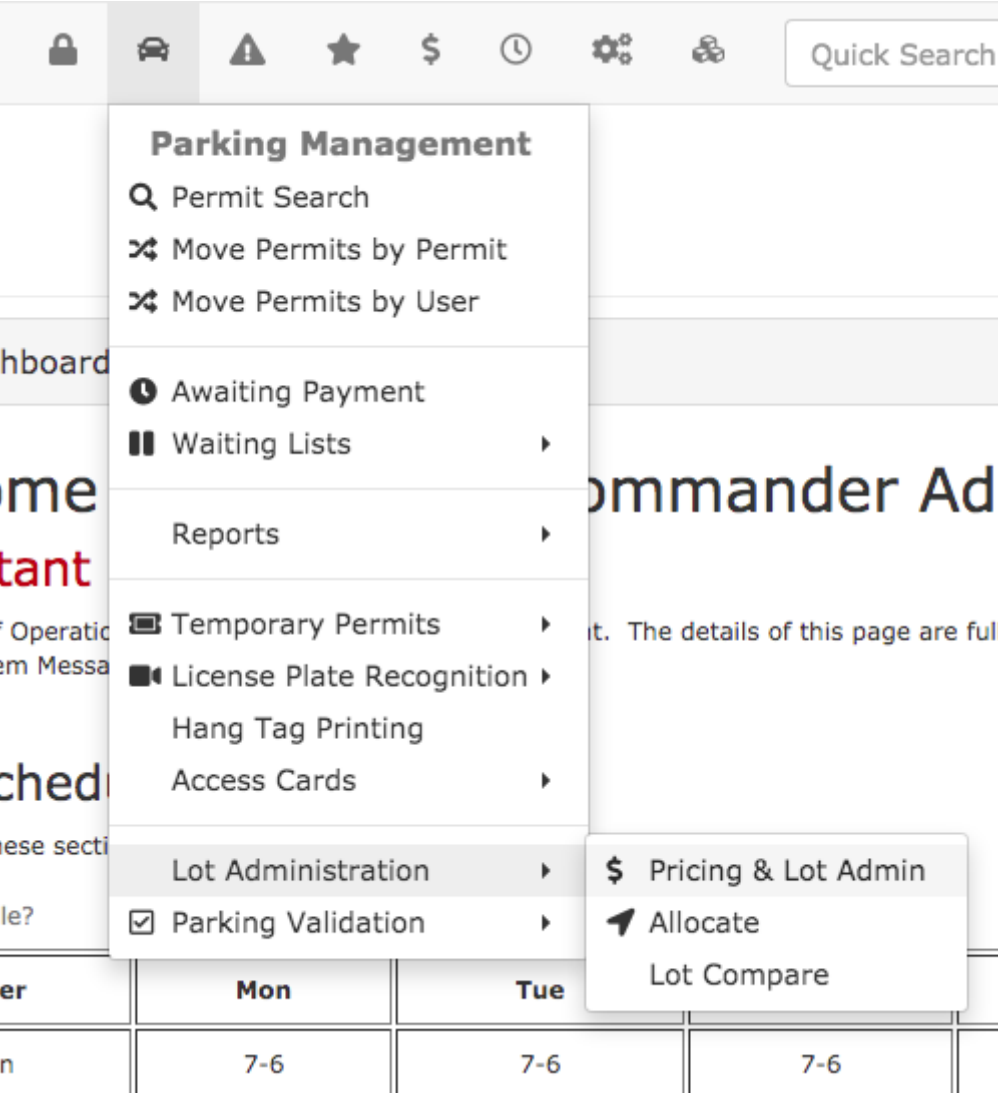


# Flex Payments

## Configuring a Lot For Flex Payments

To begin create a **Flex Payment Lot** and added 10 permits to it (FLX001...FLX010)

To do so first go to **Lot Administration** and select **Pricing & Lot Admin.**



Name the lot **Flex Payment Lot** or something you consider appropriate.  
Set the cost at **\$0.00**

Set the **Usertype** to the users who will be using Flex Payments. In our example we are using **Full Time Staff**.

**Note: the lot does not have to be set to visible to users as this functionality will only be used on the Admin Portal**

Lot Administration

Applies to [Y] Flex Payment Lot

General

Zone & Location

Temporary Parking

LPR Settings

Statistics

☐ This lot is archived ?

☐ This lot is visible to site users

Lot Name:

Flex Payment Lot

Lot Short Name:

FPL

Default Cost:

0.00

☐ 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:

☐ Bicycles

☐ Common Lot 1

☐ Motorcycles

☒ User Type Lot

ADA User

Company Executive

Company Staff

Contractor

Full Time Staff

Full Time Student

Update this Lot

Set the **Sales Window** to **Yearly**

Lot Administration

Applies to [Y] Flex Payment Lot

General

Zone & Location

Temporary Parking

LPR Settings

Statistics

Location:

Lot Sales Window: [Y] Yearly

Zone	Days or Range within Sales Window	Start Time	End Time
<div>Add Zone by Days</div> <div>Add Zone by Date Range</div>			

Access Card Type:

None

☐ This lot has printable hang tags

\$10.00 - Access card

Deposits:

Update this Lot

# Adding Flex Permits to the Lot

Go to **Allocate** and add your ten permits.

Quick Search...

Add permits to lot: Flex Payment Lot

Specify the permits you wish to add to the lot.

Permits

Enter permits one per line.  
Any characters are allowed.

