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Parking

Parking Home Screen

After logging into ARMS Parking, end-users will be taken to the home screen, pictured below. This is the central hub for all sections that end-users can access. This includes Permit Request, Profile, Vehicle, Permit, Citations, and Appeal. Clicking any of those options will take the user to the respective section.

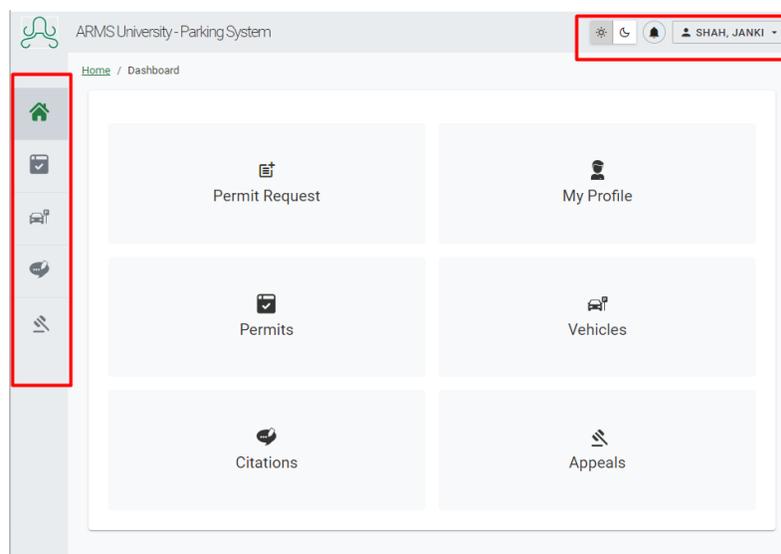


Figure 1 Dashboard

No matter what page is currently displayed, a navigational tab menu will be fixed on the left-side of the screen, allowing users to quickly access the most important sections of ARMS Parking.

Permit Request – This section allows the user to request a new permit by entering or confirming the needed details.

My Profile – This section allows the user to view and modify the details of their profile.

Permits – This section allows the user to view all their linked permits, active and expired. They can also request a new permit and view pending permit requests.

Vehicles – This section allows the user to view their linked vehicles and add new ones.

Citations – This section allows the user to view all citations issued to them. They can also request an appeal to citations that are still within their appeal time frame.

Appeals - This section displays all the user's pending appeals to citations.

On the top right corner of the screen, there are three options

1. **Theme:** User can change between Light/Dark Theme as per their requirement.

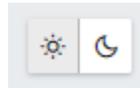


Figure 2 Theme Option

2. **Notifications:** This will display notifications on Citations, and Appeal. When a citation is created, the notification bell symbol will alert anybody associated with it as well as anyone assigned to it. It will also alert the selected reviewing person of an appeal that they need to review.

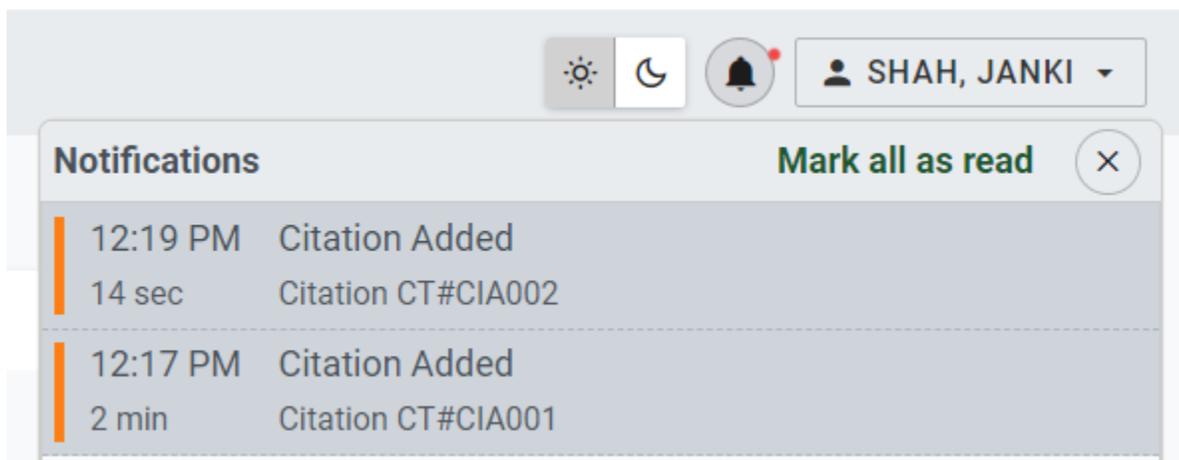


Figure 3 Notification Bell Icon

3. **Profile Menu:** On clicking this button, a small menu pops up with three options Change Password, Settings and Logout.

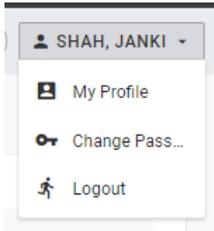


Figure 4 Profile Menu

My Profile – This will redirect users to Profile section which will display details of their own profile.

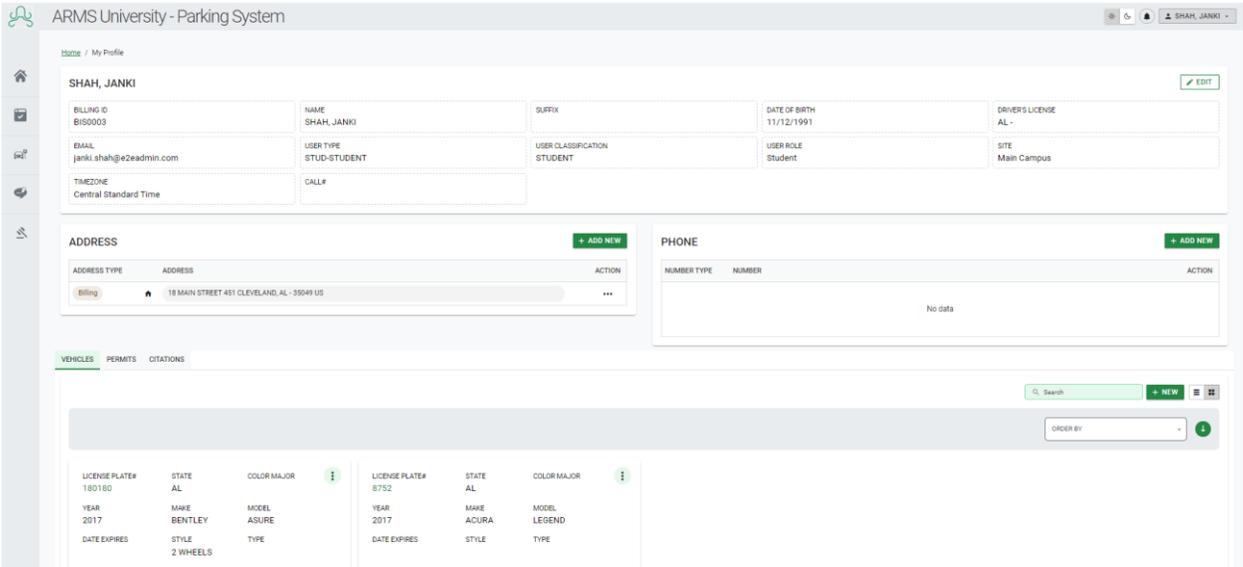


Figure 5 My Profile

Change Password – This section allows the user to change their password. They must know their old password to change it to the new one.

[Home](#) / Change Password

Password requirements:

- Minimum 6 characters long
- At least one number
- At least one lowercase letter
- At least one uppercase letter
- At least one special character

Figure 6 Change Password

Logout – This option logs out users from their account.

If the user's profile is incomplete after logging in, they will be prompted to complete the profile information first.

COMPLETE YOUR PROFILE ✕

1 Address
2 Vehicle
3 Summary

Please provide a mailing address. You can either add one or select from the options below to designate as your mailing address.

