

# Adding Permits to a Lot (Allocation)

This article outlines the process for OPS-COM administrators to add permits to specific parking lots. Permits can be added individually, as a sequential range, or with custom prefixes/postfixes, enabling efficient management of your permit inventory and ensuring lots have available permits for sale.

## Using this Feature

1. Hover over **Parking Management, Lot Administration** and click **Allocate**.
2. The **Permit Number Allocation** page lists all configured parking lots.
3. Locate the specific lot to which you want to add permits and click the **Add Permits to Lot** button.
4. Within the next window, you have several options for entering permit numbers:
  - **Individual Permit Numbers:** Enter specific, non-sequential permit numbers, separated by commas (e.g., **Staff01, Staff02, Visitor123**).
  - **Range of Permit Numbers:** Enter a numerical range using "to" (e.g., **1 to 20** or **50 to 200**). The system will generate all numbers within that range.
  - **Prefix or Postfix (Optional):**
    - **Prefix:** Enter text in the **Prefix** field (e.g., "Staff"). This text will be added *before* each generated permit number (e.g., Staff01, Staff02).
    - **Postfix:** Enter text in the **Postfix** field. This text will be added *after* each generated permit number (e.g., 01-East, 02-East).

## Add Permits

1. Enter the desired permit numbers, ranges, or prefixes/postfixes into the provided fields within the **Add Permits to Lot** utility.
2. Click the **Add Permits** button.
3. A confirmation pop-up will appear. Click **Add Permits** again to confirm and finalize the process.
4. A success message will confirm that your changes were successfully made.

## Viewing Added Permits

After permits are added, you can verify their details by navigating to the **Permit Search** utility.

1. Hover over **Permits**, and click **Permit Search**.
  2. Filter by the relevant lot to view the newly added permits.
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## Best Practices & Considerations

- **Planning Permit Ranges:** Before adding large batches of permits, plan your numbering scheme to ensure consistency and avoid conflicts.
  - **Unique Identifiers:** While OPS-COM handles uniqueness, consider using prefixes or postfixes for different types of permits or lots for easier identification.
  - **Verify Allocation:** Always perform a quick check in the **Permit Search** utility after adding permits to confirm they have been correctly allocated to the desired lot.
  - **Bulk vs. Individual:** For small, specific additions, individual entry is efficient. For larger inventories, using ranges and prefixes/postfixes will save significant time.
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