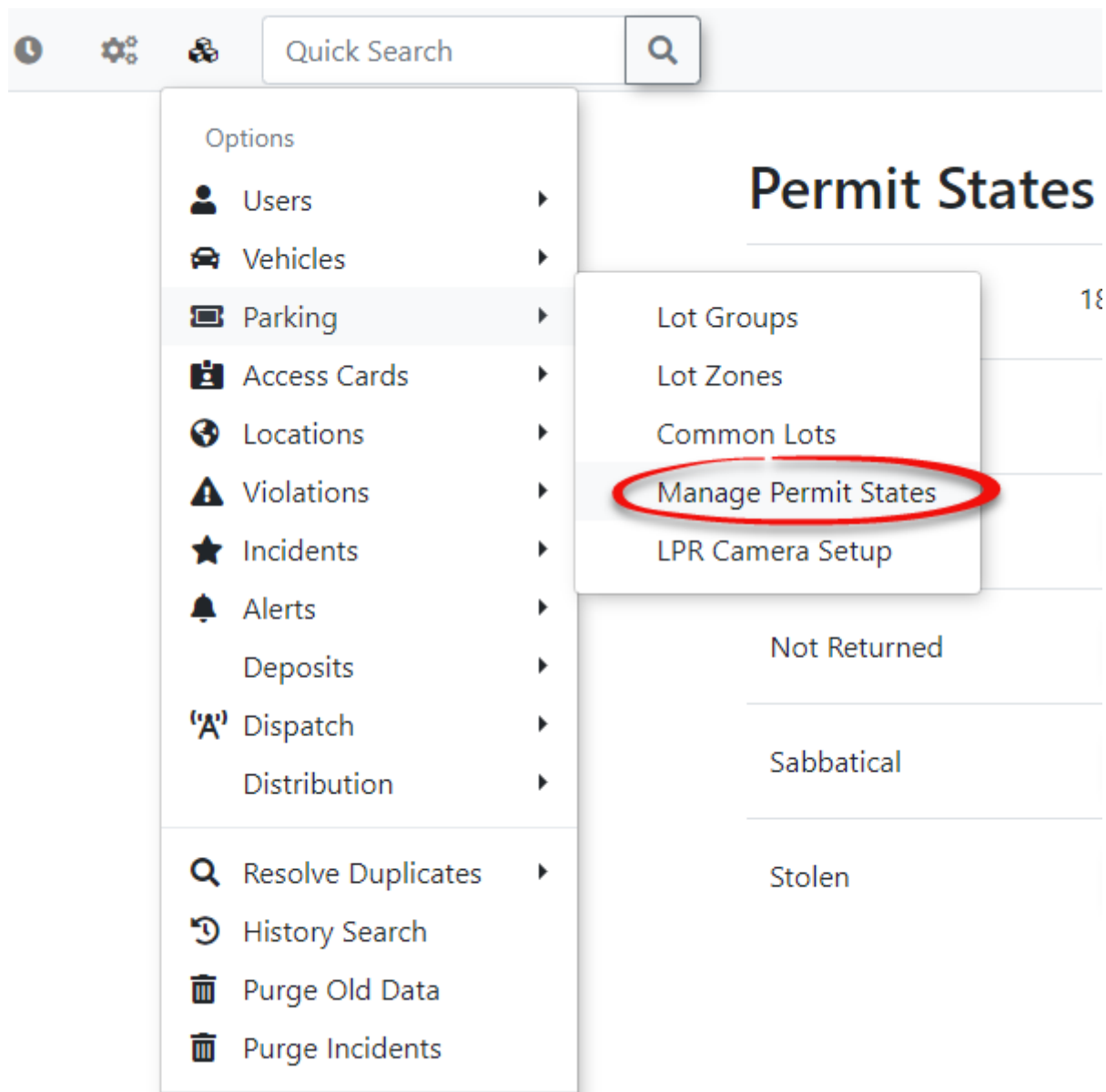


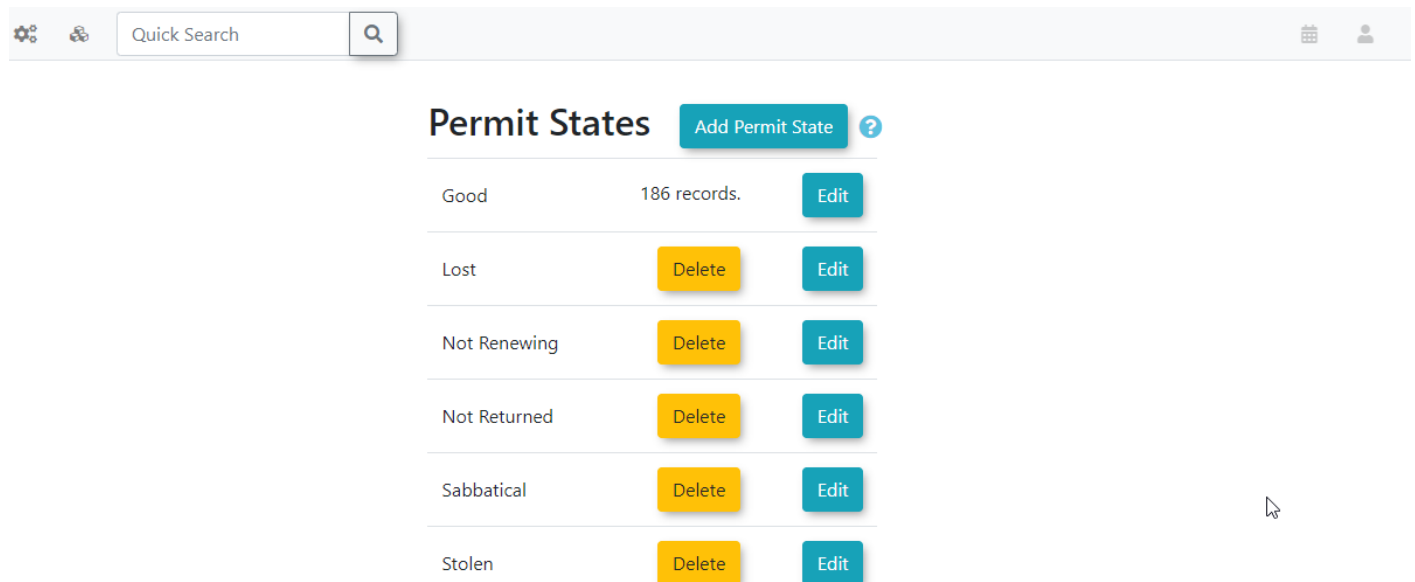
Permit States

Managing Permit States

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



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

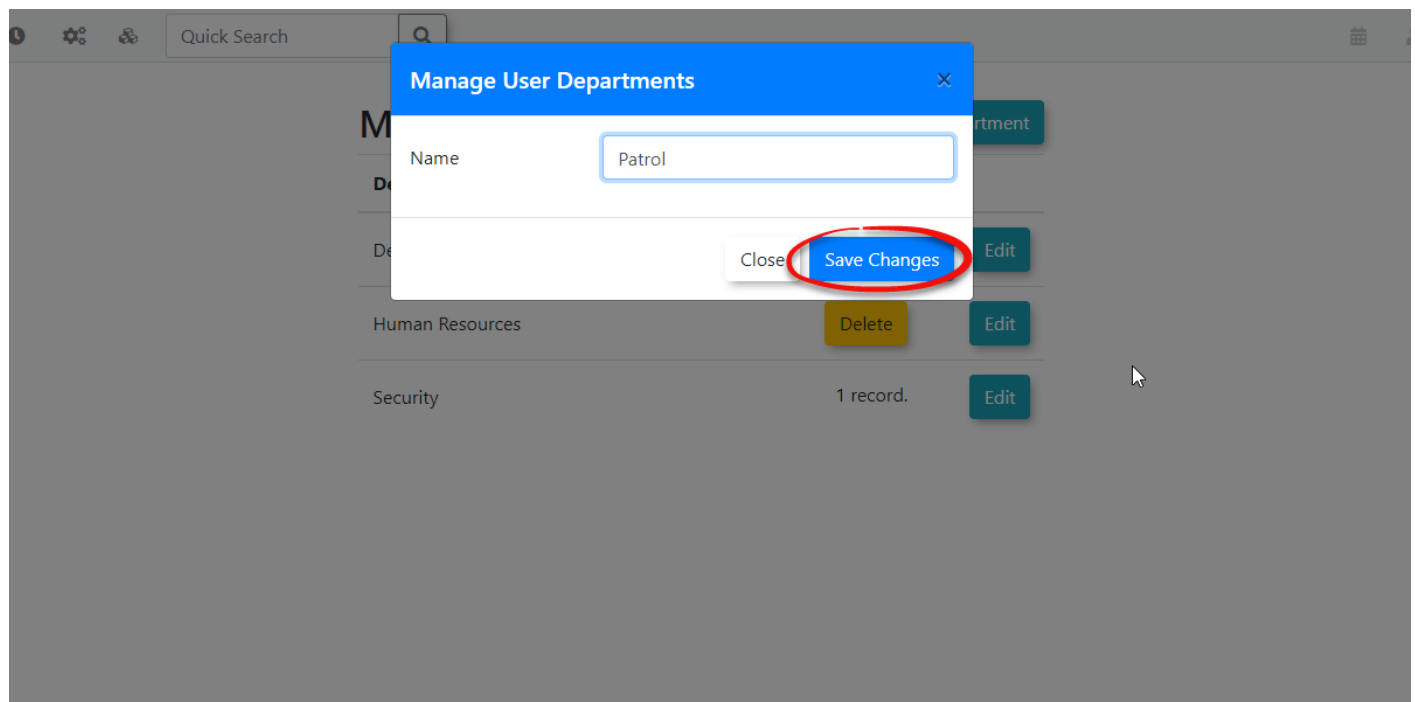


The screenshot shows the 'Manage Permit States' interface. At the top, there is a header bar with a 'Quick Search' input field and a search icon. Below the header, the title 'Permit States' is displayed next to an 'Add Permit State' button and a help icon. The main content is a table with six rows, each representing a permit state. The first row, 'Good', shows '186 records.' and an 'Edit' button. The subsequent rows, 'Lost', 'Not Renewing', 'Not Returned', 'Sabbatical', and 'Stolen', each have a yellow 'Delete' button and a teal 'Edit' button.

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.

