

User Types

User Types Configuration

To setup a user type, go to the **Admin Options** menu and hover over **Users** to select **Types**.

Image not found or type unknown



Create a New User Type

The **User Type Administration** tool opens. The list of existing User Types will appear.

To add a user type, click on the **Create New User Type**. In this example, we are creating a user type of **Public Parker**.

User Type Administration [Create New User Type](#)

User Type Group		Name	# of Users	# of Payment Types
Athletics	Edit	Athletics Member	1	14
Public	Edit	Complimentary	2	14
Public	Edit	Daily Reserved	5	14
Public	Edit	Demo	7	14
Staff	Edit	Full Time Staff	8	16
Staff	Edit	Part Time Staff	5	17
Student	Edit	Exchange Student	0	14
Student	Edit	Full Time Student	9	14
Student	Edit	Part Time Student	3	14

Enter the **Type Name** and set the **Grouping** to **Public**, we also have the ability to toggle if the user type is select able upon registration to your users by clicking **Visible to Users** as well as the number of **Extra Active Vehicles** that user can have. By default users can have a single vehicle at a time unless this field is specified.

User Type Administration Create New User Type

User Type Group	Name	# of Users	# of Payment Types
Athletics	Edit Athletics Member	1	14
Public	Edit Complimentary	2	14
Public	Edit Daily Reserved	5	14
Public	Edit Demo	7	14
Staff	Edit Full Time Staff	8	16
Staff	Edit Part Time Staff	5	17
Student	Edit Exchange Student	0	14
Student	Edit Full Time Student	9	14
Student	Edit Part Time Student	3	14

New User Type

Type Name

Grouping

Visible to users

Extra Active Vehicles

Number of additional vehicles allowed to be active

Allowed Payment Types

Selected payment types will be visible and selectable by the user type. Administrators are still able to override this and select a payment type that is not selected here.

<input type="checkbox"/> GW: Chase	Credit Card via Gateway with ChasePaymenttech
<input type="checkbox"/> GW: Moneris	Credit Card via Gateway with Moneris

Next you may scroll to choose allowed payment types for this User Type.

Student	Edit	Part Time Student	3	14
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Allowed Payment Types

Selected payment types will be visible and selectable by the user type. Administrators are still able to override this and select a payment type that is not selected here.

<input type="checkbox"/> GW: Chase	Credit Card via Gateway with ChasePaymenttech
<input type="checkbox"/> GW: Moneris	Credit Card via Gateway with Moneris
<input type="checkbox"/> HP: AuthorizeNet	Credit Card via Hosted Payments with AuthorizeNet
<input type="checkbox"/> HP: Bambora	Credit Card via Hosted Payments with Bambora
<input type="checkbox"/> HP: Edge Express	Credit Card via Hosted Payments with EdgeExpress
<input type="checkbox"/> HP: Exact	Credit Card via Hosted Payments with Exact
<input type="checkbox"/> HP: Moneris	Credit Card via Hosted Payments with Moneris
<input type="checkbox"/> HP: PayPal	Credit Card via Hosted Payments with PayPal
<input type="checkbox"/> HP: Touchnet	Credit Card via Hosted Payments with

A Note On Extend Info:

Extend Info is the internal system master user types. There are four categories. These master user types are important as they govern access to other items in the system. Payment types for example, can be restricted as far as being visible in the system to internal users, end users both as staff or student. You may want Payroll deduction only visible to Staff users, as an example.

The look and feel of the profile form itself is also affected by master user type. Student users would see items in the profile registration form that staff users would not see and vice versa.

The user type you create as a subset to these must fit one of these categories.

- Staff**
- Student**
- Public**
- Athletics**

Now when you look at the list of user type, notice **Public Parker** is now one of the user types.

User Type Administration Create New User Type

User Type Group	Name	# of Users	# of Payment Types
Athletics	Edit Athletics Member	1	14
Public	Edit Complimentary	2	14
Public	Edit Daily Reserved	5	14
Public	Edit Demo	4	14
Public	Edit Public Parker	0	0
Public	Edit testasdf	0	0
Staff	Edit Full Time Staff	5	16
Staff	Edit Part Time Staff	2	17
Student	Edit Exchange Student	0	14
Student	Edit Full Time Student	4	14
Student	Edit Part Time Student	1	14

Edit User Type

Type Name

Grouping

Visible to users

Extra Active Vehicles
Number of additional vehicles allowed to be active

Allowed Payment Types

Selected payment types will be visible and selectable by the user type. Administrators are still able to override this and select a payment type that is not selected here.

GW: Chase Credit Card via Gateway with ChasePaymenttech

GW: Moneris Credit Card via Gateway with Moneris

Apply User Type to User

Applying a **User Type** to a user can be done when the user account is created. It can also be changed at any time in the future.

In the user profile, click in the field labeled **Select User Type** to display the pick list where you can choose **Public Parker**.

