Active Vehicle Report

> The Active Vehicle Report is an investigative tool designed to identify users who have more active vehicles registered on their profile than they have valid permits. Its primary purpose is to help administrators detect potential permit abuse, outdated vehicle lists, or other data discrepancies that could affect parking enforcement and lot management. This article is intended for OperationsCommander (OPSCOM) administrators.

Setup and Configuration

This report is a standard administrative feature and does not require any specific configuration.

Admin Side: No specific setup is required to run the report. It automatically analyzes existing user, vehicle, and permit data to provide a focused list of users whose vehicle counts may require review. The allowable limit for extra vehicles is determined by your overarching user type settings.

Using this Feature

Administrators can use the following instructions to access the report and interpret the generated data.

1. Hover over **User Management**, hover over **Vehicles**, and click **Active Vehicles Report**.
2. Wait for the report to run automatically when the page loads.

Key Information Displayed

The report is specifically designed to display a list of all users who have at least one more active vehicle than they do valid permits. For each user meeting the criteria, the report will display:

- **Username:** The name of the user.
- **Email:** The user's listed email address.
- **Active Vehicles:** A count of active vehicles currently listed on their profile.
- **Valid Permits:** A count of valid permits they currently hold.
- **Allowed Extra Vehicles:** The amount of extra vehicles specifically allowed for that user, which is determined by their user type settings (the default is 1, meaning one additional vehicle is allowed).

> To calculate the exact amount of unauthorized extra vehicles, add the number of active permits to the number of allowed extra vehicles. Subtract that total from the number of **Active Vehicles**. This final number indicates how many vehicles the user is over their allowed limit.

> This report is strictly an investigative tool, not a definitive list of violators. A discrepancy can easily occur for legitimate reasons, such as a user forgetting to remove an old vehicle after selling it, or temporarily adding a rental car to their profile.

Best Practices and Considerations

- **Develop a standard procedure: Develop a standard procedure for addressing users on this report.** A best practice is to contact the user directly and ask them to review and update the vehicle list on their profile. Instruct them to remove any vehicles they no longer own or use for parking on the premises.
- **Review periodically: Review this report periodically to ensure user data is clean and accurate ahead of peak periods.** Running this report at the beginning of each semester or right before a major permit sales cycle prevents clutter and ensures your enforcement data is highly accurate.

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