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.
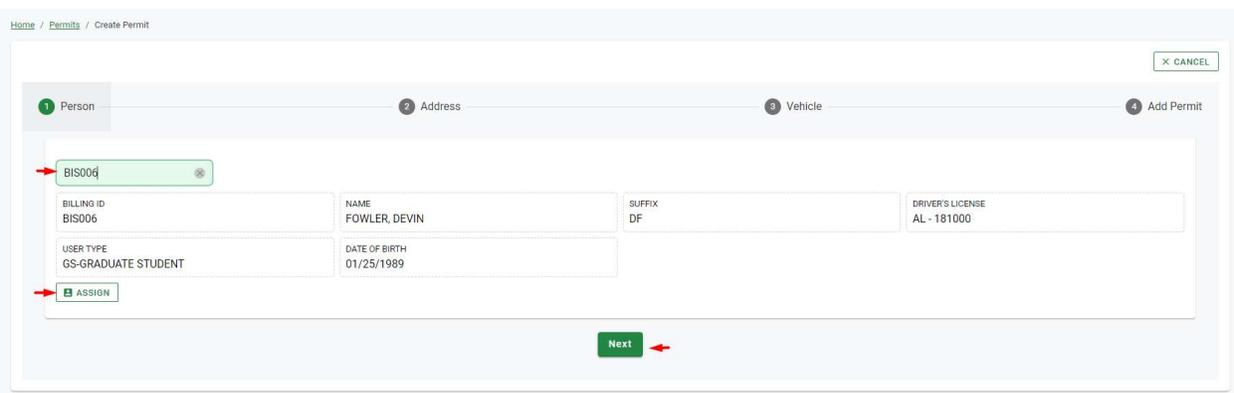
Figure 105 Create Permit >>Step 1 Add Person

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.

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.

Figure 107 Create Permit >> Step 2 Add Address

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.
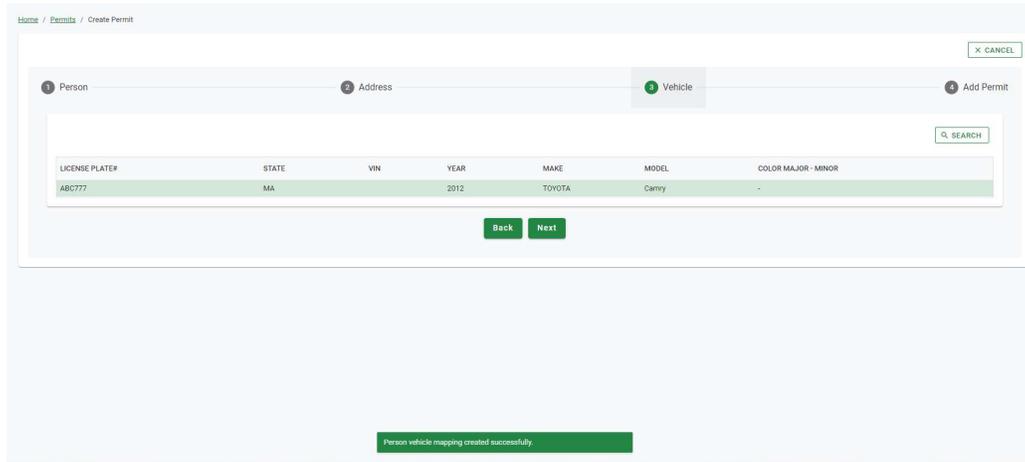

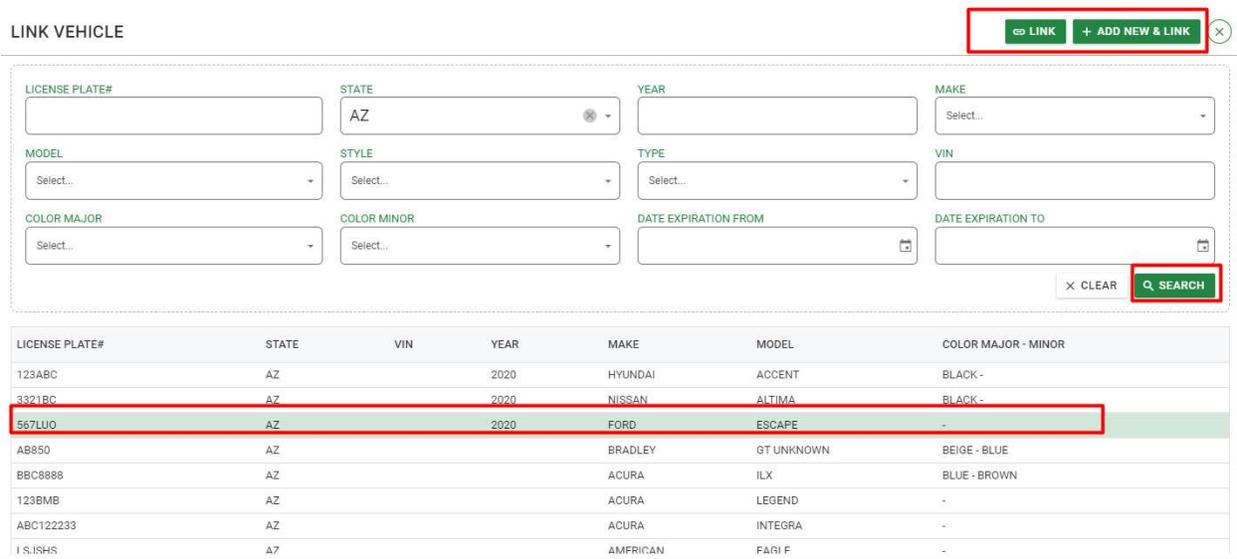*Figure 109 Create Permit >> Step 3 Add Vehicle*

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.

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.

Figure 112 Permit Request Detail