

# Permit Switch

## When do we use this?

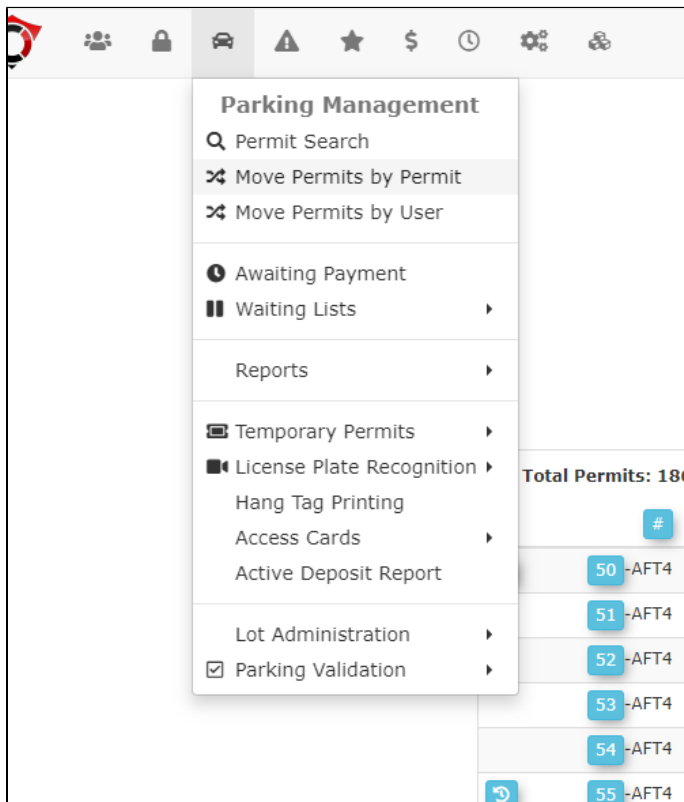
**Permit Switch** allows you to change a person's current permit for another permit and review the price differences if they exist. This also allows you to choose between the prorated price and full price upon switching the permits.

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

- [Moving Permits from One User to the Next](#)
- [Related Pages](#)

## Performing Permit Switches Between Users



Select the lot that the user's permit is currently in, and select their current permit number.

In the **Old Permit field** select the permit number you wish to switch. In the **New Permit Lot** we select the lot that we are switching the permit to.

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

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

Quick Search...

### Permit Switch

This will switch an existing permit to a new one, or swap two permits.

<b>Current Lot</b>	[Y] After 4PM
<b>Current Permit</b>	50
<b>Registered to</b>	<input checked="" type="checkbox"/> Ashbury, Michael [mashbury]
<b>New Lot</b>	[Y] After 4PM
<b>New Permit</b>	<div style="border: 1px solid #ccc; padding: 5px;">           Please select the new permit            50 [*] Ashbury, Michael [mashbury]            51            52            53  <b>54</b>            55            56            57            58            59            60            61            62            63            64            65            66            67            68         </div>

The resulting screen will look like this image seen below when the permits have been selected. Click on **Switch two permits** to enact the process.

Quick Search...

### Permit Switch

This will switch an existing permit to a new one, or swap two permits.

<b>Current Lot</b>	[Y] After 4PM
<b>Current Permit</b>	50
<b>Registered to</b>	<input checked="" type="checkbox"/> Ashbury, Michael [mashbury]
<b>New Lot</b>	[Y] After 4PM
<b>New Permit</b>	53 <small>[*] = permit is rented</small>

[Switch two permits](#)

The **Permit Switch Confirmation** screen is displayed where you can review the changes and select weather to choose the **Full Price** or **Prorated Price**. You need to complete the **Reason for Action** and click the **Switch User Permit** button to confirm the changes.

## Permit Switch Confirmation

Current Permit for Ashbury, Michael	
<b>Permit Lot</b>	After 4PM
<b>Permit #</b>	50
<b>Registered User</b>	Ashbury, Michael  mashbury
<b>Permit Value</b>	\$169.50 <span style="float: right;">(includes taxes)</span>

New Permit for Ashbury, Michael	
<b>Permit Lot</b>	After 4PM
<b>Permit #</b>	54
<b>Registered User</b>	Ashbury, Michael  mashbury
<b>Permit Value</b>	<del>\$169.50</del> \$111.12 <span style="float: right;">(includes taxes)</span>
<b>Refund Value</b>	\$111.12
<b>Hangtag</b>	<input checked="" type="checkbox"/> Include Hangtag: \$5.00

Permit values are the same.

