

# Clearing Items Awaiting Payment - Midnight List

If enabled, there is a System task that will clear all permits that are sitting in user's carts without any payments or promises to pay on them. You can use settings to determine if you want to clear unpaid permits or unpaid lockers, or both. There is another setting that determines how long you want to allow items to remain unpaid in a user's cart before clearing them. This article will explain how to set this up correctly.

Keep in mind, this will only clear items that have no payments on them. Zero dollar items will not be able to be cleared this way. Instead, use the **Mark Items as Paid** functionality to clear these payments.

## Viewing Permits without Payments

1. Click **Parking Management**, hover over **Reports** and click **Midnight List**.
2. On the report you can see all users with permits in their cart that do not have a payment associated. You can do the following from this report:
  - See items to be cleared
  - Email the affected users

- Clear their flag to take them off the list and update the list

Permits to Release at Midnight

Refresh

Update selections to be cleared

Email Listed Users

Copy

CSV

Excel

PDF

Print

Show 100 entries

Search:

Clear at Midnight ?	Type	Name	Submitted	LotName	Permit	ParkCost
<input checked="" type="checkbox"/>	Full Time Student	Campana, James <input type="text" value="jamesbc"/>	2020-11-20	General Monthly Lot 1	<input type="text" value="1600"/>	\$13.00
<input checked="" type="checkbox"/>	Public User	Callaghan, Joseph <input type="text" value="jcallaghan"/>	2020-11-24	General Monthly Lot 1	<input type="text" value="1601"/>	\$13.00
<input checked="" type="checkbox"/>	Contractor	Rockwood, James <input type="text" value="jrockwood"/>	2021-03-02	Blue Staff Lot	<input type="text" value="51"/>	\$42.00
<input checked="" type="checkbox"/>	Full Time Staff	Major, Doug <input type="text" value="dmajor"/>	2021-09-30	Blue Staff Lot	<input type="text" value="52"/>	\$42.00
<input checked="" type="checkbox"/>	Full Time Staff	Birch, Patricia <input type="text" value="pbirch"/>	2021-10-13	Company Staff lot	<input type="text" value="20"/>	\$50.00
<input checked="" type="checkbox"/>	Company Staff	Doe, John <input type="text" value="johndoe"/>	2021-10-13	Company Staff lot	<input type="text" value="22"/>	\$50.00
<input checked="" type="checkbox"/>	Company Staff	Dufresne, Andy <input type="text" value="AndyD"/>	2021-10-13	Company Staff lot	<input type="text" value="21"/>	\$50.00
<input checked="" type="checkbox"/>	Contractor	Rockwood, James <input type="text" value="jrockwood"/>	2021-10-27	Red Student Lot West	<input type="text" value="151"/>	\$59.00
<input checked="" type="checkbox"/>	Contractor	Murray, Matt <input type="text" value="Mmurray"/>	2021-11-03	Company Staff lot	<input type="text" value="23"/>	\$50.00
<input checked="" type="checkbox"/>	Contractor	Public, Jim <input type="text" value="JimPublic"/>	2021-11-03	Company Staff lot	<input type="text" value="25"/>	\$50.00
<input checked="" type="checkbox"/>	Contractor	Rockwood, James <input type="text" value="jrockwood"/>	2021-11-03	Company Staff lot	<input type="text" value="28"/>	\$50.00
<input checked="" type="checkbox"/>	Contractor	Rockwood, James <input type="text" value="jrockwood"/>	2021-11-03	Company Staff lot	<input type="text" value="20"/>	\$50.00
<input checked="" type="checkbox"/>	Contractor	Stevens, Sean <input type="text" value="Ssstevens"/>	2021-11-03	Company Staff lot	<input type="text" value="26"/>	\$50.00
<input checked="" type="checkbox"/>	Contractor	White, Rob <input type="text" value="bannerking"/>	2021-11-03	Company Staff lot	<input type="text" value="27"/>	\$50.00

## Setting Up to Automatically Clear Permits without Payments

If you do not see the settings mentioned below, please contact [support@ops-com.com](mailto:support@ops-com.com) to have them enabled for you. You will need the permission of your Primary Admin.

1. Click **System Configuration**, and hover over **System Settings**.
2. Click **Permits**.
3. Click to toggle **Clear Unpaid Permits** on.
4. Click **Payments**.
5. Change the **Clear Payments After X Hours** value to the number of hours you want to allow items to remain in the user's cart. Use numbers only
6. Follow the instructions in [this wiki article](#) to toggle on the **Clear - No Payment** scheduled task.

# Viewing Lockers without Payments

1. Click **Locker Management**, and click **Midnight List**.
2. On the report you can see all users with permits in their cart that do not have a payment associated. You can do the following from this report:
  - See items to be cleared
  - Email the affected users
  - Clear their flag to take them off the list and update the list

## Setting Up to Automatically Clear Lockers without Payments

If you do not see the settings mentioned below, please contact [support@ops-com.com](mailto:support@ops-com.com) to have them enabled for you. You will need the permission of your Primary Admin.

1. Click **System Configuration**, and hover over **System Settings**.
2. Click **Lockers**.
3. Click to toggle **Clear Unpaid Lockers at Midnight** on.
4. Change the **Clear Payments After X Hours** value to the number of hours you want to allow items to remain in the user's cart. Use numbers only
5. Follow the instructions in [this wiki article](#) to toggle on the **Clear - No Payment** scheduled task.

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