



# Permits

## Common Functions

[Click here to Begin](#)

# Error!

Please Follow the On-Screen  
Instructions to Continue

[Go Back](#)

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Welcome, Justin Goulet! Account

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

Front Desk Menu

Favorites Campaign Equipment Loans Financial FlexReg/Private Lessons League Membership Population Receipts Refund Registrations Reserve Resource Scheduler Help Center Active Support

Front Desk x + Pending Receipt #1 Pending Receipt #1

Receipt Actions

Registration Enroll Enroll from Waiting List Modify Enrollment Transfer

POS Sell Equipment Loans Loan / Return

Reserve Quick Reserve Reserve Facility Reserve Equipment Reserve Instructor Schedule Reservations Reserve Locker Refund Payments

Donation Make Donation

Gift Cards Sell Gift Card Inquire about Gift Cards

Refund/Withdraw Refund/Withdraw Transaction

Membership Renew Membership Sell Membership Transfer

Account Actions Refund from Account Pay on Account Adjust Balance Transfer Balance

FlexReg/Private Lessons Enroll/Modify enrollment Enroll from Waiting List

Trainer Site Pay Finish Cancel



Tip:

Expand the **Reserve** tab in the side menu

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Pending Receipt #1

Receipt Actions

Registration Enroll Enroll from Waiting List Modify Enrollment Transfer

POS Sell

Equipment Loans Loan / Return

Reserve Quick Reserve Reserve Facility Reserve Equipment Reserve Instructor Schedule Reservations Reserve Locker Refund Payments

Refund/Withdraw Refund/Withdraw Transaction

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Donation Make Donation

Gift Cards Sell Gift Card Inquire about Gift Cards

Account Actions Refund from Account Pay on Account Adjust Balance Transfer Balance

FlexReg/Private Lessons Enroll/Modify enrollment Enroll from Waiting List

Trainer Site Pay Finish Cancel



**Tip:**

*Click the **Permits** option*

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Front Desk x +

Front Desk Home » Reserve » Permits

Permit Search

Help

Direct Access

Permit Number

Original Request Number

Site All Sites

Submit

Search Criteria

Starting Permit

Ending Permit

Event Type

Schedule Type

Event Name

Organization

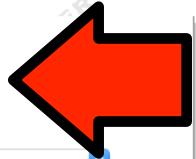
Customer

Permit Administrators

From:

Through:

Site All Sites



Tip:

Enter a Permit Number

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Front Desk x +

Front Desk Home » Reserve » Permits

Permit Search

Help

Direct Access

Permit Number: 9002226

Original Request Number:

Site: All Sites

Submit

Search Criteria

Starting Permit:

Ending Permit:

Event Type:

Schedule Type:

Event Name:

Organization:

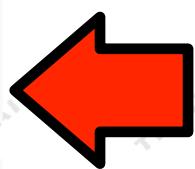
Customer:

Permit Administrators:

From:

Through:

Site: All Sites



Tip:

## Click Submit

You can also search by additional criteria if you do not know the permit number.

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Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

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Approve Permits Availability - Items Availability - Locker Batch Complete Permits Equipment Check-in/out Permits

Resource Scheduler Help Center Active Support

Front Desk Home » Reserve » Permits » Permit: Social Gathering #9002226

Permit Functions for #9002226

General Information

Event Name Social Gathering #9002226  
Event Type Meetings  
Event Date(s) 1 booking Jul 30, 2016 [Details](#)  
Permit Date Jul 19, 2016 8:33 PM  
Permit Status Tentative  
Expiration Date Aug 2, 2016  
Site [Carlsbad Parks & Recreation](#)  
Taken by Goulet Justin  
Customer [Justin A. Goulet \(#2902\)](#)  
Customer Type Individual

Financial - Balance: \$147.60

Functions

Reservation Details

[Change Place / Date / Time](#)  
[Change Customer / Organization](#)  
[Permit Administrator](#)  
[Custom Question Answers](#)  
[Change the Notes / Disclaimers](#)  
[Checklist Transactions](#)  
[Resource Scheduler](#)  
[Manage Attachments](#)

Permit Status

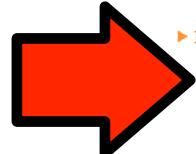
[Change Status / Checklist / Stages](#)  
[Change Stage Sequence](#)  
[Cancel Permit](#)  
[Complete Permit](#)

Financial Detail

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[Make a Payment](#)  
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Audit / Review

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Tip:

Welcome to the **Permit Functions** page.  
Make a payment to the permit

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Receipt #2 x

Front Desk Home » Reserve » Permits » Permit: Social Gathering #9002226 » Pay on Account

Pay on Account

1. Customer Search 2. Pay on Account

Customer: Justin A. Goulet  
Total owed: \$147.60

Amount Applied: 0

Auto Apply

Receipt (Permit #9002226)

Number	Account Owner	Original Balance	Current Balance	Next Payment	Amount Automatic Due Payment?
3021680.002	--	\$147.60	\$147.60	Jul 19, 2016	\$147.60 No

After applying payment to balance currently due, distribute remainder evenly to all future scheduled payments for this receipt?

