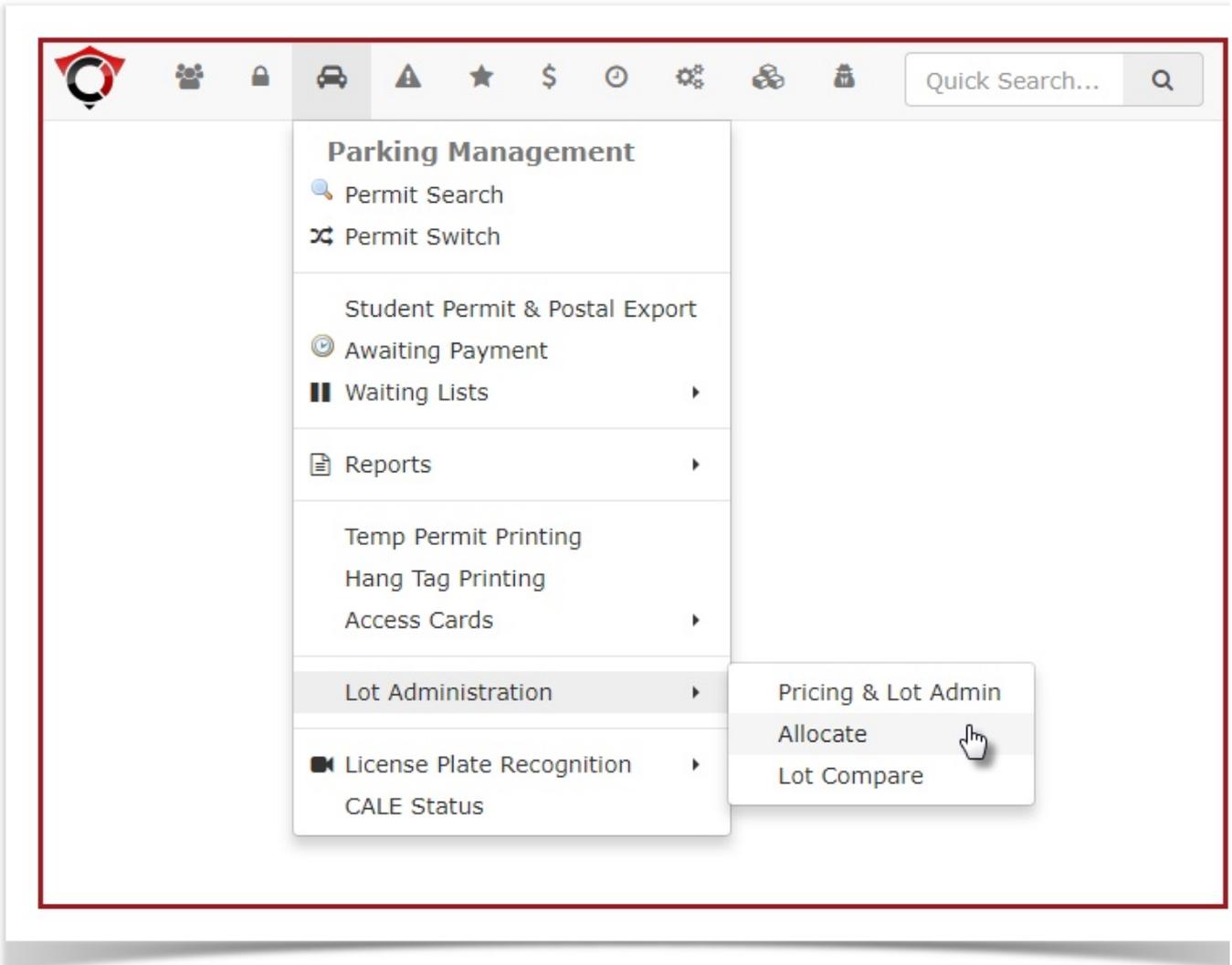


# Archiving and Restoring Permits

1. Hover over '**Permit Management**' and click '**Lot Administration**' then '**Allocate**'.



2. We will focus on **Test Lot 2** for this example.

### Permit Number Administration

Yearly Permits	2nd	Using Carded	Visible	Total Permits	Permits...	
After 4PM	Yes	Yes	Yes	50	50, 83, 87	Archive Permits ▾ Add Permits To Lot
Red Staff Lot West	No	No	Yes	10	0002, 0004, 0007	Archive Permits ▾ Add Permits To Lot
Red Student Lot West	Yes	No	Yes	37	106, R109, R113	Archive Permits ▾ Add Permits To Lot
Test Lot 2	Yes	No	No	20	TL2-02, TL2-18, TL2-20	Archive Permits ▾ Add Permits To Lot
Test Lot for Zones 1	Yes	No	Yes	1	AB123	Archive Permits ▾ Add Permits To Lot
<i>Common: Common Lot 1</i> Text2Park	No	No	Yes	20	11, 14, 18	Archive Permits ▾ Add Permits To Lot

