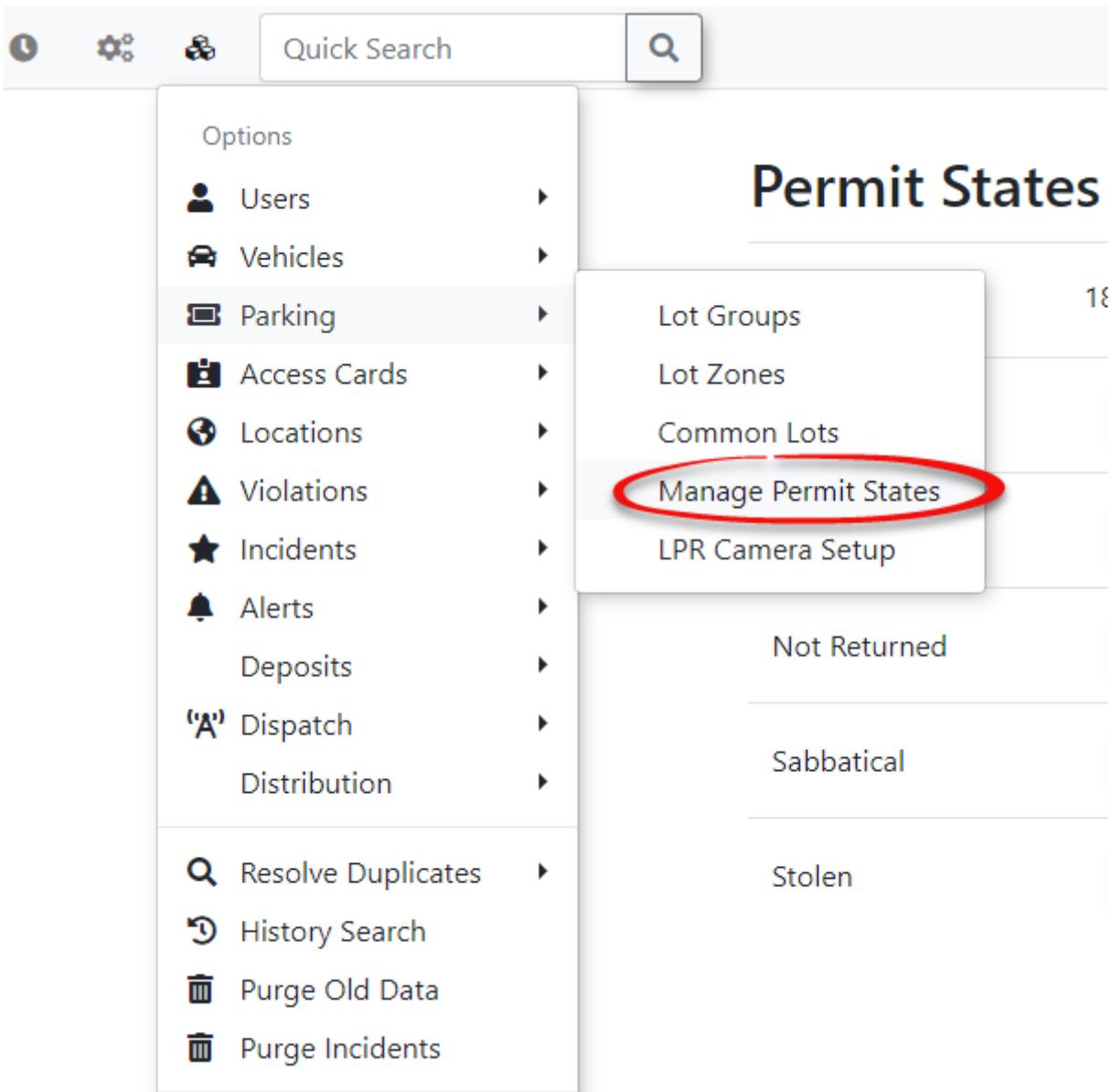


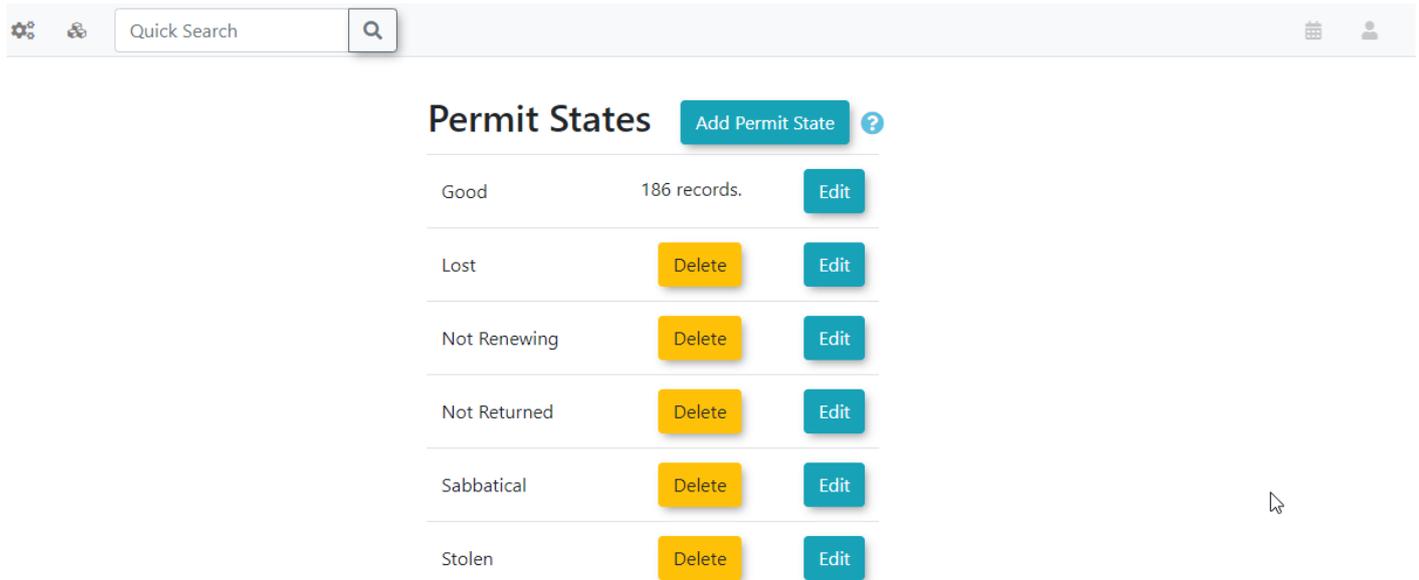
Permit States

Managing Permit States

Click **Admin Options, Parking** followed by **Manage Permit States**.



The **Manage Permit States** page displays with all of the available choices.

