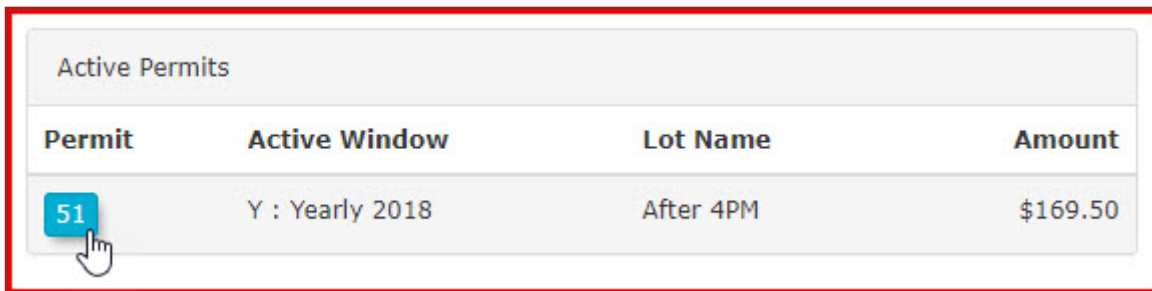


## Releasing a Permit

1. If you know the permit number perform a permit search. If you do not know the permit number, go to the user profile for whom you wish to release a permit.

Click on the **permit number** on the user dashboard.



Permit	Active Window	Lot Name	Amount
51	Y : Yearly 2018	After 4PM	\$169.50

2. From the permit detail click on the **permit number**.

## Parking Permit Information

Permit Number: **51**  
Lot Name: After 4PM  
Require Access Card: No  
Allowed as 2nd Permit: Yes  
Cost: \$150.00 + \$19.50 tx.  
Status: Rented  
Permit State: Good  
Renter: Griffiths, John griffithsj

---

Payment Amount: \$169.50 (incl. tax)  
Process Date: Sep. 28, 2018  
Payment Method: Cash

Update Permit State

Close Window

3. You will be taken to permit search where you can release the permit

### Permit Search

**Semester** ▼  
Current Active Semesters

**Permit Lot** ▼  
[Y] - After 4PM

AND / OR

**Permit Text**   Partial Match  Exact Match

**Permit State** ▼ ?  
All States

Include Archived Permit Data

Total Permits: 1	Requested: 0	Rented/Reserved: 1	Visible to User: 0	Visible to Admins: 0	Unavailable: 0
#	Cost	<input type="button" value="Toggle Availability"/>	<input type="button" value="User Type"/>		
51 -AFT4	\$150.00	<input checked="" type="button" value="Available"/>	Demo	Rented	<input checked="" type="button" value="Release"/> <input type="button" value="Switch"/>
#	Cost	<input type="button" value="Toggle Availability"/>	<input type="button" value="User Type"/>		

4. It is advisable to leave a comment in order to track the reason the permit was released. Click **Release This Permit.**

### Release Permit

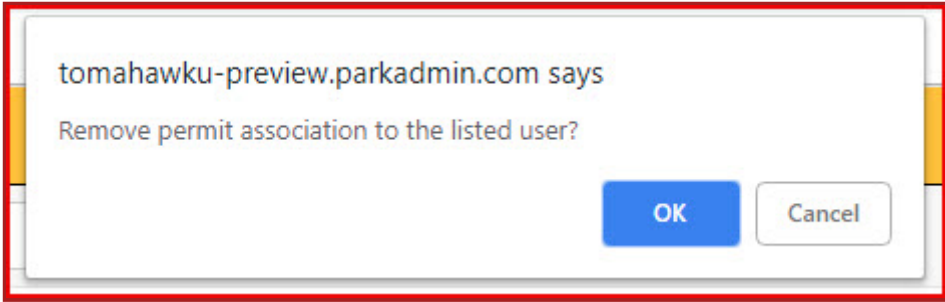
**Lot Name** After 4PM  
**Permit No.** 51

**Registrant** John Griffiths  
john.griffiths@ops-com.com

**Address** 92 Bridge  
Carleton Place, 9  
k1a2x0

**Comment**

5. A pop up window will appear. Click **OK** to confirm the release of the permit.



6. A confirmation message will appear.



7. Now when you search the permit it will appear as available.

