

# User - Parking Tab

The **Parking tab** allows administrators to sell parking permits (standard parking permits and temporary parking permits) to users.

## Quick Steps:

1. Click on the **User Management tab** and click **User Search**.
2. Search for the user using either a **name, username, email** or **account number**.
3. Click on that user's **username** to enter that user's **Profile Page**.
4. Click on the **Parking tab**.
5. **Purchasing a standard permit:** Click on **Standard Permit**.
6. Here you can edit the **permit number** and **permit cost**.
7. Click on **Purchase this Permit** and proceed to payment.
8. **Purchasing a temp permit:** Click '**Temporary Parking Permit**'.
9. **Select** lot, dates, and permit type.
10. **Confirm** permit details and **purchase**.

## Step-by-Step Instructions:

1. **Locate the user search:** Click on the **User Management tab** and click **User Search**.
2. **Search for a user:** Search for the user using either a **name, username, email** or **account number**.
3. **Enter user profile page:** Click on that user's **username** to enter that user's **Profile Page**.
4. **Enter the Manage Lots page:** Click the **Parking tab**. This will take you to the **Manage Lots** screen.
5. **Purchasing a Standard Permit:** Click the **Standard Permit** button on the lot you wish to buy a permit for. The **Confirm Parking Permit Registration** screen will display. This list shows the lot's location, permit type (yearly, monthly, etc.), and the number of permits still available for sale.
6. **Waiting list:** If no permits are available for a chosen lot, click the **Waiting List** link to add the user to the waiting list. A pop-up will appear. Click **Yes** to confirm.
7. **Purchase Permit:** After confirming the lot details, click the **Purchase this Permit** button and proceed to payment.
8. **Temporary Parking Permit:** In the **Manage Lots page** click the **Temporary Parking Permit** button. The **Temp. Parking Permit Registration** screen will appear.
9. **Select a lot:** From the drop-down menu, select a lot, and enter the start and end dates for the permit.

10. **Temporary permit type:** Choose the type of temporary permit (all day or hourly), and select the vehicle it applies to.
11. **Confirm the Permit number:** Confirm the **Permit Number** and enable the checkbox for **DNTT** (Do Not Ticket or Tow) if needed.
12. **Confirming the permit:** Click **Confirm this Permit**. The **Confirm Parking Permit Registration** screen will appear.
13. **Review and purchase:** Review the permit details and click **Purchase this Permit** then proceed to payments.

---

Revision #10

Created 30 April 2024 08:44:02

Updated 25 June 2025 14:36:20 by Laurie McIntosh