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**.

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	Public Demo
Grouping	Public

☐ 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 ChasePaymentech
☐ 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

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 ChasePaymentech
☐ 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.

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**.

The user profile will now look like the following:

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	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	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.

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**.

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.

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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