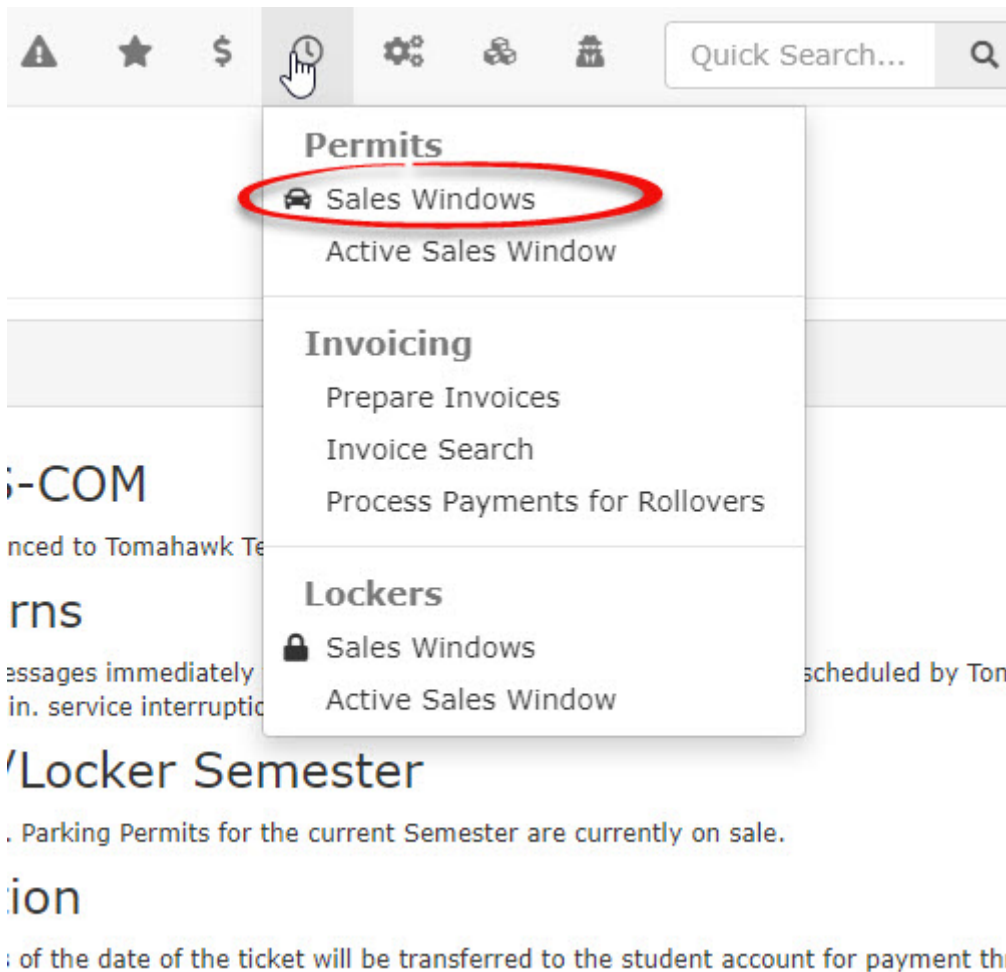


Sales Window Management



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 |
|-------|------|------|-----------------|-------------------|------------------------|
|-------|------|------|-----------------|-------------------|------------------------|

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

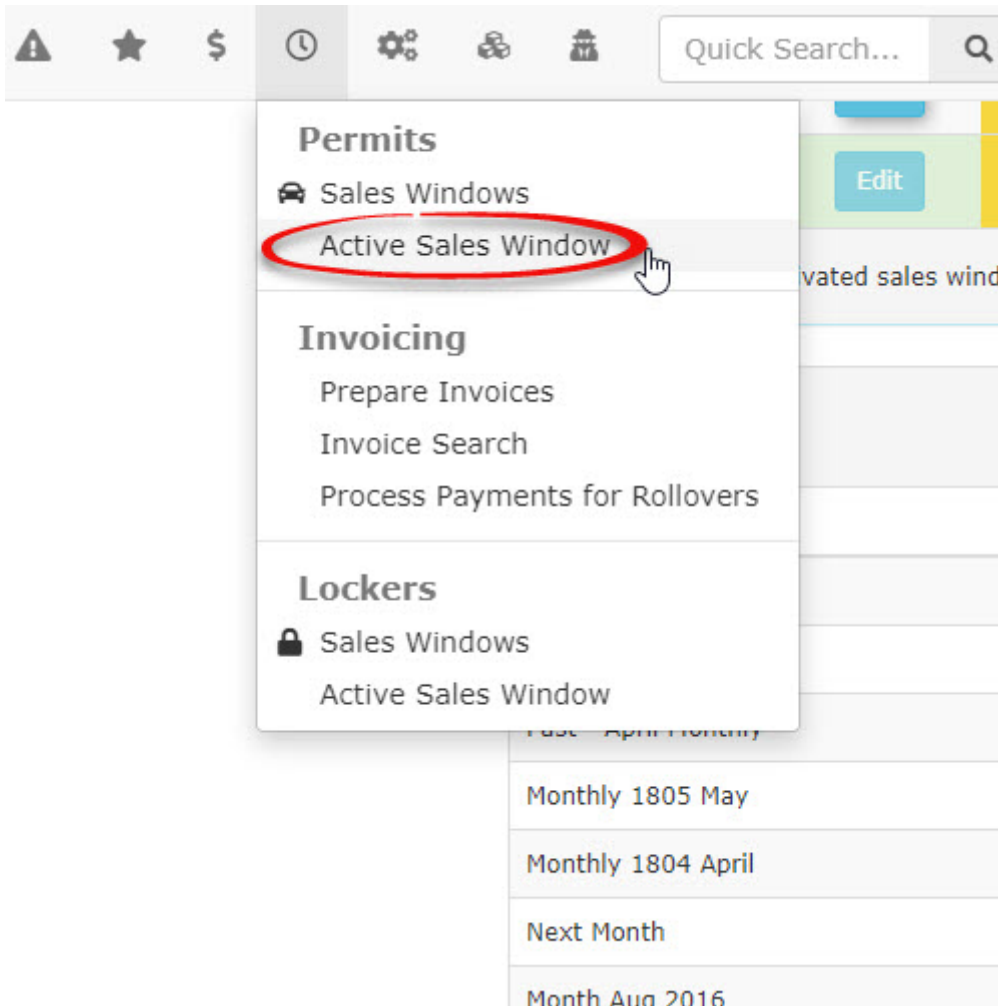
| Permit # | Amount | Pay Date |
|----------|---------|--------------------------|
| | \$45.00 | Processed: Nov. 16, 2019 |

[Valid](#)

| Title | Type | Days | Sale Start Date | Active Start Date | Sale / Active End Date |
|-------|------|------|-----------------|-------------------|------------------------|
|-------|------|------|-----------------|-------------------|------------------------|

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