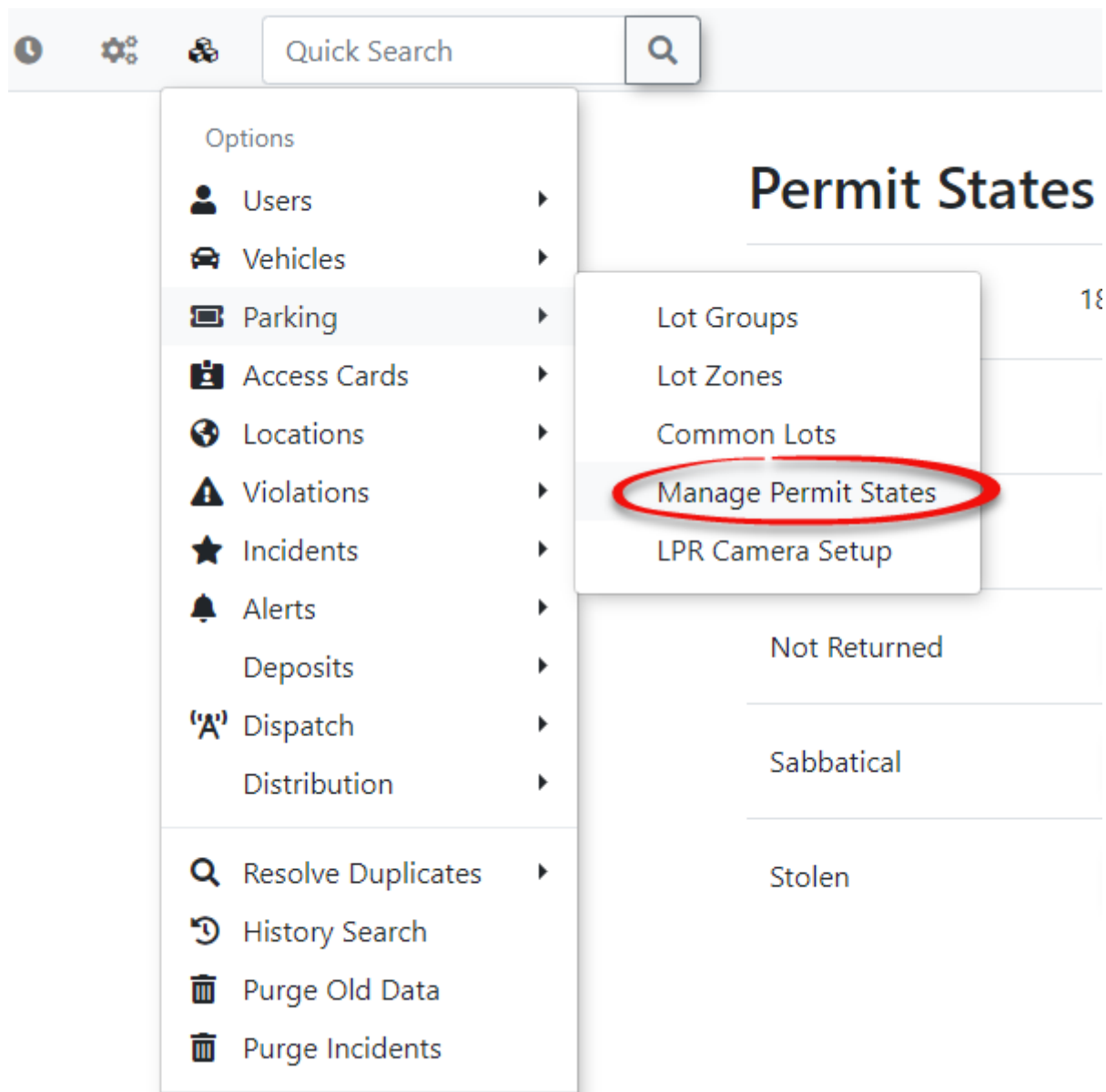


# Permit States

## Managing Permit States

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



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

Quick Search

Permit States

Add Permit State

?

Good

186 records.