Item	Customer	Charge	Paid	Balance	Payment
Social Gathering #9002226/Calavera Hills: Picnic Area 2-Individual Private Party Fee	Justin A. Goulet	\$147.60	\$0	\$147.60	0

Step 2 of 2

Submit Cancel



Tip:

*Input the Amount to Apply*



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Welcome, Justin Goulet!

Account ▾

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## Receipt #2

Front Desk Home » Reserve » Permits » Permit: Social Gathering #9002226 » Pay on Account

Help

## Pay on Account

1. [Customer Search](#)
2. [Pay on Account](#)

Customer: Justin A. Goulet

Total owed on account: \$1

Amount to Auto Apply:

Amount Applied:

## ▼ Receipt (Permit #9002226)

Number	Account Owner	Original Balance	Current Balance	Next Payment	Amount Automatic Due	Payment?
<a href="#">3021680.002</a>	--	\$147.60	\$147.60	Jul 19, 2016	\$147.60	No

After applying payment to balance currently due, distribute remainder evenly to all future scheduled payments for this receipt? 

Item

Customer Charge Paid Balance Payment

Social Gathering #9002226/Calavera Hills: Picnic Area 2-Individual Private Party Fee Justin A. Goulet \$147.60 \$0 \$147.60  

Step 2 of 2

Tip:

Select **Auto Apply**



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Receipt #2

Front Desk Home » Reserve » Permits » Permit: Social Gathering #9002226 » Pay on Account

## Pay on Account

Help

1. Customer Search 2. Pay on Account

Customer: Justin A. Goulet

Total owed on account: \$147.60

Amount to Auto Apply 147.60

Auto Apply

Amount Applied 147.6

## ▼ Receipt (Permit #9002226)

Number	Account Owner	Original Balance	Current Balance	Next Payment	Amount Automatic Due Payment?
<a href="#">3021680.002</a>	--	\$147.60	\$147.60	Jul 19, 2016	\$147.60 No

After applying payment to balance currently due, distribute remainder evenly to all future scheduled payments for this receipt? 

Item	Customer	Charge	Paid	Balance	Payment
Social Gathering #9002226/Calavera Hills: Picnic Area 2-Individual Private Party Fee	Justin A. Goulet	\$147.60	\$0	\$147.60	<input type="text" value="147.6"/>

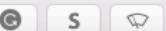
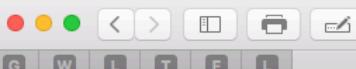


Submit Cancel

Step 2 of 2

Tip:

Select **Submit**



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## Front Desk x +

Pending Receipt #2

## Pending Receipt #2

Help

## Receipt Actions

## ▶ Registration

- [Enroll](#)
- [Enroll from Waiting List](#)
- [Modify Enrollment](#)
- [Transfer](#)

## ▶ POS

- [Sell](#)

## ▶ Equipment Loans

- [Loan / Return](#)

## ▶ Reserve

- [Quick Reserve](#)
- [Reserve Facility](#)
- [Reserve Equipment](#)
- [Reserve Instructor](#)
- [Schedule Reservations](#)
- [Reserve Locker](#)
- [Refund Payments](#)

## ▶ Donation

- [Make Donation](#)

## ▶ Gift Cards

- [Sell Gift Card](#)
- [Inquire about Gift Cards](#)

## ▶ Refund/Withdraw

- [Refund/Withdraw Transaction](#)

## ▶ Membership

- [Renew Membership](#)
- [Sell Membership](#)
- [Transfer](#)

## ▶ Account Actions

- [Refund from Account](#)
- [Pay on Account](#)
- [Adjust Balance](#)
- [Transfer Balance](#)

## ▶ FlexReg/Private Lessons

- [Enroll/Modify enrollment](#)
- [Enroll from Waiting List](#)

Pay

Finish

Cancel

## Transactions

## Action

- [Paid on Account Balance](#)

[Remove](#)

## Description

Permit #9002226

## Customer

Justin A. Goulet

## Fee

\$0

## Amount

\$147.60

Totals

\$0

\$147.60

Tip:

Pay the Amount

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Receipt #2 x Pending Receipt #2 » Receipt Payment

Receipt Payment

Help

Find Customer for Payer

Potential Customers: Justin A. Goulet Select

First Name: [ ] Email Address: [ ]

Middle Name: [ ] Phone ( [ ] ) [ ]

Last Name: [ ] Sounds like: [ ] Cell Phone ( [ ] ) [ ]

Family Name: [ ] Retired: [ ] Exclude Retired [ ]

Address: [ ] Entered On or After: [ ]

City, State, Zip Code: [ ] [ ] [ ]

Search Add New Customer

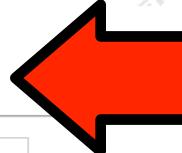
Add Family Member (Based on Customer): Justin A. Goulet Submit

Scan Card: [ ] Submit

Membership Pass Number: [ ] Submit

Find Organization

Cancel



Tip:

Select the current customer

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Receipt #2 x +  
Pending Receipt #2 » Receipt Payment

Receipt Payment

Help

► Find Customer for Payer (Selected: Justin A. Goulet)

► Find Organization

► Add a Donation

▼ Receipt Payment

Total A/R Due \$147.60 Due Now: \$147.60

Balance to be Paid

Portion Due Immediately

Payer ID #  (e.g., Driver's license)

