

Parking Configuration

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Lot Groups Management

Lot Groups in OPS-COM allow administrators to logically group similar parking lots together, treating them as a single entity for certain configurations. This feature simplifies management by enabling shared settings like free parking time and vehicle count limits across multiple lots, providing a more streamlined approach to parking administration.

Setup & Configuration

A lot may only belong to one group, and membership in a group is optional.

1. Hover over **System Configuration**, then **Parking**, and click **Manage Lot Groups**.
2. Click the **Add Lot Group** button.
 - **Lot Group**: Enter a descriptive Group Name in the text box.
 - Optionally, set a **Free Parking Time Limit** in minutes. This setting is typically used for lots equipped with pay-by-plate meters to provide a grace period for users to register their license plate.
 - **Offence Location**: Offence locations for lot groups are used in conjunction with static cameras. Through the use of a static camera report, a violation can be written that uses the offence location associated to the lot group the camera is in.
 - **Vehicle Counts Limit**: Enter a numerical value for the **Vehicle Counts Limit**. This sets a maximum vehicle count for the entire group of lots.
3. Click **Save Changes** to create the new lot group. The newly created lot group will now appear in the list on the **Manage Lot Groups** page.

Assigning a Lot to a Lot Group

Once a Lot Group is created, you can assign individual lots to it from the **Lot Edit Page**:

1. Hover over **Parking Management**, then **Lot Administration**, and click **Pricing & Lot Admin**.
2. Click on the **Lot Name** of the lot you wish to assign to a group.
3. On the **General** tab, locate the **Lot Group** dropdown menu.
4. Select the desired **Lot Group** from the list.
5. Click **Update Lot** to save your changes.

Best Practices & Considerations

- **Logical Grouping:** Group lots that share similar operational characteristics or pricing rules. For instance, all visitor lots could be in one group, or all faculty lots in another.
- **Pay-by-Plate Integration:** The **Free Parking Time Limit** is crucial for lots using pay-by-plate systems. Ensure this setting provides adequate time for users to complete their registration.
- **Centralized Control:** Using Lot Groups allows for centralized management of certain settings, reducing the need to configure them individually for each lot.
- **Deletion Note:**
 - **Deleting** a lot group is a **permanent action** from the list.
 - While the group will no longer appear, its associated data (connections to permits and parking lot historical data) remains stored in the OPS-COM system. This ensures data integrity for past transactions.

Managing Lot Zones

Lot Zones in OPS-COM allow administrators to define specific geographical or logical areas within a parking lot. This feature is crucial for managing pricing variations, access controls, and enforcement strategies tailored to different sections of a larger lot, enhancing flexibility and precision in parking operations.

Using this Feature

The **Manage Lot Zones** page provides a straightforward interface to add, edit, and delete various lot zones.

1. Hover over **System Configuration, Parking**, and click **Manage Lot Zones**.

Adding

1. Click the **Add Lot Zone** button.
2. Complete the two required fields:
 - **Name:** The full, descriptive name of the **Lot Zone** (e.g., "Day Care Center").
 - **Short Name:** A shorter name used, for instance, with handheld devices (e.g., "DAY").
3. Click **Save Changes** when finished to add the new zone to the list.

Editing

1. Locate the Lot Zone you wish to modify in the list.
2. Click the **Edit** button next to the Lot Zone.
3. Enter the desired changes to the zone's name.
4. Click **Save Changes** to apply your updates.

Deleting

A Lot Zone can **only be deleted if no records are currently associated with it**. Administrators must first ensure that the zone is not in use (e.g., linked to any specific parking spaces, permits, or configurations within lots) before it can be removed.

1. Locate the Lot Zone you wish to remove from the list.
2. Click the **Delete** button next to the Lot Zone.
3. A confirmation window will appear.

