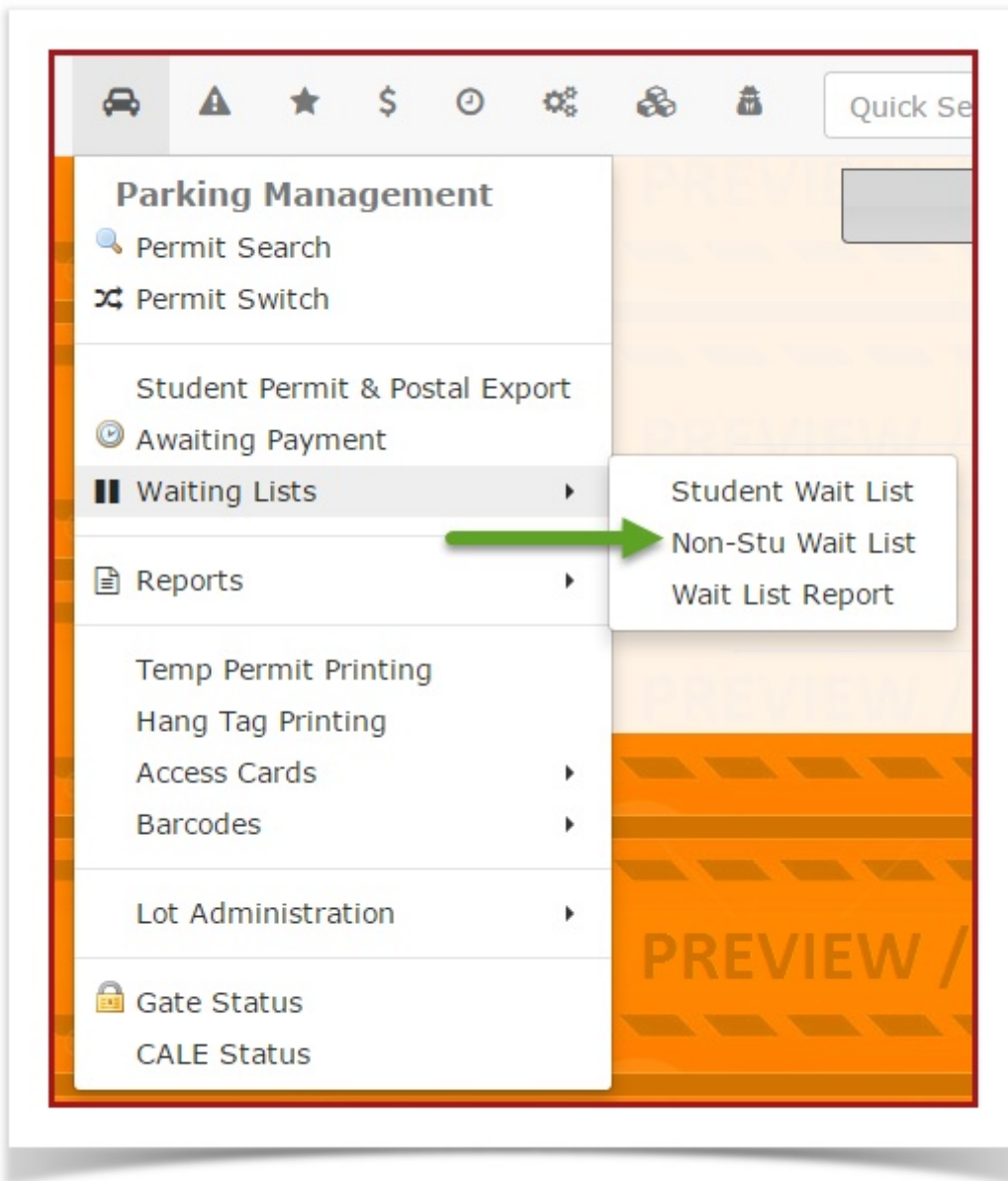# Non-Student Wait List

1. In **Parking Management**, hover over the **'Permit Management'** icon and click '**Waiting Lists** ' then '**Non-Student Wait List**'.

2. The '**Non-Student Wait List**' screen displays. Administrators can view/edit details about a user waiting to purchase a permit in a specific lot. Note, if the record is highlighted in yellow, the user currently has a permit in another lot. Administrators can sort the table by clicking on any of the column headings.

The **envelope** icon allows administrators to email the user.

The **username** link displays a brief overview of the user's contact information.

The **User Profile** icon, allows administrators to view/edit the user's profile. This is also the link that administrators would use if they wanted to sell a permit to the user that is on the waiting list (Click the User Profile icon and click the Parking Tab).

The **Add** link allows administrators to add comments to the wait list record. If a comment already exist, an **edit link** will appear allowing administrators to update the comments on file.

The '**Toggle Selections'** button allows administrators to select all records. Enable the check box to the left of the record to make individual record selections.

The '**Remove Selected From Waiting List'** button allows administrators to remove records from the wait list. Organizations should develop a business rule for when to remove a user from the waiting list, after a user has been emailed or after a permit has been purchased.

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

The '**Email Selected Users'** button allows administrators to email only those users that they have selected.

The '**Export to Excel'** button exports the table as an Excel spreadsheet.

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