

# Altering the Price of Unpaid Standard Permits

## Introduction

Sometimes it may be necessary to change the price of a standard permit before it has been paid for and processed.

In paid permits, this process requires the existing payment be adjusted. Before the permit has been paid, the change can be made directly to the permit reservation.

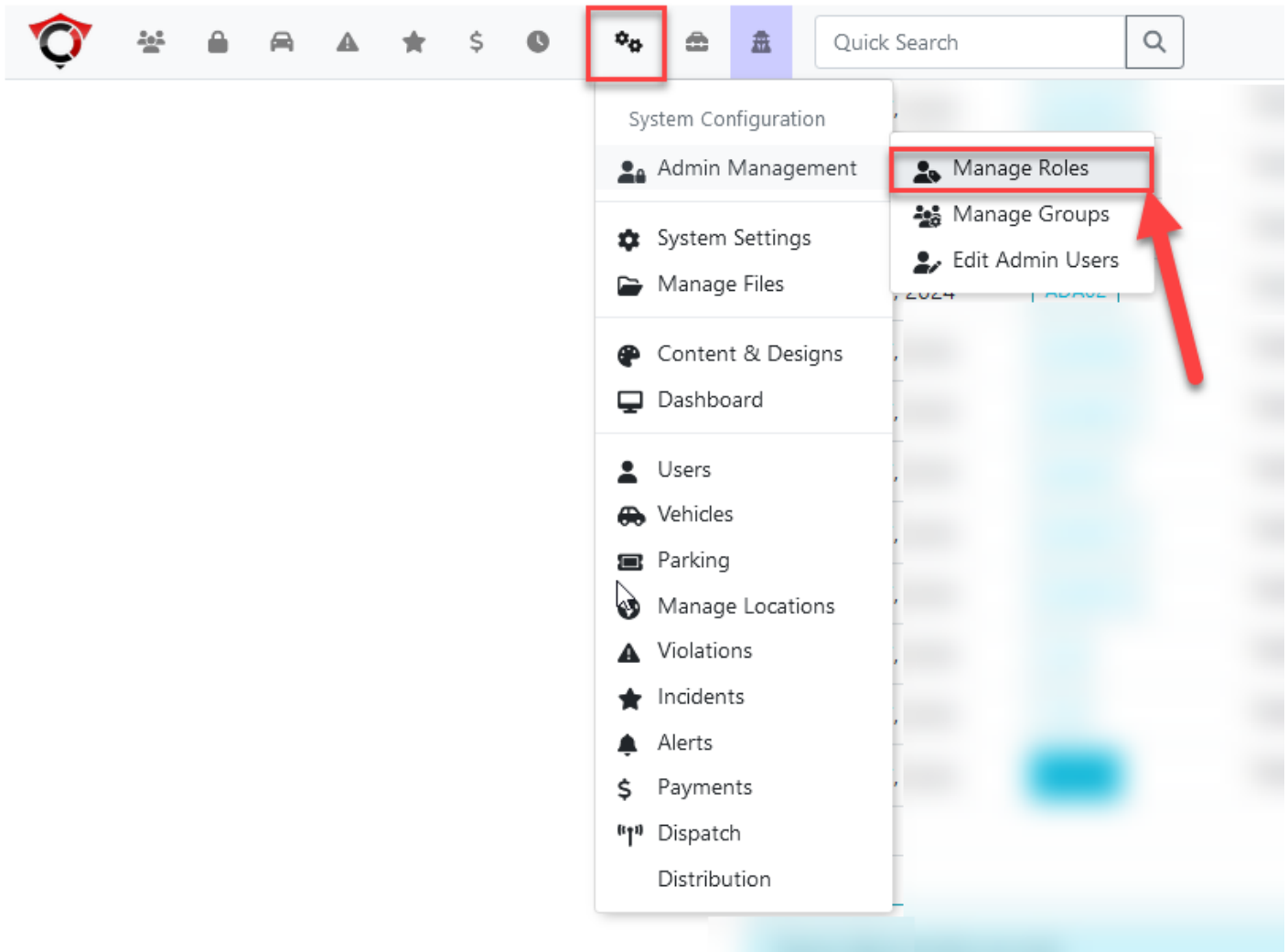
Changes made to the price of an unpaid permit will only affect the single booking for the current user. The general price of the permit will not be affected, and the next user who books the permit will have the default price assigned to their booking.

