

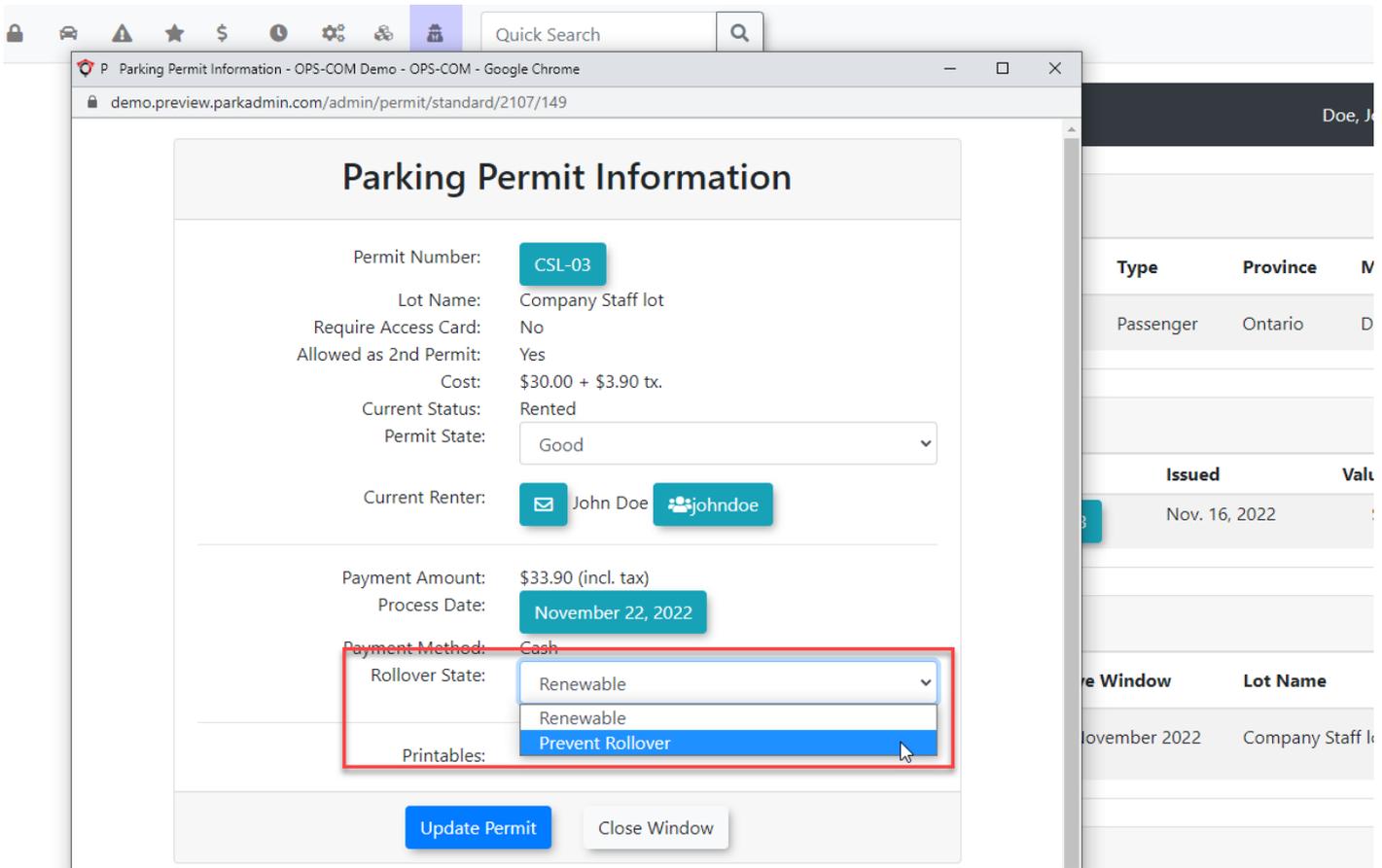
# Preventing Permit Rollover after Cancellation

Purchase a permit as an Administrator for any user. Locate the permit on the **Profile** page and click the permit button to reveal the **Parking Permit Information** window.

