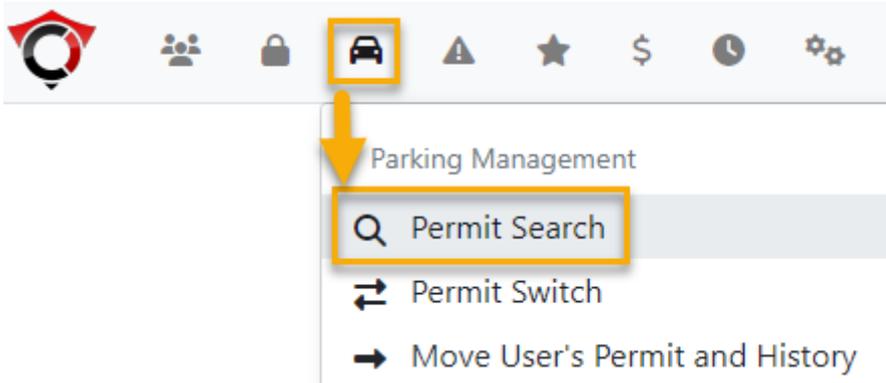


Permit Search

In **Parking Management**, hover over the **Permit Management** icon and click '**Permit Search**':



Enter the search criteria. If you are looking for **Archived Permit Data**, enable the checkbox. Click the '**Retrieve**' button. The results will display below the search criteria.

Permit Search

Toggle More Options

Sale Window

Lot Name

AND / OR

Permit Number Partial Match Exact

Permit State ?

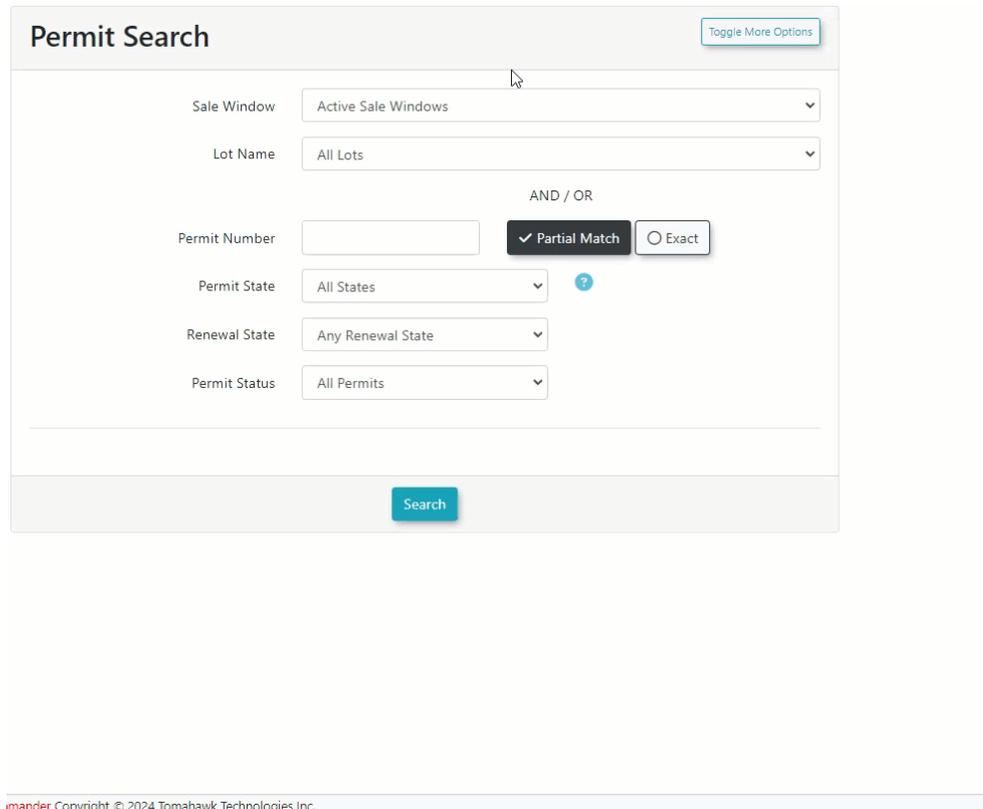
Renewal State

Permit Status

Toggle More Options

Additional permit search options can be found under the "Toggle More Options" button and you can pin these additional options so they appear on the default permit search page next time without having to go into the toggle more options area.

Example:



The screenshot displays a "Permit Search" form with the following fields and options:

- Sale Window:** Active Sale Windows (dropdown menu)
- Lot Name:** All Lots (dropdown menu)
- AND / OR:** Selection options for search logic.
- Permit Number:** Text input field with radio buttons for Partial Match and Exact.
- Permit State:** All States (dropdown menu) with a help icon (?)
- Renewal State:** Any Renewal State (dropdown menu)
- Permit Status:** All Permits (dropdown menu)

A "Search" button is located at the bottom of the form. A "Toggle More Options" button is visible in the top right corner of the search area.

