
Tutorial: Editing Work Permits

IMPORTANT

Work permits are a legal document and should not be edited once they have been issued. However, you may find an error on a permit that was just printed and wish to simply correct the error and reprint the permit without creating a second (duplicate) permit issuance.

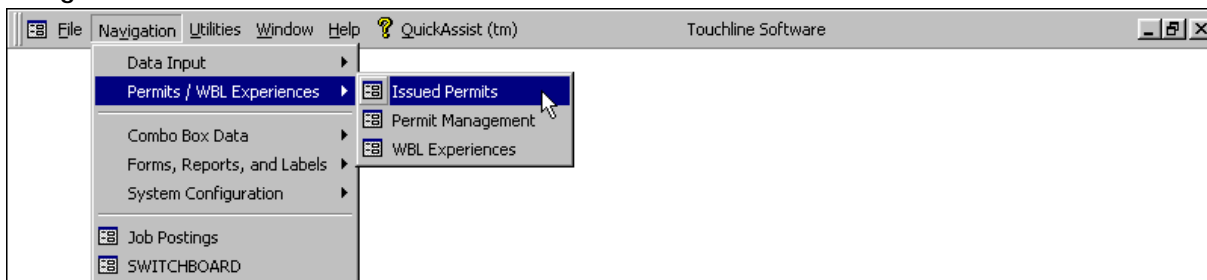
STEP 1

Open the ISSUED PERMITS form either by selecting the "Issued Permits" hyperlink on the Main Switchboard, by using the NAVIGATION menu, or from "Permits Issued" tab on the STUDENTS form. Depending on where you are within QuickPermit™ and what specific information you know about the permit that you want to edit (i.e. Permit Number, Student Name, SSN, Issue Date, Employer Name, etc.), you'll want to select the most convenient method of accessing the saved work permit data.

"Issued Permits" hyperlink



"Navigation" menu

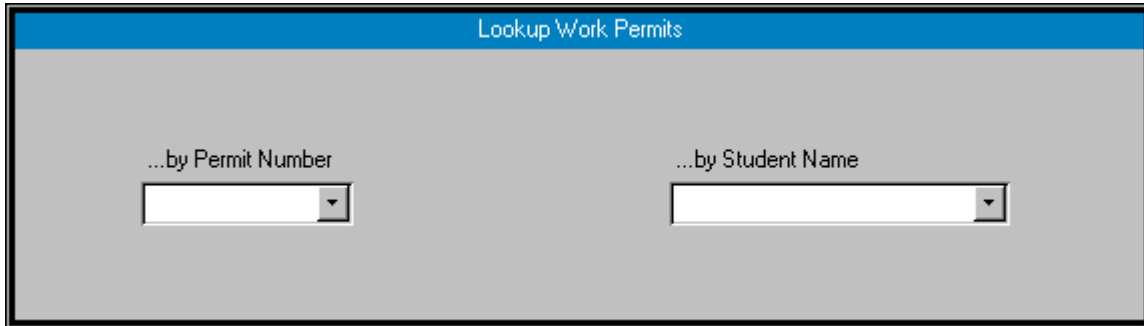


"Permits Issued" tab on the STUDENTS form



Permit No.	Date Issued	Cancelled Status	Recovery Status	Revocation Status	Probation Status	Employer
64	08/12/2003	Active	Unrecovered	Unrevoked	Off	Pleasantville Florist / 7500 Rosewood Way
Edit / View / Reprint		Cancel	Toggle	Revoke	Set	
58	03/20/2002	Cancelled	Unrecovered	Unrevoked	Off	Soccer Junction / 900 East Front Street
Edit / View / Reprint		Activate	Toggle	Revoke	Set	
14	10/15/2001	Cancelled	Unrecovered	Unrevoked	Off	Old Towne Cycle Shoppe / 888 Main Street
Edit / View / Reprint		Activate	Toggle	Revoke	Set	

If either the "Issued Permits" hyperlink or the "Navigation" menu is used to access the ISSUED PERMITS form, QuickPermit™ will open the ISSUED PERMITS form to the "Lookup Permit" tab where you can select the permit that you want to edit by its "Permit Number" or by "Student Name".



- Open either of the permit lookup drop-down boxes.
- Select the permit record that you want to edit.

If the "Permits Issued" tab on the STUDENTS form is used to access the ISSUED PERMITS form, QuickPermit™ will open the ISSUED PERMITS form directly to the permit record that you've selected to edit.

64	08/12/2003	Active	Unrecovered	Unrevoked	Off	Pleasantville Florist / 7500 Rosewood Way
Edit / View / Reprint	Cancel	Toggle	Revoke	Set		

- Select the correct student record.
- Select the "Permits Issued" tab.
- Select the "Edit / View / Reprint" button for the permit that you wish to edit.

STEP 2

Edit the work permit data as necessary.

The saved work permit data is divided into four groups and displayed on separate tabs of the ISSUED PERMITS form.



- Select the tab containing the data that you want to edit.
- Edit the data.

STEP 3

Reprint the permit

Reprint Permit

View the Permit

View Permit

The permit can also be printed from within the preview window.

Deleting a Work Permit

A work permit can be deleted from the ISSUED PERMITS form simply by selecting the delete button:



Note: Work permits should be saved for at least 5 years. The ability to delete a permit is provided for those that were printed but never actually issued to the employer (i.e. The student never came back to pick up the permit).