

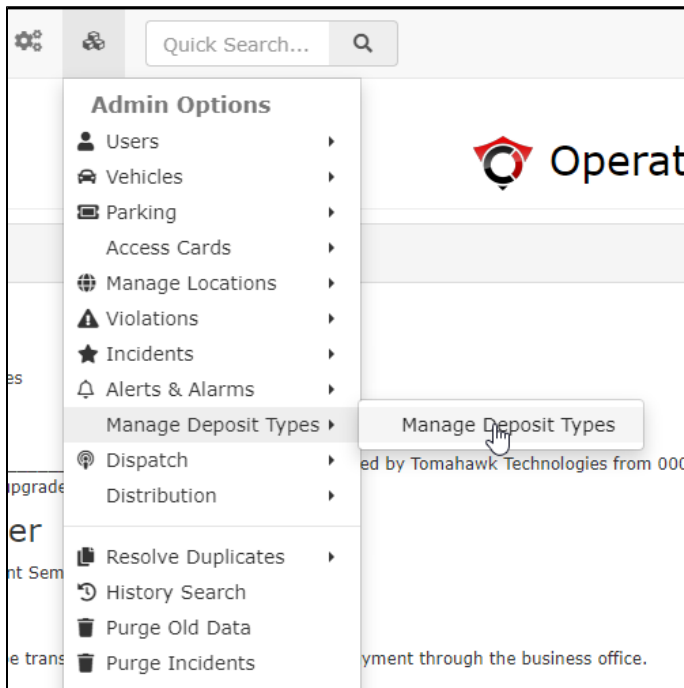
# Manage Deposit Options

Deposits can be collected on standard permits to cover things such as Access Cards and Permanent Hang Tags. You can manage the type of deposit you wish to charge for under the Admin Options.

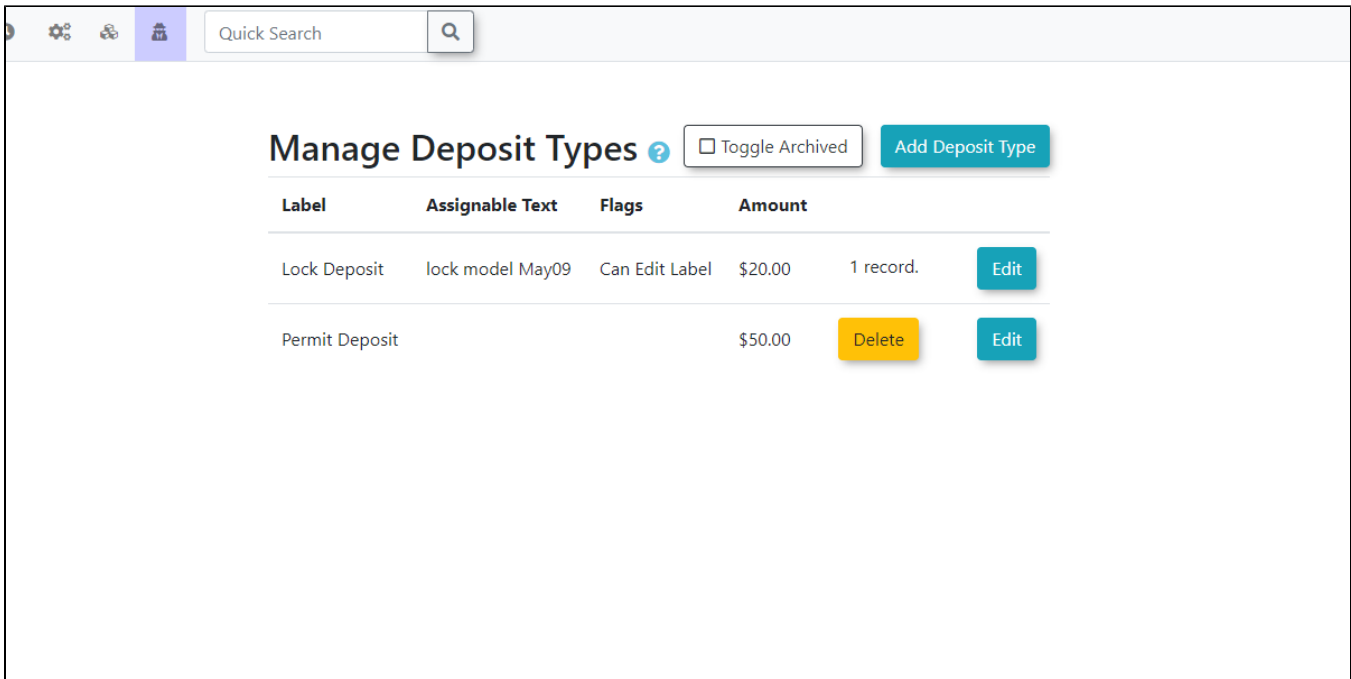
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## Navigating to Deposits

To manage Deposits, click **Admin Options** then **Manage Deposit Types** followed by **Manage Deposit Types**. (Currently you can not get to this menu item from any of the functionality that is in **Beta**.)