4. If you are sure you wish to delete the zone, click **Delete** in the confirmation window.
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Best Practices & Considerations

- **Granular Control:** Use lot zones to apply different rules, prices, or restrictions to sub-sections within a single large parking lot.
- **Clear Naming:** Use descriptive names for your lot zones that clearly indicate their purpose or location (e.g., "North End Hourly," "Permit Holder Zone A").
- **Data Integrity:** Always ensure that a lot zone is not actively referenced by any other part of the system (like lot configurations or specific spaces) before attempting to delete it.
- **Mapping Integration:** If your system includes mapping features, ensure your defined lot zones can be visually represented for clarity for both administrators and users.

Common Lots

Common Lot Types in OPS-COM allow administrators to categorize parking lots based on shared characteristics or administrative distinctions. This feature provides a way to organize lots beyond their physical location, facilitating better management and reporting. This article guides OPS-COM administrators on how to navigate to, add, edit, and delete Common Lot Types.

Adding/Editing Common Lot Types

1. Hover over **Admin Options, Parking** and click **Common Lots**.
2. Click the **Add Common Lot Type** button at the top of the page (or Edit button next to an existing one).
3. Enter/Change the **Common Lot Type Name**.
4. Click **Save Changes**.

Making changes to lot types that are being used will reflect the entire system.

Deleting Common Lot Types

To delete a common lot type click the **Delete** button next to the type you wish to remove.

You are unable to delete common lot types that are currently being used by lots within the system. You must first reassign or remove the lot type from any associated lots before getting a **Delete** button.

Best Practices & Considerations

- **Meaningful Categories:** Create common lot types that genuinely help categorize and distinguish your parking lots (e.g., "Student Resident Lots," "Staff Permit Lots," "Hourly Pay Lots").
- **Impact of Changes:** Be aware that editing an existing common lot type will immediately update all lots currently assigned to that type.

- **Deletion Prerequisites:** Always ensure that no active lots are assigned to a common lot type before attempting to delete it. Reassigning lots to another type or to no type will be necessary.
- **Consistency:** Maintain consistent naming conventions for your common lot types to ensure clarity and ease of use for administrators.

Permit States

Permit States in OPS-COM allow administrators to define and manage the various statuses a parking permit can have within the system (e.g., Active, Expired, Voided, Lost). This feature is essential for accurately tracking the lifecycle of permits, facilitating efficient management, and providing clear reporting on permit validity and usage.

Using this Feature

The **Manage Permit States** page provides a simple interface to add, edit, and delete various permit states.

1. Hover over System Configuration, Parking, and click Manage Permit States

Adding

1. Click the **Add Permit State** button.
2. Enter the desired **Permit State Name** and choose if this permit will be a **Valid** state or not.
3. Click **Save Changes** to add the new permit state to the list.

Editing

1. To edit an existing permit state, locate it in the list.
2. Click the **Edit** button next to the permit state.
3. Make your updates
4. Click **Save Changes** to apply your updates.

Deleting

In order to delete a permit state, it must not currently be in use by any permits in the system. Administrators must first ensure that no permits are currently assigned this permit state before it can be removed. This prevents permit records from having blank or invalid state information if the permit state is deleted while in use.

1. To delete a permit state, locate it in the list.
2. Click the **Delete** button next to the permit state.
3. A modal window will appear, asking for confirmation.

4. If you are sure you wish to delete the permit state, click **Delete** in the confirmation window.
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Best Practices & Considerations

- **Comprehensive States:** Define a set of permit states that accurately reflect the entire lifecycle of a permit within your operations, from creation to expiration or invalidation.
- **Clear Naming:** Use clear, concise, and easily understandable names for your permit states (e.g., "Active," "Pending Payment," "Revoked," "Expired").
- **Data Integrity:** Always ensure that no permits are currently assigned to a specific state before attempting to delete it. Reassigning permits to another valid state is crucial to prevent data inconsistencies.
- **Impact on Reporting:** Permit states are fundamental for various reports, such as active permit counts, expired permit analysis, or voided permit reconciliation. Accurate state management ensures reliable reporting.
- **Workflow Integration:** Consider how different permit states fit into your operational workflows (e.g., what actions trigger a permit to change from "Pending" to "Active").