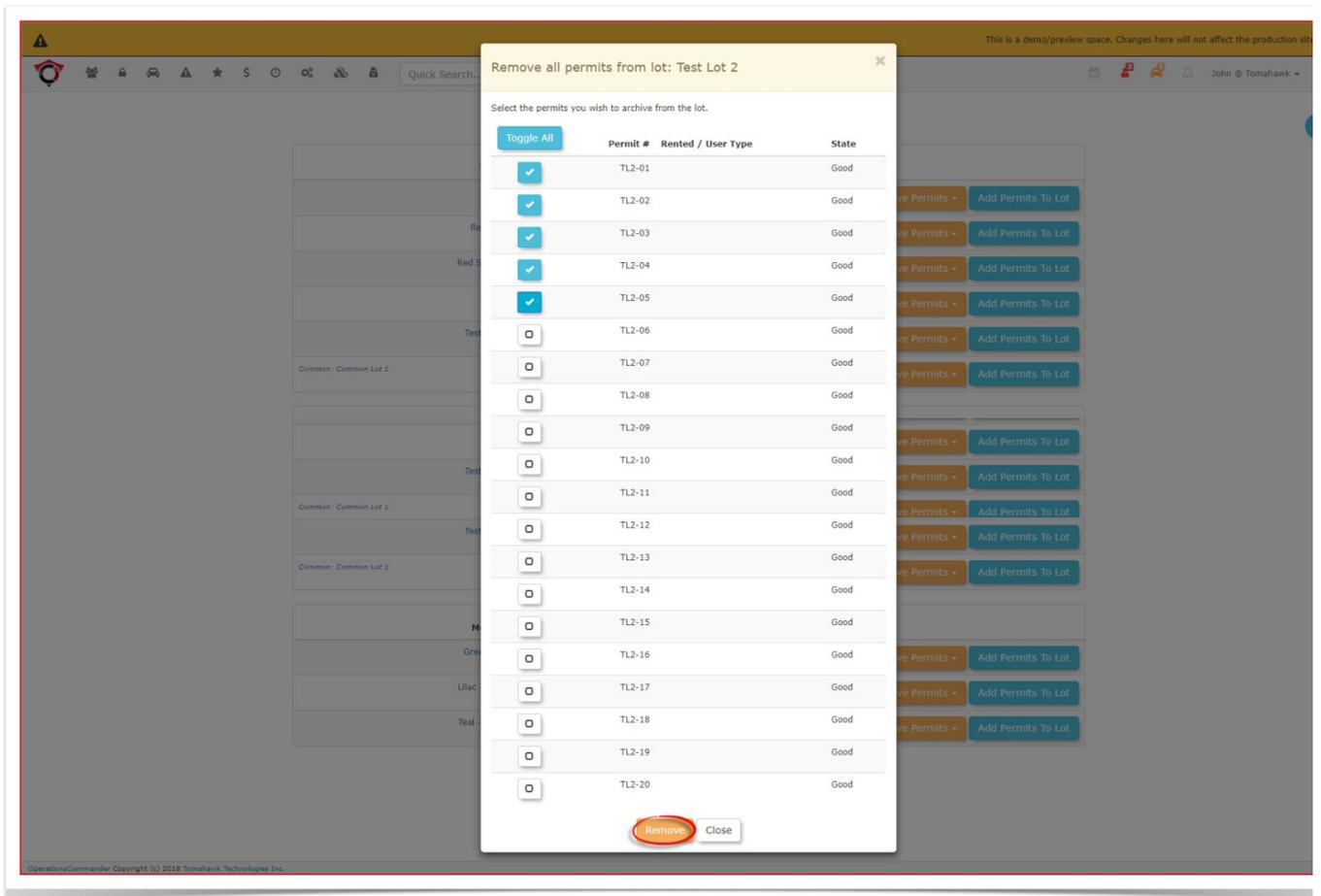
  

Monthly Permits	2nd	Using Carded	Visible	Total Permits	Permits...	
Green Staff Lot East	Yes	No	Yes	37	501, G124, G125	Archive Permits ▾ Add Permits To Lot
Lilac - Daily Reserved	Yes	No	Yes	26	L100, L106, L124	Archive Permits ▾ Add Permits To Lot
Teal - Complimentary	No	No	Yes	26	COM100, COM104, COM116	Archive Permits ▾ Add Permits To Lot

