

# Validate Parking Report

1. To access the report, the admin responsible for parker validation would need "**View Validator Report**" set as a permission.

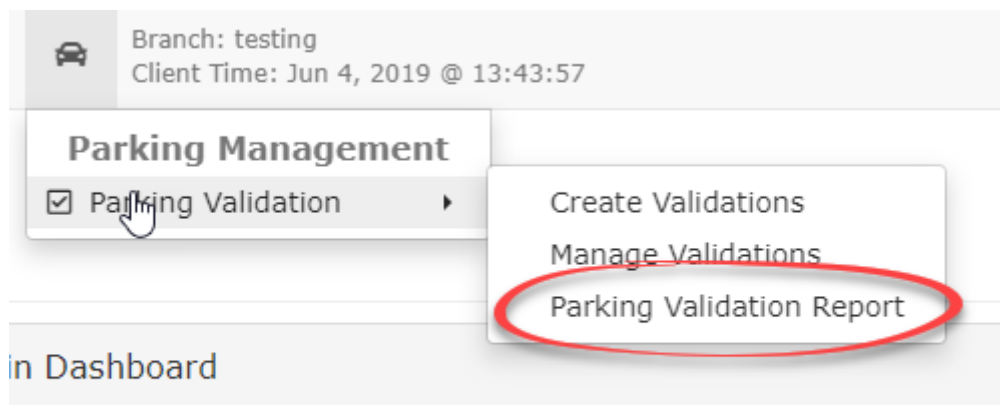
## Manage Administrator Roles

The screenshot shows the 'Manage Administrator Roles' interface. On the left is a sidebar with a list of roles, each with a 'Permissions' button and an edit icon. The main panel is titled 'Editing Permissions: Primary Admin' and contains a table of permissions. The 'View Validator Report' permission is highlighted in blue.

Permission	Description
<input type="checkbox"/> Pricing & Lot Administration	Create and edit permit lots.
<input type="checkbox"/> View Permits	Ability to View Permits
<input type="checkbox"/> Edit Permits	Ability to edit the Permit State on permits
<input type="checkbox"/> Allocate Permits	Ability to allocate permit numbers to a Lot
<input type="checkbox"/> Edit Permit Allocations	Ability to edit permit allocation Sale windows
<input type="checkbox"/> View Access Cards	Ability to view Access Cards
<input type="checkbox"/> Edit Access Cards	Ability to edit Access Card information
<input type="checkbox"/> Add Access Cards	Ability to Add Access Card numbers
<input checked="" type="checkbox"/> Create Temp Permit Entries	Access the temp permit creation page. Used for parking validation.
<input type="checkbox"/> Manage Validator Group Records	View and delete records created with the validation tool from admins within the same group as the admin.
<input type="checkbox"/> Manage All Validator Records	View and delete records created with the Validate Parking tool from other admins.
<input checked="" type="checkbox"/> View Validator Report	View records created with the Validate Parking tool.
<input type="checkbox"/> Prorate Permit Purchases	When the lot allows for proration, this permission enables the admin to prorate the permit purchase for a user.

Save Permissions

2. To run the report, go into the **Parking Management** menu and select **Parking Validation Report**.



## Welcome to OPS-COM

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## blems/Concerns

any problems or error messages immediately to \_\_\_\_\_. Maintenance wind  
required, these maintenance windows may involve a 15-20 min. service interruptio

## rent Parking/Locker Semester

it semester is 2019 Yearly. Parking Permits for the current Semester are currently c

## ice of Collection

ets not paid within 7 days of the date of the ticket will be transferred to the studer

3. The **Validate Parking Report** search tool opens.

## Validate Parking Report

4. Here, you enter the date range you wish to report on. In this case we are looking at **March 1st through to March 14, 2018.**

# Validate Parking Report

Report Range

Starting

Jun 01, 2019 14:00

Up to

Admin

Toggle

Group 2

Toggle

-- No Group Assigned --

Total

Last Entry

Expand

Search

Results

Admin	Zone	Start Time	End Time	Duration (Hours:Minutes)
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5. Click on **search** to bring up the record listing that can be viewed onscreen or exported as an Excel file.

# Validate Parking Report

Report Range

Starting

Apr 30, 2019 14:00

Up to

Jun 04, 2019 14:00

Admin

Toggle

Group 2

Toggle

-- No Group Assigned --

Total

1 Selected

Last Entry

Expand

Search

Results

Export to Excel

Admin	Zone	Plate	Comment	Start Time	End Time	Duration (Hours:Minutes)
John @ Tomahawk	Garage L1	TOM777		Apr 30, 2019 @ 4:02 pm	Apr 30, 2019 @ 5:00 pm	0:58
John @ Tomahawk	Garage L1	TOM777		May 1, 2019 @ 6:00 am	May 1, 2019 @ 5:00 pm	11:00
John @ Tomahawk	Garage L1	TOM777		May 2, 2019 @ 6:00 am	May 2, 2019 @ 5:00 pm	11:00
John @ Tomahawk	Garage L1	TOM777		May 3, 2019 @ 6:00 am	May 3, 2019 @ 5:00 pm	11:00
John @ Tomahawk	Garage L1	TOM777		May 4, 2019 @ 6:00 am	May 4, 2019 @ 5:00 pm	11:00
John @ Tomahawk	Garage L1	TOM777		May 5, 2019 @ 6:00 am	May 5, 2019 @ 5:00 pm	11:00
John @ Tomahawk	Garage L1	TOM777		May 6, 2019 @ 6:00 am	May 6, 2019 @ 5:00 pm	11:00
Josh @ Tomahawk	Garage L1	BIRCH		Jun 4, 2019 @ 1:27 pm	Jun 4, 2019 @ 2:22 pm	0:55
Total Duration in Hours:Minutes:						67:58
Total Records:						9