ADDRESS TYPE	ADDRESS	ACTION
No data		

Figure 7 Complete your profile Dialog

To complete profile follow the steps:

Step 1: Add your mailing address.

ADD ADDRESS ✕

IS MAILING
 IS PRIMARY
 IS FOREIGN ADDRESS

ADDRESS TYPE * Billing	STREET NUMBER * 18
STREET NAME * MAIN STREET	SUITE NUMBER 451
CITY * CLEVELAND	STATE * AL
ZIPCODE * 35049	

SAVE

Figure 8 Add Address

To move to next step please make sure you mark the **IS MAILING** Checkbox, if you forget you can click on three dots in front of your address and **select Mark as Mailing**.

COMPLETE YOUR PROFILE ✕

1 Address
2 Vehicle
3 Summary

Please provide a mailing address. You can either add one or select from the options below to designate as your mailing address.

+ ADD

ADDRESS TYPE	ADDRESS ↑	ACTION
Billing	18 MAIN STREET 451 CLEVELAND, AL - 35049 US	⋮

Next

View
Edit
 Mark as mailing

Figure 9 Mark as Mailing

Step 2: Add Vehicle License Number or VIN Number

COMPLETE YOUR PROFILE ✕

1 Address 2 Vehicle 3 Summary

License Plate# and State OR VIN# should be required.

LICENSE PLATE# * STATE * DATE EXPIRES YEAR * MAKE * MODEL *

STYLE TYPE COLOR MAJOR COLOR MINOR

VIN# SPECIAL FEATURES

Figure 10 Add License Plate # or VIN #

Step 3: User can now submit request for permit directly from this screen via Request Permit Button or can close the screen and do it later.

COMPLETE YOUR PROFILE ✕

1 Address 2 Vehicle 3 Summary



Congratulations! Your account is all set , and you are now ready to submit a request for a [parking permit](#).

Figure 11 Request Permit Link

Profile

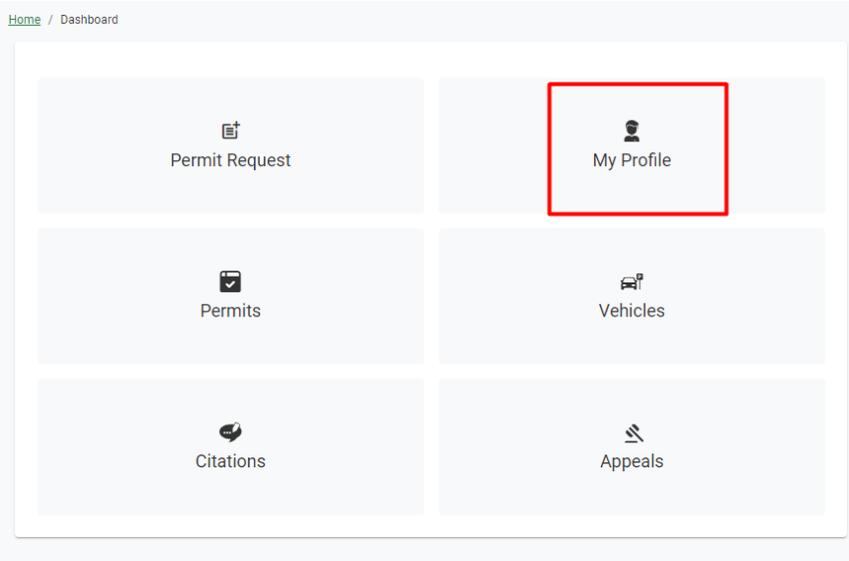


Figure 12 Dashboard >> Profile

This option allows users to view/edit the details of their own profile.

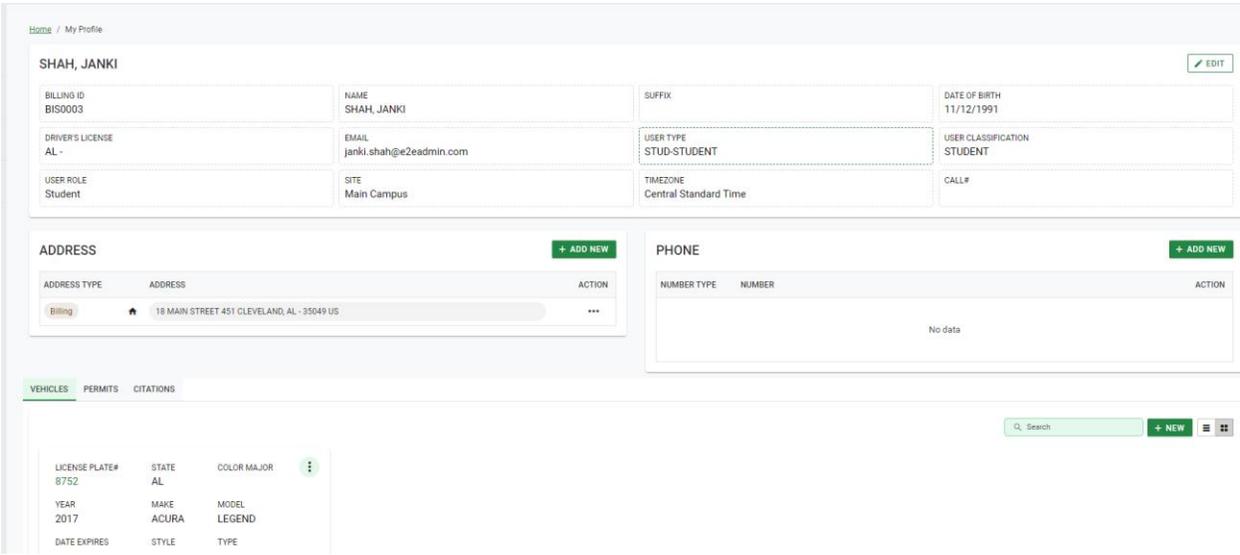


Figure 13 My Profile

Users can also create permit requests from their profile, but will need to add a billing address, if they do not already have one entered. If needed, they can add an address by clicking the Add button in the Address section and entering the required information.

ADD ADDRESS ✕

IS MAILING
 IS PRIMARY
 IS FOREIGN ADDRESS

ADDRESS TYPE * ✕ ▾
 Billing

STREET NUMBER * ✕ ▾
 14

STREET NAME * ✕ ▾
 MAIN STREET

SUITE NUMBER ✕ ▾
 451

CITY * ✕ ▾
 CLEVELAND

STATE * ✕ ▾
 AL

ZIPCODE * ✕ ▾
 358045

[SAVE](#)

Figure 14 My Profile>> Add Address

ADDRESS TYPE * ✕ ▾

Billing

- Billing
- Business
- Campus
- Home
- Local
- Work

Figure 15 My Profile>> Address Type

All Vehicles, Permits and Citations can be viewed at the bottom of the page. New vehicles can be linked to the user by selecting the New option within the Vehicle tab.

[VEHICLES](#)
 [PERMITS](#)
 [CITATIONS](#)

[+ NEW](#)
☰
☰

LICENSE PLATE#	STATE	COLOR MAJOR	⋮
8752	AL		
YEAR	MAKE	MODEL	
2017	ACURA	LEGEND	
DATE EXPIRES	STYLE	TYPE	

Figure 16 My Profile >> Add New Vehicle

New permits can be requested by selecting PERMIT REQUEST option within the Permit tab.