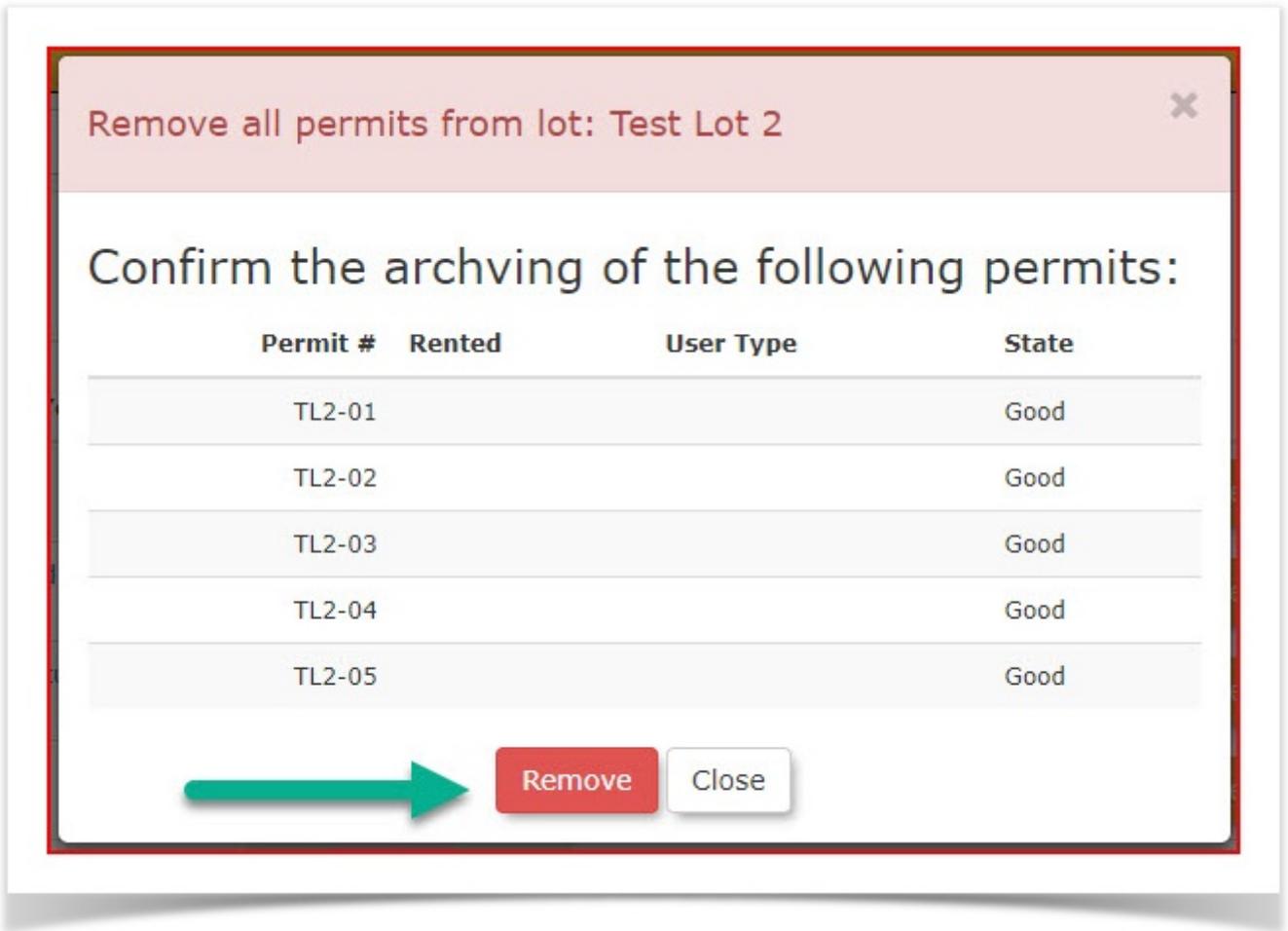
- The permits in this lot range from **TL2-01** through to **TL2-20**. In this exercise we will archive permits **TL2-01** to **TL2-05**. Click the '**Archive Permits**' drop down menu and choose '**Selected Permits**' as we wish to archive only a portion of the permits in the lot.

