

Releasing a Permit

1. If you know the permit number perform a permit search. If you do not know the permit number, go to the user profile for whom you wish to release a permit.

Click on the **permit number** on the user dashboard.

Active Permits			
Permit	Active Window	Lot Name	Amount
51	Y : Yearly 2018	After 4PM	\$169.50

2. From the permit detail click on the **permit number**.

Parking Permit Information

Permit Number: 51

Lot Name: After 4PM

Require Access Card: No

Allowed as 2nd Permit: Yes

Cost: \$150.00 + \$19.50 tx.

Status: Rented

Permit State: Good

Renter: Griffiths, John griffithsj

Payment Amount: \$169.50 (incl. tax)

Process Date: Sep. 28, 2018

Payment Method: Cash

Update Permit State

Close Window

3. You will be taken to permit search where you can release the permit

Permit Search

Semester

Permit Lot

AND / OR

Permit Text ☐ Partial Match ☒ Exact Match

Permit State ?

☐ Include Archived Permit Data

Mailing list / Usage Report

Total Permits: 1	Requested: 0	Rented/Reserved: 1	Visible to User: 0	Visible to Admins: 0	Unavailable: 0
#	Cost	Toggle Availability	User Type		Stat
51 -AFT4	\$150.00	Available	Demo	Rented	Release
#	Cost	Toggle Availability	User Type		Stat
Update Records Reset Records					

4. It is advisable to leave a comment in order to track the reason the permit was released. Click **Release This Permit**.

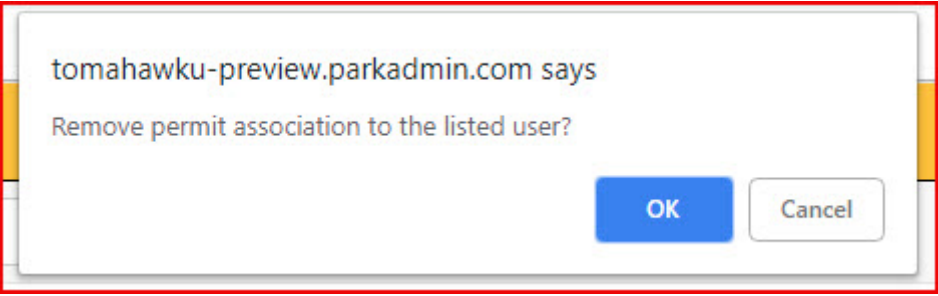
Release Permit

Lot Name After 4PM
Permit No. 51

Registrant John Griffiths
john.griffiths@ops-com.com
Address 92 Bridge
Carleton Place, 9
k1a2x0

Comment

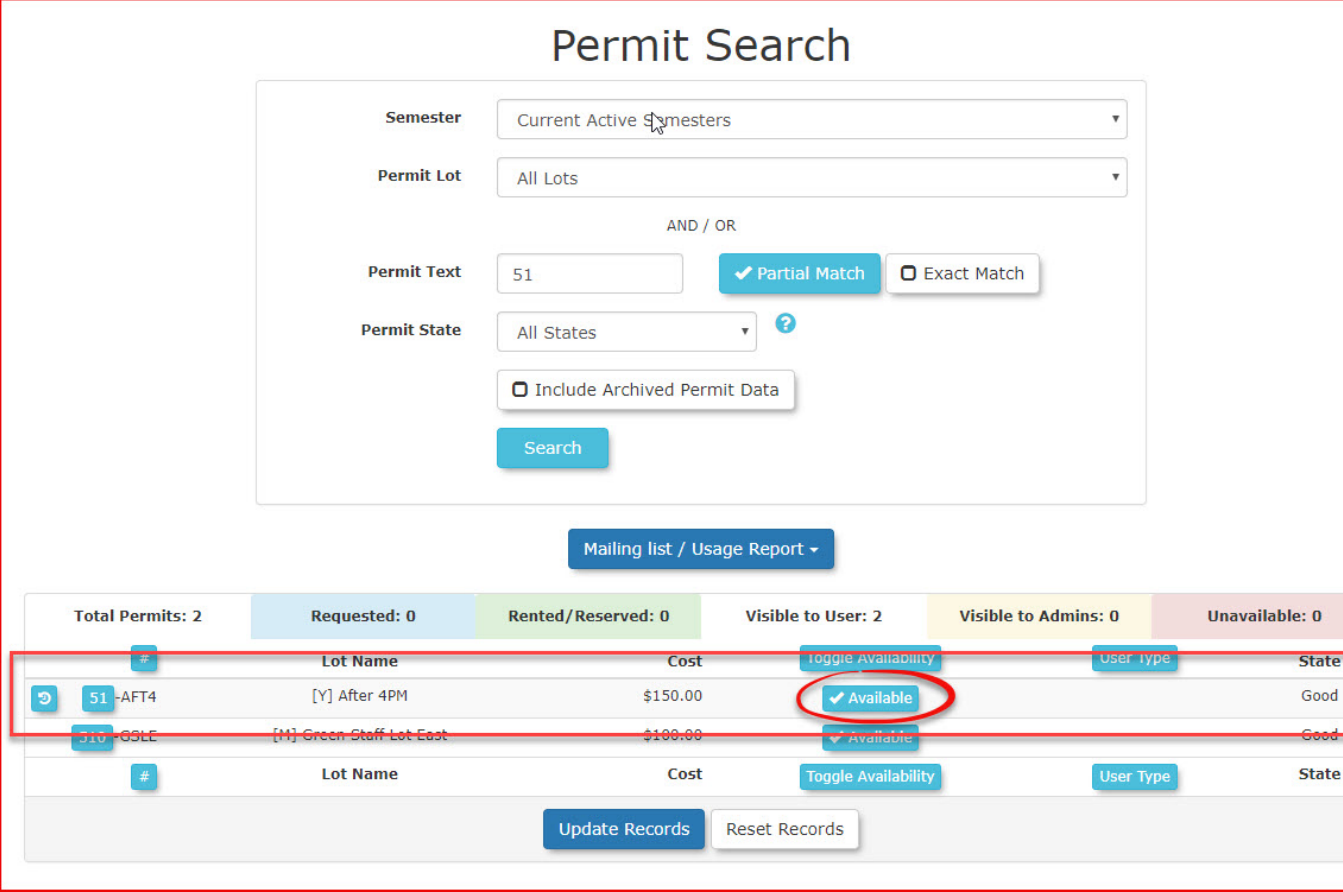
5. A pop up window will appear. Click **OK** to confirm the release of the permit.



6. A confirmation message will appear.



7. Now when you search the permit it will appear as available.



Revision #2

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