

Creating a Permit

New permits can be created by the admin by clicking the New button in the Permit List section.

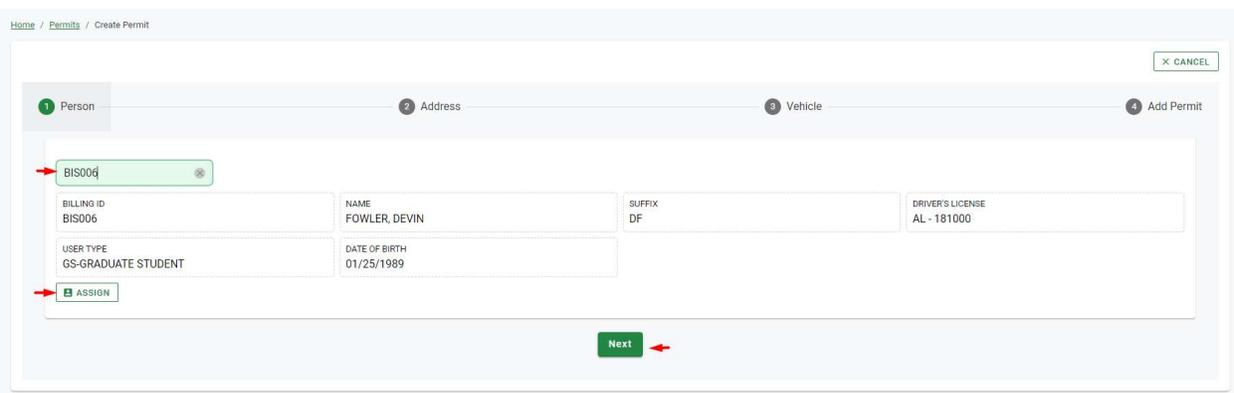


Figure 104 Permit List >> New

After clicking New, the Admin can enter all the needed Person, Address, and Vehicle details for the new permit.

Step 1 – Add Person detail: Only existing people within your ARMS Parking system can be added to a new permit. If already entered the system, desired person can be searched, and attached, by their billing number.

The person's details will automatically populate after successfully entering their billing number. Once the desired person is attached, the admin can click Next to enter address information.



Home / Permits / Create Permit

X CANCEL

1 Person 2 Address 3 Vehicle 4 Add Permit

BIS006

BILLING ID BIS006	NAME FOWLER, DEVIN	SUFFIX DF	DRIVER'S LICENSE AL - 181000
USER TYPE GS-GRADUATE STUDENT	DATE OF BIRTH 01/25/1989		

ASSIGN

Next

Figure 105 Create Permit >>Step 1 Add Person

If the Admin is unsure of the person's billing number, they can click the Assign button, which will allow them to search existing records for the desired person.

ASSIGN PERSON

FILTER LINK

BILLING#	LAST NAME fowler	FIRST NAME	MIDDLE NAME
PERMIT#	CLASSIFICATION Select...	USER TYPE Select...	EMAIL
DL STATE Select...	DL#	DOB FROM	DOB TO
CALL#			

X CLEAR Q SEARCH

BILLING ID	LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF BIRTH	DRIVER'S LICENSE
BIS006	FOWLER	DEVIN		01/25/1989	181000
12340000	FOWLER	DEVIN		01/01/1990	100999222

Figure 106 Create Permit >> Assign Person

Step 2- Add an address: This section will display the person's existing address(es). The Admin can edit the existing one(s), and add a new one if needed. If a person has multiple addresses, only one can be set as their Primary address.

Once finished, click Next to begin entering the vehicle information.

Home / Permits / Create Permit

X CANCEL

1 Person 2 Address 3 Vehicle 4 Add Permit

+ ADD

ADDRESS TYPE	ADDRESS	ACTION
Billing	1222 BILLINGS STREET 312 MOLLYTON, MA - 32890 US	...

Back Next

Figure 107 Create Permit >> Step 2 Add Address

EDIT ADDRESS

IS MAILING IS PRIMARY IS FOREIGN ADDRESS

ADDRESS TYPE * Billing

STREET NUMBER * 1222

STREET NAME * BILLINGS STREET

SUITE NUMBER 312

CITY * MOLLYTON

STATE * MA

ZIPCODE * 32890

UPDATE

Figure 108 Create Permit >> Edit Address

Step 3 – Link a vehicle: Existing vehicles linked to the person will automatically be displayed. If the desired vehicle is not listed, clicking Search allows the Admin to search for it using vehicle details. If it is not in the system, it can be added by selecting Add New & Link.

If the person has multiple vehicles displayed, ensure the one highlighted in green is the vehicle intended for the permit before clicking Next.

