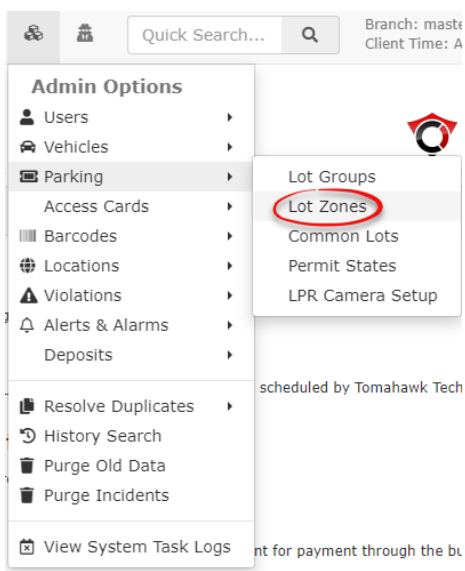


Hotspot - Permits Integration

To configure a lot to work with the HotSpot app, you must configure a zone for any lot where you want this service to be available. Once a zone is associated with a lot or multiple lots, any user purchasing a permit through HotSpot would be valid in all lots associated with the that zone which is configured in Lot Administration. This article will illustrate how to create the zone and apply it to a lot.

Setting up a HotSpot zone

To begin you must set up the zone under **Admin Options**. Hover over the **Parking** menu item and select **Lot Zones** from the drop down list.



In the **Manage Lot Zones** screen click on **Add** to access the add zone form

Manage Lot Zones

Select A Zone ▼

Add

Edit

Enter the name of the lot zone you wish to add. In our example the lot zone is **1001**

Manage Lot Zones

Select A Zone ▼

Add

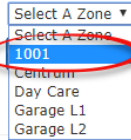
Edit

Zone Name: 1001

Add Zone

Once you have the zone name entered, click on **Add Zone** to save your selection. It will now show up in the drop down list of zones.

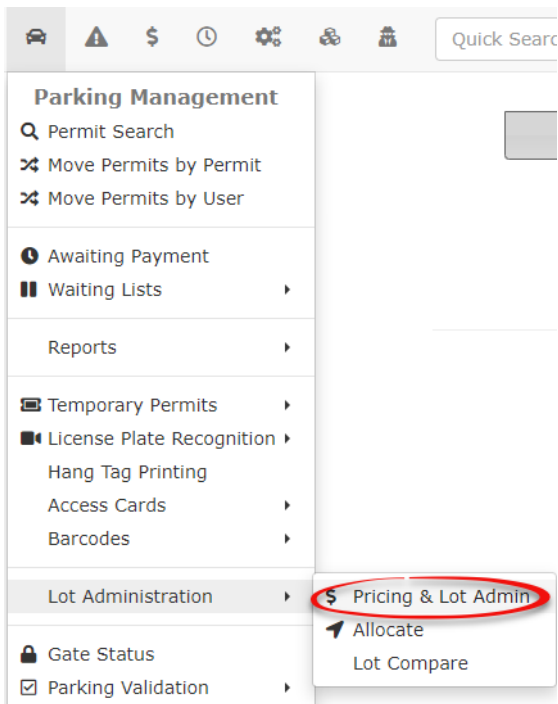
Manage Lot Zones



Applying a Zone to a Lot

To apply this zone to a lot, you first need to go into **Lot Administration** to add the zone to your selected lots.

To access the lots, go to the **Parking Management** menu and hover over **Lot Administration**. Select **Pricing and Admin** from the resulting drop down menu.



In our example we will add this zone to the lot called **Green Staff Lot East**. Click on the **lot name** to access the configuration tool.

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	Yes	<input checked="" type="checkbox"/>	No	9 of 50
Show/hide Lot User Types								
Y - Green Staff Lot East		Excel Export	100.00	Yes	No	<input checked="" type="checkbox"/>	No	0 of 37
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	8 of 37
Show/hide Lot User Types								
Y - Text2Park		Excel Export	5.00	No	No	<input checked="" type="checkbox"/>	Yes	0 of 0
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 = Yearly, M = Monthly, S = by Semester, O = by Other

[Save Updates](#)

Once in **Lot Administration** for the specific lot, click on the **Zones & Location** tab to access the zone configuration section.

Lot Administration

Applies to [Y] Green Staff Lot East

[General](#) [Zone & Location](#) [Temporary Parking](#) [LPR Settings](#) [Statistics](#)

☐ This lot is archived [?](#)

☒ This lot is visible to site users

Lot Name:

Lot Short Name:

Default Cost:

☐ 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

Athletics Member

Complimentary

Daily Reserved

Demo

Exchange Student

Full Time Staff

[Update this Lot](#)

In the **Zones & Location** tab click on **Add Zone by Days** to select the **1001** zone we created.

Lot Administration

Applies to [Y] Green Staff Lot East ▼

General

Zone & Location

Temporary Parking

LPR Settings

Statistics

Location: Beside Green field

Lot Sales Window: [Y] Yearly ▼

Zone	Days or Range within Sales Window	Start Time	End Time
Add Zone by Days		Add Zone by Date Range	

? Access Card Type: None ▼

☒ This lot has printable hang tags

☐ Hang tags are managed by gate control software

? Deposits:

[Update this Lot](#)

Select **1001** from the resulting drop down list.

Lot Administration

Applies to [Y] Green Staff Lot East ▼

General

Zone & Location

Temporary Parking

LPR Settings

Statistics

Location: Beside Green field

Lot Sales Window: [Y] Yearly ▼

Zone	Days or Range within Sales Window	Start Time	End Time
1001 ▼	[S][M][T][W][T][F][S]	00 ▼ : 00 ▼	23 ▼ : 59 ▼
Add Zone by Days		Add Zone by Date Range	

? Access Card Type: None ▼

☒ This lot has printable hang tags

☐ Hang tags are managed by gate control software

? Deposits:

[Update this Lot](#)

For our example we can leave the defaults as is which includes:

The day range - leave it with all days of the week selected. (Highlighted in green)

The Start and End Time. (00:00 to 23:59 - in other words all day)

To save your settings click on the **floppy disk (save) icon**.

Lot Administration

Applies to [Y] Green Staff Lot East

General

Zone & Location

Temporary Parking

LPR Settings

Statistics

Location:

Beside Green field

Lot Sales Window:

[Y] Yearly

Zone	Days or Range within Sales Window	Start Time	End Time	
1001	[S][M][T][W][T][F][S]	00:00	23:59	<div><div><div></div></div><div><div></div></div><div>save</div></div>
<div><div>Add Zone by Days</div><div>Add Zone by Date Range</div></div>				

Access Card Type:

None

☒ This lot has printable hang tags

☐ Hang tags are managed by gate control software

Deposits:

Update this Lot

Click on **Update this Lot** to save your changes.