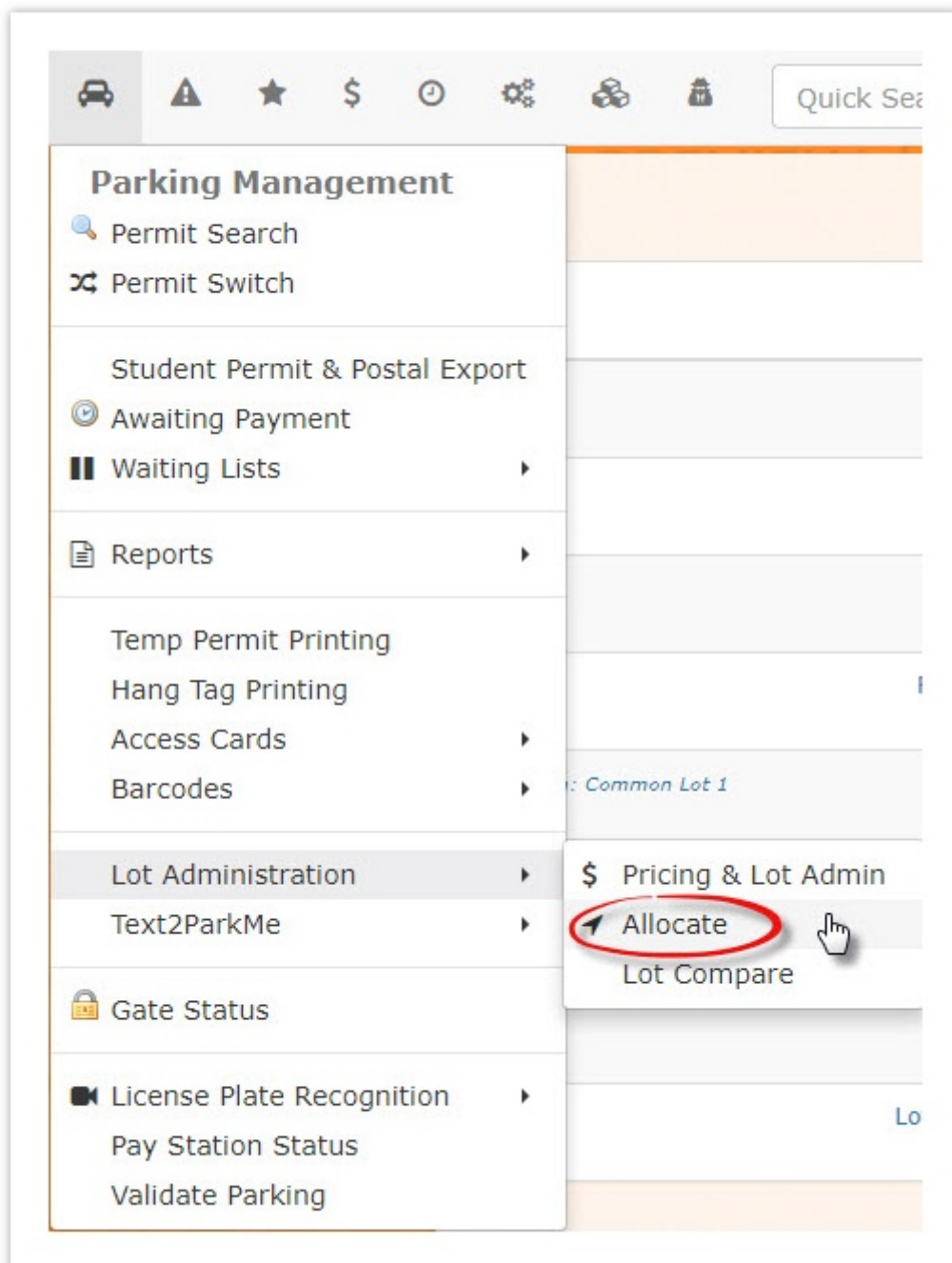# Adding Permits to a Lot

1. Go to **Parking Management** main menu and hover over **Lot Administration** to view the drop down menu.
   Click on **Allocate**