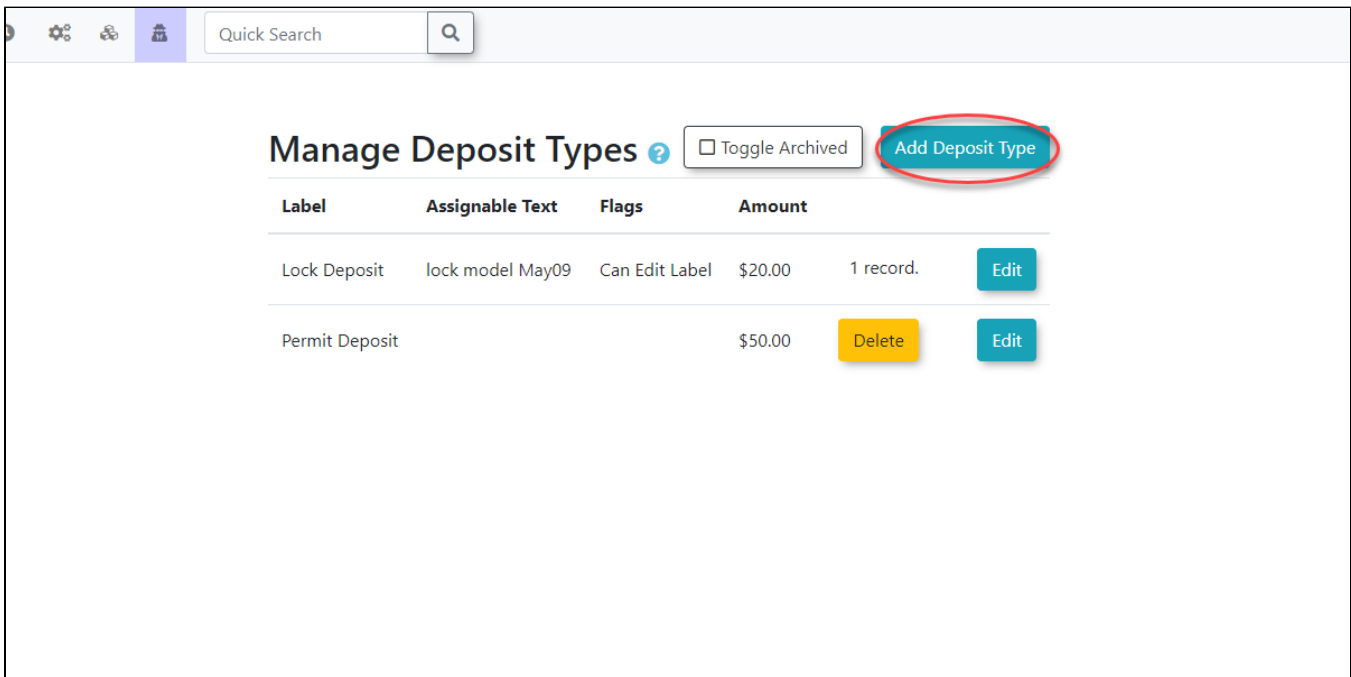


This will take you to the **Manage Deposits** screen



## Creating New Deposits

On the **Manage Deposits** screen you can add new deposit types by clicking **Add Deposit Type**.



Fill out the information as needed and click **Save Changes**. Below are descriptions of the different options that can be used, but are not all required.

- **Label** - Enter the name you wish to use to identify the deposit type.
- **Placeholder Text** - This field is optional. Enter the prompt or sample information you wish to appear in the deposit Information (For more information see this [wiki page](#))

- **Flags** - Toggle this button on if you wish to have the ability to edit the **Assignable Text** field in the resulting active deposit record. this will appear in the user's profile. (See below)
- **Deposit Amount** - Enter the cost you wish to apply to this deposit.

**Manage Deposit Types** [X]

Label

Placeholder Text

Flags  Assignable Text

Amount

Active  Active

Close Save Changes

## Editing Existing Deposits

Click **Edit** to edit your current deposits. Make all of your changes followed by **Save Changes** when you are finished.

