



www.t2systems.com

800-434-1502

PermitDirect is simple right? Your customers order permits and they're shipped. No problem.

Well... we all know there is more to it than that. Of course, T2 Flex and PermitDirect must be setup properly for the system to appear to be this simple. Below you'll find some tips for a successful PermitDirect season. We hope they lead you to a most successful PermitDirect season.

- 1) When setting up your Web Services you can allow for shipping information to be added to your records in your database. To do this properly, you must give your Web Services an **external** IP and/or domain name, and it must be **open in your firewall** to allow port 80 from T2's servers. Web Services **cannot** be set to require a secure connection (SSL).
- 2) When testing, you **must use a permit layout ID of TEST**. Any other value will be considered a live transaction. Also, when testing, please note that emails will be sent to customers that are associated to your test permits as if they were sold in your live environment, so test customers should be used as well for testing your processes.
- 3) A task should be created with the task type of SEND PERMITDIRECT PERMITS to run (at least) once a day to push through any permits that never made it to the T2 servers in real time.
- 4) If you change the Web Services account user ID and/or password that is used for PermitDirect updates from T2's server, you must change this ID/password on our web site at www.T2Systems.com or your updates will no longer be made to your database.
- 5) You should verify your stock of PermitDirect permits (for each Permit Number Range fulfilled via PermitDirect) are showing in Inventory using the PermitDirect reports on the T2 Systems web site. Log into www.T2Systems.com, go to "Reports" under the "PermitDirect" menu and select the "Permits in Inventory Link". If your permits are showing in inventory in this location, then that confirms the permits are populated on the PermitDirect server.
- 6) When inserting a new Permit Number Range, ensure the Permit Layout ID inserted, matches the layout ID WW&L gave you for that stock of permits.

Insert/Edit Permit Number Ranges

Series Type	<input type="text"/>
Permit Type	<input type="text"/>
Series Prefix	<input type="text"/>
Series Start	<input type="text"/>
Series End	<input type="text"/>
Series Char Width	<input type="text"/>
Description	<input type="text"/>
Is In Use	<input type="checkbox"/>
Can Return To Inven	<input type="checkbox"/>
PermitDirect Layout ID	<input type="text"/>
Is Poss Conf Req Default	<input type="checkbox"/>

[Cancel] [Save]

7) When allocating permits to a cash drawer:

1. If the permits are sold online, then ensure you select the web drawer to populate the permits. If they are to be sold over the counter, then select an over the counter cash drawer.
2. After selecting the cash drawer and clicking next through the wizard, ensure you are prompted with "# Permit(s) will be allocated as PermitDirect Fulfilled". This confirms the permits you are allocating to the T2 Flex are linked to the permits on the PermitDirect server.

Step 1 Step 2

2 Permit(s) will be allocated as PermitDirect Fulfilled.

Is PermitDirect Fulfilled

Is Poss Conf Req Default

[Cancel] [Previous] [Finish]

8) Spot check a permit allocated to ensure it indicates "Is PermitDirect fulfilled?" "YES".

 W1210A00999	
Permit Number	W1210A00999
Active Credential ID	
Control Group	
Status	Allocated
Permit Amount Due	\$0.00
Effective Date	
Expiration Date	
Sold Date	
Reserve Start Date	
Reserve End Date	
Is PermitDirect Fulfilled	Yes
Receipt	

9) When deallocating to stop online permit sales from this Permit Number Range, **do not** check the box to "Notify Vendor to Return PermitDirect Permits Being Deallocated" unless you want WW&L to ship these permits to you and remove them from the PermitDirect server. This option is only intended to be used if you wish to sell and distribute the remainder of the permits over-the-counter.

Step 1 Step 2

2 Permit(s) will be deallocated.

Notify Vendor to Return PermitDirect Permits Being Deallocated

[Cancel]

[Previous] [Finish]

One last important note: Our Training Department has developed a wonderful PermitDirect training. It has been recorded so you can take it at your convenience. You can find this recording under the T2 Systems Training portion of our [website](#).

Should you have any questions about the information contained herein, or questions that are not addressed by the information contained herein, please feel free to contact T2 Support Services at support@t2systems.com or at 800-434-1501.

Cheers,

BP

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