

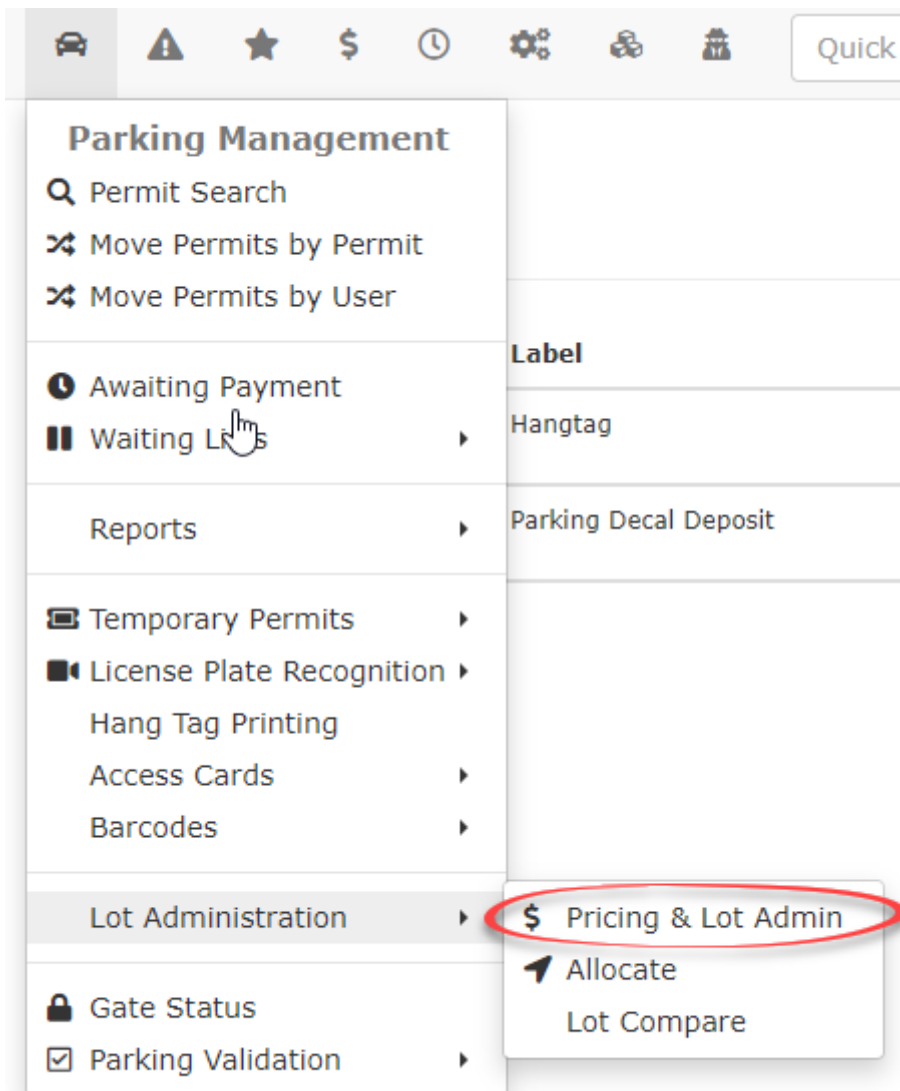
Refundable Parking Deposits

Setup Deposit Options

Setup and manage your Deposit options.

Apply Deposit Types

Now that your deposit types are in place, they can be applied to specific lots. To do so, go to the **Parking Management Menu** and hover over **Lot Administration**, then click on **Pricing and Lot Admin**.



Once in **Pricing and Administration**, select the lot you wish to apply the deposit to by clicking on the lot name. In this case we are selecting the **Green Staff Lot East**.

Permit Pricing & Lot Administration

Show archived ?

