

Active Vehicle Report

This article describes the Active Vehicles Report, a 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 Its primary purpose is to help administrators detect potential permit abuse, outdated vehicle lists, or other data discrepancies that could affect parking enforcement and lot management.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 guide is intended for OPSCOM administrators.

Using This Feature

This report is a standard administrative feature and does not require any specific configuration. It automatically analyzes existing user, vehicle, and provides a focused list of users whose vehicle counts may require review.

Accessing and Understanding the Report

Go to **User Management**, then **Vehicles**, and click **Active Vehicles Report**

The report runs automatically when the page loads. It is specifically designed to display a list of all users who have **at least 1 more active vehicles than they do valid permits**. This is to identify potential permit misuse.

Key Information Displayed

For each user meeting the criteria, the report will typically 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 by that user, which is determined by user type settings (default is 1, meaning 1 additional is allowed).
 - The amount of *un-authorized extra vehicles* is: **# of active permits, plus the amount of allowed extra vehicles.** Take this total, and subtract it from the amount of Active Vehicles, and this is the number each user is exceeding their limit by.

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

Best Practices & Considerations

- **Develop a standard procedure for addressing users on this report.** A best practice is to contact the user 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 this report periodically,** such as at the beginning of each semester or before a major permit sales cycle, to ensure user data is clean and accurate ahead of peak periods.

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