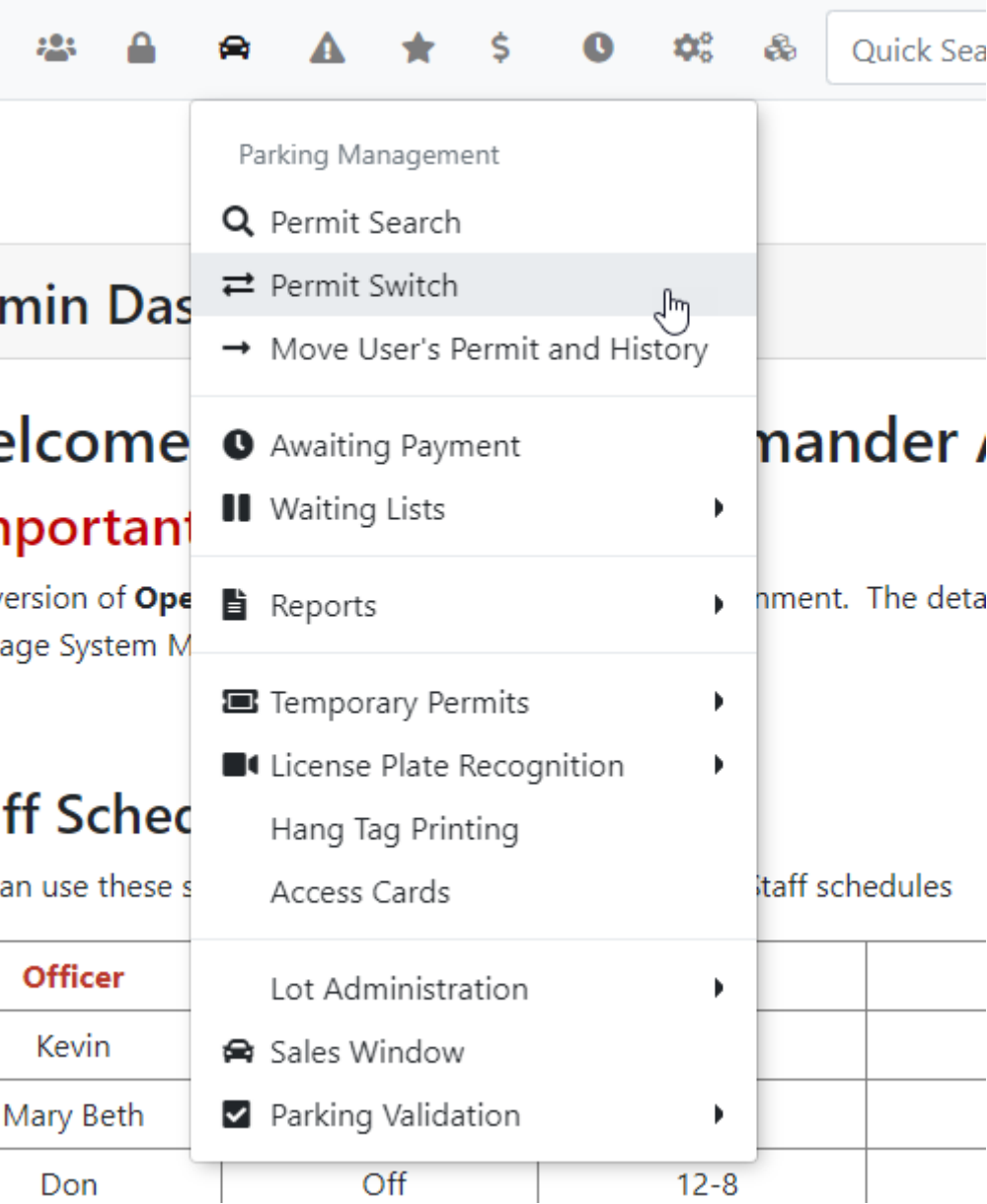# Permit Switch

Performing Permit Switches Between Permits

Select the lot that the user's permit is currently in, and select their current permit number.