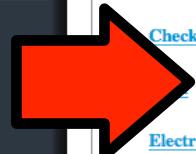
(Click on appropriate \$ to apply remaining balance)

**Check : \$**

**Credit Card : \$**

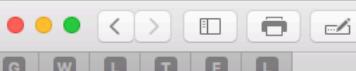
**Electronic Check : \$**

Trainer Site Pay and Finish Pay Cancel



**Tip:**

*Auto apply the **Cash** balance*



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Receipt #2 x [+ Pending Receipt #2 » Receipt Payment](#)

**Receipt Payment** [Help](#)

► [Find Customer for Payer](#) (Selected: Justin A. Goulet)

► [Find Organization](#)

► [Add a Donation](#)

▼ [Receipt Payment](#)

Total A/R Due \$147.60 Due Now: \$147.60

Balance to be Paid

Portion Due Immediately

Payer ID #  (e.g., Driver's license)

(Click on appropriate \$ to apply remaining balance)

► [Check : \\$](#)

► [Credit Card : \\$](#)

► [Cash : \\$](#)

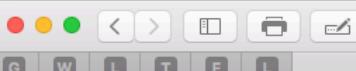
► [Electronic Check : \\$](#)

[Trainer Site](#) [Pay and Finish](#) [Cancel](#)



Tip:

**Pay and Finish the Transaction**



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Welcome, Justin Goulet!

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Receipt #1216807.002 × +

Front Desk Home » Receipt #1216807.002

## Trainer Site

Carlsbad Parks & Recreation  
799 Pine Avenue  
Suite 200  
Carlsbad, CA 92008  
Phone: (760) 434-2826  
FAX: (760) 434-5088  
Email: carlsbadconnect@carlsbadca.gov

Print

Send Email

Back to Permit

Receipt #1216807.002

Jul 19, 2016 8:41 PM



Prepared By: Justin Goulet

Customer ID: 2902

JUSTIN A. GOULET  
1462 COUNTRYVIEW LANE  
VISTA, CA 92081

Home phone: --, Work phone: (760) 602-4680

## Payment Summary

Cash: \$147.60

Total Received: \$147.60

Total Payments: \$147.60

## Transactions

Customer  
Justin A. Goulet  
1462 Countryview Lane  
Vista, CA 92081  
Home phone: --  
Email:  
carlsbadconnect@carlsbadca.gov  
ID: 2902

Description  
Social Gathering #900226  
Action: Paid on Account Balance 1  
Location: Calavera Hills: Picnic Area 2 at Calavera Hills Cnty Ctr & Park  
Permit # 900226

Item	Unit	Qty	Fee	Charge
Individual	Per Hour			\$147.60
Private Party				
Fee				

Total Charges \$147.60

Total Payments \$147.60

Balance \$0

## 1 Payment Schedule for Original Balance of \$147.60

Date	Amount Due	Amount Paid	Withdrawal Adjustment	Balance
7/19/2016	\$147.60	\$147.60	\$0	\$0

Tip:

Email the receipt

anprod.active.com

Email Receipt Confirmation [Help](#)

Recipients

# 1 carlsbadconnect@carlsbadca.gov

# 2

# 3

# 4

# 5

# 6

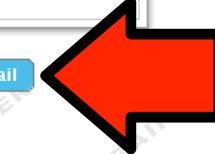
# 7

# 8

# 9

# 10

[Send Email](#)



Tip:

*Email the receipt*

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Receipt #1216807.002 × +

Front Desk Home » Receipt #1216807.002

Trainer Site

Carlsbad Parks & Recreation  
799 Pine Avenue  
Suite 200  
Carlsbad, CA 92008  
Phone: (760) 434-2826  
FAX: (760) 434-5088  
Email: carlsbadconnect@carlsbadca.gov

Print Send Email New Receipt Back to Permit

**Receipt #1216807.002**  
Jul 19, 2016 8:41 PM

**City of Carlsbad**

Prepared By: Justin Goulet  
Customer ID: 2902

JUSTIN A. GOULET  
1462 COUNTRYVIEW LANE  
VISTA, CA 92081

Home phone: --, Work phone: (760) 602-4680

**Payment Summary**

Cash:	\$147.60
Total Received:	\$147.60
Total Payments: \$147.60	

**Transactions**

Customer	Description	Item	Unit	Qty	Fee	Charge
Justin A. Goulet 1462 Countryview Lane Vista, CA 92081 Home phone: -- Email: carlsbadconnect@carlsbadca.gov ID: 2902	Social Gathering #9002226 Action: Paid on Account Bal Location: Calavera Hills: Per mit # 9002226	Individual Private Party	Per Hour Fee			\$147.60

**Payment Schedule for Original Balance of \$147.60**

Date	Amount Due	Amount Paid
2016		

**Tip:**

Open the permit by clicking the permit number.

