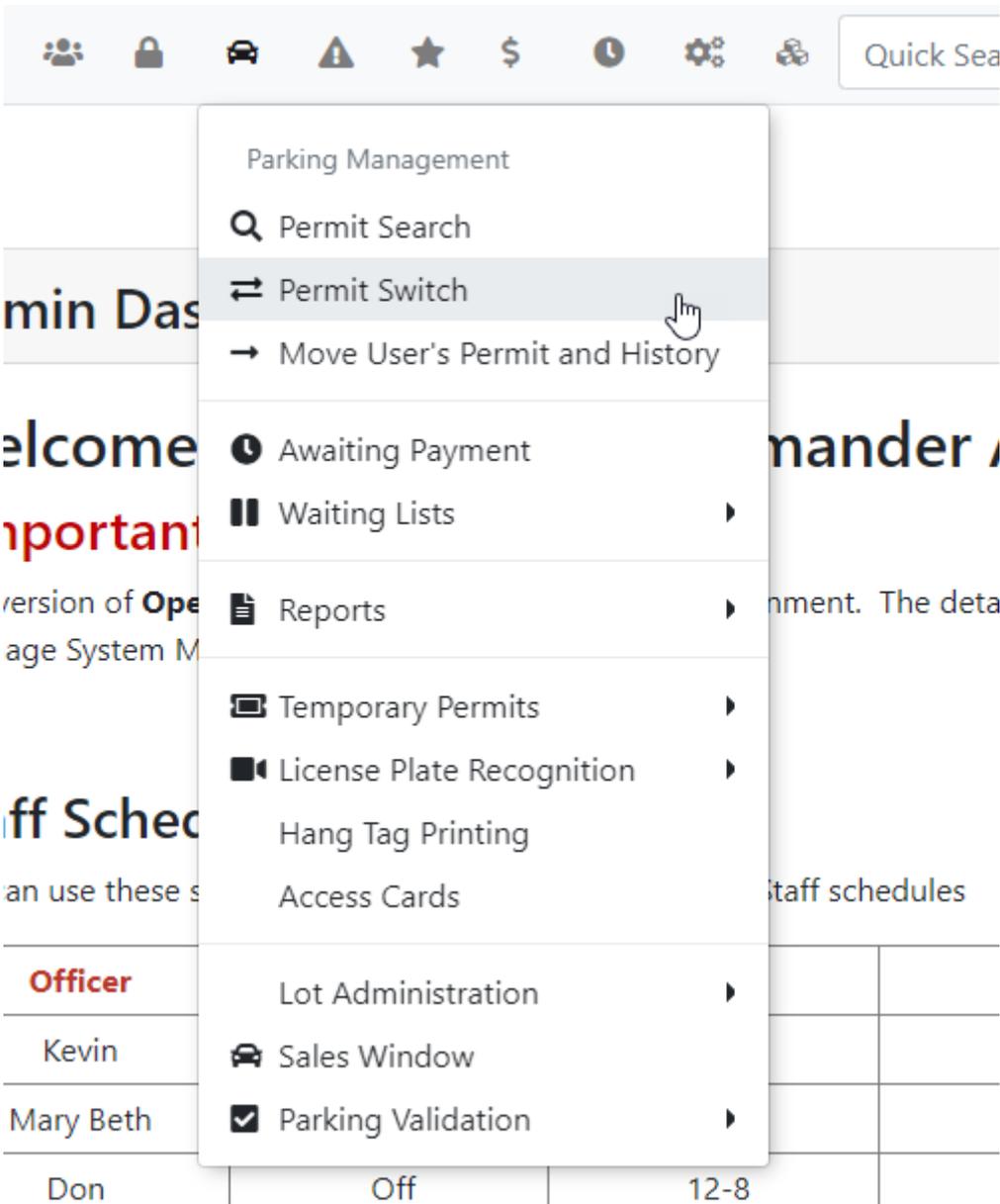


Permit Switch

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.

Permit Switch

Current Permit

Lot Name: General Monthly Lot 1 - 5 reservations

Permit: 1600 - Paul Bennett [pbennett]

New Permit

Lot Name: Green Lot East - 0 reservations / 20 permits

Permit: Please select an option

- Please select an option
- 500
- 501
- 502
- 503
- 504
- 505
- 506
- 507
- 508
- 509
- 510
- 511
- 512
- 513
- 514
- 515
- 516
- 517
- 518

Paul Bennett [pbennett]

Lot : Permit General Monthly Lot 1 : 1600

Permit Value **\$135.60** (includes taxes)

↑↓

Lot : Permit Permit Not Selected :

Permit Value (includes taxes)

Calculate: Full Price Prorated Price

Reason for Action

[Switch Permits](#)

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		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

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.

