

## Clearing Items Awaiting Payment - Midnight List

If enabled, there is a System task that will clear all permits that are sitting in user's carts without any payments or promises to pay on them. Permits that have been **rolled over (renewed)** or permits assigned through **managed waitlist** are excluded from this process. Additionally, **Zero dollar** items will not be able to be cleared this way. Instead, use the **Mark Items as Paid** functionality to clear these payments.

## Viewing Permits without Payments

1. Click **Parking Management**, hover over **Reports**, and click **Midnight List**.
2. On the report you can see all users with permits in their cart that do not have a payment associated. You can do the following from this report:
  - See items to be cleared
  - Email the affected users

- Clear their flag to take them off the list and update the list

Permits to Release at Midnight								Refresh
Update selections to be cleared		Email Listed Users		Copy CSV Excel PDF Print				
Show	100	entries	Search:					
Clear at Midnight ?	Type	Name	Submitted	LotName	Permit	ParkCost		
✓	Full Time Student	Campana, James <a href="#">jamesbc</a>	2020-11-20	General Monthly Lot 1	1600	\$135.60		
✓	Public User	Callaghan, Joseph <a href="#">jcallaghan</a>	2020-11-24	General Monthly Lot 1	1601	\$135.60		
✓	Contractor	Rockwood, James <a href="#">jrockwood</a>	2021-03-02	Blue Staff Lot	51	\$423.75		
✓	Full Time Staff	Major, Doug <a href="#">dmajor</a>	2021-09-30	Blue Staff Lot	52	\$423.75		
✓	Full Time Staff	Birch, Patricia <a href="#">pbirch</a>	2021-10-13	Company Staff lot	20	\$56.50		
✓	Company Staff	Doe, John <a href="#">johndoe</a>	2021-10-13	Company Staff lot	22	\$56.50		
✓	Company Staff	Dufresne, Andy <a href="#">AndyD</a>	2021-10-13	Company Staff lot	21	\$56.50		
✓	Contractor	Rockwood, James <a href="#">jrockwood</a>	2021-10-27	Red Student Lot West	151	\$593.25		
✓	Contractor	Murray, Matt <a href="#">Mmurray</a>	2021-11-03	Company Staff lot	23	\$56.50		
✓	Contractor	Public, Jim <a href="#">JimPublic</a>	2021-11-03	Company Staff lot	25	\$56.50		
✓	Contractor	Rockwood, James <a href="#">jrockwood</a>	2021-11-03	Company Staff lot	28	\$56.50		
✓	Contractor	Rockwood, James <a href="#">jrockwood</a>	2021-11-03	Company Staff lot	20	\$56.50		
✓	Contractor	Stevens, Sean <a href="#">Ssstevens</a>	2021-11-03	Company Staff lot	26	\$56.50		
✓	Contractor	White, Rob <a href="#">bannerking</a>	2021-11-03	Company Staff lot	27	\$56.50		

## Viewing Lockers without Payments

1. Click **Locker Management**, and click **Midnight List**.
2. On the report you can see all users with permits in their cart that do not have a payment associated. You can do the following from this report:
  - See items to be cleared
  - Email the affected users
  - Clear their flag to take them off the list and update the list

## Setting Up to Automatically Clear Permits without Payments

If you do not see the settings mentioned below, please contact [support@ops-com.com](mailto:support@ops-com.com) to have them enabled for you. You will need the

permission of your Primary Admin.

1. Click **System Configuration**, hover over **System Setting**, and click **Permits**.
2. Click to toggle **Clear Unpaid Permits** on.
3. Click **Payments**.
4. Change the **Clear Payments After X Hours** value to the number of hours you want to allow items to remain in the user's cart. Use numbers only
5. Follow the instructions in [this wiki article](#) to toggle on the **Clear - No Payment** scheduled task.

## Setting Up to Automatically Clear Lockers without Payments

If you do not see the settings mentioned below, please contact [support@ops-com.com](mailto:support@ops-com.com) to have them enabled for you. You will need the permission of your Primary Admin.

1. Click **System Configuration**, and hover over **System Settings**.
2. Click **Lockers**.
3. Click to toggle **Clear Unpaid Lockers at Midnight** on.
4. Change the **Clear Payments After X Hours** value to the number of hours you want to allow items to remain in the user's cart. Use numbers only
5. Follow the instructions in [this wiki article](#) to toggle on the **Clear - No Payment** scheduled task.

