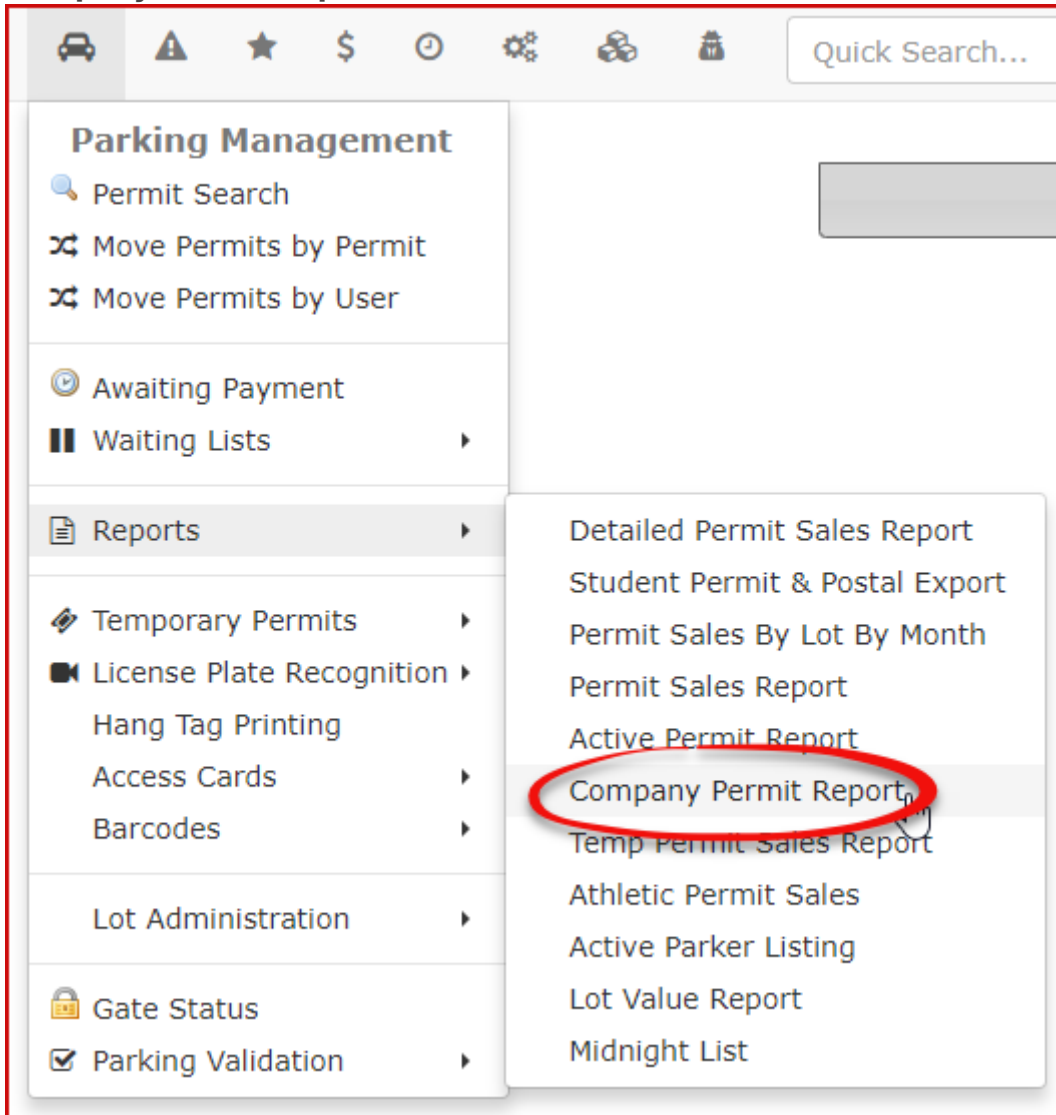# Company Permit Report

1. In **Parking Management**, hover over **Permit Management** and click **Reports** then **Company Permit Report**.

2. The **Company Permit Report** screen will display. You can filter by **Processed On**/ **Active on** dates or by **Company**. Enable the check box if you want to show archived permits in your search results. In this case we are looking for 'Jones Windows'. Enter this in the company box and click **Search**. The active on field is the date that the sales window is active for.

Active Company Permit Report

2 records found.

#	Account No.	Permit No	Permit Sales Window	Lot Name	Lot Rate	User Type	First Name	Last Name	Processed
197102	Jones Windows	L101	Monthly 1805 May	Lilac - Daily Reserved	$250.00	Daily Reserved	Shanon	Jones	May 23
197102	Jones Windows	L102	Monthly 1805 May	Lilac - Daily Reserved	$250.00	Daily Reserved	Justin	G	May 23

3. Click the **Export** button to create a .CSV file.

Revision #2
Created 7 May 2024 07:45:25
Updated 5 May 2025 09:49:15