# Common Lots

> The Common Lots feature allows administrators to categorize parking lots based on shared characteristics or administrative distinctions. Its primary purpose is to provide a way to organize lots beyond their physical location, facilitating better management and reporting across the environment. This article is intended for OperationsCommander (OPSCOM) administrators responsible for configuring parking operations and lot categorizations.

## Setup and Configuration

This feature is a core administrative tool used to group parking lots logically.

**Admin Side:** Administrators must have the appropriate system role permissions enabled to access the parking configuration menus and manage lot types.

**User Side:** This feature is strictly a backend administrative configuration. End-users do not interact directly with common lot types on the parking portal.

## Using this Feature

Administrators can use the following instructions to navigate the management interface to add, edit, or delete common lot types.

## Adding or Editing Common Lot Types

1. Hover over **Admin Options**, then **Parking**, and click **Common Lots**.
2. Click the **Add Common Lot Type** button at the top of the page to create a new entry, or click the **Edit** button next to an existing lot type to modify it.
3. Enter or change the name in the **Common Lot Type Name** field.
4. Click the **Save Changes** button.

> Be aware that editing an existing common lot type will immediately update all lots currently assigned to that type. Making changes to lot types that are actively in use will reflect across the entire system instantly.

### Deleting Common Lot Types

1. Hover over **Admin Options**, then **Parking**, and click **Common Lots**.
2. Locate the specific common lot type you wish to remove from the list.
3. Click the **Delete** button next to the entry.

> You are unable to delete common lot types that are currently being used by lots within the system. You must first reassign or remove the lot type from any associated lots before the **Delete** button becomes available.

---

## Best Practices and Considerations

- **Create meaningful categories: Create common lot types that genuinely help categorize and distinguish your parking lots.** Utilizing clear groups such as "Student Resident Lots," "Staff Permit Lots," or "Hourly Pay Lots" makes administration and reporting much

more intuitive.

- **Verify deletion prerequisites: Always ensure that no active lots are assigned to a common lot type before attempting to delete it.** Reassigning lots to another type, or removing the type assignment entirely, is a necessary step to maintain data integrity.
- **Maintain naming consistency: Maintain consistent naming conventions for your common lot types.** Using a standardized format for names ensures clarity and ease of use for all administrators working within the system.

---



Revision #7
Created 21 May 2024 11:45:14
Updated 13 July 2026 14:51:29