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.

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