Permit Range

Enter the numerical range to be created for permits. Prefix and postfix are available to add in letters or numbers before or after the permit number.

Prefix

FLX-

Start

001

End

010

Postfix

A confirmation page will be shown before actually creating the permits.  
You can use both areas to create permits at the same time.

Optional items

When using ranges, postfix and Prefix are not required.

Required items

When using ranges, start and end numbers are required and must be integer values.

Permit numbers are only unique to the Lot. They can be reused for other lots. If you are wanting to move permits from one lot to another, you must also archive the permits in the original lot.

Permits will be created and set as

☒ Visible

Uncheck to have the permits be set as not visible upon creation.

Add Permits

Close

# Testing Flex Payments

To test find a **Full Time Staff** user with a vehicle in our example we are using **John Doe**. Click on the **Parking** tab to begin the purchase process.

X

Edit User Profile

--- Archive Type --- ▾

Archive User ?

Personal Information

☒ Allow user login and mark account as active

? User Type: Full Time Staff ▾

Username: johndoe

Email Address: john.doe@tomahawk.ca

Password:

Leave this blank to keep the existing password.  
The user will be required to change their password upon their next login.

Salutation: ▾

First Name: John

Middle Name: Bob

Last Name: Doe

No Aliases ?

[Edit Aliases](#)

☐ People Alarm

☐ Licence Plate Alarm

Permanent Mailing Address: 123 Any Street

City: AnyTown

Province: Ontario ▾

Postal Code: k0A1A0

Local Phone Number: 613-257-4141 Please include area code

Purchase a permit from the **Flex Payment Lot**.

Parking Permit Registration

[Y] - ADA Temp Lot [9 available] ▾

☐ Show All Lots ?

[Y] - ADA Temp Lot [9 available]

[Y] - Blue Staff Lot [16 available]

[M] - Company Staff lot [9 available]

[Y] - Flex Payment Lot [10 available]

[M] - Green Staff Lot East [19 available]

[Y] - Red Staff Lot West [20 available]

[M] - The Bicycle Lot 1 [4 available]

Process it as if it were a **zero dollar cash purchase**.

## Confirm Parking Permit Registration

## Permit Information

Requested Lot: Flex Payment Lot

Semester: Yearly 2020

Permit Total: \$0.00

Permit #: FLX-001 ▾

Total Owing: \$0.00

Please verify that the above information is correct.

[Purchase this Permit](#)[Cancel](#)[Return to main page](#)

The **Payments Due** screen will open. Select **Proceed to Payment** to continue.

## Payments Due

## Locker Payments

No pending locker payments.

## Invoice Payments

No pending invoices.

## Parking Permit Payments

<input type="checkbox"/>	Submit Date	Permit No.	Amount	
<input checked="" type="checkbox"/>	Jul. 10, 2020	FLX-001	\$0.00	<a href="#">Remove</a>
Total:			\$0.00	

## Temp. Permit Payments

No pending permit payments.

## Access Card Payments

No pending access card payments.

On the very last confirmation screen click on **Adjust** to bring up the adjustment screen.

## Transaction Details

HST #1234556789

Thank you for parking at Tomahawk University...your payment details appear below.

Need further assistance? - Call (855)410-4141 or e-mail [support@ops-com.com](mailto:support@ops-com.com)

If you have purchased a temporary parking permit (print at home parking permit), please proceed to the (H)istory page of your ParkAdmin profile and select the printer icon located in the detail view of the parking permit number.

Confirmation Number: 23191w3535824

User: John Doe [johndoe]

Submit Date: Jul. 10, 2020 @ 9:49am [View Snapshot ?](#)

Comment: Flex Payment

Payment Method: Cash Change

Process Manually

Cancel & Keep

Cancel & Release

Permits:	Submit Date	Permit No.	Amount
[ ADJUST ]	Yearly 2020 [Jul. 10, 2020]	FLX-001	\$0.00
Taxes:			\$0.00
Total:			\$0.00

Total: \$0.00

Set a -200.00 value (credit). Added a comment (Flex Payment Adjustment) and clicked on **Add Adjustment**.

HST #1234556789

Thank you for parking at Tomahawk University...your payment details appear below.

Need further assistance? - Call (855)410-4141 or e-mail [support@ops-com.com](mailto:support@ops-com.com)

If you have purchased a temporary parking permit (print at home parking permit), please proceed to the (H)istory page of your ParkAdmin profile and select the printer icon located in the detail view of the parking permit number.

### Create Adjustment Record

This action will add an adjustment record to the current user in the current semester. This new record will need to be processed once it has been added.

User Info: John Doe [johndoe]

Requisition Code:

Amount: -

Comment: Flex Payment Adjustment


Add Adjustment

[Close Window](#)

Total: \$0.00

# How the credit is displayed on the user Portal

Do not process the credit yet as it will appear as a credit on the users account.



HomeVehiclesPermitsAppealsLockers


PaymentsEnglishJohn Doe

Payments

Adjustments		
Comment	Submit Date	Amount
<input checked="" type="checkbox"/> Flex Payment Adjustment	July 10, 2020	-\$200.00
Adjustments - Total Owing		-\$200.00

Total Owing-\$200.00

Continue to Checkout



92 Bridge St., Carleton Place, Ont., K7C 2V3

Learn about Parking & Security Management

[info@ops-com.com](mailto:info@ops-com.com)

855.410.4141

This credit can now be applied to a permit purchase.

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