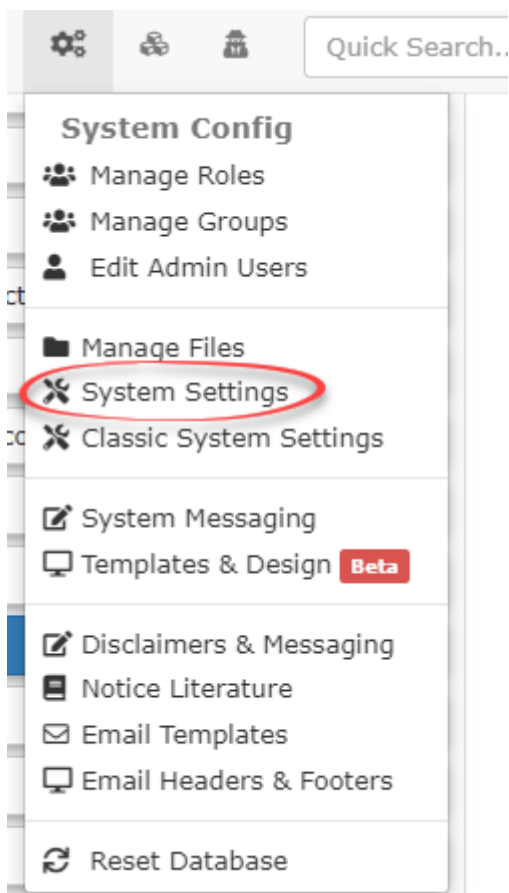


# Managed Wait List

## Set Up

To set up the system to be able to use this you need to set up 3 settings

1. Select the cog menu item, then System Settings



2. Select Permits

## Manage System Settings

Components	
General System Settings	14
Alarms	5
Deposits	2
autoLogin	1
Collections	5
Forms	1
global	7
Incidents	2
Lightweight Directory Access Protocol	9
Lockers	8
License Plate Recognition	1
parking	1
Payments	5
Permits	18
Security	17
Temp Permits	1
Third Party	9
User Profile	25
vehicles	1
Violations	16

3. To enable this functionality, enable the 'Enable Managed Waitlist' checkbox, enter admin emails into the Waitlist Email Managers field, then enter the amount of time that is being given to users to purchase permits in the Waitlist Reservation Duration box.

## Manage System Settings

Components

General System Settings14

Alarms5

Deposits2

autoLogin1

Collections5

Forms1

global7

Incidents2

Lightweight Directory Access Protocol9

Lockers8

License Plate Recognition1

parking1

Payments5

Permits18

Security17

Temp Permits1

Third Party9

User Profile25

vehicles1

Violations16

Editing Settings: Permits18

These settings are used to control the Permits Module.

