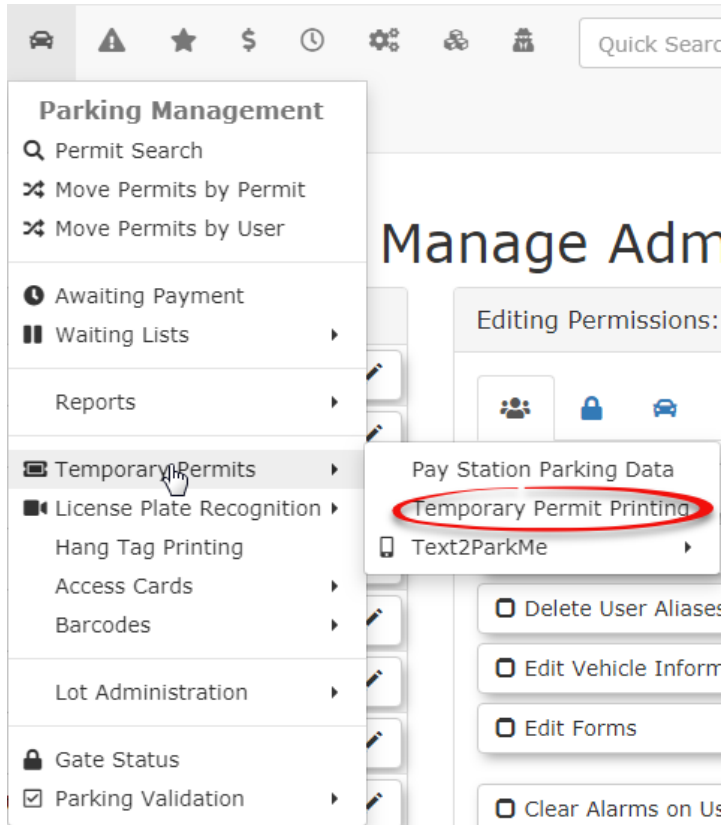


# Temporary Permit Printing

1. In **Parking Management**, hover over the **Permits** icon and click '**Temp Permit Printing**'.



2. In the **Retrieve** drop-down menu, select the permits that you want. Select the **Permit Lot** that you want. Enter the Start Date and the Up to and Including date and select the **Retrieve** button. The results will appear below the search criteria.

## Temp Permit Hang Tag Printing

Retrieve	<div>Only Permits NOT Printed</div>
Permit Lot	<div>Select Lot</div>
Start Date	<div>Feb 15, 2022</div>
Up To and Including	<div>Mar 03, 2022</div>

The date range will include permits where it was active sometime between the two dates.

Only permits that have been paid are able to be printed.

Retrieve

4 records found.

Print	User Name	Permit	Parking Lot	Valid Range	Hourly/Daily	Paid	Printed	Admin
<input type="checkbox"/>	<a href="#">pbennett</a>	22	Blue Staff Lot	Feb-23-2022 - Mar-01-2022	Daily	Yes	N/A	john.tomahawk
<input type="checkbox"/>	<a href="#">mashbury</a>	24	Blue Staff Lot	Feb-23-2022 - Mar-01-2022	Daily	Yes	N/A	john.tomahawk
<input type="checkbox"/>	<a href="#">pbirch</a>	21	Blue Staff Lot	Feb-22-2022 - Feb-27-2022	Daily	Yes	N/A	john.tomahawk
<input type="checkbox"/>	<a href="#">pbennett</a>	23	Company Staff lot	Feb-23-2022 - Mar-01-2022	Daily	Yes	N/A	john.tomahawk

Select All

Deselect All

☒ Mark items printed

Print Selected Hang Tags

3. Select the checkbox for the permits you wish to print and press “**print selected hang tags**” button. Below is a sample Temp Permit.



This permit is valid only for dates as purchased and printed on the face of this permit only. This permit is valid in specified parking areas only and is not transferable to any other vehicle or user. Vehicles found displaying fraudulent permits will be ticketed and/or towed.

Permit must be displayed and visible from the front windshield of the parked vehicle while parked on campus.

It is the responsibility of the permit holder to display in accordance with this permit any supporting documentation required to substantiate the validity of said permit.

Parking Services

BIRCH

Vehicle: 2009 Beige Chrysler Mini Van  
Permit No: 7  
Lot Name: Red Staff Lot West

Valid For:  
Jul-10-2019 - Jul-12-2019



support@parkadmin.com

9:11 AM (8 minutes ago) ☆



to james ▾

Username: Jamesb

Submitted: 2016-06-09T09:11:03

Payment Amount: \$4.52

Payment Method: Visa

Processed: 2016-06-09T09:11:03

System Code: 57596ae7453c2

Sample of the email receipt that  
is received by the User  
When purchasing a Temp  
Permit

### Temporary Parking Permit Payments

Submit Date	Permit No.	Amount
Jun. 09, 2016	498	\$4.00
	Taxes:	\$0.52
	Total:	\$4.52
	Taxes:	\$0.52
	Total:	\$4.52

Note, temp permits can also be printed by going to a user's history. Under the Temp Permit section, under the Permit #, select the printer icon to print just that one permit.


Profile ▾LockersVehiclesParkingPaymentsHistory ▾Incident History

Birch, Patricia (pbirch)

User History

[View Complete History](#)  
38 records

Temp. Parking Permit Records

	Submit Date	Permit #	Amount	Pay Date
<a href="#">[ ADJUST ]</a>	Jul. 8, 2019	 7	\$33.90	Processed: Jul. 8, 2019
Expiry: Jul. 12, 2019 23:59				