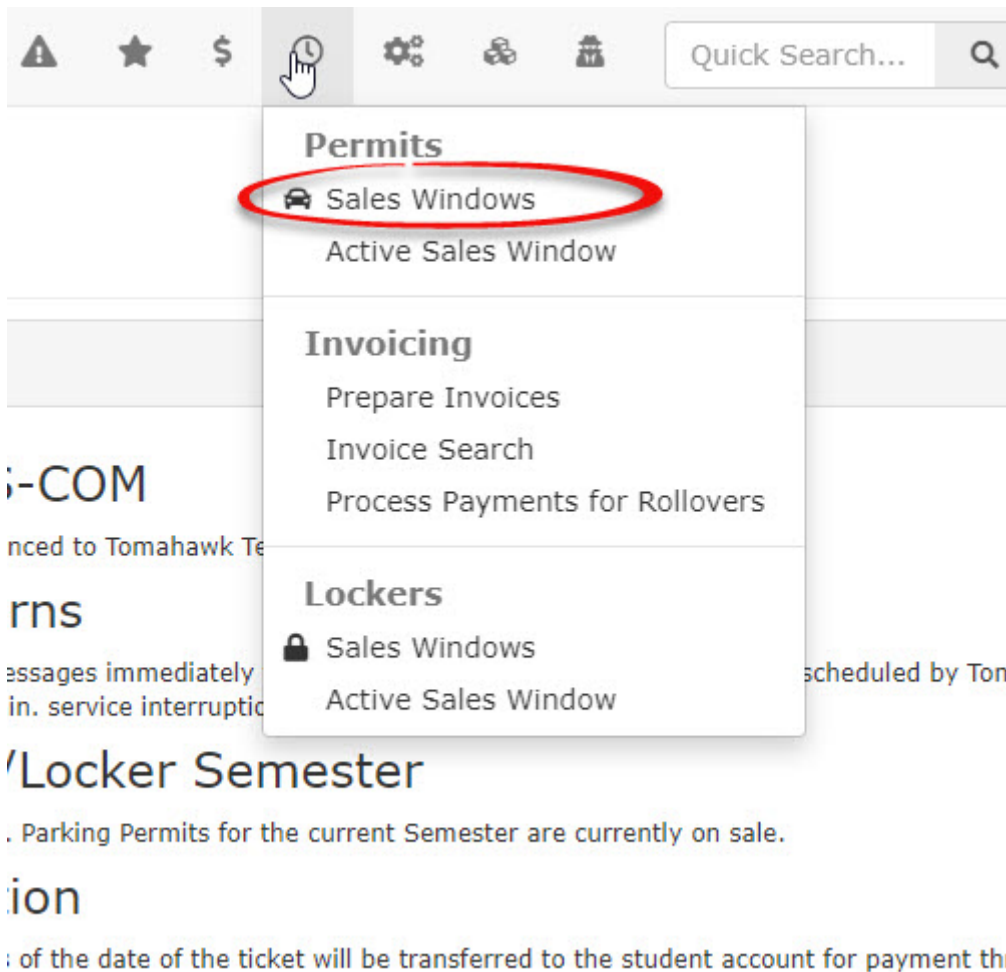


Sales Window Management



Creating a new Sales Window

To create a new Sales Window click **NEW**

Manage Permit Sales Windows

Current Windows New						
Title		Type ?	Days	Sale Start Date	Active Start Date	Sale / Active End Date
Monthly Sales	Edit	M	1737	Nov 1, 2019	Nov 1, 2019	Aug 3, 2024
Semester 1	Edit	S	29	Dec 2, 2019	Dec 2, 2019	Dec 31, 2019
<input checked="" type="radio"/> Semester 2	Edit	S	29	Dec 2, 2019	Dec 2, 2019	Dec 31, 2019
Yearly 2019	Edit	Y	364	Nov 1, 2018	Jan 1, 2019	Dec 31, 2019
<input checked="" type="radio"/> Test Annual	Edit	Y	5479	Jan 1, 2015	Jan 1, 2015	Jan 1, 2030
<input checked="" type="radio"/> Denotes an activated sales window.						

Past Windows						
Title		Type	Days	Sale Start Date	Active Start Date	Sale / Active End Date
Monthly 1807 July		M	30	Jun 15, 2018	Jul 1, 2018	Jul 31, 2018

The **Create New Sales Window** window appears. Enter the information for the new sales window.

