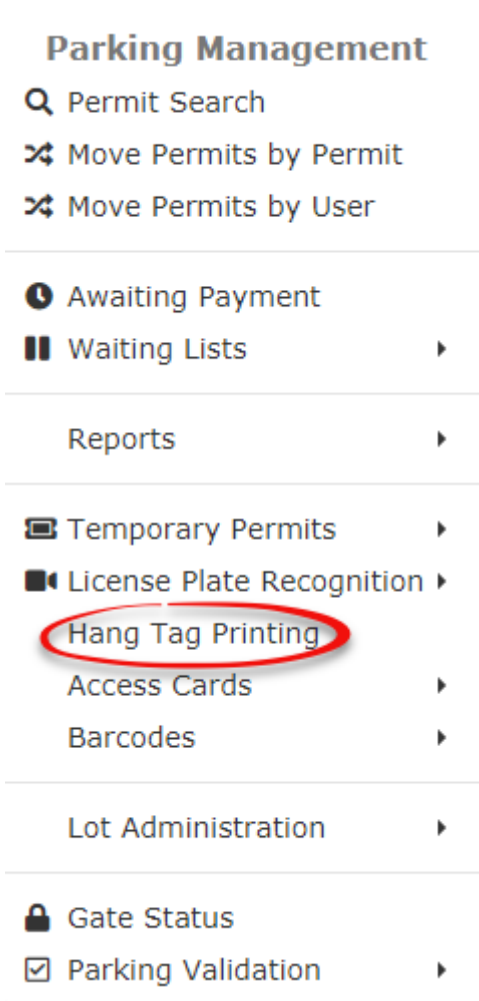# Hang Tag Printing

Printing Hangtags

In **Parking Management**, hover over the **Permit Management** icon and click **Hang Tag Printing.**

Parking Management

Q Permit Search
⤬ Move Permits by Permit
⤬ Move Permits by User

🕐 Awaiting Payment
❚❚ Waiting Lists   ▸

   Reports   ▸

▭ Temporary Permits   ▸
◀ License Plate Recognition ▸
Hang Tag Printing
Access Cards   ▸
Barcodes   ▸

   Lot Administration   ▸

🔒 Gate Status
☑ Parking Validation   ▸

The **Vehicle Hang Tag Printing** screen will display. Select the **Semester** from the drop-down menu and select the files that you want to retrieve for printing. Enable the checkbox is *if you only to print tags for which the payment has been fully processed*. Select the **Permit Lot Name** from the drop-down menu or enable the checkbox to disregard the lot type. Select the distribution

method and the permitted range.

Click the **Retrieve** button to submit the search criteria.

The results will display below the search criteria. Note, permits paid by Payroll Deduction will be highlighted.

- Click the **Username** link to see an overview of the user. You can select the User Profile icon to open the user profile.
- Click the **Permit Number** link to see parking permit information.

Enable the Email checkbox(es) to chose users to send the hang tag by email to. Click the **Email Selected** button, then fill in the details of your email.

To **print hang tags**, enable the **Print checkbox(es)**. If you wish to print hang tags for all users, click the **Select All** button. Click the **Deselect All** button to clear all selections. If you do not want

to include an expiry date on the permits being printed, ensure that the 'Do not print date' checkbox is enabled. Otherwise, select the expiry date to be printed on the hangtag and click the **Print Selected Hang Tags** button.

This will open up a new window displaying the username and address (positioned to fit in a windowed envelope) in the top left, the lot long name and permit number in the top right as well as the actual permit at the bottom.

Note, some organizations use perforated paper to make it easier to remove the permits to be laminated. The empty space on both sides of the paper can be pre-printed to provide parking information, rules and regulations to your users. Some organizations will also purchase holograms to go on the permit as well.

Expected Results

Important

In order for the correct address to display on the hangtag, you will need to have the **Mail Permit to** selected on the user's profile, and the appropriate address filled out. For example, if you select **Local Mailing Address** and the user only has their **Personal Mailing Address** completed, the user's address will not be printed to the hangtag. (See **Edit User Profile - Profile Tab**)

After printing the hangtag and placing it in its cover, the completed print job could look something like this:
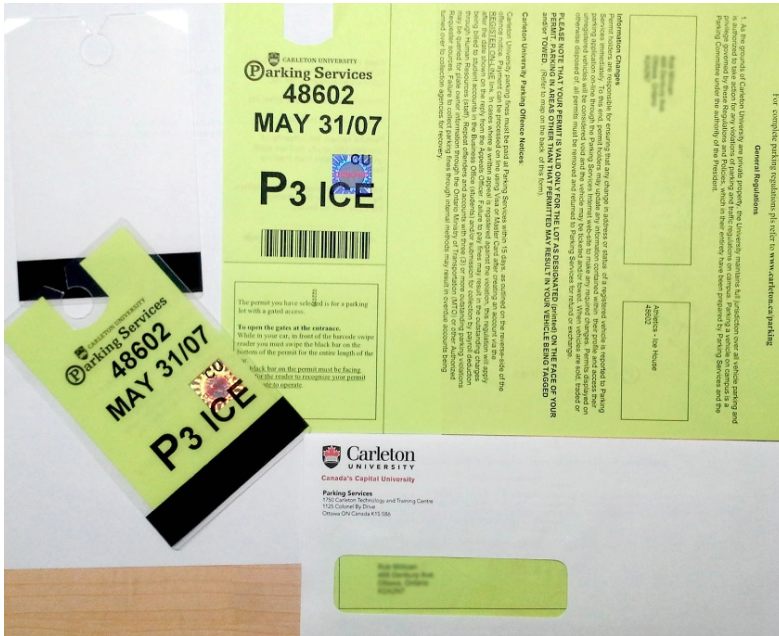
Select the print option from your browser (ctrl+p is the print shortcut). A sample printed parking permit front and back would look similar to this:

General Regulations

1. As the grounds of Carleton University are private property, the University maintains full jurisdiction over all vehicle parking and is authorized to take action for any violations of parking and traffic regulations on campus. Parking a vehicle on campus is a privilege governed by these Regulations and Policies, which in their entirety have been prepared by Parking Services and the Parking Committee under the authority of the President.

