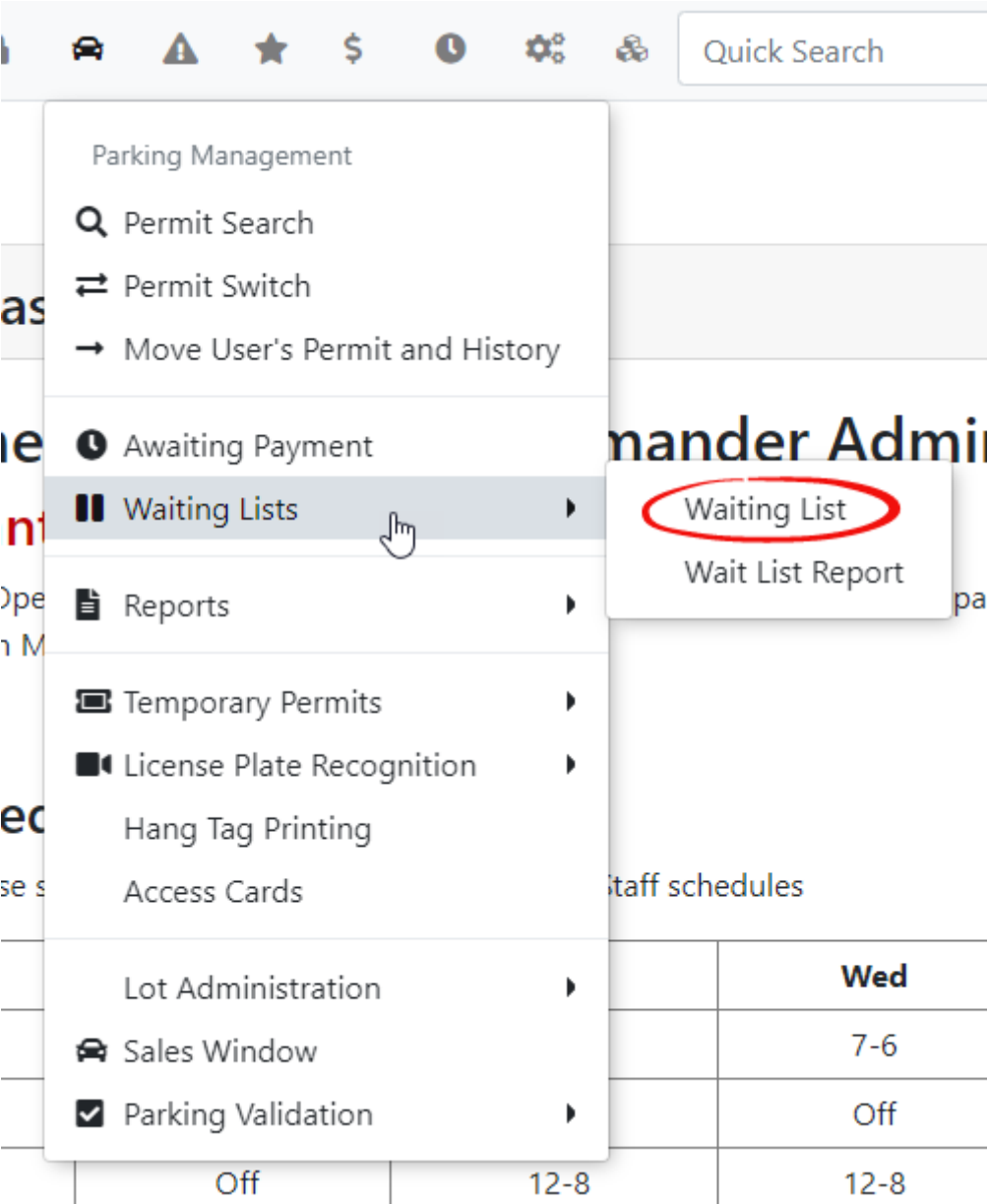


# Waiting List

## 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 | <a href="#">Callaghan, Joseph</a> | Public User | Manotick | 6135555978 | <a href="#">Add</a> | 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 | <a href="#">Jamieson, Steph</a> | Part Time Student | Ottawa |       | Comments can be added <a href="#">Edit</a> | 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 | <a href="#">Campana, James</a> | Full Time Student | Carleton Place | 6136013946 | <a href="#">Add</a> | 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 | <a href="#">Dufresne, Andy</a> | Company Staff | Carleton Place | 6132664949 | <a href="#">Add</a> | 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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