In the **Current Permit** field select the permit number you wish to switch. In the **New Permit Lot** we select the lot that we are switching the permit to.

Permits that are already rented by other users will appear with a color highlight along with the username who owns the permit as you can see in the image below.
The Blue highlight indicates the line item you are hovering over in order to make your selection.

The resulting screen will look like this image seen below when the permits have been selected. Click on **Switch two permits** to enact the process.

You can review the changes and select weather to choose the **Full Price** or **Prorated Price**. You need to complete the **Reason for Action** and click the **Switch User Permit** button to confirm the changes.

Permit Switch

Current Permit

Lot Name	General Monthly Lot 1 - 1 reservation ▾
Permit	1600 - Paul Bennett [pbennett] ▾

New Permit

Lot Name	Green Lot East - 0 reservations / 20 permits ▾
Permit	500 ▾

✉ **Paul Bennett** 👤 pbennett

Lot : Permit	General Monthly Lot 1 : 1600
Permit Value	$135.60 (includes taxes)

⬆⬇

Lot : Permit	Green Lot East : 500
Permit Value	$135.60 (includes taxes)

Refund Value	~~-$135.60~~	(prorated)
	-$129.59	
New Permit Value	~~$135.60~~	(prorated)
	$129.59	
Switch Total	$0.00	

New Permit will be selected.

Calculate: ○ Full Price ✔ Prorated Price

Reason for Action

User would like to switch lots.

Switch Permits

If the permit values are the same then the differences will not display, however, if the values are not the same then you will be shown the difference between both the prorated and the full price of the permits being switch.

Permit Switch

Current Permit		New Permit	
Lot Name	General Monthly Lot 1 - 1 reservation	Lot Name	Green Lot East - 0 reservations / 20 permits
Permit	1600 - Paul Bennett [pbennett]	Permit	500

✉ Paul Bennett 👤 pbennett

Lot : Permit	General Monthly Lot 1 : 1600	
Permit Value	$135.60	(includes taxes)

⬆⬇

Lot : Permit	Green Lot East : 500	
Permit Value	$135.60	(includes taxes)

Refund Value	~~-$135.60~~	(prorated)
	-$129.59	
New Permit Value	~~$135.60~~	(prorated)
	$129.59	
Switch Total	$0.00	

New Permit will be selected.

Calculate: ○ Full Price   ✔ Prorated Price

Reason for Action

User would like to switch lots.

Switch Permits

Once the permit switch has been completed you a new window will display.

Permit Switch Complete

✉ **Paul Bennett** 👤 pbennett

Lot : Permit   Green Lot East : 500

Permit Value $129.59   (includes taxes)

