

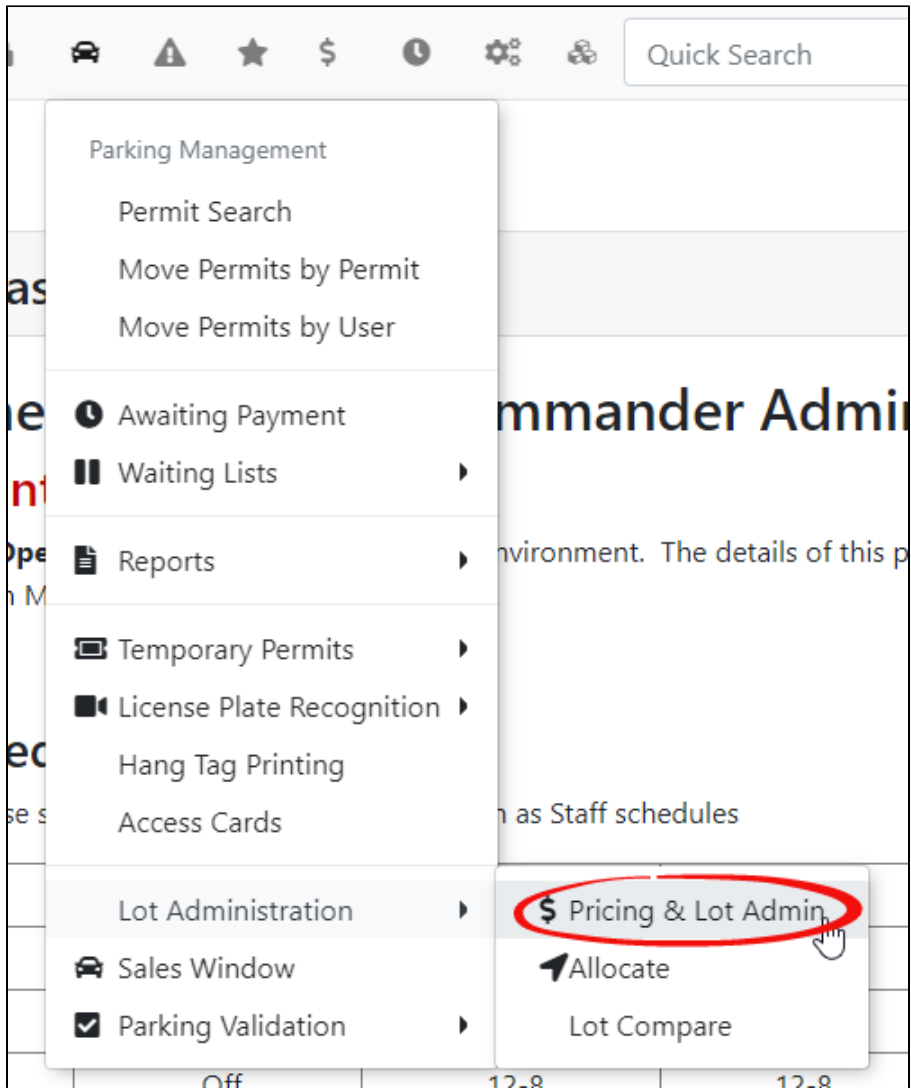
# Pricing and Lot Admin

Pricing and Lot Admin allows you to add new lots as well as to edit the price of a permit for the specified lot by editing the text box on the same line as the lot name.

- [The General Tab](#)
- [Lot Zones and Locations](#)
- [Map Detail](#)
- [Standard Permits](#)
- [Lot Temporary Parking](#)
- [Lot LPR Settings](#)
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Hover over the **Parking Management** icon: and click **Lot Administration** followed by **Pricing & Lot Admin**.



The **Permit Pricing & Lot Administration** screen will appear. You can edit the prices and visibility of your lots on this screen.

Click the **Show Archived** button to view/edit archived lots.

Click the **Excel Export** link to present a report of all the permits in a lot.

