

# 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.
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Revision #3

Created 21 May 2024 11:41:43

Updated 17 June 2025 14:58:34 by Shannon Jones