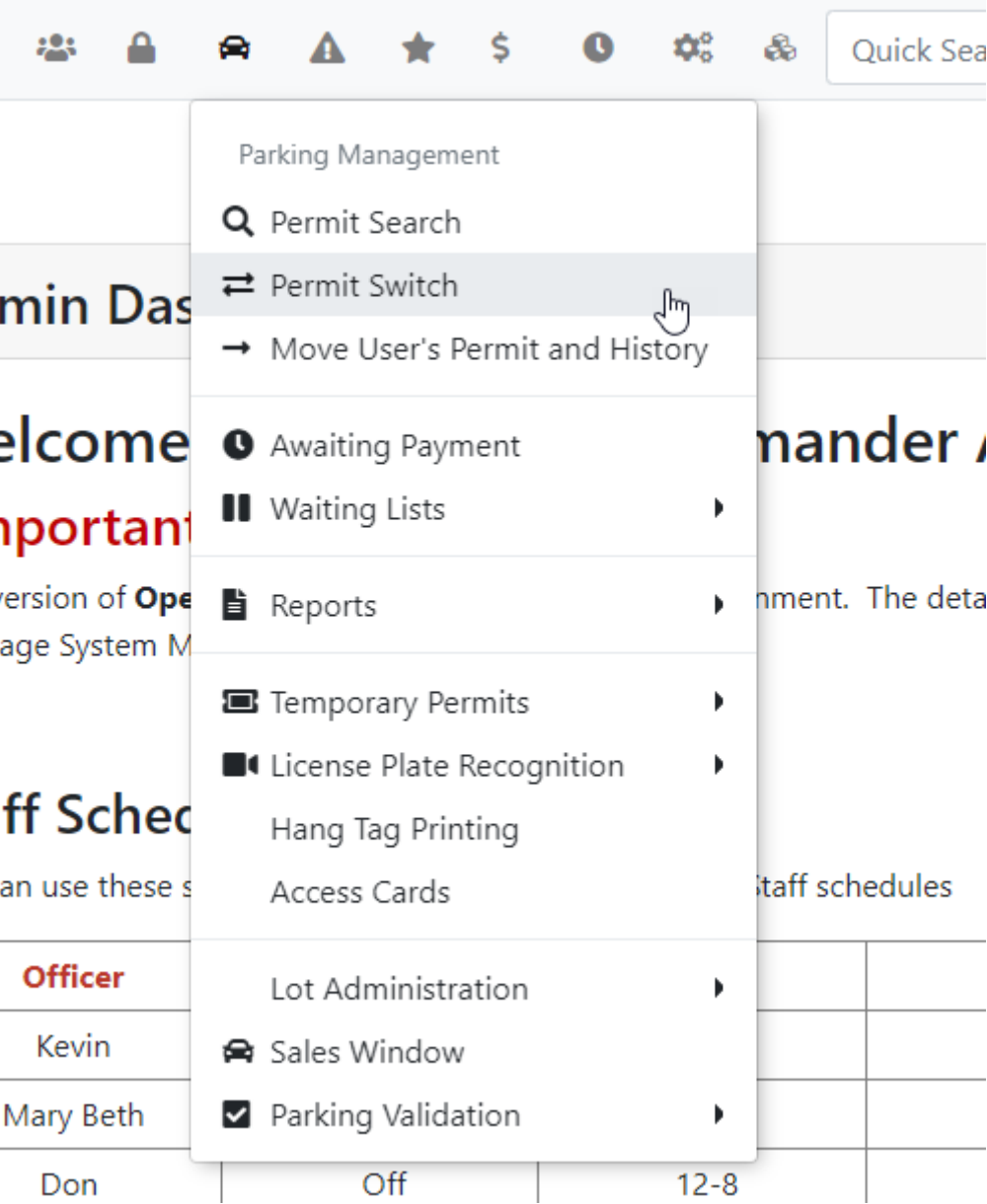


# Permit Switch

## Performing Permit Switches Between Permits



Select the lot that the user's permit is currently in, and select their current permit number.

In the **Current Permit** field select the permit number you wish to switch. In the **New Permit Lot** we select the lot that we are switching the permit to.

Permits that are already rented by other users will appear with a color highlight along with the username who owns the permit as you can see in the image below.  
The Blue highlight indicates the line item you are hovering over in order to make your selection.

