

Active Permit Report

The **Active Permit Report** provides administrators with a comprehensive overview of all currently valid parking permits within the system. This report is essential for auditing permit distribution, verifying active revenue streams, and monitoring permit lifecycle statuses.

Setup & 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 in the *Lot Administration* and *User Management* sections to ensure the filtering options return accurate data.

Using this Feature

Accessing the Report

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

Searching the Report

The **Active Permit Report** screen allows you to narrow down results based on specific criteria:

- Select the **user type(s)** and **allocation type(s)** you want to include in the report. To select multiple items simultaneously, hold the **Ctrl** key while clicking the desired options.
- Enable the **Show Archived** checkbox if you wish to include sales that are no longer active, such as permits that have been released or switched.
- Choose a **Start Date** and **End Date** to define the timeframe for the permit records.
- Click the **Search** button to generate the results.

Key Information Displayed

Once the search is executed, the report populates a table below the search criteria. Key data points include:

- **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.

Exporting Results

To perform further data analysis or share the report:

- Click the **Export** button to download the displayed report details into an **Excel** (.xls) file.
-

Best Practices & 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.
- **Date Range Precision:** When running reports for specific billing cycles, ensure your **Start Date** and **End Date** align exactly with your organization's fiscal or academic terms to avoid counting overlapping permits.
- **Multi-Select Efficiency:** Use the **Ctrl + Click** method to run reports across multiple lots at once, which is useful for comparing the density of active permits between different campus zones.

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.