

Permit Switch

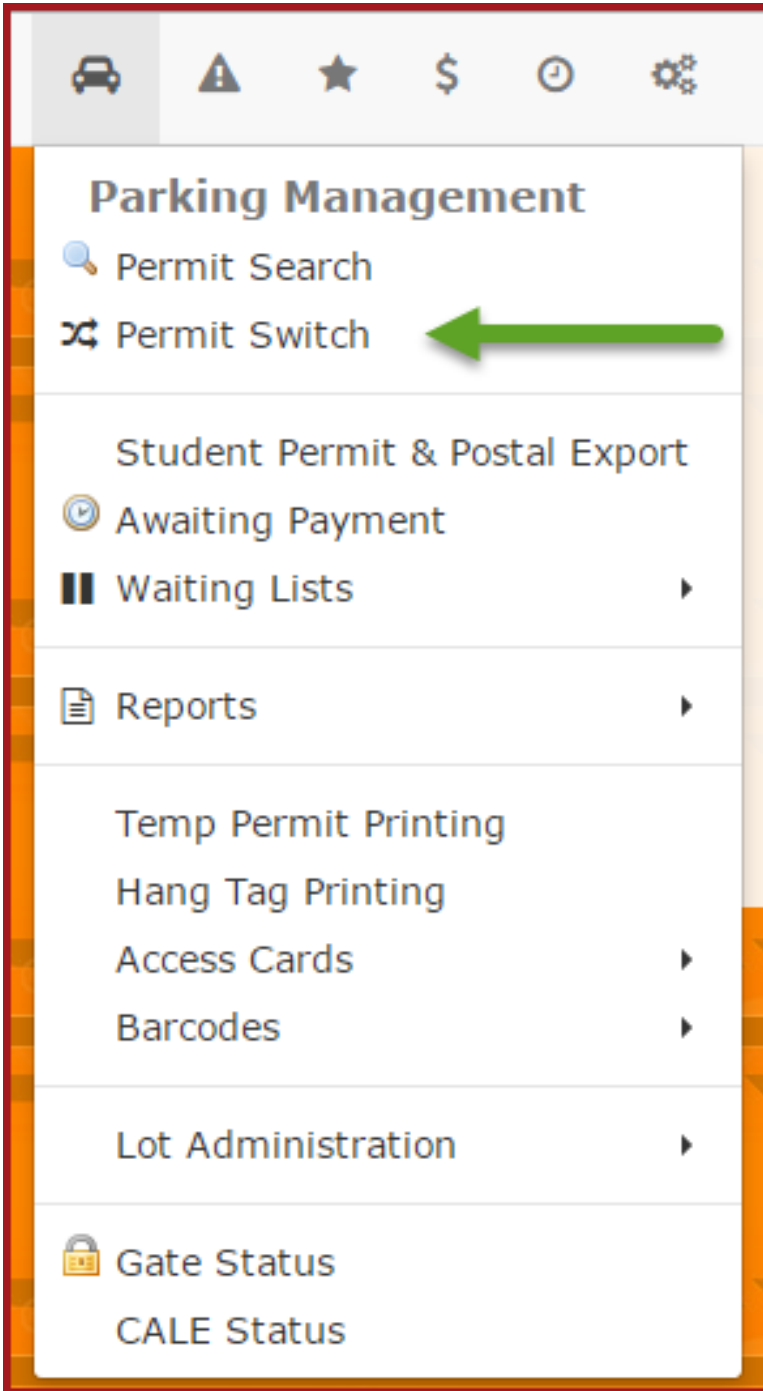
When do we use this?

Permit Switch allows you to change a person's current permit for another permit.

There are three scenarios possible with permit switch.

1. Switching a user from one permit number to another in the same lot
2. Switching permits between two users in the same lot
3. Switching a user from one permit number to another in a different lot

In **Parking Management**, hover over the '**Permit Management**' icon and click '**Permit Switch**'.



Scenario 1 - Switching a user from one permit number to another permit number in the same lot

1. Select the lot that the user's permit is currently in, and select their current permit number. In our example we are switching James Rockwood's Permit from 123 to 124 in the Red Student Lot West.

1. In the **Old Permit field** select the permit number you wish to switch. (Red Student Lot West permit #123)

2. In the **New Permit Lot** we select the same lot (Red Student Lot West permit #124)

Important Things to Note:

Permits that are already rented by other users will appear with an asterisk and a color highlight along with the user name who owns the permit as you can see below.

The Blue highlight indicates the line item you are hovering over in order to make your selection.

Permit Switch

This will switch a old permit to a new one, or swap two users' permits.

Old Permit Lot	[Y] Red Student Lot West ▼
Old Permit #	123 ▼
Registered to	☑ Rockwood, James [jrockwood] 🗺
New Permit Lot	[Y] Red Student Lot West ▼
New Permit #	121 [*] Ryan, William [wryan] ▼ 121 [*] Ryan, William [wryan] 122 123 [*] Rockwood, James [jrockwood] 124 125

The resulting screen will look like this: Click on Switch two permits to enact the process.

