Lot Visibility Options

> The Lot Visibility Options feature provides administrators with enhanced control over parking lot visibility and accessibility. Its primary purpose is to allow you to define exactly how and when users can view and book permits for specific lots, ensuring that spaces can be precisely tailored for various scenarios, including event parking and restricted access. This article is intended for OPSCOM administrators.

> **Important:** Direct URL links and QR codes function exclusively for **Temporary Permits**. Standard (regular/recurring) permits require the lot to be set to **Visible** so users can select it during standard checkout.

Setup and Configuration

Lot visibility can be configured individually within the Lot Edit Page or adjusted in bulk on the View All Lots Page by selecting one of three distinct access options.

Admin Side:

Configuring Visibility on the Pricing & Lot Admin Page

1. Hover over **Parking Management**, hover over **Lot Administration**, and click Pricing & Lot Admin.
2. Click the specific **Lot Name** you wish to configure.

3. Select the desired option via the radio buttons under the **Visibility to Users** setting on the **General** tab.
4. Click the **Update Lot** button to save your changes.

Configuring Visibility on the View All Lots Page (Bulk Action)

1. Hover over **Parking Management**, hover over **Lot Administration**, and click Pricing & Lot Admin.
2. Locate the **Visibility** column for each lot on this main overview page.
3. Click the current visibility icon next to the desired lot (or lots) to immediately change the status using the radio buttons that appear. This allows you to quickly change the visibility status of multiple lots at once without entering the full edit page.

Using this Feature

The three lot visibility options provide granular control over user access. Depending on the setting chosen, the lot will behave differently for end-users interacting with the system.

Visibility Options Explained

- **Not Visible:** The lot is entirely hidden from end-users on the permit booking page and the real-time map. Users cannot book permits from this lot, even if they possess a direct link. This option is typically used for lots under active construction, maintenance, or that are no longer in use.
- **Visible:** The lot is actively visible to end-users on the standard permit booking page and may prominently appear on the real-time map (if configured). Users can book permits from this lot, provided they meet any other required access criteria (e.g., user type, sales window). This

is the standard, default setting for publicly available lots.

- **Hidden But Accessible:** The lot is hidden from the general permit browsing page and real-time map. However, users can book **temporary permits** for this lot if provided with a direct URL link or QR code (e.g., via email, event invitations, or signage). *Note: Direct links are compatible with temporary permits only; standard permits cannot be accessed via direct link.*

> **Visual Cues & Status Indicators** On the administrative dashboard, each visibility state is represented by a unique icon in the **Visibility** column. A standard icon indicates a **Visible** lot, a slashed icon indicates a **Not Visible** lot, and an alternative icon indicates a **Hidden But Accessible** status.

Best Practices and Considerations

- **Leverage for Event Parking: The Hidden But Accessible option is ideal for event parking.** You can seamlessly provide a direct link to event attendees, allowing them to book permits without the lot being generally visible and consumed by standard daily users.
- **Combine with Passwords: For enhanced security, combine the Hidden But Accessible setting with lot passwords.** This ensures that only users with both the direct link and the correct, secret password can successfully book permits for the restricted lot.
- **Prioritize User Communication: If using Hidden But Accessible lots, clearly communicate exactly how users can access the lot.** Provide clear instructions alongside your links (e.g., "Scan this QR code

upon arrival," or "Click the secure link in your registration email to book your space").

- **Audit Regularly: Periodically review the visibility settings of your lots** to ensure they continuously align with current operational needs, seasonal changes, and access policies.

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