Using Permit Proration

> The permit proration feature allows administrators to sell a parking permit that is valid for a shortened portion of an active sales window, automatically adjusting the overall cost accordingly. Its primary purpose is to accommodate users who need to begin parking partway through a standard term, such as a student arriving mid-semester or a new employee starting mid-month. This article is intended for OperationsCommander (OPSCOM) administrators responsible for permit sales and lot configuration.

Setup and Configuration

Before an administrator can prorate a permit during checkout, the specific lot must be configured to allow proration.

1. Hover over **Parking Management** and click **Lot Administration** then **Pricing & Lot Admin**.
2. Click the specific **Lot Name** to open the lot settings.
3. Click the **Standard Permits** tab.
4. Enable the **Proration** checkbox to allow price adjustments for this lot.
5. Click the **Update Lot** button to save your changes.

Using this Feature

Once the lot is configured, administrators can prorate a permit directly from a user's profile during the assignment process.

1. Hover over **User Management** and click **User Search**.
2. Locate the desired user and click their **username** to open their profile.
3. Click the **Parking** tab to begin purchasing a permit.
4. Click the **Standard Parking Permit** button for the configured lot. The full price of the permit will be displayed initially.
5. Select the desired permit number and choose the adjusted start date for the permit.
6. Verify that the system automatically adjusts the price. A **prorated** label will appear next to the new cost.
7. Click the **Purchase this Permit** button to finalize the transaction.

Visual Cues and Status Indicators

- **Prorated Label:** Once the start date is modified, a **prorated** text label will appear to visually confirm that the original price has been recalculated. The newly adjusted cost will reflect accurately in both the Admin and User portals.

Best Practices and Considerations

> **Admin Permissions:** In addition to configuring the lot, ensure that the administrative user attempting this process has the necessary *Proration* permission enabled on their specific administrative role profile. If they do not, they will be unable to execute the proration.

- **Verify Start Dates: Always double-check the selected start date** before finalizing the purchase. The system relies entirely on this user-defined date to accurately calculate the remaining prorated cost for the

sales window.

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