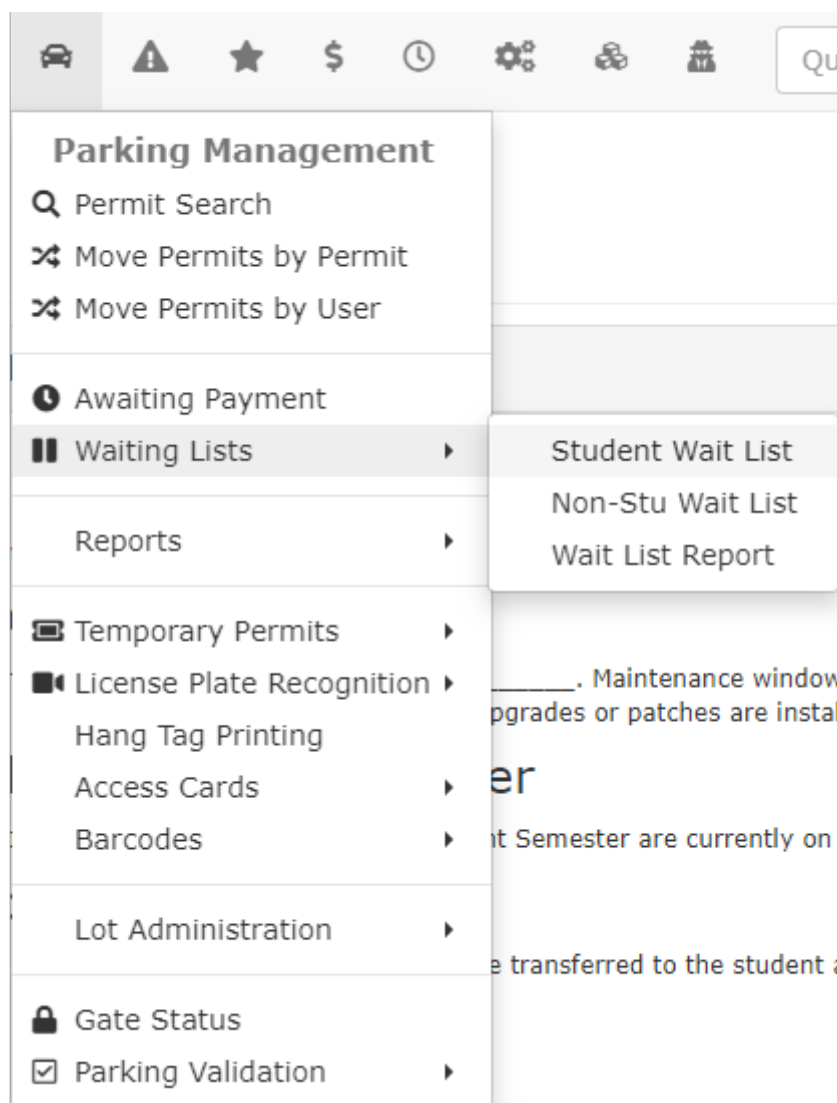


# Wait List Report

## 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:

Non-Student


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"/>		 <a href="#">jcallaghan</a>	Public User	Callaghan, Joseph	Manotick	6135555978	<a href="#">Add</a>	General Monthly Lot 1	2016-Jul-07 10:34
<input type="checkbox"/>	TU8230	 <a href="#">sjamieson</a>	Full Time Staff	Jamieson, Steph	Ottawa		<a href="#">Add</a>	The Bicycle Lot 1	2016-Jul-07 10:35
<input type="checkbox"/>	987-654-321	 <a href="#">AndyD</a>	Company Staff	Dufresne, Andy	Carleton Place	6132664949	<a href="#">Add</a>	Residential Building 1	2017-Oct-25 12:09

Remove Selected From Waiting List


Email All Listed Users

Email Selected Users

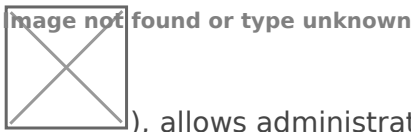
 Export to Excel

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](mailto: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.