Calculate:  Full Price  Prorated Price

Reason for Action

If the permit values are the same then the differences will not display, however, if the values are not the same then you will be shown the difference between both the prorated and the full price of the permits being switch.

## Permit Switch Confirmation

Current Permit for Ashbury, Michael	
<b>Permit Lot</b>	After 4PM
<b>Permit #</b>	54
<b>Registered User</b>	Ashbury, Michael  mashbury
<b>Permit Value</b>	<del>\$169.50</del> \$111.12 <span style="float: right;">(includes taxes)</span>

New Permit for Ashbury, Michael	
<b>Permit Lot</b>	
<b>Permit #</b>	
<b>Registered User</b>	Ashbury, Michael  mashbury
<b>Permit Value</b>	<del>\$0.00</del> \$0.00 <span style="float: right;">(includes taxes)</span>
<b>Refund Value</b>	\$0.00

**Full Price**  
Charge the full price minus the value the user has already paid.  
Michael Ashbury (mashbury) will be credited \$169.50

**Prorated Price**  
Calculate the prorated value of the permit then charge the remaining price minus the value the user has already paid (prorated).  
Remaining value for permit: = \$0.00  
Remaining value for permit: 54 = \$0.00  
Michael Ashbury (mashbury) will not be charged or credited.

Calculate:  Full Price  Prorated Price

Reason for Action

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

Once the permit switch has been completed you a new window will display with the changes that have been made.