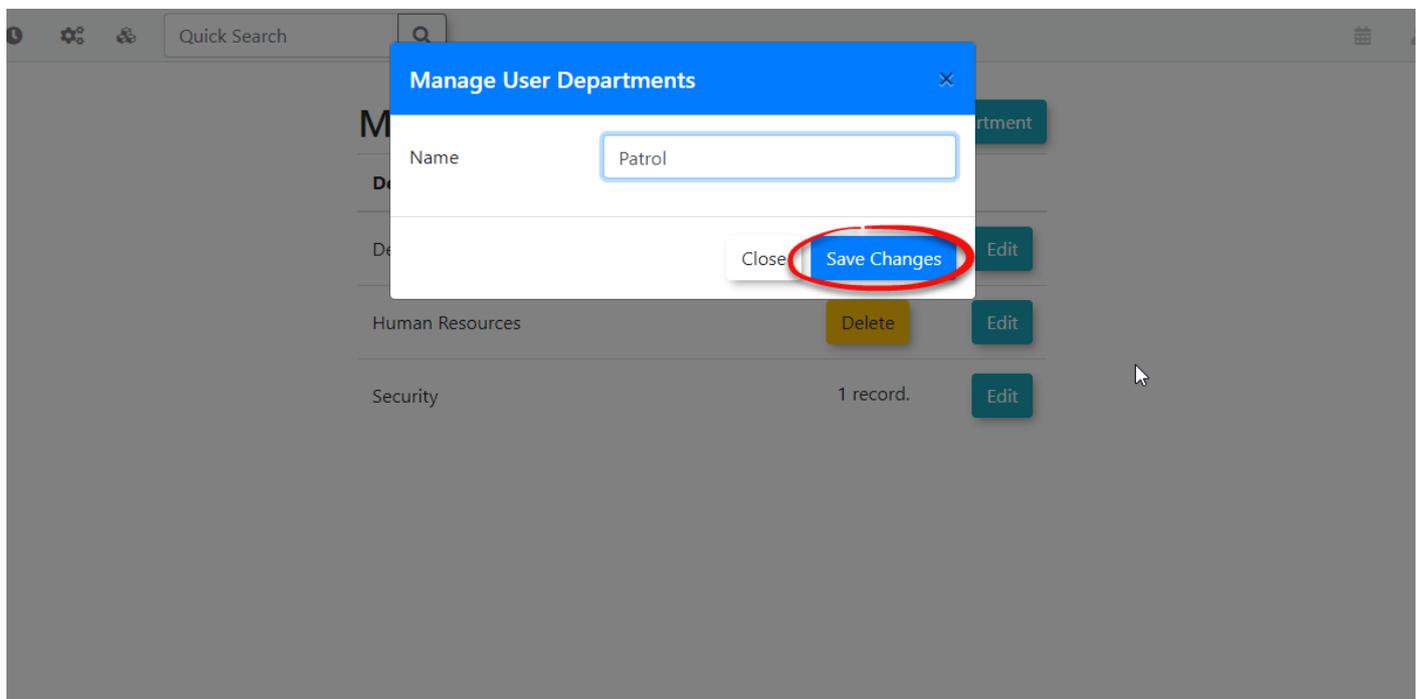


The screenshot shows the 'Manage Permit States' interface. At the top, there is a header with a 'Quick Search' bar and a search icon. Below the header, the title 'Permit States' is displayed next to an 'Add Permit State' button. The main content is a table listing various permit states. Each row contains the state name, the number of records (where applicable), and two buttons: 'Delete' (yellow) and 'Edit' (teal).