Usage Limit

User side settings

✓ Enable User Permit Printing

✓ Show total spots taken

✓ Show waiting list rank

☐ Show Only Visible Lots

Receipt Reply To Address

✓ Multiple Plate Validator

✓ Allow Permit Move

✓ Require Payment for Rollovers

✓ Show remaining permits

Map of Permit Areas

/admin/settings/images/19031p6277558\_P.jpg

Select Image

✓ Allow Credit Card Processing

✓ Personal information on permit print

☐ Require Mailing Address

☐ Show Permit Lots on Landing Page

✓ Enable Managed Waitlist

Waitlist Email Managers

waitlist@tomahawk.ca

Waitlist Reservation Duration

10

Save Settings

→

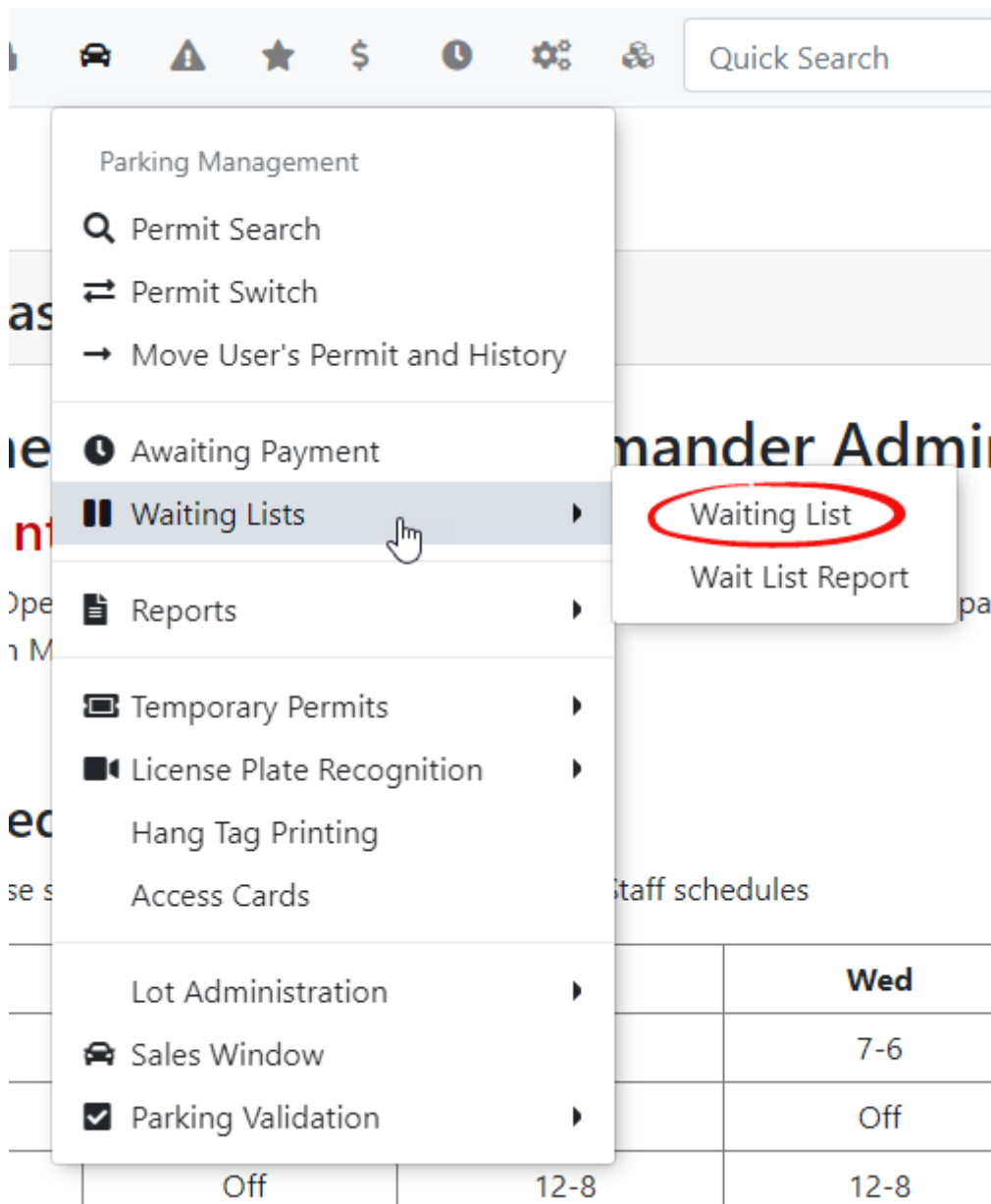
→

→

# Assigning a User a Permit from the Wait list

When a permit becomes available in a lot with a wait list admin will be notified and the permit will be reserved for the people on the wait list. The admin can then go into the OPS-COM system and assign the permit to a person who is on the wait list.

1. Open the Parking Management menu option, then select Waiting lists. Select Student or Non-Stu Wait List depending on which user types you are managing the wait lists for.



2. The Waiting List screen opens.

## Waiting List

Username

User Type

✓  
Public

✓  
Staff

✓  
Students

✓  
Athletics

☐ Toggle All

### Lot: Red Student Lot West

	Rank	Added To List	Reserved Permit	User	User Type	City	Phone	Comment	Lot
<input type="checkbox"/>	1	2022-05-04 @ 11:19 am	<a href="#">Assign</a>	<div><div><div><div><div></div><div></div></div><div>Callaghan, Joseph</div></div></div></div>	Public User	Manotick	6135555978	<a href="#">Add</a>	Red Student Lot West

### Lot: The Bicycle Lot 1

	Rank	Added To List	Reserved Permit	User	User Type	City	Phone	Comment	Lot
<input type="checkbox"/>	1	2016-07-07 @ 10:35 am	1500  2022-Apr-26	<div><div><div><div><div></div><div></div></div><div>Jamieson, Steph</div></div></div></div>	Part Time Student	Ottawa		test <a href="#">Edit</a>	The Bicycle Lot 1

### Lot: General Monthly Lot 1

	Rank	Added To List	Reserved Permit	User	User Type	City	Phone	Comment	Lot
<input type="checkbox"/>	1	2016-11-25 @ 2:39 pm	No Permits Available	<div><div><div><div><div></div><div></div></div><div>Campana, James</div></div></div></div>	Full Time Student	Carleton Place	6136013946	<a href="#">Add</a>	General Monthly Lot 1

### Lot: Residential Building 1

	Rank	Added To List	Reserved Permit	User	User Type	City	Phone	Comment	Lot
<input type="checkbox"/>	1	2017-10-25 @ 12:09 pm	2001  2022-Apr-25	<div><div><div><div><div></div><div></div></div><div>Dufresne, Andy</div></div></div></div>	Company Staff	Carleton Place	6132664949	<a href="#">Add</a>	Residential Building 1

[Remove Selected Records](#)

[Email All Listed Users](#)

[Email All Selected Users](#)

[Export](#)