All records were successfully processed. No actions are needed for this user.
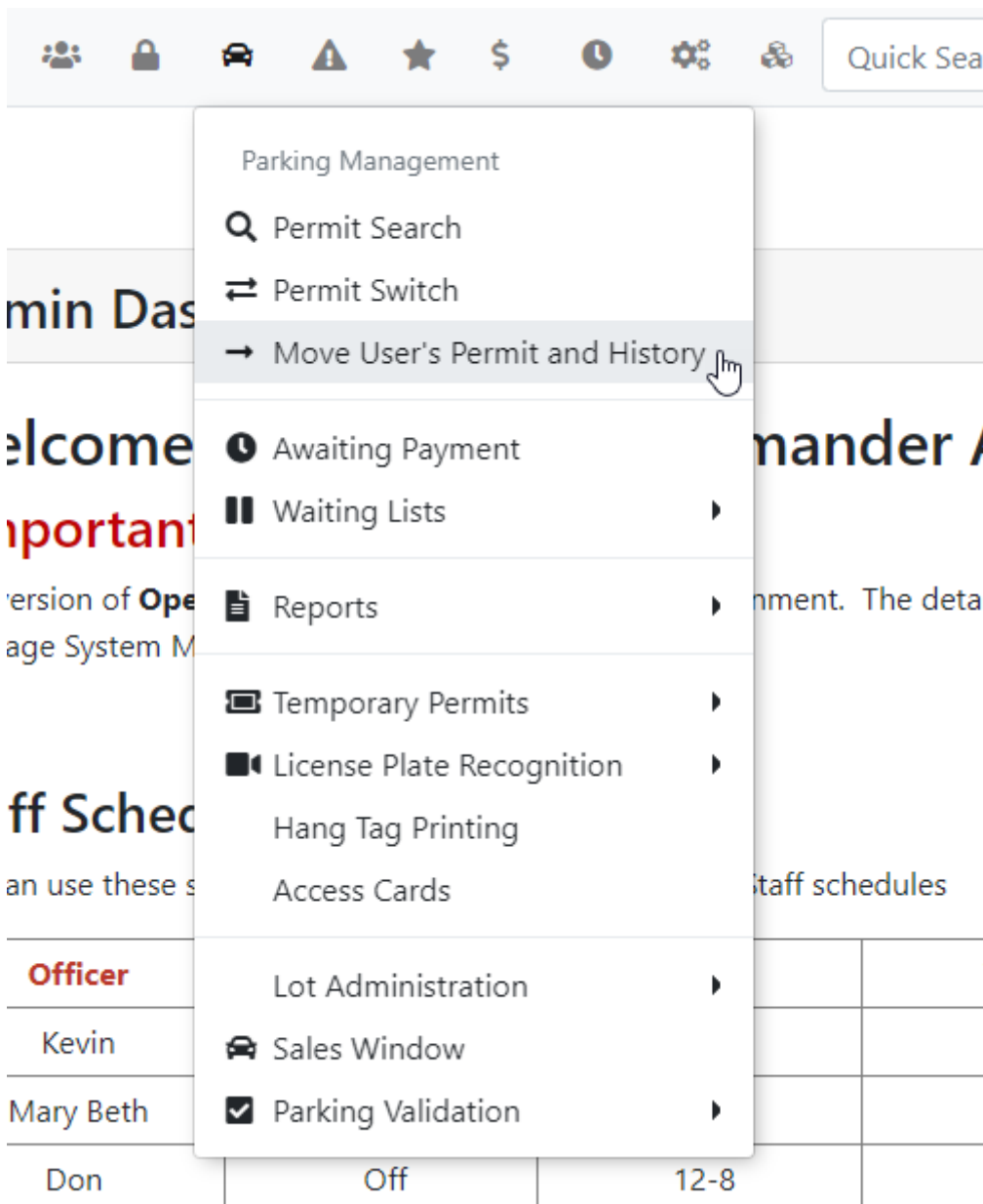
Important Things To Note:
Notice there is a cost difference between the two lots. The system will calculate the difference. In this case the lot we are moving to is less cost resulting in a credit that is listed at the bottom of the screen in Green. The credit will show in the users profile as follows.

Adjustments

	Submit Date		Amount	
☑	Aug. 30, 2017	Unprocessed Adjustment	$-28.25	Remove
		Total:	**$-28.25**	

Moving Permits from One User to the Next

Moving permits from one user to the next will not carry over any invoices.

In this scenario, we are switching permit number between James Rockwood (Permit 60) with Mashbury (Permit 59). Start by searching for your current permit holder and click **Search** followed by **Select**.

Permit Move

All of the permits that user currently owns will be displayed along with the second user search input field. Select the permit you want to switch and add the second user to the search field followed by **Search**

Click **Move Permit** followed by **Ok** to confirm the permit move. In this example we will be moving the permit 59 to James Rockwood.

The permit will be automatically moved from the selected user to the next after the confirmation alert box has been confirmed.