Parking Allocation Report

User Guide

Please click on the following link to access the Parking Allocation Report:

https://apps.transportation.ucla.edu/secure/PCM

Overview

The UCLA Events and Transportation (E&T) department is publishing a report for departmental parking coordinators so they can more effectively manage parking allocations for their departments. The purpose of this document is to outline how to use the parking allocation report. There will be a review of terms and processes related to parking allocation. This is followed by a discussion of how to understand the terms and calculations used in the report. Finally instructions will be provided on how to access the report.

Parking Allocation Review

Parking at UCLA is limited. As a result it is necessary to control access to parking so that all customers with a permit will be able to park. One type of control is the parking permit allocation. Permit purchasing rights are allocated to departments so there will be an adequate number of permits for faculty, staff and qualified students.

The following terms are important to understand allocation processes and the allocation report:

Parking Allocation Term	Description
Fiscal Year	The campus fiscal year starts on July 1 and ends on June 30.
Permit	Parking permit allows a customer to park in certain locations at certain times. Permits have an effective start date and end date. They are managed by allocation code and permit type.
Consecutive Permit	Permit which is valid through June 30, 2020.
Annual Permit	Permit which is valid from July 1 through June 30.
Quarterly Permit	Permit which is valid for one quarter.
Short Term Permit	Permit which is valid for 30 days.
Allocation	The right to purchase a permit which is allocated to a department. Allocations have an effective start date and end date. They are managed by allocation code and permit type.

Parking Allocation Term	Description
Consecutive Allocation	Allocation which is valid through June 30, 2020. Please note that this type of allocation is being retired.
Annual Allocation	Allocation which is valid from July 1 through June 30.
Quarterly Allocation	Allocation which is valid for one quarter.
Short Term Allocation	Allocation which is valid for 30 days.
Allocation Code	Allocations and permits are grouped by allocation code. Allocation codes match department codes in many cases however they may be different. More than one allocation code may be assigned to a departmental parking coordinator.
Parking Facility	A parking facility is a location where customers are allowed to park. For example, structure 8 and lot DD are facilities.
Permit Mobility Level	The permit mobility level generally refers to the cross-parking privileges of a group of permits which allow them to parking in different facilities. For example, Yellow and Blue are mobility levels.
Permit Type	Permit types generally refer to the parking facility and the permit mobility level. For example, 8YL (for "Structure 8 Yellow") and 1BL (for "Structure 1 Blue") are permit types.
Prox Card	The prox card controls gate access to certain areas of parking facilities. It is also sometimes referred to as a proximity card since it must be in close proximity to a card reader to open a gate.

Important business processes related to allocations are described below:

Parking AllocationProcess	Description
Annual Allocation Rollover	The annual allocation rollover takes place before the start of the annual permit renewal process. During the rollover process a procedure counts the number of consecutive and annual permits for the current fiscal year for each allocation code. This number is then used to set the allocations for the next fiscal year.
Annual Permit Renewals	During the annual permit renewal process the following steps take place: 1. E&T department sends lists of permit holders for the current fiscal year to departmental coordinators 2. Coordinators work with their department to identify permit holders to renew for the next fiscal year 3. Coordinators send final lists to E&T department 4. E&T department creates permits for the next fiscal year for permit holders who were flagged for renewal This process is completed by June 30 for the start of the new fiscal year.
Annual Allocation Adjustment	The annual allocation adjustment is a new process which takes places after the annual permit renewals. Under this process the allocations for each allocation code and permit type are adjusted to match the number of consecutive and annual permits for the new fiscal year. This process takes place after July 1 which is the start of the new fiscal year.

How to Understand the Report

Permits and allocations have effective start dates and end dates. To provide accurate information the parking allocation report must count allocations, permits used and allocations available for each day in the fiscal year. The final numbers listed in the report are based on the daily counts.

