Adding Permits to a Lot (Allocation)

> This article outlines the process for adding permits to specific parking lots. Its primary purpose is to enable the efficient management of your permit inventory by allowing permits to be added individually, sequentially, or with custom prefixes and postfixes so lots always have available inventory for sale. This guide is intended for OperationsCommander (OPSCOM) administrators.

Setup and Configuration

This process is a standard administrative function and does not require any specialized system configuration.

Admin Side: Administrators simply need to ensure that the target parking lot has already been created and configured within the system before attempting to allocate permits to it.

User Side: End-users do not interact with the permit allocation process. They will only see the resulting permits available for purchase on the user portal once the allocation is complete and a sales window is active.

Using this Feature

Administrators can use the following instructions to generate new permit inventory and verify that it has been correctly added to the system.

Adding Permits

1. Hover over **Parking Management**, hover over **Lot Administration**, and click **Allocate**.
2. Locate the specific lot to which you want to add permits on the Permit Number Allocation page and click the **Add Permits to Lot** button.
3. Enter the desired permit numbers into the provided fields using one of the following methods:
   - **Individual Permit Numbers:** Enter specific, non-sequential permit numbers, separated by commas (e.g., Staff01, Staff02, Visitor123).
   - **Range of Permit Numbers:** Enter a numerical range using the word "to" (e.g., 1 to 20 or 50 to 200). The system will automatically generate all numbers within that range.
   - **Prefix:** Enter text in the **Prefix** field. This text will be added before each generated permit number (e.g., entering "Staff" generates Staff01, Staff02).
   - **Postfix:** Enter text in the **Postfix** field. This text will be added after each generated permit number (e.g., entering "-East" generates 01-East, 02-East).
4. Click the **Add Permits** button.
5. Click the **Add Permits** button again on the confirmation pop-up to confirm and finalize the process. Wait for the success message to confirm that your changes were successfully made.

> **Preventing Permits From Being Reserved For The Waitlist.**
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> When adding permits to a lot you may find they get reserved for the

> waitlist immediately which is a great feature if you are adding permits that you plan to assign with the waitlist tool.
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> If you wish to add a permit to the lot and NOT have it immediately reserved to the wiaitlist you can select **"not visible"** when adding permits with the allocate tool. The selector button for this is located in the last line of text on the add permit popup window.
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> Uncheck to have the permits be set as not available upon creation and therefore not visible to the end user. The permit will however, be visible and assignable for an admin.

Viewing Added Permits

After permits are added, you can verify their details by navigating to the permit search utility.

1. Hover over **Permits** and click **Permit Search**.
2. Filter by the relevant lot to view the newly added permits and confirm their accurate generation.

Best Practices and Considerations

- **Plan your numbering scheme: Before adding large batches of permits, plan your numbering scheme to ensure consistency and avoid conflicts.**
- **Use unique identifiers: While the system inherently handles uniqueness, consider using prefixes or postfixes for different**

types of permits or lots for much easier identification in reports.

- **Verify your allocation: Always perform a quick check in the Permit Search utility after adding permits to confirm they have been correctly allocated to the desired lot.**

> **Choose the most efficient entry method:** For small, specific additions, individual entry is efficient. However, for larger inventories, utilizing ranges combined with prefixes or postfixes will save significant administrative time.

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