

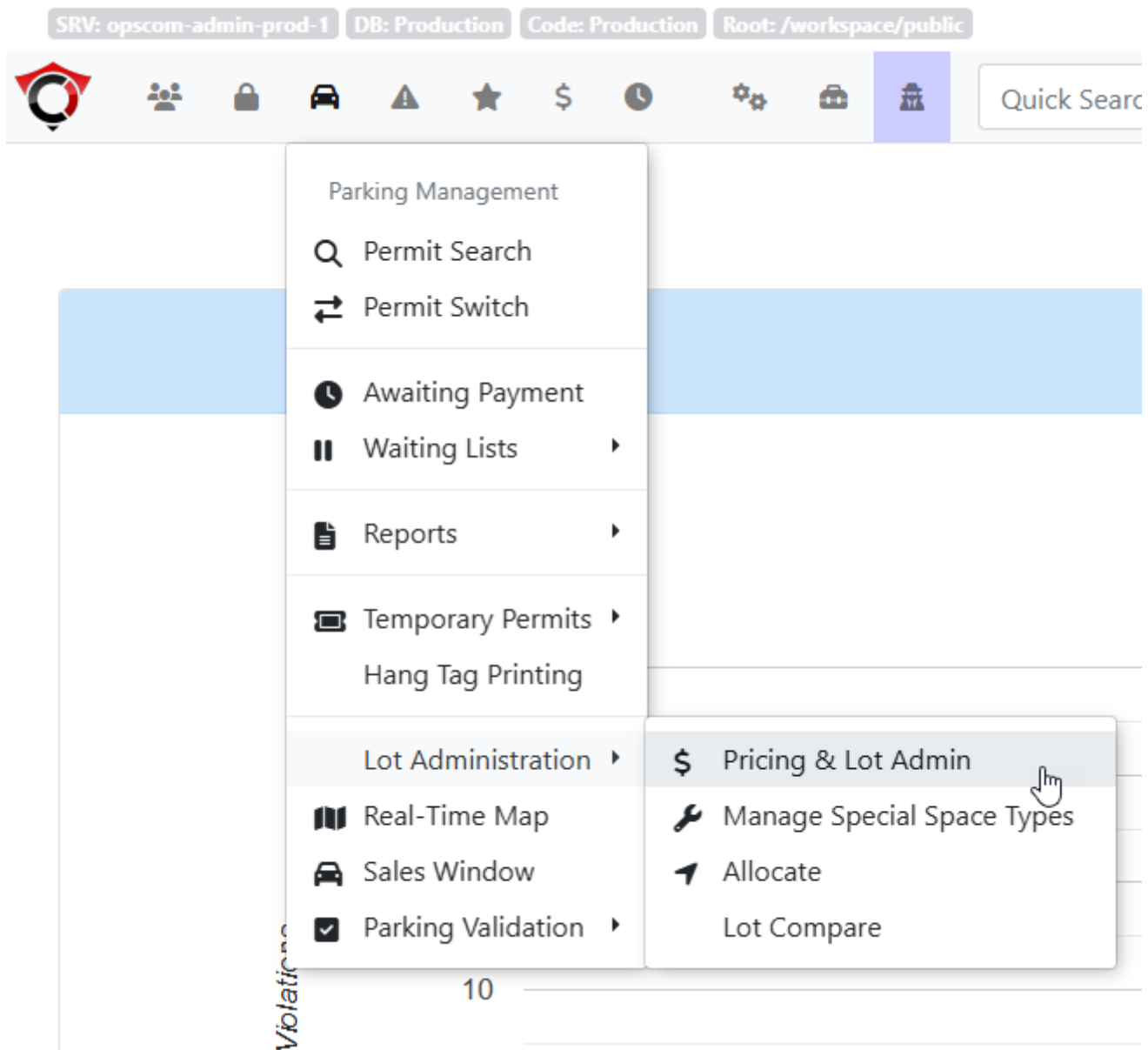
Refundable Parking Deposits

Setup Deposit Options

Setup and manage your Deposit options.

Apply Deposit Types

Now that your deposit types are in place, they can be applied to specific lots. To do so, go to the **Parking Management Menu** and hover over **Lot Administration**, then click on **Pricing and Lot Admin**.



Once in **Pricing and Administration**, select the lot you wish to apply the deposit to by clicking on the lot name.

Once the deposit type is associated to a lot, it will then be included in the purchase of a permit in that lot for admins only.

Let's have a look at a permit purchase with deposits in place. Go to a user's profile and select the **Parking** tab.

The screenshot shows the user profile for Julie Parsons (jparsons). The 'Parking' tab is selected and highlighted with a red circle. The page is divided into two main sections: 'Basic Profile Information' and 'Vehicles'.

Basic Profile Information:

Enabled	NO
User Directory	OPSCOM
User Type	Complimentary
User Type	
Company	Jones Windows: 197102
Username	jparsons
Name	Julie Parsons
Email Address	jp@rollingrock.com
Auto Login Address	Login as user

Vehicles:

Status	Plate	Type	Province	Make	Year
Active	JULPAR	Passenger	Ontario	BMW	2013
Inactive	ASDA347	Passenger	Ontario	Honda	2011

User Notes:

Tomahawk > 05/18 Tester Notes - No Subscription, Monthly allocation, Permit #COM100, Company member, in a different lot than other company members.

