

Validate Parking Report

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

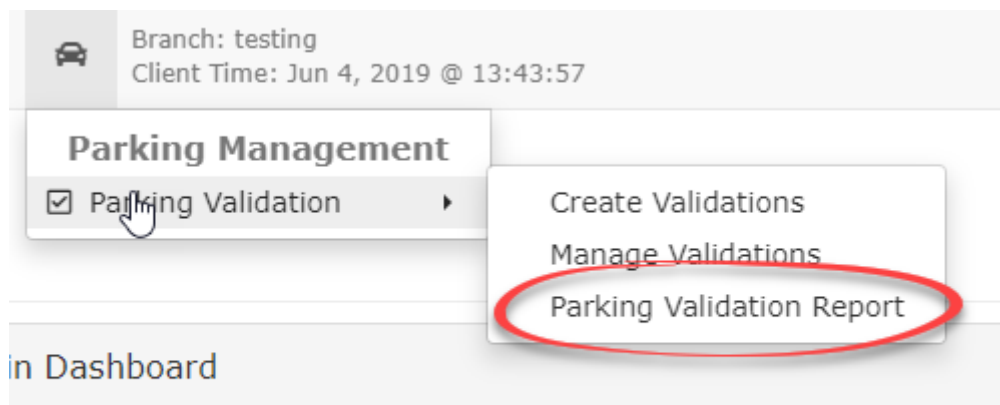
Manage Administrator Roles

The screenshot displays the 'Manage Administrator Roles' interface. On the left, a sidebar lists various roles with 'Permissions' buttons and edit icons. The main panel is titled 'Editing Permissions: Primary Admin' and contains a list of permissions with checkboxes and descriptions. The 'View Validator Report' permission is checked and highlighted in blue. A 'Save Permissions' button is at the bottom.

| 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

urrent 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:Minute) |
|-------|------|------------|----------|-------------------------|
|-------|------|------------|----------|-------------------------|

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 | 0:5 |
| John @ Tomahawk | Garage L1 | TOM777 | | May 1, 2019 @ 6:00 am | May 1, 2019 @ 5:00 pm | 11:0 |
| John @ Tomahawk | Garage L1 | TOM777 | | May 2, 2019 @ 6:00 am | May 2, 2019 @ 5:00 pm | 11:0 |
| John @ Tomahawk | Garage L1 | TOM777 | | May 3, 2019 @ 6:00 am | May 3, 2019 @ 5:00 pm | 11:0 |
| John @ Tomahawk | Garage L1 | TOM777 | | May 4, 2019 @ 6:00 am | May 4, 2019 @ 5:00 pm | 11:0 |
| John @ Tomahawk | Garage L1 | TOM777 | | May 5, 2019 @ 6:00 am | May 5, 2019 @ 5:00 pm | 11:0 |
| John @ Tomahawk | Garage L1 | TOM777 | | May 6, 2019 @ 6:00 am | May 6, 2019 @ 5:00 pm | 11:0 |
| Josh @ Tomahawk | Garage L1 | BIRCH | | Jun 4, 2019 @ 1:27 pm | Jun 4, 2019 @ 2:22 pm | 0:5 |
| Total Duration in Hours:Minutes: | | | | | | 67:5 |
| Total Records: | | | | | | 1 |

