

# Pricing and Lot Admin

The **Pricing and Lot Admin** page is a central management tool for OPS-COM administrators to create new parking lots, define their characteristics, and configure pricing and permit settings. This page allows for comprehensive control over lot visibility, access, permit types (standard, temporary, flex), and advanced features like waitlists and LPR settings, helping administrators efficiently manage their parking inventory.

## Pricing & Lot Admin Main Page

To access the **Pricing & Lot Admin** page:

1. Hover over **Parking Management**, then **Lot Administration**, and click **Pricing & Lot Admin**.
2. The **Permit Pricing & Lot Administration** screen opens so you can manage all lot details.

**Tip!** Before setting up new lots, consider your organization's permit types, pricing structures, and any specific access restrictions (e.g., faculty-only lots, temporary parking areas).

### Key Information Displayed

- **Lot Name:** The full name of the lot and its associated permit sales window (e.g., Monthly, Semester, Yearly, Other).
- **User Types:** The specific user types permitted to book permits for the lot.
- **Visibility:** Indicates the lot's visibility to users (e.g., **Not visible**, **Visible**, **Not visible but available**).
- **Price:** The standard base price for permits in the lot.
- **Permit types:** Icons representing the types of permits enabled for the lot (e.g., standard, temporary, flex).
- **Visible to User:** The number of permits in the lot currently available for user purchase.
- **Usage:** The number of permits currently booked or in use within the lot.

### Available Actions & Buttons

- **Show Archived:** Click this button to view or edit lots that have been archived.
- **Add Lot:** Click this button to create a new parking lot configuration.

- **Lot Name (link):** Click on the **Lot Name** of any listed lot to open its detailed edit page, where you can modify various settings across different tabs.
- **Export:** Click the **Export** button at the far right of each lot line to export the lot's information to an Excel file.
- **Search:** Click the **Search** button on each lot line to navigate to the permit search page and view all permits associated with that specific lot.

Lot Administration									
				<input type="checkbox"/> Show Archived		<a href="#">Add Lot</a>			
Monthly Lot Name	Visibility	Price	Visible to User		Usage	Export			
<a href="#">General Monthly Lot 1</a>	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	730.00	171 of 175		0 of 175	<input type="text" value=""/>	<input type="button" value="Search"/>	<input type="button" value="Export"/>	
<a href="#">Green Staff Lot East</a>	User Types <input type="text" value="1"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	77.88	26 of 26		0 of 26	<input type="text" value=""/>	<input type="button" value="Search"/>	<input type="button" value="Export"/>	
<a href="#">The Bicycle Lot 1</a>	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	5.00	0 of 21		0 of 21	<input type="text" value=""/>	<input type="button" value="Search"/>	<input type="button" value="Export"/>	
Semester Lot Name	Visibility	Price	Visible to User		Usage	Export			
<a href="#">Company Staff LOT</a>	User Types <input type="text" value="16"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	100.00	48 of 48		0 of 48	<input type="text" value=""/>	<input type="button" value="Search"/>	<input type="button" value="Export"/>	
<a href="#">Main Street Residents</a>	User Types <input type="text" value="1"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	30.00	32 of 32		0 of 32	<input type="text" value=""/>	<input type="button" value="Search"/>	<input type="button" value="Export"/>	
Yearly Lot Name	Visibility	Price	Visible to User		Usage	Export			
<a href="#">ADA Temp Lot</a>	User Types <input type="text" value="16"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	0.00	2039 of 2045		6 of 2045	<input type="text" value=""/>	<input type="button" value="Search"/>	<input type="button" value="Export"/>	
<a href="#">Blue Staff Lot</a>	User Types <input type="text" value="2"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	375.00	447 of 451		4 of 451	<input type="text" value=""/>	<input type="button" value="Search"/>	<input type="button" value="Export"/>	
<a href="#">Blue Tenant Lot</a>	User Types <input type="text" value="3"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	0.00	247 of 251		4 of 251	<input type="text" value=""/>	<input type="button" value="Search"/>	<input type="button" value="Export"/>	
<a href="#">Physician Lot</a>	User Types <input type="text" value="1"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	200.00	41 of 41		0 of 41	<input type="text" value=""/>	<input type="button" value="Search"/>	<input type="button" value="Export"/>	
<a href="#">Red Staff Lot West</a>	User Types <input type="text" value="15"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	66.00	334 of 342		3 of 342	<input type="text" value=""/>	<input type="button" value="Search"/>	<input type="button" value="Export"/>	
<a href="#">Red Student Lot West</a>	User Types <input type="text" value="16"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	10.00	303 of 306		4 of 306	<input type="text" value=""/>	<input type="button" value="Search"/>	<input type="button" value="Export"/>	
<a href="#">Veritas Communications Parking</a>	User Types <input type="text" value="1"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	100.00	61 of 61		0 of 61	<input type="text" value=""/>	<input type="button" value="Search"/>	<input type="button" value="Export"/>	
Other Lot Name	Visibility	Price	Visible to User		Usage	Export			
<a href="#">Guest Overflow Lot</a>	User Types <input type="text" value="4"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	25.00	0 of 57		0 of 57	<input type="text" value=""/>	<input type="button" value="Search"/>	<input type="button" value="Export"/>	
<a href="#">Hidden</a>	User Types <input type="text" value="1"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	100.00	3 of 3		0 of 3	<input type="text" value=""/>	<input type="button" value="Search"/>	<input type="button" value="Export"/>	
<a href="#">Neighborhood Lot West</a>	User Types <input type="text" value="3"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	0.00	0 of 41		1 of 41	<input type="text" value=""/>	<input type="button" value="Search"/>	<input type="button" value="Export"/>	

