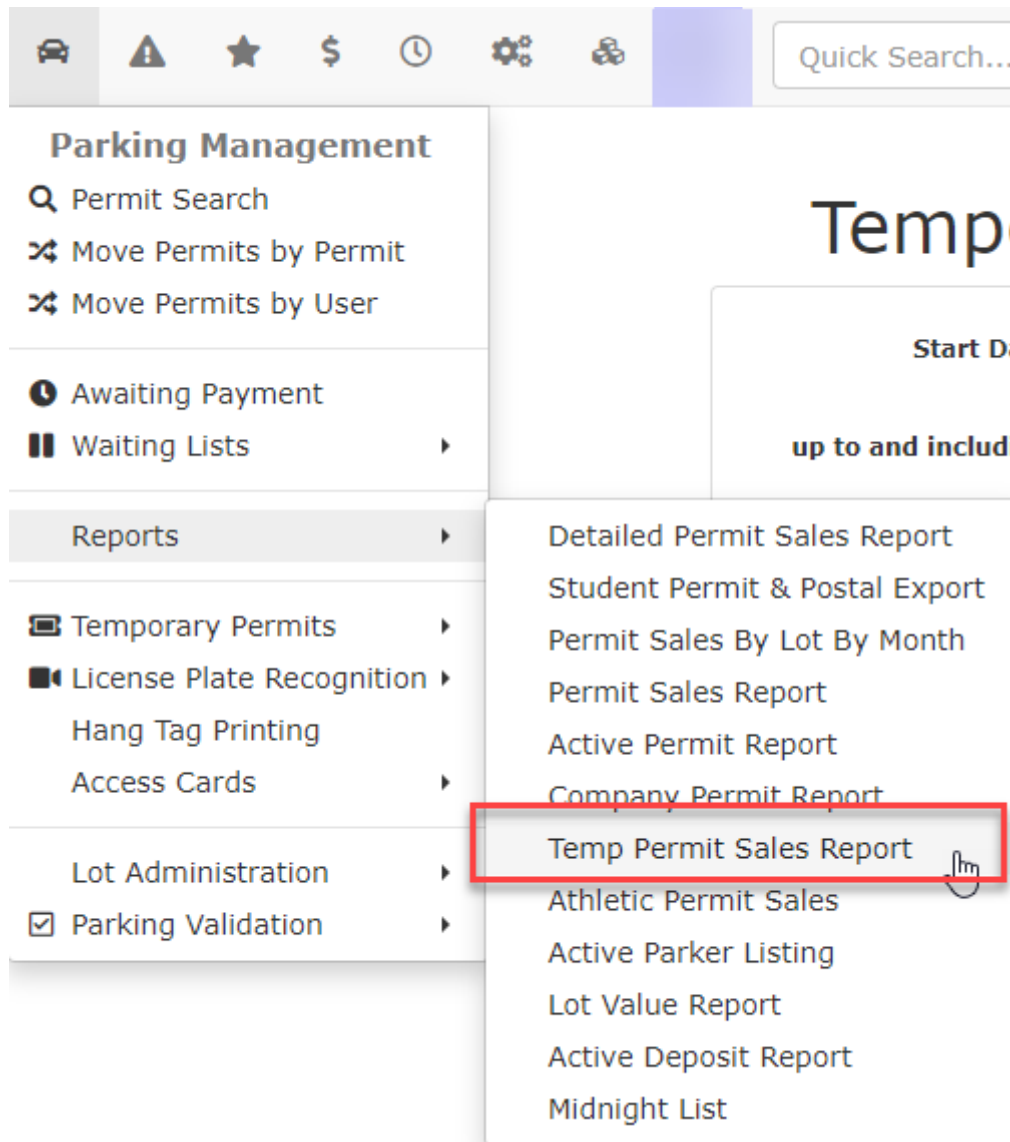


# Temp Permit Sales Report

Under **Parking Management**, hover over the **Permit Management** icon and click **Reports** followed by **Temp Permit Sales Report**.



The Temp Permit Sales Report screen will display. Select the Report Start Date and Up to and including dates as well as the Payment As which will allow you to search for processed or none processed lockers.

## Temporary Permit Report

Start Date Nov 21, 2021

Up To and Including Nov 25, 2021

Payment As - any -

Search

Export

Select Create Report when you are finished supplying the information above. This will display any lots that have been used for a temporary permit.

The total amount paid or owing for that lot is also shown under the Total Amount.

## Temporary Permit Report

Start Date Nov 21, 2021

Up To and Including Nov 24, 2021

Payment As - any -

Search

Export

Copy CSV Excel PDF Print

Show 100 entries

Search:

Lot Name	Total Permits	Total Amount
Green Lot East	1	\$0.57
Moore Street (lot)	2	\$33.90

Showing 1 to 2 of 2 entries

Previous 1 Next

Click the **Lot Name** link to view additional details about who has purchased temporary permits in that particular lot.

Temporary Permit Detail Report

Report Lot: Moore Street (lot)

Number of Records: 2

Report Date From: Nov 21, 2021 To Nov 24, 2021

Permit No	User Name	Amount	Date	Type	Pay Method	Processed Date	Additional Info
22	jimmydoe	\$16.95	Nov. 22, 2021 - Nov. 23, 2021	Daily	Cash	Nov. 23, 2021	
21	janedoe	\$16.95	Nov. 23, 2021 - Nov. 24, 2021	Daily	Cash	Nov. 23, 2021	

You can also export the information displayed on the report by clicking **Export to Excel**. This will only display lot names, total permits, and total amounts.

[illegible]