

User Types

User Types Configuration

To setup a user type, go to the **Admin Options** menu and hover over **Users** to select **Types**.

Create a New User Type

The **User Type Administration** tool opens. The list of existing User Types will appear.

To add a user type, click on the **Create New User Type** In this example, we are creating a user type of **Public Parker**.

User Type Administration				
User Type Group		Name	# of Users	# of Payment Types
Athletics	Edit	Athletics Member	1	14
Public	Edit	Complimentary	2	14
Public	Edit	Daily Reserved	5	14
Public	Edit	Demo	7	14
Staff	Edit	Full Time Staff	8	16
Staff	Edit	Part Time Staff	5	17
Student	Edit	Exchange Student	0	14
Student	Edit	Full Time Student	9	14
Student	Edit	Part Time Student	3	14

Enter the **Type Name** and set the **Grouping** to **Public**, we also have the ability to toggle if the user type is select able upon registration to your users by clicking **Visible to Users** as well as the number of **Extra Active Vehicles** that user can have. By default users can have a single vehicle at a time unless this field is specified.

User Type Administration

[Create New User Type](#)

User Type Group		Name	# of Users	# of Payment Types
Athletics	Edit	Athletics Member	1	14
Public	Edit	Complimentary	2	14
Public	Edit	Daily Reserved	5	14
Public	Edit	Demo	7	14
Staff	Edit	Full Time Staff	8	16
Staff	Edit	Part Time Staff	5	17
Student	Edit	Exchange Student	0	14
Student	Edit	Full Time Student	9	14
Student	Edit	Part Time Student	3	14

New User Type

Type Name**Grouping**☐ Visible to users**Extra Active Vehicles**

Number of additional vehicles allowed to be active

Allowed Payment Types

Selected payment types will be visible and selectable by the user type. Administrators are still able to override this and select a payment type that is not selected here.

☐ GW: Chase

Credit Card via Gateway with ChasePaymenttech

☐ GW: Moneris

Credit Card via Gateway with Moneris

Next you may scroll to choose allowed payment types for this User Type.

Student	Edit	Part Time Student	3	14
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Allowed Payment Types

Selected payment types will be visible and selectable by the user type. Administrators are still able to override this and select a payment type that is not selected here.

☐ GW: Chase

Credit Card via Gateway with ChasePaymenttech

☐ GW: Moneris

Credit Card via Gateway with Moneris

☐ HP: AuthorizeNet

Credit Card via Hosted Payments with AuthorizeNet

☐ HP: Bambora

Credit Card via Hosted Payments with Bambora

☐ HP: Edge Express

Credit Card via Hosted Payments with EdgeExpress

☐ HP: Exact

Credit Card via Hosted Payments with Exact

☐ HP: Moneris

Credit Card via Hosted Payments with Moneris

☐ HP: PayPal

Credit Card via Hosted Payments with PayPal

☐ HP: Touchnet

Credit Card via Hosted Payments with

A Note On Extend Info

Extend Info is the internal system master user types. There are four categories.

These master user types are important as they govern access to other items in the system.

Payment types for example, can be restricted as far as being visible in the system to internal users, end users both as staff or student. You may want Payroll deduction only visible to Staff users, as an example.

The look and feel of the profile form itself is also affected by master user type. Student users would see items in the profile registration form that staff users would not see and vice versa.

The user type you create as a subset to these must fit one of these categories.

Staff

Student

Public

Athletics

Now when you look at the list of user type, notice **Public Parker** is now one of the user types.

User Type Administration

Create New User Type

User Type Group		Name	# of Users	# of Payment Types
Athletics	Edit	Athletics Member	1	14
Public	Edit	Complimentary	2	14
Public	Edit	Daily Reserved	5	14
Public	Edit	Demo	4	14
Public	Edit	Public Parker	0	0
Public	Edit	testasdf	0	0
Staff	Edit	Full Time Staff	5	16
Staff	Edit	Part Time Staff	2	17
Student	Edit	Exchange Student	0	14
Student	Edit	Full Time Student	4	14
Student	Edit	Part Time Student	1	14

Edit User Type

Type NamePublic Parker

GroupingPublic

Visible to users

Extra Active Vehicles2
Number of additional vehicles allowed to be active

Allowed Payment Types

Selected payment types will be visible and selectable by the user type. Administrators are still able to override this and select a payment type that is not selected here.