If you are able to edit the price and the checkbox for visible to users, this indicates that the lot is currently part of an active allocation.

To activate an allocation, refer to [Allocate Permits](#) documentation. Press the **Save Updates** button when you are finished after making any changes.

## Lot Administration

Show Archived Add Lot

Monthly Lot Name	Visible	Price	Usage	Export
<a href="#">Company Staff lot</a>	User Types <b>5</b> <input checked="" type="checkbox"/>	50.00 <span style="color: green;">2nd</span>	5 of 21 <input type="text"/>	<input type="button" value="Export"/>
<a href="#">General Monthly Lot 1</a>	User Types <b>4</b> <input checked="" type="checkbox"/>	120.00 <span style="color: green;">2nd</span> <span style="background-color: yellow;">Carded</span>	0 of 19 <input type="text"/>	<input type="button" value="Export"/>
<a href="#">Green Staff Lot East</a>	User Types <b>2</b> <input checked="" type="checkbox"/>	85.00 <span style="color: green;">2nd</span>	0 of 20 <input type="text"/>	<input type="button" value="Export"/>
<a href="#">Moore Street (lot)</a>	User Types <b>3</b> <input checked="" type="checkbox"/>	100.00 <span style="background-color: blue; color: white;">Text2</span>	0 of 20 <input type="text"/>	<input type="button" value="Export"/>
<a href="#">Moore Street Residents</a>	User Types <b>1</b> <input checked="" type="checkbox"/>	30.00	0 of 20 <input type="text"/>	<input type="button" value="Export"/>
Semester Lot Name	Visible	Price	Usage	Export
Yearly Lot Name	Visible	Price	Usage	Export
<a href="#">ADA Temp Lot</a>	User Types <b>1</b> <input checked="" type="checkbox"/>	0.00 <span style="color: green;">2nd</span>	0 of 10 <input type="text"/>	<input type="button" value="Export"/>
<a href="#">Blue Staff Lot</a>	User Types <b>3</b> <input checked="" type="checkbox"/>	375.00 <span style="color: green;">2nd</span>	2 of 70 <input type="text"/>	<input type="button" value="Export"/>
<a href="#">Blue Tennent Lot</a>	User Types <b>2</b> <input checked="" type="checkbox"/>	0.00	0 of 51 <input type="text"/>	<input type="button" value="Export"/>
<a href="#">Physician Lot</a>	User Types <b>1</b> <input checked="" type="checkbox"/>	100.00 <span style="color: green;">2nd</span>	0 of 5 <input type="text"/>	<input type="button" value="Export"/>
<a href="#">Red Staff Lot West</a>	User Types <b>1</b> <input checked="" type="checkbox"/>	0.00	2 of 120 <input type="text"/>	<input type="button" value="Export"/>

Click the **Lot Name** link to see details for that lot. Lot info is split into 4 tabs; **General**, **Zone & Location**, **Temporary Parking**, and **Statistics**. Click the **Update this Lot** button to save any changes you make to each tab.

## The General Tab

Options available on the **General** Tab are as follows:

- The option to Archive the lot by enabling **This lot is archived**.
- The option to make the lot visible to site users by enabling **This lot is visible to site users** (If this item is not selected the user does not see the lot in the pick list when purchasing a permit)
- **Lot Name:** Enter the full name you wish to use.
- **Lot Short Name:** Enter an abbreviated name for the lot based on the lot name
- **Lot Access:** Lots can be common lots which mean any user type can park in these lots. If you wish to restrict access to certain user types select **User Type** lot and then select what user types you wish to grant access to. Hold the Ctrl key when clicking on user types to select multiple types at the same time.

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## Edit Lot:

Red Student Lot West - \$525.00

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General

Zone & Location

Standard Permits

Temporary Permits

LPR Settings

This lot is archived ?