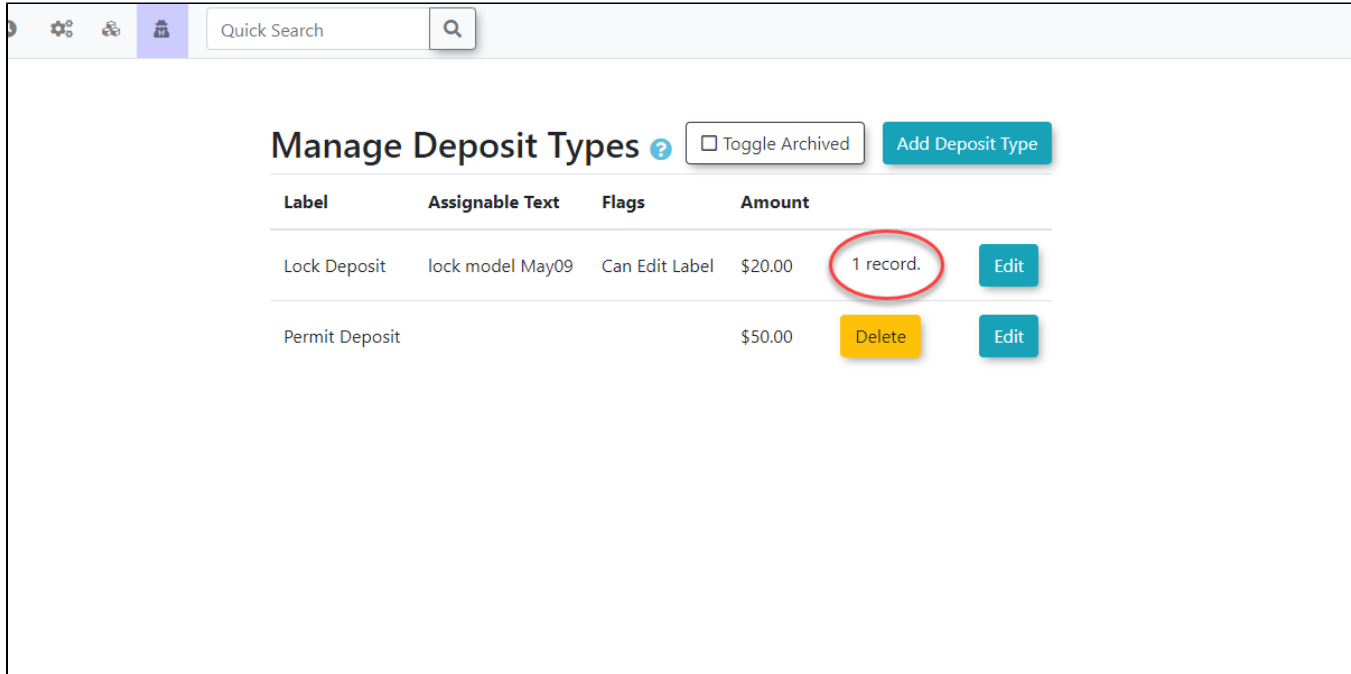
Manage Deposit Types [?]  Toggle Archived [Add Deposit Type](#)

Label	Assignable Text	Flags	Amount	
Lock Deposit	lock model May09	Can Edit Label	\$20.00	1 record. <a href="#">Edit</a>
Permit Deposit			\$50.00	<a href="#">Delete</a> <a href="#">Edit</a>

See the information under **Creating New Deposits** in this article for more information on what the individual fields are used for

## Finding Deposit Usage

We can find out how many as well as which deposits are in use from the **Manage Deposits** page. If the deposit is not in use, a delete button will be available. Once a dposit has been assigned or used in the system you will no longer have the ability to delete the item an the delete button will no longer be visible.



The screenshot displays the 'Manage Deposit Types' interface. At the top, there is a search bar and a 'Quick Search' button. Below this, the title 'Manage Deposit Types' is followed by a 'Toggle Archived' checkbox and an 'Add Deposit Type' button. A table lists the deposit types with the following columns: Label, Assignable Text, Flags, and Amount. The 'Lock Deposit' entry has 'lock model May09' in the Assignable Text column, 'Can Edit Label' in the Flags column, and '\$20.00' in the Amount column. A red circle highlights the text '1 record.' in the Amount column for 'Lock Deposit'. The 'Permit Deposit' entry has '\$50.00' in the Amount column and a yellow 'Delete' button. Both entries have a blue 'Edit' button.

Label	Assignable Text	Flags	Amount
Lock Deposit	lock model May09	Can Edit Label	\$20.00
Permit Deposit			\$50.00

## Related Pages

- [Active Deposit Report](#)
- [Dispatch Categories](#)
- [Manage Deposit Options](#)
- [Refundable Parking Deposits](#)
- [Sources - Dispatch](#)
- [Vehicle Colours](#)
- [Vehicle Plate Types](#)