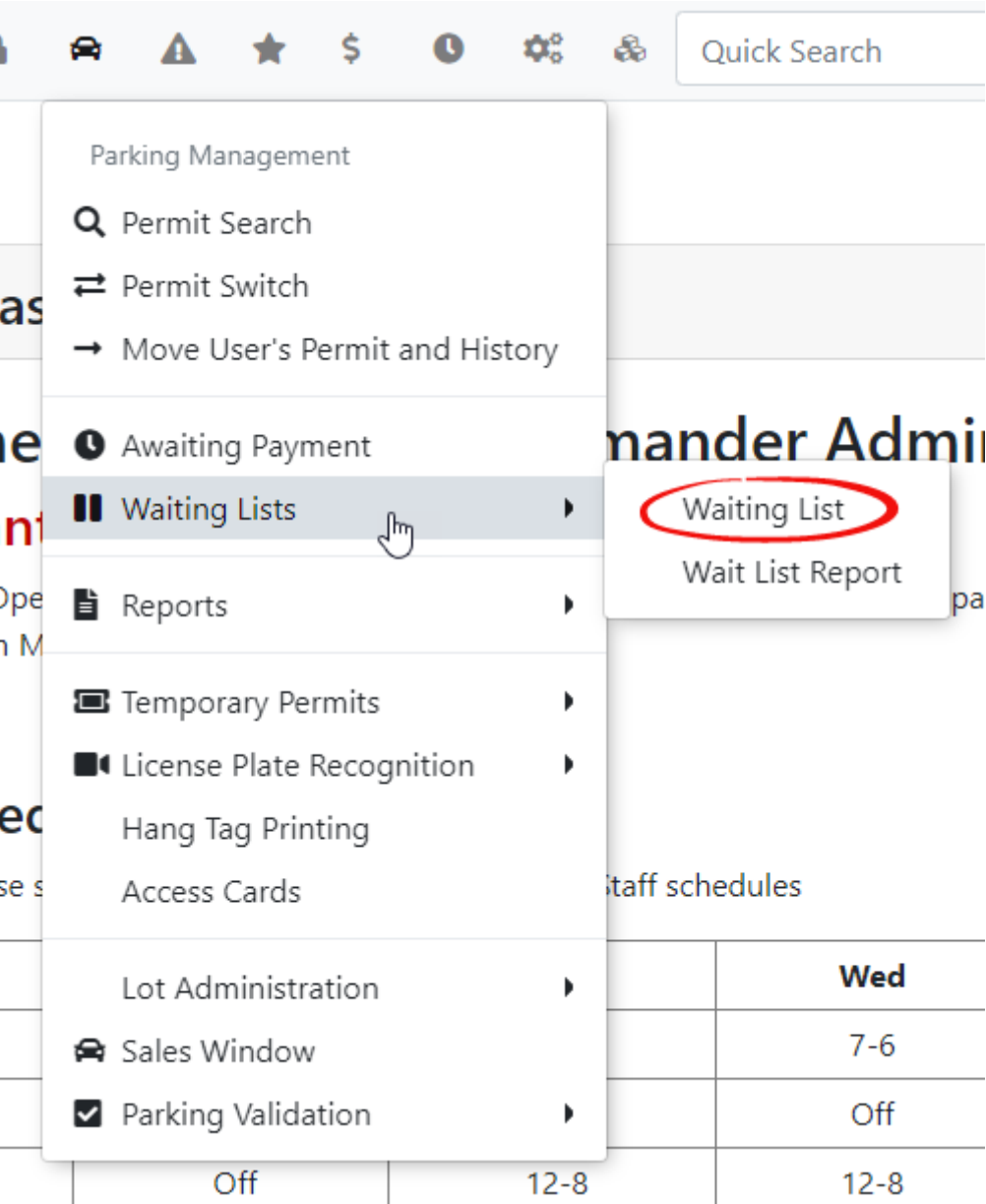


Waiting List

Managing The Waiting List

In **Parking Management**, hover over the **Permit Management** icon and click **Waiting Lists** then **Waiting List**.



The **Permit Waiting List** screen is displayed. Administrators can view/edit details about a user waiting to purchase a permit in a specific lot.

This screen allows the admin to quickly see:

- The user's Rank on the waiting list
- The date they were added to the waiting list
- The user's name
- Their user type
- Their city
- Phone Number
- Comments
- The lot they are waiting for a permit in

If the record is highlighted in blue, the user does not currently have a permit assigned to them.
If the record is highlighted in yellow, the user does currently have a permit assigned but has not yet purchased it.

Waiting List

Username

User Type

✓
Public

✓
Staff

✓
Students

✓
Athletics

☐ Toggle All

Lot: Red Student Lot West

Rank	Added To List	User	User Type	City	Phone	Comment	Lot
<input type="checkbox"/> 1	2022-05-04 @ 11:19 am	Callaghan, Joseph	Public User	Manotick	6135555978	Add	Red Student Lot West

Lot: The Bicycle Lot 1

Rank	Added To List	User	User Type	City	Phone	Comment	Lot
<input type="checkbox"/> 1	2016-07-07 @ 10:35 am	Jamieson, Steph	Part Time Student	Ottawa		Comments can be added Edit	The Bicycle Lot 1

Lot: General Monthly Lot 1

Rank	Added To List	User	User Type	City	Phone	Comment	Lot
<input type="checkbox"/> 1	2016-11-25 @ 2:39 pm	Campana, James	Full Time Student	Carleton Place	6136013946	Add	General Monthly Lot 1

Lot: Residential Building 1

Rank	Added To List	User	User Type	City	Phone	Comment	Lot
<input type="checkbox"/> 1	2017-10-25 @ 12:09 pm	Dufresne, Andy	Company Staff	Carleton Place	6132664949	Add	Residential Building 1

Remove Selected Records

Email All Listed Users

Email All Selected Users

[Export](#)

The **User Profile** icon, allows administrators to view/edit the user's profile. This is also the link that administrators would use if they wanted to sell a permit to the user that is on the waiting list (Click the User Profile icon and click the Parking Tab).

The **Add** link allows administrators to add comments to the waitlist record. If a comment already exist, an **edit link** will appear allowing administrators to update the comments on file.

The '**Toggle Selections**' button allows administrators to select all records. Enable the check box to the left of the record to make individual record selections.

The '**Remove Selected From Waiting List**' button allows administrators to remove records from the wait list. Organizations should develop a business rule for when to remove a user from the waiting list, after a user has been emailed or after a permit has been purchased.

The '**Email All Listed Users**' button allows administrators to send a single email message to all users listed in the table.

The '**Email Selected Users**' button allows administrators to email only those users that they have selected.

The '**Export to Excel**' button exports the table as an Excel spreadsheet.

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