Validator Admin Groups

> The Validator Admin Groups article outlines how to configure, manage, and assign permissions for the *Validator Tool*. Its primary purpose is to allow administrators to effectively organize validation groups, assign specific roles, and define management zones for permit validation operations. This guide is intended for OPS-COM administrators.

Setup and Configuration

Configuring validator groups involves creating the core group structures, adding members, and assigning management zones to individual administrators.

Admin Side: Administrators must completely configure these groups and permissions before staff can effectively use the validation tools.

User Side: End-users do not interact with validator groups or backend administrative permissions.

Creating a Validator Group

1. Hover over **System Configuration** and click **Admin Management** then **Manage Groups**.
2. Click the **Parking Validator** module.
3. Click the **Add New** button in the top right corner.
4. Complete the **Group Name**, **Module**, **Validator Comment**, **Admin Members**, and **Default Validation Hours** fields in the newly opened

window.
5. Click the **Save Group** button.

> The **Default Validation Hours** value serves only as an automatically populated preset. There is currently no way to enforce a strict limit, and administrators may manually override this duration.

Adding Members to a Group

1. Hover over **System Configuration** and click **Admin Management** then **Manage Groups**.
2. Click the **Edit** button next to the relevant Administrator Group.
3. Click on the **Admin Members** bar to select and add additional members.
4. Click the **Save Group** button at the bottom of the page.

Zones and How They are Assigned

1. Hover over **System Configuration** and click **Admin Management** then **Edit Admin Users**.
2. Select the specific Admin User you wish to edit.
3. Scroll to the bottom of the page to the **Parking Validation Lot Zones** window.
4. Select the specific zone or zones that this administrator will manage.
5. Click the **Update User** button to finalize the changes.

Using this Feature

The *Validator Tool* utilizes distinct roles to accurately manage access to system data and dictate deletion capabilities. Understanding these roles is

critical for secure system operation.

Role	Access & Deletion Capabilities
Super Admin	Has full access to all groups. Can view all current, pending, past, and archived validations, and delete entries at any time.
Group Manager	Can view their own groups and associated current/pending validations. Can delete entries pre-validation and up to 15 minutes past the start date.
Validator Admin	Can view and delete their own entries pre-validation or within the 15-minute grace period.
Validator Entry	Can delete any future, current, or past validations.

Best Practices and Considerations

- **Enable Grace Periods: Set up a 15-minute grace period on deletions in your system settings.** This highly recommended setting allows a current validation to be easily deleted up to 15 minutes past the start date in the event of an administrative input error.
- **Configure Visibility Rules: If an Admin name is strictly required for searches, ensure All Admins or individual admins within their group are correctly configured.** Proper configuration ensures consistently accurate search results across the system.

Archived information is not purged from the system. While archived entries are functionally considered deleted from active views, the historical data is permanently retained to maintain system data integrity and auditing capabilities.

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