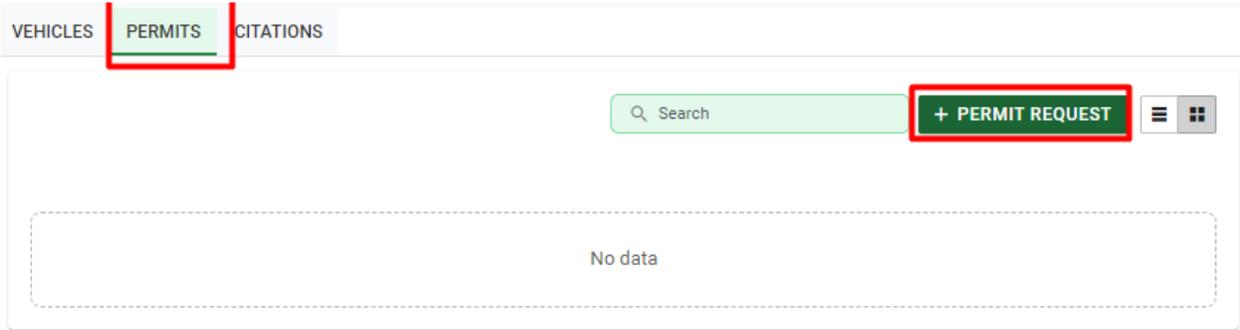


Figure 17 My Profile >> Permit Request

List View – This option displays records as a vertical list with only key information for each.

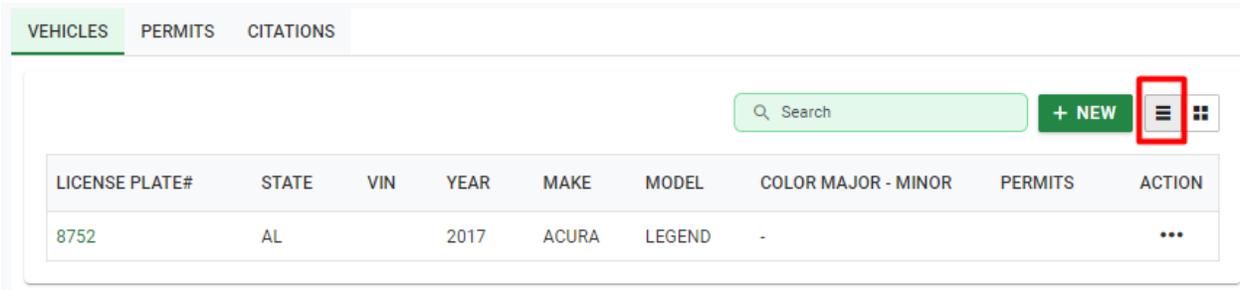


Figure 18 List view

Detail View – This option displays records as a card format with more details than List View. This view is best used when viewing from a mobile device, like a tablet or smart phone.

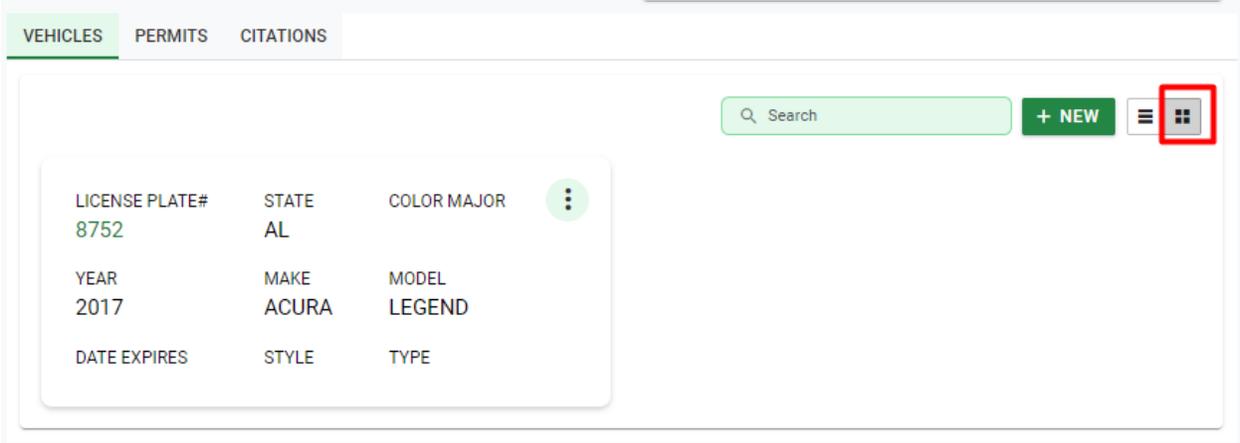


Figure 19 Detail View

Vehicle List

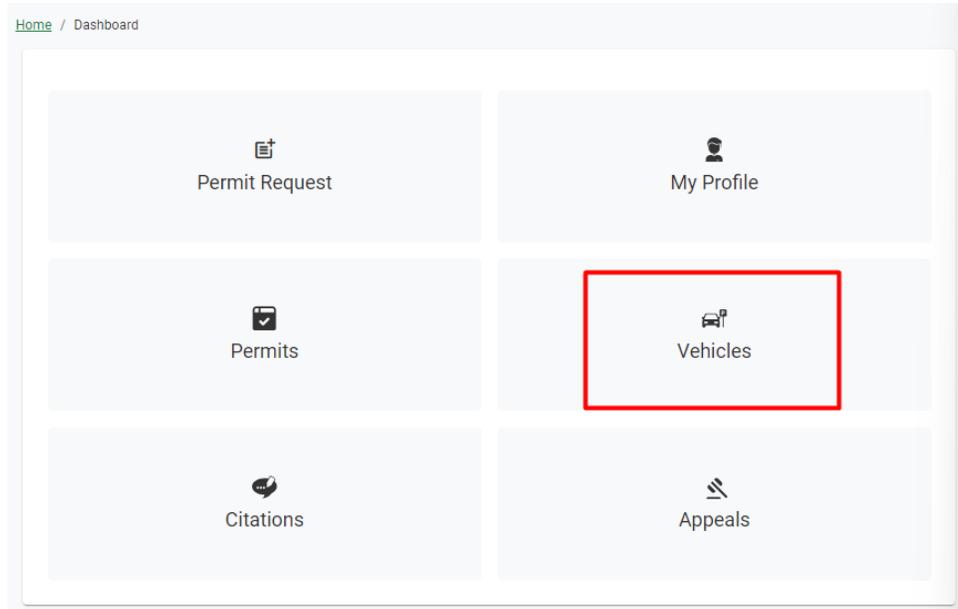


Figure 20 Dashboard >> Vehicles

This section displays all vehicles linked to the user. New vehicles can also be linked.

New - New vehicles can be linked to the user by selecting the New button.

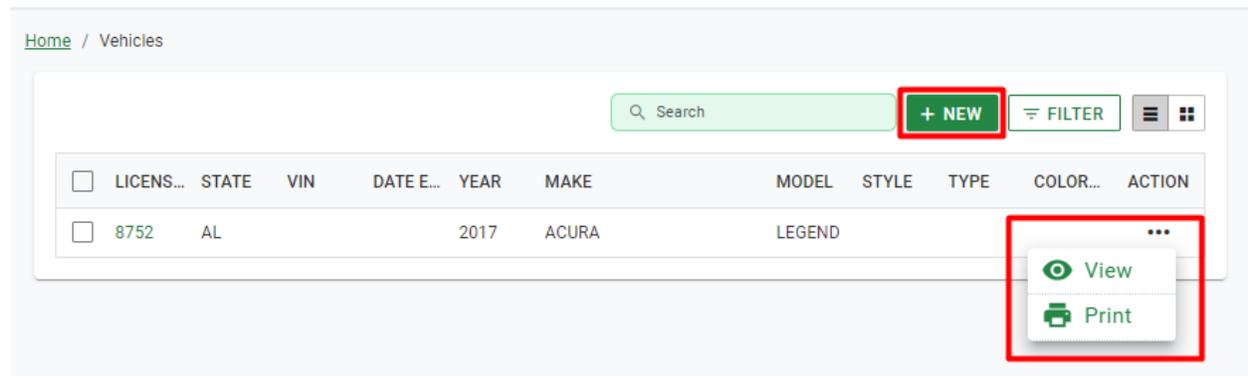


Figure 21 Vehicles

Filter – This option allows to search vehicles from the list using different fields like License Plate #, State, Year, Make, Model, Style, Type, VIN, Color Major, Color Minor, Date Expiration From, and Date Expiration To.

