

User - Parking Tab

This article provides instructions for OPS-COM administrators on how to purchase both standard and temporary parking permits on behalf of a user. All actions are performed from the **Parking** tab within the user's profile, which serves as the central hub for managing a user's parking permissions.

Setup & Configuration

Before permits can be sold, all parking lots, permit types (e.g., yearly, monthly, temporary), and associated costs must be configured in the system. For more details on this process, please refer to the *Pricing & Lot Admin* page.

The process begins by navigating to the specific user's profile.

Navigating to the Parking Tab

1. Hover over the **User Management** tab and click **User Search**.
2. Use the search fields (e.g., **name**, **username**, **email**, or **account number**) to find the desired user.
3. From the search results, click the user's **Username** to open their **Profile Page**.
4. Click the **Parking** tab to navigate to the **Manage Lots** screen for that user.

Purchasing a Standard Permit

1. On the **Manage Lots** screen, locate the desired parking lot.
2. Click the **Standard Permit** button associated with that lot.
3. On the **Confirm Parking Permit Registration** screen, review the details, including location, permit type, and cost. You may have the option to edit the **permit number** and **permit cost** here.
4. Click the **Purchase this Permit** button and proceed with the payment process to finalize the registration.

Purchasing a Temporary Permit

1. On the **Manage Lots** screen, click the **Temporary Parking Permit** button.
2. On the **Temp. Parking Permit Registration** screen, configure the permit details:
 - Click the **Select a lot** drop-down menu and choose the appropriate lot.
 - Enter the **start and end dates** for the permit.
 - Choose the **temporary permit type** (e.g., all day or hourly).
 - Select the **vehicle** the permit will be assigned to.
 - Confirm the **Permit Number**.
 - Enable the **DNTT (Do Not Ticket or Tow)** checkbox if this temporary permit should prevent violation issuance.
3. Click the **Confirm this Permit** button.
4. On the **Confirm Parking Permit Registration** screen, review all the details one final time.
5. Click the **Purchase this Permit** button and proceed with the payment process.

Best Practices & Considerations

Using the Waitlist: If you attempt to purchase a standard permit for a lot that has no available inventory, the system will not allow a purchase. Instead, you can click the **Waiting List** link to add the user to the queue for that lot. A prompt will appear to confirm the action.

When to Use DNTT: The **DNTT** checkbox on temporary permits is a powerful tool. It is typically used for special circumstances, such as for guest speakers or visitors, where you want to ensure their vehicle is not ticketed for the duration of their temporary permit.

Revision #12

Created 30 April 2024 08:44:02

Updated 17 July 2025 13:45:30 by Jaydon Jones