

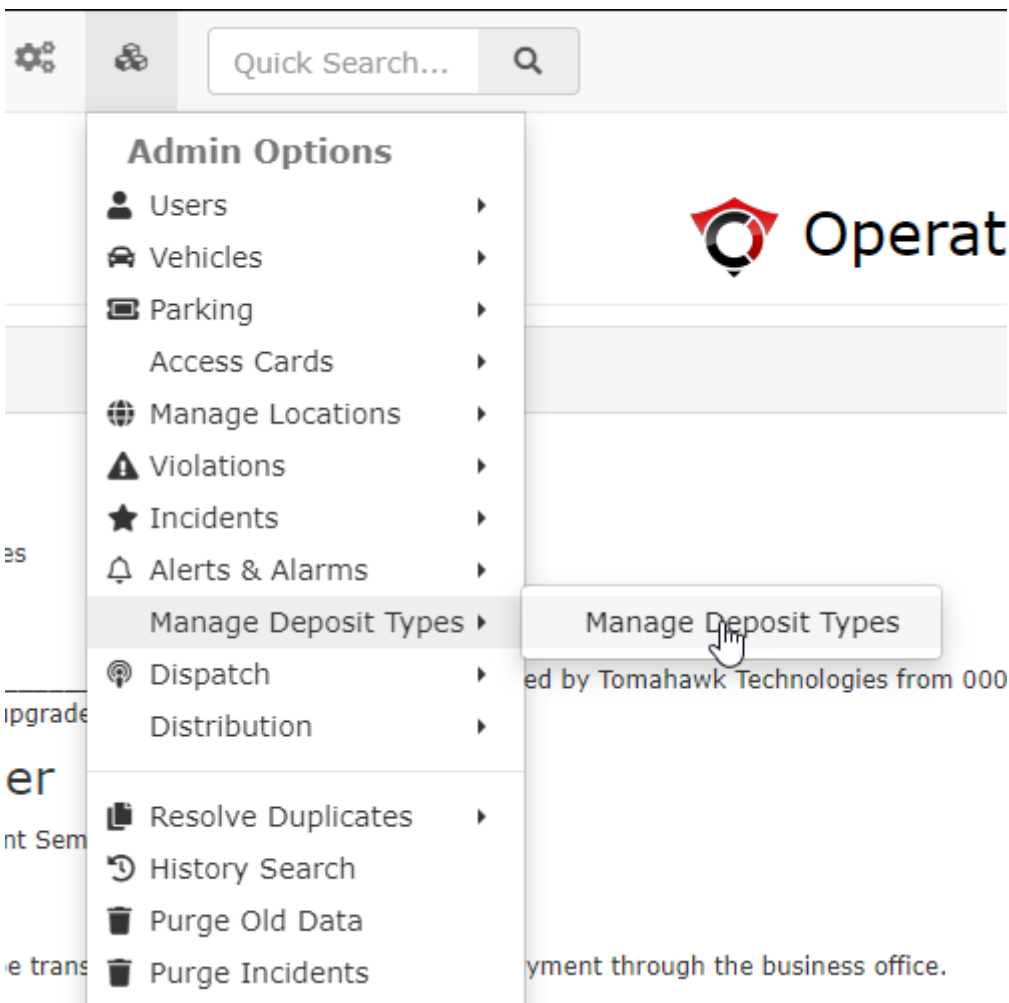
# Deposit Options

## 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 ?

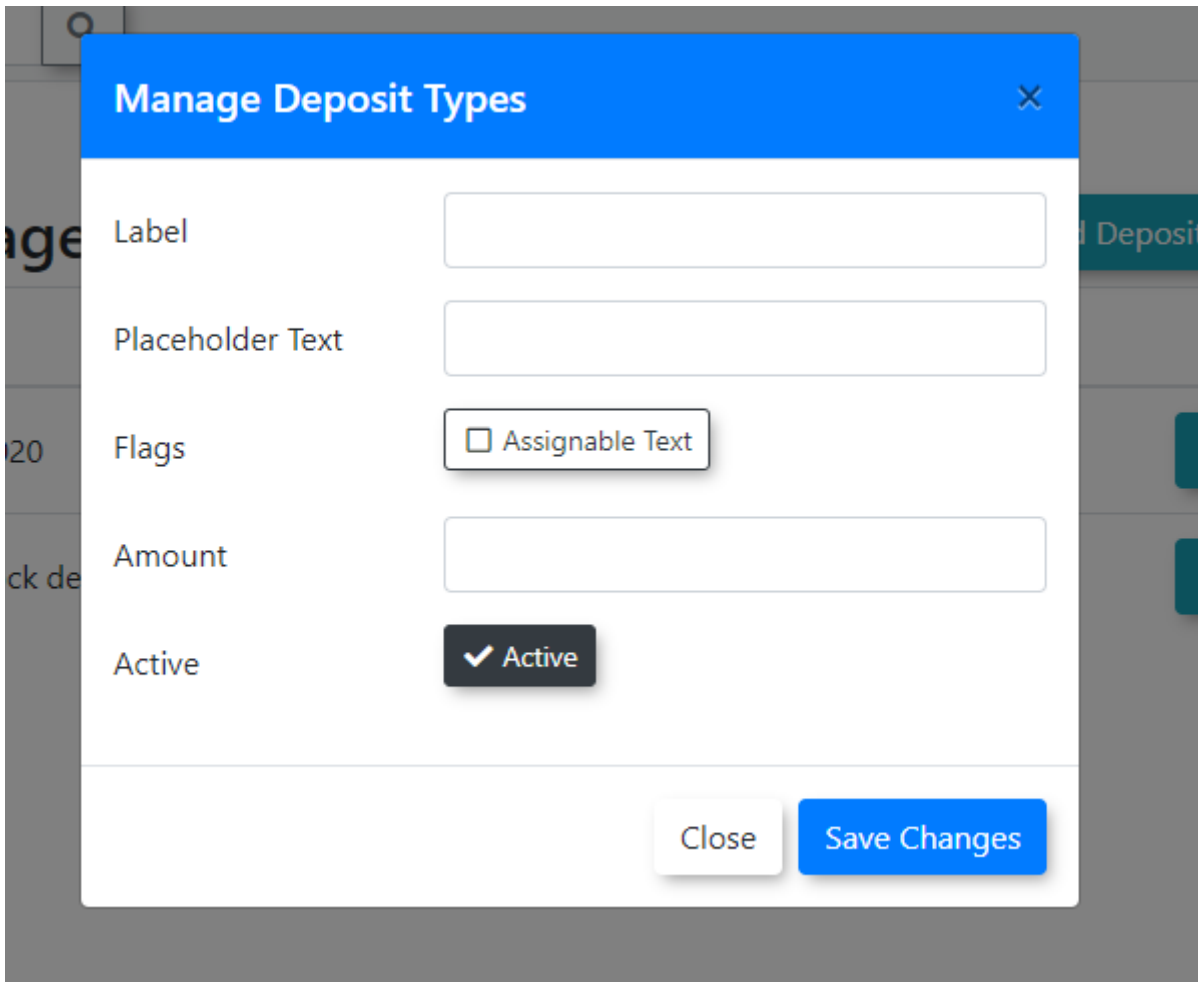
☐ Toggle Archived[Add Deposit Type](#)

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.

A screenshot of a 'Manage Deposit Types' dialog box. The dialog has a blue header with the title 'Manage Deposit Types' and a close button (X). Below the header, there are five fields: 'Label' (text input), 'Placeholder Text' (text input), 'Flags' (checkbox labeled 'Assignable Text'), 'Amount' (text input), and 'Active' (checkbox labeled 'Active'). At the bottom right, there 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. <div>Edit</div>
Permit Deposit			\$50.00	<div>Delete</div> <div>Edit</div>

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

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