Permit State	Records	Delete	Edit
Good	186 records.		Edit
Lost		Delete	Edit
Not Renewing		Delete	Edit
Not Returned		Delete	Edit
Sabbatical		Delete	Edit
Stolen		Delete	Edit

Adding Permit States

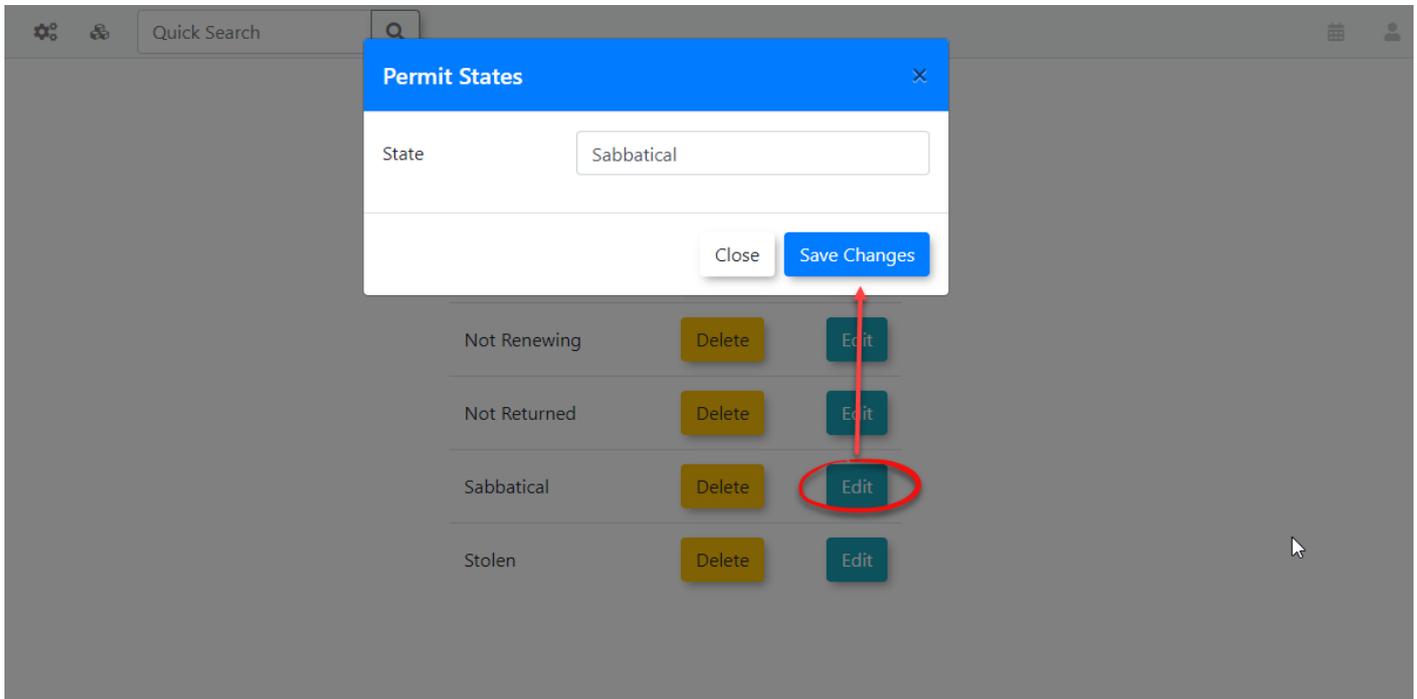
To add a new permit state click **Add Permit State** and complete the required field followed by **Save Changes**.