Q Search

+ NEW
FILTER

LICENSE PLATE#

STATE

YEAR

MAKE

AL ✕

Select...

MODEL

STYLE

TYPE

VIN

Select...

Select...

Select...

COLOR MAJOR

COLOR MINOR

DATE EXPIRATION FROM

DATE EXPIRATION TO

Select...

Select...

✕ CLEAR
Q SEARCH

<input type="checkbox"/>	LICENSE ...	STATE	VIN	DATE EX...	YEAR	MAKE	MODEL	STYLE	TYPE	COLOR M...	ACTION
<input type="checkbox"/>	180180	AL			2017	BENTLEY	ASURE	2 WHEELS			...
<input type="checkbox"/>	8752	AL			2017	ACURA	LEGEND				...

Figure 22 Vehicles >> Filter

Add Vehicle

A new vehicle can be linked to the user by clicking New. Once selected, the user can enter all vehicle details like License Plate #, State, Make, Model, etc.

Home / Vehicles / Vehicle Detail

ADD VEHICLE

✕ CANCEL
SAVE

ⓘ License Plate# and State OR VIN# should be required.

LICENSE PLATE# *

180180

STATE *

AL ✕

DATE EXPIRES

MM/DD/YYYY 📅

YEAR *

2017

MODEL *

ASURE ▼

STYLE

2 WHEELS ✕

TYPE

Select... ▼

COLOR MAJOR

Select... ▼

COLOR MINOR

Select... ▼

VIN#

SPECIAL FEATURES

Figure 23 Vehicles >> Add Vehicle

Required fields are marked with an asterisk (*). Either a License Plate Number or VIN is also required. Once the vehicle details are entered and Save is clicked, the vehicle will be added/linked to the user. Once finished the user can also print the vehicle details by selecting the Print option in the upper-right corner.

Vehicle Detail

ABC14846 PRINT

LICENSE ABC14846	STATE GA	DATE EXPIRES	YEAR 2016	MAKE EAGLE
MODEL SUMMIT	STYLE 2D-2 Door	TYPE MH-Motorhome	COLOR (MAJOR) BLACK	COLOR (MINOR) GRAY
VIN	SPECIAL FEATURES	MODIFIED DATE 06/28/2023	MODIFIED BY PATEL, ANDY	

Insurance

INSURANCE POLICY	INSURANCE COMPANY	INSURANCE PHONE	INSURANCE AGENT	INSURANCE ADDRESS
------------------	-------------------	-----------------	-----------------	-------------------

PERMITS CITATIONS

Search LIST VIEW DETAIL VIEW

ORDER BY

PERMIT NUMBER 22BLU0001	PERMIT TYPE 22BLU-BLUE PARKING LOT	STATUS UnPaid	PERMIT NUMBER 22BLU0006	PERMIT TYPE 22BLU-BLUE PARKING LOT	STATUS UnPaid	PERMIT NUMBER 22BLU0004	PERMIT TYPE 22BLU-BLUE PARKING LOT	STATUS UnPaid	PERMIT NUMBER 22PUR0013	PERMIT TYPE 22PUR-PURPLE PARKING LOT	STATUS UnPaid
PURCHASE DATE 06/15/2023	ACTIVE DATE 06/15/2023	EXPIRATION DATE 10/10/2026	PURCHASE DATE 06/15/2023	ACTIVE DATE 06/15/2023	EXPIRATION DATE 10/10/2025	PURCHASE DATE 06/15/2023	ACTIVE DATE 06/15/2023	EXPIRATION DATE 10/10/2025	PURCHASE DATE 04/07/2023	ACTIVE DATE 04/07/2023	EXPIRATION DATE 10/10/2025
EXPIRATION CODE	ISSUE AMOUNT \$100.00		EXPIRATION CODE	ISSUE AMOUNT \$10.00		EXPIRATION CODE	ISSUE AMOUNT \$10.00		EXPIRATION CODE	ISSUE AMOUNT \$20.00	

PERMIT NUMBER 22PUR0012	PERMIT TYPE 22PUR-PURPLE PARKING LOT	STATUS UnPaid	PERMIT NUMBER 22PUR0011	PERMIT TYPE 22PUR-PURPLE PARKING LOT	STATUS UnPaid	PERMIT NUMBER 22PUR0010	PERMIT TYPE 22PUR-PURPLE PARKING LOT	STATUS UnPaid	PERMIT NUMBER 22PUR0009	PERMIT TYPE 22PUR-PURPLE PARKING LOT	STATUS UnPaid
PURCHASE DATE 04/07/2023	ACTIVE DATE 04/07/2023	EXPIRATION DATE 10/10/2025	PURCHASE DATE 04/06/2023	ACTIVE DATE 04/06/2023	EXPIRATION DATE 10/10/2025	PURCHASE DATE 04/06/2023	ACTIVE DATE 04/06/2023	EXPIRATION DATE 10/10/2025	PURCHASE DATE 04/06/2023	ACTIVE DATE 04/06/2023	EXPIRATION DATE 10/10/2025
EXPIRATION CODE	ISSUE AMOUNT		EXPIRATION CODE	ISSUE AMOUNT		EXPIRATION CODE	ISSUE AMOUNT		EXPIRATION CODE	ISSUE AMOUNT	

Figure 24 Vehicles >> Vehicle Detail

Permits and Citations linked to the selected vehicle can be viewed from the Permits and Citations tab at the bottom of the page.

Insurance

INSURANCE POLICY	INSURANCE COMPANY
INSURANCE PHONE	INSURANCE AGENT
INSURANCE ADDRESS	

PERMITS CITATIONS

Permit Search LIST VIEW DETAIL VIEW

NUMBER	TYPE	PURCHASE DATE	ACTIVE DATE	EXPIRATION DATE	EXPIRATION CODE	ACTION
22BLU0002	22BLU-Blue Parking Lot	01/10/2023	01/10/2023	10/10/2025		⋮
22PUR0002	22PUR-Purple Parking Lot	01/10/2023	01/10/2023	10/10/2025		⋮

10 25 50 100 Page 1 of 1 (2 items) < 1 >

Figure 25 Vehicles >> Permits

Permit Request

This section allows users to request a new Permit.

