

Clearing Items Awaiting Payment - Midnight List

If enabled, there is a System task that will clear all permits that are sitting in user's carts without any payments or promises to pay on them. You can use settings to determine if you want to clear unpaid permits or unpaid lockers, or both. There is another setting that determines how long you want to allow items to remain unpaid in a user's cart before clearing them. This article will explain how to set this up correctly.

Keep in mind, this will only clear items that have no payments on them. Zero dollar items will not be able to be cleared this way. Instead, use the **Mark Items as Paid** functionality to clear these payments.

Viewing Permits without Payments

1. Click **Parking Management**, hover over **Reports** and click **Midnight List**.
2. On the report you can see all users with permits in their cart that do not have a payment associated. You can do the following from this report:
 - See items to be cleared
 - Email the affected users

- Clear their flag to take them off the list and update the list

Permits to Release at Midnight

Refresh

Update selections to be cleared

Email Listed Users

Copy

CSV

Excel

PDF

Print

Show 100 entries

Search:

Clear at Midnight	Type	Name	Submitted	LotName	Permit	ParkCo
<input checked="" type="checkbox"/>	Full Time Student	Campana, James	2020-11-20	General Monthly Lot 1	1600	\$130
<input checked="" type="checkbox"/>	Public User	Callaghan, Joseph	2020-11-24	General Monthly Lot 1	1601	\$130
<input checked="" type="checkbox"/>	Contractor	Rockwood, James	2021-03-02	Blue Staff Lot	51	\$420
<input checked="" type="checkbox"/>	Full Time Staff	Major, Doug	2021-09-30	Blue Staff Lot	52	\$420
<input checked="" type="checkbox"/>	Full Time Staff	Birch, Patricia	2021-10-13	Company Staff lot	20	\$500
<input checked="" type="checkbox"/>	Company Staff	Doe, John	2021-10-13	Company Staff lot	22	\$500
<input checked="" type="checkbox"/>	Company Staff	Dufresne, Andy	2021-10-13	Company Staff lot	21	\$500
<input checked="" type="checkbox"/>	Contractor	Rockwood, James	2021-10-27	Red Student Lot West	151	\$590
<input checked="" type="checkbox"/>	Contractor	Murray, Matt	2021-11-03	Company Staff lot	23	\$500
<input checked="" type="checkbox"/>	Contractor	Public, Jim	2021-11-03	Company Staff lot	25	\$500
<input checked="" type="checkbox"/>	Contractor	Rockwood, James	2021-11-03	Company Staff lot	28	\$500
<input checked="" type="checkbox"/>	Contractor	Rockwood, James	2021-11-03	Company Staff lot	20	\$500
<input checked="" type="checkbox"/>	Contractor	Stevens, Sean	2021-11-03	Company Staff lot	26	\$500
<input checked="" type="checkbox"/>	Contractor	White, Rob	2021-11-03	Company Staff lot	27	\$500

Setting Up to Automatically Clear Permits without Payments

If you do not see the settings mentioned below, please contact support@ops-com.com to have them enabled for you. You will need the permission of your Primary Admin.

1. Click **System Configuration**, and hover over **System Settings**.
2. Click **Permits**.
3. Click to toggle **Clear Unpaid Permits** on.
4. Click **Payments**.
5. Change the **Clear Payments After X Hours** value to the number of hours you want to allow items to remain in the user's cart. Use numbers only
6. Follow the instructions in [this wiki article](#) to toggle on the **Clear - No Payment** scheduled task.

Viewing Lockers without Payments

1. Click **Locker Management**, and click **Midnight List**.
2. On the report you can see all users with permits in their cart that do not have a payment associated. You can do the following from this report:
 - See items to be cleared
 - Email the affected users
 - Clear their flag to take them off the list and update the list

Setting Up to Automatically Clear Lockers without Payments

If you do not see the settings mentioned below, please contact support@ops-com.com to have them enabled for you. You will need the permission of your Primary Admin.

1. Click **System Configuration**, and hover over **System Settings**.
2. Click **Lockers**.
3. Click to toggle **Clear Unpaid Lockers at Midnight** on.
4. Change the **Clear Payments After X Hours** value to the number of hours you want to allow items to remain in the user's cart. Use numbers only
5. Follow the instructions in [this wiki article](#) to toggle on the **Clear - No Payment** scheduled task.

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