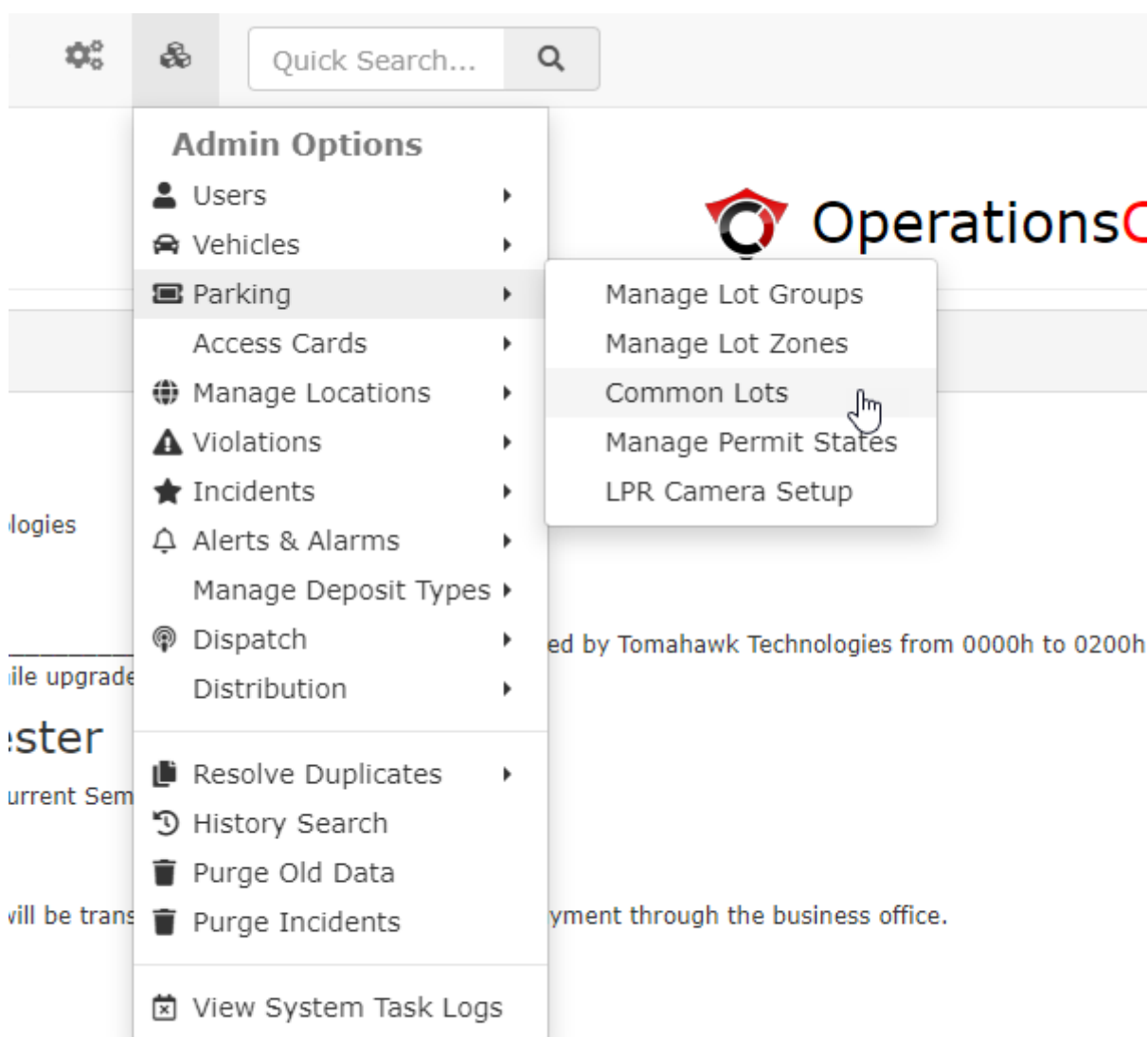


# Common Lots

## Navigating to Common Lots

To get to the common lots page click **Admin Options** then **Parking** followed by **Common Lots**.

