

QR Code Guest Temporary Permitting

This article describes how to configure and use the QR code feature to allow guests to self-register for temporary parking permits. This functionality streamlines the guest parking process for both free and paid scenarios, enabling visitors to quickly obtain a valid permit by scanning a code with their mobile device.

Setup & Configuration

Proper setup is required at both the system and lot level to enable QR code permitting.

QR codes also work for users who are logged into an account already. They must have an active session on the same browser in order to use their stored account information to checkout. (They must also be the correct user type for that lot)

For instance, if you are logged in as user1, and scan the QR code, you will be taken to your account to checkout in that specific lot. If you do not have an active session, you will be checking out as a guest user.

System-Wide Configuration

These initial steps enable the QR code functionality for your entire OPSCOM system.

- Go to **System Configuration > Users > Types**.
- Confirm that a user type named **Guest User** exists. If it does not, you must add it.
- Navigate to **System Settings > Temp Permits**.
- Enable the **Enable QR Codes** checkbox.

WARNING: The **Guest User** type is essential for this feature to function. Without it, you will not be able to assign QR code capabilities to your lots.

- Users who wish to pay for a temporary permit with saved cards must first log in to their account, and go to permits, then click on **Parking map** in order to use the same quick checkout process.

Lot-Specific Configuration

Follow these steps for each individual lot where you want to offer guest temporary permitting via QR code.

1. Go to **Parking Management > Lot Administration > Pricing and Lot Admin**.
2. Select the desired lot to configure.
3. On the **General** tab, select **Guest User** as the **User Type** for the lot. Removing this user type will disable the QR code feature for this specific lot.
4. Click the **Temporary Parking** tab.
5. In the pricing section, set the hourly and/or daily costs.
 - For **free parking**, enter for the applicable timeframes.

- For **paid parking**, enter the correct amounts for the durations you wish to offer.

6. Click the **Update Lot** button to save all changes.

Optional:

If you wish to use the lot for QR code functionality alone excluding standard and temp permitting through the user portal, you can set the **Visibility to User** as **Hidden but Accessible** in the General tab.

If you wish to use this lot for Temp permits exclusively, enable the **This lot is for temporary parking only** checkbox.

Note: Daily Cost permits expire at midnight on the day of purchase. To offer a true 24-hour permit, use the **Hourly Cost** setting and define a **24-hour** duration instead.

Using this Feature

You can brand the QR code with your organization's logo. First, upload the logo to the media bin. Then, in the **QR code configuration** section on the **Temporary Parking** tab, select your uploaded image from the **Logo** field.

Once configured, the QR code can be deployed for public use. The necessary tools are available within the lot's administration page.

Accessing & Deploying the QR Code

- Go to **Parking Management > Lot Administration > Pricing and Lot Admin**.
- Select the configured lot and go to the **Temporary Parking** tab.
- The QR code and its associated links will be displayed in the **QR code configuration** section.

Available Actions

- **Print QR Code:** Click this button to generate a printable page containing the QR code. This is ideal for quick deployment on physical signage.
- **Download QR Code:** Click this button to download the QR code as an SVG file. This high-quality vector format is best for incorporating into professionally designed signs or digital materials.
- **Direct Link:** Click this icon to copy the unique URL for the guest permit page. This link can be emailed, posted on a website, or sent via text message to provide direct access without scanning a code.

Best Practices & Considerations

- **Always test the QR code** with a mobile device after configuration to ensure it directs users to the correct permitting page.
- For optimal visibility, **place QR code signage at lot entrances** and other strategic locations where drivers will easily see it upon arrival.
- If you are offering paid temporary permits, **ensure a payment processor is correctly configured** and linked within your OPSCOM system.
- The end-user experience is a simple, mobile-friendly process where the guest scans the code, selects a parking duration from the options you

configured, enters their license plate number, and completes the payment if required.

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