

Lot Groups Management

Lot Groups in OPS-COM allow administrators to logically group similar parking lots together, treating them as a single entity for certain configurations. This feature simplifies management by enabling shared settings like free parking time and vehicle count limits across multiple lots, providing a more streamlined approach to parking administration.

Setup & Configuration

A lot may only belong to one group, and membership in a group is optional.

1. Hover over the **System Configuration** (Cog) menu, **Parking** and click **Manage Lot Groups**.
2. Click the **Add Lot Group** button.
 - **Lot Group:** Enter a descriptive Group Name in the text box.
 - Optionally, set a **Free Parking Time Limit** in minutes. This setting is typically used for lots equipped with pay-by-plate meters to provide a grace period for users to register their license plate.
 - **Offence Location:** Offence locations for lot groups are used in conjunction with static cameras. Through the use of a static camera report, a violation can be written that uses the offence location associated to the lot group the camera is in.
 - **Vehicle Counts Limit:** Enter a numerical value for the **Vehicle Counts Limit**. This sets a maximum vehicle count for the entire group of lots.
3. Click **Save Changes** to create the new lot group. The newly created lot group will now appear in the list on the **Manage Lot Groups** page.

Assigning a Lot to a Lot Group

Once a Lot Group is created, you can assign individual lots to it from the **Lot Edit Page**:

1. Hover over **Parking Management, Lot Administration** and click **Pricing & Lot Admin**.
2. Click on the **Lot Name** of the lot you wish to assign to a group.
3. On the **General** tab, locate the **Lot Group** dropdown menu.
4. Select the desired **Lot Group** from the list.
5. Click **Update Lot** to save your changes.

Best Practices & Considerations

- **Logical Grouping:** Group lots that share similar operational characteristics or pricing rules. For instance, all visitor lots could be in one group, or all faculty lots in another.
- **Pay-by-Plate Integration:** The **Free Parking Time Limit** is crucial for lots using pay-by-plate systems. Ensure this setting provides adequate time for users to complete their registration.
- **Centralized Control:** Using Lot Groups allows for centralized management of certain settings, reducing the need to configure them individually for each lot.
- **Deletion Note:**
 - **Deleting** a lot group is a **permanent action** from the list.
 - While the group will no longer appear, its associated data (connections to permits and parking lot historical data) remains stored in the OPS-COM system. This ensures data integrity for past transactions.

Revision #7

Created 6 May 2024 11:58:28

Updated 13 June 2025 15:48:30 by Shannon Jones