Range within Sales Window	Start Time	End Time
<a href="#">Add Zone by Days</a>		<a href="#">Add Zone by Date Range</a>	

? Access Card Type: None ▾

This lot has printable hang tags

Hang tags are managed by gate control software

? Deposits:

[Update this Lot](#)

Select **1001** from the resulting drop down list.



## Lot Administration

Applies to [Y] Green Staff Lot East ▾

General Zone & Location Temporary Parking LPR Settings Statistics

Location: Beside Green field

Lot Sales Window: [Y] Yearly ▾

Zone	Days or Range within Sales Window	Start Time	End Time	
1001 ▾	[S] [M] [T] [W] [T] [F] [S]	00 ▾ : 00 ▾	23 ▾ : 59 ▾	 
<a href="#">Add Zone by Days</a>		<a href="#">Add Zone by Date Range</a>		

? Access Card Type: None ▾

This lot has printable hang tags

Hang tags are managed by gate control software

? Deposits:

[Update this Lot](#)

For our example we can leave the defaults as is which includes:

The day range - leave it with all days of the week selected. (Highlighted in green)

The Start and End Time. (00:00 to 23:59 - in other words all day)

To save your settings click on the floppy disk (save) icon.

## Lot Administration

Applies to [Y] Green Staff Lot East

General
Zone & Location
Temporary Parking
LPR Settings
Statistics

Location: Beside Green field

Lot Sales Window: [Y] Yearly

Zone	Days or Range within Sales Window	Start Time	End Time	
<span style="border: 1px solid gray; padding: 2px;">1001</span>	<span style="border: 1px solid gray; padding: 2px;">[S]</span> <span style="border: 1px solid gray; padding: 2px;">[M]</span> <span style="border: 1px solid gray; padding: 2px;">[T]</span> <span style="border: 1px solid gray; padding: 2px;">[W]</span> <span style="border: 1px solid gray; padding: 2px;">[T]</span> <span style="border: 1px solid gray; padding: 2px;">[F]</span> <span style="border: 1px solid gray; padding: 2px;">[S]</span>	<span style="border: 1px solid gray; padding: 2px;">00</span> : <span style="border: 1px solid gray; padding: 2px;">00</span>	<span style="border: 1px solid gray; padding: 2px;">23</span> : <span style="border: 1px solid gray; padding: 2px;">59</span>	<span style="border: 1px solid gray; padding: 2px; font-size: 0.8em;">+</span> <span style="border: 1px solid gray; padding: 2px; font-size: 0.8em;">-</span>
<span style="border: 1px solid gray; padding: 2px; background-color: #007bff; color: white;">Add Zone by Days</span> <span style="border: 1px solid gray; padding: 2px; background-color: #007bff; color: white; margin-left: 10px;">Add Zone by Date Range</span>		<span style="border: 1px solid gray; padding: 2px; font-size: 0.8em;">save</span>		

? Access Card Type: None

This lot has printable hang tags  
 Hang tags are managed by gate control software

? Deposits:

Update this Lot

Click on Update lot to save your changes.

### Related Pages

- [Issuing a Violation](#)
- [Lot Zones](#)
- [Planning Lot Groups and Lot Zones](#)
- [Setting up a Lot to work with HotSpot](#)