The screenshot shows a user profile page for 'Doe, John (johndoe)'. The navigation bar includes Profile, Lockers, Vehicles, Parking, Payments, History, and Incident History. The main content is divided into several sections:

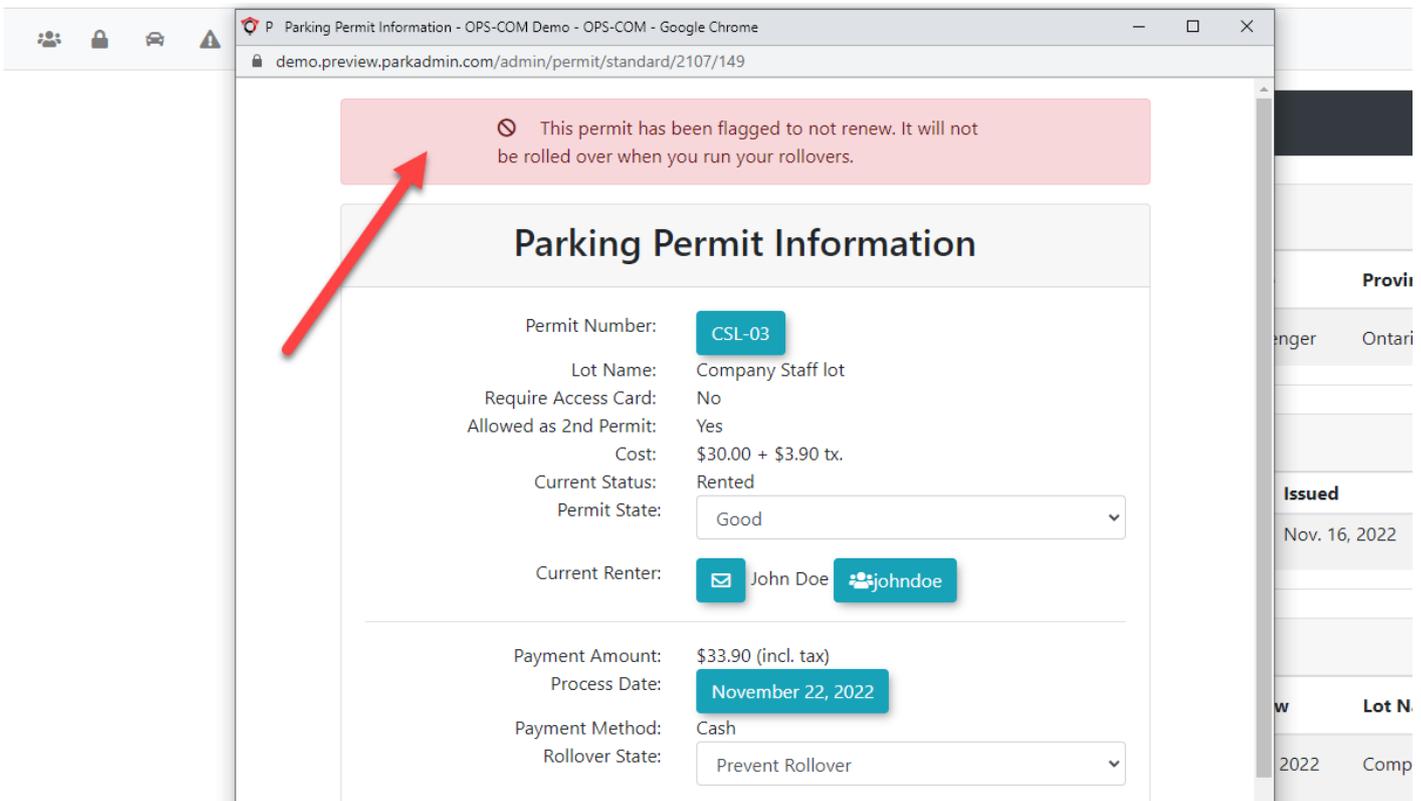
- Basic Profile Information:** Includes fields for Enabled (Yes), User Directory (OPSCOM), Unique ID, User Type (Company Staff), Username (johndoe), Name (Mr. John Bob Doe), Email Address (john.doe@tomahawk.ca), Preferred Language (English), and Auto Login Address with a 'Login as user' button.
- Vehicles:** A table with columns Status, Plate, Type, Province, Make, and Year. One vehicle is listed: Active, ABC316, Passenger, Ontario, Dodge, 2000.
- Violations:** A table with columns Ticket, Issued, Value, and Notes. One violation is listed: TT-19013, Nov. 16, 2022, \$75.00.
- Active Permits:** A table with columns Permit ID, Active Window, Lot Name, and Amount. One permit is listed: CSL-03, M : November 2022, Company Staff lot, \$33.90. A tooltip 'View Parking Permit info' is shown over the permit ID.

