

# Using Permit Proration

**Proration** is a permission that can be given to an admin user. It allows them to sell a permit to a user that is valid for a shorter portion of the active sales window and have the system adjust the cost of the permit accordingly. A good example is a student parker starting to park a vehicle halfway through a year or semester.

## Quick Steps:

1. Hover over the **Parking Management** then **Lot Administration** and select **Pricing & Lot Admin**.
2. Click on the **Lot Name**.
3. In the **Edit Lot** page click on **Standard Permits** and enable **Proration** for the desired lot. Click **Update Lot** to save.
4. Hover over **User Management** and click **User Search**. find the user's profile and click on their **username** then click on the **Parking** tab.
5. Select the **Standard Parking Permit** for the desired lot.
6. Choose the **permit number** and **start date**.
7. The cost will be prorated and display as **prorated**.
8. Click **Purchase this Permit** to finalize the purchase.
9. The adjusted cost will appear in both the Admin and User's portals.

## Step-by-Step Instructions:

1. **Locate Pricing & Lot Admin page:** Hover over the **Parking Management** then **Lot Administration** and select **Pricing & Lot Admin**.
  1. **Configuration/Setup:** In **Lot Admin & Pricing**, select the lot you want to set up for proration.
  2. On the **Standard Permit** tab, check Proration **Enabled**. The lot is now set for proration.
2. Hover over **User Management** and click **User Search**.
  1. **Using Proration for Permits:** Search for the user and open their profile by clicking on their **username**.
  2. **Locate the Parking Tab:** Click on the **Parking** tab to begin purchasing a permit. The **Parking Permit Registration** screen will appear.
  3. **Selecting Standard Parking:** Select the **Standard Parking Permit** for the lot where the user will park. The full price of the permit will be displayed.
  4. **Configuring the Confirm Parking Permit Registration page:** Choose the **permit number** for the user and select the **start date** for the permit.
  5. **Confirm the Prorated Cost:** After selecting the permit number and start date, the cost will be prorated, and the **prorated** label will appear. Confirm that the cost has been prorated.

6. Click **Purchase this Permit** to complete the process. The adjusted permit cost will now show in both the Admin Portal and the User's Portal.

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