Edit

Lost

Delete

Edit

Not Renewing

Delete

Edit

Not Returned

Delete

Edit

Sabbatical

Delete

Edit

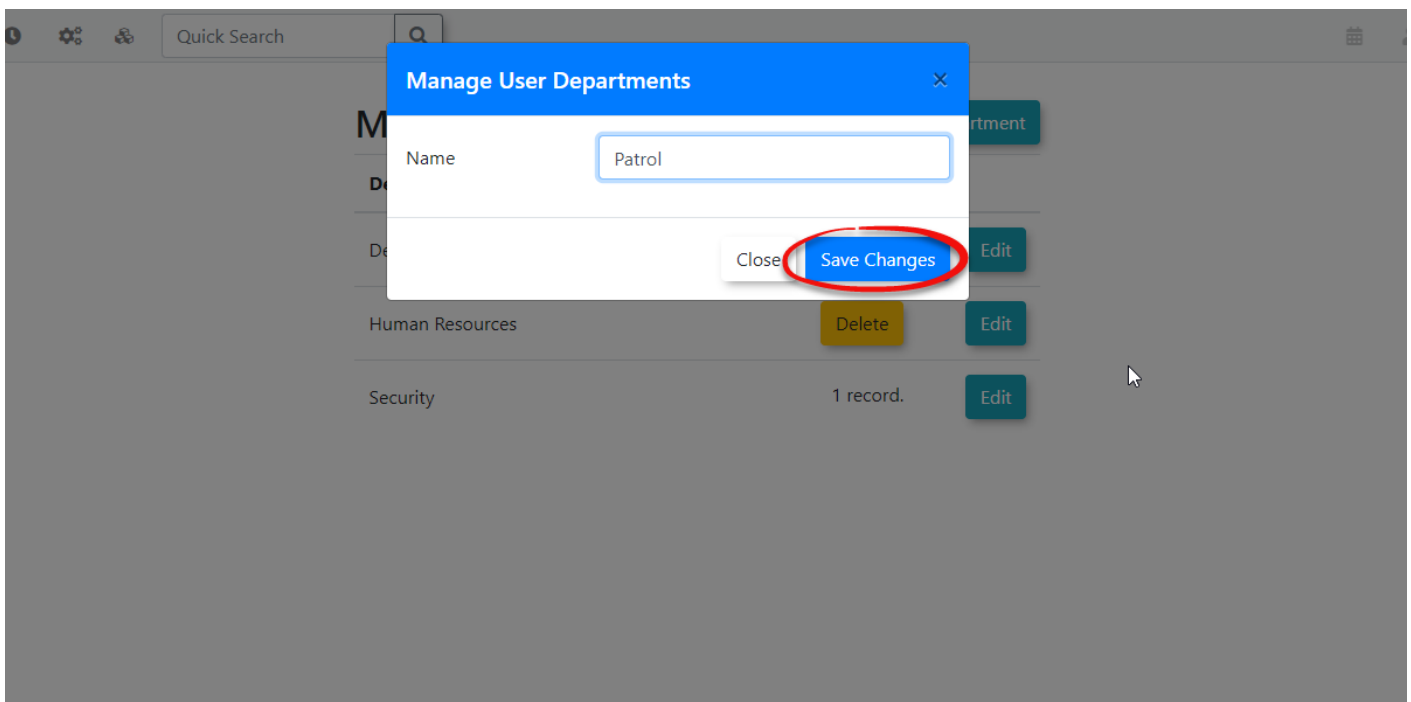
Stolen

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 a blurred background of the 'Manage Permit States' page. The modal has a blue header with a close button. Inside, there is a 'Name' label and a text input field containing the word 'Patrol'. At the bottom of the modal, there are two buttons: a grey 'Close' button and a blue 'Save Changes' button, which is circled in red to indicate it should be clicked.

