

Temp Permit Sales Report

This article provides OPSCOM administrators with instructions on how to generate and interpret the Temp Permit Sales Report. This report is used to review temporary permit sales data within a specified date range, categorized by parking lot. It is essential for tracking revenue and permit usage across different locations.

Setup and Configuration

No special setup is required to use this report. [It relies on the existing configuration of your organization's lots and temporary permits.](#)

Using this Feature

Administrators can generate the report to view summary data and drill down into lot-specific details.

Generating the Report

1. Go to **Parking Management**, then **Reports**, and click **Temp Permit Sales Report**.
2. On the report page, set the desired date range using the **Start Date** and **Up To and Including** date pickers.
3. From the **Payment As** drop-down menu, select the payment status to filter by, such as **Processed** or **Not Processed** or **Any**.
4. Click the **Search** button to generate the report.

Interpreting the Results

Once generated, the report displays a summary of temporary permit sales for each lot that had activity within the selected timeframe. Clicking on the **Magnifying Glass** beside the lot's name will navigate to a detailed report showing every individual temporary permit transaction for that specific lot.

Key Information Displayed

Summary Report:

- **Lot Name:** The name of the parking lot where temporary permits were sold.
- **Total Permits:** The total number of temporary permits sold for that lot.
- **Total Amount:** The total revenue (\$) generated from temporary permit sales for that lot.

Detailed Report (by lot):

- **Permit No.:** The permit number assigned.
- **Username:** The username of the purchaser.
- **Amount:** The \$ amount of the permit.
- **Date:** The date of the permit sale.
- **Type:** The number of hours the permit is valid for, or 'daily' if it is a full daily permit.
- **Pay Method:** The method of payment.
- **Processed Date:** The date the payment was processed.
- **Vehicles:** The license plate number associated with the permit

Available Actions and Buttons

- **Export to CSV, Excel, PDF, Print:** Click the appropriate button to export the summary report in the desired format, or click the magnifying glass next to a lot, and click the appropriate button to export the detailed report.
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Best Practices and Considerations

- **Financial Reconciliation:** Use this report regularly to reconcile temporary permit sales with your financial records.
 - **Data Granularity:** For a high-level overview, use the main report and the **Export to Excel** function. For detailed transactional data, **click the individual Lot Name links** to investigate further.
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