

# Waiting List

## Managing The Waiting List

In **Parking Management**, hover over the **Permit Management** icon and click **Waiting Lists** then **Waiting List**.

The screenshot shows a software interface with a top navigation bar containing icons for a car, a warning triangle, a star, a dollar sign, a clock, a gear, and a refresh symbol, along with a 'Quick Search' input field. A dropdown menu is open under the 'Permit Management' icon, listing several options: 'Parking Management', 'Permit Search', 'Permit Switch', 'Move User's Permit and History', 'Awaiting Payment', 'Waiting Lists', 'Reports', 'Temporary Permits', 'License Plate Recognition', 'Hang Tag Printing', and 'Access Cards'. The 'Waiting Lists' option is highlighted, and a secondary dropdown menu is visible next to it, containing 'Waiting List' (circled in red) and 'Wait List Report'. Below the menu, a table is partially visible with columns for days of the week and times.

		<b>Wed</b>
		7-6
		Off
Off	12-8	12-8

The **Permit Waiting List** screen is displayed. Administrators can view/edit details about a user waiting to purchase a permit in a specific lot.

This screen allows the admin to quickly see:

- The user's Rank on the waiting list
- The date they were added to the waiting list
- The user's name
- Their user type
- Their city
- Phone Number
- Comments
- The lot they are waiting for a permit in

If the record is highlighted in blue, the user does not currently have a permit assigned to them. If the record is highlighted in yellow, the user does currently have a permit assigned but has not yet purchased it.

## Waiting List

Username

User Type

Public Staff Students Athletics

Toggle All

### Lot: Red Student Lot West

Rank	Added To List	User	User Type	City	Phone	Comment	Lot
<input type="checkbox"/>	1 2022-05-04 @ 11:19 am	<a href="#">Callaghan, Joseph</a>	Public User	Manotick	6135555978	<a href="#">Add</a>	Red Student Lot West

### Lot: The Bicycle Lot 1

Rank	Added To List	User	User Type	City	Phone	Comment	Lot
<input type="checkbox"/>	1 2016-07-07 @ 10:35 am	<a href="#">Jamieson, Steph</a>	Part Time Student	Ottawa		Comments can be added <a href="#">Edit</a>	The Bicycle Lot 1

### Lot: General Monthly Lot 1

Rank	Added To List	User	User Type	City	Phone	Comment	Lot
<input type="checkbox"/>	1 2016-11-25 @ 2:39 pm	<a href="#">Campana, James</a>	Full Time Student	Carleton Place	6136013946	<a href="#">Add</a>	General Monthly Lot 1

### Lot: Residential Building 1

Rank	Added To List	User	User Type	City	Phone	Comment	Lot
<input type="checkbox"/>	1 2017-10-25 @ 12:09 pm	<a href="#">Dufresne, Andy</a>	Company Staff	Carleton Place	6132664949	<a href="#">Add</a>	Residential Building 1

Remove Selected Records

Email All Listed Users

Email All Selected Users

 Export

The **User Profile** icon, allows administrators to view/edit the user's profile. This is also the link that administrators would use if they wanted to sell a permit to the user that is on the waiting list (Click the User Profile icon and click the Parking Tab).

The **Add** link allows administrators to add comments to the waitlist record. If a comment already exist, an **edit link** will appear allowing administrators to update the comments on file.

The '**Toggle Selections**' button allows administrators to select all records. Enable the check box to the left of the record to make individual record selections.

The '**Remove Selected From Waiting List**' button allows administrators to remove records from the wait list. Organizations should develop a business rule for when to remove a user from the waiting list, after a user has been emailed or after a permit has been purchased.

The '**Email All Listed Users**' button allows administrators to send a single email message to all users listed in the table.

The '**Email Selected Users**' button allows administrators to email only those users that they have selected.

The '**Export to Excel**' button exports the table as an Excel spreadsheet.

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