

# Preventing Permit Rollover after Cancellation

Purchase a permit as an Administrator for any user. Locate the permit on the **Profile** page and click the permit button to reveal the **Parking Permit Information** window.

Profile ▾ Lockers Vehicles Parking Payments History ▾ Incident History

Doe, John (johndoe)

Basic Profile Information

Edit

Enabled

Yes

User DirectoryOPSCOM

Unique IDEad1845e-d28e-43bc-a75f-b8c25a97b41d

User TypeCompany Staff

Usernamejohndoe

NameMr. John Bob Doe

Email Addressjohn.doe@tomahawk.ca

Preferred LanguageEnglish

Auto Login Address

Login as user ?

Active Address

Vehicles

Edit

Status	Plate	Type	Province	Make	Year
Active	ABC316	Passenger	Ontario	Dodge	2000

Violations

Ticket	Issued	Value	Notes
TT-19013	Nov. 16, 2022	\$75.00	

Active Permits

View Parking Permit info	Active Window	Lot Name	Amount
CSL-03	M : November 2022	Company Staff lot	\$33.90

Change the **Rollover State** to **Prevent Rollover**. Enter a comment to explain why you are changing the state. This is mandatory.

Parking Permit Information

Permit Number: CSL-03

Lot Name: Company Staff lot

Require Access Card: No

Allowed as 2nd Permit: Yes

Cost: \$30.00 + \$3.90 tx.

Current Status: Rented

Permit State: Good

Current Renter: John Doe

Payment Amount: \$33.90 (incl. tax)

Process Date: November 22, 2022

Payment Method: Cash

Rollover State: Renewable

Printables: Prevent Rollover

Update Permit Close Window

Click Update Permit.

A message will display to let you know you have changed the flag.

This permit has been flagged to not renew. It will not be rolled over when you run your rollovers.

Parking Permit Information

Permit Number: CSL-03

Lot Name: Company Staff lot

Require Access Card: No

Allowed as 2nd Permit: Yes

Cost: \$30.00 + \$3.90 tx.

Current Status: Rented

Permit State: Good

Current Renter: John Doe

Payment Amount: \$33.90 (incl. tax)

Process Date: November 22, 2022

Payment Method: Cash

Rollover State: Prevent Rollover

You should also add notes to indicate why the flag was changed.

Lot Name: Company Staff lot  
Require Access Card: No  
Allowed as 2nd Permit: Yes  
Cost: \$30.00 + \$3.90 tx.  
Current Status: Rented  
Permit State: Good  
Current Renter: John Doe johndoe

Payment Amount: \$33.90 (incl. tax)  
Process Date: November 22, 2022  
Payment Method: Cash  
Rollover State: Prevent Rollover

Printables:

Update Permit Close Window

Permit Notes ?

- John @ Tomahawk Action Prevent Rollover: User cancelled in email 11/16/2023 10:31 am
- John @ Tomahawk 10:29 am

Add Note

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The process is almost the same for the user portal. An end user can set their permit to not renewing. Simply find the permit on the User Dashboard and click on the permit button.

The dashboard displays the following information:

- Personal Information:** Mr. John Doe (johndoe), john.doe@tomahawk.ca, 123 Any Street, AnyTown, Ontario k0A1A0, Employee Number: TU2346.
- Vehicles:** ABC316, Ontario, Passenger, Active, 2000 Hatchback Black Dodge.
- Unpaid Violations:** TT-19013, \$75.00, Issued: November 16, 2022, Due: November 26, 2022, ABC316, Parked in No Parking Area.
- Active Permits:** CSL-03, M: November 2022, Company Staff lot, \$30.00.
- Active Deposits:** (Empty section)

Select **Not Renewing** from the dropdown list in Permit Information.

The Permit Information modal displays the following details:

- Company Staff lot** (with a Print button)
- Permit Holder: John Doe
- Sale Window: November 2022
- Permit Number: CSL-03
- Rental Cost: \$30.00
- Permit Renewal Status: **Not Renewing** (selected from a dropdown menu)

When you process the rollovers, this permit will not show up in the list. Instead, it will show up in a separate list called "**Permits that will not be rolled over.**"

# Permit Rollover

From **November 2018** → To **December 2018**

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This is for rolling active permits from the current active sales window to the selected future sales window.

Rollovers can be performed multiple times. If the permit already is associated to the user in the new Sales Window, it will be ignored.

Rollover	First Name	Last Name	Student No. Employ No.	Permit No.	Permit State
<div>Toggle All</div>					
<div>✓</div>	Michael	Ashbury	00800147	<div>500</div>	Good
<div>✓</div>	Patricia	Birch	00900125	<div>501</div>	Good
<div>Rollover Permits</div>					
Permits that will not be rolled over.					
	First Name	Last Name	Student No. Employ No.	Permit No.	Permit State
<div>Cancelled</div>	Patricia	Birch	00900125	<div>502</div>	Good

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