

# 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.

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