

Sales Window Management

Need training? [Book your time slot now!](#)

After booking, you will be contacted to confirm your training session and any fees that may apply.

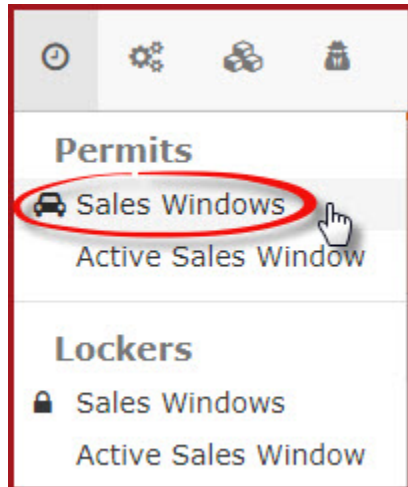
When do we use this?

The Sales Window feature allows the admin to configure when permits go on sale and what time frames the permits are valid. There are three important parameters that need to be set in this process.

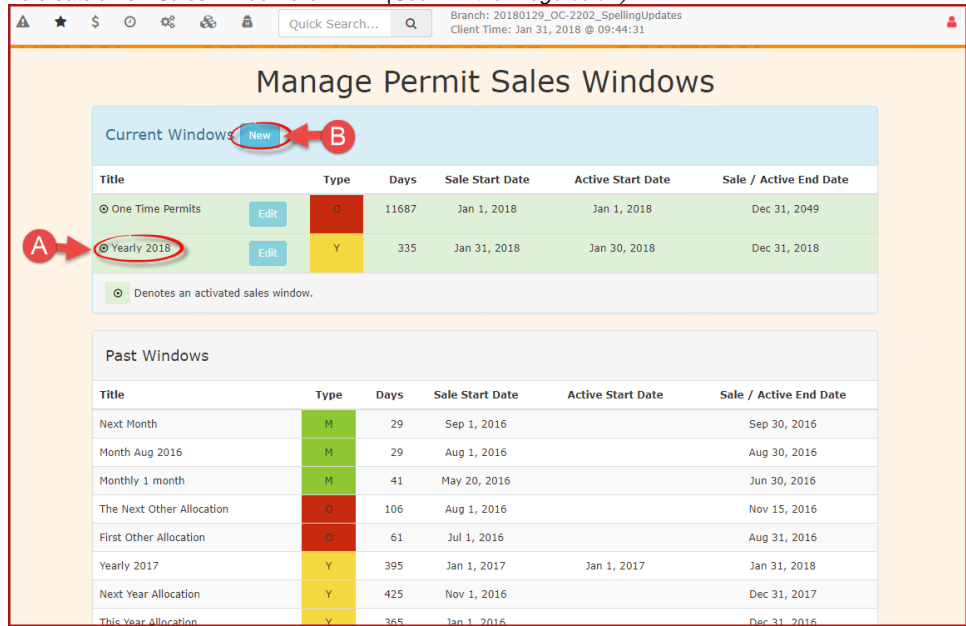
1. When the permits will be available to purchase
2. What date the permit becomes valid
3. What date the permit expires

This article will guide you through the process of setting these dates and making the Sales Window active.

1. Hover over the **Permits** menu and click **Sales Window**. The Active Permit Sales Window appears.
Note: The current Sales Window is highlighted in green. (See A in the image below)



