Archiving and Restoring Permits

> The Archiving and Restoring Permits feature allows administrators to remove permits from a given lot's active inventory without permanently deleting them from the system. Its primary purpose is to help efficiently manage lot allocation by safely archiving unused or seasonal permits and easily restoring them when they are needed again. This article is intended for OperationsCommander (OPSCOM) administrators.

Setup and Configuration

There is no specific system setup or configuration required to use this feature. Archiving and restoring permits is a standard administrative tool available to users with the appropriate lot and permit management permissions.

Using this Feature

Administrators can use the allocation tool to seamlessly archive existing permits or restore previously archived ones.

Archiving Permits

1. Hover over **Parking Management** and click **Lot Administration** then **Allocate**.
2. Locate the specific lot you wish to manage.
3. Click the **Archive Permits** drop-down menu and choose **Selected Permits** to remove a specific portion, or choose **All Permits** to remove the entire lot's inventory.

4. Select the specific permits you wish to archive if you chose the selected option.
5. Click the **Remove** button to initiate the archiving process.
6. Click the **Remove** button again on the confirmation screen to complete the action.

Restoring Permits

1. Hover over **Parking Management** and click **Lot Administration** then **Allocate**.
2. Locate the specific lot and click the **Add Permits To Lot** button.
3. Enter individual permit numbers directly into the **Permits** text box, or generate a range by entering the **prefix**, **postfix**, and the starting and ending sequence numbers (e.g., 01 to 10).
4. Click the **Add Permits** button to begin the restoration process.
5. Click the **Add Permits** button on the confirmation popup to finalize the restoration.

Best Practices and Considerations

> **Restoration Messaging:** When restoring a previously archived permit, the confirmation popup will explicitly indicate that the permits are "restored" rather than "created." This verifies that the system has successfully pulled the existing permit data from the archive.

- **Verify Inventory Changes: Always refresh the list of permits** after completing an archive or restore action to visually confirm that the targeted permits (e.g., TL2-01 through TL2-05) have been successfully removed from or added back to the lot.

- **Bulk Archiving Caution:** Exercise caution when choosing the **All Permits** option, as this will immediately queue every permit within that lot for removal. Ensure no active user permits are inadvertently caught in a bulk archive sweep.

Revision #9
Created 6 May 2024 12:21:36
Updated 19 August 2026 09:37:14