

# Pricing and Lot Admin

The **Pricing and Lot Admin** page allows you to add new lots as well as to edit the price of a permit for the specified lot by editing the text box on the same line as the lot name.

## Quick Steps:

1. Hover over **Parking Management** then **Lot Administration** and select **Pricing & Lot Admin**.
2. To view archived lots, click **Show Archived**.
3. To export data, click on the **Export** button at the far right of each lot line.
4. Click on the **Lot Name** to view and edit lot details.
5. In the **General Tab** you can update the lot name, short name, lot group, access settings, visibility, and more.
6. In the **Zone & Location Tab** you can set the location description, upload an image, and configure the sales window and access settings.
7. In the **Standard Permits Section** you can configure cost, prorated settings, second permit settings, and waiting list settings, along with the lot sales window.
8. In the **Temporary Parking Tab** you can set maximum permits, pricing, permit duration, and QR Codes.
9. In the **Flex Permits Tab** you can add different permit costs and apply them to a time and day of the week.
10. In the **Lot LPR Settings** you can configure free parking time per lot.
11. In the **Additional Settings Tab** you can add a **Banner** Detail Code.
12. Click **Update Lot** after making all your desired changes on a tab.

## Step-by-Step Instructions:

1. **Locate Parking Management:** Locate and hover your cursor over the **Parking Management** icon in the system menu.
  1. **Locate Lot Administration:** From the dropdown menu, hover over **Lot Administration**.
  2. **Navigate to the Pricing & Lot Admin page:** In the dropdown, click on **Pricing & Lot Admin**. This will open the **Permit Pricing & Lot Administration** screen where you can manage lot details.
2. **Editing Lot Details:** On the **Permit Pricing & Lot Administration** screen, you can adjust the prices and visibility of your parking lots.
  1. **Show Archived:** Click this button to view or edit archived lots.
  2. **Excel Export:** Click on the **Export** button to generate a report of all permits in a lot.
  3. **Save Changes:** Press the **Update Lots** button at the bottom of the page to save any changes you make.

3. **Viewing Lot Information:** Click the **Lot Name** button to view detailed information about that lot. Lot info is organized into 7 tabs: **General, Zone & Location, Standard Permits, Temporary Permits, Flex Permits, LPR Settings, and Additional Settings.**
  1. **Update this Lot:** Click on the **Update Lot** button to save changes made in each tab.
  2. **Navigate to the General Tab:** Click on the **Lot Name** then click on **General.**
    1. **Archive the Lot:** Enable **This lot is archived** to archive a lot.
  3. **Visibility to Users:** Enable **Visible, Not Visible or Hidden but Accessible.**
  4. **Lot Name:** Enter the full name for the lot.
  5. **Lot Short Name:** Enter an abbreviated name for the lot.
  6. **Lot Access:** Choose if the lot is accessible to all user types or specific user types. The two types include: **Common Lot:** Any user type can park here. The second type is **User Type Lot:** Restrict access by user type. Hold **Ctrl** to select multiple types.
4. **Navigate to the Zone & Location Tab:** While on the edit lot page click on **Zone & Location.**
  1. **Location Description:** Enter the location description that will appear on the user interface.
  2. **Image:** Upload an image that will appear beside the lot, which users can click to enlarge.
  3. **Zone:** Configure a zone for this lot. Do this by selecting a zone and days or range within sales window as well as a start and end time.
  4. **Map Detail:** Move or Create a **Map Marker** to the lot location. Once the marker is set, the GPS coordinates will automatically populate.
5. **Navigate to the Standard Permits:** In the **Edit Lot** page click on **Standard Permits.**
  1. **Default Cost:** Enter the base cost for permits in the lot.
  2. **Prorated Sales:** Choose **Enabled, Use Default Setting or Disabled** as required.
  3. **Multiple Permits:** Enable **This lot can be used for a second permit** to allow users to purchase multiple permits for the lot.
  4. **Waiting List:** Enable **Allow the use of waiting list with this lot** if you want a waiting list feature when permits are sold out.
  5. **Waitlist Lot Category:** Group multiple lots together on the same waiting list.
  6. **Lot Sales Window:** Choose the sales window (e.g., Yearly, Monthly).
  7. **Hang Tag Settings:** Enable settings for printing hang tags if required.
6. **Navigate to the Temporary Permits Tab:** In the **Edit Lot** page click on **Temporary Parking.**
  1. **Temporary Parking Only:** Enable **This lot is for temporary parking only** if the lot is dedicated to temporary parking.
  2. **Max Permits per Day:** Set the maximum number of temporary parking permits available.
  3. **Permit Duration:** Enable the **Allow temp permits up to 30 days** option to limit temporary permits to 30 days. Enable the **Allow temp permits to be used over 30 days** option to allow temporary permits for over 30 days.
  4. **Permit Application to All Vehicles:** Enable **Allow all vehicles on profile to receive the permit** to apply the permit to all vehicles on a user's profile.
  5. **Daily Cost:** Enter the maximum fee for parking beyond 6 hours.

6. **Hourly Costs:** Enter the hourly fee for parking (if applicable). If the lot has a flat rate, leave these fields blank.
  7. **Over 30 Days Monthly Cost:** Enter the monthly cost for parking permits beyond 30 days.
  8. **Real-Time Map:** Enable **Allow this lot to appear on the Real-Time Parking Map** to have this lot appear on the **Real-Time Map**.
  9. **QR Code:** View the **QR Code** for this lot or access the **Link** to the QR Code. You can **Download or Print** the QR Code from this page and also add a **Logo Image** that can be added to the center of the QR Code.
  7. **Navigate to the Flex Permits Tab:** In the **Edit Lot** page click on **Flex Permits**.
    1. **Using Flex Permits:** In the **Flex Permits Tab** click the checkbox to **Enable Flex Permits**.
    2. **Add New:** Allows you to add a new **Time Slot** with **Price** and choice for **Colour** coding. **Save Changes** when complete.
    3. **View & Edit:** You can **Edit** existing **Time Slots, Pricing, or Colours** individually by clicking the appropriate **Edit** button or you can use the **Time Slot Chart** and the **Select** button to click and drag the time slot information to multiple times and dates at once.
    4. Use the **Clear** button to clear all pricing from the chart or **Fill** to fill the chart with all of the same pricing. **Reload** will reset the info to your previous setting.
  8. **Navigate to the LPR Settings tab:** In the **Edit Lot** page click on **LPR Settings**.
    1. **Free Parking Time:** Set a grace period for patrons to register their plate with a pay-by-plate meter.
  9. **Navigate to Additional Settings:** In the **Edit Lot** page click on **Additional Settings**.
    1. **Banner Detail Code:** For use strictly with the **Banner** system.
  10. **Save Changes:** Press the **Update Lots** button at the bottom of the page to save any changes you make.
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