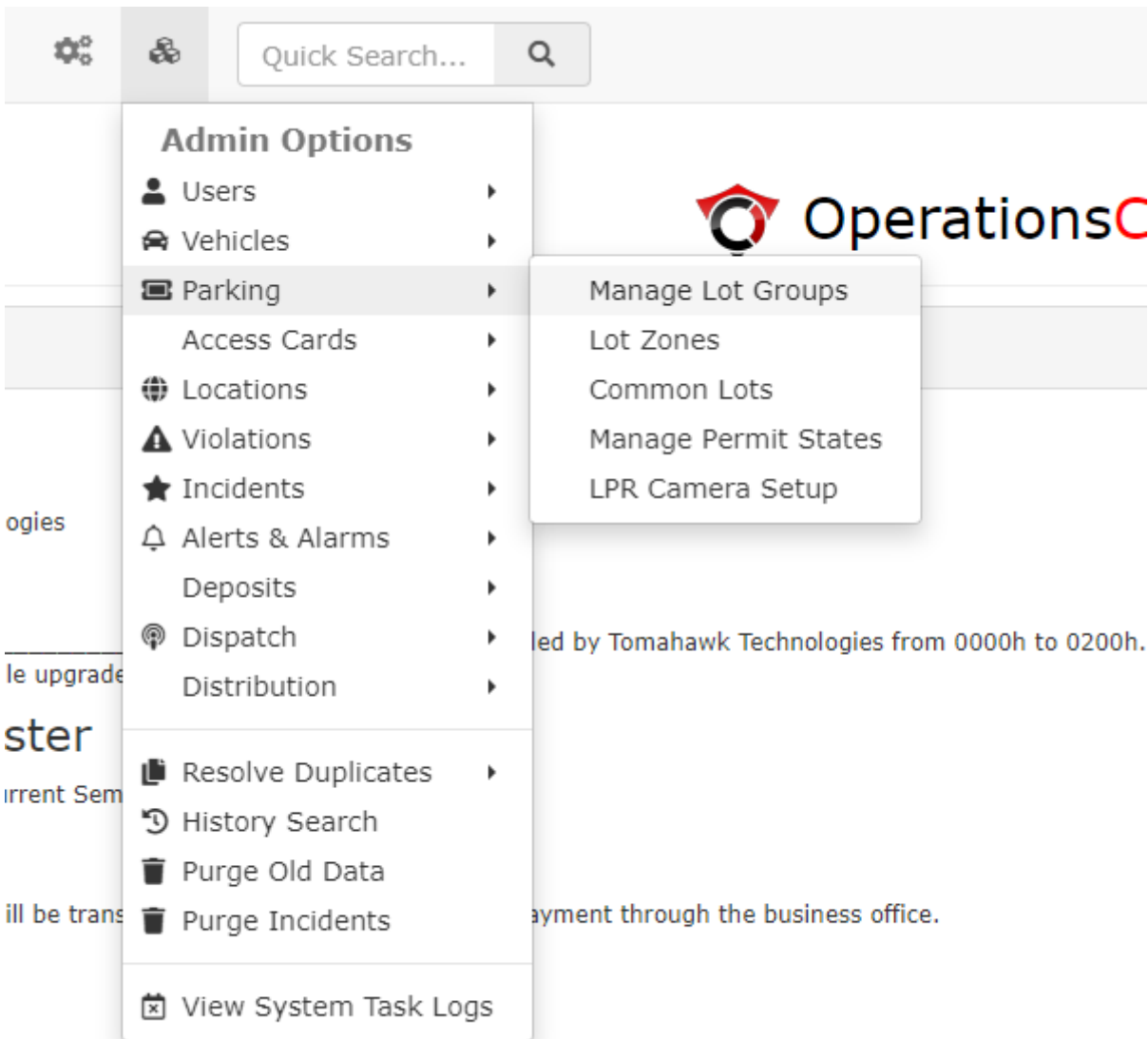


Lot Groups

Manage Lot Groups

Under the **Admin Options** menu, hover on **Parking**, then click **Manage Lot Groups**.