[Add Note](#)

Click on **Standard Parking Permit** to begin the permit purchasing process.

Select the lot you wish to register the client to. In this case we select the **Green Staff Lot East**.

The screenshot shows the 'Parking Permit Registration' form. A red arrow points to the dropdown menu for selecting a lot. The dropdown is open, showing a list of available lots. The 'Green Staff Lot East' is highlighted in blue.

Parking Permit Registration

[Y] - After 4PM [31 available] ☐ Show User's default Lots ?

[Y] - After 4PM [31 available]

[M] - Green Staff Lot East [35 available]

[M] - Lilac - Daily Reserved [26 available]

[Y] - Red Staff Lot West [3 available]

[Y] - Red Student Lot West [32 available]

[M] - Teal - Complimentary [26 available]

[it](#)

waiting list.

Once the lot is selected, click on **Register Permit**.

Profile ▾LockersVehiclesParkingPaymentsHistory ▾Incident History

Parsons, Julie (jparsons)

Parking Permit Registration

[M] - Green Staff Lot East [35 available] ▾☐ Show User's default Lots ?

Register Permit

or Add this user to the [waiting list](#).

The **Confirm Parking Permit Registration** window will appear. Note the two deposits are included and listed in the **Total Owing** costs.

Profile ▾LockersVehiclesParkingPaymentsHistory ▾Incident History

Parsons, Julie (jparsons)

Confirm Parking Permit Registration

Permit Information

Requested Lot: Green Staff Lot East

Semester: July

Permit Total: \$100.00

Permit #: 502 ▾

Deposits:

\$10.00

 Hangtag

\$25.00

 Parking Decal Deposit: Enter the Parking Decal number here

Sub-Total: \$135.00

Taxes: \$13.00

Total Owing: \$148.00

Please verify that the above information is correct.

Purchase this Permit

Cancel

[Return to main page](#)

Click on **Purchase this Permit** to begin the payment process.

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. 8, 2019	502	\$100.00	Remove
			Taxes:	\$13.00
			Total:	\$113.00

Temp. Permit Payments

No pending permit payments.

Access Card Payments

No pending access card payments.

Deposits

<input type="checkbox"/>	Submit Date	Deposit Item	Amount	
<input checked="" type="checkbox"/>	Jul. 8, 2019	Hangtag	\$10.00	Remove
<input checked="" type="checkbox"/>	Jul. 8, 2019	Parking Decal Deposit: Enter the Parking Decal number here	\$25.00	Remove
			Total:	\$35.00

Violation Payments

No pending violation payments.

Policy Violation Payments

No pending violation payments.

Adjustments

No pending adjustment records.

[Proceed to Payment](#)

Editing Assignable Text

In this step, the admin can record the access card and hang tag numbers. To do so, click on the **Deposit Item** name.

In this case click on **Access Card Deposit: Enter access card number here**.

Temp. Permit Payments

No pending permit payments.

Access Card Payments

No pending access card payments.

Deposits

Submit Date	Deposit Item	Amount	
<input checked="" type="checkbox"/> Jul. 8, 2019	Hangtag	\$10.00	Remove
<input checked="" type="checkbox"/> Jul. 8, 2019	Parking Decal Deposit: Enter the Parking Decal number here	\$25.00	Remove
Total:		\$35.00	

Violation Payments

No pending violation payments.

Policy Violation Payments

No pending violation payments.

Adjustments

No pending adjustment records.

In the **Deposit Information** pop-up window, enter the access card number in the **Assigned Text** field and click **Update Deposit**.

Deposit Information

Deposit is currently active.

Type: Parking Decal Deposit
Assigned Text: Enter the Parking Decal number here
Update Deposit

Renter: [icon] Parsons, Julie [icon] jparsons
Cost: \$25.00
Payment Method: Make Payment

Deposit association: Permit: 502
Lot Name: Green Staff Lot East

Actions not available until the payment has been processed.

Deposit Notes ?

Add Note

Testing User

Time: Jul 8, 2019 @ 15:01:23

502	\$100.00	Remove
Taxes:	\$13.00	
Total:	\$113.00	

	Amount	
Hangtag	\$10.00	Remove
: Enter the Parking Decal number here	\$25.00	Remove
Total:	\$35.00	

Once entered, the number will now appear on the **Payments** screen under **Deposits**.

	Total:	\$113.00	
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Temp. Permit Payments

No pending permit payments.

Access Card Payments

No pending access card payments.

Deposits

	Submit Date	Deposit Item	Amount	
<input checked="" type="checkbox"/>	Jul. 8, 2019	Hangtag	\$10.00	Remove
<input checked="" type="checkbox"/>	Jul. 8, 2019	Parking Decal Deposit: 10034	\$25.00	Remove
		Total:	\$35.00	

Violation Payments

No pending violation payments.

Policy Violation Payments

No pending violation payments.

Adjustments

No pending adjustment records.

You may now proceed with the purchase in the usual manner.

Revision #3

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