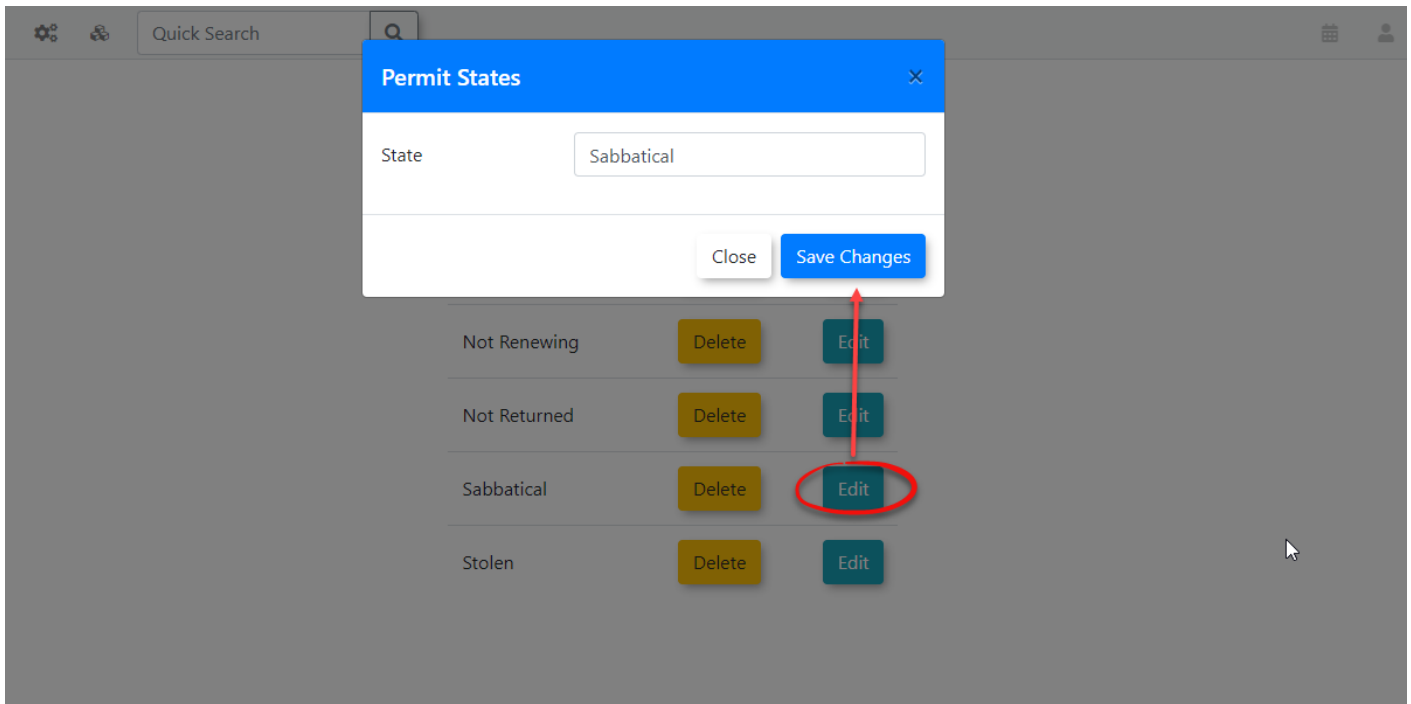
Manage User Departments

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.

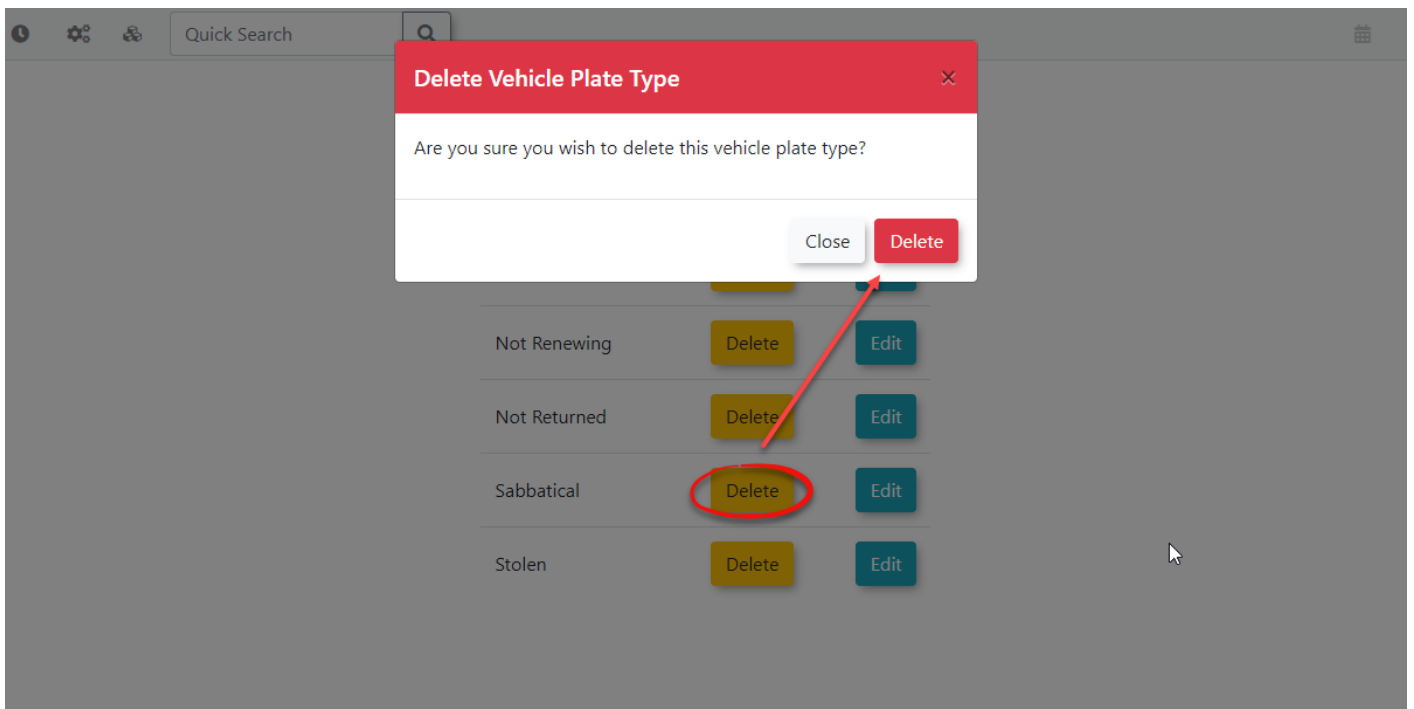


Deleting Permit States

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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