Change the **Rollover State** to **Prevent Rollover**. Enter a comment to explain why you are changing the state. This is mandatory.



Click Update Permit.

A message will display to let you know you have changed the flag.



You should also add notes to indicate why the flag was changed.

Lot Name: Company Start lot  
Require Access Card: No  
Allowed as 2nd Permit: Yes  
Cost: \$30.00 + \$3.90 tx.  
Current Status: Rented  
Permit State: Good  
Current Renter: John Doe (johndoe)

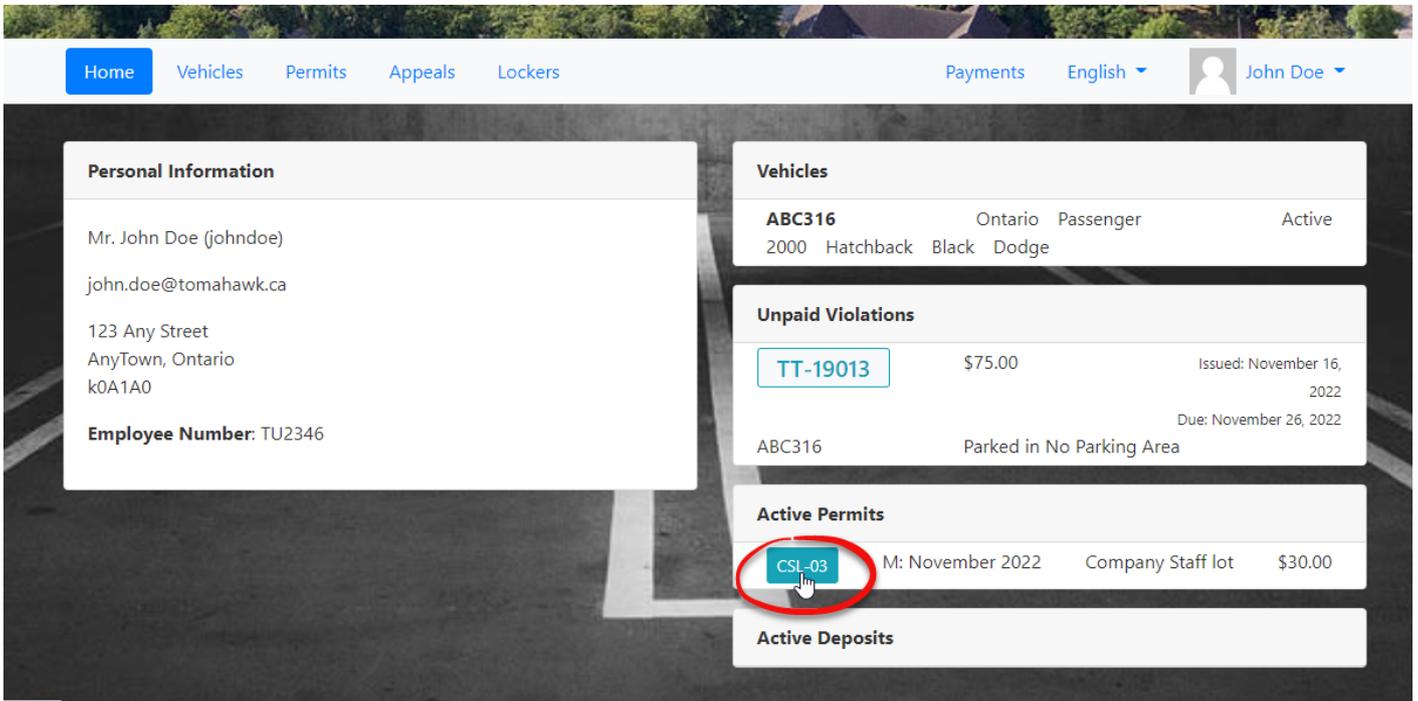
Payment Amount: \$33.90 (incl. tax)  
Process Date: November 22, 2022  
Payment Method: Cash  
Rollover State: Prevent Rollover

