

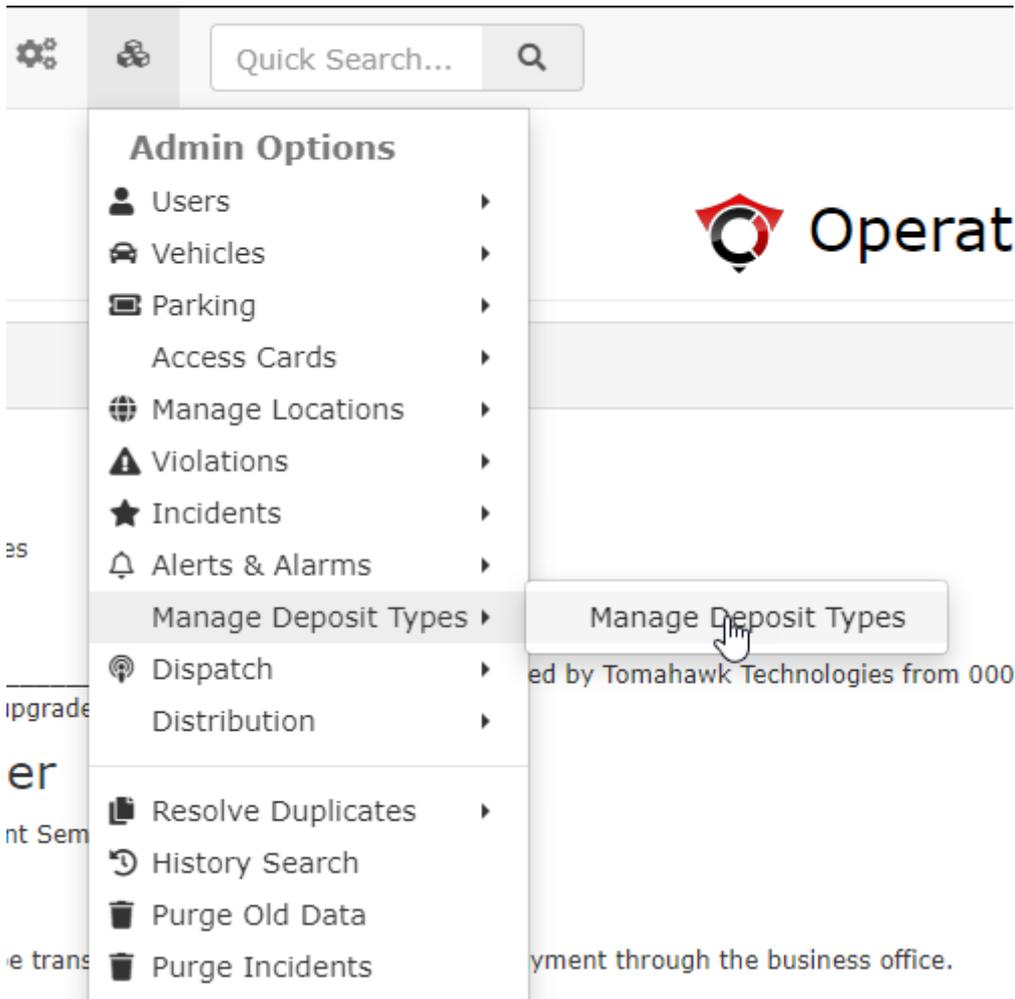
# Deposit Options

## Navigating to Deposits

To get to the Manage Deposits page:

- Select the **Admin Options** icon
- Select the **Manage Deposit Types** option
- Select **Manage Deposit Type** from the drop-down menu

(Currently, this menu item cannot be accessed from any pages that are still in **Beta**.)



This will take you to the **Manage Deposits** page.

## Manage Deposit Types

Toggle Archived

Add Deposit Type

Label	Assignable Text	Flags	Amount		
Lock Deposit	lock model May09	Can Edit Label	\$20.00	1 record.	<a href="#">Edit</a>
Permit Deposit			\$50.00		<a href="#">Delete</a> <a href="#">Edit</a>

# Creating New Deposits

On the **Manage Deposits** screen, new deposit types can be added by clicking **Add Deposit Type**.

## Manage Deposit Types

Toggle Archived

Add Deposit Type

Label	Assignable Text	Flags	Amount		
Lock Deposit	lock model May09	Can Edit Label	\$20.00	1 record.	<a href="#">Edit</a>
Permit Deposit			\$50.00		<a href="#">Delete</a> <a href="#">Edit</a>

Fill out the information as needed and click **Save Changes**.

Below are descriptions of the different fields, but are not all required:

- **Label** - The name that will be used to identify the deposit type.
- **Placeholder Text** - This field is optional. The prompt or sample information that will appear in the deposit information text.
- **Flags** - Toggles the ability to edit the **Assignable Text** field in the resulting active deposit record. This will appear in the user's profile. (See below)
- **Deposit Amount** - The amount the deposit will cost.

The image shows a 'Manage Deposit Types' dialog box with the following fields and controls:

- Label**: A text input field.
- Placeholder Text**: A text input field.
- Flags**: A checkbox labeled 'Assignable Text'.
- Amount**: A text input field.
- Active**: A checkbox labeled 'Active'.

At the bottom right of the dialog are two buttons: 'Close' and 'Save Changes'.

## Editing Existing Deposits

Click **Edit** to make changes to existing deposits.

Make any changes needed, then press **Save Changes** when finished.

## Manage Deposit Types ?

Toggle Archived

Add Deposit Type

Label	Assignable Text	Flags	Amount	
Lock Deposit	lock model May09	Can Edit Label	\$20.00	1 record. <span>Edit</span>
Permit Deposit			\$50.00	<span>Delete</span> <span>Edit</span>

See the information under **Creating New Deposits** in this article for more information on what the individual fields are used for.

# Finding Deposit Usage

A list of all deposits that have been setup and those currently in use can be viewed from the **Manage Deposits** page.

A deposit can only be deleted if it is not currently being used anywhere in the system.

Once a deposit has been assigned or used in the system, the option to delete it will no longer be available and will instead be replaced by a count of its usage.

# Manage Deposit Types ?

Toggle Archived

Add Deposit Type

Label	Assignable Text	Flags	Amount		
Lock Deposit	lock model May09	Can Edit Label	\$20.00	1 record.	Edit
Permit Deposit			\$50.00	Delete	Edit

Revision #2

Created 22 May 2024 09:04:08

Updated 5 June 2025 10:04:16