

# Using Permit Proration

## Configuration/Setup

In Lot Admin and Pricing go into the lot you wish to setup for **Proration**.  
On the Standard permit tab select **This lot can be prorated**.

The screenshot displays the 'Standard Permits' configuration tab within a software interface. At the top, there are several tabs: 'General', 'Zone & Location', 'Standard Permits' (which is active), 'Temporary Permits', 'Flex Permits', 'LPR Settings', and 'Additional Settings'. Below the tabs, the 'Default Cost' is set to '\$ 0.00'. The 'Proration' section has three radio button options: 'Enabled' (selected with a checkmark), 'Use Default Setting', and 'Disabled'. A descriptive text below states: 'Enables proration for this lot. Once enabled, admins can prorate the permit. This is required to enable proration for users.' The 'Proration For Users' section also has three radio button options: 'Enabled', 'Use Default Setting' (selected with a checkmark), and 'Disabled'. Its description reads: 'Grants the ability for users themselves to have their permit price prorated based on the current day without the need for an administrator to do this for them.' Below these, the 'Proration Status' is shown with two buttons: a green one labeled 'Proration: Enabled (Override)' and a light blue one labeled 'User Proration: Enabled (default)'. A horizontal line separates this from the bottom section, which contains three toggle switches: 'This lot can be used for a second permit' (checked), 'Allow the use of a waiting list with this lot' (checked), and 'Only Allow waiting list after lot is full' (unchecked). At the very bottom, there is a 'Lot Category' label and an empty text input field.

This lot is now set for proration.

## Using Proration for Permits

Search for a user and bring up their profile. In our example we are looking for the user **mashbury**.

Click on the **Parking** tab to begin the process of buying a permit.

Profile
Lockers
Vehicles
Parking
Payments
History
Incident History
Doe, John (johndoe)

Basic Profile Information
Edit

EnabledYes

User DirectoryOPSCOM

Unique IDEad1845e-d28e-43bc-a75f-b8c25a97b41d

User TypeCompany Staff

Usernamejohndoe

NameMr. John Bob Doe

Email Addressjohn.doe@tomahawk.ca

Preferred LanguageEnglish

Auto Login AddressLogin as user?

Vehicles
Edit

Status	Plate	Type	Province	Make	Year
Active	ABC316	Passenger	Ontario	Dodge	2000

Violations

Ticket	Issued	Value	Notes
TT-19034	Nov. 16, 2022	\$50.00	

Active Deposits

Deposit	Submit Date	Amount
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User Notes
Add Note

Active Address

Address123 Any Street
CityAnyTown
ProvinceOntario
Postal Codek0A1A0

The **Parking Permit Registration** screen displays. Click on **Standard Parking Permit** for the lot you wish the user to park in.  
Note the full price for this permit is **\$130.00**.

Profile
Lockers
Vehicles
Parking
Payments
History
Incident History
Doe, John (johndoe)

Manage Lots
User's Default Lots

Company Staff lot

Standard Permit
Monthly
9 Remaining
\$130.00

Waiting List

Temporary Permit
Daily \$25.00

East Park

Waiting List

Temporary Permit
Daily \$1.00

General Monthly Lot 1

Standard Permit
Monthly
18 Remaining
\$120.00

Waiting List

Temporary Permit
Daily \$6.00

The Bicycle Lot 1

Standard Permit
Monthly
3 Remaining
\$5.00

Waiting List

The **Confirm Parking Permit Registration** page will display.

1. First choose the permit number you wish to associate with the user.
  2. Secondly select the start date for the permit to be valid
  3. Once the the permit number and start date are selected you will notice the cost is adjusted accordingly and the label \*prorated is applied. In this case the cost is reduced to **\$69.33** from **\$100.00**
- Click on **Purchase this Permit** to continue.

Profile ▾LockersVehiclesParkingPaymentsHistory ▾Incident History

Doe, John (johndoe)

Confirm Parking Permit Registration

Requested Lot:Company Staff lot

Semester:November 2022

Permit Total:\$69.33 \*prorated

Permit #:STAFF1001

Permit Start Date:Nov 15, 2022

Sub-Total:\$69.33

Taxes:\$9.01

Total Owing:\$78.34

Please verify that the above information is correct.

Purchase this Permit

Cancel

The resulting cost of the permit will show in the user's profile both on the Admin Portal as well as the User's Portal.

Profile ▾LockersVehiclesParkingPaymentsHistory ▾Incident History

Doe, John (johndoe)

Payments Due

No pending locker payments.

No pending invoices.

Parking Permit Payments

Submit Date	Permit	Sales Window	Start	End	Amount	
✓ Nov. 21, 2022	STAFF1001	November 2022	Nov. 01, 2022	Nov. 30, 2022	\$69.33	Remove
					Taxes:	\$9.01
					Total:	\$78.34

No pending temp permit payments.

No pending access card payments.

No pending deposit payments.

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