You will be redirected to the **Manage Lot Groups** page.

Manage Parking Lot Groups

[Add Lot Group](#)

Name	Free Parking	Vehicle Count	Usage		
ADA	10 minutes	16	ADA Temp Lot	Edit	Delete
Bike1	0 minutes		The Bicycle Lot 1	Edit	Delete
BSL	0 minutes		Blue Staff Lot	Edit	Delete
BSL2	0 minutes		Blue Tennent Lot	Edit	Delete
DRL	0 minutes	16	Physician Lot	Edit	Delete
GSLE	0 minutes		Green Staff Lot East	Edit	Delete
Main	0 minutes	321		Edit	Delete
MSR	0 minutes	82	Main Street Residents	Edit	Delete
NLW 1	0 minutes			Edit	Delete
North	0 minutes			Edit	Delete

To create a new lot group, click the **Add Lot Group** button.

Manage Parking Lot Groups

[Add Lot Group](#)

Name	Free Parking	Vehicle Count	Usage		
ADA	10 minutes	16	ADA Temp Lot	Edit	Delete
Bike1	0 minutes		The Bicycle Lot 1	Edit	Delete
BSL	0 minutes		Blue Staff Lot	Edit	Delete
BSL2	0 minutes		Blue Tennent Lot	Edit	Delete
DRL	0 minutes	16	Physician Lot	Edit	Delete
GSLE	0 minutes		Green Staff Lot East	Edit	Delete
Main	0 minutes	321		Edit	Delete
MSR	0 minutes	82	Main Street Residents	Edit	Delete
NLW 1	0 minutes			Edit	Delete
North	0 minutes			Edit	Delete

A popup box will appear.

Name	Free Parking	Vehicle Count	
ADA	10 minutes		Edit Delete
Bike1	0 minutes		Edit Delete
BSL	0 minutes		Edit Delete
BSL2	0 minutes		Edit Delete
DRL	0 minutes	Physician Lot	Edit Delete
GML1	0 minutes		Edit Delete
GOL	0 minutes		Edit Delete
GSLE	0 minutes	Green Staff Lot East	Edit Delete
Main	0 minutes		Edit Delete

Type in your desired group name in the text-box.

You can also set a **Free Parking** time limit. In this case we are configuring a lot with pay by plate meters.

This free parking time frame allows the user time to register their plate at the meter.

Set the limit for **Vehicle Counts**.

Click **Save Changes** to save this lot group.

Name	Free Parking	Vehicle Count	
ADA	0 minutes		Edit Delete
Bike1	0 minutes		Edit Delete
BSL	15 minutes	221	Edit Delete
BTL	15 minutes		Edit Delete
DRL	0 minutes	Physician Lot	Edit Delete
GSLE	0 minutes	Green Lot East	Edit Delete
Main	0 minutes		Edit Delete
MSR	0 minutes	Moore Street Residents	Edit Delete
NLW 1	0 minutes		Edit Delete

Your new lot group will now appear in the list of Lot Groups.

Manage Parking Lot Groups

[Add Lot Group](#)


Name	Free Parking	Vehicle Count	Usage		
ADA	10 minutes		ADA Temp Lot	Edit	Delete
Bike1	0 minutes		The Bicycle Lot 1	Edit	Delete
BSL	0 minutes		Blue Staff Lot	Edit	Delete
BSL2	0 minutes		Blue Tennent Lot	Edit	Delete
DRL	0 minutes		Physician Lot	Edit	Delete
GSLE	0 minutes		Green Staff Lot East	Edit	Delete
Main	0 minutes			Edit	Delete
MSR	0 minutes		Main Street Residents	Edit	Delete
Meter Lots	15 minutes	100		Edit	Delete
North	0 minutes			Edit	Delete



To **edit** a Lot Group, select the desired group from the drop-down menu, then click the **Edit** button.

