

# 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

Quick step for editing lot information.

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.

## Lot Admin Page

### Parking Management

- **Locate Lot Administration:** From the dropdown menu, hover over **Lot Administration**.
- **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.

## Lot Administration

 Show Archived

[Add Lot](#)

Monthly Lot Name	Visibility	Price	Visible to User	Usage	Export
General Monthly Lot 1	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	730.00	171 of 175	0 of 175	<a href="#">Export</a>
Green Staff Lot East	User Types <b>1</b> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	77.88	26 of 26	0 of 26	<a href="#">Export</a>
The Bicycle Lot 1	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	5.00	0 of 21	0 of 21	<a href="#">Export</a>
Semester Lot Name	Visibility	Price	Visible to User	Usage	Export
Company Staff LOT	User Types <b>16</b> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	100.00	48 of 48	0 of 48	<a href="#">Export</a>
Main Street Residents	User Types <b>1</b> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	30.00	32 of 32	0 of 32	<a href="#">Export</a>
Yearly Lot Name	Visibility	Price	Visible to User	Usage	Export
ADA Temp Lot	User Types <b>16</b> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	0.00	2039 of 2045	6 of 2045	<a href="#">Export</a>
Blue Staff Lot	User Types <b>2</b> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	375.00	447 of 451	4 of 451	<a href="#">Export</a>
Blue Tenant Lot	User Types <b>3</b> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	0.00	247 of 251	4 of 251	<a href="#">Export</a>
Physician Lot	User Types <b>1</b> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	200.00	41 of 41	0 of 41	<a href="#">Export</a>
Red Staff Lot West	User Types <b>13</b> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	66.00	334 of 342	3 of 342	<a href="#">Export</a>
Red Student Lot West	User Types <b>16</b> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	10.00	303 of 306	4 of 306	<a href="#">Export</a>
Veritas Communications Parking	User Types <b>1</b> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	100.00	61 of 61	0 of 61	<a href="#">Export</a>
Other Lot Name	Visibility	Price	Visible to User	Usage	Export
Guest Overflow Lot	User Types <b>4</b> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	25.00	0 of 57	0 of 57	<a href="#">Export</a>
Hidden	User Types <b>1</b> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	100.00	3 of 3	0 of 3	<a href="#">Export</a>
Neighborhood Lot West	User Types <b>3</b> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	0.00	0 of 41	1 of 41	<a href="#">Export</a>

The lot admin page lists all lots that have been created within the system.

## Column Details

- **Lot Name** - the name of the lot, and the type of the lot (Monthly, Semester, Yearly, Other)
- **User Types** - user types allowed to book the lot
- **Visibility** - the visibility to user (Not visible, visible, not visible but available)
- **Price** - standard price of the lot
- **Permit types** - icons indicating the types of permits enabled on the lot
- **Visible to User** - how many permits in the lot are available for users to book
- **Usage** - number of permits currently booked in the lot
- **Search** - navigates to the permit search page to view the permits in the lot
- **Export** - exports the lot info to Excel file

## Additional Settings

- **Show Archived:** Click this button to view or edit archived lots.
- **Add Lot** - Click this button to add a new lot.

## Lot Edit Page

Back

Edit Lot: General Monthly Lot 1 - \$730.00

General    Zone & Location    Standard Permits    Temporary Permits    Flex Permits    LPR Settings    Additional Settings

This lot is archived ?

Visibility to User:  Not Visible     Visible     Hidden but Accessible

Lot Name: General Monthly Lot 1

Lot Short Name: GML 1

Lot Group ? : Public

Lot Access:  Common Lot     User Type

Bicycles

Common Lot 1

Motorcycles

Guest User  
ADA User  
Athletics  
Company Executive  
Company Staff  
Contractor  
Full Time Staff  
Full Time Student  
New User  
Part Time Staff

Lot Password ? : Password

Use Lot Password

## General

- **Archive the Lot:** Enable **This lot is archived** to archive a lot.
- **Visibility to Users:** Enable **Visible**, **Not Visible** or **Hidden but Accessible**.
- **Lot Name:** Enter the full name for the lot.
- **Lot Short Name:** Enter an abbreviated name for the lot.
- **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.

## Zone & Location

- **Location Description:** Enter the location description that will appear on the user interface.
- **Image:** Upload an image that will appear beside the lot, which users can click to enlarge.

- **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.
- **Map Detail:** Move or Create a **Map Marker** to the lot location. Once the marker is set, the GPS coordinates will automatically populate.

## Standard Permits

- **Default Cost:** Enter the base cost for permits in the lot.
- **Prorated Sales:** Choose **Enabled, Use Default Setting or Disabled** as required.
- **Multiple Permits:** Enable **This lot can be used for a second permit** to allow users to purchase multiple permits for the lot.
- **Waiting List:** Enable **Allow the use of waiting list with this lot** if you want a waiting list feature when permits are sold out.
- **Waitlist Lot Category:** Group multiple lots together on the same waiting list.
- **Lot Sales Window:** Choose the sales window (e.g., Yearly, Monthly).
- **Hang Tag Settings:** Enable settings for printing hang tags if required.

## Temporary Permits

- **Temporary Parking Only:** Enable **This lot is for temporary parking only** if the lot is dedicated to temporary parking.
- **Max Permits per Day:** Set the maximum number of temporary parking permits available.
- **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.
- **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.
- **Daily Cost:** Enter the maximum fee for parking beyond 6 hours.
- **Hourly Costs:** Enter the hourly fee for parking (if applicable). If the lot has a flat rate, leave these fields blank.
- **Over 30 Days Monthly Cost:** Enter the monthly cost for parking permits beyond 30 days.
- **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**.
- **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.

# Flex Permits

- **Using Flex Permits:** In the **Flex Permits Tab** click the checkbox to **Enable Flex Permits**.
- **Add New:** Allows you to add a new **Time Slot** with **Price** and choice for **Colour** coding. **Save Changes** when complete.
- **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.
- 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.

# LPR Settings

- **Free Parking Time:** Set a grace period for patrons to register their plate with a pay-by-plate meter.

# Additional Settings

- **Banner Detail Code:** For use strictly with the **Banner** system.

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