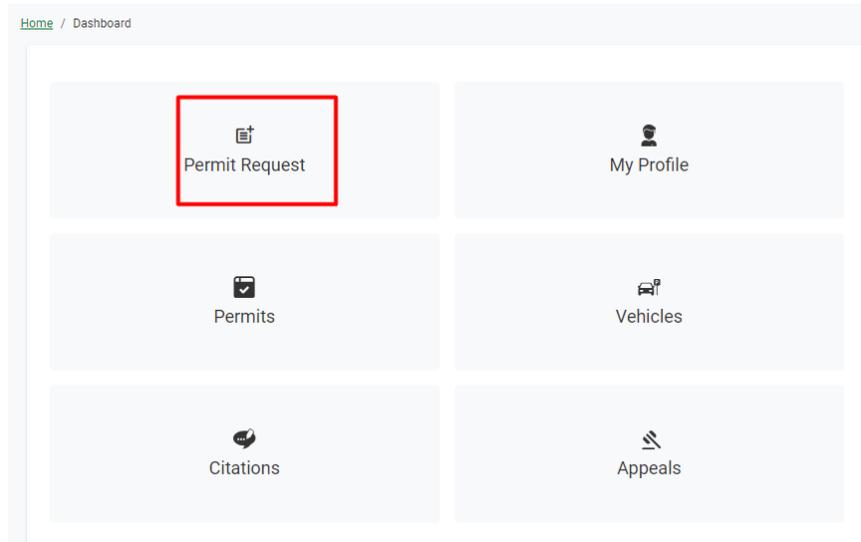
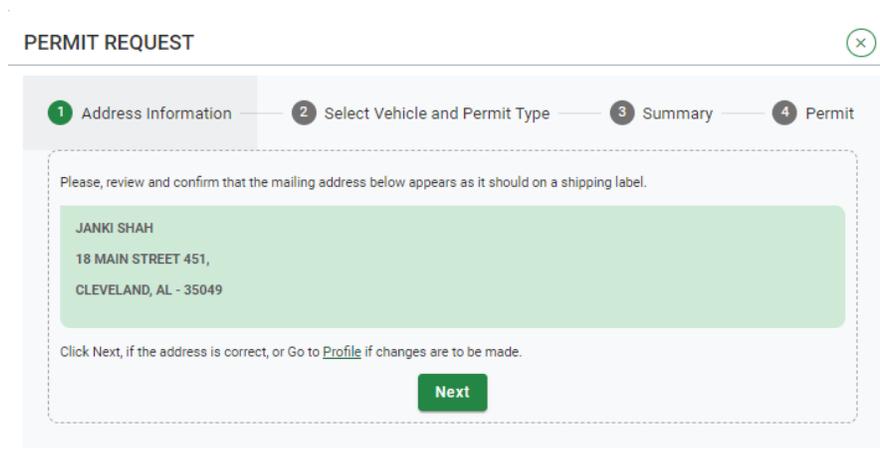


Figure 26 Dashboard >> Permit Request

Generate new Permit Request

Step 1 – Select the Permit Request button on the home page. The user will then need to confirm their mailing address for the permit before moving to the next section.

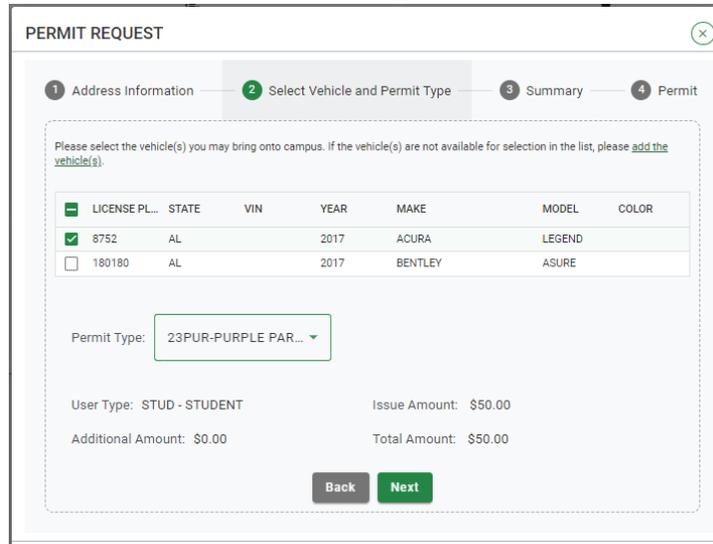


The screenshot shows a multi-step form titled 'PERMIT REQUEST'. The progress bar indicates four steps: 1. Address Information (active), 2. Select Vehicle and Permit Type, 3. Summary, and 4. Permit. The 'Address Information' step contains the following text: 'Please, review and confirm that the mailing address below appears as it should on a shipping label.' Below this is a green box containing the address: 'JANKI SHAH', '18 MAIN STREET 451,', 'CLEVELAND, AL - 35049'. At the bottom of the form, there is a note: 'Click Next, if the address is correct, or Go to [Profile](#) if changes are to be made.' and a green 'Next' button.

Figure 27 Step 1 Address Information

Step 2 – The user needs to select a vehicle and a Permit Request type. It will display the User Type, Issue Amount, Additional Amount, and Total Amount for the selected Permit Request.

Please note - Some agencies may require approvals for permits. In that case, the user can view their permit request in the Pending for Approval section.



PERMIT REQUEST [Close]

1 Address Information — 2 **Select Vehicle and Permit Type** — 3 Summary — 4 Permit

Please select the vehicle(s) you may bring onto campus. If the vehicle(s) are not available for selection in the list, please [add the vehicle\(s\)](#).

<input type="checkbox"/>	LICENSE PL...	STATE	VIN	YEAR	MAKE	MODEL	COLOR
<input checked="" type="checkbox"/>	8752	AL		2017	ACURA	LEGEND	
<input type="checkbox"/>	180180	AL		2017	BENTLEY	ASURE	

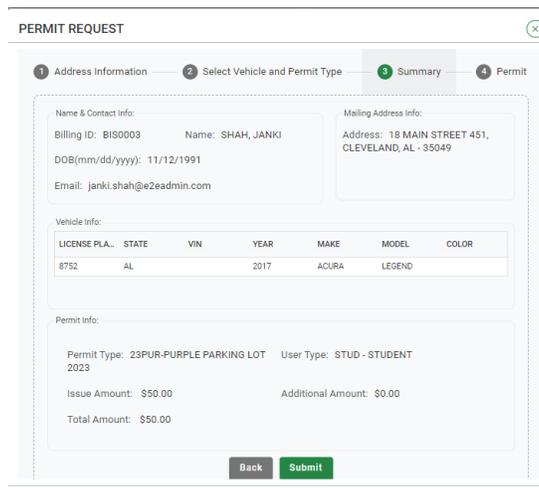
Permit Type: 23PUR-PURPLE PAR... ▾

User Type: STUD - STUDENT Issue Amount: \$50.00
 Additional Amount: \$0.00 Total Amount: \$50.00

Figure 28 Step 2 Select Vehicle and Permit Type

Step 3 – This section allows the user to review all the information for the permit request before submitting it. If changes are needed, they can use the Back button or cancel the request.

Click the Submit button if no change is required.



PERMIT REQUEST [Close]

1 Address Information — 2 Select Vehicle and Permit Type — 3 **Summary** — 4 Permit

Name & Contact info:
 Billing ID: BISO003 Name: SHAH, JANKI
 DOB(mm/dd/yyyy): 11/12/1991
 Email: janki.shah@e2admin.com

Mailing Address info:
 Address: 18 MAIN STREET 451,
 CLEVELAND, AL - 35049

Vehicle info:

LICENSE PLA.	STATE	VIN	YEAR	MAKE	MODEL	COLOR
8752	AL		2017	ACURA	LEGEND	

Permit info:

Permit Type: 23PUR-PURPLE PARKING LOT User Type: STUD - STUDENT
 2023
 Issue Amount: \$50.00 Additional Amount: \$0.00
 Total Amount: \$50.00

Figure 29 Step 3 Summary

Step 4 – A Receipt is generated in this step and can be used as a parking pass for 30 days. Users can print this by clicking on the Print button.

If the selected permit type requires approval, it will display with the “Waiting for approval” message in the receipt.

