

Apply Temp Permit to User Vehicles

1. To begin, you must set the ability to apply the permit to multiple vehicles in **Lot Administration** under the **Temporary Parking** Tab.

You must enable the following items:

- **Allow temp permits to be used over 30 days.**
- **Allow All Vehicles on profile to receive permit.**

General Zone & Location **Temporary Parking** LPR Settings Statistics

☐ This lot is for temporary parking only

Max Permits per Day:

Daily Cost:

Hourly Costs:

2 hours 4 hours 6 hours

Leave blank to disable the option

☐ Allow temp permits to be used for up to 30 days

☒ Allow temp permits to be used over 30 days

☒ Allow all vehicles on profile to receive the permit.

Over 30 days Monthly Cost:

☐ Enable this lot for Text2ParkMe

Text Code:

Minimum Time: minutes

Maximum Time: minutes

Rate Per 10 Minutes:

2. Once this is set, you are ready to issue a temporary permit to multiple vehicles.
To begin, go to the user's profile and click on the **Parking Tab**.

The screenshot shows a user profile page for 'Doe, John (johndoe)'. The top navigation bar includes 'Profile', 'Lockers', 'Vehicles', 'Parking' (circled in red), 'Payments', 'History', and 'Incident History'. Below the navigation bar is a 'People Alarm' section. The main content area is divided into two columns. The left column contains 'Basic Profile Information' with fields for 'Enabled' (Yes), 'User Type' (Resident 1, General User), 'Username' (johndoe), 'Name' (John Doe), 'Email Address' (jim@ops-com.com), and 'Auto Login Address' (Login as user). The right column contains 'Vehicles' (Active, ABC316, Passenger, Ontario, Dodge, 2000), 'Violations' (Ticket 16-10321, Issued Oct. 28, 2016, Value 100.00, Notes Overdue), and 'Active Permits' (Permit 0001, Active Window Y : Test Annual, Lot Name Red Staff Lot West, Amount \$11).

3. Select **Temporary Parking Permit**.

The screenshot shows the 'Parking Permit Registration' window. The top navigation bar includes 'Profile', 'Lockers', 'Vehicles', 'Parking' (selected), 'Payments', 'History', and 'Incident History'. The main content area has a title 'Parking Permit Registration' and a subtitle 'Register, or apply to a waiting list, for:'. Below the subtitle are three buttons: 'Standard Parking Permit', 'Temporary Parking Permit' (circled in red), and 'Associate An Access Card With This User'. At the bottom is a link 'Register/Update Vehicle Information'.

4. The **Temporary Parking Permit Registration** window opens.

In our example, we will select the **Green Staff Lot East** where we had configured the ability to apply the permit to all vehicles (Step 1 above)

Set the **start date** and **end date**. The date range must be for a period longer than 30 days in order to activate the **Apply to all Vehicles** button.

Click the button to apply the permit to all vehicles.

Temporary Parking Permit Registration

User John Griffiths

Requested Lot

Green Staff Lot East

Permit Valid Dates

Start

Feb 01, 2018

Type

☒ All Day Permit

☐ Hourly Permit

End

Mar 06, 2018

Vehicle

Black 2016 BMW QWE321

Use 'GUEST vehicle' only if you have no vehicle details.

☒ Apply to all Vehicles

Permit #

4

☐ Do Not Tow

Confirm This Permit

Cancel

Return to Main Page

- Click **Confirm This Permit** to proceed to the Confirmation window.
You can verify the information before proceeding to purchase the permit.
Note: the two vehicles are listed in the Vehicle list.
Click **Purchase this Permit** to continue.

Confirm Temporary Parking Permit

User	John Griffiths
Requested Lot	Green Staff Lot East \$100.00 / month
Permit Valid Dates	
Start	Feb-01-2018
End	Mar-06-2018
Number of Days	34
Vehicle	2016 BMW QWE321 2017 Harley Davidson ASD432
Permit #	4
Do Not Tow	UnChecked

Sub-Total	\$200.00
Taxes	\$26.00
Total Owing	\$226.00

Please verify that the above information is correct.

[Purchase this Permit](#)

[Cancel](#)

[Parking Main Page](#)

6. The payment screen displays. Start the purchase process.

Payments Due

Locker Payments

No pending locker payments.

Parking Permit Payments

No pending permit payments.

Temp. Permit Payments

	Submit Date	Temp. Permit No.		Amount	
<input checked="" type="checkbox"/>	Feb. 2, 2018		4	\$200.00	Remove
				Taxes:	\$26.00
				Total:	\$226.00

7. Select your method of payment and click the **Submit Payment Information** button.

Profile ▾ Lockers Vehicles Parking Payments History ▾ Incident History Griffiths, John (griffi

Payments Due

Temp. Permit Payments

	Submit Date	Temp. Permit No.		Amount	
<input checked="" type="checkbox"/>	Feb. 2, 2018		4	\$200.00	
				Taxes:	\$26.00
				Total:	\$226.00

Taxes: \$26.00

Total: \$226.00

Make Payment Online

Payment Method:

Select Method

Select Method

Cash

Cheque

Money Order

Payroll Deduction

Visa

Mastercard

Debit Card

Internal Payment

Student Account

CampusCard

Visa (External)

Mastercard (External)

CampusCard (External)

No Charge/Complimentary

Paid through Collections

ICB

Visa (Adjustment)

Mastercard (Adjustment)

Other

Submit Payment Information

8. Select **Confirm Payment Information** to proceed.
Click **Process Manually** to complete the purchase.

Transaction Details

Receipt header beside HST in a table

HST #1234556789

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

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Confirmation Number: 21032u4376266

User: John Griffiths [griffithsj]

Amount: \$226.00

Submit Date: Feb. 2, 2018 @ 12:09pm [View Snapshot](#)

Comment:

Payment Method:

[Change](#)

[Process Manually](#)

[Cancel Transaction](#)

Temp. Permits:

	Submit Date	Permit No.	Amount
[ADJUST]	[Feb. 2, 2018]	5	\$200.00
Taxes:			\$26.00
Total:			\$226.00

[View User Info](#)

Total: \$226.00

9. You will be taken to the **Transaction Details** screen, where you can see a final record of your purchase.

Transaction Details

Reciept header beside HST in a table

HST #1234556789

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Confirmation Number: 21032u4376266

User: John Griffiths [[griffithsj](#)]

Amount: \$226.00

Submit Date: Feb. 2, 2018 @ 12:09pm [View Snapshot](#)

Comment: Online Payment

Payment Method: [Change](#)

Processed: Feb. 2, 2018 @ 12:11pm

Processed By: bigpark

[Refund](#)

Temp. Permits:

	Submit Date	Permit No.	Amount
[ADJUST]	[Feb. 2, 2018]	5	\$200.00
Taxes:			\$26.00
View User Info			Total: \$226.00

Total: \$226.00

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