Add New Lot

ALLOCATION TYPE	LOT NAME		PRICE	2nd	CARDED	VISIBLE	Text2ParkMe	USAGE
Y - After 4PM		Excel Export	150.00	Yes	No	<input checked="" type="checkbox"/>	No	19 of 50
Show/hide Lot User Types								
Y - Red Staff Lot West		Excel Export	350.00	Yes	No	<input checked="" type="checkbox"/>	No	7 of 10
Show/hide Lot User Types								
Y - Red Student Lot West		Excel Export	525.00	Yes	No	<input checked="" type="checkbox"/>	No	5 of 37
Show/hide Lot User Types								
Y - Text2Park		Excel Export	5.00	No	No	<input checked="" type="checkbox"/>	Yes	0 of 0
Y - UOIT Downtown Campus - Mary Street Garage:		Excel Export	10.00	No	No	<input type="checkbox"/>	No	0 of 0
Show/hide Lot User Types								
	Parking Lot Name							
M - Green Staff Lot East		Excel Export	100.00	Yes	No	<input checked="" type="checkbox"/>	No	2 of 37
Show/hide Lot User Types								
M - Lilac - Daily Reserved		Excel Export	250.00	Yes	No	<input checked="" type="checkbox"/>	No	0 of 26
Show/hide Lot User Types								
M - Teal - Complimentary		Excel Export	0.00	No	No	<input checked="" type="checkbox"/>	No	0 of 26
Show/hide Lot User Types								

Once in **Lot Administration**, select the **Zone & Location** tab to view the available deposit types.

Lot Administration

Applies to [M] Green Staff Lot East

General **Zone & Location** Temporary Parking LPR Settings Statistics

Location: Beside Green field

Lot Sales Window: [M] Monthly

Zone	Days or Range within Sales Window	Start Time	End Time
Day Care	[S][M][T][W][T][F][S]	00:00	23:59

Add Zone by Days Add Zone by Date Range

Access Card Type: None

This lot has printable hang tags

Deposits:

- \$15.00 - Access Cards
- \$10.00 - Deposit A
- \$10.00 - HangTag

Update this Lot

From the list of **Deposits**, click the deposit you wish to apply. You can select more than one deposit type by holding the **Ctrl** or **Shift** key and selecting the deposits you wish to apply.

Lot Sales Window: [M] Monthly

Zone	Days or Range within Sales Window	Start Time	End Time
Day Care	[S][M][T][W][T][F][S]	00:00	23:59

Add Zone by DaysAdd Zone by Date Range

? Access Card Type: None

☒ This lot has printable hang tags
☐ Hang tags are managed by gate control software

? Deposits:

\$10.00 - Hangtag
\$25.00 - Parking Decal Deposit

Update this Lot

Once the deposit type is associated to a lot, it will then be included in the purchase of a permit in that lot for admins only.

Let's have a look at a permit purchase with deposits in place. Go to a user's profile and select the **Parking** tab.

ProfileLockersVehiclesParkingPaymentsHistoryIncident HistoryParsons, Julie (jparsons)

People Alarm

Basic Profile InformationEdit

Enabled	NO
User Directory	OPSCOM
User Type	Complimentary
User Type	
Company	Jones Windows: 197102
Username	jparsons
Name	Julie Parsons
Email Address	jp@rollingrock.com
Auto Login Address	Login as user

VehiclesEdit

Status	Plate	Type	Province	Make	Year
Active	JULPAR	Passenger	Ontario	BMW	2013
Inactive	ASDA347	Passenger	Ontario	Honda	2011

