Permit Switch

> This administrative tool allows OperationsCommander (OPSCOM) administrators to manage parking assignments by swapping permit locations or transferring permit ownership between users. This feature is essential for processing permit transfers and updating parking assignments efficiently.

Setup and Configuration

This feature is a standard administrative tool and requires no specific setup or configuration. Its functionality is based on existing user and permit data already present within your OPSCOM environment.

Using this Feature

The Permit Switch tool provides two primary functions for managing permit assignments: swapping permits and moving permits between users.

Swapping Permits

Use this process to exchange permit assignments between two users or to move one user to a different, vacant permit.

1. Select the **Lot Name** and **Permit** number for the first permit under **Current Permit**.
2. Select the **Lot Name** and **Permit** number for the second permit under **New Permit**.

Note: Permits already assigned to other users will be highlighted and will display the name of the current owner.

3. Review the price difference displayed in the permit summary box.
4. Next to **Calculate**, select either the **Full Price** or **Prorated Price** radio button. Neither option is selected by default; you must select one to proceed.
5. Enter a mandatory **Reason for Action**.
6. Click the **Switch Permits** button to finalize the swap.

Best Practices and Considerations

- **Invoice Responsibility:** Moving a permit from one user to another does not transfer any associated invoices. The original user remains responsible for any outstanding payments on their account.
- **Automatic Price Calculation:** When swapping permits with different values, the system automatically calculates the price difference, both at **Full Price** and **Prorated Price** rates. This difference is applied as a charge or credit to the user's account upon confirmation.
- **Audit Trail:** Always enter a clear and concise **Reason for Action** when performing a switch. This creates an important audit trail that can be reviewed in the permit's history, documenting why the administrative change was made.

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