

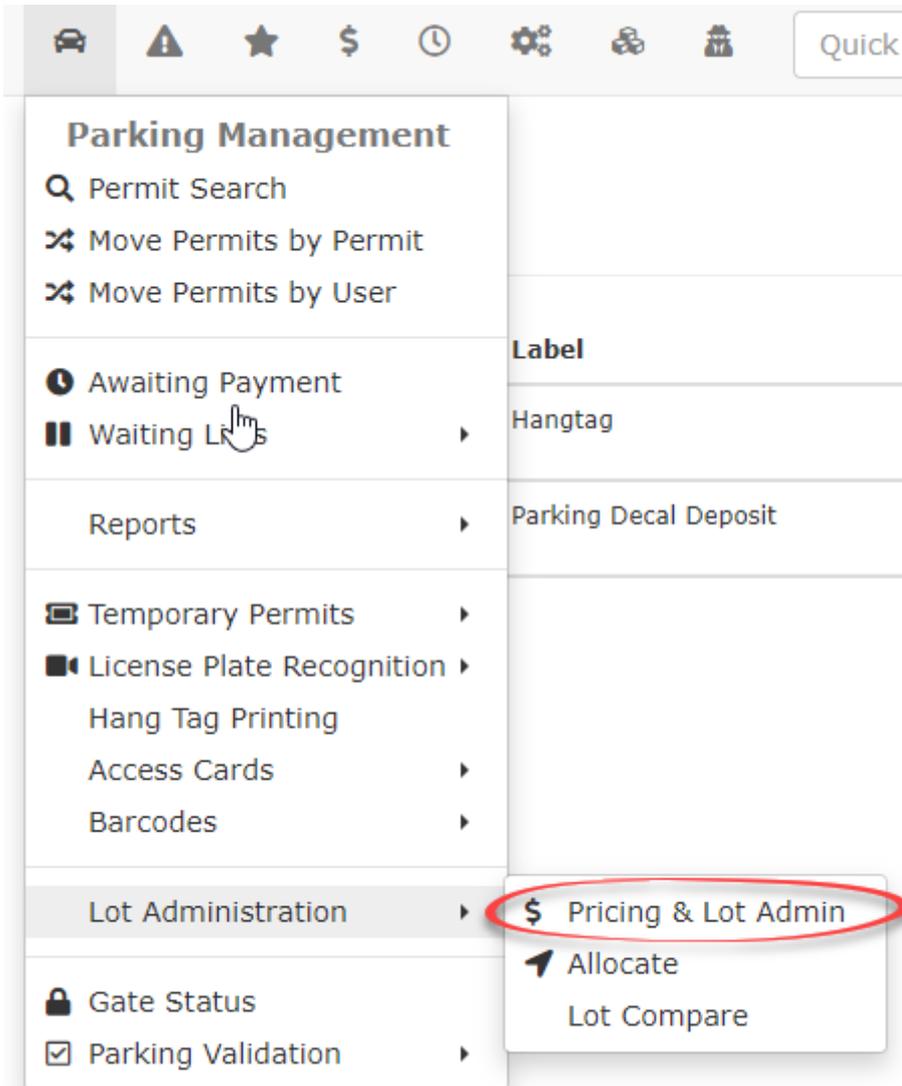
Refundable Parking Deposits

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
<i>Show/hide Lot User Types</i>								
Y - Red Staff Lot West		Excel Export	350.00	Yes	No	<input checked="" type="checkbox"/>	No	7 of 10
<i>Show/hide Lot User Types</i>								
Y - Red Student Lot West		Excel Export	525.00	Yes	No	<input checked="" type="checkbox"/>	No	5 of 37
<i>Show/hide Lot User Types</i>								
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
<i>Show/hide Lot User Types</i>								
M - Green Staff Lot East		Excel Export	100.00	Yes	No	<input checked="" type="checkbox"/>	No	2 of 37
<i>Show/hide Lot User Types</i>								
M - Lilac - Daily Reserved		Excel Export	250.00	Yes	No	<input checked="" type="checkbox"/>	No	0 of 26
<i>Show/hide Lot User Types</i>								
M - Teal - Complimentary		Excel Export	0.00	No	No	<input checked="" type="checkbox"/>	No	0 of 26
<i>Show/hide Lot User Types</i>								

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

Buttons: Add Zone by Days, Add 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.

