

# Permit Purchase by an Admin

## Purchasing a Permit

1. To begin go to **pbirch's** user profile and click on the **Parking** menu item.

The screenshot shows a user profile page for Patricia Birch (pbirch). The top navigation bar includes links for Profile, Lockers, Vehicles, Parking (highlighted with a red circle), Payments, History, and Incident History. The user's name and email are displayed in the top right corner.

The main content area is divided into two columns. The left column contains the 'Basic Profile Information' section, which includes fields for Enabled (Yes), User Directory (OPSCOM), User Type (Full Time Staff), Username (pbirch), Name (Dr. Patricia x Birch), Email Address (pbirch@xperience.ca), and Auto Login Address (Login as user). The right column contains the 'Vehicles' section, which includes a table of vehicles and a section for violations.

Status	Plate	Type	Province	Make	Year
Active	BIRCH	Commercial	Quebec	Chrysler	2009

Ticket	Issued	Value	Notes
TT-10003	Feb. 21, 2018	150.00	Overdue
TT-10014	Mar. 12, 2019	50.00	Overdue

The 'User Notes' section shows a note from Tomahawk dated May 18, 2018, at 1:41 p.m., stating: '05/18 Tester Notes - Payroll Subscription, Monthly 1805 allocation, Permit #G100, no company'. There is an 'Add Note' button below the notes.

The 'Active Address' section includes fields for Address (2134 ewrs), City (Ottawa), Province (Ontario), and Postal Code (K2G1G4).

2. The screen will refresh with the following option screen. You may purchase a **Standard Permit**, a **Temporary Permit** or **Associate an Access Card with the User** from this screen.

In our case we will select a Standard Parking Permit.

Profile ▾LockersVehiclesParkingPaymentsHistory ▾Incident History

Birch, Patricia (pbirch)

Parking Permit Registration

Register, or apply to a waiting list, for:

Standard Parking Permit ?

Temporary Parking Permit ?

Associate An Access Card With This User ?

Register/Update Vehicle Information

3. The screen will refresh with the lot selection tool.

Profile ▾LockersVehiclesParkingPaymentsHistory ▾Incident History

Birch, Patricia (pbirch)

Parking Permit Registration

[Y] - After 4PM [48 available] ▾ ☐ Show All Lots ?

Register Permit

or Add this user to the [waiting list](#).

The drop down allows the admin to select various lots that are available for this user based on user type. In this scenario lots available to staff members can be selected.

Profile ▾LockersVehiclesParkingPaymentsHistory ▾Incident History

Birch, Patricia (pbirch)

Parking Permit Registration

[Y] - After 4PM [48 available] ▾ ☐ Show All Lots ?

[Y] - After 4PM [48 available]

[M] - Green Staff Lot East [36 available]

[Y] - Red Staff Lot West [7 available]

or Add this user to the [waiting list](#).

As suggested we will select the **Yearly After 4PM lot**. Notice the number of available spaces in each lot is displayed here as well.

4. The screen will refresh with a confirmation screen that displays the purchase details.

Confirm Parking Permit Registration

Permit Information

**Requested Lot:** After 4PM  
**Semester:** Test Annual  
**Permit Total:** \$150.00  
**Permit #:** 52 ▾  
**Sub-Total:** \$150.00  
**Taxes:** \$19.50  
**Total Owing:** \$169.50

Please verify that the above information is correct.

Purchase this Permit

Cancel

[Return to main page](#)

The system will bring up the next available permit in sequence by default, however if there were a requirement to have a specific permit issued to the user, the admin may expand the **permit #** drop down to select a specific permit.

Confirm Parking Permit Registration

Permit Information

**Requested Lot:** After 4PM  
**Semester:** Test Annual  
**Permit Total:** \$150.00  
**Permit #:** 52 ▾  
**Sub-Total:** 52 0.00  
**Taxes:** 54 9.50  
**Total Owing:** 55 9.50

Please verify that the above information is correct.

Purchase this Permit

Cancel

[Return to main page](#)

Once the permit is selected Click on **Purchase this Permit** to proceed.

- The screen will refresh with the **Payments Screen** listing the permit as well as any other payment that would be due at this time. Click **Proceed to Payment** to continue.

## Payments Due

### Locker Payments

No pending locker payments.

### Invoice Payments

No pending invoices.

### Parking Permit Payments

<input type="checkbox"/>	Submit Date	Permit No.	Amount	
<input checked="" type="checkbox"/>	Apr. 18, 2019		52 \$150.00	<a href="#">Remove</a>
			<b>Taxes:</b>	<b>\$19.50</b>
			<b>Total:</b>	<b>\$169.50</b>

### Temp. Permit Payments

No pending permit payments.

### Access Card Payments

No pending access card payments.

6. The screen will refresh with the **Payment Type** selection tool.

## Payments Due

### Parking Permit Payments

Submit Date	Permit No.	Amount
Apr. 18, 2019		52 \$150.00
		<b>Taxes:</b> <b>\$19.50</b>
		<b>Total:</b> <b>\$169.50</b>

**Taxes: \$19.50**

**Total: \$169.50**

### Make Payment Online

In person payments can be made at Security Services.

92 Bridge Street, Suite 101  
Carleton Place, Ontario K7C 2V3

Payment Method

Select Method ▾

Submit Payment Information

The admin may select whatever payment type they wish to process this payment with from the drop down list.