Rob Milligan
488 Denbury Ave
Ottawa, Ontario
K2A2N7

Athletics - Ice House
48602
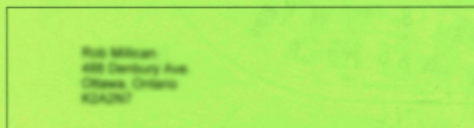
Information Changes
Permit holders are responsible for ensuring that any change in address or status of a registered vehicle is reported to Parking Services immediately. To this end, permit holders may update any information contained within their profile and access their parking application on-line through the Parking Services Internet web-site to make any required changes. Permits displayed on unregistered vehicles will be considered void and the vehicle may be ticketed and/or towed. When vehicles are sold, traded or otherwise disposed of, all permits must be removed and returned to Parking Services for refund or exchange.

PLEASE NOTE THAT YOUR PERMIT IS VALID ONLY FOR THE LOT AS DESIGNATED (printed) ON THE FACE OF YOUR PERMIT. PARKING IN AREAS OTHER THAN THAT PERMITTED MAY RESULT IN YOUR VEHICLE BEING TAGGED and/or TOWED. (Refer to map on the back of this form).

Carleton University Parking Offence Notices:

Carleton University parking fines must be paid at Parking Services within 15 days, as outlined on the reverse-side of the offence notice. Payment can be processed on line using Visa or Master Card after creating an account via the REGISTER ON-LINE link. In cases where a written appeal is registered against the violation, this regulation will apply after the date shown on the reply from the Appeals Officer. Failure to pay fines may result in the outstanding charges being billed to student accounts in the Business Office (students) and/or submission for collection by payroll deduction through Human Resources (staff). Repeat offenders and accounts with three (3) or more outstanding parking violations may be queried for plate owner information through the Ontario Ministry of Transportation (MTO) or other Authorized Requester sources. Failure to collect parking fines through internal methods may result in overdue accounts being turned over to collection agencies for recovery.

CARLETON UNIVERSITY
Parking Services
48602
MAY 31/07
P3 ICE

The permit you have selected is for a parking lot with a gated access.

To open the gates at the entrance.
While in your car, in front of the barcode swipe reader you must swipe the black bar on the bottom of the permit for the entire length of the permit bar.
The black bar on the permit must be facing down for the reader to recognize your permit and the gate to operate.
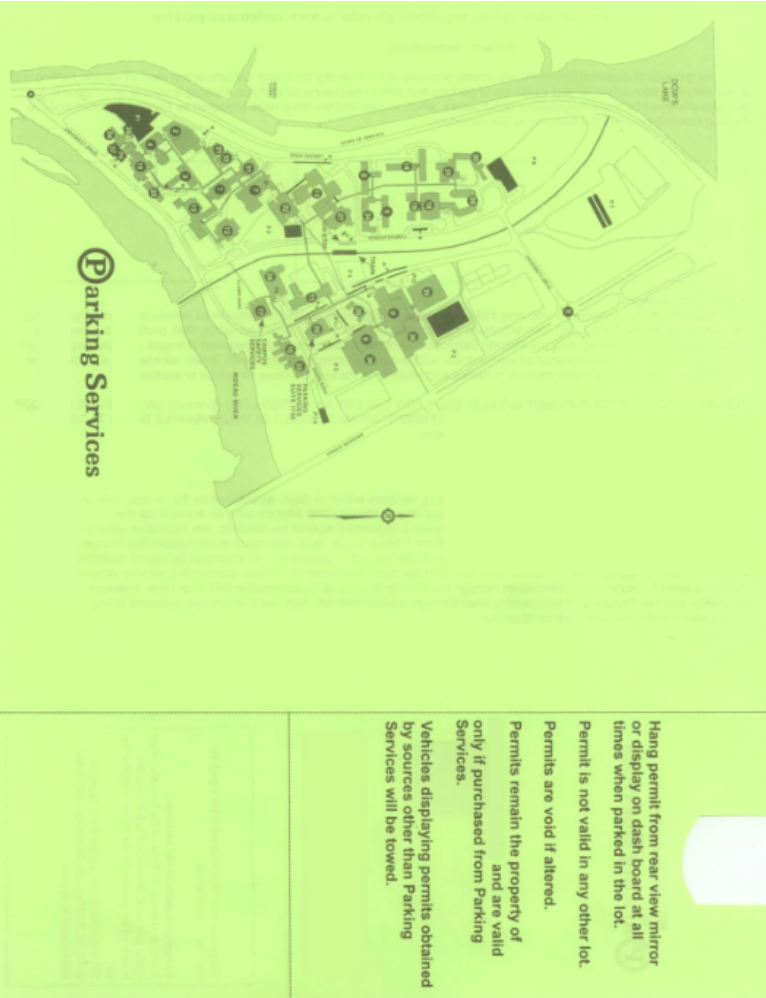
Printer Settings

Below are sample margin settings.

Margins	Inches	Millimeters
Left	0.88	22.35
Right	0.254	6.45
Top	0.96	24.38
Bottom	0.169	4.29

Do not select "Shrink to Fit" and instead always use "100%".

Revision #2
Created 7 May 2024 09:16:54
Updated 11 September 2024 13:40:49