## Permissions

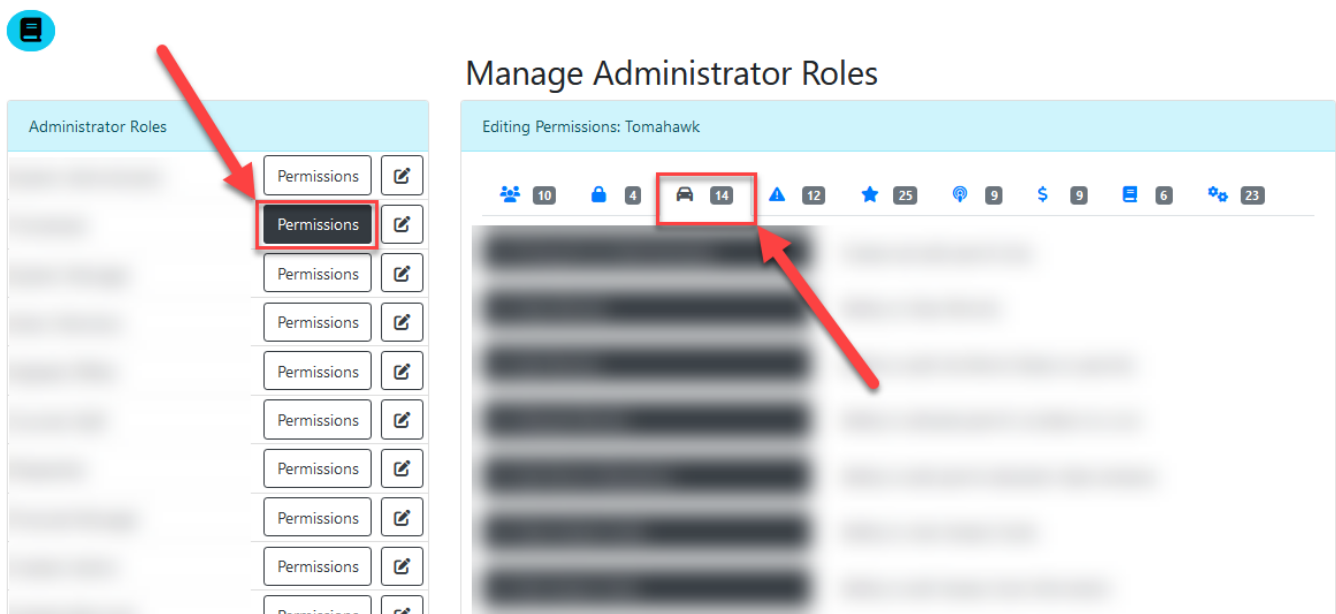
For an admin to have the option to alter the price of an unpaid permit, they must have the proper permission enabled for their account.

Find the admin permissions page under the menu tree:

