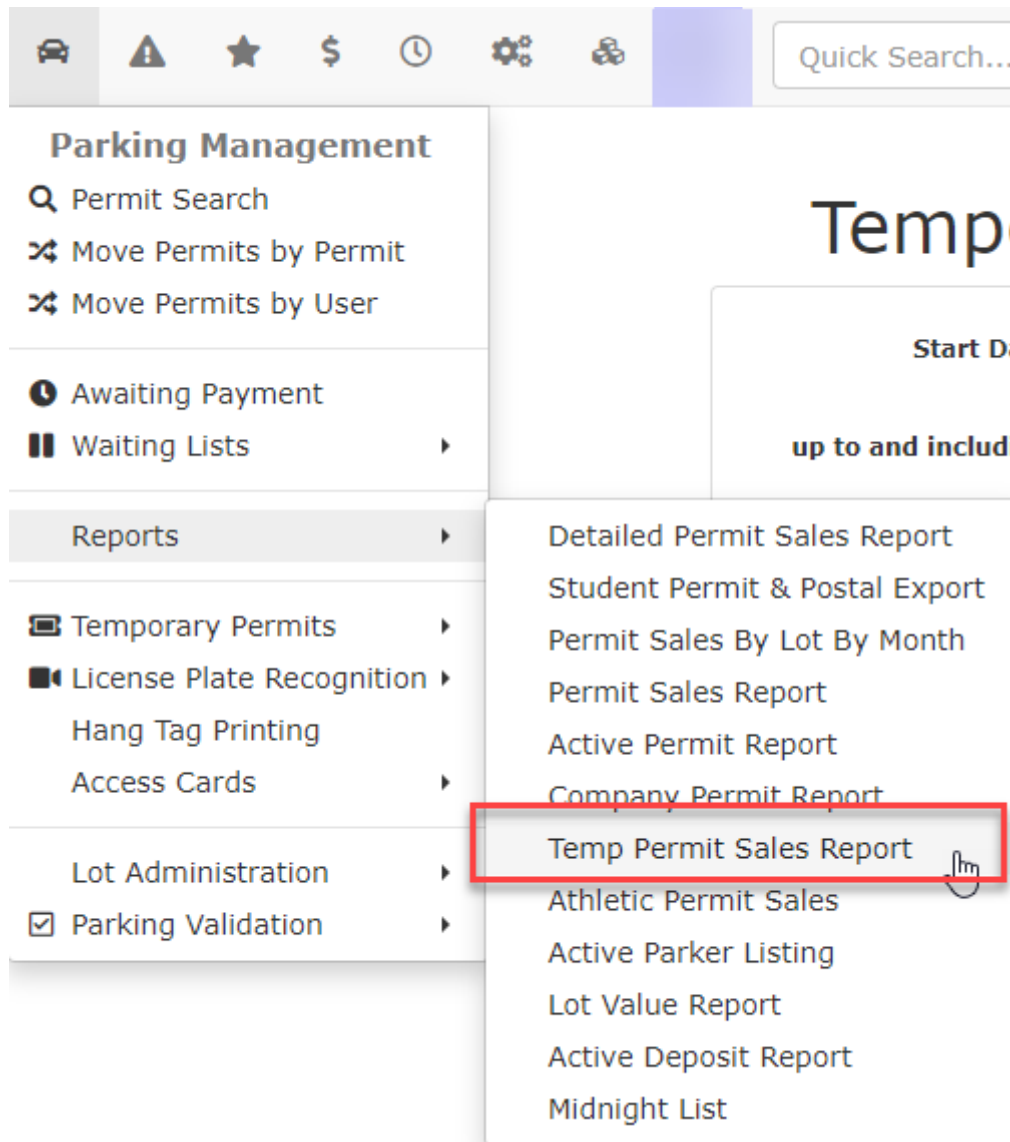# Temp Permit Sales Report

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.

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	

Temporary Permit Detail Report

Report Lot: Moore Street (lot)
Number of Records: 2
Report Date From: Nov 21, 2021 To Nov 24, 2021

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

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.

	Temp. Permit Report	
Report Date From:	2021/11/21 To 2021/11/24	
	Number Records:2	
Lot Name	Total Permits	Lot Total Amount
Green Lot East	1	$0.57
Moore Street (lot)	2	$33.90
	Total Amount:	$34.47

Revision #2
Created 7 May 2024 08:10:52
Updated 11 September 2024 13:40:49