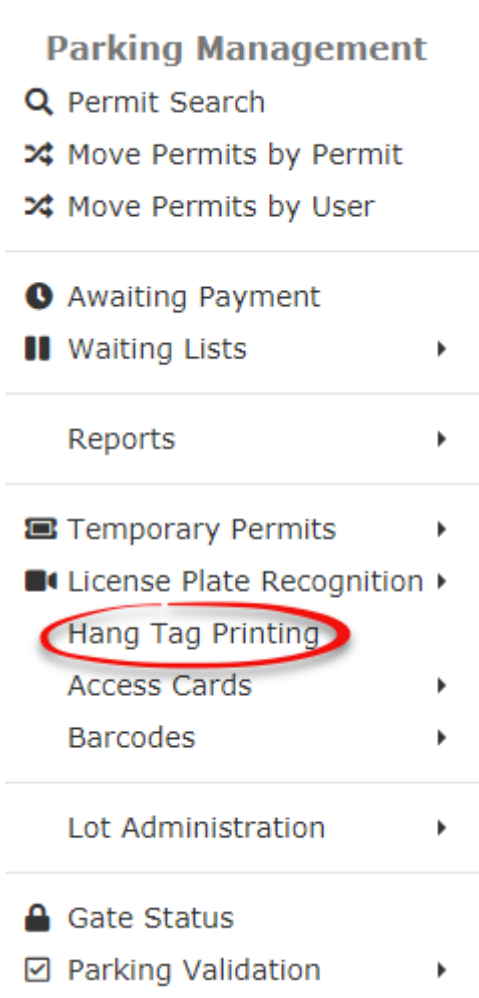


# Hang Tag Printing

## Printing Hangtags

In **Parking Management**, hover over the **Permit Management** icon and click **Hang Tag Printing**.



The **Vehicle Hang Tag Printing** screen will display. Select the **Semester** from the drop-down menu and select the files that you want to retrieve for printing. Enable the checkbox is *if you only to print tags for which the payment has been fully processed*. Select the **Permit Lot Name** from the drop-down menu or enable the checkbox to disregard the lot type. Select the distribution

method and the permitted range.

Click the **Retrieve** button to submit the search criteria.

PreviewBit: testingRoot: OPSCOM\next-release\parkadmin-webThis is a demo/preview space.

Quick Search...

Branch: testing  
Client Time: Aug 12, 2019 @ 10:45:55

Vehicle Hang Tag Printing

Semester:Current Active Semesters

Retrieve:Only Permits/Barcodes NOT Printed

☒ and only where payment is processed

Permit Lot:Select Lot

☐ disregard the lot type (this may show permits that would normally not be seen)

Distribution Method:Any

and/or

Permit Range From:1

☒ Partial Match☐ Exact Match

Retrieve

Email	Print	User Name	First Name	Last Name	Bar Code	Parking Lot	Permit Number	Distribution	Printed	Admin
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">johndoe</a>	John	Doe		Green Staff Lot East	501		N/A	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">TommyH</a>	Tommy	Hawk		Green Student Lot East	<a href="#">G126</a>	Local Mailing Address	N/A	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">BobStudent</a>	Bob	Student		Green Student Lot East	<a href="#">G127</a>	Local Mailing Address	N/A	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">user_27</a>	User	Twenty-Seven		Green Student Lot East	<a href="#">G128</a>	Local Mailing Address	N/A	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">student</a>	stu	student		Green Student Lot East	<a href="#">G129</a>		N/A	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">jrockwood</a>	James	Rockwood		Green Student Lot East	<a href="#">G130</a>	Local Mailing Address	N/A	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">jrockwood</a>	James	Rockwood		Green Student Lot East	<a href="#">G131</a>	Local Mailing Address	N/A	N/A

Select AllDeselect All

\* permits paid by Payroll Deduction are highlighted.

☐ Do not print date

Expiry Date:Aug 31, 2019clear

☒ Mark items printed

Print Selected Hang Tags

Email Selected

The results will display below the search criteria. Note, permits paid by Payroll Deduction will be highlighted.

- Click the **Username** link to see an overview of the user. You can select the User Profile icon to open the user profile.
- Click the **Permit Number** link to see parking permit information.

