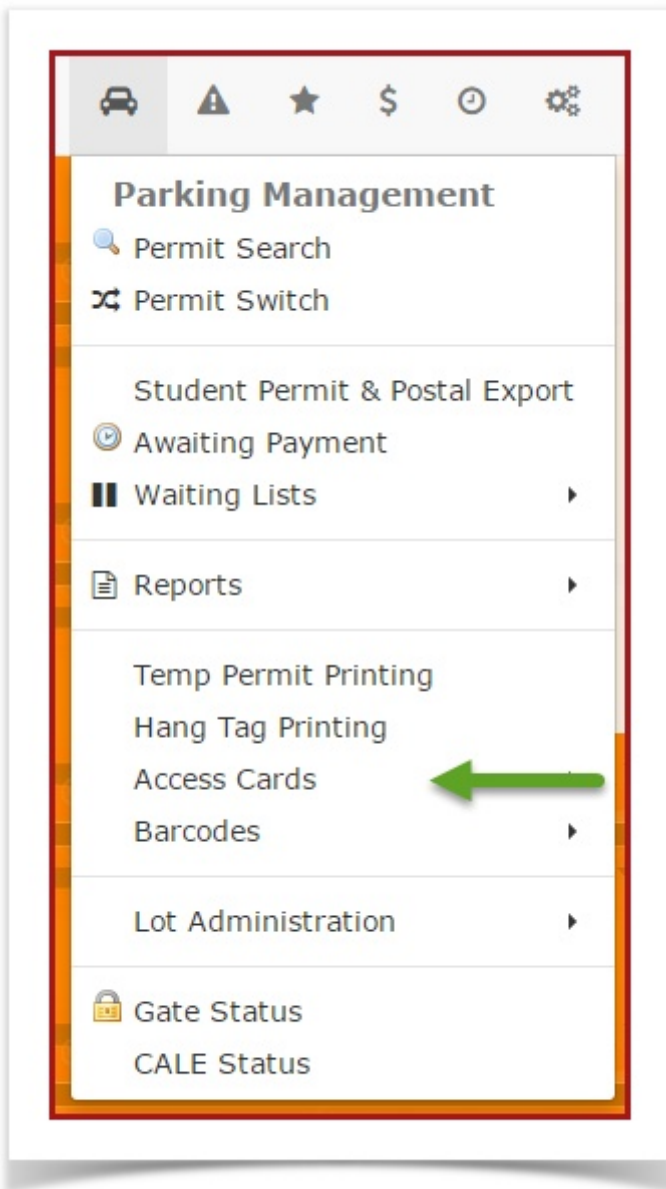


# Access Cards - Search

1. In **Parking Management**, hover over the '**Permit Management**' icon and click '**Access Cards**' then '**Search**'.



2. The '**Access Card Search**' screen is displayed. Select the **Lot name** that you want to search. Note, only lots that have access cards associated with it will be listed in the Lot Name drop-down menu.

Enter the **Access Card Range** and click the '**Retrieve**' button. Any access cards that match your search will appear below the search criteria.

### ACCESS CARD SEARCH

Provide Parking Lot & Card Number Range in order to retrieve card information.

Lots with Access Cards: [M] - Yellow Student Lot North ▼

and/or

Access Card Range From: 20160627 to: 20160628

| Card Number | Card Status | Lot Name                 | Cost   |              |
|-------------|-------------|--------------------------|--------|--------------|
|             | ◆ Active    | Yellow Student Lot North | \$0.00 | Not Assigned |

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