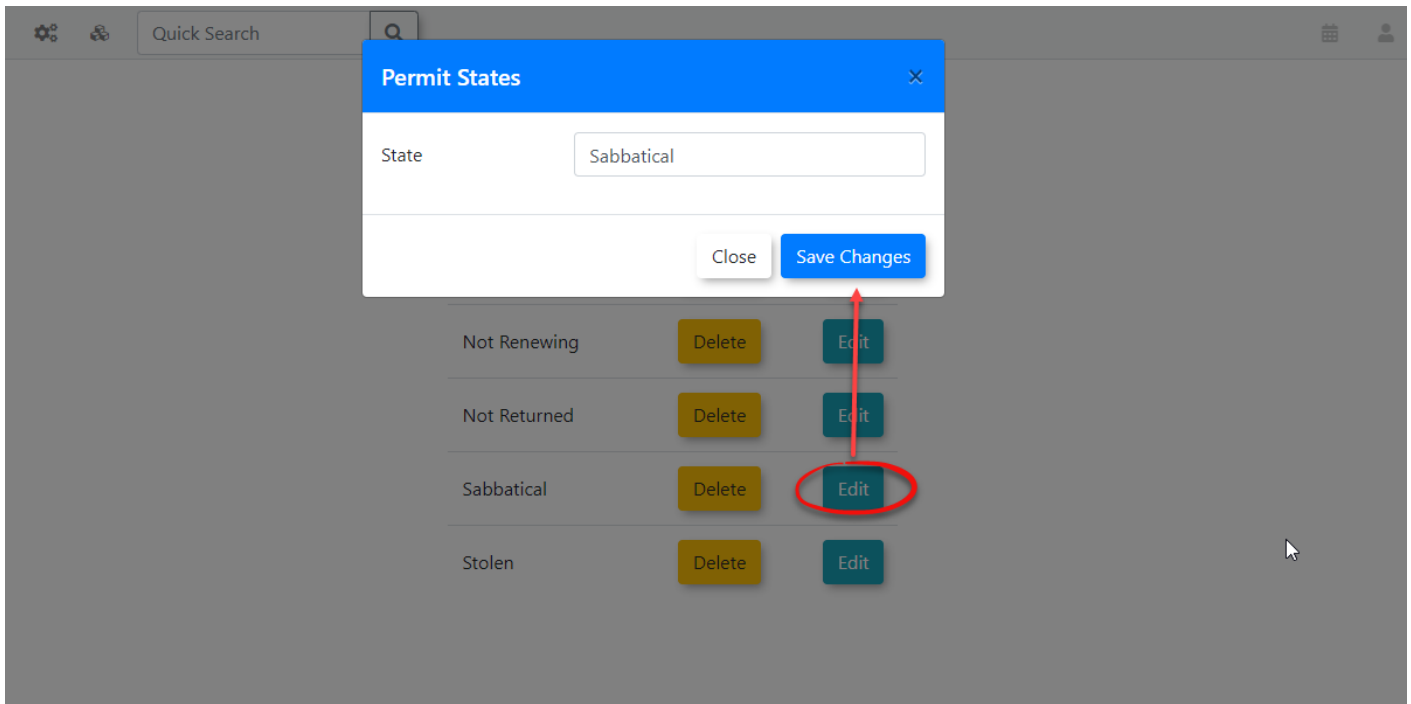
### Manage User Departments

Name

[Close](#) [Save Changes](#)

# 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.

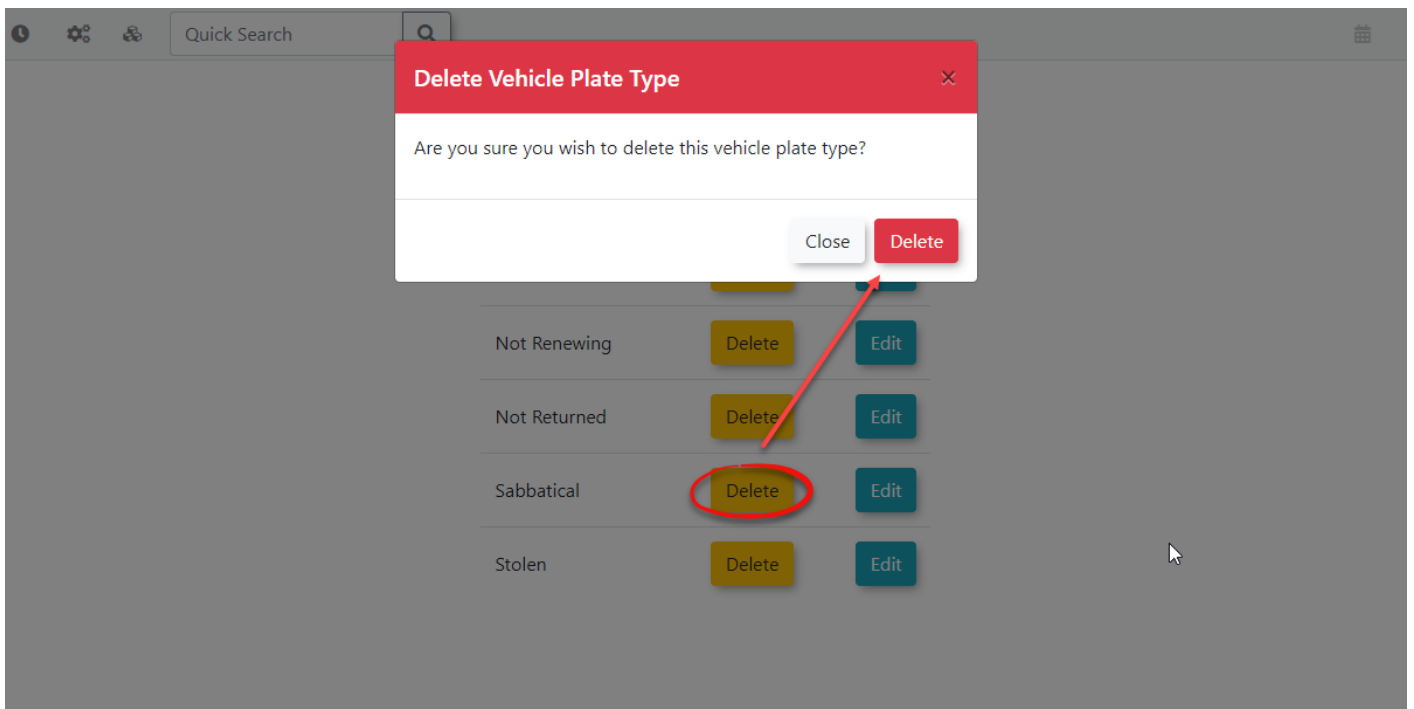


# Deleting Permit States

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.



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