

# Permit States

**Permit States** in OPS-COM allow administrators to define and manage the various statuses a parking permit can have within the system (e.g., Active, Expired, Voided, Lost). This feature is essential for accurately tracking the lifecycle of permits, facilitating efficient management, and providing clear reporting on permit validity and usage.

## Using this Feature

The **Manage Permit States** page provides a simple interface to add, edit, and delete various permit states.

1. Hover over **System Configuration**, then **Parking**, and click **Manage Permit States**.

### Adding Permit States

1. Click the **Add Permit State** button.
2. Enter the desired **Permit State Name** and choose if this permit will be a **Valid** state or not.
3. Click **Save Changes** to add the new permit state to the list.

### Editing Permit States

1. To edit an existing permit state, locate it in the list.
2. Click the **Edit** button next to the permit state.
3. Make your updates
4. Click **Save Changes** to apply your updates.

### Deleting Permit States

In order to delete a permit state, it must not currently be in use by any permits in the system. Administrators must first ensure that no permits are currently assigned this permit state before it can be removed. This prevents permit records from having blank or invalid state information if the permit state is deleted while in use.

1. To delete a permit state, locate it in the list.
2. Click the **Delete** button next to the permit state.
3. A modal window will appear, asking for confirmation.

4. If you are sure you wish to delete the permit state, click **Delete** in the confirmation window.
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## Best Practices & Considerations

- **Comprehensive States:** Define a set of permit states that accurately reflect the entire lifecycle of a permit within your operations, from creation to expiration or invalidation.
  - **Clear Naming:** Use clear, concise, and easily understandable names for your permit states (e.g., "Active," "Pending Payment," "Revoked," "Expired").
  - **Data Integrity:** Always ensure that no permits are currently assigned to a specific state before attempting to delete it. Reassigning permits to another valid state is crucial to prevent data inconsistencies.
  - **Impact on Reporting:** Permit states are fundamental for various reports, such as active permit counts, expired permit analysis, or voided permit reconciliation. Accurate state management ensures reliable reporting.
  - **Workflow Integration:** Consider how different permit states fit into your operational workflows (e.g., what actions trigger a permit to change from "Pending" to "Active").
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