## Permit Switch

Current Permit

Lot Name

General Monthly Lot 1 - 5 reservations

Permit

1600 - Paul Bennett [pbennett]

New Permit

Lot Name

Green Lot East - 0 reservations / 20 permits

Permit

Please select an option

Please select an option

500

501

502

503

504

505

506

507

508

509

510

511

512

513

514

515

516

517

518

Paul Bennett

pbennett

Lot : Permit

General Monthly Lot 1 : 1600

Permit Value

\$135.60

(includes taxes)

↑↓

Lot : Permit

Permit Not Selected :

Permit Value

(includes taxes)

Calculate:

☐ Full Price

☒ Prorated Price

Reason for Action

Switch Permits

The resulting screen will look like this image seen below when the permits have been selected. Click on **Switch two permits** to enact the process.

You can review the changes and select weather to choose the **Full Price** or **Prorated Price**. You need to complete the **Reason for Action** and click the **Switch User Permit** button to confirm the changes.

# Permit Switch

Current Permit

Lot Name

General Monthly Lot 1 - 1 reservation

Permit

1600 - Paul Bennett [pbennett]

New Permit

Lot Name

Green Lot East - 0 reservations / 20 permits

Permit

500

Paul Bennett

pbennett

Lot : Permit

General Monthly Lot 1 : 1600

Permit Value

\$135.60

(includes taxes)

↕

Lot : Permit

Green Lot East : 500

Permit Value

\$135.60

(includes taxes)

Refund Value

-\$135.60

-\$129.59

(prorated)

New Permit Value

\$135.60

\$129.59

(prorated)

Switch Total

\$0.00

New Permit will be selected.

Calculate:

Full Price

✓

Prorated Price

Reason for Action

User would like to switch lots.

Switch Permits


If the permit values are the same then the differences will not display, however, if the values are not the same then you will be shown the difference between both the prorated and the full price of the permits being switch.


## Permit Switch

[illegible]

Once the permit switch has been completed you a new window will display.

### Permit Switch Complete

 **Paul Bennett**

 pbennett

**Lot : Permit**

Green Lot East : 500

**Permit Value**

\$129.59 (includes taxes)

All records were successfully processed. No actions are needed for this user.