- **System Configuration -> Admin Management -> Manage Roles**

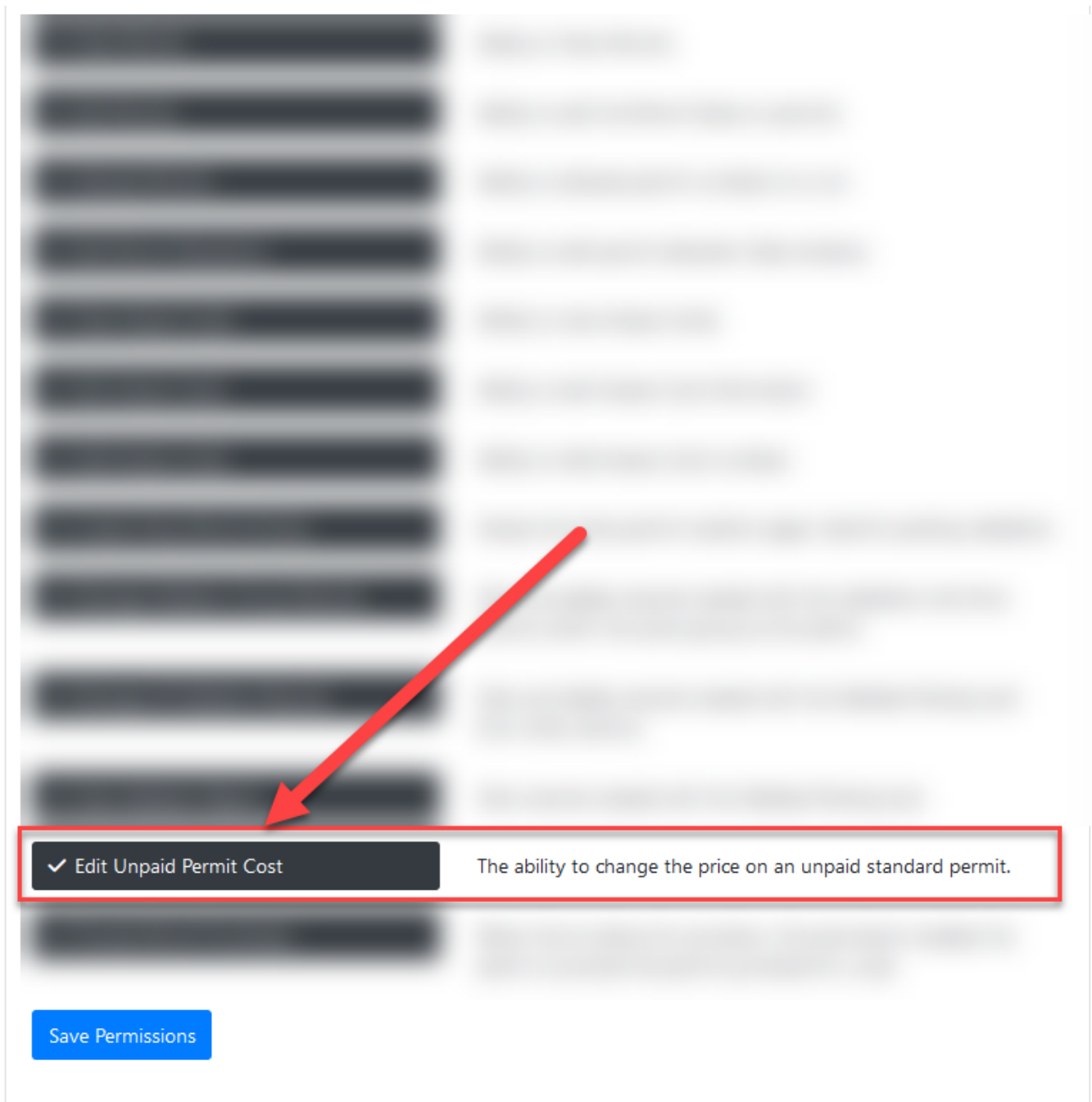


Open the permissions list for the admin type, and click the third menu option (with the vehicle).



The permission will be found near the bottom of the list.

It is called **Edit Unpaid Permit Cost**.



Admins with this role will now be able to edit the price of unpaid standard permits.

## Editing Permit Prices

One the admin has the permission enabled, unpaid permits can be edited from two locations:

- Directly on the permit reservation page.
- From the permit info page.

## Permit Reservation Page

When booking a permit for a user, admins with the permission enabled will see an edit cost button next to the permit cost.

### Confirm Parking Permit Registration

|                |                                     |
|----------------|-------------------------------------|
| Requested Lot: | ADA Temp Lot                        |
| Semester:      | Yearly 2024                         |
| Permit Total:  | \$10.00 <a href="#">✎ Edit Cost</a> |
| Permit #:      | ADA04 <span>▼</span>                |
| Sub-Total:     | \$10.00                             |
| Taxes 13%:     | \$1.30                              |
| GST 10%:       | \$1.00                              |
| PST 5%:        | \$0.50                              |
| Total Owing:   | \$12.80                             |

**Please verify that the above information is correct.**

[Purchase this Permit](#)[Cancel](#)

Pressing the button will open the option to enter a new price for the permit.

# Confirm Parking Permit Registration

Requested Lot: ADA Temp Lot  
Semester: Yearly 2024  
Permit Total: \$9.50 [Edit Cost](#)

New Cost:

Comment:

Permit #: 

ADA04

Sub-Total: \$9.50  
Taxes 13%: \$1.24  
GST 10%: \$0.95  
PST 5%: \$0.48  
Total Owing: \$12.16

Please verify that the above information is correct.

