Parking Agency Site Setup

Contents

Settings

Agency

- Go to Agencies and choose +New
- Try to get their subscription close to their Support Renewal Date

User Roles

- Need at least three User Roles
    - Agency Administrator
    - Agency User
    - End User (Student/Faculty/Staff)
        - Make sure End User is checked as an End User

Manage User Role Permission

- Ensure that the Agency Administrator has all permissions

Permit Types

- Make at least two
    - STU24 – Student 2024
    - FS24 – Faculty/Staff 2024
- Digits After Preable: 4
- Staring: 0001
- Ending: 1000
- Issue Amount: $50
- Max # User: 10
- Max # Vehicle: 10
- Check Available Online

User Types

- Map the User Types to their Matching Permit Types
- Expiration Date: 01/01/2026
- Check Bill Payment
- Encumbrance: Change all to 1 day and Enable

Locations

- Add in Any Test Location

Violations

- Add in Any Test Violation

System Preferences

- Permit Delivery
    - o Add in a test Pickup Address

Create Test Users

Test Administrator

- Go to Person and click +New
    - o **NEVER** Check Super Admin
    - o Billing ID: 12121212
    - o Last Name: Admin
    - o First Name: Test
    - o User Type: Faculty/Staff
    - o Date of Birth: 01/01/2000
    - o Email: support@arms.com
    - o User Role: Agency Admin
- Click Reset Password and send that
- Click Edit and Change the Email to be "[dept shorthand name].admin@test.com"

Test Enduser

- Go to Person and click +New
    - **NEVER** Check Super Admin
    - Billing ID: 21212121
    - Last Name: Enduser
    - First Name: Test
    - User Type: Student
    - Date of Birth: 01/01/2000
    - Email: support@arms.com
    - User Role: End User
- Click Reset Password and send that
- Click Edit and Change the Email to be "[dept shorthand name].enduser@test.com"

Email Notifications

- Go to Settings → System Preferences → Notification Manager
- Click on the Action dots next to the two password reset emails and choose to send those
- **TURN OFF** all Notification Manager options and Update

Password Resets

- Find the Password Reset emails
- Login as Both and Reset each of the accounts passwords to "Parking#1"