Permit Allocations

> The Permit Allocations module allows administrators to generate, assign, and manage permit numbers within specific parking lots. Its primary purpose is to help effectively control lot inventory, whether you are adding new permit blocks, issuing single permits, or archiving old records. This article serves as a directory for OperationsCommander (OPSCOM) administrators to navigate the various allocation tools.

Setup and Configuration

There is no specific global configuration required to access the allocation tools. These features are standard administrative functions available to users with the appropriate lot management and permit allocation permissions enabled on their account profile.

Using this Feature

The allocation menu provides several distinct utilities depending on your current inventory needs. Because each tool serves a specific function, please navigate to the following wiki articles for detailed, step-by-step instructions:

- *Adding Permits to a Lot*: Learn how to generate and allocate large, sequential blocks or ranges of permit numbers to a specific lot's inventory.
- *Single Allocate*: Discover how to quickly add individual, non-sequential, or custom permit numbers to a lot without generating a full range.

- *Archiving and Restoring Permits*: Understand how to safely remove inactive permits from a lot's available inventory and how to seamlessly restore them if they are needed again.

To access the general allocation dashboard within the system:

1. Hover over **Parking Management** and click **Lot Administration** then **Allocate**.
2. Locate the specific lot you wish to manage to begin using the allocation tools.

Best Practices and Considerations

> **Inventory Audits:** Regularly review your lot allocations before the start of a new sales window or academic semester. Archiving unused permits and accurately generating new ranges ensures that your users have a smooth purchasing experience and prevents accidental over-selling.

- **Permission Control:** Restrict allocation permissions to lead administrators or lot managers. Preventing unauthorized staff from accidentally generating or deleting permit records ensures your reporting and revenue projections remain accurate.

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