

# 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.

Profile ▾ Lockers Vehicles Parking Payments History ▾ Incident History

Doe, John (johndoe)

Basic Profile Information

Edit

Enabled

Yes

User DirectoryOPSCOM

Unique IDEad1845e-d28e-43bc-a75f-b8c25a97b41d

User TypeCompany Staff

Usernamejohndoe

NameMr. John Bob Doe

Email Addressjohn.doe@tomahawk.ca

Preferred LanguageEnglish

Auto Login Address

Login as user ?


Active Address

Vehicles

Edit

Status	Plate	Type	Province	Make	Year
Active	ABC316	Passenger	Ontario	Dodge	2000

Violations

Ticket	Issued	Value	Notes
 TT-19013	Nov. 16, 2022	\$75.00	

Active Permits

View Parking Permit info	Active Window	Lot Name	Amount
CSL-03	M : November 2022	Company Staff lot	\$33.90

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

Parking Permit Information

Permit Number: CSL-03

Lot Name: Company Staff 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

Payment Amount: \$33.90 (incl. tax)

Process Date: November 22, 2022

Payment Method: Cash

Rollover State: Renewable

Printables: Prevent Rollover

Update Permit Close Window

Type	Province	M
Passenger	Ontario	D

Issued	Valu
Nov. 16, 2022	

re Window	Lot Name
November 2022	Company Staff lot

Click Update Permit.

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

This permit has been flagged to not renew. It will not be rolled over when you run your rollovers.

Parking Permit Information

Permit Number: CSL-03

Lot Name: Company Staff 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

Payment Amount: \$33.90 (incl. tax)

Process Date: November 22, 2022

Payment Method: Cash

Rollover State: Prevent Rollover

Province
Ontario

Issued
Nov. 16, 2022

w	Lot N
2022	Comp

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

Lot Name: Company Staff 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.

The dashboard features a top navigation bar with links: Home, Vehicles, Permits, Appeals, Lockers, Payments, English, and a user profile for John Doe. The main content area is divided into several sections:

- Personal Information:** Mr. John Doe (johndoe), john.doe@tomahawk.ca, 123 Any Street, AnyTown, Ontario k0A1A0, Employee Number: TU2346.
- Vehicles:** ABC316, Ontario, Passenger, Active, 2000 Hatchback Black Dodge.
- Unpaid Violations:** TT-19013, \$75.00, Issued: November 16, 2022, Due: November 26, 2022, ABC316, Parked in No Parking Area.
- Active Permits:** A table with one entry: CSL-03, M: November 2022, Company Staff lot, \$30.00. The entry is circled in red.
- Active Deposits:** (Empty section)

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

The 'Permit Information' modal is open, displaying details for the 'Company Staff lot' permit. The 'Permit Renewal Status' dropdown is open, showing 'Renewing' and 'Not Renewing' options. The 'Not Renewing' option is highlighted with a mouse cursor.

Company Staff lot	
Permit Holder	John Doe
Sale Window	November 2022
Permit Number	CSL-03
Rental Cost	\$30.00
Permit Renewal Status	Renewing

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
Toggle All					
<input checked="" type="checkbox"/>	Michael	Ashbury	00800147	500	Good
<input checked="" type="checkbox"/>	Patricia	Birch	00900125	501	Good
Rollover Permits					

Permits that will not be rolled over.

	First Name	Last Name	Student No. Employ No.	Permit No.	Permit State
Cancelled	Patricia	Birch	00900125	502	Good

Revision #2

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