✓ This lot is visible to users

Lot Name

Lot Short Name

Lot Access

Common Lot

✓ User Type

Bicycles

Common Lot 1

Motorcycles

ADA User  
 Company Executive  
 Company Staff  
 Contractor  
 Executive  
 Full Time Staff  
Full Time Student  
 New User  
 Part Time Staff  
Part Time Student

Available Permits

19

Currently Assigned

0

Update Lot

## Lot Zones and Locations

Options available on the **Zones & Location** tab are as follows:

- **Location:** The description supplied here will appear on the user side as the description of where the lot is located.
- **Lot Sales Window:** This setting relates to the sales window applies to the lot (Monthly, Yearly, Semester or Other)
- **In the Zone section:** In this section, the admin can configure a zone for this lot. For more information on zones please see [Lot Zones](#)
- **Access Card Type:** Indicate what type of access card is required for this lot if any.
- **Hang Tag items:** If hang tags are required for this lot toggle these two settings on in order to activate hang tag printing

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### Edit Lot:

Red Student Lot West - \$525.00

- General
- Zone & Location
- Standard Permits
- Temporary Permits
- LPR Settings

Location: West Side of Campus. Access from Bridge Street.

Zone

Days or Range within Sales Window

Start Time

End Time

RSL

S M T W T F S

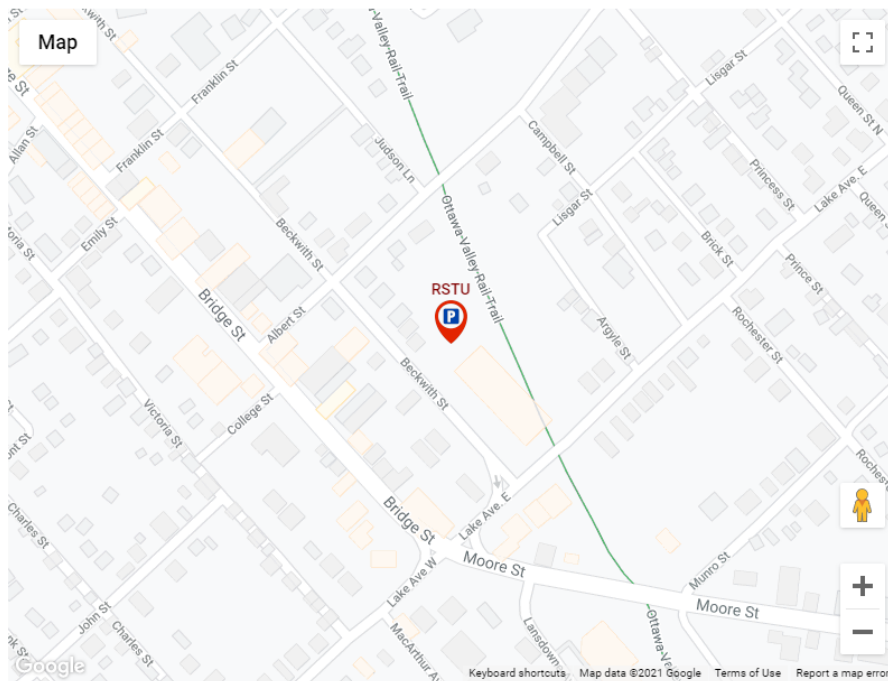
00:00

23:59

Remove Zone

Add Zone By Days

Add Zone By Date Range



Color

red

Latitude

45.13835504105198

Longitude

-76.14201583146055

Click and drag the map marker to an appropriate map location.

Update Lot

## Map Detail

The admin can configure a map location for each particular lot. This information can be used for developing parking maps and future development.

Click on **Create Map Marker** and select the colour of the marker you wish to use. In our case we will logically select Blue.

*Note: To clarify, colours are for your own preference in reality. There is no actual connection between the lot name which just happens to be Blue Staff Lot.*


Once you have selected a colour, a marker will appear on the map. Drag the marker to the lot location and click on **Update this Lot** to save your marker location.

**Lot Administration**

Applies to [Y] Blue Staff Lot ▼

GeneralZone & LocationMap DetailTemp. ParkingLPR SettingsStatistics

Map



Color: blue ▼

Latitude: 45.13854017911232

Longitude: -76.14502934788511

Click and drag the map marker to an appropriate map location.

