Active Permit Report

> The Active Permit Report provides administrators with a comprehensive overview of all currently valid parking permits within the system. Its primary purpose is to help staff audit permit distribution, verify active revenue streams, and monitor permit lifecycle statuses. This article is intended for OperationsCommander (OPSCOM) administrators.

Setup and Configuration

There are no specific configuration steps required to enable this report, as it is a core system feature. However, administrators should ensure that User Types and Allocation Types (lots) are correctly defined within the system to guarantee the filtering options return accurate data.

Instructions for these configurations can be found on the *Pricing and Lot Admin* and *User Management* pages.

Using this Feature

Administrators can use this report to filter and view active permits based on specific user types, lots, and date ranges.

Generating the Report

1. Hover over **Parking Management**, click **Reports**, and select **Active Permit Report**.

2. Select the user types and allocation types you want to include in the report from the provided lists. Hold the Ctrl key on your keyboard while clicking to select multiple items simultaneously.
3. Enable the **Show Archived** checkbox if you wish to include sales that are no longer active, such as permits that have been released or switched.
4. Choose a **Start Date** and **End Date** to define the timeframe for the permit records.
5. Click the **Search** button to generate the results.

> The Active Permit Report reflects real-time data. If a permit is cancelled or expires during the business day, it will immediately move from the active list to the archived list.

Key Information Displayed

Once the search is executed, the report populates a table below the search criteria containing the following data points:

- **User Name and ID:** Identification of the permit holder.
- **Permit Number:** The unique identifier for the specific permit.
- **Vehicles:** The vehicle license plate(s) associated with the active permit.
- **Lot/Allocation:** The specific area where the permit is valid.
- **Effective and Expiry Dates:** The duration of the permit's validity.
- **Status:** Indicates if the permit is currently active or archived.

Available Actions and Buttons

- **Search:** Click this button to execute your search query and populate the data table on the screen.
- **Export:** Click this button to download the displayed report details into an Excel (.xls) file for further data analysis or sharing.

Best Practices and Considerations

- **Audit archived data regularly: When troubleshooting permit history, always enable the Show Archived checkbox** to see the full paper trail of a user's previous permit switches or releases.
- **Ensure date range precision: Always ensure your Start Date and End Date align exactly with your organization's fiscal or academic terms** when running reports for specific billing cycles to avoid counting overlapping permits.
- **Use multi-select efficiently: Use the Ctrl click method to run reports across multiple lots at once.** This is highly useful for comparing the density of active permits between different campus zones.

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