

Visitor Parking Module

The **Visitor Parking** module allows you to **manage** visitor parking for your building. Here, you can **view** and **edit** active visitor parking passes, **Add Visitor Parking**, and **Edit Restrictions**.

The screenshot shows the Cybersuite Visitor Management system. The sidebar navigation includes Home, Tasks, Modules, Access Control, Delivery Center, Messaging, Amenities, Maintenance, Bookings, Alerts, Visitor Parking (which is selected and highlighted in grey), Security, Building Management, and Users. The main content area is titled 'Visitor Parking' and displays a table of visitor parking passes. The table columns are: Suite, Date, Make, Model, Color, License Plate, Date created, Expiry date, and Status. One row is visible: Suite 808, Date 2025-10-08, Make TESLA, Model Model 3, Color Black, License Plate BXCH 257, Date created 2025-10-07, Expiry date 2025-10-09, and Status Active. The 'Active' status is highlighted with a green button. The top right of the main area has buttons for '+ Add Visitor Parking', '+ Edit Restriction', 'Print', and 'Select Status'. The bottom left of the main area shows 'Page 1 of 1'. Hand-drawn arrows point to the 'Visitor Parking' link in the sidebar, the '+ Add Visitor Parking' button, the '+ Edit Restriction' button, and the table itself.

Suite	Date	Make	Model	Color	License Plate	Date created	Expiry date	Status
808	2025-10-08	TESLA	Model 3	Black	BXCH 257	2025-10-07	2025-10-09	Active

Visitor Parking Module

TAG Group / Visitor Management / Edit Visitor Pass

Edit Visitor Vehicle

Suite * 808

Parking spaces * 10

Select user Resident Test

Print

Current Status Active

Registered On 2025-10-07

Registered By Super Admin

Guest Information

Guest Name * Andrew

Start Date * 2025-10-06

End Date * 2025-10-07

Make * TESLA ×

Model * Model 3 ×

Color * Black

Licence Plate * BXCH 257

Reinstate Pass & Delete

Delete

Cancel

When viewing an existing Visitor Pass, you will be able to view the visitor vehicle and guest details.

On this page, you can **Delete** the pass by **selecting Delete**.

If the pass goes unused, you can credit it back to a user by **selecting Reinstate Pass & Delete**.

Visitor Parking Module

When registering a visitor vehicle, select **Add Visitor Parking** on the **Visitor Management** page, then enter the **suite number, user, guest name, start date, end date, make, model, color, and license plate**. Once done, **select Register Vehicle**.

TAG Group / Visitor Management / Add Visitor Pass

Register Visitor Vehicle

Suite *

Parking Passes Available *

Select user *

Guest Information

Guest Name *

Start Date *

End Date *

Make *

Model *

Color *

Licence Plate *



Register Vehicle **Cancel**

Visitor Parking Module

To set restrictions, **select Edit Restrictions** on the Visitor Parking screen. Here you can set parameters like **number of monthly parking passes per unit** and **number of nights included in each pass**. Once done, select **Submit**

Parking Restrictions

Edit or Add Visitor Parking restrictions

 Monthly Parking Pass
Number of Monthly Passes per Unit

 Pass Length Restriction
Number of Nights Included in Each Pass

[← Back](#) [Submit →](#)