Update this Lot

Once the location marker has been set you will notice the **GPS location** for this marker will be automatically populated.

## Lot Administration

Applies to [Y] Blue Staff Lot

General
Zone & Location
Map Detail
Temp. Parking
LPR Settings
Statistics

Color: blue

Latitude: 45.13854017911232

Longitude: -76.14502934788511

Click and drag the map marker to an appropriate map location.

Update this Lot

## Standard Permits

- **Default Cost:** Enter the base amount charged for this lot
- **This Lot Can Be Prorated:** If selected this item gives the admin the ability to sell a permit partway through a sales window time frame where the system will calculate a proration based on the number of days left in the sales window.
- **This lot can be used for a second permit:** By default, the system is set to limit a user to one permit. When selected the end user will be able to purchase multiple permits in the lot in question.
- **Allow the use of waiting list with this lot:** To enable a waiting list when permits are sold out for that lot.
- **Lot Category:** Used with the grouping of wait lists.
- **Lot Sales Window:** Select what Sales window type you wish the lot to be part of (Yearly, Monthly, Semestered or Other)
- **Deposits:** If a deposit is required for this lot, select what type of deposit/s apply to this lot. For more information on Deposits please see [Using Refundable Parking Deposits](#).

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## Edit Lot:

Red Student Lot West - \$525.00

General
Zone & Location
Standard Permits
Temporary Permits
LPR Settings

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 Sales Window

Deposits ?

\$0.00 - Access card

\$10.00 - Lock Rental

\$0.00 - Zero Dollar

Lot has a Physical Access Card ?

This lot has printable hang tags

Update Lot

## Lot Temporary Parking

Options on the **Temporary Parking** tab allow the admin to configure all aspects of temporary parking for this lot.

- This lot is for temporary parking only. When toggled on this lot can only be used for temporary parking.
- **Max Permits per Day:** Enter the number of temporary parking spots available
- **Daily Cost:** Enter the maximum fee a parker will be charged if parking for more than 6 hours in the lot
- **Hourly Costs:** Enter the fee amount for temporary parking based on a breakdown of the daily rate (If the lot is meant to be a flat rate regardless of time parked, leave these fields blank)
- **Allow temp permits to be used for up to 30 days:** Toggle on to limit temp permits from going over 30 days
- **Allow temp permits to be used over 30 days:** Toggle on to allow temp permits to exceed 30 days
- **Allow all vehicles on profile to receive the permit:** Toggle on to apply permits to all vehicles on a users profile. (By default the system is set to apply the permit to only the vehicle it is registered under.)
- **Over 30 days Monthly Cost:** Enter the fee charged for parking over 30 days

**i Important Note:**

In the example below we have a dollar value for the entire breakdown by **hour** over a **12 hour** period. This option is incredibly flexible. You may wish to have rates based on packages of an hour at a time as in **Figure 1** below, however you can also choose to offer a breakdown in multiples of larger segments of time. In **Figure 2** for example the end user is able to purchase parking time in increments of **2 hour blocks** at a time.



Figure 1.

[Back](#) **Edit Lot:** Company Staff lot - \$30.00

[General](#) [Zone & Location](#) [Standard Permits](#) [Temporary Permits](#) [LPR Settings](#) [Additional Settings](#)

This lot is for temporary parking only

Max Permits per Day

Daily Cost

Hourly Costs

1 Hour	<input type="text" value="\$ 2.00"/>	2 Hours	<input type="text" value="\$ 4.00"/>
3 Hours	<input type="text" value="\$ 6.00"/>	4 Hours	<input type="text" value="\$ 8.00"/>
5 Hours	<input type="text" value="\$ 10.00"/>	6 Hours	<input type="text" value="\$ 12.00"/>
7 Hours	<input type="text" value="\$ 14.00"/>	8 Hours	<input type="text" value="\$ 16.00"/>
9 Hours	<input type="text" value="\$ 18.00"/>	10 Hours	<input type="text" value="\$ 20.00"/>
11 Hours	<input type="text" value="\$ 22.00"/>	12 Hours	<input type="text" value="\$ 24.00"/>

*Leave blank to disable the option.*

Allow temp permits to be used for up to 30 days

Allow temp permits to be used over 30 days

Allow all vehicles on profile to receive the permit.