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Resource Scheduler Help Center Active Support

Front Desk x +

Front Desk Home » Receipt #1216807.002 » Permit: Social Gathering #9002226

Permit Functions for #9002226

Help

**General Information**

Event Name Social Gathering #9002226  
Event Type Meetings  
Event Date(s) 1 booking Jul 30, 2016 [Details](#)  
Permit Date Jul 19, 2016 8:33 PM  
Permit Status Tentative  
Expiration Date Aug 2, 2016  
Site [Carlsbad Parks & Recreation](#)  
Taken by Goulet Justin  
Customer [Justin A. Goulet \(#2902\)](#)  
Customer Type Individual

**Financial - Balance: \$0**

**Functions**

**Reservation Details**

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**Permit Status**

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**Financial Detail**

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**Audit / Review**

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**Tip:**

**Approve the permit by selecting  
Change Status / Checklist / Stages**



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## Front Desk x +

Front Desk Home » Receipt #1216807.002 » Permit: Social Gathering #9002226 » Change Permit Status

Help

## Change Permit Status

## General Information

Permit Number 9002226

Permit Date Jul 19, 2016 8:33 PM

Organization

Customer [Justin A. Goulet](#)Owed on account: \$0  
Credit on account: \$0

Site Carlsbad Parks &amp; Recreation

## Permit Status

- Approved
- Tentative
- Issued
- Waiting Decision
- On Hold
- Denied
- Cancelled
- Completed

**Save**

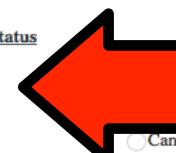
## Permit Expiration Date

Expiration Date Aug 2, 2016

**Save**

## Checklist Items

Checked	Description	Due	Completed
	<a href="#">Facility Use Waiver</a>	Jul 30, 2016	Jul 19, 2016
	<a href="#">Refund Policy</a>	Jul 27, 2016	Jul 19, 2016

**Save****Select the *Approved* radio button****Tip:**

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- Active Support

Front Desk Home > Receipt #1216807.002 > Permit: Social Gathering #9002226 > Change Permit Status

Change Permit Status

General Information

Permit Number 9002226  
Permit Date Jul 19, 2016 8:33 PM  
Organization  
Customer [Justin A. Goulet](#)  
Owed on account: \$0  
Credit on account: \$0  
Site Carlsbad Parks & Recreation

Permit Status

Approved  Denied  
 Tentative  Stage Denied  
 Issued  Cancelled  
 Waiting Decision  Completed  
 On Hold

Save

Permit Expiration Date

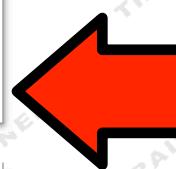
Expiration Date Aug 2, 2016

Save

Checklist Items

Checked	Description	Due	Completed
<a href="#">Facility Use Waiver</a>	Jul 30, 2016	Jul 19, 2016	
<a href="#">Refund Policy</a>	Jul 27, 2016	Jul 19, 2016	

Save



## Notice:

At this screen, you may also change the expiration date of the permit.

Tip:

Save the Changes to return to the previous screen

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ActiveNet - City of Carlsbad

Welcome, Justin Goulet! Account

**ACTIVENet**

**City of Carlsbad**

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

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Approve Permits Availability - Items Availability - Locker Batch Complete Permits Equipment Check-in/out Permits

Resource Scheduler Help Center Active Support

Front Desk x +

Front Desk Home » Receipt #1216807.002 » Permit: Social Gathering #7366

Permit Functions for #7366

Help

**General Information**

Event Name Social Gathering #7366  
Event Type Meetings  
Event Date(s) 1 booking Jul 30, 2016 [Details](#)  
Permit Date Jul 19, 2016 8:46 PM  
Permit Status Approved  
Site [Carlsbad Parks & Recreation](#)  
Taken by Goulet Justin  
Customer [Justin A. Goulet \(#2902\)](#)  
Customer Type Individual

**Financial - Balance: \$0**

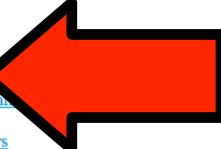
**Functions**

► Reservation Details  
[Change Place / Date / Time](#)  
[Change Customer / Organization](#)  
[Permit Administrator](#)  
[Custom Question Answers](#)  
[Change the Notes / Disclaimers](#)  
[Checklist Transactions](#)  
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[Manage Attachments](#)

► Permit Status  
[Change Status / Checklist / Stages](#)  
[Change Stage Sequence](#)  
[Cancel Permit](#)  
[Complete Permit](#)

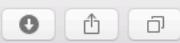
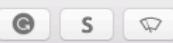
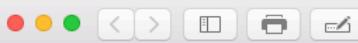
► Financial Detail  
[Review / Modify Charges](#)  
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[Modify Payment Plan](#)  
[Claim Deposit](#)  
[Refund Charges](#)  
[Refund Deposit](#)

► Audit / Review  
[Show Ledger](#)  
[Show Permit](#)  
[Permit Charges Summary](#)  
[Change Log](#)



**Tip:**

*Now, Change the location of the event*



## Modify Schedule for Pending approval Permit #9002176

Scheduled Events

Event Name	Resource	Center	Event Type	Attend/Qty	Schedule Type	Schedule
<a href="#">Social Gathering #9002176</a>	Calavera Hills: Picnic Area 2	Calavera Hills Community Center & Park	Picnics	15	Reservation: Billable	<a href="#">Modify</a>

## ► Actions

Actions shown here on the  
trainer site will be covered  
in a later course.

