Student Permit and Postal Export

> The Student Permit and Postal Export is a reporting tool that allows administrators to extract a list of student permit records alongside the users' postal code data for a specified date range. Its primary purpose is to help organizations analyze student commuting demographics and geographical parking trends by exporting the data directly to a spreadsheet. This article is intended for OPSCOM administrators.

Setup and Configuration

This report is a standard feature within the Permit Management module and requires no specialized system setup to run. However, administrators must have the appropriate reporting and permit management permissions assigned to their user role to access the page and generate the export. Ensure that postal code fields are set as mandatory during your student registration process to ensure the resulting report is populated with accurate data.

Using this Feature

Administrators can use this tool to quickly generate an Excel spreadsheet containing the requested permit and location data.

Generating the Report

1. Hover over **Permit Management** and click **Student Permit and Postal Export**.

2. Enter the desired timeframe into the start date and end date fields on the Student Permit and Postal Code Report page.
3. Click the **Create Report** button to automatically generate and download the data as an Excel spreadsheet.

Key Information Displayed

The exported Excel spreadsheet will contain a compiled list of student user data corresponding to the selected date range, specifically focusing on the intersection of their active permit information and their registered home postal or ZIP code.

> Unlike some other system reports, the Student Permit and Postal Export does not generate a preview table on the screen. Clicking the **Create Report** button will immediately process the request and download the `.xls` file directly to your local computer.

Best Practices and Considerations

- **Analyze Commuter Data: Use this report prior to the start of a new semester to understand where your student parkers are commuting from.** This geographic data can be highly valuable when planning alternative transportation initiatives, adjusting lot allocations, or targeting specific regions for parking availability communications.
- **Maintain Clean Data:** The value of this export relies entirely on accurate user profiles. If your organization allows users to register without a valid postal code, the resulting spreadsheet will contain blank fields. Consider reviewing your user profile configuration to make address fields mandatory.

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