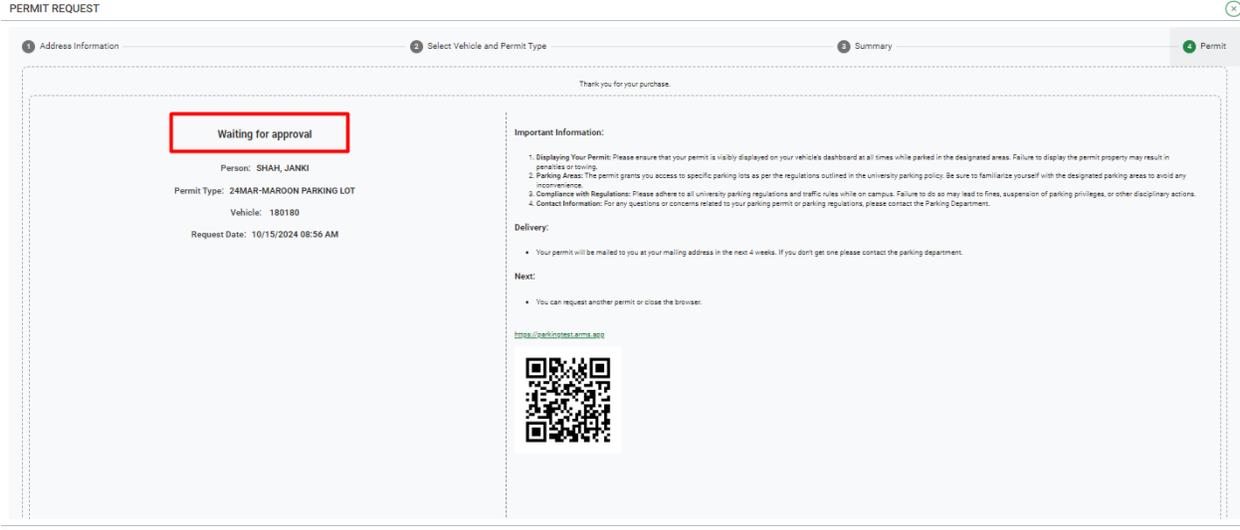


Figure 30 Step 4 Permit (that requires approval)

If the selected permit type does not require approval, it will display the permit number in the receipt.

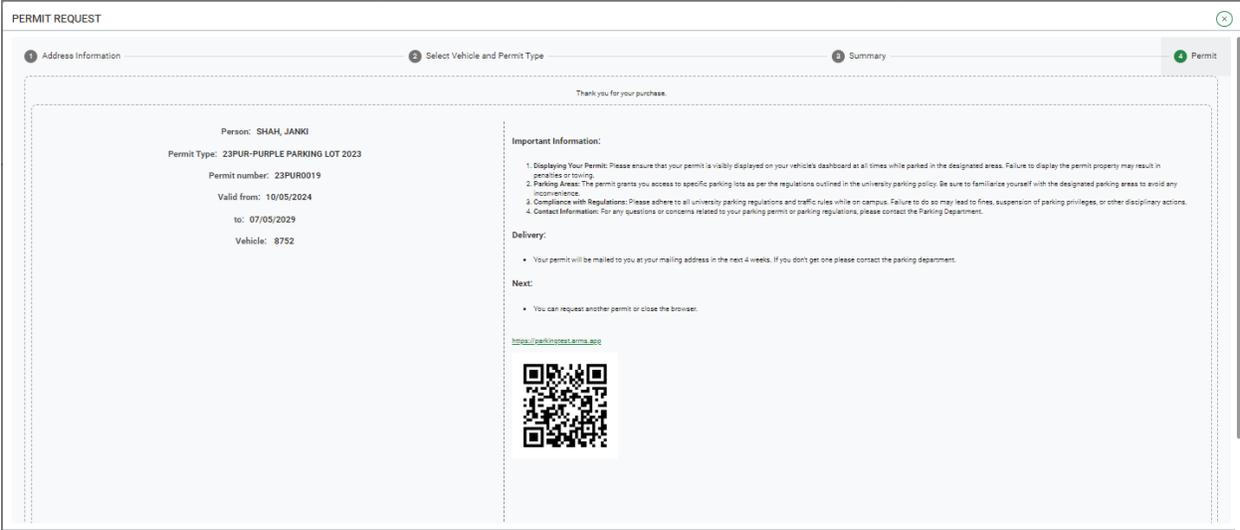


Figure 31 Step 4 Permit {that does not require approval}

Permit

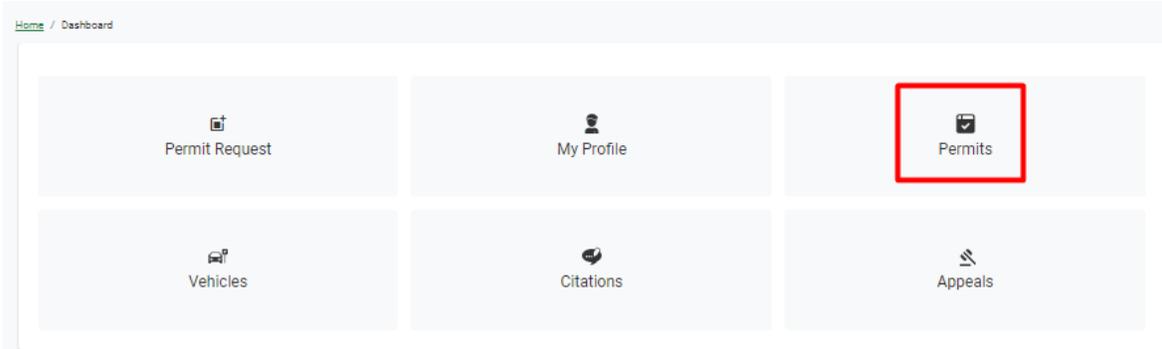


Figure 32 Dashboard >> Permits

The Permit section lists all permits, active or expired for the user. Pending Permits can be viewed under this section.

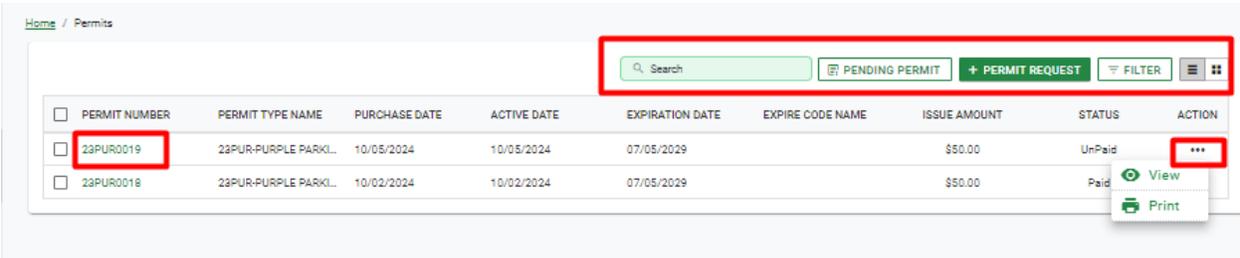


Figure 33 Permits

Search – This will allow the user to search for a specific permit from the permit list. Users can search permits by Permit Number, Permit Type Name, Purchase Date, Active Date, Expiration Date, and Expire Code Name.

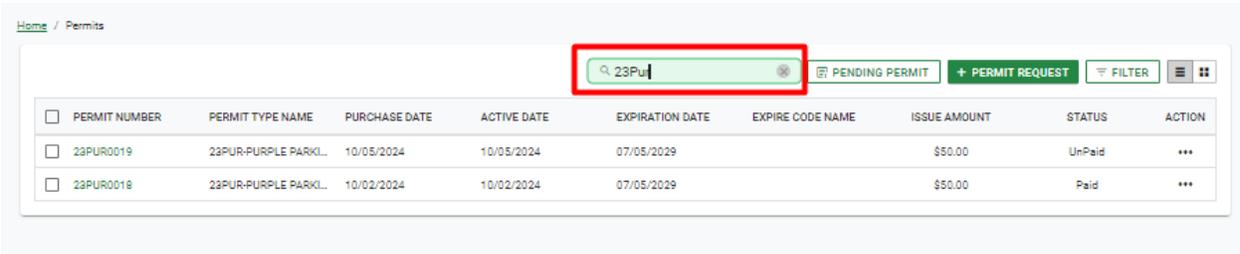


Figure 34 Permits >> Search

Pending Permit – Selecting this option allows the user to view their pending permit requests.

PENDING PERMIT ✕

PERMIT TYPE NAME	DRIVER'S LICENSE	REQUEST DATE	ISSUE AMOUNT	LINKED VEHICLES
22BLU - BLUE PARKING L...	1818000	07/04/2023	\$10	ABC14846
23BLU - BLUE PARKING L...	1818000	07/13/2023	\$100	ABC14846

10 25 50 100 Page 1 of 1 (2 items) < 1 >

Figure 35 Permit >> Pending Permit

Request Permit - This request option functions the same as it does on the Parking home page. It is used to place new Permit Request.

