

Text2ParkMe - Active Permits

1. In **Parking Management**, hover over the **Permit Management** icon and select **Text2ParkMe - Active Permits**.

The screenshot shows the OperationsCommander Admin Landing Page. The navigation menu is open, displaying various options under 'Parking Management'. The 'Text2ParkMe' option is highlighted, and its sub-menu is visible, showing 'Current Usage' and 'Active Permits'. The 'Active Permits' option is circled in red.

OperationsCommander Admin Landing Page

Staff schedules

| Officer | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----------|-----|------|------|------|------|-----|-----|
| Kevin | | | 7-6 | 7-6 | 7-6 | Off | Off |
| Mary Beth | | | Off | 12-8 | 12-8 | 9-5 | 9-5 |
| Don | Off | 12-8 | 12-8 | 9-6 | 10-7 | Off | Off |
| Jerome | Off | Off | Off | Off | Off | 8-4 | 8-4 |

2. This will take you to the **Text2ParkMe - Active Permits** page that automatically displays all Text2ParkMe permits that are currently active and not yet expired.

Text2ParkMe Active Permits

User

Plate

Lot

Any Lot

Search

3. You can filter this listing by entering the data that you want to filter by in the search criteria above. This report can be filtered by **User, Plate, or Lot Name**.

Select the **Filter Report** button to bring up the new report using the filters entered.

- The **Username link** will take you to the user's profile.