[Done](#)  
**Tip:**

## Welcome to **Modify Schedule**.

Please select an active hyperlink. After completing all functions, Select **Done**.

**Event Information**

Event Name	Social Gathering #9002176
Facility	Calavera Hills: Picnic Area 2 [CH:P2]
Event Type	Picnics
Schedule Type	Reservation: Billable
Attendance	15
Non-Exclusive Use?	<input type="checkbox"/>

**Submit****Tip:**

*Here, you can edit the **Event Name**, **Location**, **Event Type**, and **Attendance**.*

*Everything looks good here, so let's continue.*



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- ▶ Help Center
- ▶ Active Support

## Front Desk x +

Front Desk Home » Receipt #1216807.002 » Permit: Social Gathering #7366 » Modify Scheduled Dates

Help

## Modify Scheduled Dates

[Remove all scheduled dates?](#)[Add New](#)

Date	Day	Event	Reserved	Attendance	Expired
------	-----	-------	----------	------------	---------

Jul 30, 2016	Saturday	10am-2pm	10am-2pm	15	No
--------------	----------	----------	----------	----	----

[Delete](#)[Select all](#)  
[Deselect all](#)[Done](#)

Booking(s): 1

Tip:

*Click the **Date** to view a particular day's info.*



Admin



## Front Desk Menu

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## Front Desk



## Front Desk Home &gt; Receipt #1216807.002 &gt; Permit: Social Gathering #7366 &gt; Modify Facility Schedule Date

## Modify Facility Schedule Date

Help

## Facility

Facility Calavera Hills: Picnic Area 2 [CH:P2]

Attendance 15

## Check-in, Check-out Dates

Date Jul 30, 2016

Time 10:00 AM

## Duration

Duration 4 (hours) 0 (minutes)

Setup Time 0 (hours) 0 (minutes)

Cleanup Time 0 (hours) 0 (minutes)

## Options

## Notes

Submit

Delete

## Current Reservations for Calavera Hills: Picnic Area 2 Facility

Month of Jul, 2016

Month of Aug, 2016

Tip:

Change the **Date** to **July 31, 2016**



## Front Desk Menu

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Front Desk x +

Front Desk Home » Receipt #1216807.002 » Permit: Social Gathering #7366 » Modify Facility Schedule Date

Modify Facility Schedule Date Help

**Facility**

Facility: Calavera Hills: Picnic Area 2 [CH:P2] Edit

Attendance: 15

**Check-in, Check-out Dates**

Date: Jul 30, 2016 Edit

Time: 10:00 AM

July 2016

Su	Mo	Tu	We	Th	Fr	Sa
					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	27	28	29	30
31						

**Duration**

Duration: 1 day

Setup Time: 10:00 AM

Cleanup Time: 10:00 PM

**Options**

**Notes**

Submit Delete

Current Reservations for Calavera Hills: Picnic Area 2 Facility

Month of Jul, 2016

Month of Aug, 2016

**Tip:***Change the Date to July 31, 2016*



Admin



## Front Desk Menu

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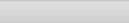
## Front Desk



## Customers



## Organizations



## POS



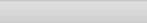
## Pass Scan



## Reports



## Communication



## Front Desk



Front Desk Home » Receipt #1216807.002 » Permit: Social Gathering #7366 » Modify Facility Schedule Date

## Modify Facility Schedule Date

Help

## Facility

Facility Calavera Hills: Picnic Area 2 [CH:P2]

Attendance 15

## Check-in, Check-out Dates

Date Jul 31, 2016



Time 10:00 AM

## Duration

Duration 4 (hours) 0 (minutes)

Setup Time 0 (hours) 0 (minutes)

Cleanup Time 0 (hours) 0 (minutes)

## Options

## Notes

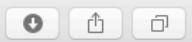
## Current Reservations for Calavera Hills: Picnic Area 2 Facility

Month of Jul, 2016

Month of Aug, 2016

Tip:

Submit the changes



## Modify Schedule for Pending approval Permit #9002176

Scheduled Events

Event Name	Resource	Center	Event Type	Attend/Qty	Schedule Type	Schedule
<a href="#">Social Gathering #9002176</a>	Calavera Hills: Picnic Area 2	Calavera Hills Community Center & Park	Picnics	15	Reservation: Billable	<a href="#">Modify</a>

## ► Actions

Actions shown here on the  
trainer site will be covered  
in a later course.

[Done](#)

Permit charge modifications are pending.