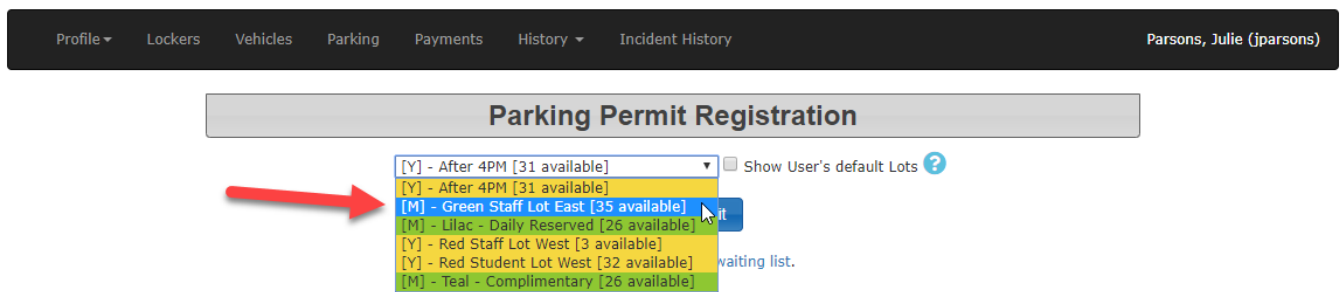
User Notes?

Tomahawk > 05/18 Tester Notes - No Subscription, Monthly allocation, Permit #COM100, Company member, in a different lot than other company members.

Add Note

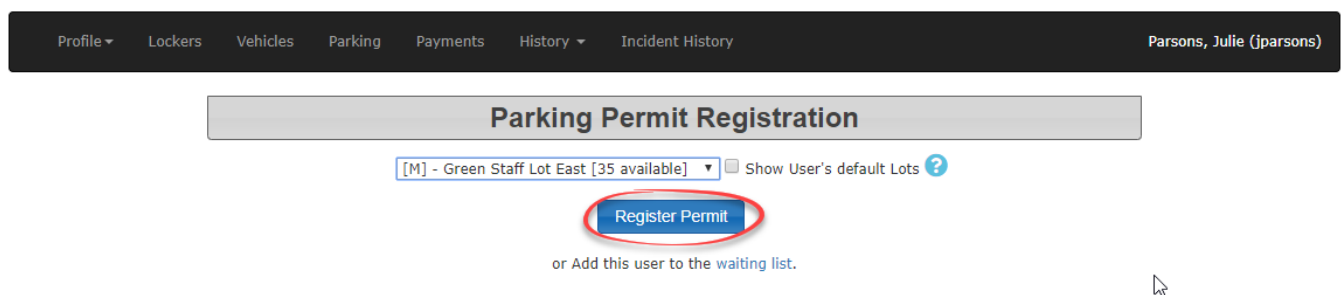
Click on **Standard Parking Permit** to begin the permit purchasing process.

Select the lot you wish to register the client to. In this case we select the **Green Staff Lot East**.



The screenshot shows the 'Parking Permit Registration' form. At the top is a navigation bar with links: Profile, Lockers, Vehicles, Parking, Payments, History, Incident History, and a user profile for 'Parsons, Julie (jparsons)'. The form title 'Parking Permit Registration' is centered. Below it is a dropdown menu for selecting a lot. A red arrow points to the dropdown, which is open, showing a list of lots: '[Y] - After 4PM [31 available]', '[Y] - After 4PM [31 available]', '[M] - Green Staff Lot East [35 available]', '[M] - Lilac - Daily Reserved [26 available]', '[Y] - Red Staff Lot West [3 available]', '[Y] - Red Student Lot West [32 available]', and '[M] - Teal - Complimentary [26 available]'. The 'Green Staff Lot East' option is highlighted. To the right of the dropdown is a checkbox labeled 'Show User's default Lots' with a help icon. Below the dropdown is a blue button labeled 'Register Permit' and a link 'waiting list.'.

Once the lot is selected, click on **Register Permit**.



The screenshot shows the 'Parking Permit Registration' form with the 'Green Staff Lot East' selected in the dropdown menu. The 'Register Permit' button is highlighted with a red circle. Below the button is a link 'or Add this user to the waiting list.'.

The **Confirm Parking Permit Registration** window will appear. Note the two deposits are included and listed in the **Total Owing** costs.