[Purchase this Permit](#)[Cancel](#)

The menu will show an area for the new price, and a comment about why the price is being updated.

The permit can then be booked as normal.

The permit will appear in the user's cart with the altered price.

| Parking Permit Payments                           |                       |              |               |               |                                 |
|---|-----------------------|--------------|---------------|---------------|---------------------------------|
| Submit Date                                       | Permit                | Sales Window | Start         | End           | Amount                          |
| <input checked="" type="checkbox"/> Nov. 07, 2024 | <a href="#">ADA04</a> | Yearly 2024  | Aug. 12, 2024 | Aug. 01, 2025 | * \$9.50 <a href="#">Remove</a> |
| Sub Total:  |                       |              |               |               | \$9.50                          |
| * - Prorated                                      |                       |              |               |               |                                 |

# Permit Info Page

Permits that have already been booked but not yet paid for can have their price edited by opening the permit info page. This page can be found by clicking on the name of a permit already in the user's cart.

| Parking Permit Payments                           |        |              |               |               |                                 |
|---|--------|--------------|---------------|---------------|---------------------------------|
| Submit Date                                       | Permit | Sales Window | Start         | End           | Amount                          |
| <input checked="" type="checkbox"/> Nov. 07, 2024 | ADA04  | Yearly 2024  | Aug. 12, 2024 | Aug. 01, 2025 | * \$9.50 <a href="#">Remove</a> |
| Sub Total:  |        |              |               |               | \$9.50                          |
| * - Prorated                                      |        |              |               |               |                                 |

This will open the permit info page.

## Parking Permit Information

Permit Number:

ADA04

Lot Name:

ADA Temp Lot

Require Access Card:

No

Allowed as 2nd Permit:

Yes

Cost:

\$9.50 + \$2.66 tx. Prorated [Edit Cost](#)

Current Status:

Requested (awaiting payment)

Permit State:

Good

Current Renter:

J Doe

jdoe

Payment Amount:

\$12.16 (incl. tax)

Payment Method:

[\\$ Make Payment](#)

Rollover State:

Renewable

[Update Permit](#)

[Close Window](#)

Like the reservation page, admins with the correct permission enabled will see an edit cost button.

Clicking this will open the new cost menu.

### Parking Permit Information

Permit Number:

ADA04

Lot Name:

ADA Temp Lot

Require Access Card:

No

Allowed as 2nd Permit:

Yes

Cost:

\$9.50 + \$2.66 tx. Prorated Edit Cost

New Cost:

8

Comment:

Update price again,

Current Status:

Requested (awaiting payment)

Permit State:

Good

Current Renter:

J Doe jdoe

Payment Amount:

\$12.16 (incl. tax)

Payment Method:

\$ Make Payment

Rollover State:

Renewable

Update Permit

Close Window

The changed price can then be saved by pressing the update permit button.

Comments entered here or when the permit was reserved can also be found on the permit info page, located below the info box in the notes box.

Permit Notes ?

Cost was changed from default: Permit discount.

11:21 am

Add Note

## Viewing Price Change History

Changes made to an unpaid standard permit will appear in the history section of the user's account.

The changes can be seen in recent history:

Profile
Lockers
Vehicles
Parking
Payments
History
Incident History
Doe, J (jdoe)

## Viewing J Doe's Recent History

Showing the first 100 records.

|  |              |             |  |  |         |                  |
|--|--------------|-------------|--|--|---------|------------------|
| P  | Nov. 7, 2024 | ADA - ADA04 |  | Y : Yearly 2024 Permit<br>Aug. 15, 2024 - Aug. 1, 2025 | \$12.16 | Awaiting Payment |
| <i>Cost was changed from default: Permit discount.</i> |              |             |  |  |         |                  |

And the changes can also be seen in standard permit history:

Profile
Lockers
Vehicles
Parking
Payments
History
Incident History
Doe, J (jdoe)


Viewing J Doe's History

?
Complete History Log
271

Permits 18

Yearly 2024 Active

Y : Aug. 15, 2024 - Aug. 1, 2025

|   | Submit Date  | Permit #  | Amount  | Pay Date         |
|---|--------------|---|---------|------------------|
| Unpaid  | Nov. 7, 2024 |  ADA ADA04 | \$12.16 | Awaiting Payment |
| Cost was changed from default: Permit discount. |              |   |         |                  |