*Requires "Allow temp permits to be used over 30 days" to be enabled also.*

Here is the resulting display on the user portal for this 12 hour breakdown. Note the increments are displayed with pricing for each selection of hours a parker can select.

In this case we provide maximum selectability for the end user.

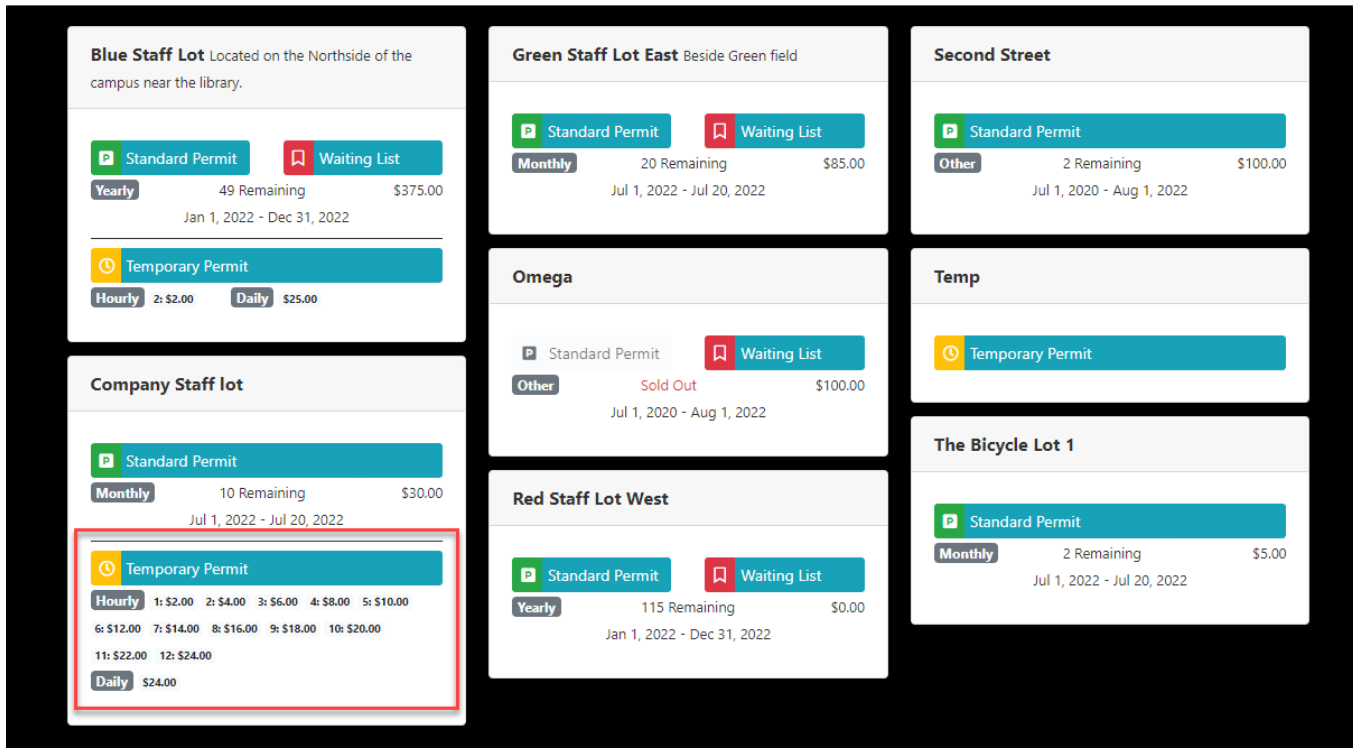


Figure 2

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## Edit Lot:

