

Setting Up A Lot To Be Visible and Available To The End User

This instruction outlines the six factors that come into play when creating a lot for permit sales that will determine if the lot is visible and available to the user when selecting lots to purchase permits for.

Quick Steps:

1. Hover over **System Configuration** and click on **System Settings**. Click on **Permits** and find **Show Only Visible lots**. Enable **Show Only Visible Lots** to only view visible lots and leave it disabled to view visible and non-visible lots.
2. Return to the **Dashboard** and hover over **Parking Management** then **Lot Administration** click on **Pricing & Lot Admin**. This will direct you to the **Lot Administration** page.
3. Click on **Add New Lot**. Check **Visible** to allow users to the lot. Fill out any remaining details and click **Update Lot**.
4. Ensure the lot is not marked as **Temporary Only**. This setting can be found in the **Temporary Permits tab** when creating or editing your lot.
5. Hover over **Parking Management** then **Lot Administration** and click **Allocate**. Find your lot and add permits.
6. Return to the **Dashboard** and hover over **Permits** then click on **Sales Windows**. This will take you to the **Manage Permit Sales Window** page. Click on **Add Sale Window**.
7. Fill in the required fields then click **Save Changes**. Set the lot as **active**.
8. Return to the **Dashboard** and hover over **User Management** then click on **User Registration**. Find or create a test user. Ensure that the user type matches a type that is allowed to see the lot. Click on **Login as User** and check if the lot you created is available to be reserved.

If the user type you are testing does not match the lot user type, the lot will not be visible on the user side.

Step-by-Step Instructions:

1. **Enable or disable Show Only Visible Lots:** Hover over **System Configuration** and click on **System Settings**. Click on **Permits** and find Show **Only Visible lots**. Enable **Show Only Visible Lots** to only view visible lots and leave it disabled to view visible and non-visible lots.
2. **Navigate to the Lot Administration page:** Go to **Lot Administration** by hovering over the **Parking Management** menu and selecting **Pricing & Lot Admin**. click **Add New Lot**.
3. **Enter the following information:**
 - **Visible Lot:** Check the box **This lot is visible to site users**.
 - **User Types:** Select the user type(s) that can view your lot. Select multiple by holding the Ctrl key.
 - **Lot Name:**
 - **Lot Short Name**
 - **Default Cost**
4. Click **Update Lot** to save.
5. **Ensure the Lot is Not Temporary-Only:** Make sure the lot is not set as **Temporary Only**. This setting ensures it's available for regular users and is located in the **Temporary Permits** tab when creating or editing the lot.
6. **Allocate Permits to the Lot:** Hover over **Parking Management** then **Lot Administration** and select **Allocate**.
7. **Add Permits:** Add permits to the lot by clicking on **Add Permits to Lot**.
8. **Confirm:** Click **Add Permits** to save the changes.
9. **Verify:** Verify the allocated permits by clicking the **lot name** to view the list.
10. **Set Up the Permit Sales Window:** Hover over **Permits** then click on **Sales Windows**. This will take you to the **Manage Permit Sales Window** page. Click on **Add Sale Window**.
11. **Create Sales Window:** Fill in the required fields then click **Save Changes**. Next set the lot as **active**.

Lots who's end date has passed will be located under **Past Permit Sales Window** and cannot be set as active. Ensure that the End date has not already passed.
12. **Login as user:** Hover over **User Management** and click on either **User Registration** or **User Search** to either create or search a test user. Click **Login as a User** with the appropriate **User Type** (e.g., **Full Time Staff** for lots that are visible to **Full Time Staff** users) to test visibility.
13. **Final Check:** On the **User-Side Dashboard** go to **Permits** and check that the lot can be reserved.

Revision #9

Created 6 May 2024 12:37:59

Updated 5 May 2025 09:49:15 by Co-op Student