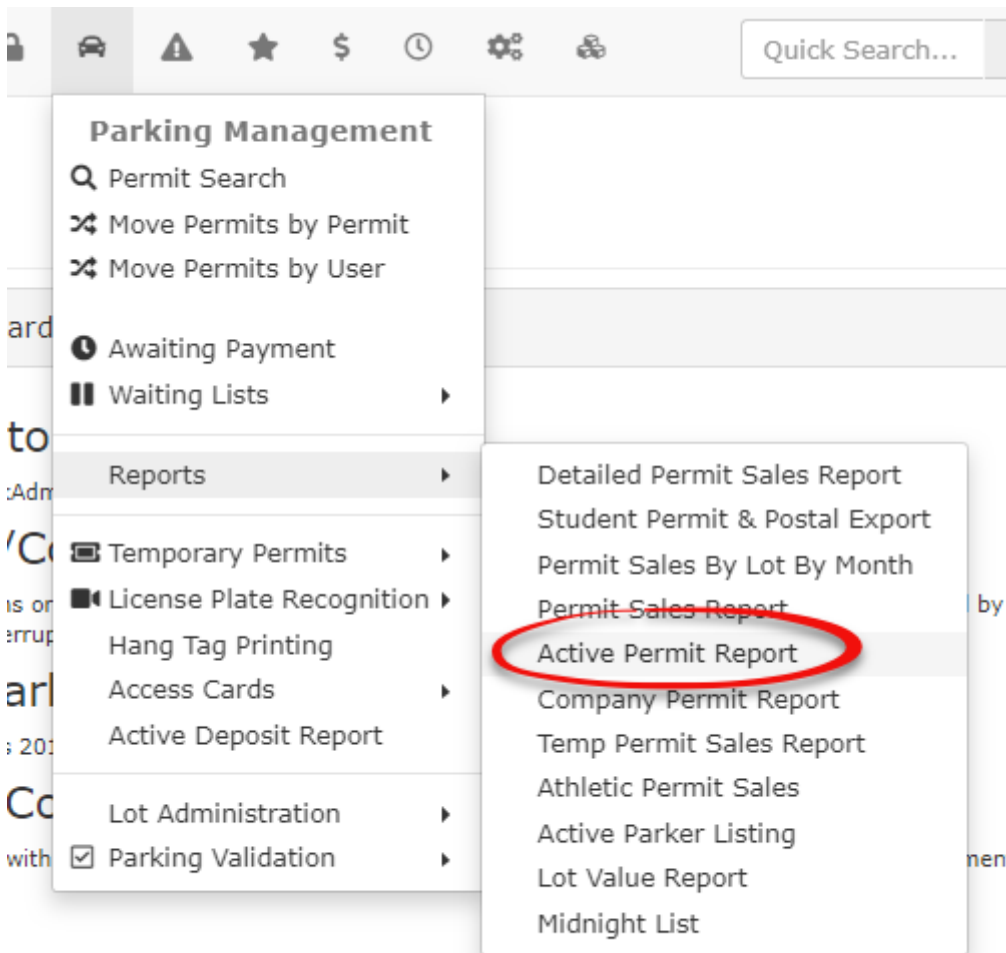


# Active Permits Report

## Navigating to the Report

In **Parking Management**, hover over the **Permit Management** icon and click **Reports** then **Active Permit Report**.



The **Active Permit Report** screen will display.

## Searching the Report

Select the **user type(s)** and **allocation type(s)** you want to include in the report. Hold Ctrl and click to select more than one item at a time. Enable the **Show Archived** checkbox if you want to show archived sales (this includes all released or switched permits). Choose the start date and end date and click the **Search** button. The report will display under the search criteria.

### Active Permit Report

User Type

Student

Full Time Student

Part Time Student

Exchange Student

Public

Demo

Complimentary

Daily Reserved

Staff

Full Time Staff

Part Time Staff

Hold Ctrl and click to select more than one.

Sales Window

Yearly

Monthly

Semester

Other

Hold Ctrl and click to select more than one.

☐ Show Archived

Include all released or switched permits.

Start Date

Jan 01, 2020

Up To and Including

Mar 24, 2020

The date range will include permits where it was active sometime between the two dates.

Search

Export

## Exporting the Details into Excel

Simply click the **Export** button to export the report into an excel file.

Active Permit Report

User Type

Part Time Student

Exchange Student

Public

Demo

Complimentary

Daily Reserved

Staff

Full Time Staff

Part Time Staff

Athletics

Sales Window

Yearly

Monthly

Semester

Other

Hold Ctrl and click to select more than one.

Show Archived

Include all released or switched permits.

Start Date

Jan 01, 2020

Up To and Including

Mar 24, 2020

The date range will include permits where it was active sometime between the two dates.

Search

Export

9 records found.

Permit Number	Lot Name	Sales Window	User Type	First Name	Last Name	Employee Number/Student Number
0005	TL1	Yearly	Part Time Staff	Michael	Ashbury	00800147
0002	TL1	Yearly	Part Time Staff	Michael	Ashbury	00800147
50	AFT4	Yearly	Part Time Staff	Michael	Ashbury	00800147
R102	RED-STU	Yearly	Full Time Student	James	Rockwood	0001234
0003	TL1	Yearly	Full Time Staff	Patricia	Birch	00900125
0004	TL1	Yearly	Full Time Staff	Patricia	Birch	00900125
51	AFT4	Yearly	Part Time Staff	Michael	Ashbury	00800147
52	AFT4	Yearly	Part Time Staff	Michael	Ashbury	00800147
54	AFT4	Yearly	Part Time Staff	Michael	Ashbury	00800147