

Apply Temp Permit to User Vehicles

1. To begin, you must set the ability to apply the permit to multiple vehicles in **Lot Administration** under the **Temporary Parking** Tab.

You must enable the following items:

- **Allow temp permits to be used over 30 days.**
- **Allow All Vehicles on profile to receive permit.**

The screenshot shows the 'Temporary Parking' configuration page. The 'Temporary Parking' tab is active. The following settings are visible:

- This lot is for temporary parking only
- Max Permits per Day:
- Daily Cost:
- Hourly Costs: (2 hours, 4 hours, 6 hours)
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.
- Over 30 days Monthly Cost:
- Enable this lot for Text2ParkMe
- Text Code:
- Minimum Time: minutes
- Maximum Time: minutes
- Rate Per 10 Minutes:

2. Once this is set, you are ready to issue a temporary permit to multiple vehicles. To begin, go to the user's profile and click on the **Parking Tab**.

The screenshot shows a user profile page for John Doe. The navigation bar at the top includes Profile, Lockers, Vehicles, **Parking** (circled in red), Payments, History, and Incident History. The user's name 'Doe, John (johndoe)' is in the top right. A 'People Alarm' notification is visible. The main content area is divided into several sections:

- Basic Profile Information:** Includes fields for Enabled (Yes), User Type (Resident 1, General User), Username (johndoe), Name (John Doe), Email Address (jim@ops-com.com), and an Auto Login Address button labeled 'Login as user'.
- Vehicles:** A table with columns: Status, Plate, Type, Province, Make, Year. One vehicle is listed: Active, ABC316, Passenger, Ontario, Dodge, 2000.
- Violations:** A table with columns: Ticket, Issued, Value, Notes. One violation is listed: Ticket 16-10321, Issued Oct. 28, 2016, Value 100.00, Notes Overdue.
- Active Permits:** A table with columns: Permit, Active Window, Lot Name, Amount. One permit is listed: Permit 0001, Active Window Y : Test Annual, Lot Name Red Staff Lot West, Amount \$11.
- Active Address:** Address 123 Any Street.

3. Select **Temporary Parking Permit**.

The screenshot shows the 'Parking Permit Registration' window. The navigation bar at the top includes Profile, Lockers, Vehicles, **Parking**, Payments, History, and Incident History. The user's name 'Doe, John (johndoe)' is in the top right. The main content area is titled 'Parking Permit Registration' and contains the following options:

- Register, or apply to a waiting list, for:
 - Standard Parking Permit
 - Temporary Parking Permit** (circled in red)
- Associate An Access Card With This User
- Register/Update Vehicle Information

4. The **Temporary Parking Permit Registration** window opens.

In our example, we will select the **Green Staff Lot East** where we had configured the ability to apply the permit to all vehicles (Step 1 above)

Set the **start date** and **end date**. The date range must be for a period longer than 30 days in order to activate the **Apply to all Vehicles** button.

Click the button to apply the permit to all vehicles.

Temporary Parking Permit Registration

User John Griffiths

Requested Lot

Green Staff Lot East

Permit Valid Dates

Start

Feb 01, 2018

Type

All Day Permit

Hourly Permit

End

Mar 06, 2018

Vehicle

Black 2016 BMW QWE321

Use 'GUEST vehicle' only if you have no vehicle details.

Apply to all Vehicles

Permit #

4

Do Not Tow

Confirm This Permit

Cancel

Return to Main Page

5. Click **Confirm This Permit** to proceed to the Confirmation window.
You can verify the information before proceeding to purchase the permit.
Note: the two vehicles are listed in the Vehicle list.
Click **Purchase this Permit** to continue.

Confirm Temporary Parking Permit

User John Griffiths

Requested Lot Green Staff Lot East
\$100.00 / month

Permit Valid Dates

Start Feb-01-2018

End Mar-06-2018

Number of Days 34

Vehicle 2016 BMW QWE321
2017 Harley Davidson ASD432

Permit # 4

Do Not Tow UnChecked

Sub-Total \$200.00

Taxes \$26.00

Total Owing \$226.00

Please verify that the above information is correct.

[Purchase this Permit](#)

[Cancel](#)

[Parking Main Page](#)

6. The payment screen displays. Start the purchase process.

Payments Due

Locker Payments

No pending locker payments.

Parking Permit Payments

No pending permit payments.

Temp. Permit Payments

	Submit Date	Temp. Permit No.		Amount	
<input checked="" type="checkbox"/>	Feb. 2, 2018		4	\$200.00	Remove
				Taxes:	\$26.00
				Total:	\$226.00

7. Select your method of payment and click the **Submit Payment Information** button.

Profile ▾ Lockers Vehicles Parking Payments History ▾ Incident History
Griffiths, John (griffit

Payments Due

Temp. Permit Payments

	Submit Date	Temp. Permit No.		Amount	
<input checked="" type="checkbox"/>	Feb. 2, 2018		4	\$200.00	
				Taxes:	\$26.00
				Total:	\$226.00

Taxes: \$26.00
Total: \$226.00

Make Payment Online

Submit Payment Information

Payment Method: Select Method

- Select Method
- Cash
- Cheque
- Money Order
- Payroll Deduction
- Visa
- Mastercard
- Debit Card
- Internal Payment
- Student Account
- CampusCard
- Visa (External)
- Mastercard (External)
- CampusCard (External)
- No Charge/Complimentary
- Paid through Collections
- ICB
- Visa (Adjustment)
- Mastercard (Adjustment)
- Other

8. Select **Confirm Payment Information** to proceed.
Click **Process Manually** to complete the purchase.

Transaction Details

Receipt header beside HST in a table

HST #1234556789

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Confirmation Number: 21032u4376266

User: John Griffiths [griffiths]

Amount: \$226.00

Submit Date: Feb. 2, 2018 @ 12:09pm [View Snapshot](#)

Comment:

Payment Method: [Change](#)

[Process Manually](#)

[Cancel Transaction](#)

Temp. Permits:

	Submit Date	Permit No.	Amount
[ADJUST]	[Feb. 2, 2018]	5	\$200.00
		Taxes:	\$26.00
View User Info		Total:	\$226.00

Total: \$226.00

9. You will be taken to the **Transaction Details** screen, where you can see a final record of your purchase.

Transaction Details

Receipt header beside HST in a table

HST #1234556789

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Confirmation Number: 21032u4376266

User: John Griffiths [griffithsj]

Amount: \$226.00

Submit Date: Feb. 2, 2018 @ 12:09pm [View Snapshot](#)

Comment: Online Payment

Payment Method: [Change](#)

Processed: Feb. 2, 2018 @ 12:11pm

Processed By: bigpark

[Refund](#)

Temp. Permits:

	Submit Date	Permit No.	Amount
[ADJUST]	[Feb. 2, 2018]	5	\$200.00
		Taxes:	\$26.00
View User Info		Total:	\$226.00

Total: \$226.00

Revision #2

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