Archiving and Restoring Permits

Lot Allocation allows you to remove and restore permits in any given lot. Permits are removed through archiving. Archived permits are not permanently deleted and can be restored from their archived state**.**

Quick Steps:

1. Hover over **Parking Management** then **Lot Administration** and click **Allocate**.
2. Locate the lot you wish to archive/restore permits for.
3. Click **Archive Permits** and Choose either **Selected Permits** to archive a portion of the permits or **All Permits** to archive them all.
4. Select the permits you wish to archive.
5. Click **Remove** and confirm with **Remove** again.
6. To restore permits click **Add Permits To Lot**.
7. Choose individual permits or a range (TL2-01 to TL2-05).
8. Click **Add Permits** then confirm by clicking **Add Permits** again.
9. Wait for the completion popup.

Step-by-Step Instructions:

1. **Navigate to the Lot Administration**: Hover over **Parking Management** in the menu then **Lot Administration** and then click **Allocate**.
2. **Select the Lot**: Locate the lot you wish to remove/restore permits for.
3. **Choose Permits to Archive**: Click on the **Archive Permits** dropdown menu. Select **Selected Permits** to archive only specific permits or click **All Permits** to remove them all.
4. **Select Permits to Archive**: Choose the permits you want to archive. Click **Remove** to start the archiving process.
5. **Confirm the Archive**: A confirmation screen will appear. Click **Remove** again to complete the process.
6. **Completion Message**: A popup message will confirm that the archiving process is complete.
7. **Check the Lot**: Refresh the list of permits. You'll see that TL2-01 through TL2-05 have been removed from the lot.
8. **Add Permits Back to the Lot**: To restore permits, click on **Add Permits To Lot**.
9. **Choose a Method to Add Permits**: You can add permits back either individually or as a range: To individually add permits type the permit number in the **Permits** text box. To

add by range add the **prefix** and **postfix** (if any) then add the starting and ending numbers for example 01-10 would add permits 1 to 10.

10. **Start the Process**: Click **Add Permits** to begin the restoration process.
11. **Confirmation Message**: A confirmation popup will appear. Note that the message will indicate the permits are "restored," not "created," as they were previously archived.
12. **Completion Message**: A popup message will confirm that the restoration process is complete.
13. **Check the Lot**: Refresh the list of permits. You'll see that TL2-01 through TL2-05 have been restored.