In our case we will select **cash** as the payment type. Click **Submit Payment Type** to proceed.

Profile ▾LockersVehiclesParkingPaymentsHistory ▾Incident History

Birch, Patricia (pbirch)

Payments Due

Parking Permit Payments

Submit Date	Permit No.	Select Method	Amount
Apr. 18, 2019		Cash	\$150.00
		Cheque	\$19.50
		Money Order	
		Payroll Deduction	
		Visa	
		Mastercard	
		Debit Card	
		Internal Payment	
		Student Account	
		CampusCard	
		Visa (External)	
		Mastercard (External)	
		CampusCard (External)	
		No Charge/Complimentary	
		Paid through Collections	
		ICB	
		Visa (Adjustment)	
		Mastercard (Adjustment)	
		Other	

Make Payment Online

In person payments can be made at:  
92 Bridge Street, Suite 101  
Carleton Place, Ontario K7C 2V3

Payment Method

Submit Payment Information

Taxes: \$19.50

Total: \$169.50

7. The screen will refresh with a confirmation screen showing the payment details with totals. Click on **Confirm Payment Information** to proceed.

## Payments Due

## Parking Permit Payments

Submit Date	Permit No.	Amount
Apr. 18, 2019	52	\$150.00
Taxes:		\$19.50
Total:		\$169.50

**Taxes: \$19.50****Total: \$169.50**

## Make Payment Online

**Cash, Cheque, Money Order** payments can be delivered to Parking Services.92 Bridge Street, Suite 101  
Carleton Place, Ontario K7C 2V3**Payment Method** Cash

Confirm Payment Information

8. The screen will refresh with the **Transaction Details** screen. There are several sections on this screen that display specific information about your transaction.

1- The **Confirmation Number** for this transaction.

2- The **Submit Date** along with a **View Snapshot** link which allows you to see the payment information for this purchase, however, it does not allow you to drill into the details of each transaction from the snapshot (In the example below, Permit No. 60). It will only display the total of all items and the value of each item individually.

## Purchase Transaction Record

This is for historical purposes only as the payment could have been dropped or refunded.  
The snapshot shows what a payment was applied against at the time of purchase.

### Parking Permit Payments

Submit Date	Permit No.	Amount
Jun. 28, 2018	60	\$150.00
Taxes:		\$19.50
Total:		\$169.50

**Taxes: \$19.50**

**Total: \$169.50**

[Close Window](#)

3- The **Payment Method** which can actually be changed at this point if needed.

4- Three options are available:

**Process Manually** which will complete the purchase

**Cancel & Keep** which will cancel the transaction but keep the transaction details and reserve the permit so that you can process the payment at another time.

Click on **Process Manually** to complete the purchase.

## Transaction Details

Receipt header beside HST in a table

HST #1234556789

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Confirmation Number: 22107P351608

1

User: Patricia Birch [pbirch]

Amount: \$169.50

Submit Date: Apr. 18, 2019 @ 9:46am [View Snapshot](#) ?

2

Comment: Online Payment

Payment Method: Cash ▾

Change

3

Process Manually

Cancel &amp; Keep

Cancel &amp; Release

4

Permits:

	Submit Date	Permit No.	Amount
[ ADJUST ]	Test Annual [Apr. 18, 2019]	52	\$150.00
Taxes:			\$19.50
View User Info			Total: \$169.50

Total: \$169.50

1. The screen will refresh with the final Transaction Detail screen. This information screen can be accessed in the future from the user's history in order to view this information. The admin has the option from this screen to perform a refund if needed.



## Transaction Details

Receipt header beside HST in a table

HST #1234556789

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**Confirmation Number:** 22107P351608

**User:** Patricia Birch [pbirch]

**Amount:** \$169.50

**Submit Date:** Apr. 18, 2019 @ 9:46am [View Snapshot](#) ?

**Comment:** Online Payment

**Payment Method:**  [Change](#)

**Processed:** Apr. 18, 2019 @ 9:52am

**Processed By:** john.tomahawk

[Refund](#)

**Permits:**

	Submit Date	Permit No.	Amount
[ ADJUST ]	Test Annual [Apr. 18, 2019]	52	\$150.00
Taxes:			\$19.50
View User Info			Total: \$169.50

**Total: \$169.50**

# Payment Notes

Payment Notes allow Admins to annotate refunds and other payment anomalies. These notes are private and not visible to the end user.

Confirmation Number: 2224604127597

User: Patricia Birch [pbirch]

Amount: \$353.40

Submit Date: Sep. 4, 2019 @ 11:27am [View Snapshot](#) ?

Comment:

Payment Method: Cash Change

Process Manually

Cancel & Keep

Cancel & Release

Temp. Permits:		Submit Date	Permit No.	Amount
	[ ADJUST ]	[ Mar. 2, 2019 ]	4	\$180.00
				Taxes: \$23.40
	<a href="#">View User Info</a>			Total: \$203.40

Violations:	Issued Date	Ticket #	Amount
	Feb. 21, 2018	TT-10003	\$150.00
			Total: \$150.00

Total: \$353.40

Payment Notes ?

Enter any notes, reminders, or additional information in this area.

Add Note

Revision #2  
Created 14 May 2024 08:35:19  
Updated 11 September 2024 13:40:49