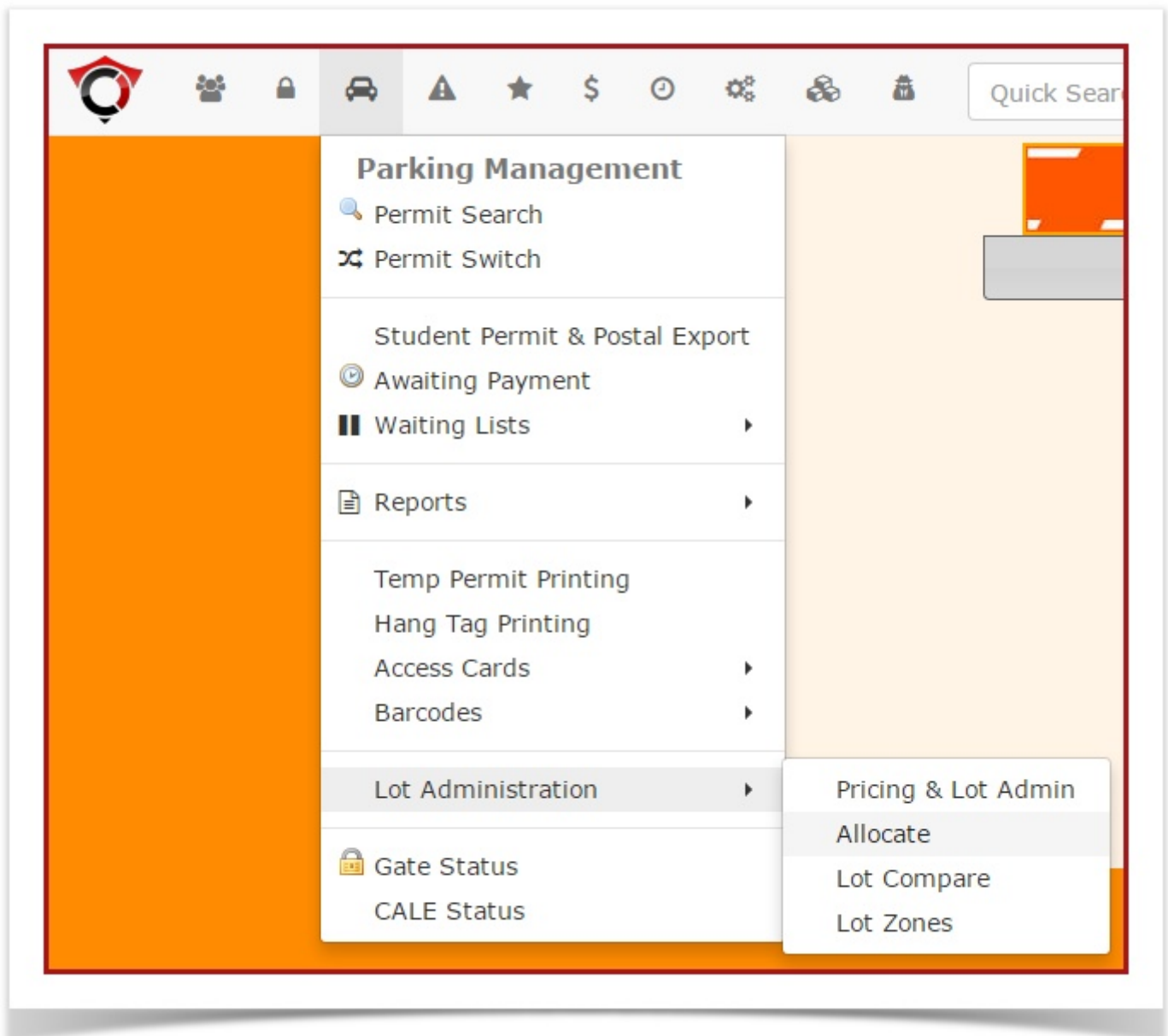


# Single Allocate

1. Hover over the **Parking Management** icon and click '**Lot Administration**' then '**Allocate**'.



2. On the **Allocate** page, Locate the lot you wish to add a single permit to. Click on **Add Permits To Lot**.

## Permit Number Administration

Yearly Permits	2nd	Using Carded	Visible	Total Permits	Permits...	
123 Main Street Lot	No	No	Yes	61	02, 120, 125	<div>Archive Permits ▾</div> <div>Add Permits To Lot</div>
After 4PM	Yes	No	Yes	32	67, 85, 87	<div>Archive Permits ▾</div> <div>Add Permits To Lot</div>
Red Staff Lot West	Yes	Yes	Yes	1	-Not Set-	<div>Archive Permits ▾</div> <div>Add Permits To Lot</div>
Red Student Lot West	Yes	No	Yes	11	101, 103, 108	<div>Archive Permits ▾</div> <div>Add Permits To Lot</div>
Common: Common Lot 1 456 Bridge Street	Yes	No	Yes	3	45610, 45611, 45612	<div>Archive Permits ▾</div> <div>Add Permits To Lot</div>

3. The **Add Permits** screen opens. Enter the single permit number , and select the "**Add Permits**" button. This will add the single permit **0023** to the **123 Main Street Lot**.

## Add permits to lot: 123 Main Street Lot



Specify the permits you wish to add to the lot.

### Permits

*Enter permits one per line.  
Any characters are allowed.*

0023

### Permit Range

Enter the numerical range to be created for permits. Prefix and postfix are available to add in letters or numbers before or after the permit number.

Prefix

Start

End

Postfix

A confirmation page will be shown before actually creating the permits.

You can use both areas to create permits at the same time.

**Optional items** When using ranges, postfix and Prefix are not required.

**Required items** When using ranges, start and end numbers are required and must be integer values.

Permit numbers are only unique to the Lot. They can be reused for other lots. If you are wanting to move permits from one lot to another, you must also archive the permits in the original lot.

Add Permits

Close

Revision #2

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