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Include Only Active

You are also able to search by active permits only using the **Include Only Active Permits** checkbox.

A drop-down menu allows administrators to pick from a variety of reports to be generated. Select the report you want and click the '**Perform Selected Action**' button.

The reports include:

- - Generate Mailing List (from listed data)
 - Generate User Usage Report
 - Send Email to Permit Users
 - Generate Status Report
 - Generate Permits for Printing

The **Clock** link displays the Permit History screen that shows the entire permit history and links to the permit details and transaction history for that specific permit. If the permit has been rented by more than one user, you will see more than one user listed here.

The **Toggle Availability** column indicates whether or not that specific permit is visible on the user side. If the checkbox is enabled, the permit is visible to purchase. If the checkbox is disabled, the permit is not visible for purchase. Permits can be marked 'Visible' individually or in bulk by using the 'Mark all Available' or 'Mark all Not Available' buttons. Click the 'Update Records' button to save any changes made.

The **Reserved/Rented** link displays details about the user who has reserved/rented the permit with a link to view/edit their profile and a link to email the specific user. Reserved means that the permit has been requested but there is no payment made or promise to pay on file yet. Rented means the permit has been reserved and a promise to pay is on file.

- **Requested** is when a user has selected an item but has not yet selected how it will be paid for
- **Reserved** is when there is an associated unprocessed payment (promise to pay; eg. cheque)
- **Rented** is when the payment is processed and linked to a processed payment

Permit Counts Explained

When viewing your Permits either in permit search or the listing in Permit Allocate there is a legend across the top that indicates a count for various states of permits in the lot.

- **Total** = Total found by search
- **Requested** = State is Good, Payment is Null, User associated to permit
- **Rented/Reserved** = State is Good, Payment associated (doesn't have to be processed)
- **Visible To User** = State is Good, Lot & Permit is Visible, No user associated
- **Visible to Admins** = State is Good, Lot OR **Permit is Hidden**, No User associated
- There's an option that is available that may show another number with Visible to Admins: State is Good, Lot OR Permit is Hidden, User IS associated.
- **Unavailable** = State is Not Good or Valid Or Usable.

Total Permits: 10	Requested: 2	Rented/Reserved: 5	Visible To User: 2	Visible To Admins: 4	Unavailable: 1
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Email Listed Mailing List Status Report

Copy CSV Excel PDF Print

Show 100 entries

Search:

#	Lot	Cost	Availability	User Type	Usage State	State	
STAFF1000 -CSL [M] Company Staff Lot	\$30.00	<input type="checkbox"/> Available	Company Staff	Rented	Release	Switch	Lost
STAFF1001 -CSL [M] Company Staff Lot	\$30.00	<input type="checkbox"/> Available	Athletics Member	Rented	Release	Switch	Good
STAFF1002 -CSL [M] Company Staff Lot	\$30.00	<input type="checkbox"/> Available	Athletics Member	Rented	Release	Switch	Good
STAFF1003 -CSL [M] Company Staff Lot	\$30.00	<input type="checkbox"/> Available	Athletics Member	Rented	Release	Switch	Good
STAFF1004 -CSL [M] Company Staff Lot	\$30.00	<input type="checkbox"/> Available	Contractor	Requested	Release	Switch	Good
STAFF1005 -CSL [M] Company Staff Lot	\$30.00	<input checked="" type="checkbox"/> Available	Company Staff	Rented	Release	Switch	Good
STAFF1006 -CSL [M] Company Staff Lot	\$30.00	<input checked="" type="checkbox"/> Available	Company Staff	Rented	Release	Switch	Good
STAFF1007 -CSL [M] Company Staff Lot	\$30.00	<input checked="" type="checkbox"/> Available	Company Staff	Requested	Release	Switch	Good
STAFF1008 -CSL [M] Company Staff Lot	\$30.00	<input checked="" type="checkbox"/> Available					Good

The **Release** link allows administrators to disassociate a permit from a user. This allows it to be resold.

Take Note

Releasing a permit does not affect the payment transaction. If money needs to be refunded, administrators must do a financial adjustment as well.

The switch **link** allows administrators to change the permit number associated with a user. The **Permit Number** link displays the 'Parking Permit Information' screen. On this screen you can change the Permit State and look at the User Profile associated with this permit. You can also see the Payment Details. If the payment has been received you can click on the 'Processed Date' link to view more details. Click the 'Update Permit State' button to save any changes you make.

Parking Permit Information

Permit Number: 0005
Lot Name: Red Staff Lot West
Require Access Card: No
Allowed as 2nd Permit: No
Cost: \$350.00 + \$45.50 tx.
Current Status: Reserved (awaiting processing)
[Process this Item](#)
Permit State:
Current Renter: Ashbury, Michael [mashbury] 
Payment Amount: \$395.50 (incl. tax)
Process Date: Unprocessed
Payment Method:

[Update Permit State](#)

[Close Window](#)

Revision #3

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