PERMIT REQUEST ✕

1 Address Information 2 Select Vehicle and Permit Type 3 Summary 4 Permit

Please, review and confirm that the mailing address below appears as it should on a shipping label.

JANKI SHAH
18 MAIN STREET 451,
CLEVELAND, AL - 35049

Click Next, if the address is correct, or Go to [Profile](#) if changes are to be made.

Next

Figure 36 Permit >> Permit Request

Filter – This allows the user to filter permits by different fields.

Home / Permits

PENDING PERMIT
+ PERMIT REQUEST
FILTER
☰
⚙

PERMIT#

PERMIT TYPE 23PUR-PURPLE PARKING LOT 2023

PURCHASE DATE FROM

PURCHASE DATE TO

ACTIVE DATE FROM

ACTIVE DATE TO

EXPIRATION DATE FROM

EXPIRATION DATE TO

EXPIRATION CODE

LAST NAME

FIRST NAME

BILLING#

✕ CLEAR
SEARCH

<input type="checkbox"/>	PERMIT NUMBER	PERMIT TYPE NAME	PURCHASE DATE	ACTIVE DATE	EXPIRATION DATE	EXPIRE CODE NAME	ISSUE AMOUNT	STATUS	ACTION
<input type="checkbox"/>	23PUR0019	23PUR-PURPLE PARKL...	10/05/2024	10/05/2024	07/05/2029		\$50.00	UnPaid	...
<input type="checkbox"/>	23PUR0018	23PUR-PURPLE PARKL...	10/02/2024	10/02/2024	07/05/2029		\$50.00	Paid	...

Figure 37 Filter

Details for individual permits can be viewed by selecting the desired permit's number, or by clicking the Action option on the record and selecting View.

<input type="checkbox"/>	PERMIT NUMBER	PERMIT TYPE NAME	PURCHASE DATE	ACTIVE DATE	EXPIRATION DATE	EXPIRE CODE NAME	ISSUE AMOUNT	STATUS	ACTION
<input type="checkbox"/>	23PUR0019	23PUR-PURPLE PARKL...	10/05/2024	10/05/2024	07/05/2029		\$50.00	UnPaid	***
<input type="checkbox"/>	23PUR0018	23PUR-PURPLE PARKL...	10/02/2024	10/02/2024	07/05/2029		\$50.00	Pa	View Print

Figure 38 Permit View and Print Option

The Permit Request Detail page displays all details for the selected permit, as well as all vehicles and citations associated to it.

Home / Permits / Permit Request Detail

23PUR0019 PRINT

PERMIT NUMBER 23PUR0019	PERMIT TYPE 23PUR-PURPLE PARKING LOT 2023	PURCHASE DATE 10/05/2024
ACTIVE DATE 10/05/2024	EXPIRATION DATE 07/05/2029	EXPIRATION CODE
CLASSIFICATION	LOT RESTRICTIONS	ISSUE AMOUNT \$50.00
ADDITIONAL AMOUNT \$0.00	ADDITIONAL AMOUNT TYPE	PAID AMOUNT \$0.00

VEHICLES CITATIONS

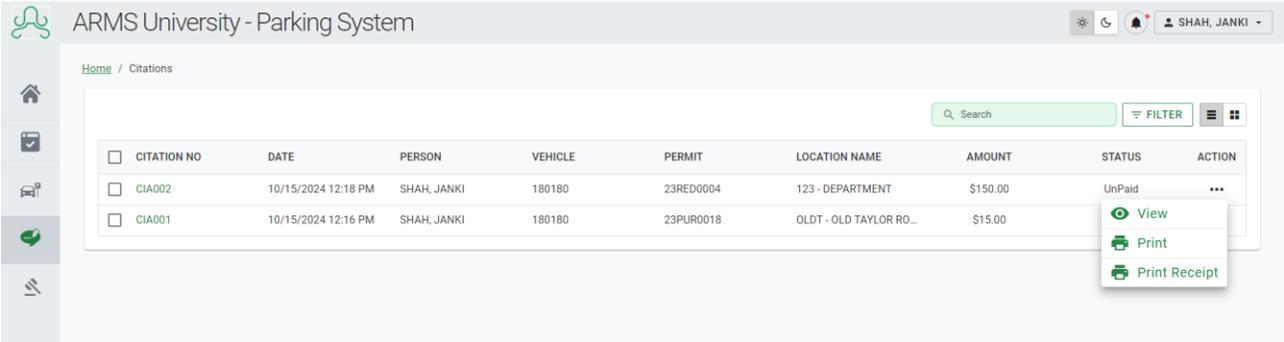
Search ☰ ⌵

LICENSE 8752	STATE AL	COLOR MAJOR	⋮
YEAR 2017	MAKE ACURA	MODEL LEGEND	
DATE EXPIRES	STYLE	TYPE	

Figure 39 Permit Request Detail

Citation List

The Citation section displays all citations issued to the user.



