

Printing Permit from Home Setup

This article provides OPSCOM administrators with the necessary instructions to configure the Permit Printing from Home feature. This functionality allows end-users to print a physical copy of their parking permit directly from the user portal. The setup involves creating a printable permit template using system messaging and then enabling a system-wide setting.

Setup & Configuration

Configuring this feature is a two-part process. First, the feature must be enabled in the system settings. Second, the templates for ***permitPdf*** and ***permitTempPdf*** must be customized, if desired.

- Go to the **System Configuration** and click **System Settings**.
- Select the **Permits** tab.
 - Click the **Enable User Permit Printing** checkbox.
- Click **Save Settings**.

Locate the Permit Print Template

The printable permits are generated from a system message.

- Go to **System Configuration**, then **Content and Design**, and click **Pages and Content Blocks**.
- Select the **Messages** tab.

- Edit the messages where the **System Location** column is labeled ***permitPdf***, and ***permitTempPdf***

These two pages above, ***permitPdf*** and ***permitTempPdf*** are used to customize the content of either a regular printed permit, or a temporary printed permit, respectively.

Define the Template Content

Use the content editor to design the layout of your printable permit. You can use a combination of text, images (like your organization's logo), and specific shortcodes to dynamically pull in permit and user information.

Available Shortcodes


The following shortcodes can be used within the message body to display dynamic permit information:

- `[permitpdf user=fullname]` - Displays the full name of the user.
- `[permitpdf vehicle=all]` - Displays a comma-separated list of up to three associated vehicles.
- `[permitpdf vehicle=1]` - Displays the first vehicle on the permit. You can also use `vehicle=2` or `vehicle=3`.
- `[permitpdf permit=expiry]` - Displays the permit's expiry date.
- `[permitpdf permit=permitno]` - Displays the unique permit number.
- `[permitpdf permit=lotshortname]` - Displays the short name of the associated lot.
- `[permitpdf permit=lotname]` - Displays the full name of the associated lot.

- `[permitpdf permit=location]` - Displays the location associated with the permit.

Default Template Content

Below is a sample of what should be the default message content;



Permit Holder	<code>[permitpdf user=fullname]</code>	<p>Automated License Plate Recognition</p> <p>We offer full integration with <i>three types of fixed and mobile LPR</i>. <i>Android integration</i> makes it as simple as taking a picture. Mobile ANPR hardware is so lightweight it can be easily transferred from one vehicle to another. Our static mounted cameras allow tracking 24 hours a day 7 days a week.</p> <p>Leave behind the need for multiple integrations, numerous troubleshooting environments and licensing fees. Our PLBRDR license plate reader hardware sets a new standard in simplified LPR and ANPR camera technology.</p> <p>Automated parking software and electronic parking ticket system.</p> <p>Temporary Parking with Text2Park.Me</p> <p>Text2Park.Me is an integrated feature of our parking and security management solution! Offers parking services to any client through the use of standard cellular phone <i>SMS/text messaging</i>.</p>
Lot	<code>[permitpdf permit=lotshortname]: [permitpdf permit=lotname]</code> <code>[permitpdf permit=location]</code>	
Permit No.	<code>[permitpdf permit=permitno]</code>	
Vehicle(s)	<code>[permitpdf vehicle=all]</code> <code>[permitpdf vehicle=1]</code>	
Expiry	<code>[permitpdf permit=expiry]</code>	
<p>*[permitpdf permit=permitno]TT*</p>		

To use our recommended template, you can leave the content as the default text, but be sure to change any logos or company names to your own.

User Portal Guide

Once enabled, users will see an option to print their permit from the user portal. For a detailed guide on the user-facing process, please refer to the

Best Practices & Considerations

- **Always test your template before deploying.** After creating your message, print it out to ensure the layout, shortcodes, and any images appear correctly on a physical page.
 - **Include clear instructions for the user.** It is recommended to add text to the template that instructs the user on how to display the permit (e.g., "Please display this permit face-up on the driver's side of your dashboard").
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