

Clearing Items Awaiting Payment - Midnight List

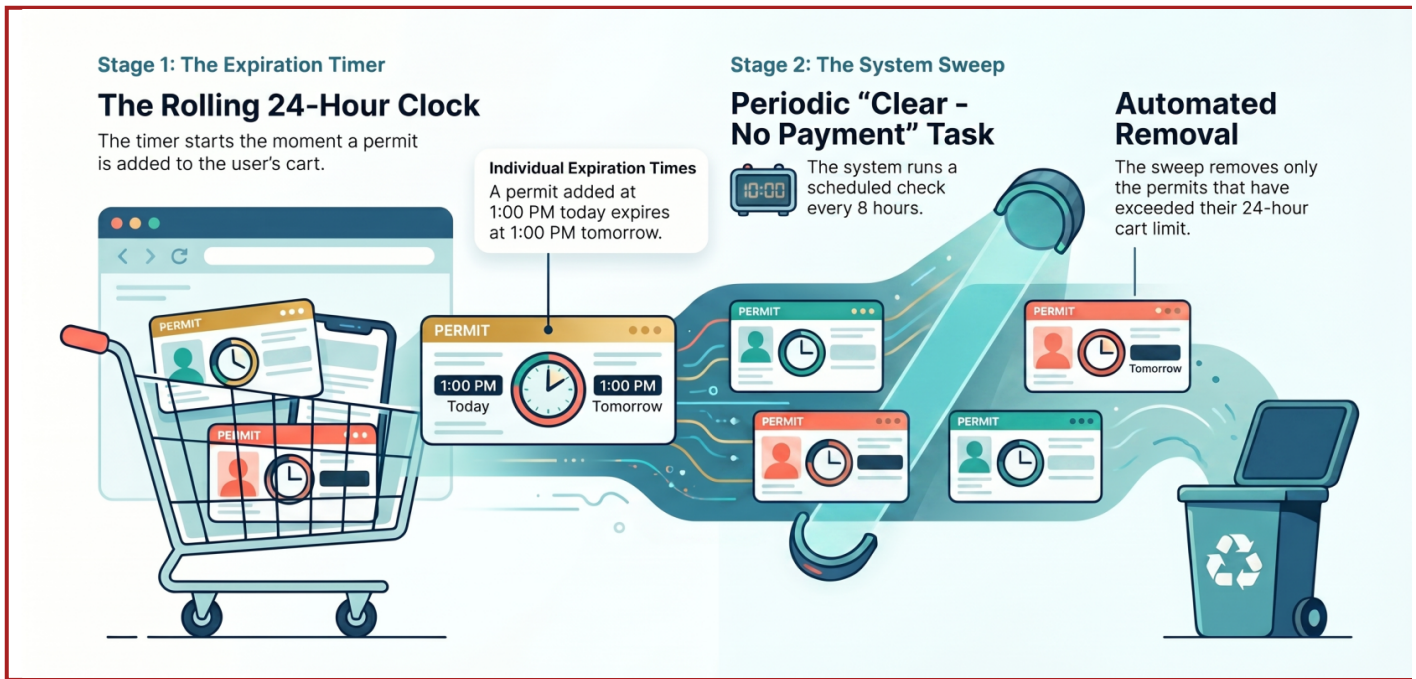
The Midnight List and its associated system tasks allow administrators to view and automatically clear unpaid permits and lockers sitting in user shopping carts. Its primary purpose is to free up unpaid inventory by returning items to the system after a specified timeframe. This article is intended for OPS-COM administrators responsible for inventory management and system configuration.

Setup and Configuration

To automate the clearing process, you must configure the timeframe for both permits and lockers within your system settings.

Setting Up to Automatically Clear Permits

1. Hover over **System Configuration**, click **System Setting**, and then click **Permits**.
2. Click to enable the **Clear Unpaid Permits** toggle.
3. Click **Payments**.
4. Enter the desired number of hours into the **Clear Payments After X Hours** field using numbers only.
5. Toggle on the **Clear - No Payment** scheduled task. Instructions for this can be found on the *Scheduled Tasks* wiki page.



Setting Up to Automatically Clear Lockers

1. Hover over **System Configuration** and click **System Settings**.
2. Click **Lockers**.
3. Click to enable the **Clear Unpaid Lockers at Midnight** toggle.
4. Enter the desired number of hours into the **Clear Payments After X Hours** field using numbers only.
5. Toggle on the **Clear - No Payment** scheduled task.

If you do not see the settings mentioned above, please contact support@ops-com.com to have them enabled for you. You will need the permission of your Primary Admin.

Using this Feature

Administrators can manually review the Midnight List for both permits and lockers to see which items are pending removal.

Viewing Permits without Payments

1. Hover over **Parking Management**, click **Reports**, and then click **Midnight List**.
2. Review the report displaying all users with permits in their cart that do not have an associated payment.

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

Viewing Lockers without Payments

1. Hover over **Locker Management** and click **Midnight List**.
2. Review the report displaying all users with lockers in their cart that do not have an associated payment.

Available Actions

From either Midnight List report, you can perform the following actions:

- **See items to be cleared:** View the specific inventory sitting in the user's cart.
 - **Email the affected users:** Send a communication to users reminding them to complete their purchase.
 - **Clear their flag:** Remove the user from the Midnight List and update the queue.
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Best Practices and Considerations

- **Excluded Inventory: Permits that have been rolled over (renewed) or assigned through a managed waitlist are excluded** from the automated clearing process. These must be managed manually.
 - **Zero Dollar Items:** Zero-dollar items cannot be cleared using the Midnight List task. Instead, you must use the **Mark Items as Paid** functionality to clear these specific transactions from a user's cart.
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