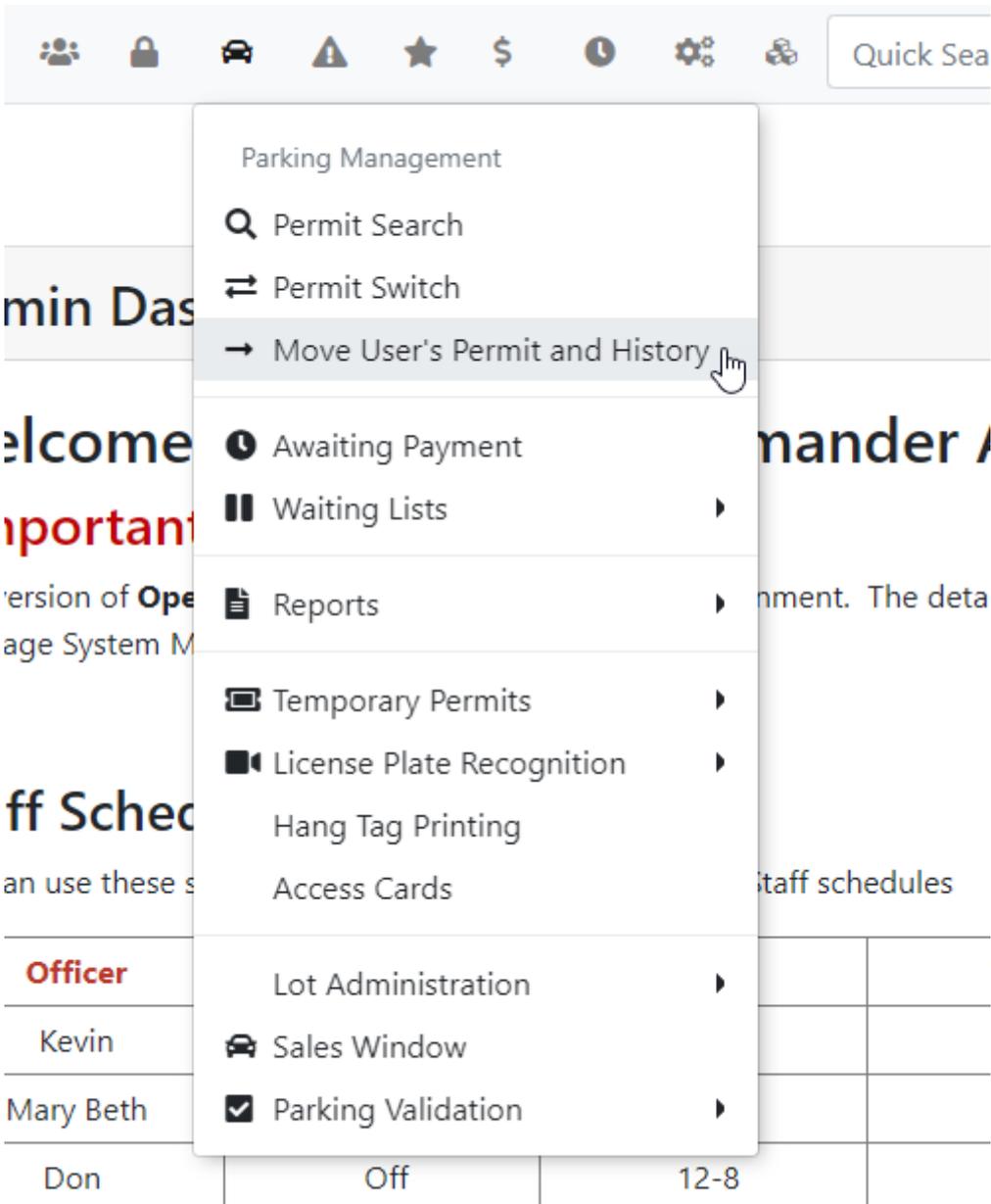
Important Things To Note:

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
<input checked="" type="checkbox"/>	Aug. 30, 2017	Unprocessed Adjustment	\$-28.25
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

Current Permit Holder

Search for 'mashbury' and click **Search**.

First / Last name	Username	Permits
Select Michael Ashbury	mashbury	6

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**

Permit Move

Current Permit Holder

Search field: mashbury [Search]

Michael Ashbury mashbury 5

PermitNo	Sales Window	Payment	
B201	Test Sales Window February 02, 2020	YES	Select
0002	Test Annual January 01, 2015	YES	Select
0005	Test Annual January 01, 2015	YES	Select
54	Test Annual January 01, 2015	YES	Select
59	Test Annual January 01, 2015	YES	Select

User to receive the permit

Search field: jrockwood [Search]

Click select for the user you wish to move the permit to.

First / Last name	Username	Permits	
James Rockwood	jrockwood	4	Move Permit

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

tomahawku-test.preview.parkadmin.com says
Are you sure you wish to move this permit to this new user?
[OK] [Cancel]

Current Permit Holder

Search field: mashbury [Search]

Michael Ashbury mashbury 5

PermitNo	Sales Window	Payment	
B201	Test Sales Window February 02, 2020	YES	Select
0002	Test Annual January 01, 2015	YES	Select
0005	Test Annual January 01, 2015	YES	Select
54	Test Annual January 01, 2015	YES	Select
59	Test Annual January 01, 2015	YES	Select

User to receive the permit

Search field: jrockwood [Search]

Click select for the user you wish to move the permit to.

First / Last name	Username	Permits	
James Rockwood	jrockwood	4	Move Permit

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

Revision #4

Created 7 May 2024 09:02:47

Updated 25 June 2025 14:36:20 by Cedar Boulianne