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.

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

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

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

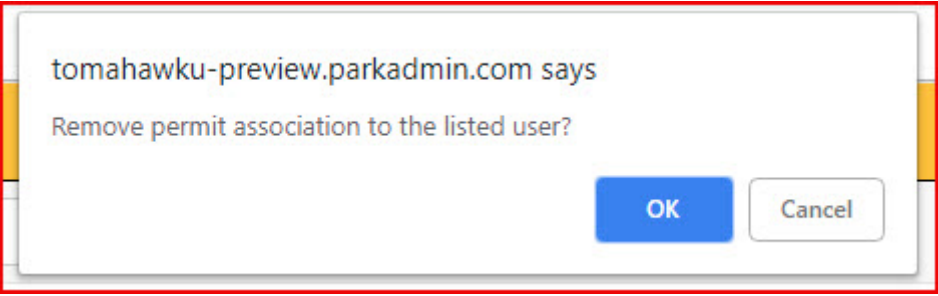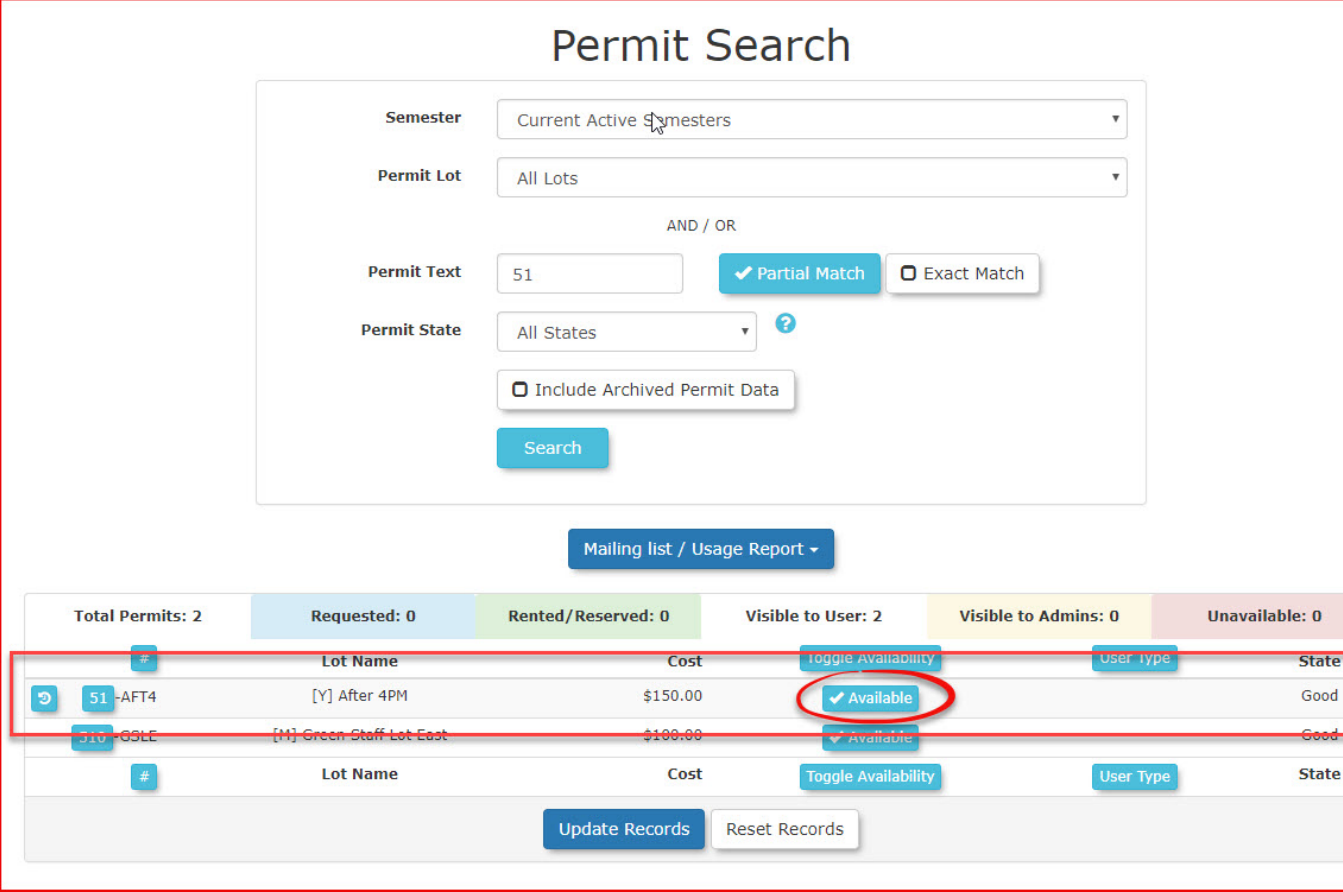
5. A pop up window will appear. Click **OK** to confirm the release of the permit.

6. A confirmation message will appear.

Release Permit

Permit #51 has been released.

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

Permit Search

Semester	Current Active Semesters ▾
Permit Lot	All Lots ▾
	AND / OR
Permit Text	51 ✔ Partial Match ☐ Exact Match
Permit State	All States ▾ ❓
	☐ Include Archived Permit Data
	Search

Mailing list / Usage Report ▾

Total Permits: 2	Requested: 0	Rented/Reserved: 0	Visible to User: 2	Visible to Admins: 0	Unavailable: 0

#	Lot Name	Cost	Toggle Availability	User Type	State
51 -AFT4	[Y] After 4PM	$150.00	✔ Available		Good
310 -GSLE	[M] Green Staff Lot East	$100.00	✔ Available		Good
#	Lot Name	Cost	Toggle Availability	User Type	State

Update Records   Reset Records

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