Permit Switch

This will switch a old permit to a new one, or swap two users' permits.

Old Permit Lot	[Y] Red Student Lot West ▼
Old Permit #	121 ▼
Registered to	☑ Rockwood, James [jrockwood] 🗺
New Permit Lot	[Y] Red Student Lot West ▼
New Permit #	124 ▼ [*] = permit is rented

[Switch two permits](#)

3. The **'Permit Switch Confirmation'** screen is displayed. Confirm the information. Click the **'Switch User Permit'** button to confirm.

Permit Switch Confirmation

Old Permit Lot Red Student Lot West
Old Permit # 121
Registered User Rockwood, James [jrockwood]
Permit Current Value (includes taxes)
User Originally Paid \$593.25

New Permit Lot Red Student Lot West
New Permit # 124
Registered User none.
New Permit Current Value (includes taxes)

Reason for Action

Switch User Permit

Go Back

Proceed with this action and:

jrockwood will not be charged or credited.

* Changes to the 'Current Values' will not be reflected in the above text, but it will be used to calculate the adjustment amount.

4. At the top of the screen a message in red text will indicate the permits have been switched.

Permit Switch Confirmation

Permits have been switched

Old Permit Lot Red Student Lot West

Old Permit # 121

Registered User Rockwood, James [jrockwood]

Permit Current Value (includes taxes)

User Originally Paid \$593.25

New Permit Lot Red Student Lot West

New Permit # 124

Registered User Rockwood, James [jrockwood]

New Permit Current Value (includes taxes)

User Originally Paid \$593.25

Reason for Action

[Go Back](#)

Proceed with this action and:

jrockwood will not be charged or credited.

* Changes to the 'Current Values' will not be reflected in the above text, but it will be used to calculate the adjustment amount.

Scenario 2 - Switching permits between two users in the same lot

1. In this scenario we are switching permit number between James Rockwood (Permit 123) with Ryan Williams (Permit121)

Permit Switch

This will switch a old permit to a new one, or swap two users' permits.

Old Permit Lot	[Y] Red Student Lot West ▼
Old Permit #	123 ▼
Registered to	<input checked="" type="checkbox"/> Rockwood, James [jrockwood]
New Permit Lot	[Y] Red Student Lot West ▼
New Permit #	121 [*] Ryan, William [wryan] ▼

[Switch two permits](#)

2. The confirmation screen will appear showing the switch to be made.

Permit Switch Confirmation

Old Permit Lot Red Student Lot West
Old Permit # 123
Registered User Rockwood, James [jrockwood]

Permit Current Value (includes taxes)
User Originally Paid \$593.25

New Permit Lot Red Student Lot West
New Permit # 121

Registered User Ryan, William [wryan]
New Permit Current Value (includes taxes)
User Originally Paid \$593.25

Reason for Action

[Swap User Permits](#) [Go Back](#)

Proceed with this action and:

jrockwood will not be charged or credited.


* Changes to the 'Current Values' will not be reflected in the above text, but it will be used to calculate the adjustment amount.

Scenario 3 - Switching a user from one permit number to another in a different lot

1. In this scenario we are switching permit number from James Rockwood's permit 124 Red Student Lot West to permit 641 in Parkade Level 3

Permit Switch

This will switch a old permit to a new one, or swap two users' permits.

Old Permit Lot	[Y] Red Student Lot West
Old Permit #	124
Registered to	<input checked="" type="checkbox"/> Rockwood, James [jrockwood] 
New Permit Lot	[Y] Parkade Level 3
New Permit #	641
	640 [*] Ryan, William [wryan]
	641
	642
	643
	644
	645

2. The confirmation screen will appear showing the switch to be made.

Permit Switch Confirmation

Old Permit Lot Red Student Lot West
Old Permit # 124
Registered User Rockwood, James [jrockwood]
Permit Current Value 593.25 (includes taxes)
User Originally Paid \$593.25

New Permit Lot Parkade Level 3
New Permit # 641
Registered User none.
New Permit Current Value 565.00 (includes taxes)

Reason for Action

Switch User Permit

Go Back

Proceed with this action and:

jrockwood will be credited

\$28.25

* Changes to the 'Current Values' will not be reflected in the above text, but it will be used to calculate the adjustment amount.

Important Things To Note:

Notice there is a cost difference between the two lots. The system will calculate the difference. In this case the lot we are moving to is less cost resulting in a credit that is listed at the bottom of the screen in Green. The credit will show in the users profile as follows.

Adjustments

<input type="checkbox"/>	Submit Date		Amount	
<input checked="" type="checkbox"/>	Aug. 30, 2017	Unprocessed Adjustment	\$-28.25	Remove
			Total:	\$-28.25