Confirm Parking Permit Registration

Permit Information

Requested Lot: Green Staff Lot East

Semester: July

Permit Total: \$100.00

Permit #: 502 ▾

Deposits: \$10.00 Hangtag

\$25.00 Parking Decal Deposit: Enter the Parking Decal number here

Sub-Total: \$135.00

Taxes: \$13.00

Total Owing: \$148.00

Please verify that the above information is correct.

[Purchase this Permit](#)

[Cancel](#)

[Return to main page](#)

Click on **Purchase this Permit** to begin the payment process.

Payments Due

Locker Payments

No pending locker payments.

Invoice Payments

No pending invoices.

Parking Permit Payments

<input type="checkbox"/>	Submit Date	Permit No.	Amount	
<input checked="" type="checkbox"/>	Jul. 8, 2019	502	\$100.00	Remove
			Taxes:	\$13.00
			Total:	\$113.00

Temp. Permit Payments

No pending permit payments.

Access Card Payments

No pending access card payments.

Deposits

<input type="checkbox"/>	Submit Date	Deposit Item	Amount	
<input checked="" type="checkbox"/>	Jul. 8, 2019	Hangtag	\$10.00	Remove
<input checked="" type="checkbox"/>	Jul. 8, 2019	Parking Decal Deposit: Enter the Parking Decal number here	\$25.00	Remove
			Total:	\$35.00

Violation Payments

No pending violation payments.

Policy Violation Payments

No pending violation payments.

Adjustments

No pending adjustment records.

[Proceed to Payment](#)

Editing Assignable Text

In this step, the admin can record the access card and hang tag numbers. To do so, click on the **Deposit Item** name.

In this case click on **Access Card Deposit: Enter access card number here**.

Temp. Permit Payments

No pending permit payments.

Access Card Payments

No pending access card payments.

Deposits

Submit Date	Deposit Item	Amount	
<input checked="" type="checkbox"/> Jul. 8, 2019	Hangtag	\$10.00	Remove
<input checked="" type="checkbox"/> Jul. 8, 2019	Parking Decal Deposit: Enter the Parking Decal number here	\$25.00	Remove
Total:		\$35.00	

Violation Payments

No pending violation payments.

Policy Violation Payments

No pending violation payments.

Adjustments

No pending adjustment records.

In the **Deposit Information** pop-up window, enter the access card number in the **Assigned Text** field and click **Update Deposit**.

Deposit Information

Deposit is currently active.

Type:

Parking Decal Deposit

Assigned Text:

Update Deposit

Renter:

Parsons, Julie

jparsons

Cost:

\$25.00

Payment Method:

Make Payment

Deposit association:

Permit:

502

Lot Name:

Green Staff Lot East

Actions not available until the payment has been processed.

Deposit Notes ?

Add Note

n: testing
Time: Jul 8, 2019 @ 15:01:23

502	\$100.00	Remove
Taxes:	\$13.00	
Total:	\$113.00	

	Amount	
Hangtag	\$10.00	Remove
: Enter the Parking Decal number here	\$25.00	Remove
Total:	\$35.00	

Once entered, the number will now appear on the **Payments** screen under **Deposits**.

	Total:	\$113.00	
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Temp. Permit Payments

No pending permit payments.

Access Card Payments

No pending access card payments.

Deposits

	Submit Date	Deposit Item	Amount	
<input checked="" type="checkbox"/>	Jul. 8, 2019	Hangtag	\$10.00	Remove
<input checked="" type="checkbox"/>	Jul. 8, 2019	Parking Decal Deposit: 10034	\$25.00	Remove
		Total:	\$35.00	

Violation Payments

No pending violation payments.

Policy Violation Payments

No pending violation payments.

Adjustments

No pending adjustment records.

You may now proceed with the purchase in the usual manner.

Revision #2

Created 7 May 2024 09:21:13

Updated 11 September 2024 13:40:49