Single Allocate

This allows you to add individual permits to lots instead of adding an entire range as in the previous section.

Quick Steps:

1. Hover over **Parking Management** then **Lot Administration** and Select **Allocate**.
2. Find the lot to add the permit to.
3. Click **Add Permits To Lot**.
4. Enter the permit number.
5. Click **Add Permits**.

Step-by-Step Instructions:

1. **Navigate to Permit Number Allocation page**: Hover over the **Parking Management** icon in the system and then hover over **Lot Administration**, then click on **Allocate**.
2. **Locate the Desired Lot**: On the **Permit Number Allocation** page, find the lot you want to add a permit to.
3. **Add Permit to Lot**: Click the **Add Permits To Lot** button.
4. **Enter Permit Information**: In the **Add Permits** screen, type in the permit number. For example, you could add permit **0023** to the **123 Main Street Lot**.
5. **Confirm Addition**: A pop-up message will confirm that your changes were successfully made.
6. **Check the Permit List**: Once the permits are added, your lot will display them in the **Permit Search** utility.

Revision #6
Created 6 May 2024 12:19:51
Updated 5 June 2025 10:04:18 by Co-op Student