It will be necessary to understand the following terms used in the report:

Allocation Report Term	Description
Fiscal Year	The campus fiscal year starts on July 1 and ends on June 30. Please note that you can only run the report for the current fiscal year.
Allocation Code	Allocations are grouped by allocation code. Allocation codes match department codes in many cases however they may be different. More than one allocation code may be assigned to a departmental parking coordinator. Please note that you can filter the report by allocation code if you manage more than one code.
Allocation Description	Description of allocation code which typically matches department description.
Permit Description	The permit description describes the permit type. Permit types generally refer to the parking facility and the permit mobility level. For example, “Structure 8 Yellow” and “Structure 1 Blue” are permit descriptions.
Allocated	The minimum daily count of allocations for a given allocation code and permit description. This is based on the daily counts for the fiscal year.
Used*	The maximum daily count of permits used for a given allocation code and permit description. This is based on the daily counts for the fiscal year.
Available	The minimum daily count of allocations available for a given allocation code and permit description. This is based on the daily counts for the fiscal year. Please note that the following formula may be true: Allocated – Used = Available. Due to daily fluctuations in the counts this formula will not be true in all cases.
Customer Name	Name of permit holder.
UID	Customer university ID.
Permit Number	Customer permit number.
Prox Number	Customer prox card number.
Effective	Customer permit effective from date.
Expires	Customer permit effective to date.

*Note: Anything shorter than an Annual Allocation is not calculated in the overall allocation count. However, your “allocation used” totals both annual and non-annual allocations.

To understand how the daily counts are computed please refer to the example in the diagram below:

Category	Day 1	Day 2	Day 3	Day 4	Day 5	Scale
						3
						2
Allocated						1
						-1
Daily Count	2	2	2	2	2	
						3
						2
Used						1
						-1
Daily Count	1	2	3	2	1	
						3
						2
Available						1
						-1
Daily Count	1	0	-1	0	1	

Figure 1 - Sample Daily Counts

In this example there are two allocations which are shown in green. Both allocations cover days one through five. The Allocated daily count is 2. There are three permits which are shown in red. The first permit covers days one through five. The second permit covers days two through four. The third permit covers day three. (Please note that these types of permits are not actually sold by the day. This example is for illustration purposes only.) The Used daily count varies between 1 and 3. The available allocations are shown in orange. The Available daily count = (Allocated daily count) – (Used daily count) and it varies between 1 and -1. If this example were listed on the allocation report the values would be as follows:

Allocated = 2 (minimum Allocated daily count)

Used = 3 (maximum Used daily count)

Available = -1 (minimum Available daily count)

How to Access the Report

The parking allocation report is published to a secure web site at the following link:

https://apps.transportation.ucla.edu/secure/PCM

Departmental coordinators will be able to access the report by following the link and entering their UCLA Logon ID as shown below:

