How to move parkers from one account to another

https://qa.flashparking.com/docs/how-to-move-parkers-from-one-account-to-another/

FLASH AR does not have an out of the box method for moving parkers between accounts. However, with a bit of excel manipulation, parkers can be downloaded from one account and uploaded to another using the Bulk Parker Import feature.

1. Go to the Permit Holders report. Search for the company or account you want to transfer parkers from. Download to CSV.
2. Go to the “Advanced Tab” of the account you wish to transfer parkers into. Click the “Bulk Import” button and download the template to excel.
3. The parkers from the permit holders report will need to be formatted to the import format. Copy and paste each relevant column.
4. Please note that the name column on the Permit Holders report will need to be formatted into a First Name and Last Name column to match the import format. Here’s how to do that in excel.
5. Once the file is reformatted to the import format, terminate the parkers on the old account.
6. Upload the import template to the “Bulk Importer” on the advanced tab of an account