Printables:  
Update Permit Close Window

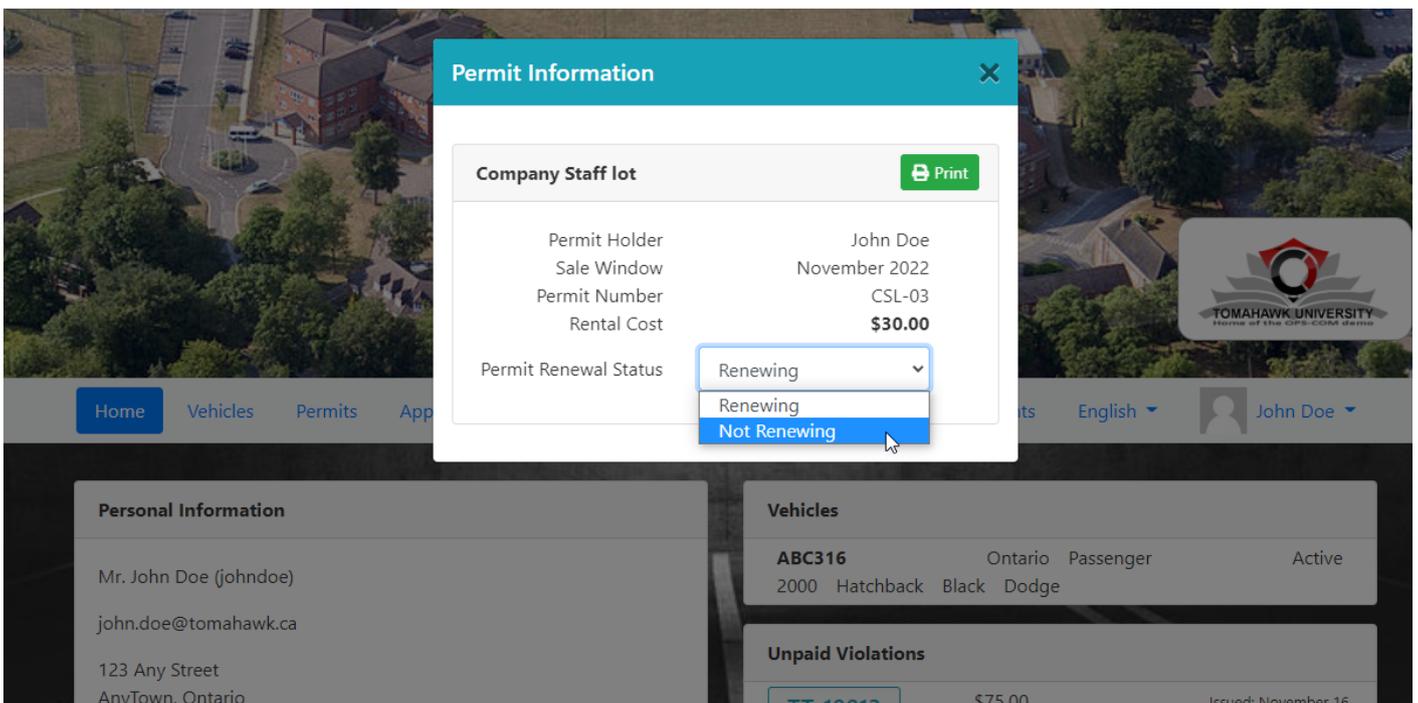
Permit Notes  
John @ Tomahawk Action Prevent Rollover: User cancelled in email 11/16/2023 10:31 am  
John @ Tomahawk 10:29 am  
Add Note

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The process is almost the same for the user portal. An end user can set their permit to not renewing. Simply find the permit on the User Dashboard and click on the permit button.



Select **Not Renewing** from the dropdown list in Permit Information.



When you process the rollovers, this permit will not show up in the list. Instead, it will show up in a separate list called "**Permits that will not be rolled over.**"

# Permit Rollover

From **November 2018** → To **December 2018**

This is for rolling active permits from the current active sales window to the selected future sales window.

Rollovers can be performed multiple times. If the permit already is associated to the user in the new Sales Window, it will be ignored.

Rollover	First Name	Last Name	Student No. Employ No.	Permit No.	Permit State
<input type="checkbox"/>					
<input checked="" type="checkbox"/>	Michael	Ashbury	00800147	500	Good
<input checked="" type="checkbox"/>	Patricia	Birch	00900125	501	Good

Permits that will not be rolled over.

	First Name	Last Name	Student No. Employ No.	Permit No.	Permit State
<input type="checkbox"/>					
<input checked="" type="checkbox"/>	Patricia	Birch	00900125	502	Good

Revision #2

Created 7 May 2024 07:35:34

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