Enable the Email checkbox(es) to chose users to send the hang tag by email to. Click the **Email Selected** button, then fill in the details of your email.

To **print hang tags**, enable the **Print checkbox(es)**. If you wish to print hang tags for all users, click the **Select All** button. Click the **Deselect All** button to clear all selections. If you do not want

to include an expiry date on the permits being printed, ensure that the 'Do not print date' checkbox is enabled. Otherwise, select the expiry date to be printed on the hangtag and click the **Print Selected Hang Tags** button.

This will open up a new window displaying the username and address (positioned to fit in a windowed envelope) in the top left, the lot long name and permit number in the top right as well as the actual permit at the bottom.

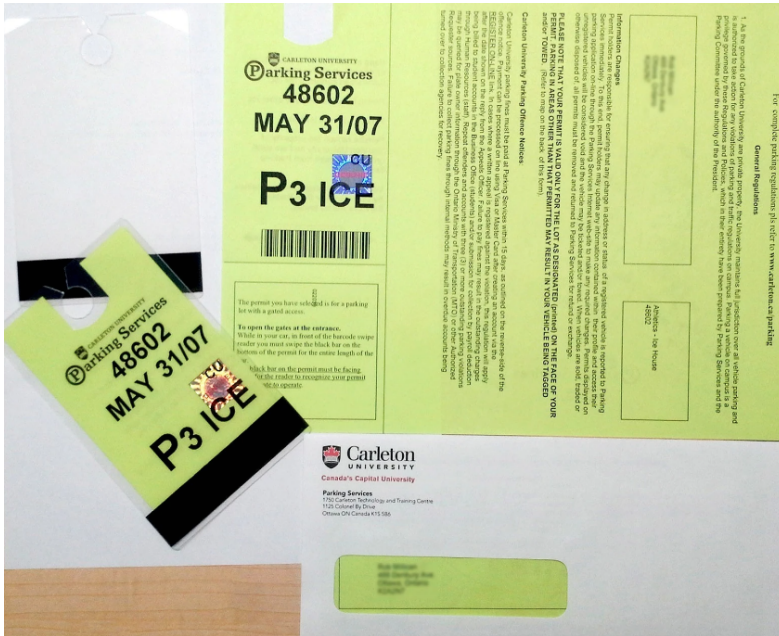
Note, some organizations use perforated paper to make it easier to remove the permits to be laminated. The empty space on both sides of the paper can be pre-printed to provide parking information, rules and regulations to your users. Some organizations will also purchase holograms to go on the permit as well.

## Expected Results

### Important

In order for the correct address to display on the hangtag, you will need to have the **Mail Permit to** selected on the user's profile, and the appropriate address filled out. For example, if you select **Local Mailing Address** and the user only has their **Personal Mailing Address** completed, the user's address will not be printed to the hangtag. (See **Edit User Profile - Profile Tab**)

After printing the hangtag and placing it in its cover, the completed print job could look something like this:



Select the print option from your browser (ctrl+p is the print shortcut). A sample printed parking permit front and back would look similar to this:

For complete parking regulations pls refer to [www.carleton.ca/parking](http://www.carleton.ca/parking)

#### General Regulations

1. As the grounds of Carleton University are private property, the University maintains full jurisdiction over all vehicle parking and is authorized to take action for any violations of parking and traffic regulations on campus. Parking a vehicle on campus is a privilege governed by these Regulations and Policies, which in their entirety have been prepared by Parking Services and the Parking Committee under the authority of the President.



#### Information Changes

Permit holders are responsible for ensuring that any change in address or status of a registered vehicle is reported to Parking Services immediately. To this end, permit holders may update any information contained within their profile and access their parking application on-line through the Parking Services Internet web-site to make any required changes. Permits displayed on unregistered vehicles will be considered void and the vehicle may be ticketed and/or towed. When vehicles are sold, traded or otherwise disposed of, all permits must be removed and returned to Parking Services for refund or exchange.

**PLEASE NOTE THAT YOUR PERMIT IS VALID ONLY FOR THE LOT AS DESIGNATED (printed) ON THE FACE OF YOUR PERMIT. PARKING IN AREAS OTHER THAN THAT PERMITTED MAY RESULT IN YOUR VEHICLE BEING TAGGED and/or TOWED.** (Refer to map on the back of this form).