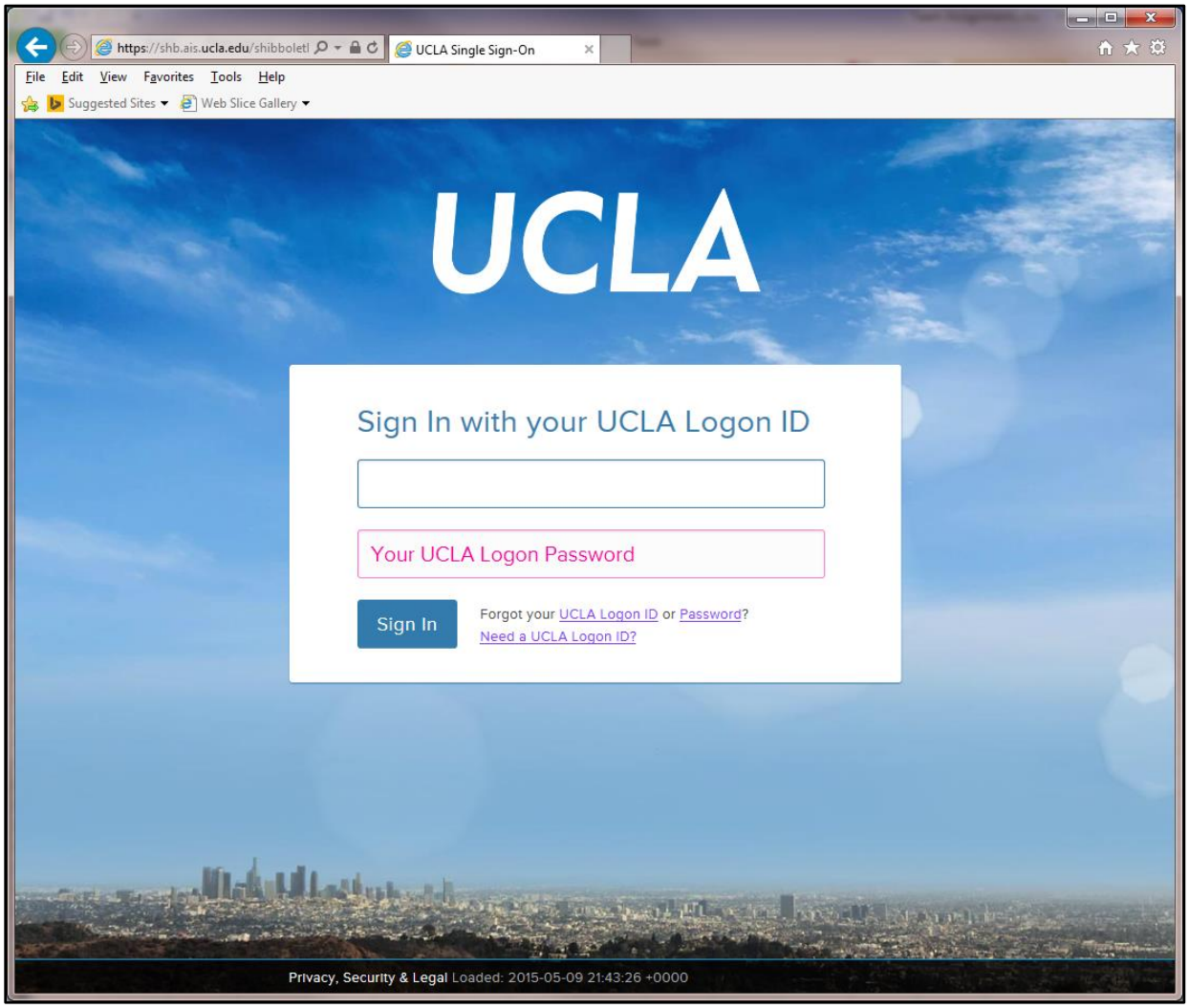

Figure 2 - UCLA Logon Page

Enter your credentials and click the “Sign In” button to open the report.

When you first access the report it will display the allocation codes which are assigned to you as illustrated in the following screenshot:

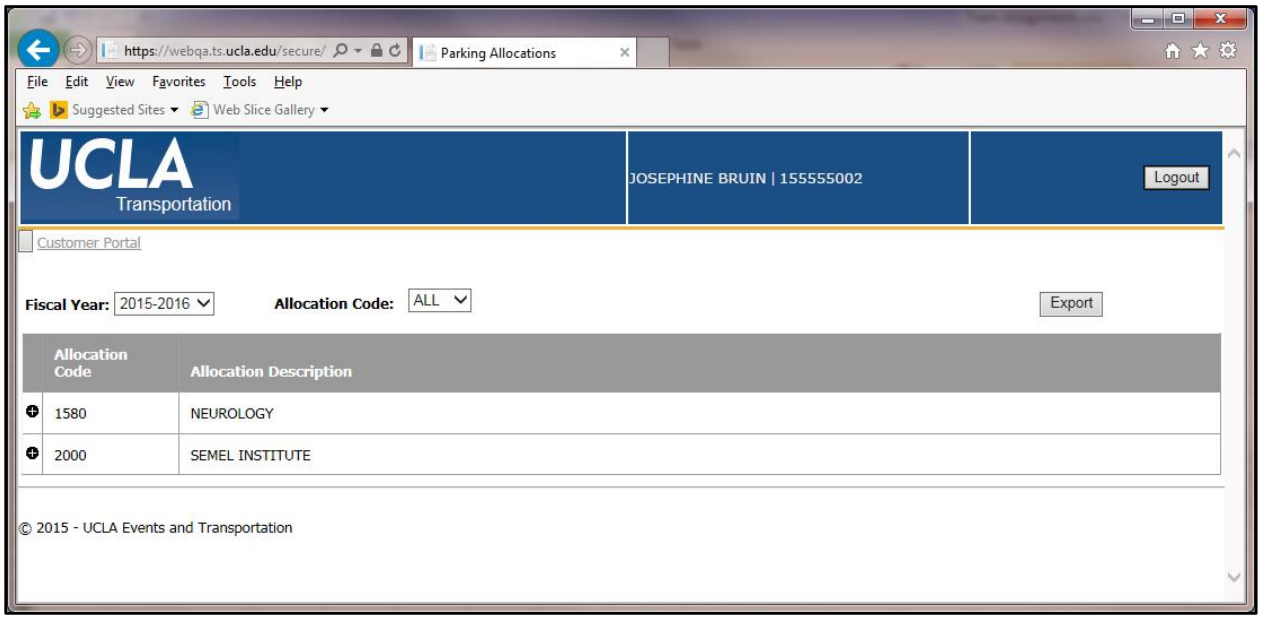

Figure 3 – Allocation Report – Allocation Code View

You can use the "Allocation Code" dropdown to filter the allocation codes which are displayed.