GW: Chase

Credit Card via Gateway with ChasePaymenttech

GW: Moneris

Credit Card via Gateway with Moneris

Apply User Type to User

Applying a **User Type** to a user can be done when the user account is created. It can also be changed at any time in the future.

In the user profile, click in the field labeled **Select User Type** to display the pick list where you can choose **Public Parker**.

User Registration Form

Personal Information

☐ Allow user login and mark account as active

* User Type:	--- Select User Type ---
* Locker User Type:	--- Select User Type ---
* Username:	Athletics Member
* Password:	Complimentary
* Email Address:	Daily Reserved
	Demo
	Exchange Student
	Full Time Staff
	Full Time Student
	Part Time Staff
	Part Time Student
	Public Parker
Salutation:	
* First Name:	
Middle Name:	
* Last Name:	
* Permanent Mailing Address:	
* City:	
* Province :	Select Province
* Postal Code :	
* Local Phone Number:	Please include area code

The user profile will now look like the following:

Basic Profile Information Edit

Enabled	Yes
User Directory	OPSCOM
Unique ID	No value
User Type	Public Parker
Locker User Type	
Username	elleb
Name	Noëlle Brodeur
Email Address	noelle.brodeur@gmail.com
Auto Login Address	Login as user ?

Vehicles Edit

Status	Plate	Type	Province	Make	Year
No vehicles on file.					

User Notes ?

Add Note

Active Address

Address	
City	
Province	Ontario

User Types in Searches

User Type can be used in search criteria as well. In the user search tool select **Public Parker** with no other search parameters set,

User Search

Username / Name / Email



User Number

More Search Options

Phone Number

Plate

Department

Tax Exemption Code

User Types

Temporary
Daily Reserved
Demo
Exchange Student
Full Time Staff
Full Time Student
Part Time Staff
Part Time Student
Public Parker

Search

You will now see the **elleb** user in the returned search results simply based on the user type.

Username / Name / Email

User Number

More Search Options

Phone Number

Plate

Department

Tax Exemption Code

User Types

Complementary

Daily Reserved

Demo

Exchange Student

Full Time Staff

Full Time Student

Part Time Staff

Part Time Student

Public Parker

Search

Username	Full Name	Address	City	Account Number	Phone Number
elleb	Brodeur, Noëlle				

Configure Access to Lots with User Types

In **Lot Administration**, the user type can be applied to provide or restrict access by user type. In the **General Tab**, you can select what users have access to the lot in question by selecting the user types you wish to allow access to in the **Lot Types** section.

Under **User Type Lot**, select the user types you wish to have park in this lot. In our example, we are choosing **Full Time Student**, **Part Time Student** and our recently created **Public Parker**. The scenario for this lot is that we will allow students as well as **Public Parkers** to purchase permits in this lot but not Staff/Faculty users.

Lot Administration

Applies to [Y] Red Student Lot West ▼

General

Zone & Location

Temporary Parking

LPR Settings

Statistics

☐ This lot is archived ?

☒ This lot is visible to site users

Lot Name: Red Student Lot West

Lot Short Name: RED-STU

Default Cost: 525.00

☐ This lot can be prorated. ?

☒ This lot can be used for a second permit ?

☒ Allow the use of a waiting list with this lot

Lot Category:

Lot Types:

☐ Common Lot 1

☐ Common Lot 2

☒ User Type Lot

Exchange Student
Full Time Staff
Full Time Student
Part Time Staff
Part Time Student
Public Parker

Update this Lot

When looking at the list of lots in **Lot Administration**, you can see what user types a lot is configured for by clicking on **Show/Hide Lot User Types**.