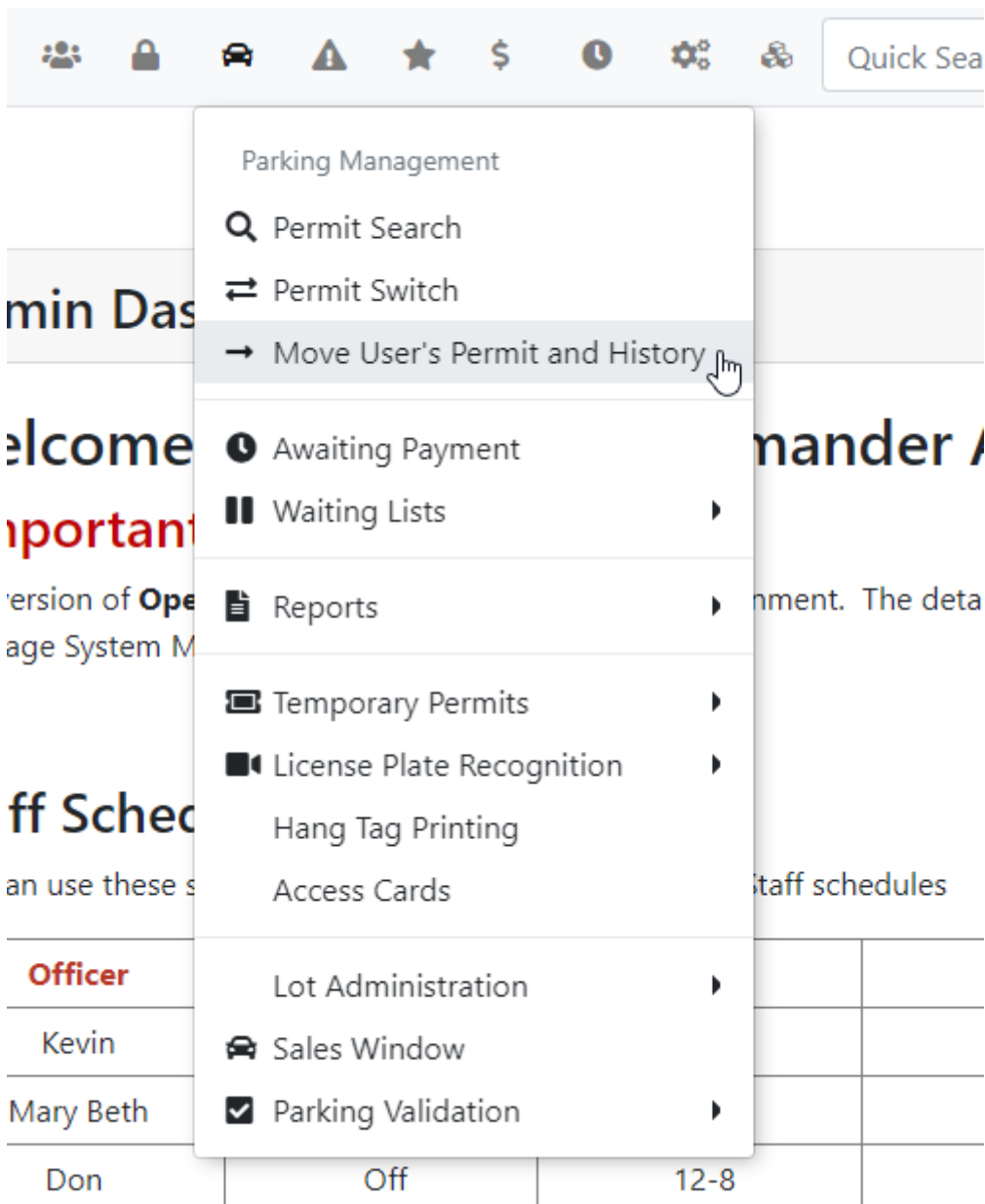
**Important Things To Note:**

Notice there is a cost difference between the two lots. The system will calculate the difference. In this case the lot we are moving to is less cost resulting in a credit that is listed at the bottom of the screen in Green. The credit will show in the users profile as follows.

Adjustments			
<input type="checkbox"/>	Submit Date		Amount
<input checked="" type="checkbox"/>	Aug. 30, 2017	Unprocessed Adjustment	\$-28.25
Total:			\$-28.25

# Moving Permits from One User to the Next

Moving permits from one user to the next will not carry over any invoices.



In this scenario, we are switching permit number between James Rockwood (Permit 60) with Mashbury (Permit 59). Start by searching for your current permit holder and click **Search** followed by **Select**.

## Permit Move

### Current Permit Holder

	First / Last name	Username	Permits
<input type="button" value="Select"/>	Michael Ashbury	<input type="button" value="mashbury"/>	6

All of the permits that user currently owns will be displayed along with the second user search input field. Select the permit you want to switch and add the second user to the search field followed by **Search**

## Permit Move

### Current Permit Holder

Michael Ashbury5

PermitNo	Sales Window	Payment	
B201	Test Sales Window February 02, 2020	YES	<input type="button" value="Select"/>
0002	Test Annual January 01, 2015	YES	<input type="button" value="Select"/>
0005	Test Annual January 01, 2015	YES	<input type="button" value="Select"/>
54	Test Annual January 01, 2015	YES	<input type="button" value="Select"/>
59	Test Annual January 01, 2015	YES	<input checked="" type="button" value="Select"/>

### User to receive the permit

Click select for the user you wish to move the permit to.

First / Last name	Username	Permits	
James Rockwood	<input type="button" value="jrockwood"/>	4	<input type="button" value="Move Permit"/>

Click **Move Permit** followed by **Ok** to confirm the permit move. In this example we will be moving the permit 59 to James Rockwood.

Quick Search...

tomahawku-test.preview.parkadmin.com says

Are you sure you wish to move this permit to this new user?

OK

Cancel

Current Permit Holder

mashbury

Search

Michael Ashbury

mashbury

5

PermitNo	Sales Window	Payment	
B201	Test Sales Window February 02, 2020	YES	<div>Select</div>
0002	Test Annual January 01, 2015	YES	<div>Select</div>
0005	Test Annual January 01, 2015	YES	<div>Select</div>
54	Test Annual January 01, 2015	YES	<div>Select</div>
59	Test Annual January 01, 2015	YES	<div>Select</div>

User to receive the permit

jrockwood

Search

Click select for the user you wish to move the permit to.

First / Last name	Username	Permits	
James Rockwood	jrockwood	4	<div>Move Permit</div>

The permit will be automatically moved from the selected user to the next after the confirmation alert box has been confirmed.