2. To create a new Sales Window click **NEW** (See **B** in the image below)



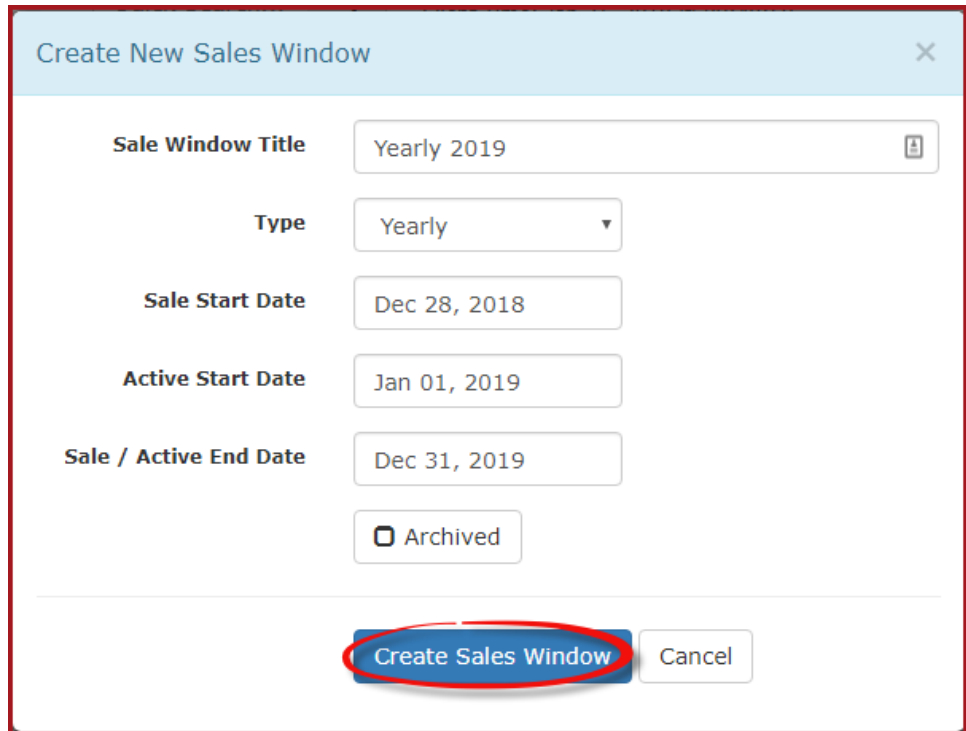
3. The **Create New Sales Window** window appears. Enter the information for the new sales window.

In this example, we are creating a **yearly** permit sales window with the following information:

- Start Sale Date of December 28th 2018 (*When the permits will be available to purchase*)
- Active Start Date of January 1st 2019 (*What date the permit becomes valid*)
- Sale/Active end date of December 31st 2019 (*What date the permit expires*)

This means that:

Permits with this Active Sales window can be purchased any time between Dec 28, 2018 and Dec 31 2019. These permits would be valid from January 1st 2019 to December 31st 2019.



4. Click **Create Sales Window** to save your information. It will now appear in the list of possible Sales Windows. **(A)**

Manage Permit Sales Windows

Current Windows
New

| Title | Type | Days | Sale Start Date | Active Start Date | Sale / Active End Date |
|--|------|-------|-----------------|-------------------|------------------------|
| <input checked="" type="checkbox"/> One Time Permits Edit | D | 11687 | Jan 1, 2018 | Jan 1, 2018 | Dec 31, 2049 |
| <input type="checkbox"/> Yearly 2019 Edit | Y | 364 | Dec 28, 2018 | Jan 1, 2019 | Dec 31, 2019 |
| <input checked="" type="checkbox"/> Yearly 2018 Edit | Y | 335 | Jan 31, 2018 | Jan 30, 2018 | Dec 31, 2018 |

Denotes an activated sales window.

Past Windows

| Title | Type | Days | Sale Start Date | Active Start Date | Sale / Active End Date |
|---------------------------|------|------|-----------------|-------------------|------------------------|
| Next Month | M | 29 | Sep 1, 2016 | | Sep 30, 2016 |
| Month Aug 2016 | M | 29 | Aug 1, 2016 | | Aug 30, 2016 |
| Monthly 1 month | M | 41 | May 20, 2016 | | Jun 30, 2016 |
| The Next Other Allocation | D | 106 | Aug 1, 2016 | | Nov 15, 2016 |
| First Other Allocation | D | 61 | Jul 1, 2016 | | Aug 31, 2016 |
| Yearly 2017 | Y | 395 | Jan 1, 2017 | Jan 1, 2017 | Jan 31, 2018 |