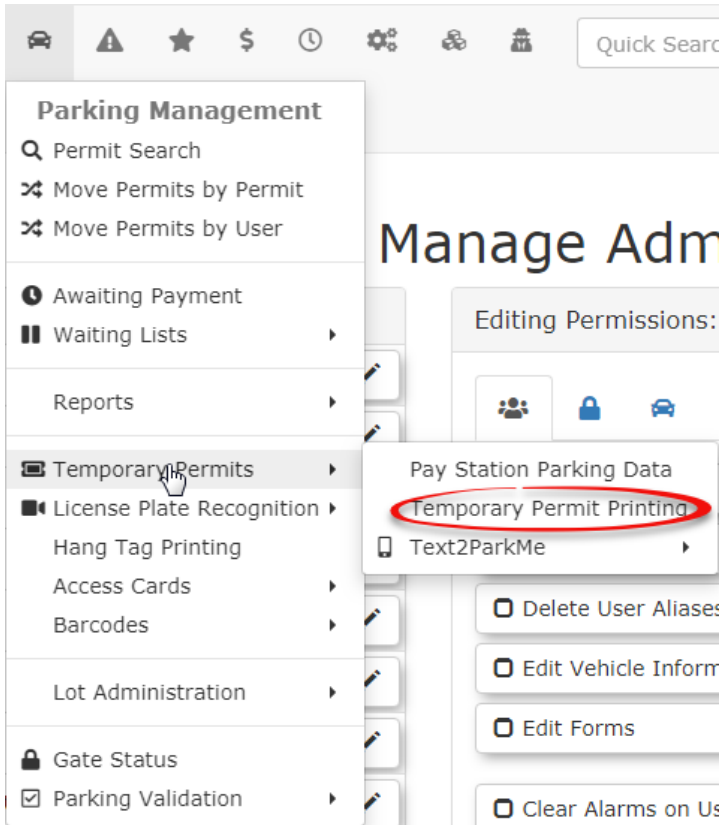# Temporary Permit Printing

1. In **Parking Management**, hover over the **Permits** icon and click '**Temp Permit Printing**'.

2. In the **Retrieve** drop-down menu, select the permits that you want. Select the **Permit Lot** that you want. Enter the Start Date and the Up to and Including date and select the **Retrieve** button. The results will appear below the search criteria.

Temp Permit Hang Tag Printing

Retrieve	Only Permits NOT Printed ⌄	
Permit Lot	Select Lot ⌄	
Start Date	Feb 15, 2022	
Up To and Including	Mar 03, 2022	

The date range will include permits where it was active sometime between the two dates.

Only permits that have been paid are able to be printed.

Retrieve

4 records found.

Print	User Name	Permit	Parking Lot	Valid Range	Hourly/Daily	Paid	Printed	Admin
☐	pbennett	22	Blue Staff Lot	Feb-23-2022 - Mar-01-2022	Daily	Yes	N/A	john.tomahawk
☐	mashbury	24	Blue Staff Lot	Feb-23-2022 - Mar-01-2022	Daily	Yes	N/A	john.tomahawk
☐	pbirch	21	Blue Staff Lot	Feb-22-2022 - Feb-27-2022	Daily	Yes	N/A	john.tomahawk
☐	pbennett	23	Company Staff lot	Feb-23-2022 - Mar-01-2022	Daily	Yes	N/A	john.tomahawk

Select All   Deselect All

☑ **Mark items printed**

Print Selected Hang Tags

3. Select the checkbox for the permits you wish to print and press "**print selected hang tags**" button. Below is a sample Temp Permit.

OPERATIONS COMMANDER

TOMAHAWK UNIVERSITY
Home of the OPS-COM demo

This permit is valid only for dates as purchased and printed on the face of this permit only. This permit is valid in specified parking areas only and is not transferable to any other vehicle or user. Vehicles found displaying fraudulent permits will be ticketed and/or towed.

Permit must be displayed and visible from the front windshield of the parked vehicle while parked on campus.

It is the responsibility of the permit holder to display in accordance with this permit any supporting documentation required to substantiate the validity of said permit.

Parking Services

BIRCH

Vehicle: 2009 Beige Chrysler Mini Van
Permit No: 7
Lot Name: Red Staff Lot West

Valid For:
Jul-10-2019 - Jul-12-2019

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support@parkadmin.com   9:11 AM (8 minutes ago) ☆ ↰ ▾

to james ▾

Username:	Jamesb
Submitted:	2016-06-09T09:11:03
Payment Amount:	$4.52
Payment Method:	Visa
Processed:	2016-06-09T09:11:03
System Code:	57596ae7453c2

Sample of the email receipt that is received by the User When purchasing a Temp Permit

Temporary Parking Permit Payments

Submit Date	Permit No.	Amount
Jun. 09, 2016	498	$4.00
	Taxes:	**$0.52**
	Total:	**$4.52**

	Taxes:	**$0.52**
	Total:	**$4.52**

OperationsCommander DEMO Campus

Note, temp permits can also be printed by going to a user's history. Under the Temp Permit section, under the Permit #, select the printer icon to print just that one permit.

Revision #2
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