

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 displays the Cybersuite Visitor Parking module interface. The sidebar on the left contains navigation links: Home, Tasks, Modules, Access Control, Delivery Center, Messaging, Amenities, Maintenance, Bookings, Alerts, Visitor Parking (highlighted), Security, Building Management, Users, Buildings, TAG Group, and Settings. The main header shows the breadcrumb trail: TAG Group / Visitor Management / Visitor Parking. The main content area features the 'Visitor Parking' title, search filters for Suite, Date, Make, Model, Color, and Licence Plate, and a table of parking passes. The table has columns: Suite, Date, Make, Model, Color, License Plate, Date created, Expiry date, and Status. A single entry is shown: 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 interface also includes action buttons: '+ Add Visitor Parking', '+ Edit Restriction', and 'Print', as well as a 'Select Status' dropdown. The page number 'Page 1 of 1' is displayed at the bottom left.

Visitor Parking

Search filters: Suite, Date (yyyy-mm-dd), Make, Model, Color, Licence Plate

Show 10 entries

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

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Visitor Parking Module

TAG Group / Visitor Management / Edit Visitor Pass

Edit Visitor Vehicle

Suite *

808

Parking spaces *

10

Select user

Resident Test

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

Print

Current Status

Active

Registered On

2025-10-07

Registered By

Super Admin

Cancel

Reinstate Pass & Delete

Delete

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**.

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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 *

Search suites...

Parking Passes Available *

10

Select user *

Select user...

Guest Information

Guest Name *

Enter name

Start Date *

Select date

End Date *

Select date

Make *

Select or type make...

Model *

Select or type 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 →](#)