## Lot Edit Page Tabs

When you click on a **Lot Name**, the **Lot Edit Page** opens, divided into several tabs for detailed configuration:

### General Tab

- **Archive the Lot:** Enable the **This lot is archived** checkbox to archive the lot, making it unavailable for new sales but retaining historical data.
- **Visibility to Users:** Select one of the following options: **Visible**, **Not Visible**, or **Hidden but Accessible**.
- **Lot Name:** Enter the full, descriptive name for the lot.
- **Lot Short Name:** Enter an abbreviated name for the lot.
- **Lot Group:** Allows you to group similar lots together to be seen as a single entity in OPS-COM.
- **Lot Access:** Choose between:
  - **Common Lot:** Any user type can park here.
  - **User Type Lot:** Restrict access by specific user types. Hold **Ctrl** to select multiple user types from the dropdown.

- **Lot Password:** Setting a password on a lot prevents users from booking a permit in that lot unless they enter the password. This is useful for event parking.
- **Special Parking Spaces:** Fill this out if your lot has special spaces like EV charging or ADA spaces.

Click **Update Lot** after making changes in this tab.

## Zone & Location Tab

- **Location Description:** Enter a description of the lot's physical location, which will appear on the user interface.
- **Image:** Upload an image that will be displayed next to the lot name; users can click it to enlarge.
- **Zone:** Configure a zone for this lot by selecting a zone and specifying days or a range within the sales window, along with a start and end time.
- **Map Detail:** Move or **Create a Map Marker** to pinpoint the lot's location on a map. Once the marker is set, the GPS coordinates will automatically populate.

Click **Update Lot** after making changes in this tab.

## Standard Permits Section

- **Default Cost:** Enter the base cost for standard permits in this lot.
- **Prorated Sales:** Choose **Enabled**, **Use Default Setting**, or **Disabled** as required for prorated permit sales.
- **Multiple Permits:** Enable the **This lot can be used for a second permit** checkbox to allow users to purchase multiple permits for this lot.
- **WaitList Options:**
  - Enable the **Allow the use of Waitlist with this lot** checkbox if you want the waitlist to be available to be joined.
  - Enable the **Only Allow Waiting List after lot is full** checkbox if you want a waitlist to become active when permits for this lot are sold out.
- **Waitlist Lot Category:** Group multiple lots together onto the same waiting list by selecting a category. This is a text field only, so use care when creating this.
  - If a user joins a waiting list that is part of a **Lot Category**, they will be automatically added to **ALL** individual lot waitlists that are associated with that specific group.
  - Crucially, they will be assigned the **same ranking** across all these grouped waitlists. This ensures that if a permit becomes available in *any* one of the lots within that category, the user is eligible to purchase that permit.
- **Lot Sales Window:** Choose the sales window type for term permits that will be sold here (e.g., Yearly, Monthly).
- **Hang Tag Settings:** Enable settings for printing physical hang tags if required for this lot.

