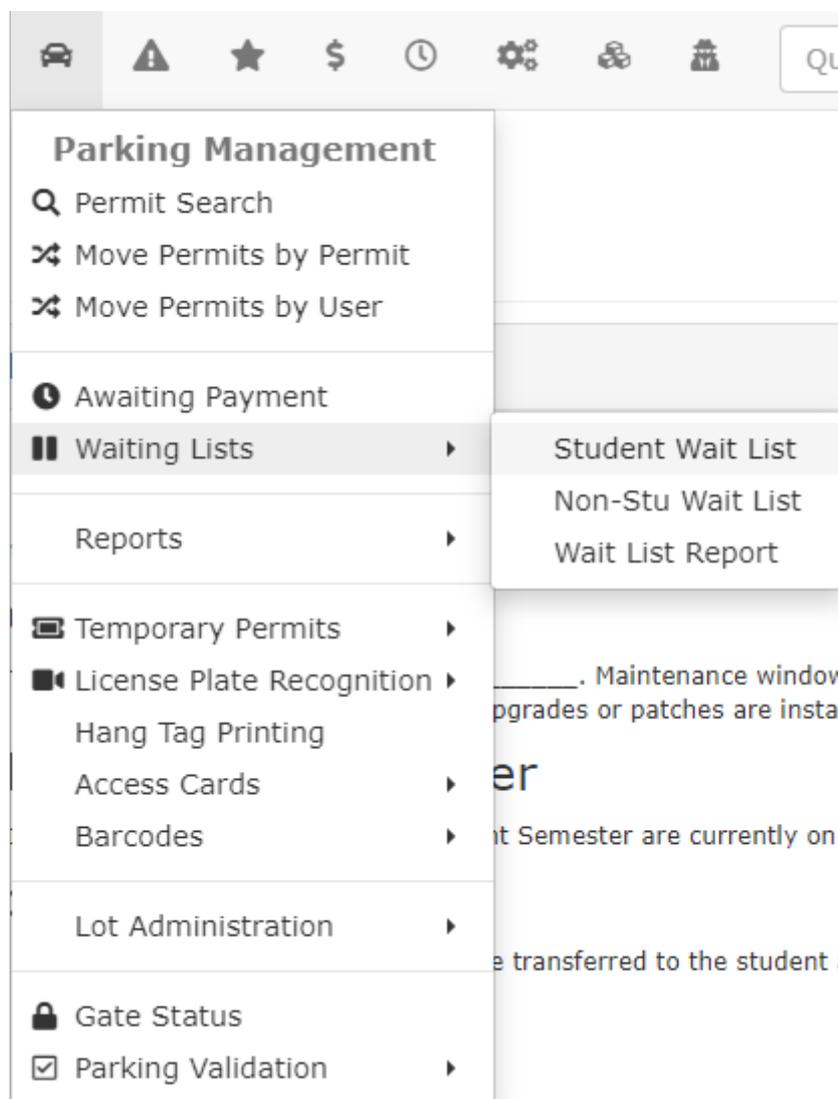


Wait List Report

Getting to the Wait List Report

In **Parking Management**, hover over the **Permit Management** icon and click **Waiting Lists** followed by **Wait List Report**.



Waitlist Report

The **Waiting List Report** screen displays. Administrators can view/edit details about a user waiting to purchase a permit in a specific lot.

Note

If the record is highlighted in yellow or red, the user currently has a permit in another lot. Administrators can sort the table by clicking on any of the column headings. Keep in mind users can only be on a single waitlist at a time.

Non-Student Permit Waiting List

Username Filter: [Filter](#)

User Type:

Note: Users that already have a permit are highlighted.

Toggle All	ID	USERNAME	User Type	FULL NAME	CITY	PHONE	COMMENT	LOT NAME	ADDED TO LIST
<input type="checkbox"/>		jcallaghan	Public User	Callaghan, Joseph	Manotick	6135555978	Add	General Monthly Lot 1	2016-Jul-07 10:34
<input type="checkbox"/>	TU8230	sjamieson	Full Time Staff	Jamieson, Steph	Ottawa		Add	The Bicycle Lot 1	2016-Jul-07 10:35
<input type="checkbox"/>	987-654-321	AndyD	Company Staff	Dufresne, Andy	Carleton Place	6132664949	Add	Residential Building 1	2017-Oct-25 12:09

[Remove Selected From Waiting List](#)

[Email All Listed Users](#) [Email Selected Users](#) [Export to Excel](#)

The **username** link displays a brief overview of the user's contact information where you can drill into the user's profile from.

User Contact Information

Account Status: ENABLED

Mr. James Rockwood [jrockwood] 

jrockwood@tomahawk.ca

92 Baseline Road

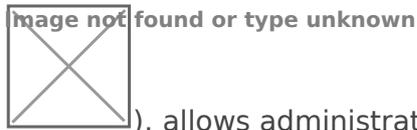
Ottawa, Ontario

K2G3M1

6135551212

Stu. Number: 0001234

[Close Window](#)



The users profile icon (), allows administrators to view/edit the user's profile.

This is also the link that administrators would use if they wanted to sell a permit to the user that is on the waiting list (Click the User Profile icon and click the Parking Tab).

Exporting the Waitlist to Excel

The **Export to Excel** button exports the table as an Excel spreadsheet.

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