

## Permit Switch

This article describes the administrative tool for performing permit switches and moves. This feature provides two distinct functions: swapping permit assignments between two permits, and moving a permit from one user to another. This tool is essential for managing changes in user parking assignments or handling permit transfers. This guide is intended for OPSCOM administrators.

### Using this Feature

The tool offers two primary functions which are detailed below. This feature is a standard administrative tool and does not require any specific configuration to use. Its functionality relies on existing user and permit data.

### Swapping Permits

This process is used to exchange permit assignments. This can be between two users, or for moving one user to a different, vacant permit.

- Select the lot and permit number for the first permit in the **Current Permit** fields.
- Select the lot and permit number for the second permit in the **New Permit Lot** fields. Permits already assigned to other users will be highlighted and display the owner's name.
- Click the **Switch two permits** button.

- On the confirmation screen, review the price difference and select either the **Full Price** or **Prorated Price** radio button.
- Enter a mandatory **Reason for Action**.
- Click the **Switch User Permit** button to finalize the swap.

## Moving a Permit from One User to Another

This process transfers ownership of a specific permit from one user to another.

- In the first user search field, find and **Select** the user who currently holds the permit. A list of their assigned permits will be displayed.
- Select the permit you wish to move. A second user search field will appear.
- In the second search field, find the user who will be receiving the permit.
- Click the **Move Permit** button.
- Click **Ok** in the confirmation dialog to finalize the transfer.

## Best Practices & Considerations

- **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.
- When swapping permits with different values, **the system automatically calculates the price difference**, both at full and prorated rates. This difference will be applied as a charge or credit to the user's account upon confirmation.
- **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, explaining why the administrative

change was made.

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