**Tip:**

Select **Done**

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City of Carlsbad

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

Front Desk Menu

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Approve Permits Availability - Items Availability - Locker Batch Complete Permits Equipment Check-in/out Permits

Resource Scheduler Help Center Active Support

Front Desk x +

Front Desk Home » Receipt #1216807.002 » Permit: Social Gathering #7366

Permit Functions for #7366

Help

**General Information**

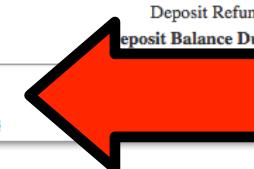
Event Name Social Gathering #7366  
Event Type Meetings  
Event Date(s) 1 booking Jul 31, 2016 [Details](#)  
Permit Date Jul 19, 2016 8:46 PM  
Permit Status Approved  
Site Carlsbad Parks & Recreation  
Taken by Justin Goulet  
Customer [Justin A. Goulet \(#2902\)](#)  
Customer Type Individual

**Financial - Balance: \$0**

Rental Charges \$164.00	Deposits \$0
Taxes \$0	Deposit Taxes \$0
Deposit Claims \$0	Discounts \$0
Discounts (\$16.40)	Deposit Payments/Credits \$0
Rental Charge Payments/Credits (\$147.60)	Deposit Refunds \$0
Rental Charge Refunds \$0	Deposit Balance Due \$0
Rental Charges Balance Due \$0	

Total Permit Balance Due

**Functions**



Tip:

Select **Apply Pending Charge Modifications**



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Receipt #2 [+]

Front Desk Home » Receipt #1216807.002 » Permit: Social Gathering #7366 » Calculate Permit Balance

## Calculate Permit Balance

Help

Permit: #7366

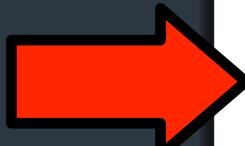
Customer: Justin A. Goulet (2902)

## ▼ Fees

Charge Description	Previous			Updated					Paid	New Balance
	Amount	Tax	Disc	Paid	Quantity	Unit Charge	Amount	Tax		
Individual Private Party Fee	\$164.00	\$0	(\$16.40)	\$147.60	4.00	41.00/ hr	\$164.00	\$0	(\$16.40)	147.60
Discount: Resident	(\$16.40)	\$0	\$0	\$0	0		\$0	\$0	\$0	0
Discount: Resident	\$0	\$0	\$0	\$0	0		(\$16.40)	\$0	\$0	0
<b>Totals</b>	<b>\$147.60</b>	<b>\$0</b>	<b>(\$16.40)</b>	<b>\$147.60</b>			<b>\$147.60</b>	<b>\$0</b>	<b>(\$16.40)</b>	<b>147.60</b>

## ▼ Staff Notes

Select from standard notes and/or add your own notes.

Standard notes: 

## ► Customer Notes

Tip:

Since there were't any changes to location or duration, the price should remain the same.  
Add a Staff note to inform Staff members of the change



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Welcome, Justin Goulet!

Account ▾

## Front Desk Menu

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Receipt #2 [+]

Front Desk Home » Receipt #1216807.002 » Permit: Social Gathering #7366 » Calculate Permit Balance

## Calculate Permit Balance

Help

Permit: #7366

Customer: Justin A. Goulet (2902)

## ▼ Fees

Charge Description	Previous			Updated					Paid	New Balance
	Amount	Tax	Disc	Paid	Quantity	Unit Charge	Amount	Tax		
Individual Private Party Fee	\$164.00	\$0	(\$16.40)	\$147.60	4.00	41.00/ hr	\$164.00	\$0	(\$16.40)	147.60
Discount: Resident	(\$16.40)	\$0	\$0	\$0	0		\$0	\$0	\$0	0
Discount: Resident	\$0	\$0	\$0	\$0	0		(\$16.40)	\$0	\$0	0
<b>Totals</b>	<b>\$147.60</b>	<b>\$0</b>	<b>(\$16.40)</b>	<b>\$147.60</b>			<b>\$147.60</b>	<b>\$0</b>	<b>(\$16.40)</b>	<b>147.60</b>

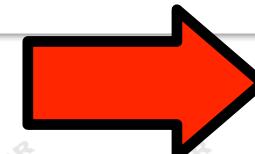
## ▼ Staff Notes

Select from standard notes and/or add your own notes.

Standard notes: 

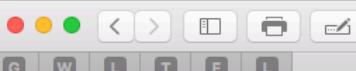
Changed Date from July 30, 2016 to July 31, 2016 by JGOUL on July 19th, 2016

## ► Customer Notes

Submit Cancel

Tip:

Submit the Changes



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Welcome, Justin Goulet!

Account ▾

## Front Desk Menu

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## Front Desk x +

Front Desk Home » Receipt #1216807.002 » Permit: Social Gathering #7366

Help

## Permit Functions for #7366

Permit balance does not need to be recalculated

## ▼ General Information

Event Name Social Gathering #7366  
Event Type Meetings  
Event Date(s) 1 booking Jul 31, 2016 [Details](#)  
Permit Date Jul 19, 2016 8:46 PM  
Permit Status Approved  
Site [Carlsbad Parks & Recreation](#)  
Taken by Justin Goulet  
Customer [Justin A. Goulet \(#2902\)](#)  
Customer Type [Individual](#)

## ► Financial - Balance: \$0

## ▼ Functions

## ► Reservation Details

[Change Place / Date / Time](#)  
[Change Customer / Organization /](#)  
[Permit Administrator](#)  
[Custom Question Answers](#)  
[Change the Notes / Disclaimers](#)  
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[Resource Scheduler](#)  
[Manage Attachments](#)

## ► Permit Status

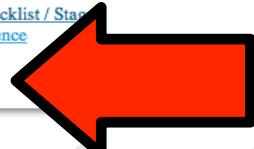
[Change Status / Checklist / Stage](#)  
[Change Stage Sequence](#)  
[Cancel Permit](#)  
[Complete Permit](#)

