

## EDIT A SCHEDULED VEHICLE

\*Note: Once a schedule has begun, you will no longer have the option to edit or delete it.

1. On the Dashboard under Permits click the "Details" button of the permit you want to edit.

My Home Page	Dashboard	
Permits Message Center Transactions MYRNA LINGEN Log Out (Admin)	Visitor Requests  Vew all valid pending visitor request that need your attention You currently don't have any get started, click on the "G visitor code and share it with you	share My Permit with a Visitor View A on visitor requests to review or approve. To et Visitor Code* link above to see your ur guest.
	Permits (3) Vew all pending and active parmits	
	Permits 3 Vew all pending and active parmits DC133466 Active 1 Temporary New Reident Parmit	DC134613 Active
	Permits 3 Vew all pending and active permits DC133466 Active 1 Temporary New Resident Permit Vehicle(s) Active 1	DC134613 Active Visitor Farking Permit Visitor Code

2. Click "Manage Schedule" or you can delete the scheduled vehicle by clicking the trash icon.

Permits View all purchased permits.			+ Add Perm
DC134613 & Visitor Parking Permit # Active 1	DC134613 22 1/2 Q STREET NW, 20001 Jane's Car (ABC123) +1. ® Active	From September 20, 2022 To September 19, 2023 Address(es): 2 21/2 o STREET NW, 20001 Single Vahicle Permit Time Unlimited Multi-vehicle Permit Time Remaining 88 days, it hours, 10 minutes To be used by September 19, 2023 Parking Locations: 56	Visitor Code
		Residence: ANC 5E needs to be verified ANC 5E 12 Q STREET NW, 2001	Verify
		Scheduled Vehicle(s) Jane's Car - DATSUN Lionne Piate #: AGC 123 Parking Dates: from November 04, 2022 9:35 AM to November 04, 2022 11:55 PM Jane's Car - DATSUN Lionne Piate #: ABC 123 Parking Dates: from November 05, 2022 12:00 PM to	Manage Schedule

## continues on next page



3. Click on the pencil icon to adjust the vehicle, date, or time of the visit.

Permit S	Schedule t schedule vehicles							+ Add
Use this page to review your scheduled vehicles for this permit. Note: When scheduling a vehicle you must use a date range between September 20, 2022 and September 19, 2023. Note: ParADC Permits helps you provide parking permits for your visitors (or your vehicle if you are visiting in another ANC), RPP Annual Parking Permit renewals are not available through this system. Visitor Parking Permit Visitor Parking Permit								
							List View	Hide Expired
Vehicle	License Plate	Start	ti End	Multi-Vehicle Usage	Added By	Last Update	📋 Approval Sta	tus 🌐
Jane's Car	ABC123	11/04/2022 09:35 AM	11/04/2022 11:55 PM	0 minutes	LINGEN, MYRNA	11/04/2022		Edit vehicle schedule
Jane's Car	ABC123	11/05/2022 12:00 PM	11/05/2022 09:55 PM	0 minutes	LINGEN, MYRNA	11/04/2022		

4. Once the changes have been made on the following screen click "Save".

Schedule Vehicle	×
Vehicle: + Add Jane's Car (ABC123) ~	
Time Requested: 9 hours 55 minutes (includes 0 minutes of Multi-vehicle permit time)	
From: To:	
^ ^ ^ ^	
12 : 00 РМ 09 : 55 РМ	
$\downarrow$ $\downarrow$ $\downarrow$ $\downarrow$	
Date:	
November 2022 >	
Su Mo Tu We Th Fr Sa	
30 31 1 2 3 4 5	
6 7 8 9 10 11 12	
13 14 15 16 17 18 19	
20 21 22 23 24 25 26	
Delete	Save

continues on next page



5. A confirmation of the updated permit will be displayed.

Schedule Information

Thank you! Print and display this permit in the vehicle dashboard to avoid a parking citation.



Vehicle: Jane's Car (ABC123) Parking Locations: ANC 5E

Requested Schedule: from November 05, 2022 12:00 PM to November 05, 2022 8:55 PM

Time Requested: 8 hours 55 minutes (includes 0 minutes of Multi-vehicle permit time)

Close

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