In this example, we are creating a **yearly** permit sales window with the following information:

- Sale Start Date of December 28th, 2019 (*When the permits will be available to purchase*)
- Active Start Date of January 1st, 2020 (*What date the permit becomes valid*)
- Sale/Active end date of December 31st, 2020 (*What date the permit expires*)

Sale Start Date	Active Start Date	Sale / Active End Date
The day that the permits are on sale and users can begin to purchase permits in the lots that use this sales window.	The day the permits become valid (Useable, Scannable, Swipe able, LPR/Handheld Reads, etc.). This allows you to sell your permits in the Sale Start Date field but not allow them to be valid until a certain date.	The official end date that permits can be sold until, or can be active for, in this sales window. Remember Active differs from Sale .

Create New Sales Window

Sale Window Title

2020 Annual

Type

Yearly

Sale Start Date

Dec 28, 2019

Active Start Date

Jan 01, 2020

Sale / Active End Date

Dec 31, 2020

☐

Archived

Create Sales Window

Cancel

Edit

Y

5479

Jan 1, 2015

Jan 1, 2015

Click **Create Sales Window** to save your information. It will now appear in the list of possible Sales Windows.

Manage Permit Sales Windows

Current Windows

New

Title	Type?	Days	Sale Start Date	Active Start Date	Sale / Active End Date
Monthly Sales	M	1737	Nov 1, 2019	Nov 1, 2019	Aug 3, 2024
Semester 1	S	29	Dec 2, 2019	Dec 2, 2019	Dec 31, 2019
⊙ Semester 2	S	29	Dec 2, 2019	Dec 2, 2019	Dec 31, 2019
2020 Annual	Y	365	Dec 28, 2019	Jan 1, 2020	Dec 31, 2020
Yearly 2019	Y	364	Nov 1, 2018	Jan 1, 2019	Dec 31, 2019
⊙ Test Annual	Y	5479	Jan 1, 2015	Jan 1, 2015	Jan 1, 2030

⊙

Denotes an activated sales window.

Past Windows

Title	Type	Days	Sale Start Date	Active Start Date	Sale / Active End Date
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In the monthly sales window example below:

Permits with this Active Sales window can be purchased any time between Nov 16, 2019 and Dec 31 2019. These permits would be valid from December 1st 2019 to December 31st 2019.

Manage Permit Sales Windows

Current Windows [New](#)

Title	Type ?	Days	Sale Start Date	Active Start Date	Sale / Active End Date
Dec 2019 Edit	M	30	Nov 16, 2019	Dec 1, 2019	Dec 31, 2019
Nov 2019 Edit	M	29	Oct 16, 2019	Nov 1, 2019	Nov 30, 2019
2019 Annual Edit	Y	364	Dec 16, 2018	Jan 1, 2019	Dec 31, 2019

Dec 2019

Submit Date: [\[ADJUST \]](#) Nov. 16, 2019

The submit date represents the date the permit was purchased. The active date indicates when the permit becomes valid.