User Registration Form

Personal Information

Allow user login and mark account as active

* User Type:	--- Select User Type ---
* Locker User Type:	--- Select User Type ---
* Username:	Athletics Member Complimentary Daily Reserved Demo Exchange Student Full Time Staff Full Time Student Part Time Staff Part Time Student
* Password:	change their password upon their next login.
* Email Address:	
Salutation:	Public Parker
* First Name:	
Middle Name:	
* Last Name:	
* Permanent Mailing Address:	
* City:	
* Province:	Select Province
* Postal Code:	
* Local Phone Number:	Please include area code

The user profile will now look like the following:

Basic Profile Information [Edit](#)

Enabled	Yes
User Directory	OPSCOM
Unique ID	No value
User Type	Public Parker
Locker User Type	
Username	elleb
Name	Noëlle Brodeur
Email Address	noelle.brodeur@gmail.com
Auto Login Address	Login as user

Active Address

Address	
City	
Province	Ontario

Vehicles [Edit](#)

Status	Plate	Type	Province	Make	Year
No vehicles on file.					

User Notes [?](#)

[Add Note](#)

User Types in Searches

User Type can be used in search criteria as well. In the user search tool select **Public Parker** with no other search parameters set,

User Search

Username / Name / Email

User Number

Phone Number

Plate

Department

Tax Exemption Code

User Types
Daily Reserved
Demo
Exchange Student
Full Time Staff
Full Time Student
Part Time Staff
Part Time Student
Public Parker

You will now see the **elleb** user in the returned search results simply based on the user type.

Username / Name / Email

User Number

Phone Number

Plate

Department

Tax Exemption Code

User Types

- Daily Reserved
- Demo
- Exchange Student
- Full Time Staff
- Full Time Student
- Part Time Staff
- Part Time Student
- Public Parker**

Username	Full Name	Address	City	Account Number	Phone Number
<input type="button" value="elleb"/>	Brodeur, Noëlle				

Configure Access to Lots with User Types

In **Lot Administration**, the user type can be applied to provide or restrict access by user type. In the **General Tab**, you can select what users have access to the lot in question by selecting the user types you wish to allow access to in the **Lot Types** section.

Under **User Type Lot**, select the user types you wish to have park in this lot. In our example, we are choosing **Full Time Student**, **Part Time Student** and our recently created **Public Parker**. The scenario for this lot is that we will allow students as well as **Public Parkers** to purchase permits in this lot but not Staff/Faculty users.

Lot Administration

Applies to [Y] Red Student Lot West ▼

General **Zone & Location** Temporary Parking LPR Settings Statistics

This lot is archived ?

This lot is visible to site users

Lot Name: Red Student Lot West 🗑

Lot Short Name: RED-STU

Default Cost: 525.00

This lot can be prorated. ?

This lot can be used for a second permit ?

Allow the use of a waiting list with this lot

Lot Category:

Lot Types:

Common Lot 1

Common Lot 2

User Type Lot

- Exchange Student ▲
 - Full Time Staff
 - Full Time Student**
 - Part Time Staff
 - Part Time Student
 - Public Parker ▼

Update this Lot

When looking at the list of lots in **Lot Administration**, you can see what user types a lot is configured for by clicking on **Show/Hide Lot User Types**.

In the example below **Red Staff Lot** is restricted to **Full Time** and **Part Time Staff** whereas **Red Student Lot** is accessible to both **Full** and **Part Time Students** as well as **Public Parkers**.

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	6 of 50
<i>Show/Hide Lot User Types</i>								
Y - Red Staff Lot West		Excel Export	350.00	No	No	<input checked="" type="checkbox"/>	No	3 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	7 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
<i>Show/Hide Lot User Types</i>								
M - Green Staff Lot East		Excel Export	100.00	Yes	No	Yes	No	0 of 37
<i>Show/Hide Lot User Types</i>								
M - Lilac - Daily Reserved		Excel Export	250.00	Yes	No	Yes	No	0 of 26
<i>Show/Hide Lot User Types</i>								
M - Teal - Complimentary		Excel Export	0.00	No	No	Yes	No	0 of 26
<i>Show/Hide Lot User Types</i>								

Y = Yearly, M = Monthly, S = by Semester, O = by Other

Save Updates

By adding user type to lots the user side will appear as follows. In this example we are logged on as **Joseph Callaghan**.

When you go into the process of purchasing a permit, the system will only display lots that are configured for that user type.

In this example we see our **Standard Permit Lot and Text2Park** only.

The screenshot shows a web interface for purchasing parking permits. At the top, there is a navigation menu with links for Home, Vehicles, Permits (highlighted), Appeals, Lockers, Forms, Payments, and English. The user is logged in as Joseph Callaghan. The main content area contains several paragraphs of text explaining the permit process, including information about availability, waiting lists, and specific rules for staff and resident students. Below the text, there are two permit cards:

- After 4PM**: Shows a 'Standard Permit' button. Below it, it indicates 'Yearly', '40 Remaining', and '\$150.00'.
- Text2Park**: Shows two buttons: 'Standard Permit' (disabled) and 'Waiting List' (active). Below it, it indicates 'Yearly', 'Sold Out', and '\$5.00'.

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