Test Lot 2	Yes	No	No	20	TL2-02, TL2-18, TL2-20	Archive Permits ▾	Add Permits To Lot
Test Lot for Zones 1	Yes	No	Yes	1	AB123	All Permits Selected Permits	Add Permits To Lot
<i>Common: Common Lot 1</i> Text2Park	No	No	Yes	20	11, 14, 18	Archive Permits ▾	Add Permits To Lot

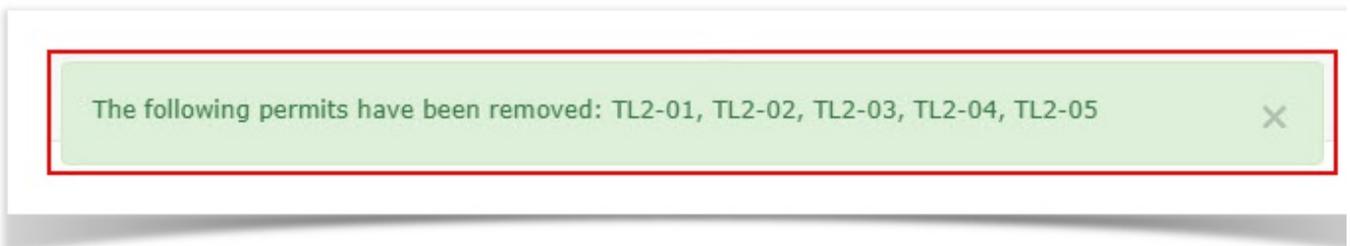
- A popup window will appear, allowing the admin to select the permits that are to be removed from the lot and archived. Click '**Remove**' to begin the process.



5. A confirmation screen will open. Click '**Remove**' to complete the process.



6. A popup message will appear to inform the admin that the process has been completed.



7. If we look at the list of permits in this lot again, you will notice the 5 permits have been removed.

Total Permits: 15		Requested: 0	Rented/Reserved: 0	Visible to User: 0	Visible to Admins: 15	Unavailable: 0
#	Cost	Toggle Availability		User Type	State	
TL2-06 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-07 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-08 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-09 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-10 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-11 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-12 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-13 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-14 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-15 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-16 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-17 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-18 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-19 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-20 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
#	Cost	Toggle Availability		User Type	State	

# Restoring Permits To A Lot

1. To restore permits in a lot, the admin can simply add the permits back to the lot. To do so, click '**Add Permits To Lot**'.

Test Lot 2	Yes	No	No	15	TL2-11, TL2-18, TL2-20	Archive Permits ▾	Add Permits To Lot
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2. In this case there are two ways to add these permits back to the lot. Either method will work.

A) As individual entries:

## Add permits to lot: Test Lot 2



Specify the permits you wish to add to the lot.

### Permits

*Enter permits one per line.  
Any characters are allowed.*

TL2-01  
TL2-02  
TL2-03  
TL2-04  
TL2-05

### Permit Range

Enter the numerical range to be created for permits. Prefix and postfix are available to add in letters or numbers before or after the permit number.

Prefix

Start

End

Postfix

A confirmation page will be shown before actually creating the permits.

You can use both areas to create permits at the same time.

**Optional items** When using ranges, postfix and Prefix are not required.

**Required items** When using ranges, start and end numbers are required and must be integer values.

Permit numbers are only unique to the Lot. They can be reused for other lots. If you are wanting to move permits from one lot to another, you must also archive the permits in the original lot.



Add Permits

Close

B) As a range:

### Add permits to lot: Test Lot 2 ✕

Specify the permits you wish to add to the lot.

**Permits**  
*Enter permits one per line.  
Any characters are allowed.*

---

### Permit Range

Enter the numerical range to be created for permits. Prefix and postfix are available to add in letters or numbers before or after the permit number.

Prefix	Start	End	Postfix
<input type="text" value="TL2-"/>	<input type="text" value="01"/>	<input type="text" value="05"/>	<input type="text"/>

