

# Lot Groups

**Lot Groups** allow you to group similar lots together to be seen as a single entity in OPS-COM. A lot may only belong to one group and membership in a group is not required.

## Quick Steps:

1. Hover over **System Configuration**, then **Parking**, and click on **Manage Lot Groups**.
2. Click **Add Lot Group**. Enter **Group Name**. Set **Free Parking Time** and **Vehicle Counts Limit** then click **Save Changes**.
3. To edit, select the group by clicking **Edit** and modify the name or settings then click **Save Changes**.
4. To delete, click **Delete** next to the group.

## Step-by-Step Instructions:

1. **Accessing Manage Lot Groups:** Hover over **System Configuration** then **Parking**, from the dropdown, select **Manage Lot Groups**.
2. **Creating a New Lot Group:** On the **Manage Lot Groups** page, click the **Add Lot Group** button. A popup will appear.
  1. **Enter a Group Name:** Enter your desired **Group Name** in the text box.
  2. **Set a Free Parking Time Limit:** Optionally, set a **Free Parking Time Limit** (this is used for lots with pay-by-plate meters to allow users time to register their plate).
  3. **Vehicle count limit:** Set the **Vehicle Counts Limit**.
  4. **Save Changes:** Click **Save Changes** to save the new lot group. The newly created lot group will now appear in the list.
3. **Editing a Lot Group:** Click the **Edit** button on the lot you wish to modify. A popup will appear where you can edit the group name or adjust the free parking time.
  1. **Save Changes:** Click **Save Changes** to save your edits.
4. **Deleting a Lot Group:** To delete a lot group, click the **Delete** button next to the group you wish to remove.

**Note:** Deleting or archiving a group is permanent. The group will no longer appear in your list, but its data remains stored in the OPS-COM system (connected to permits and parking lot data).

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