Company Staff lot - \$30.00

General   Zone & Location   Standard Permits   **Temporary Permits**   LPR Settings   Additional Settings

This lot is for temporary parking only

Max Permits per Day

Daily Cost \$

Hourly Costs					
1 Hour	\$	<input type="text"/>	2 Hours	\$	<input type="text" value="4.00"/>
3 Hours	\$	<input type="text"/>	4 Hours	\$	<input type="text" value="8.00"/>
5 Hours	\$	<input type="text"/>	6 Hours	\$	<input type="text" value="12.00"/>
7 Hours	\$	<input type="text"/>	8 Hours	\$	<input type="text" value="16.00"/>
9 Hours	\$	<input type="text"/>	10 Hours	\$	<input type="text" value="20.00"/>
11 Hours	\$	<input type="text"/>	12 Hours	\$	<input type="text" value="24.00"/>

Leave blank to disable the option.

Allow temp permits to be used for up to 30 days

Allow temp permits to be used over 30 days

Allow all vehicles on profile to receive the permit.

Requires "Allow temp permits to be used over 30 days" to be enabled also.

Note the resulting change in how the rates are displayed. This concept can be applied to any increment of time. Totally flexible and scaleable depending on your business needs.

**Blue Staff Lot** Located on the Northside of the campus near the library.

- Standard Permit** (Yearly): 49 Remaining, \$375.00 (Jan 1, 2022 - Dec 31, 2022)
- Waiting List**
- Temporary Permit** (Hourly): 2: \$2.00, Daily: \$25.00

**Green Staff Lot East** Beside Green field

- Standard Permit** (Monthly): 20 Remaining, \$85.00 (Jul 1, 2022 - Jul 20, 2022)
- Waiting List**

**Second Street**

- Standard Permit** (Other): 2 Remaining, \$100.00 (Jul 1, 2020 - Aug 1, 2022)

**Omega**

- Standard Permit** (Other): Sold Out, \$100.00 (Jul 1, 2020 - Aug 1, 2022)
- Waiting List**

**Company Staff lot**

- Standard Permit** (Monthly): 10 Remaining, \$30.00 (Jul 1, 2022 - Jul 20, 2022)
- Temporary Permit** (Hourly): 2: \$4.00, 4: \$8.00, 6: \$12.00, 8: \$16.00, 10: \$20.00, 12: \$24.00, Daily: \$24.00

**Red Staff Lot West**

- Standard Permit** (Yearly): 115 Remaining, \$0.00 (Jan 1, 2022 - Dec 31, 2022)
- Waiting List**

**Temp**

- Temporary Permit**

**The Bicycle Lot 1**

- Standard Permit** (Monthly): 2 Remaining, \$5.00 (Jul 1, 2022 - Jul 20, 2022)

## Lot LPR Settings

- **LPR Lot Group:** Select the lot group this lot belongs to.
- **Free Parking Time:** This is considered the **grace period** allowed to give patrons time to register their plate with a pay by plate meter.

[Back](#) **Edit Lot:** Red Student Lot West - \$525.00

General   Zone & Location   Standard Permits   Temporary Permits   **LPR Settings**

This section is only used by installations incorporating the OPS-COM License Plate module.

LPR Lot Group ?

Free Parking Time  mins

[Update Lot](#)

## Related Content

- [Pricing and Lot Admin](#)
- [Purchase a Parking Permit](#)
- [Permit Misuse Notification](#)
- [Permits API](#)
- [Temporary Permit Printing](#)
- [Performing Permit Rollovers](#)
- [Using Permit Proration](#)
- [Cancel Transaction](#)
- [Zebra Sticker Printers](#)
- [Permit Stats API](#)
- [Permit Update API](#)
- [Permit Delete API](#)
- [Permit States](#)
- [Permit Push API](#)
- [User - Payments Tab](#)



#### **Support Agent Notes**

No special notes. *If you feel any should be added, please add them here.*