#### Carleton University Parking Offence Notices:

Carleton University parking fines must be paid at Parking Services within 15 days, as outlined on the reverse-side of the offence notice. Payment can be processed on line using Visa or Master Card after creating an account via the [REGISTER ON-LINE](#) link. In cases where a written appeal is registered against the violation, this regulation will apply after the date shown on the reply from the Appeals Officer. Failure to pay fines may result in the outstanding charges being billed to student accounts in the Business Office (students) and/or submission for collection by payroll deduction through Human Resources (staff). Repeat offenders and accounts with three (3) or more outstanding parking violations may be queried for plate owner information through the Ontario Ministry of Transportation (MTO) or other Authorized Requester sources. Failure to collect parking fines through internal methods may result in overdue accounts being turned over to collection agencies for recovery.

CARLETON UNIVERSITY  
Parking Services

48602

MAY 31/07

CU  
P3 ICE

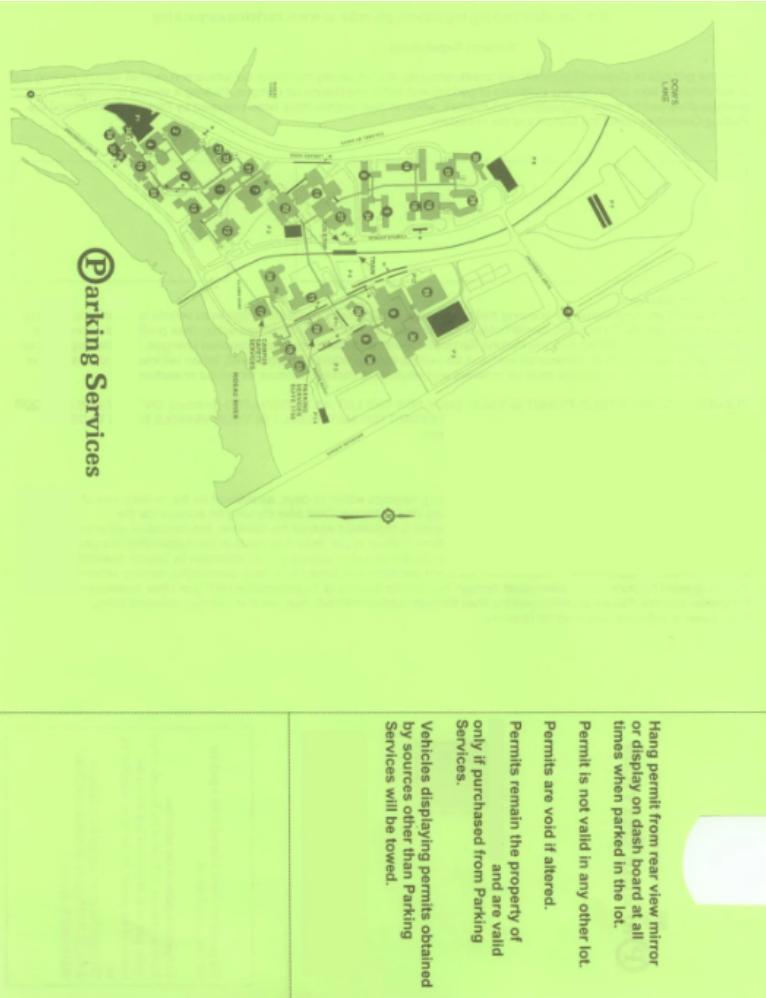


02201000  
The permit you have selected is for a parking lot with a gated access.

#### To open the gates at the entrance.

While in your car, in front of the barcode swipe reader you must swipe the black bar on the bottom of the permit for the entire length of the bar.

The black bar on the permit must be facing down for the reader to recognize your permit and the gate to operate.



# Printer Settings

Below are sample margin settings.

Margins	Inches	Millimeters
Left	0.88	22.35
Right	0.254	6.45
Top	0.96	24.38
Bottom	0.169	4.29

Do not select "Shrink to Fit" and instead always use "100%".