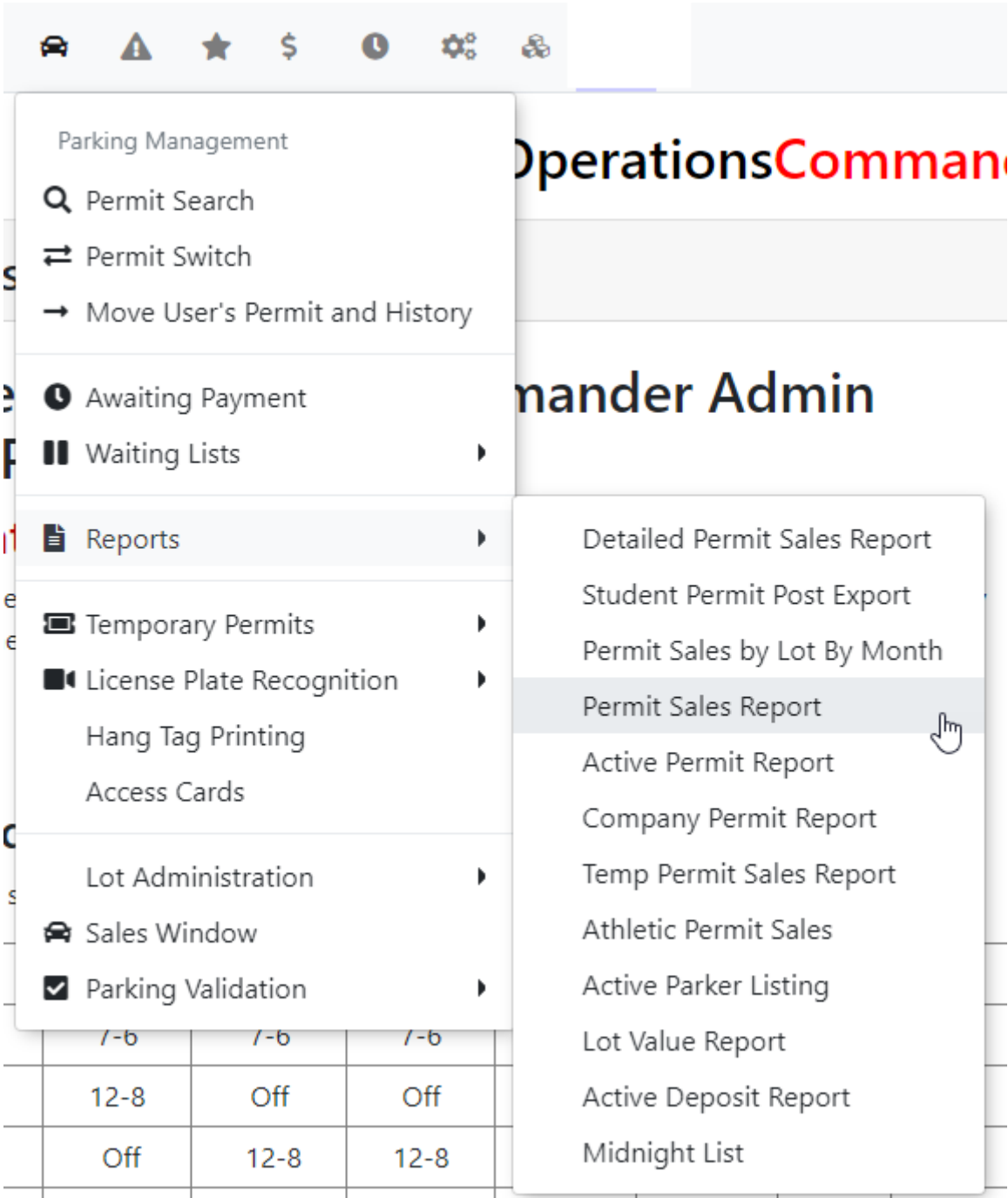


# Permit Sales Report

In **Parking Management**, hover over the '**Permit Management**' icon and click '**Reports**' then '**Permit Sales Report**'.



The **'Permit Sales Report'** screen will display. Select the ***user type(s)*** and ***allocation type(s)*** you want to include in the report. Hold Ctrl and click to select more than one. Enable the check box if you want to show archived sales (this includes all released or switched permits). Choose the

start date and end date and click the '**Create Report**' button. The report will display under the search criteria. Click the '**View Details in Excel**' button to export the table.

Standard Permit Sales Report

Report User Type

ADA User

Company Executive

Company Staff

Contractor

(Hold Ctrl and click to select more than one)

Sales Window Type

Monthly

Semester

Yearly

Other

(Hold Ctrl and click to select more than one)

☐ Show Archived

Start Date

Dec 01, 2021

Up To and Including

Feb 28, 2022

Search

Copy

CSV

Excel

Print

Show 

100

 entries

Search:

Permit #	Lot Name	Permit Sales Window	User Type	User	Student No.	Staff No.	Mail Permit To	Processed
STAFF1000	CSL	Monthly	Full Time Staff	Bennett, Paul			Permanent Mailing Address	Feb 28, 2022
STAFF1001	CSL	Monthly	Company Staff	Dufresne, Andy Regular Staff		987-654-321	Pick up at Parking Services	Feb 28, 2022

Showing 1 to 2 of 2 entries

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