

# 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**.

Quick

Parking Management

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Hangtag

Parking Decal Deposit

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

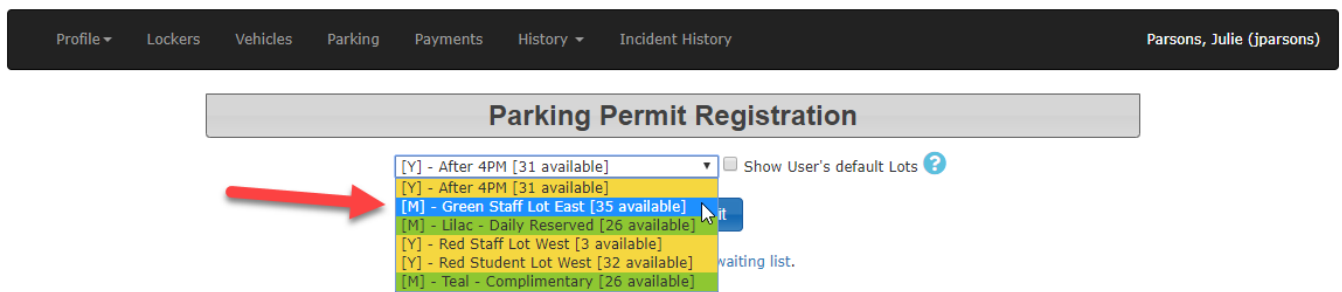
User Notes

Tomahawk05/18 Tester Notes - No Subscription, Monthly allocation, Permit #COM100, Company member, in a different lot than other company members.

Add Note

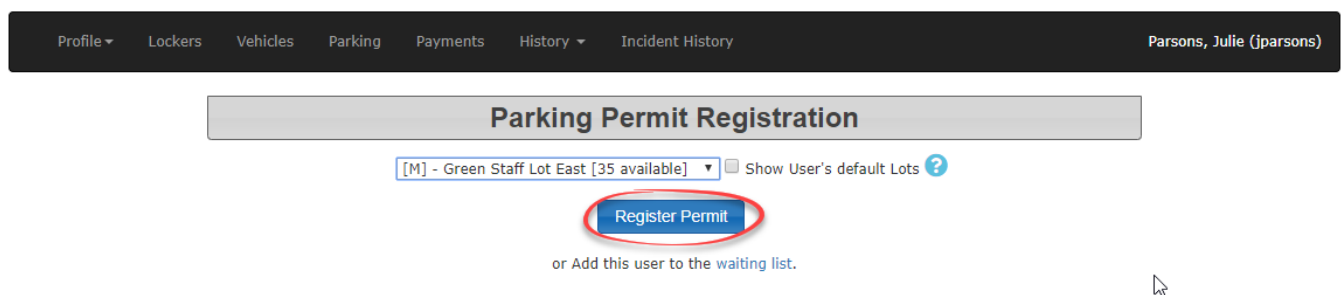
Click on **Standard Parking Permit** to begin the permit purchasing process.

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, the text 'waiting list.' is visible.

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



The screenshot shows the 'Parking Permit Registration' form with the lot selection dropdown menu now showing '[M] - Green Staff Lot East [35 available]'. The 'Register Permit' button is highlighted with a red circle. Below the button, the text 'or Add this user to the waiting list.' is visible. The navigation bar and user profile information remain the same.

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 Owning: \$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	<a href="#">Remove</a>
			<b>Taxes:</b>	<b>\$13.00</b>
			<b>Total:</b>	<b>\$113.00</b>

## 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	<a href="#">Hangtag</a>	\$10.00	<a href="#">Remove</a>
<input checked="" type="checkbox"/>	Jul. 8, 2019	<a href="#">Parking Decal Deposit: Enter the Parking Decal number here</a>	\$25.00	<a href="#">Remove</a>
			<b>Total:</b>	<b>\$35.00</b>

## 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
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No pending permit payments.

#### Access Card Payments

No pending access card payments.

Deposits
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Submit Date	Deposit Item	Amount	
<input checked="" type="checkbox"/> Jul. 8, 2019	Hangtag	\$10.00	<a href="#">Remove</a>
<input checked="" type="checkbox"/> Jul. 8, 2019	Parking Decal Deposit: Enter the Parking Decal number here	\$20.00	<a href="#">Remove</a>
<b>Total:</b>		<b>\$35.00</b>	

## Violation Payments

No pending violation payments.

## Policy Violation Payments

No pending violation payments.

Adjustments
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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:

Enter the Parking Decal number here

Update Deposit

Renter: 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

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	<a href="#">Remove</a>
<input checked="" type="checkbox"/>	Jul. 8, 2019	Parking Decal Deposit: 10034	\$25.00	<a href="#">Remove</a>
		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

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