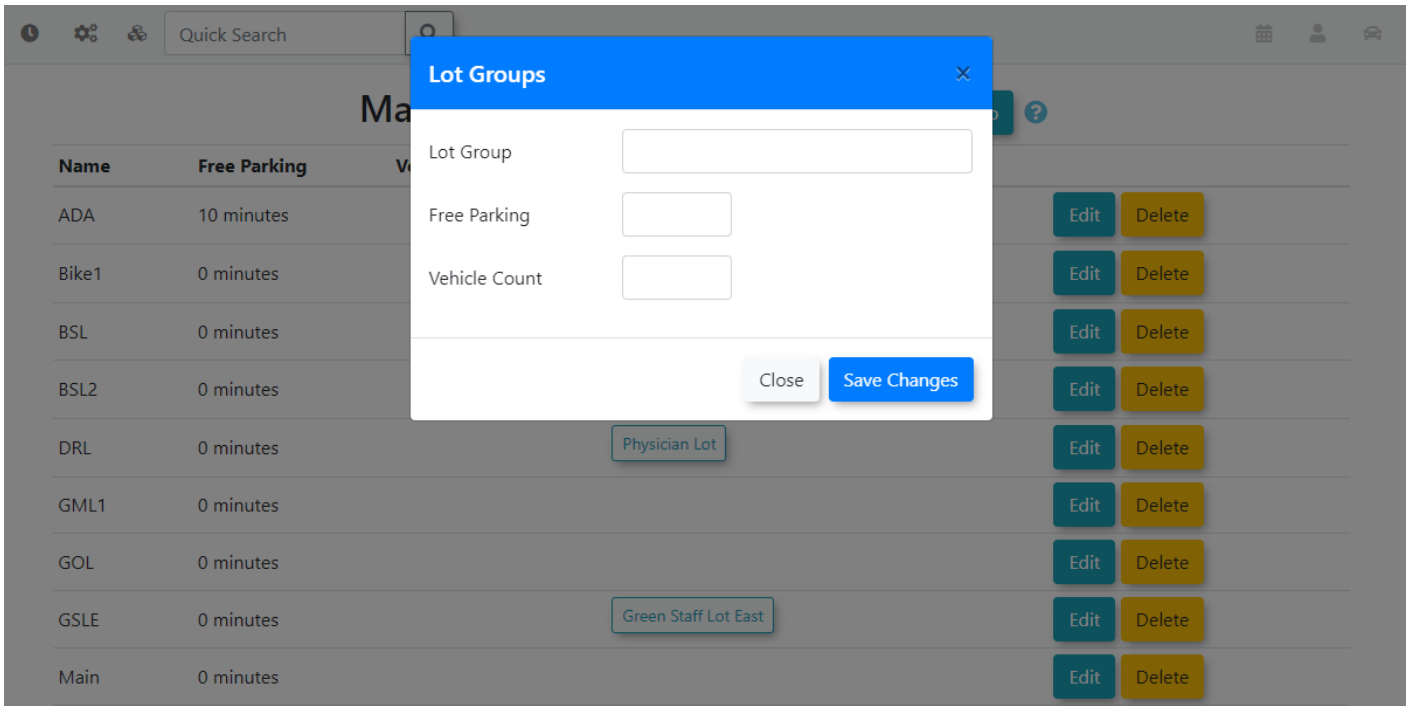
Manage Parking Lot Groups

[Add Lot Group](#)


Name	Free Parking	Vehicle Count	Usage		
ADA	0 minutes		ADA Temp Lot	Edit	Delete
Bike1	0 minutes		The Bicycle Lot 1	Edit	Delete
BSL	15 minutes	221	Blue Staff Lot	Edit	Delete
BTL	15 minutes		Blue Tennent Lot	Edit	Delete
DRL	0 minutes		Physician Lot	Edit	Delete
GSLE	0 minutes		Green Lot East	Edit	Delete
Main	0 minutes			Edit	Delete
Meter Lot	15 minutes	100		Edit	Delete
MSR	0 minutes		Moore Street Residents	Edit	Delete
NLW 1	0 minutes			Edit	Delete