Click the Allocation Code (+) button to display a list of allocations by permit description.

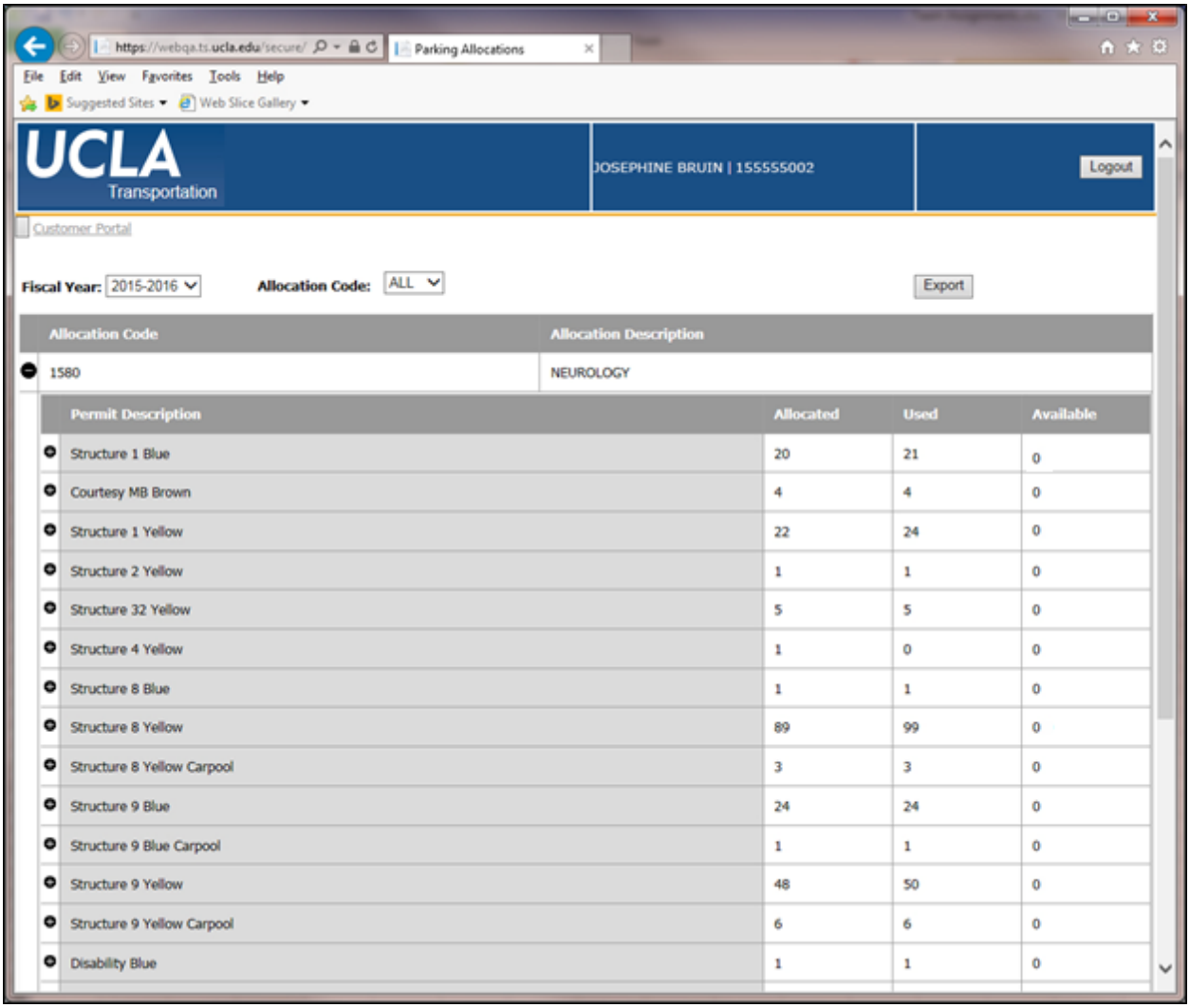

Figure 4 - Allocation Report - Permit View

For each permit description the number of allocations, permits used and allocations available is listed. In most cases the following formula is true: Allocated – Used = Available. This is not true in all cases due to a business rule that is enforced by the report. Please see the section “How to Understand the Report” for more information on how these numbers are calculated.