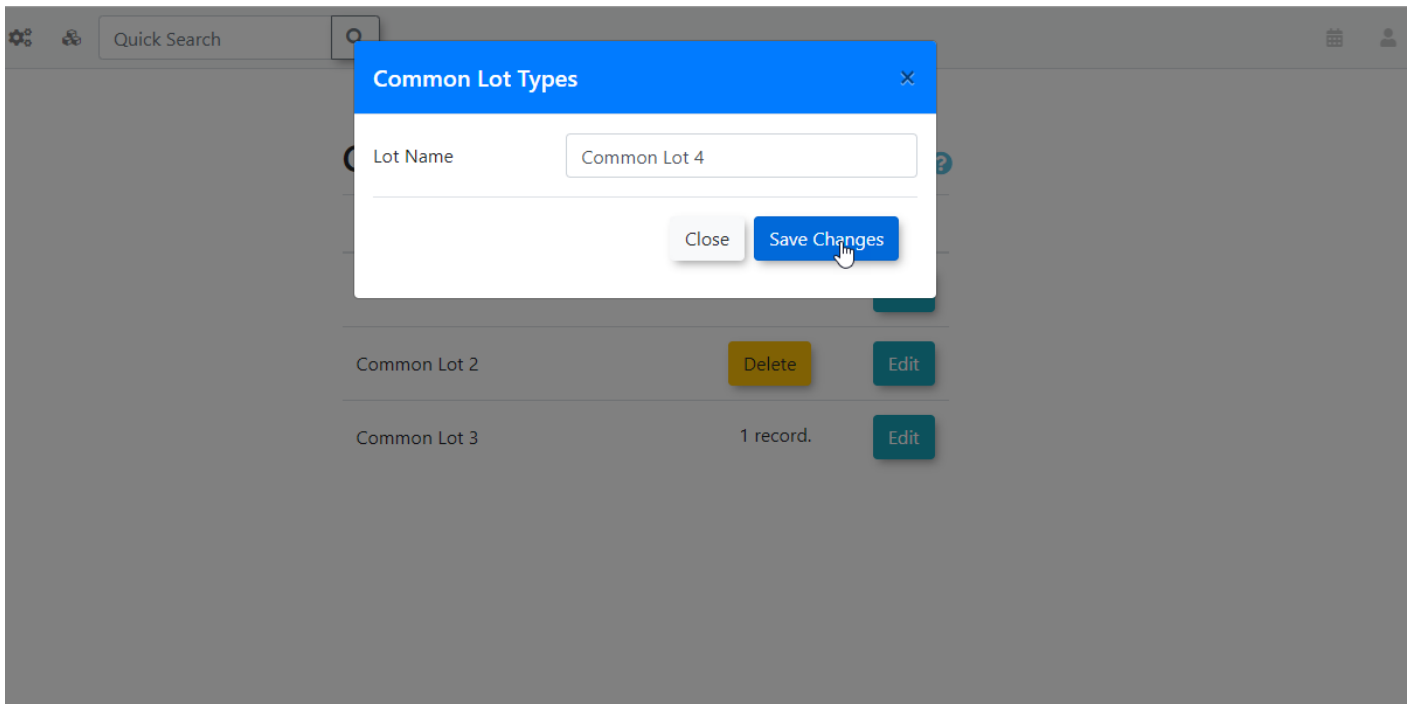


The **Common Lot Type Administration** page displays.

# Managing Common Lot Types

## Adding Common Lot Types

To add a common lot type click the **Add Common Lot Type** button at the top of the page. A new modal window will appear allowing you to create your lot type. When you are finished making your changes click **Save Changes**.



## Editing Common Lot Types

To edit common lot types click the **Edit** button next to the type you want to update. A modal window will appear allowing you to make your changes. Click **Save Changes** when you are finished editing your common lot type.

Common Lot Types

Add Common Lot Type ?

| Lot Name     |           |      |
|--------------|-----------|------|
| Common Lot 1 | 1 record. | Edit |
| Common Lot 2 | Delete    | Edit |
| Common Lot 3 | 1 record. | Edit |

Making changes to lot types that are being used will reflect the entire system.

# Deleting Common Lot Types

To delete a common lot type click the **Delete** button next to the type you wish to remove. Keep in mind you are not able to delete items that are currently being used in the system.

Common Lot Types

Add Common Lot Type ?

| Lot Name     |           |      |
|--------------|-----------|------|
| Common Lot 1 | 1 record. | Edit |
| Common Lot 2 | Delete    | Edit |
| Common Lot 3 | 1 record. | Edit |