Profile ▾ Lockers Vehicles **Parking** Payments History ▾ Incident History Parsons, Julie (jparsons)

People Alarm

Basic Profile Information [Edit](#)

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](#) [?](#)

Vehicles [Edit](#)

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

User Notes [?](#)

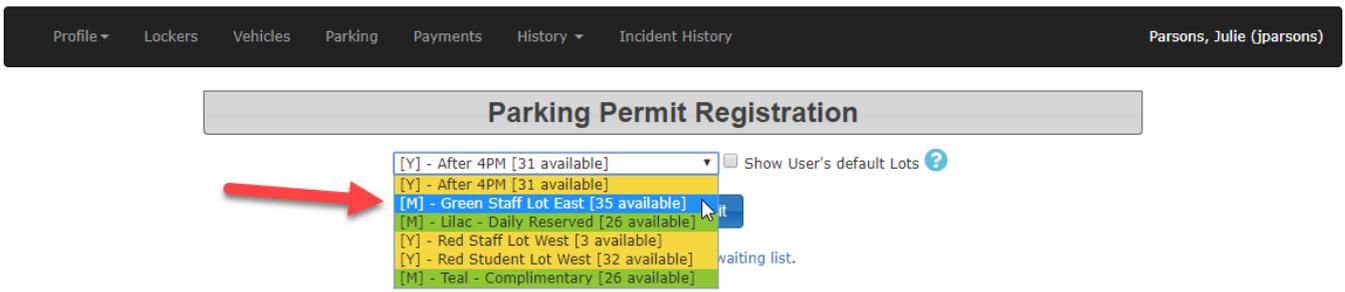
Tomahawk [▶](#) May 18, 2018 @ 3:17 pm

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

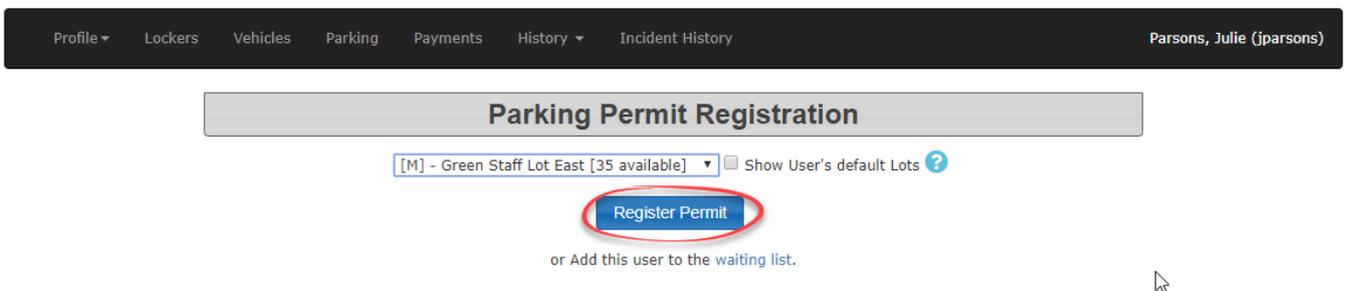
[Add Note](#)

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**.



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



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**.

The image shows a 'Deposit Information' pop-up window on the left and a partial view of the 'Payments' screen on the right. The pop-up window has a title bar with user and system icons. Below the title is a green status bar that says 'Deposit is currently active.' The main content area is divided into sections: 'Type: Parking Decal Deposit', 'Assigned Text: Enter the Parking Decal number here' with an 'Update Deposit' button, 'Renter: Parsons, Julie' with a user icon and 'jparsons', 'Cost: \$25.00', 'Payment Method: Make Payment' button, 'Deposit association: Permit: 502', and 'Lot Name: Green Staff Lot East'. At the bottom, it says 'Actions not available until the payment has been processed.' There is also a 'Deposit Notes' section with a text area and an 'Add Note' button. The partial view of the 'Payments' screen on the right shows a table with columns for 'Amount' and 'Remove'. It lists 'Hangtag' for \$10.00 and 'Parking Decal Deposit: Enter the Parking Decal number here' for \$25.00, with a total of \$35.00. Above this table, there is another table with 'Taxes: \$13.00' and 'Total: \$113.00'.

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