Click the Permit Description (+) button for a list of customers:

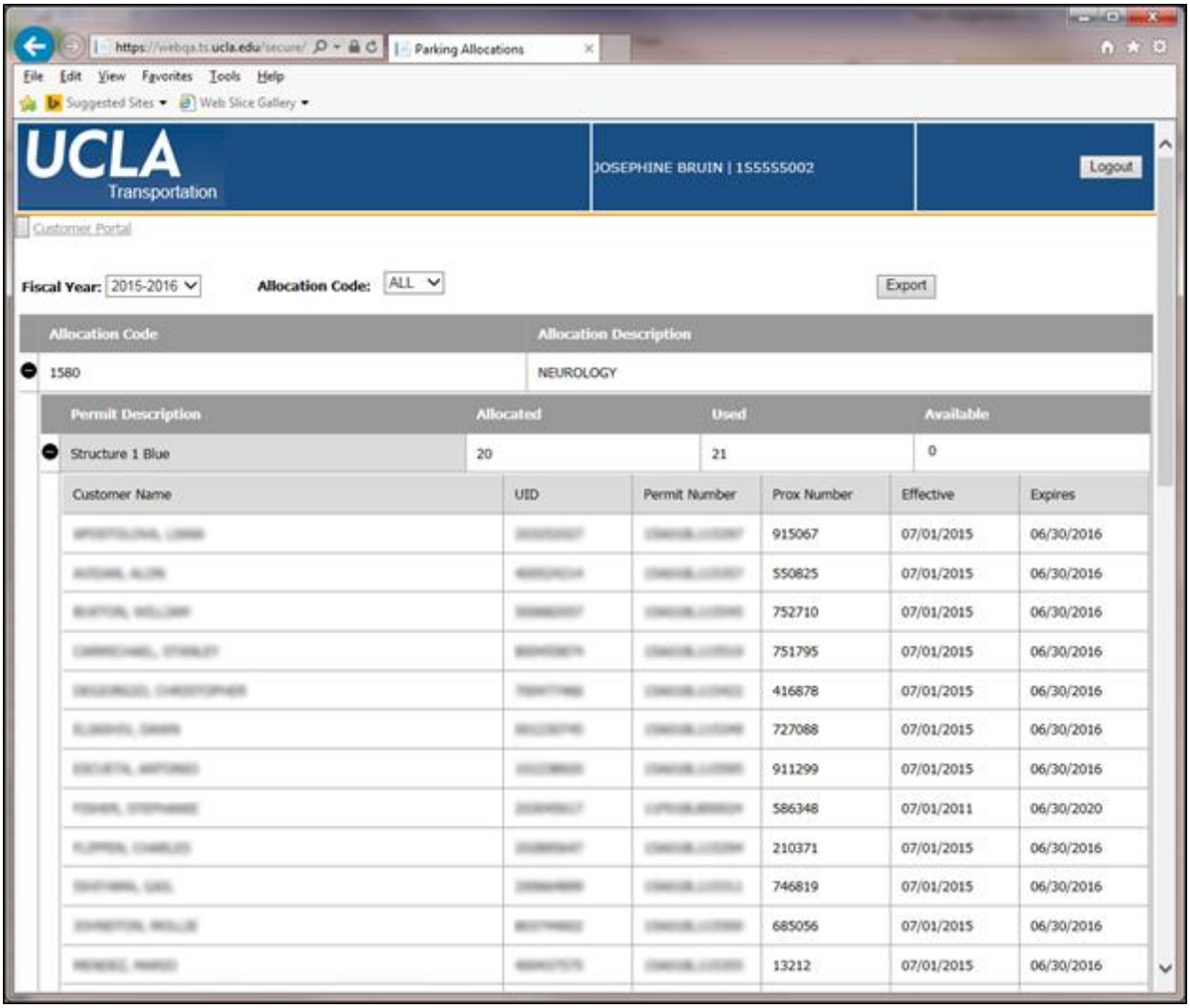

Figure 5 - Allocation Report - Customer View

In general the number of customers listed should match the spaces used although this will not always be true. Please see the section “How to Understand the Report” for more information.