The screenshot shows a modal window titled 'Manage User Departments' overlaid on the 'Manage Permit States' page. The modal has a blue header with a close button. Below the header, there is a form with a 'Name' field containing the text 'Patrol'. At the bottom of the modal, there are two buttons: 'Close' and 'Save Changes'. The 'Save Changes' button is circled in red, indicating the next step in the process.

Editing Permit States

To edit permit states click the **Edit** button next to the permit state you wish to make updates to. This will open a new modal window allowing you to change the existing name of that item.

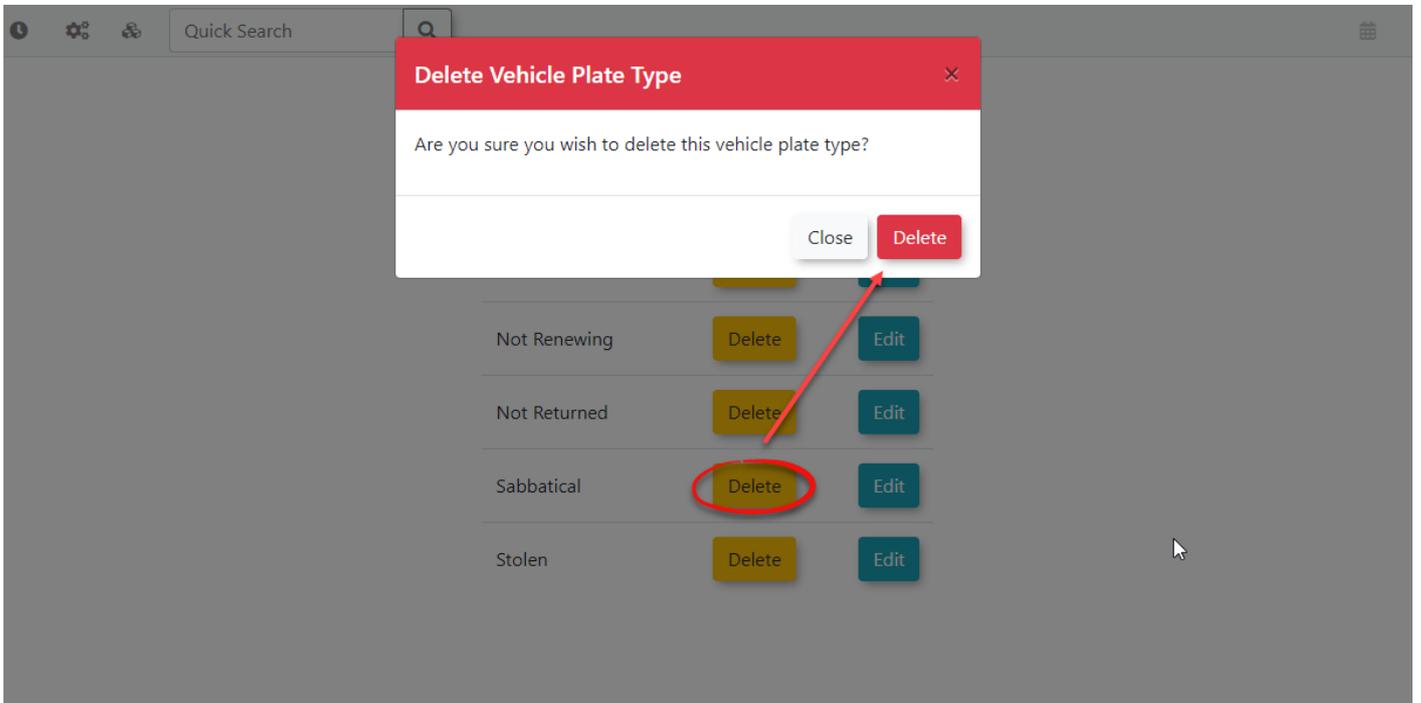


Deleting Permit States

To delete permit states simply click the **Delete** button next to the permit state you wish to remove from the list. A modal window will appear asking you if you are sure you wish to delete this permit state.

Important

In order to delete a permit state it must not be used in the system. Admins will first need to make sure that no permits are using this permit state before it can be removed. This is to prevent permits from having blank information by deleting these permit states while they're in use.



Revision #2

Created 21 May 2024 11:50:05

Updated 15 November 2024 11:52:47