In the example below **Red Staff Lot** is restricted to **Full Time** and **Part Time Staff** whereas **Red Student Lot** is accessible to both **Full** and **Part Time Students** as well as **Public Parkers**.

Permit Pricing & Lot Administration

Show archived ?

Add New Lot


ALLOCATION TYPE	LOT NAME		PRICE	2nd	CARDED	VISIBLE	Text2ParkMe	USAGE
Y - After 4PM	Excel Export		150.00	Yes	No	<input checked="" type="checkbox"/>	No	6 of 50
Show/Hide Lot User Types								
Y - Red Staff Lot West	Excel Export		350.00	No	No	<input checked="" type="checkbox"/>	No	3 of 10
Show/Hide Lot User Types								
Y - Red Student Lot West	Excel Export		525.00	Yes	No	<input checked="" type="checkbox"/>	No	7 of 37
Show/Hide Lot User Types								
Y - Text2Park	Excel Export		5.00	No	No	<input checked="" type="checkbox"/>	Yes	0 of 0
M - Green Staff Lot East	Excel Export		100.00	Yes	No	Yes	No	0 of 37
Show/Hide Lot User Types								
M - Lilac - Daily Reserved	Excel Export		250.00	Yes	No	Yes	No	0 of 26
Show/Hide Lot User Types								
M - Teal - Complimentary	Excel Export		0.00	No	No	Yes	No	0 of 26
Show/Hide Lot User Types								

Y = Yearlv, M = Monthlv, S = by Semester, O = by Other

Save Updates

By adding user type to lots the user side will appear as follows. In this example we are logged on as **Joseph Callaghan**.
When you go into the process of purchasing a permit, the system will only display lots that are configured for that user type.
In this example we see our **Standard Permit Lot and Text2Park** only.

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 [Joseph Callaghan](#)

Parking availability changes considerably during the academic year and permits are offered for sale in select lots on campus. Like any parking lot, there are fewer spaces in campus parking lots that needed over the course of an average day because not all parkers are there at the same time. OPermit allocations are processed and maintained by the Parking Services Office. (Y)early, (S)emester, and (M)onthly parking permits are available for sale below. Please select from one of the parking permit options on the side of the map. If no permit options are available, permits may be temporarily sold out. If this is the case, please select the option to add yourself to the Waiting List - you will be contacted by e-mail to advise when further permit selection/options become available. Permit prices and parking rates are based on our fiscal-year schedule (May 1st to April 30th) and are pro-rated for users throughout the year. Students requiring parking during the summer months (May to August) must purchase a Summer parking permit.

FOR STAFF/FACULTY FULL-TIME PARKING PERMITS, PLEASE SELECT OPTION TO PLACE YOUR NAME ON THE WAITING LIST (select waiting list link below). ONCE YOUR APPLICATION IS RECEIVED AND REVIEWED, YOU WILL BE NOTIFIED BY PARKING SERVICES AS TO CURRENT AVAILABILITY AND ASSIGNED A PERMIT ALLOCATION ON CAMPUS. STAFF PURCHASING A PARKING PERMIT MUST PAY FOR SAME BY PAYROLL DEDUCTION. PARKING PERMITS WILL RENEW AUTOMATICALLY ON AN ANNUAL BASIS UNTIL SUCH TIME AS THE PERMIT HOLDER CONTACTS PARKING SERVICES TO CANCEL SAME.

Please ensure that your address as recorded in you ParkAdmin profile is updated and accurate to avoid any mis-direction or lost permits.

Attention Resident Students - All students living in Residence at must purchase RESIDENCE STUDENT ONLY parking permits. Permit allocations are available in Lot P-18 (New Garage). Status for Resident Students will be confirmed with Housing Services and those students found not to be Residents will be forced to return the permit to Parking Services and may not find other parking allocation on campus.

After 4PM

Standard Permit

Yearly40 Remaining\$150.00

Text2Park

Standard Permit

YearlySold Out\$5.00

Waiting List

Deleting or Archiving a User Type

A user type can only be deleted or archived if no users are currently assigned to it.

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