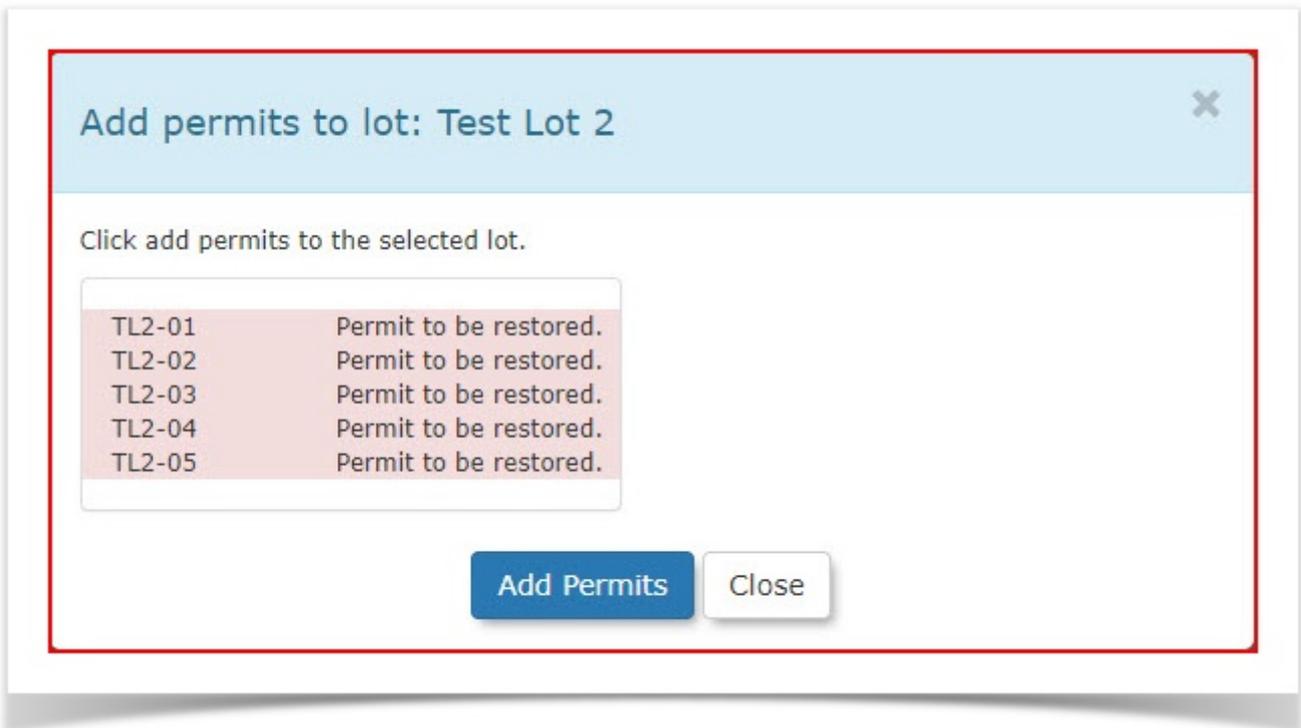
A confirmation page will be shown before actually creating the permits.  
You can use both areas to create permits at the same time.

**Optional items** When using ranges, postfix and Prefix are not required.

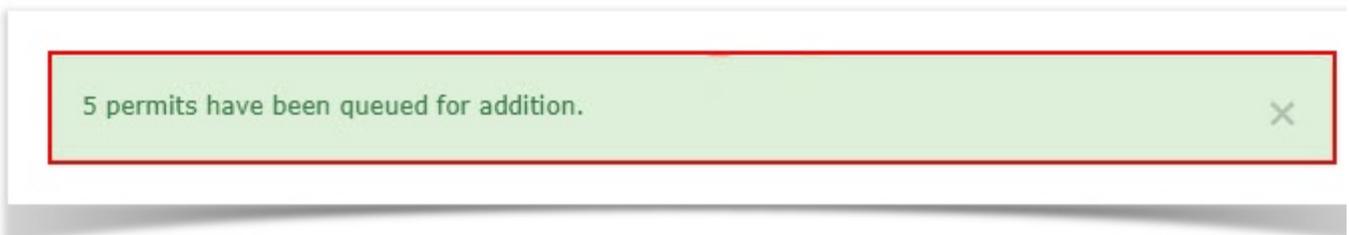
**Required items** When using ranges, start and end numbers are required and must be integer values.

Permit numbers are only unique to the Lot. They can be reused for other lots. If you are wanting to move permits from one lot to another, you must also archive the permits in the original lot.

3. Click '**Add Permits**' to begin the process. A confirmation popup will appear. Notice the confirmation message indicates the permit as "**restored**" as opposed to "**created**", which is the terminology used when adding a new permit.



4. A popup message will appear to inform the admin that the process has been completed.



5. If you look at the list of permits now, you will notice that permits **TL2-01** through **TL2-05** have been restored.

Total Permits: 20		Requested: 0	Rented/Reserved: 0	Visible to User: 0	Visible to Admins: 20	Unavailable: 0
#	Cost	Toggle Availability		User Type	State	
TL2-01 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-02 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-03 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-04 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-05 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-06 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-07 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-08 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-09 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-10 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-11 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-12 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-13 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-14 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-15 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-16 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-17 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-18 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-19 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
TL2-20 -Test2	\$100.00	✓ Available	- Lot not visible		Good	
#	Cost	Toggle Availability		User Type	State	

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