## ► Financial Detail

[Review / Modify Charges](#)  
[Make a Payment](#)  
[Modify Payment Plan](#)  
[Claim Deposit](#)  
[Refund Charges](#)  
[Refund Deposit](#)

## ► Audit / Review

[Show Ledger](#)  
[Show Permit](#)  
[Permit Charges Summary](#)  
[Change Log](#)



Tip:

Now, cancel the permit

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Welcome, Justin Goulet! Account

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

Front Desk Menu

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Front Desk Home > Receipt #1216807.002 > Permit: Social Gathering #7366 > Cancel Permit

Cancel Permit

Permit Details

Customer: Justin A. Goulet

Permit: #7366  
Permit Status: Approved  
Permit Date: Jul 19, 2016 8:46 PM

Total Charges: \$147.60  
Total Payments/Credits: (\$147.60)  
Refunds: \$0  
Balance: \$0

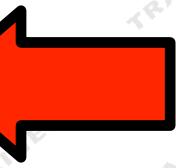
Deposit Charged: \$0  
Deposit Payment: \$0  
Deposit Refund: \$0

Please review the above permit information. If you continue, this permit cannot be modified once it is cancelled. This action cannot be undone.

If necessary, you should first:

- Refund paid amounts [Refund Charges](#)
- Charge an additional fee [Add a Charge](#)

[Cancel Permit Now](#)



Tip:

*Before Cancelling, refund the charges if the applicant is still qualified.  
This can be determined by the Refund Policy*

# Error!

The Refund Policy requires that the refund request be completed at least 30 days **prior** to the reservation time. Due to this event being only 11 days (from the original request), the applicant is not qualified for a refund.

[Go Back](#)

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Welcome, Justin Goulet! Account

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

Front Desk Menu

Favorites Campaign Equipment Loans Financial FlexReg/Private Lessons League Membership Population Receipts Refund Registrations Reserve Resource Scheduler Help Center Active Support

Customer: Justin A. Goulet

Permit: #7366  
Permit Status: Approved  
Permit Date: Jul 19, 2016 8:46 PM

Total Charges: \$147.60  
Total Payments/Credits: (\$147.60)  
Refunds: \$0  
Balance: \$0

Deposit Charged: \$0  
Deposit Payment: \$0  
Deposit Refund: \$0

Are you sure you don't want to refund payments and/or deposits before cancelling this permit?

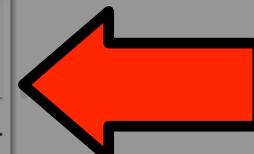
Cancel OK

Please review the above permit detail carefully. If you continue, this permit cannot be modified once it is cancelled. This action cannot be undone.

If necessary, you should first:

- Refund paid amounts [Refund Charges](#)
- Charge an additional fee [Add a Charge](#)

Cancel Permit Now Cancel



Tip:

Verify the cancellation

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Welcome, Justin Goulet! Account

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**City of Carlsbad**

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

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Approve Permits Availability - Items Availability - Locker Batch Complete Permits Equipment Check-in/out Permits

Resource Scheduler Help Center Active Support

Front Desk x +

Front Desk Home » Receipt #1216807.002 » Permit: Social Gathering #7366

Permit Functions for #7366

Permit Sucessfully Cancelled

General Information

Event Name Social Gathering #7366  
Event Type Meetings  
Event Date(s) -- Details  
Permit Date Jul 19, 2016 9:23 PM  
Permit Status Cancelled  
Site Carlsbad Parks & Recreation  
Taken by Justin Goulet  
Customer Justin A. Goulet (#2902)  
Customer Type Individual

Financial - Balance: \$0

Functions

Reservation Details

Change Place / Date / Time  
Change Customer / Organization /  
Permit Administrator  
Custom Question Answers  
Change the Notes / Disclaimers  
Checklist Transactions  
Manage Attachments

Permit Status

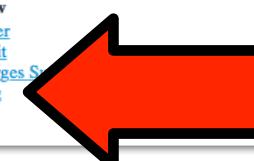
Change Status / Checklist / Stages  
Change Stage Sequence  
Cancel Permit  
Complete Permit

Financial Detail

Review / Modify Charges  
Make a Payment  
Modify Payment Plan  
Claim Deposit  
Refund Charges  
Refund Deposit

Audit / Review

Show Ledger  
Show Permit  
Permit Charges S...  
Change Log



**Tip:**

*View the Change Log*

# Tip:

*When Satisfied, select **Done**  
You can view all users' changes to this permit on this screen*

Screenshot of the Front Desk software interface showing the Permit Amendment Log for Social Gathering #7366.

The interface includes a navigation bar with links to Front Desk, Customers, Organizations, POS, Pass Scan, Reports, Communication, and Admin.

The main content area displays the Permit Attributes and Reservation details for the gathering.