Click **Update Lot** after making changes in this tab.

## Temporary Parking Tab

- **Temporary Parking Only:** Enable the **This lot is for temporary parking only** checkbox if the lot is exclusively for temporary parking.
- **Max Permits per Day:** Set the maximum number of temporary parking permits available per day for this lot.
- **Permit Duration:**
  - Enable **Allow temp permits up to 30 days** to limit temporary permits to 30 days.
  - Enable **Allow temp permits to be used over 30 days** to permit temporary parking for periods exceeding 30 days.
- **Permit Application to All Vehicles:** Enable **Allow all vehicles on profile to receive the permit** to automatically apply the temporary permit to all vehicles on a user's profile.
- **Daily Cost:** Enter the maximum fee for parking beyond 6 hours (if applicable).
- **Hourly Costs:** Enter the hourly fee for parking. If the lot has a flat rate, leave these fields blank.
- **Over 30 Days Monthly Cost:** Enter the monthly cost for parking permits that extend beyond 30 days.
- **Real-Time Map:** Enable **Allow this lot to appear on the Real-Time Parking Map** to display this lot on the *Real-Time Parking Map* feature.
- **QR Code:**
  - View the **QR Code** for this lot.
  - Access the **Link** to the QR Code.
  - **Download or Print** the QR Code directly from this page.
  - Add a **Logo Image** to be displayed in the center of the QR Code.

Click **Update Lot** after making changes in this tab.

## Flex Permits Tab

This tab allows for flexible pricing based on specific times and days.

- **Using Flex Permits:** Click the checkbox to **Enable Flex Permits**.
- **Add New:** Click **Add New** to create a new **Time Slot** with a specified **Price** and a choice for **Colour** coding. Click **Save Changes** when complete.
- **View & Edit:** You can **Edit** existing **Time Slots**, **Pricing**, or **Colours** individually by clicking the appropriate **Edit** button. Alternatively, use the **Time Slot Chart** and the **Select** button to click and drag time slot information to apply to multiple times and dates simultaneously.
- **Clear:** Click the **Clear** button to remove all pricing configurations from the chart.
- **Fill:** Click the **Fill** button to populate the chart with all the same pricing.
- **Reload:** Click **Reload** to revert the information to your previously saved settings.

Click **Update Lot** after making changes in this tab.

## Lot LPR Settings Tab

- **Free Parking Time:** Set a grace period during which patrons can register their license plate with a pay-by-plate meter without incurring a charge.

Click **Update Lot** after making changes in this tab.

## Additional Settings Tab

- **Banner Detail Code:** This field is for use strictly with the **Banner** system for specific integrations.

Click **Update Lot** after making changes in this tab.

---

# Best Practices & Considerations

- **Consistent Naming:** Establish a consistent naming convention for your lots (e.g., "Lot A - Faculty," "Visitor Parking Garage") to improve clarity for both administrators and users.
- **Visibility Control:** Carefully consider the **Visibility to Users** setting for each lot. A lot marked **Not visible but available** is useful for administrative purposes or specific user groups, while still being accessible if the direct link is provided.
- **Waitlist Management:** If using waitlists, organizations should develop a clear business rule for when to remove a user from the waitlist, such as after a permit has been offered or after a user has been emailed.
- **QR Code Usage:** If utilizing QR codes for temporary parking, ensure they are prominently displayed and easily scannable at the lot location.
- **Regular Review:** Periodically review lot configurations, especially pricing and sales windows, to ensure they remain current and aligned with organizational policies.

---

Revision #27

Created 6 May 2024 11:44:56

Updated 25 June 2025 14:41:45 by Cedar Boulianne