3. Select **Assign** to associate the selected user to the permit you wish them to have.

## Waiting List

Username

User Type

✓

Public

✓

Staff

✓

Students

✓

Athletics

☐ Toggle All

### Lot: Red Student Lot West

	Rank	Added To List	Reserved Permit	User	User Type	City	Phone	Comment	Lot
<input type="checkbox"/>	1	2022-05-04 @ 11:19 am	<div>Assign</div>	<div><div>i</div><div>P</div></div> <div>Callaghan, Joseph</div>	Public User	Manotick	6135555978	<div>Add</div>	Red Student L

### Lot: The Bicycle Lot 1

	Rank	Added To List	Reserved Permit	User	User Type	City	Phone	Comment	Lot
<input type="checkbox"/>	1	2016-07-07 @ 10:35 am	<div>1500 ⚠</div> <div>2022-Apr-26</div>	<div>Jamieson, Steph</div>	Part Time Student	Ottawa		<div>test</div> <div>Edit</div>	The Bicycle Lo

# Releasing an Assigned Permit

When a user passes the allocated amount of time to pay for the permit they have been assigned the admin will be sent an email.

The admin then has the option to release the permit, so that it can be assigned again or to Extend the users time to pay for the permit.

1. From the Waiting List page, select the permit icon beside the user name.

## Waiting List

Username

User Type

✓  
Public

✓  
Staff

✓  
Students

✓  
Athletics

☐ Toggle All

### Lot: Red Student Lot West

	Rank	Added To List	Reserved Permit	User	User Type	City	Phone	Comment	Lot
<input type="checkbox"/>	1	2022-05-04 @ 11:19 am	<a href="#">Assign</a>	<div><div><div>I</div><div>P</div></div><div>Callaghan, Joseph</div></div>	Public User	Manotick	6135555978	<a href="#">Add</a>	Red Student L

### Lot: The Bicycle Lot 1

	Rank	Added To List	Reserved Permit	User	User Type	City	Phone	Comment	Lot
<input type="checkbox"/>	1	2016-07-07 @ 10:35 am	1500	2022-Apr-26	<div><div>Jamieson, Steph</div></div>	Part Time Student	Ottawa	test <a href="#">Edit</a>	The Bicycle Lo

2. From the Parking Permit Information page, select Release Permit

Quick Search... Client Time: Aug 7, 2019 @ 10:30:11

OperationsCommander [OPS-COM] - Complete parking and security... tomahawku-rc.preview.parkadmin.com/admin/parking/permitInfo.aro?p...

### Parking Permit Information

Permit Number: 2  
Lot Name: Full Lot to be Waitlisted  
Require Access Card: No  
Allowed as 2nd Permit: Yes  
Cost: \$50.00 + \$6.50 tx.  
Current Status: Requested (awaiting payment)  
Permit State: Good  
Renter: Rockwood, James jrockwood

User was assigned this permit via the waiting list.

Permit assigned: 2019-Aug-07 10:25  
Date user must pay: 2019-Aug-17 06:25

Extend (Add 10 days) Release Permit

Payment Amount: \$56.50 (incl. tax)  
Payment Method: Make Payment  
Rollover State: Renewable

Update Permit  
Close Window

## Extending a Users Time to Purchase the Permit

1. From the Wait List page, select the information icon beside the permit number



## Waiting List

Username

User Type

✓

Public

✓

Staff

✓





Students

✓


Athletics

☐ Toggle All

**Lot: Red Student Lot West**

Rank	Added To List	Reserved Permit	User	User Type	City	Phone	Comment	Lot
<input type="checkbox"/>	1	2022-05-04 @ 11:19 am	  	Callaghan, Joseph	Public User	Manotick	6135555978	 Red Student L

**Lot: The Bicycle Lot 1**

	Rank	Added To List	Reserved Permit	User	User Type	City	Phone	Comment	Lot
<div><div></div></div>	1	2016-07-07 @ 10:35 am	1500 	2022-Apr-26	Jamieson, Steph	Part Time Student	Ottawa	test <a href="#">Edit</a>	The Bicycle Lo

2. From the Parking Permit Information page, select Extend

Quick Search... Client Time: Aug 7, 2019 @ 11:54:29

OperationsCommander [OPS-COM] - Complete parking and security... tomahawku-rc.preview.parkadmin.com/admin/parking/permitInfo.aro?p...

## Parking Permit Information

Permit Number:	2
Lot Name:	Full Lot to be Waitlisted
Require Access Card:	No
Allowed as 2nd Permit:	Yes
Cost:	\$50.00 + \$6.50 tx.
Current Status:	Requested (awaiting payment)
Permit State:	Good
Renter:	Rockwood, James jrockwood

User was assigned this permit via the waiting list.

Permit assigned:	2019-Aug-07 11:53
Date user must pay:	2019-Aug-17 11:54

Extend (Add 10 days)

Release Permit

Payment Amount:	\$56.50 (incl. tax)
Payment Method:	Make Payment
Rollover State:	Renewable

Update Permit

Close Window

Revision #2

Created 7 May 2024 08:43:23

Updated 11 September 2024 13:40:49