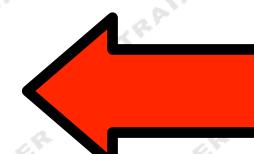
**Permit Attributes:**

Date	Attribute	Value	Time Changed	By
Jul 19, 2016	Customer	Justin A. Goulet, #2902	8:33 PM	Justin Goulet
	Permit Status	Tentative	8:33 PM	Justin Goulet
		Approved	8:46 PM	Justin Goulet
		Cancelled	9:23 PM	Justin Goulet

**Reservation for Social Gathering #7366:**

Date	Attribute	Value	Time Changed	By
Jul 19, 2016	Event Name	Social Gathering #9002226	8:33 PM	Justin Goulet
		Social Gathering #7366	8:46 PM	Justin Goulet
	Facility	Calavera Hills: Picnic Area 2	8:33 PM	Justin Goulet
	Event Type	Picnics	8:33 PM	Justin Goulet
	Schedule Type	--	8:33 PM	Justin Goulet
	Prep Code	--	8:33 PM	Justin Goulet
	Reservation #1	Jul 30, 2016 from 10am to 2pm	8:33 PM	Justin Goulet
		Jul 31, 2016 from 10am to 2pm	9:00 PM	Justin Goulet
	Charge #2	Fee: Individual Private Party Fee	8:33 PM	Justin Goulet
		Unit of measure Per Hour		
	Discountable			
	Unit fee 41.00			
Charge #3	Update fee Individual Private Party Fee amount to be paid amount	9:23 PM	Justin Goulet	
	Fee: Discount: Resident	8:33 PM	Justin Goulet	
	Unit of measure Each			
	Percentage discount 10.0000%			
	Deleted	9:10 PM	Justin Goulet	
Charge #5	Add Fee: Discount: Resident	9:10 PM	Justin Goulet	
	Unit of measure Each			
	Percentage discount 10.0000%			
	Deleted	9:23 PM	Justin Goulet	

**Done**



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Welcome, Justin Goulet! Account

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**City of Carlsbad**

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

Front Desk Menu

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Approve Permits Availability - Items Availability - Locker Batch Complete Permits Equipment Check-in/out Permits

Resource Scheduler Help Center Active Support

Front Desk x +

Front Desk Home » Receipt #1216807.002 » Permit: Social Gathering #7366

Permit Functions for #7366

Permit Sucessfully Cancelled

General Information

Event Name Social Gathering #7366  
Event Type Meetings  
Event Date(s) -- Details  
Permit Date Jul 19, 2016 9:23 PM  
Permit Status Cancelled  
Site Carlsbad Parks & Recreation  
Taken by Justin Goulet  
Customer Justin A. Goulet (#2902)  
Customer Type Individual

Financial - Balance: \$0

Functions

Reservation Details

- Change Place / Date / Time
- Change Customer / Organization /
- Permit Administrator
- Custom Question Answers
- Change the Notes / Disclaimers
- Checklist Transactions
- Manage Attachments

Permit Status

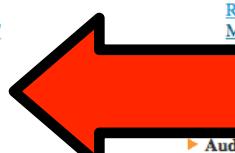
- Change Status / Checklist / Stages
- Change Stage Sequence
- Cancel Permit
- Complete Permit

Financial Detail

- Review / Modify Charges
- Make a Payment
- Modify Payment Plan
- Item Deposit
- Refund Charges
- Refund Deposit

Audit / Review

- Show Ledger
- Show Permit
- Permit Charges Summary
- Change Log



**Tip:**

*View the Notes*



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Permit: Social Gathering #9002176

Change Permit Notes / Disclaimers

+ Help

## Change Permit Notes / Disclaimers

## ▼ Permit Master Notes

## ▼ Disclaimers

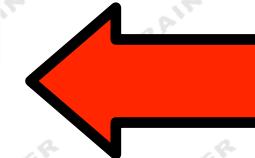
- |   |   |
|---|---|
| <input type="checkbox"/> Cabana             | <input type="checkbox"/> Calavera & Stagecoach Gym    |
| <input type="checkbox"/> Field Use          | <input type="checkbox"/> Harold E. Smerdu Comm Garden |
| <input type="checkbox"/> Leo Carrillo Ranch | <input type="checkbox"/> Magee Park                   |
| <input type="checkbox"/> Senior Center      | <input type="checkbox"/> Synthetic Fields             |

## ▼ Reservation Transactions

Event	Type	Resource	Schedule
Social Gathering #9002176	Picnics	Calavera Hills: Picnic Area 2	Reservation: Billable

## Staff Notes

## Customer Notes

  
**Tip:***Use this page to add **Permit Notes**.**Note that Customer Notes are public, Staff Notes are visible by Staff Only.*



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## Front Desk x +

Front Desk Home » Reserve » Permits » Permit: Social Gathering #9002226

Help

## Permit Functions for #9002226

## ▼ General Information

Event Name Social Gathering #9002226  
Event Type Meetings  
Event Date(s) 1 booking Jul 30, 2016 [Details](#)  
Permit Date Jul 19, 2016 8:33 PM  
Permit Status Tentative  
Expiration Date Aug 2, 2016  
Site [Carlsbad Parks & Recreation](#)  
Taken by Goulet Justin  
Customer [Justin A. Goulet \(#2902\)](#)  
Customer Type Individual

## ► Financial - Balance: \$147.60

## ▼ Functions

## ► Reservation Details

[Change Place / Date / Time](#)  
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Tip:

Select **Front Desk** to continue.



# Complete!

Please Navigate to the next module  
within this course to continue

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