

# 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**.

Back

**Edit Lot:**

Company Staff lot - \$130.00

GeneralZone & LocationStandard PermitsTemporary PermitsLPR SettingsAdditional Settings

Default Cost

\$130.00

✓ This lot can be prorated

✓ This lot can be used for a second permit

✓ Allow the use of a waiting list with this lot

☐ Only Allow waiting list after lot is full

Lot Category

Lot Sales Window

[M] Monthly

Deposits

\$10.00 - Access card

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?

VehiclesEdit

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.

- Click on **Purchase this Permit** to continue.

## Confirm Parking Permit Registration

the User's Portal.

## 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
						<div>Remove</div>
Taxes:						\$9.01
Total:						\$78.34

No pending temp permit payments.

No pending access card payments.

No pending deposit payments.

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