

Sales Window Management

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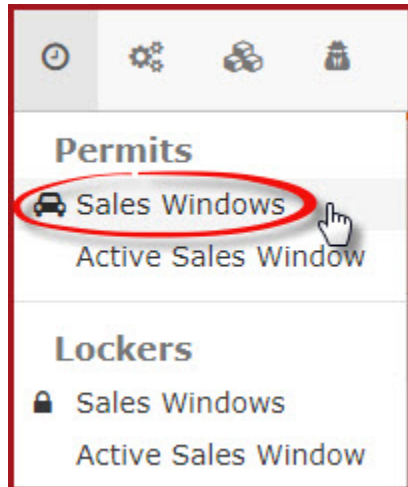
When do we use this?

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.

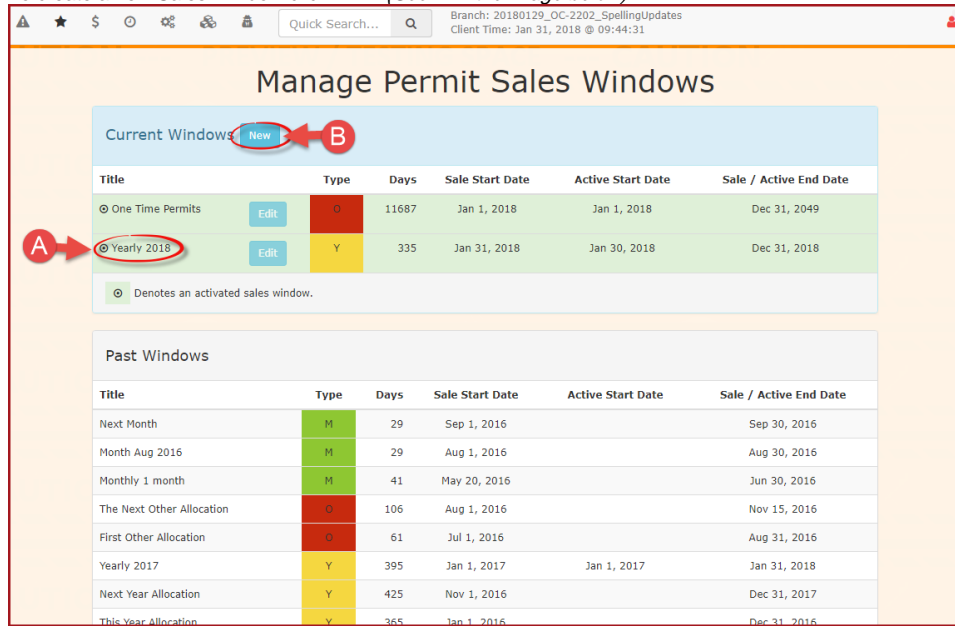
1. When the permits will be available to purchase
2. What date the permit becomes valid
3. What date the permit expires

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)



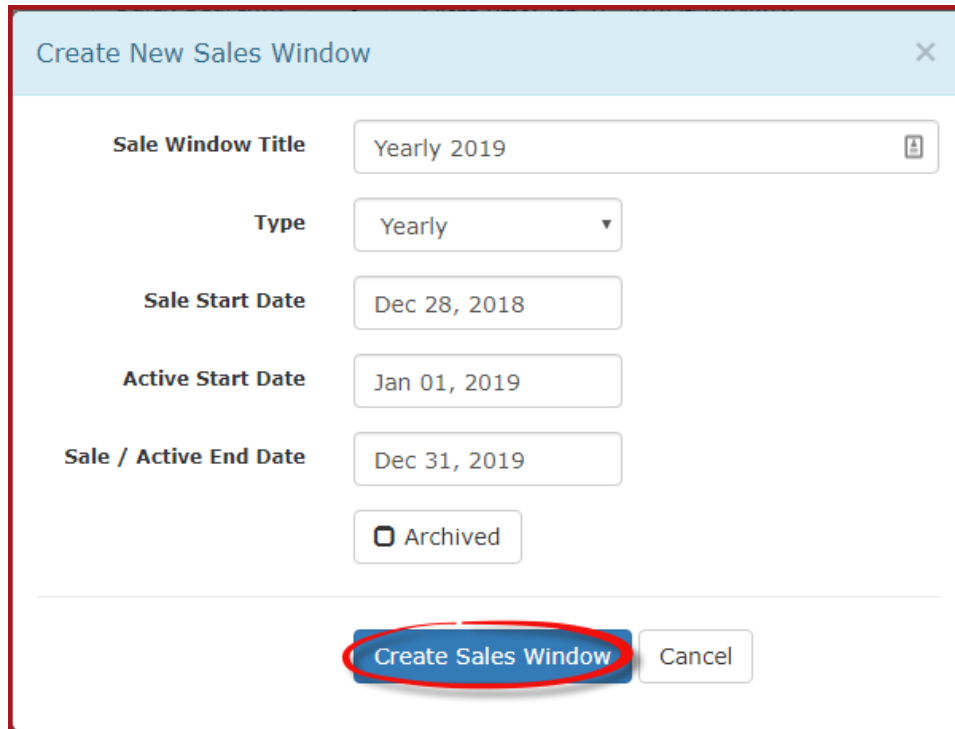
3. The **Create New Sales Window** window appears. Enter the information for the new sales window.

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
⊙ One Time Permits Edit	D	11687	Jan 1, 2018	Jan 1, 2018	Dec 31, 2049
Yearly 2019 Edit	Y	364	Dec 28, 2018	Jan 1, 2019	Dec 31, 2019
⊙ 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