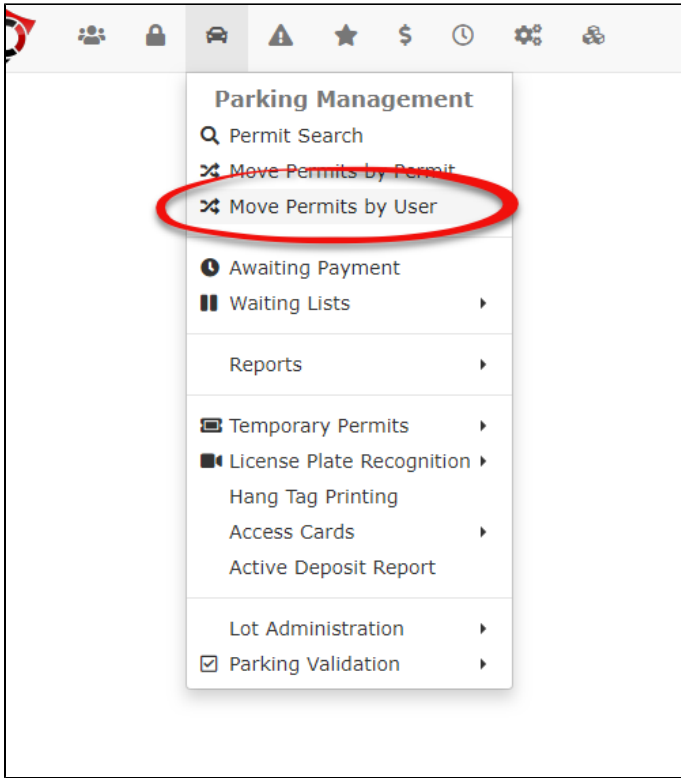
## Permit Switch Complete

Permit for Ashbury, Michael

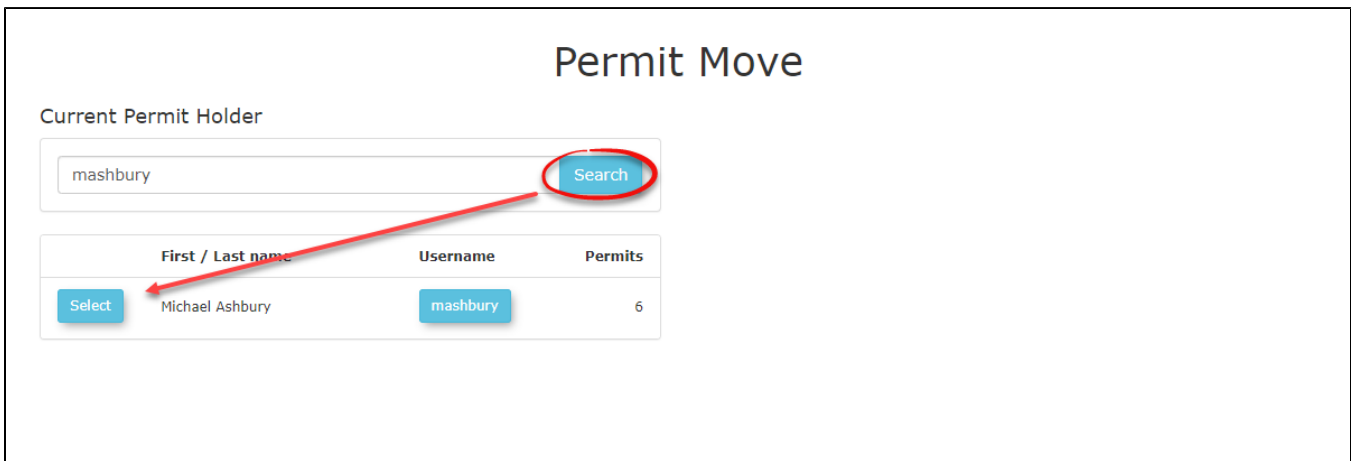
<b>Permit Lot</b>	After 4PM
<b>Permit #</b>	54
<b>Registered User</b>	Ashbury, Michael  mashbury
<b>Permit Value</b>	\$111.12 <small>(includes taxes)</small>
<b>Hangtag</b>	Hangtag: \$5.00

There are unpaid deposits that need to be processed. [Payment Screen](#)

### Moving Permits from One User to the Next



In this scenario, we are switching permit number between James Rockwood (Permit 60) with Mashbury (Permit 59). Start by searching for your current permit holder and click **Search** followed by **Select**.



All of the permits that user currently owns will be displayed along with the second user search input field. Select the permit you want to switch and add the second user to the search field followed by **Search**

# Permit Move

## Current Permit Holder

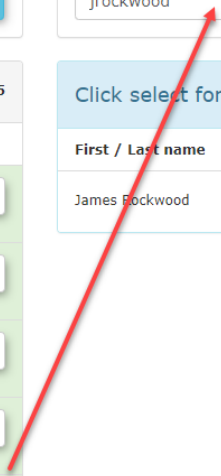
PermitNo	Sales Window	Payment	
B201	Test Sales Window February 02, 2020	YES	<input type="checkbox"/> Select
0002	Test Annual January 01, 2015	YES	<input type="checkbox"/> Select
0005	Test Annual January 01, 2015	YES	<input type="checkbox"/> Select
54	Test Annual January 01, 2015	YES	<input type="checkbox"/> Select
59	Test Annual January 01, 2015	YES	<input checked="" type="checkbox"/> Select

## User to receive the permit

Click select for the user you wish to move the permit to.

First / Last name	Username	Permits	
James Rockwood	jrockwood	4	<input type="button" value="Move Permit"/>



Click **Move Permit** followed by **Ok** to confirm the permit move. In this example we will be moving the permit 59 to James Rockwood.

tomahawku-test.preview.parkadmin.com says  
Are you sure you wish to move this permit to this new user?

OK Cancel

**Current Permit Holder**

mashbury Search

**Michael Ashbury** mashbury 5

PermitNo	Sales Window	Payment	
B201	Test Sales Window February 02, 2020	YES	Select
0002	Test Annual January 01, 2015	YES	Select
0005	Test Annual January 01, 2015	YES	Select
54	Test Annual January 01, 2015	YES	Select
59	Test Annual January 01, 2015	YES	Select

**User to receive the permit**

jrockwood Search

Click select for the user you wish to move the permit to.

First / Last name	Username	Permits	
James Rockwood	jrockwood	4	Move Permit

The permit will be automatically moved from the selected user to the next.

## Related Pages

- [Printing Permits from the User Portal](#)
- [Purchase a Parking Permit](#)