Adding Permits to a Lot

> This article describes the process of adding permits to lots. Permits can be added individually or in bulk.

Quick Steps:

1. Hover over **Parking Management** then **Lot Administration** and click **Allocate**.
2. Find your lot (e.g., **Example Temp Lot**).
3. Click on **Add Permits to Lot**.
4. Enter permit numbers, ranges, or prefixes/postfixes.
5. Click **Add Permits**.
6. Confirm by clicking **Add Permits** again.
7. Check the confirmation message.
8. View the updated permits in the **Permit Search** utility.

Step-by-Step Instructions:

1. **Navigating to the Permit Number Allocation page:** Hover over **Parking Management** then **Lot Administration** and click **Allocate**.
2. **Find a Lot**: Find the lot you wish to manage. For example, **Example Temp Permit.**
3. **Add Permits to Lot**: Click on the **Add Permits to Lot** button.
4. **Open the Add Permits Utility**: The **Add Permits to Lot** utility will open. In this section, you can:
   - Add individual permit numbers (e.g., Staff01, Staff02).
   - Add a range of permit numbers (e.g., 1 to 20 or 50 to 200).
   - Optionally, add a prefix or postfix to the permit numbers (e.g., "Staff" in Staff01).
5. **Click Add Permits**: After entering the desired permits or ranges, click the **Add Permits** button.
6. **Completion**: A pop-up message will confirm that your changes were successfully made.
7. **Check the Permit List**: Once the permits are added, your lot will display them in the **Permit Search** utility.

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