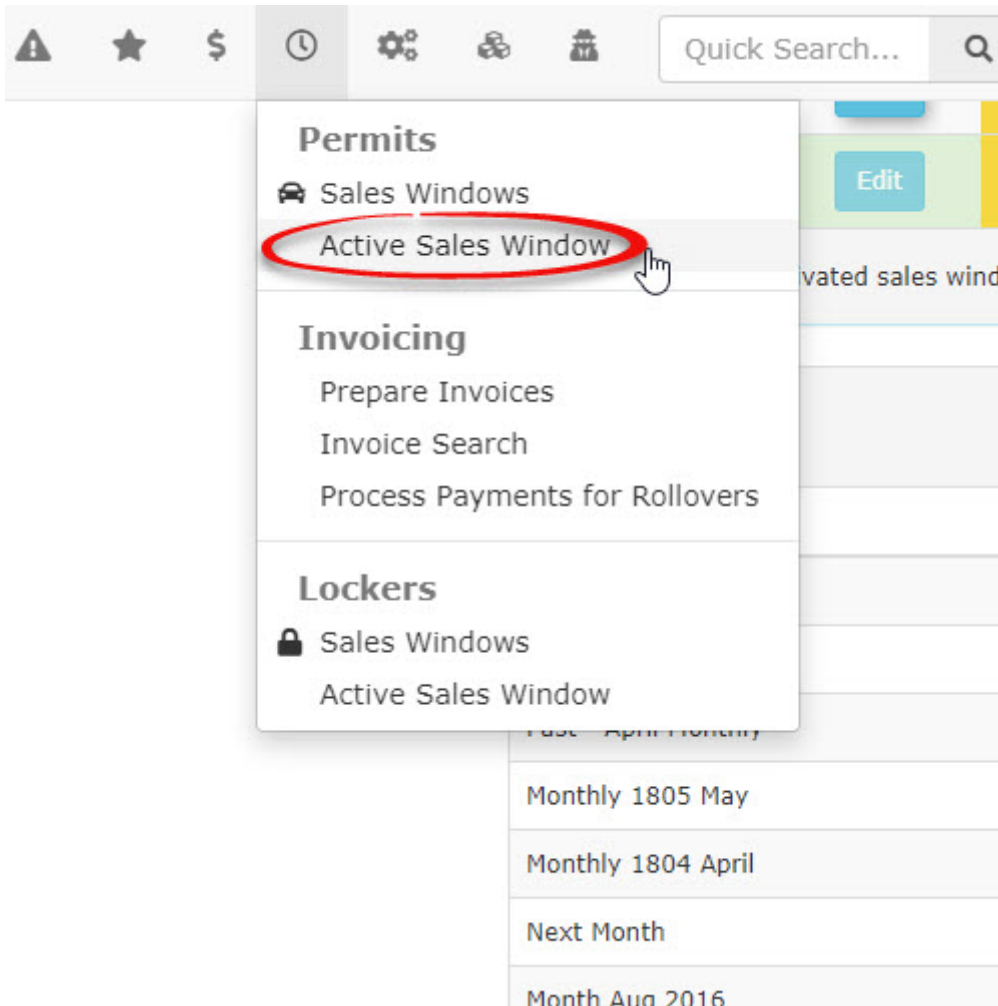
M : Nov 16, 2019 - Dec 31, 2019

Permit #	Amount	Pay Date
	\$45.00	Processed: Nov. 16, 2019 Valid

Title	Type	Days	Sale Start Date	Active Start Date	Sale / Active End Date
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Activating the Sales Window

Once the sales window has been configured it needs to be made active. To do so, click on **Active Sales Window** to view the list of current and future sales windows.



The list of sales windows appears. Notice the new sales window we created is now in the list but not yet activated.

Active Permit Sales Window

[\[Manage Sale Windows \]](#)
 Select the permit sales window(s) that are currently active.

YEARLY PERMITS

Name	Dates	
<input type="radio"/> Test Annual	Jan. 1, 2015 - Jan. 1, 2030	
<input checked="" type="radio"/> Yearly 2019	Nov. 1, 2018 - Dec. 31, 2019	
<input type="radio"/> 2020 Annual	Dec. 28, 2019 - Dec. 31, 2020	Rollover Users ?
<input type="radio"/> None		

SEMESTERED PERMITS

Name	Dates	
<input type="radio"/> Semester 1	Dec. 2, 2019 - Dec. 31, 2019	
<input checked="" type="radio"/> Semester 2	Dec. 2, 2019 - Dec. 31, 2019	
<input type="radio"/> None		

MONTHLY PERMITS

Name	Dates	
<input type="radio"/> Monthly Sales	Nov. 1, 2019 - Aug. 3, 2024	
<input checked="" type="radio"/> None		

Update Current Sales Window

Select the radio button adjacent to the sales window you wish to activate and click on **Update Current Sales Window**.

Active Permit Sales Window

[\[Manage Sale Windows \]](#)
Select the permit sales window(s) that are currently active.

YEARLY PERMITS

Name	Dates	
<input type="radio"/> Test Annual	Jan. 1, 2015 - Jan. 1, 2030	
<input type="radio"/> Yearly 2019	Nov. 1, 2018 - Dec. 31, 2019	
<input checked="" type="radio"/> 2020 Annual	Dec. 28, 2019 - Dec. 31, 2020	Rollover Users ?
<input type="radio"/> None		

SEMESTERED PERMITS

Name	Dates	
<input type="radio"/> Semester 1	Dec. 2, 2019 - Dec. 31, 2019	
<input checked="" type="radio"/> Semester 2	Dec. 2, 2019 - Dec. 31, 2019	
<input type="radio"/> None		

MONTHLY PERMITS

Name	Dates	
<input type="radio"/> Monthly Sales	Nov. 1, 2019 - Aug. 3, 2024	
<input checked="" type="radio"/> None		

Update Current Sales Window