ARMS University - Parking System

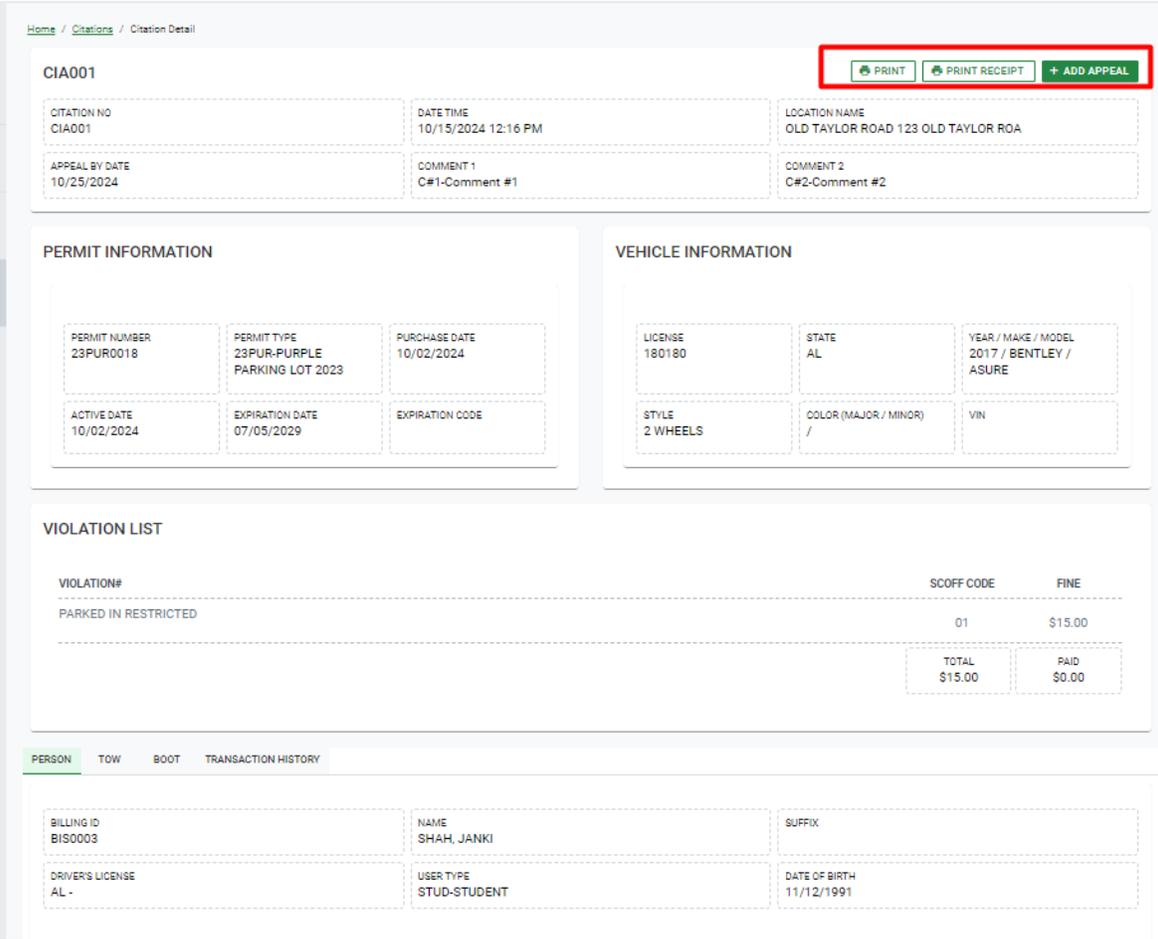
Home / Citations

Q Search FILTER

<input type="checkbox"/>	CITATION NO	DATE	PERSON	VEHICLE	PERMIT	LOCATION NAME	AMOUNT	STATUS	ACTION
<input type="checkbox"/>	CIA002	10/15/2024 12:18 PM	SHAH, JANKI	180180	23RED0004	123 - DEPARTMENT	\$150.00	UnPaid	...
<input type="checkbox"/>	CIA001	10/15/2024 12:16 PM	SHAH, JANKI	180180	23PUR0018	OLDT - OLD TAYLOR RO_	\$15.00		<ul style="list-style-type: none"> View Print Print Receipt

Figure 40 Citation List

Selecting the Citation Number allows the user to view all details associated with the specific citation, as well as printing the record and/or the receipt.



Home / Citations / Citation Detail

CIA001

CITATION NO CIA001	DATE TIME 10/15/2024 12:16 PM	LOCATION NAME OLD TAYLOR ROAD 123 OLD TAYLOR ROA
APPEAL BY DATE 10/25/2024	COMMENT 1 C#1-Comment #1	COMMENT 2 C#2-Comment #2

PERMIT INFORMATION

PERMIT NUMBER 23PUR0018	PERMIT TYPE 23PUR-PURPLE PARKING LOT 2023	PURCHASE DATE 10/02/2024
ACTIVE DATE 10/02/2024	EXPIRATION DATE 07/05/2029	EXPIRATION CODE

VEHICLE INFORMATION

LICENSE 180180	STATE AL	YEAR / MAKE / MODEL 2017 / BENTLEY / ASURE
STYLE 2 WHEELS	COLOR (MAJOR / MINOR) /	VIN

VIOLATION LIST

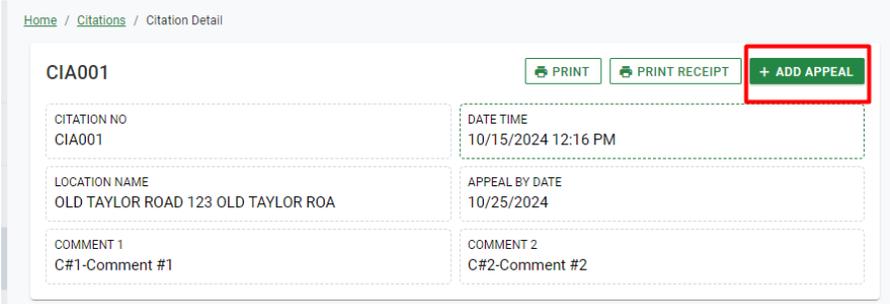
VIOLATION#	SCOFF CODE	FINE
PARKED IN RESTRICTED	01	\$15.00
TOTAL		PAID
\$15.00		\$0.00

PERSON TOW BOOT TRANSACTION HISTORY

BILLING ID BIS0003	NAME SHAH, JANKI	SUFFIX
DRIVERS LICENSE AL -	USER TYPE STUD-STUDENT	DATE OF BIRTH 11/12/1991

Figure 41 Citation Detail

If the appeal period has not yet expired, the user can add an appeal request for the citation by clicking the Add Appeal button, which is located next to the print options.



Home / Citations / Citation Detail

CIA001

CITATION NO CIA001	DATE TIME 10/15/2024 12:16 PM
LOCATION NAME OLD TAYLOR ROAD 123 OLD TAYLOR ROA	APPEAL BY DATE 10/25/2024
COMMENT 1 C#1-Comment #1	COMMENT 2 C#2-Comment #2

Figure 42 Add Appeal

Once the Add Appeal button is selected, the appeal details are automatically attached, and the user can enter their reasoning for appealing the citation, called the Student Narrative.

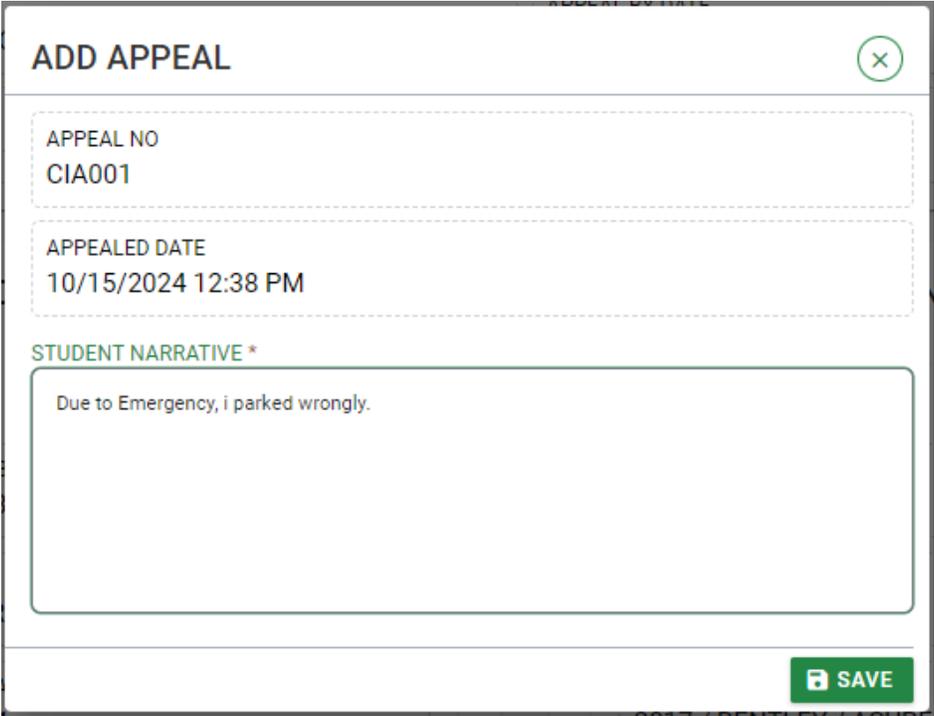


Figure 43 Dialog >> Add Appeal

After entering the Student Narrative, the user can click Save, which submits the appeal for review.



Figure 44 Appeal Success Messge

Appeal List

All the pending appeals submitted by the user will be displayed in this section.

Home / Appeals

FILTER
☰ ☰

<input type="checkbox"/>	APPEAL #	APPEALED DA...	CITATION #	BILLING ID	CITATION DATE	HEARING DATE	REVIEWING PA...	ACTION
<input type="checkbox"/>	CIA001	10/15/2024 12...	CIA001	BIS0003	10/15/2024 12...			...

View

Figure 45 Appeal List

Once an appeal has been decided, the details will be reflected in the Transaction History of the citation.

PERSON TOW BOOT TRANSACTION HISTORY

NUMBER	DATE	TYPE	REFERENCE	METHOD	DESCRIPTION	AMOUNT
820	10/15/2024 12:45 PM	Credit Memo	Citation#CIA001 - Appeal#CIA001		Appeal Refund: CT#CIA001 Amount: \$10.00	(\$10)
818	10/15/2024 12:17 PM	Charge	Citation#CIA001		Citation Issued: CT#CIA001 Total Fine: \$15	\$15

Balance \$5.00

Figure 46 Citation Detail >> Transaction History