2. Locate the lot you wish to manage. In this case we are using **Lot 1 - Library West Lot**

   Click on **Add Permits to Lot**

Permit Number Administration

Yearly Permits	2nd	Using Carded	Visible	Total Permits	Permits...		
123 Main Street Lot	No	No	Yes	61	117, 118, 135	Archive Permits ▾	Add Permits To Lot
After 4PM	Yes	No	Yes	50	58, 61, 76	Archive Permits ▾	Add Permits To Lot
Red Staff Lot West	No	Yes	Yes	10	0003, 0004, 0007	Archive Permits ▾	Add Permits To Lot
Red Student Lot West	Yes	No	Yes	11	103, 106, 109	Archive Permits ▾	Add Permits To Lot
Common: Common Lot 1 Text2Park	No	No	Yes	0	-Not Set-	Archive Permits ▾	Add Permits To Lot

Monthly Permits	2nd	Using Carded	Visible	Total Permits	Permits...		
Green Staff Lot East	Yes	No	Yes	11	501, 502, 503	Archive Permits ▾	Add Permits To Lot
Lot 1 - Library West Lot	No	No	Yes	24	06, 15, STAFF102	Archive Permits ▾	Add Permits To Lot

3. The Add permits to lot utility opens.
    1. In this field the Administrator can add permits with alphanumerical values as one string.
       For example Staff01, Staff02 etc can be entered here.
    2. In these two fields the Administrator can add a range of permit numbers (1 to 20. 50 to 200 etc)
    3. The Administrator also has the ability to add a prefix or postfix to the permit number

Add permits to lot: Lot 1 - Library West Lot

Specify the permits you wish to add to the lot.

Permits
Enter permits one per line.
Any characters are allowed.

Staff01
Staff02
Staff10
Staff102

(A)

Permit Range

Enter the numerical range to be created for permits. Prefix and postfix are available to add in letters or numbers before or after the permit number.

Prefix **(C)**	Start	End	Postfix **(C)**
	1	20	

(B)

A confirmation page will be shown before actually creating the permits.

You can use both areas to create permits at the same time.

Optional items When using ranges, posfix and Prefix are not required.

Required items When using ranges, start and end numbers are required and must be integer values.

Permit numbers are only unique to the Lot. They can be reused for other lots. If you are wanting to move permits from one lot to another, you must also archive the permits in the original lot.

Add Permits   **Close**

4. Click **Add Permits**

   The following confirmation screen will appear: Click **Add Permits** again.

   ## Add permits to lot: Lot 1 - Library West Lot ✕

   Click add permits to the selected lot.

STAFF01	Permit to be created.
STAFF02	Permit to be created.
STAFF10	Permit to be created.
STAFF102	Permit to be created.
01	Permit to be created.
02	Permit to be created.
03	Permit to be created.
04	Permit to be created.
05	Permit to be created.
06	Permit to be created.
07	Permit to be created.
08	Permit to be created.
09	Permit to be created.
10	Permit to be created.
11	Permit to be created.
12	Permit to be created.
13	Permit to be created.
14	Permit to be created.
15	Permit to be created.
16	Permit to be created.
17	Permit to be created.
18	Permit to be created.
19	Permit to be created.
20	Permit to be created.

   Add Permits Close

5. A pop-up message will appear, confirming the changes you have made.

24 permits have been queued for addition.

6. Once the permits are added, your lot should look like the following in the **Permit Search** utility:
Note: The image has been edited to shorten the list. On the actual system you will see a full list of permits.

Permit Search

Semester	Current Active Semesters ▼
Permit Lot	[M] - Lot 1 - Library West Lot ▼

AND / OR

Permit Text	[ ] ✔ Partial Match ☐ Exact Match
Permit State	All States ▼

☐ Include Archived Permit Data

Search

Mailing list / Usage Report ▼

Total Permits: 24	Requested: 0	Rented/Reserved: 0	Visible to User: 24	Visible to Admins: 0	Unavailable: 0
#	Cost	Toggle Availability		User Type	State
01 -Lot1	$100.00	✔ Available			Good
02 -Lot1	$100.00	✔ Available			Good
03 -Lot1	$100.00	✔ Available			Good
04 -Lot1	$100.00	✔ Available			Good
05 -Lot1	$100.00	✔ Available			Good
06 -Lot1	$100.00	✔ Available			Good
≡	≡	≡			
20 -Lot1	$100.00	✔ Available			Good
#	Cost			User Type	State
STAFF01 -Lot1	$100.00	✔ Available			Good
STAFF02 -Lot1	$100.00	✔ Available			Good
STAFF10 -Lot1	$100.00	✔ Available			Good
STAFF102 -Lot1	$100.00	✔ Available			Good
#	Cost	Toggle Availability		User Type	State

Update Records   Reset Records