

Awaiting Payment - Permits



When do we use this?

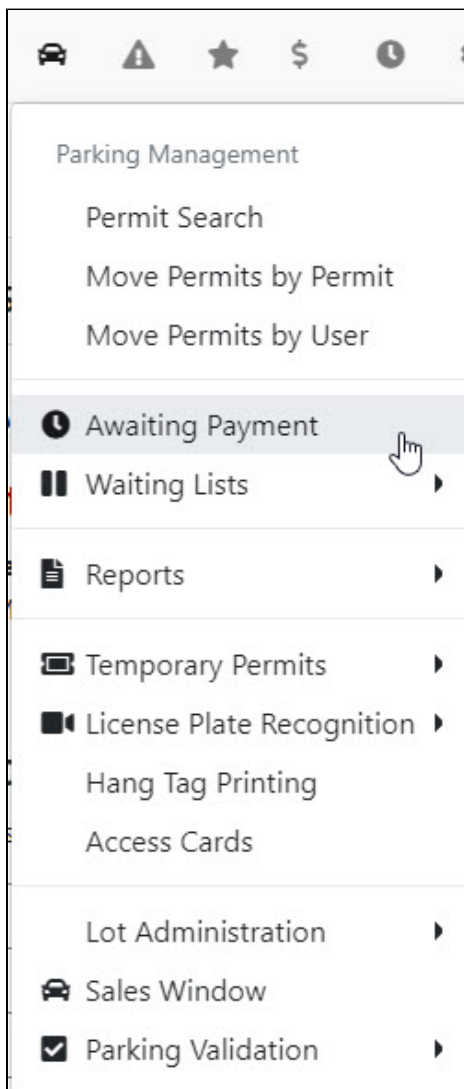
The **'Awaiting Payment'** option allows administrators to view/edit details on permits that have not been paid (and do not have a promise to pay yet).

Only permits in a currently active sales window will show up on this report.

- [Awaiting Payment Report](#)
- [Related Content](#)

Awaiting Payment Report

To begin hover over the **'Permit Management'** icon and click **'Awaiting Payment'**.



The **'Permits Awaiting Payment'** screen is displayed.

The **Envelope** icon allows administrators to email that user if an email is on file.

The **Profile** icon allows administrators to view/edit the [user's profile](#).

The **Email Listed** button allows administrators to send a single [email message](#) to all users listed in the table. You will be prompted to enter your message for the body of the email and attach any files to the message. After you send the the email you will get a confirmation that the Mail message has been queued for delivery.

Permits Awaiting Payment

Lot

[Search](#)

[Export to Excel](#) [Email Listed](#) [Copy](#) [CSV](#) [Excel](#) [PDF](#) [Print](#)

Show entries Search:

	Permit Number	Lot Names		Permit Owner
Sep 30, 2021 12:16	#52	Blue Staff Lot	✉	Doug Major dmajor

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

You may also want to list awaiting payment by lot. Select the lot you wish to report on from the drop down menu.

The screenshot shows the 'Permits Awaiting Payment' interface. At the top, there is a title 'Permits Awaiting Payment'. Below it, a 'Lot' dropdown menu is open, displaying a list of lot names including 'All Lots', 'Red Staff Lot West', 'Red Student Lot West', 'Green Staff Lot East', 'Moore Street (lot)', 'The Bicycle Lot 1', 'General Monthly Lot 1', 'Neighborhood Lot West', 'Blue Staff Lot', 'Blue Tennent Lot', 'Residential Building 1', 'ADA Temp Lot', 'Residential Building Levels 2', 'Guest Overflow Lot', 'Moore Street Residents', 'Physician Lot', 'Company Staff lot', 'Veritas Communications Parking', 'Omega', and 'Hidden'. The 'All Lots' option is currently selected and highlighted in blue. To the left of the dropdown, there are two buttons: 'Export to Excel' (green) and 'Email Listed' (blue). Below these buttons, there is a 'Show' dropdown set to '100' and the text 'entries'. A table header is visible with 'Permit Number' and a date 'Sep 30, 2021 12:16'. A single entry is shown with a permit number '#52'. At the bottom, it says 'Showing 1 to 1 of 1 entries'.

From this same screen you can generate an exported file. Used the highlighted buttons to export to Excel, csv,PDF or copy to clipboard. You may also send the report to print from here.

This screenshot shows the same 'Permits Awaiting Payment' interface. The 'Lot' dropdown is now closed and set to 'All Lots'. A 'Search' button is visible below the dropdown. The 'Export to Excel' button is highlighted with a red box. To its right is the 'Email Listed' button. Further right, a green button contains a menu with options: 'Copy', 'CSV', 'Excel', 'PDF', and 'Print', which is also highlighted with a red box. Below the buttons, the 'Show' dropdown is still set to '100' entries. A search bar is present with the text 'Search:'. The table header includes 'Permit Number', 'Lot Names', and 'Permit Owner'. The table shows one entry: 'Sep 30, 2021 12:16' with permit number '#52', lot name 'Blue Staff Lot', and permit owner 'Doug Major' with a contact icon and the username 'dmajor'. At the bottom, it says 'Showing 1 to 1 of 1 entries' and includes navigation buttons for 'Previous', '1', and 'Next'.

The **permit number link** allows administrators to view/edit permit details and process payments.

The screenshot shows a web application interface. A modal window titled "Parking Permit Information" is open, displaying details for permit number 52. The details include: Lot Name: Blue Staff Lot; Require Access Card: No; Allowed as 2nd Permit: Yes; Cost: \$375.00 + \$48.75 tx.; Current Status: Requested (awaiting payment); Permit State: Good; Renter: Major, Doug (dmajor); Payment Amount: \$423.75 (incl. tax); Payment Method: Make Payment; Rollover State: Renewable. There are buttons for "Update Permit" and "Close Window". Below the modal is a "Permit Notes" section with an "Add Note" button. In the background, a table titled "Permits Awaiting Payment" is visible, showing a table with columns for "Number" and "Lot Names". The "Blue Staff Lot" entry has an envelope icon next to it.

Related Content

- [Awaiting Payment \(Lockers\)](#)
- [Paying a Violation Anonymously on the Administrator Interface](#)
- [Admin Portal Payments with Credit Card](#)
- [Permit Misuse Notification](#)
- [Permits API](#)
- [Temporary Permit Printing](#)
- [Performing Permit Rollovers](#)
- [Using Permit Proration](#)
- [Failed Payments Report](#)
- [Setting Payment Types by User Type](#)
- [Payroll Deduction Workflow](#)
- [Permit Invoicing](#)
- [Payment Type Subscriptions](#)
- [Electronic Fund Transfer Configurations](#)
- [Cancel Transaction](#)



Support Agent Notes

No special notes. *If you feel any should be added, please add them here.*

