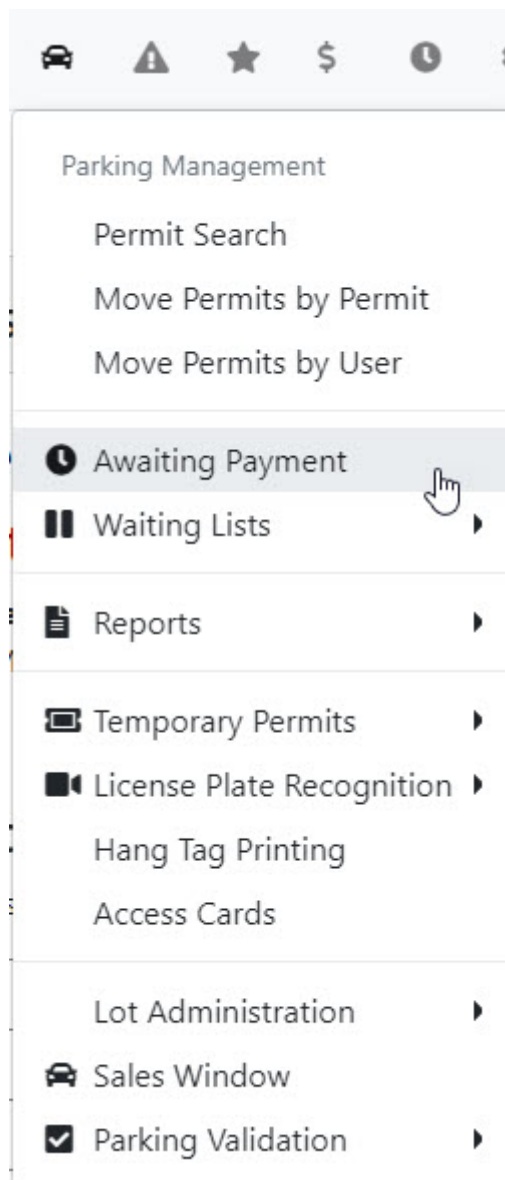# Awaiting Payment - Permits

Awaiting Payment Report

To begin hover over the '**Permit Management**' icon and click '**Awaiting Payment**'.

The '**Permits Awaiting Payment**' screen is displayed.

The **Envelope** icon allows administrators to email that user if an email is on file.

The **Profile** icon allows administrators to view/edit the user's profile.

The '**Email Listed**' button allows administrators to send a single email message to all users listed in the table.

You will be prompted to enter your message for the body of the email and attach any files to the message.

After you send the the email you will get a confirmation that the Mail message has been queued for delivery.

You may also want to list awaiting payment by lot. Select the lot you wish to report on from the drop down menu.

Permits Awaiting Payment

Lot   All Lots

All Lots
All Lots
Red Staff Lot West
Red Student Lot West
Green Staff Lot East
Moore Street (lot)
The Bicycle Lot 1
General Monthly Lot 1
Neighborhood Lot West
Blue Staff Lot
Blue Tennent Lot
Residential Building 1
ADA Temp Lot
Residential Building Levels 2
Guest Overflow Lot
Moore Street Residents
Physician Lot
Company Staff lot
Veritas Communications Parking
Omega
Hidden

Export to Excel   **Email Listed**

Show 100 ⬍ entries

↕	**Permit Number**
Sep 30, 2021 12:16	#52

Showing 1 to 1 of 1 entries

From this same screen you can generate an exported file. Used the highlighted buttons to export to Excel, csv,PDF or copy to clipboard. You may also send the report to print from here.

Permits Awaiting Payment

Lot   All Lots

Search

Export to Excel   **Email Listed**   **Copy** **CSV** **Excel** **PDF** **Print**

Show 100 ⬍ entries   Search:

	↕	**Permit Number**	↕	**Lot Names**	↕		↕	**Permit Owner**	↕
Sep 30, 2021 12:16		#52		Blue Staff Lot		✉		Doug Major dmajor	

Showing 1 to 1 of 1 entries   Previous 1 Next

The **permit number link** allows administrators to view/edit permit details and process payments.

Parking Permit Information

Permit Number:	52
Lot Name:	Blue Staff Lot
Require Access Card:	No
Allowed as 2nd Permit:	Yes
Cost:	$375.00 + $48.75 tx.
Current Status:	Requested (awaiting payment)
Permit State:	Good
Renter:	✉ Major, Doug 👥 dmajor
Payment Amount:	$423.75 (incl. tax)
Payment Method:	Make Payment
Rollover State:	Renewable

Update Permit

Close Window

Permit Notes ❓

Add Note

Permits Awaiting Payment

Lot   All Lots

Search

umber	Lot Names	⇅	⇅
	Blue Staff Lot		✉

OperationsCommander [OPS-COM] - Complete parking and secu...

demo.preview.parkadmin.com/admin/parking/permitInfo.aro?permitjoinid=1...

Quick Search

Revision #2
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Updated 5 May 2025 09:49:15