Agenda

Updated Parking Management Portal
Permit Allocation
Assign a Permit
Cancel a Permit
Complete Permit Sale
Transaction – Receipt View
Updated Parking Management Portal

Previous Parking Management Portal process limitations include:

- Parking Coordinators add permit assignments and cancellations to Excel spreadsheet then email for processing
- Extended processing period as multiple departments submit changes simultaneously
- Increased wait times for communication between Parking Coordinator and Parking Services

Updated Parking Management Portal allows Parking Coordinators to:

- View assigned parking permits
- View allotments available for assignment
- Make real-time parking assignments
- Submit cancellations for automatic processing
Permit Allocation

Instructions

• Use ONYEN to login to Online Services
• Scroll to “PERMITS” section
• Select “$ Allocate Permits” to view and manage departmental permits and allocations
Permit Allocation

Allocate Permits

- View department allocations, including:
  - **Lot Name**: Parking facility of allocation
  - **Time Period**: Time value of permit
  - **Allocated**: Total amount of department permit allocations
  - **Assigned**: Number of individuals assigned to permit group
  - **Valid Sold**: Number of permits sold
  - **Remaining**: Number of permits available for purchase
  - **Edit**: View and change permit assignments
Permit Allocation

Current Allocations

- Select “Edit” to open “Current Allocations”
- Current Allocations: View customer permit renewals, including:
  - Customer: First Name, Last Name, PID
  - Sold Permit: Permit Code
  - Reservation: Permit purchase status
    - “Already Purchased” – Renewal successfully processed
  - Actions: Tasks remaining to complete renewal or assign permit
    - “Basket Not Available” – Permit successfully renewed

Note: “Reserved Permit” feature is currently unavailable.
Assign a Permit

Instructions

• Find and select customer who requires a permit assignment

• Reservation: “Choose Permit” to assign a new permit and open list of available permits

• Actions: “Remove” to take customer out of allotment group and available for a different allotment group

  o Example: Customer requests to move to a different parking facility locations where the department holds allotments
Assign a Permit

Instructions

• Select Choose Permit for the list of available permits within the customer’s allocation group
• Select “Purchase Permit” to assign a new permit to this customer

Note: “Reserved Permit” feature is currently unavailable.

Current Allocations

Below are the customers who are currently signed up for your allocation. If a permit has already been sold to the customer you may click the link in the Actions column to view the receipt for the customer’s previous transaction.

If you wish to cancel a permit, please use this REQUEST CANCELLATION form.

<table>
<thead>
<tr>
<th>Customer</th>
<th>Sold Permit</th>
<th>Reserved Permit</th>
<th>Reservation</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMITH, JOHN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(7XXXXXXXX)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BROWN, ANNE</td>
<td>25CDE0012</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(7XXXXXXXX)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reserve Permit for Customer

Select a permit from the list of available permits below.

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Status</th>
<th>Short Description</th>
<th>Reservation</th>
<th>Purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>25CDE0020</td>
<td>CD EMPLOYEE</td>
<td>Reserve Permit</td>
<td>Purchase Permit</td>
<td></td>
</tr>
<tr>
<td>25CDE0021</td>
<td>CD EMPLOYEE</td>
<td>Reserve Permit</td>
<td>Purchase Permit</td>
<td></td>
</tr>
<tr>
<td>25CDE0022</td>
<td>CD EMPLOYEE</td>
<td>Reserve Permit</td>
<td>Purchase Permit</td>
<td></td>
</tr>
</tbody>
</table>
Complete Permit Sale

Instructions

• Select customer’s vehicle
• Select the appropriate payroll schedule, if it is not automatically selected
• Press Submit
Transaction – Receipt View

Instructions

• Purchase is complete!
• Press “view the receipt”, or view/print the receipt later from the assigned customer list
Sample Receipt

Payment Receipt

Your transaction is complete. Please print this page for your records.

If this is a printable permit, click the link in the right hand column to display the printable permit (opens in a new window).

Purchased Items

<table>
<thead>
<tr>
<th>Qty</th>
<th>Type</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Permit</td>
<td>CD EMPLOYEE 24-25 / CD EMPLOYEE (25CDE0020) (08/01/2024 - 07/31/2025) Print Permit view details</td>
<td>$1,575.00</td>
</tr>
</tbody>
</table>

Total Paid: $1,575.00

Transaction Summary

CC Receipt Number

Payment Method: Payroll Payment Plan
Payment Date: 6/27/2024 12:19:24 PM EST
Cancel a Permit

Permit Cancellation Form

- Select “REQUEST CANCELLATION” to open Permit Cancellation Request form in T&P website

- Required fields include:
  - Customer First Name and Last Name
  - PID

- Press Submit – Send form to Parking Services for cancellation

- Confirmation email sent from parking@unc.edu to Parking Coordinator once cancellation has been completed

- Refresh Allocate Permits screen to view newly available permit