

# Planning Lot Groups and Lot Zones

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

**A Lot Zone** is a grouping mechanism **allowing validation parameters** to be applied to a lot.

## Quick Steps:

1. Hover over the **Parking Management**, then **Lot Administration**, and select **Pricing & Lot Admin**.
2. Click on the **Lot Name**. In the **Edit Lot** page click on the **General tab**.
3. In the **General tab** select the lot group you wish to apply to your lot.
4. Hover over **System Configuration**, then **Parking**, and click **Mange Lot Zones**.
5. Click on **Add Lot Zone** and enter a long and short name.
6. Return to the **Edit Lot** page and click on **Zone & Location**.
7. Choose a **Zone** to add to the lot.
8. Set the valid days/times for the zone under **Days or Range with Sales Window** and **Start Time and End Time**.
9. The lot is now linked to the zone.
10. You can assign the same zone to multiple lots (e.g., "RED Zone" to both the **Red Lot** and **Green Lot**).
11. Patrols can select either a **Lot Group** or **Lot Zone** during enforcement.

Zones allow enforcement based on time/dates, and Groups allow enforcement across multiple lots.

## Step-by-Step Instructions:

1. **Locate Pricing & Lot Admin:** Hover over the **Parking Management**, then **Lot Administration**, and select **Pricing & Lot Admin**.
2. **Locate the General Tab:** Click on the **Lot Name**. In the **Edit Lot** page click on the **General tab**.

3. **Adding a Lot Group:** In the **General tab** select the lot group you wish to apply to your lot.
4. **How to Create a Zone:** Hover over **System Configuration** the **Parking** and click **Mange Lot Zones**.
  1. **Create Zone:** Click on add **Lot Zone** and enter a long and short name.
  2. **Return to the Edit Lot page:** Return to the **Edit Lot** page by going to **Pricing & Lot Admin** then click on the **Lot Name**.
  3. **Navigate to the Zone & Location tab:** Click on **Zone & Location**.
  4. **Select a zone:** Use the dropdown on the left to select the zone you wish to apply to the lot.
  5. **Select Days or Range within Sales Window:** Specify when the zone is valid using **Days or Range within Sales Window** and the **Start Time and End Time**.
  6. **Confirm:** Ensure any permits tied to the lot reflect the same zone settings.

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