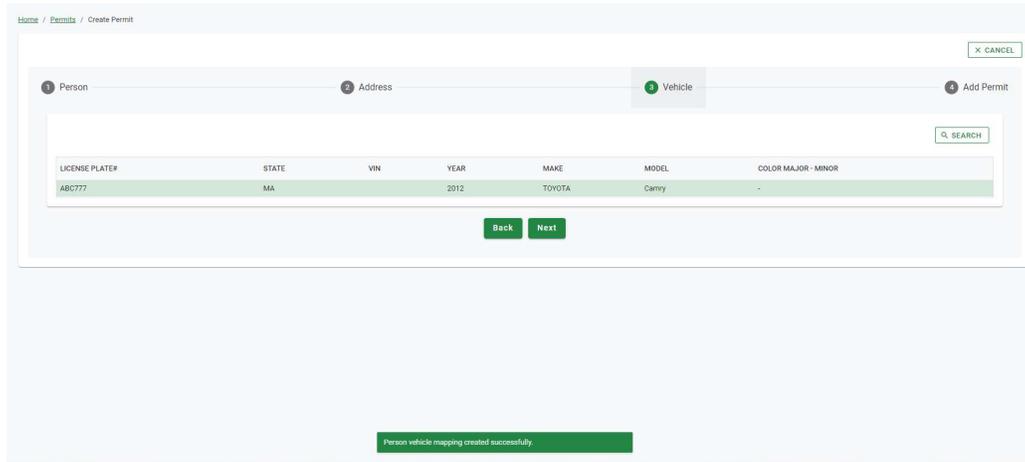


Figure 109 Create Permit >> Step 3 Add Vehicle

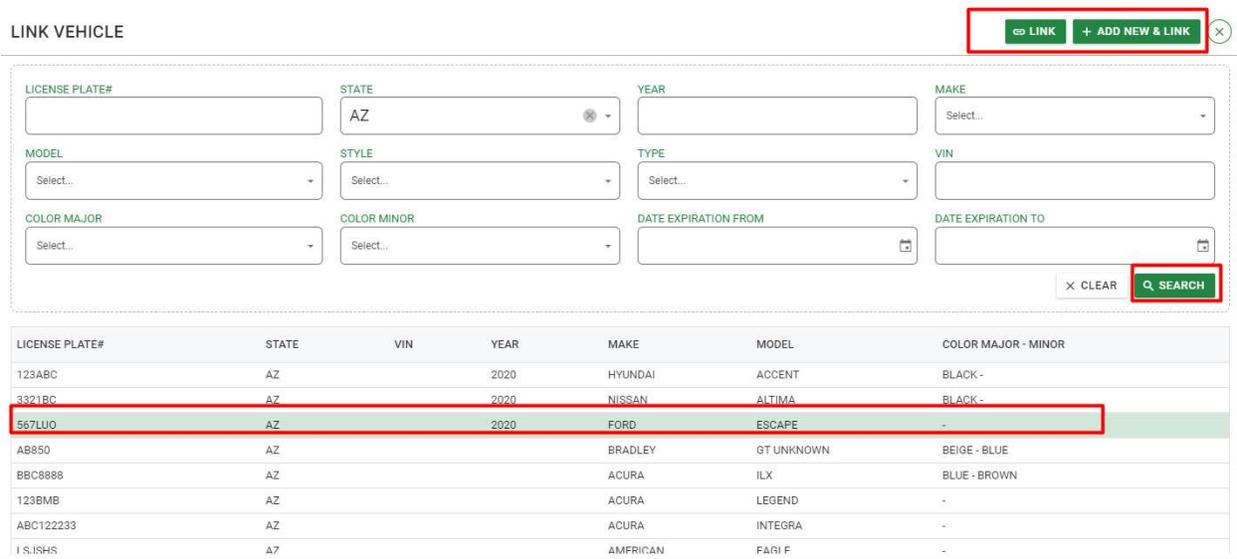


Figure 110 Link Vehicle

Step 4 – Enter permit details: Here the Admin will input, or select, all required permit details, including Permit Number, Permit Type, Purchase Date, Active Date, et cetera.

Home / Permits / Create Permit

X CANCEL

1 Person 2 Address 3 Vehicle **4 Add Permit**

PERMIT NUMBER	PERMIT TYPE * 22BLU-BLUE PARKING LOT	PURCHASE DATE * 08/07/2024	ACTIVE DATE * 08/07/2024
EXPIRATION DATE 10/10/2025	EXPIRATION CODE Select...	CLASSIFICATION Select...	LOT RESTRICTIONS Select...
ISSUE AMOUNT \$ 10	ADDITIONAL AMOUNT \$ 0	ADDITIONAL AMOUNT TYPE Select...	

Back **Save**

Figure 111 Create Permit >> Step 4 Add Permit

Once finished, click Save to complete creating the new permit. It will redirect to Permit Detail page where further information can be added.

Home / Permits / Permit Request Detail

22BLU0015 EDIT PRINT PRINT RECEIPT DELETE

PERMIT NUMBER 22BLU0015	PERMIT TYPE 22BLU-BLUE PARKING LOT	PURCHASE DATE 08/07/2024	ACTIVE DATE 08/07/2024
EXPIRATION DATE 10/10/2025	EXPIRATION CODE	CLASSIFICATION	LOT RESTRICTIONS
ISSUE AMOUNT \$10.00	ADDITIONAL AMOUNT \$0.00	ADDITIONAL AMOUNT TYPE	PAID AMOUNT \$0.00
MODIFIED DATE 08/07/2024	MODIFIED BY SHAH, JANKI		

PERSON VEHICLES CITATIONS PERMIT ALTERCATIONS VOID NOTES TRANSACTION HISTORY

VIEW ASSIGN

BILLING ID 12340000	NAME FOWLER, DEVIN	SUFFIX	DRIVER'S LICENSE MS - 100999222
USER TYPE RSTU-RESIDENT STUDENT	DATE OF BIRTH 01/01/1990		

Figure 112 Permit Request Detail