Permit States

> The Permit States feature allows administrators to define and manage the various statuses a parking permit can have within the system, such as Active, Expired, Voided, or Lost. Its primary purpose is to accurately track the lifecycle of permits, facilitating efficient management and providing clear reporting on permit validity and usage. This article is intended for OperationsCommander (OPSCOM) administrators responsible for managing parking configurations and permit workflows.

Setup and Configuration

This feature is a core administrative tool used to establish the lifecycle statuses available for parking permits.

Admin Side: Administrators must have the appropriate system role permissions enabled to access the parking configuration menus and manage permit states.

User Side: This feature is strictly a backend administrative configuration. End-users do not create permit states, but they will see their permit's current state (e.g., Active or Expired) when viewing their profile on the user portal.

Using this Feature

Administrators can use the following instructions to navigate the management interface to seamlessly add, edit, or delete permit states.

Accessing the Management Interface

1. Hover over **System Configuration** and click **Parking** then **Manage Permit States**.

Adding Permit States

1. Click the **Add Permit State** button.
2. Enter the desired name into the **Permit State Name** field.
3. Enable or disable the **Valid** checkbox to define whether this state represents a valid, active parking privilege.
4. Click the **Save Changes** button to add the new permit state to the list.

Editing Permit States

1. Locate the specific permit state you wish to modify in the list.
2. Click the **Edit** button next to the entry.
3. Make the necessary updates to the state fields.
4. Click the **Save Changes** button to apply your updates.

Deleting Permit States

1. Locate the specific permit state you wish to remove from the list.
2. Click the **Delete** button next to the entry.
3. Click the **Delete** button in the confirmation window to permanently remove it from the system.

> In order to delete a permit state, it must not currently be in use by any permits in the system. Administrators must first ensure that no active or archived permits are currently assigned this permit state before it can be removed. This prevents permit records from having blank or invalid state

> information.

Available Actions and Buttons

- **Add Permit State:** Click this button to create a new permit status in the system.
- **Edit:** Click this button to modify the configuration of an existing permit state.
- **Delete:** Click this button to permanently remove a permit state from the system.
- **Save Changes:** Click this button to commit your new or updated permit state to the database.

Best Practices and Considerations

- **Define comprehensive states: Define a set of permit states that accurately reflect the entire lifecycle of a permit within your operations.** Having states that cover everything from creation to expiration or invalidation ensures no permit falls through the cracks.
- **Use clear naming conventions: Use clear, concise, and easily understandable names for your permit states.** Designations like Active, Pending Payment, Revoked, or Expired are instantly recognizable to both administrators and enforcement officers.
- **Ensure data integrity before deletion: Always ensure that no permits are currently assigned to a specific state before attempting to delete it.** Reassigning permits to another valid state is crucial to prevent data inconsistencies across the system.
- **Understand the impact on reporting: Accurate state management ensures reliable reporting.** Permit states are

fundamental for various reports, such as active permit counts, expired permit analysis, or voided permit reconciliation.

- **Plan workflow integration: Consider how different permit states fit into your operational workflows.** For example, clearly map out exactly what automated or manual actions trigger a permit to change from a Pending status to an Active status.

Revision #5
Created 21 May 2024 11:50:05
Updated 13 July 2026 14:55:57