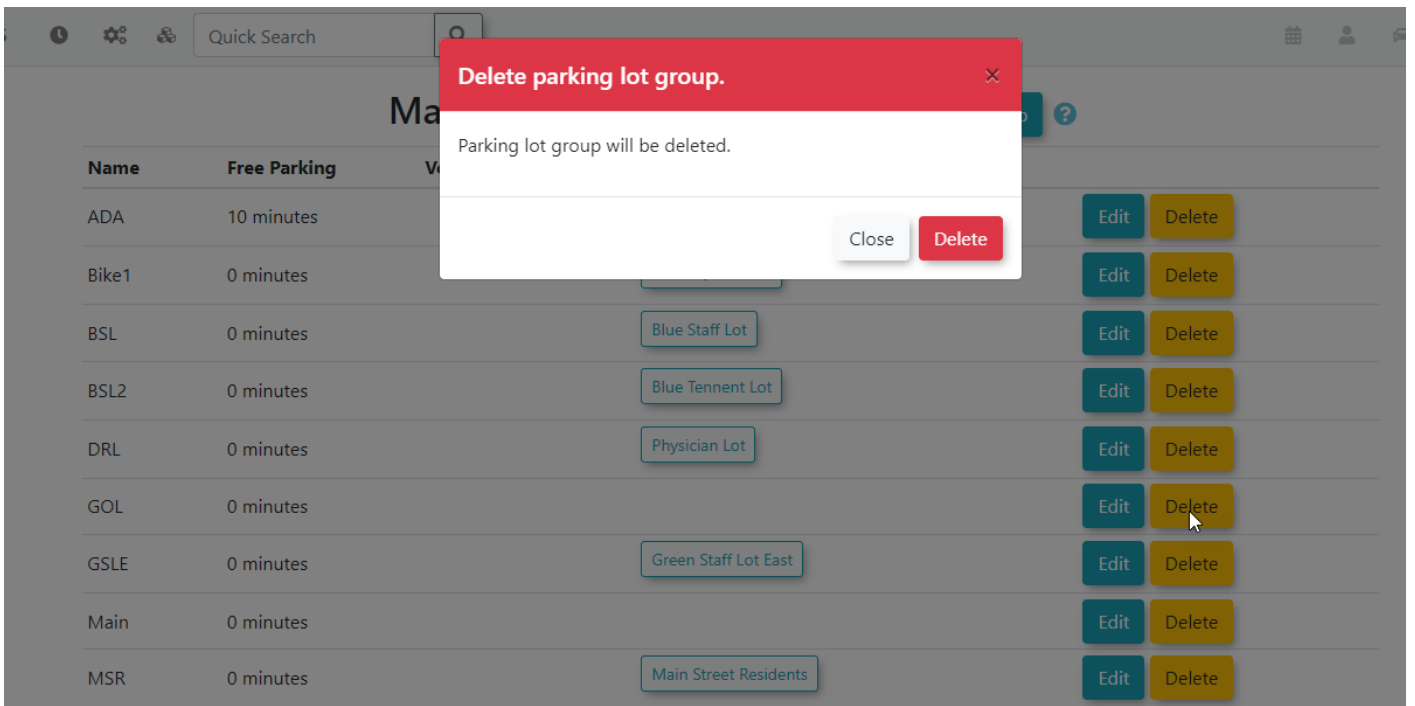
The following popup will appear.

From there, you can Edit your **group name**, and its **free parking time** as desired, then click **Save Changes** to save.



To **delete** a lot group, Click on the **Delete** button associated with the lot you wish to delete.

A popup confirmation message will appear. Click **Delete** to remove the lot group.



Note: "Deleting" or "Archiving" is not an action that can be undone. The "Deleted" group will no longer appear on your list, however its data will still exist in your OPS-COM system, as it was connected to permits/parking lot data.