Reports Overview

> The Reports module provides administrators with a centralized location to access, generate, and analyze data across various operational areas. Its primary purpose is to assist management in tracking sales, monitoring parking activity, auditing violations, managing incidents, and overseeing financial transactions. This article is intended for OperationsCommander (OPSCOM) administrators responsible for data analysis and operational reporting.

Setup and Configuration

The Reports module is a core administrative tool and does not require extensive initial configuration to function.

Admin Side: Administrators must have the appropriate system role permissions enabled to view and generate specific reports. Access to financial, violation, or incident data is restricted based on these assigned roles.

Using this Feature

Administrators can use the following instructions to navigate the module and access specific data sets.

1. Hover over the main menu and click **Reports**.
2. Select the specific report you wish to view from the categorized lists (Parking, Violations, Incidents, or Payments).

3. Configure your required date ranges or filters on the specific report page to generate the data.

Parking Reports	Purpose
Detailed Permit Sales Report by Lot	Provides a granular view of permit transactions by parking area for sales volume analysis.
Permit Sales by Lot by Month	Displays lots, payment types, sales amounts, and the total number of permits sold per month.
Permit Sales Report	Offers a breakdown of sales based on a selected allocation type and time period.
Active Permit Report	Shows a detailed list of permit holders for a selected allocation type and time period.
Company Permit Report	Searches for permits associated with users within a specific company.
Temp Permit Sales Report	Provides a breakdown of temporary permit purchases within a selected time period.
Athletic Permit Sales	Displays purchase details for user types identified as Athletics or lots with athletic user types.
Active Parker Listing	Lists all users who purchased a permit within the selected time period.
Lot Value Report	Summarizes lot utilization and the total financial value of permits sold in each lot.

Active Deposit Report	Lists active deposits grouped by lot.
Users With Multiple Permits	Identifies users who currently hold more than one active permit.
User Vehicle Report	Lists vehicles on the site, associated user details, and active permits.
Midnight List	Details permits that will be released at midnight if no payment promise was confirmed.

Violation Reports	Purpose
Violations by Location/Officer Report	Summarizes violations issued by an officer, including status updates (appealed, upheld, paid, etc.).
Paid Violations Summary by Type Report	Displays the number of violations issued by type and total financial amounts.
Violations by Officer Report	Details violations by officer, filterable by date, ticket writer, spoil type, and ticket type.
Summary Report by Officer	A high-level summary of violations per officer, including issuance, appeal, and payment status.
List Overdue Report	Tracks unpaid violations past their due date; automatically updates once payment is received.
Violations by Pay Type by Month Report	Searches for violations issued, grouped by month and payment type.

Towed Vehicles Report	Audits vehicle removals, including towing charges, status, and vehicle identifiers.
Patrol Officer Audit Report	Audits total officer scan and chalking activity to verify patrol performance and contract compliance, independent of issued violations.

Incident Reports	**Purpose**
Recent Incidents Summary Report	Lists all incidents recorded within the last 30 days.
Search Repeat Offenders Report	Identifies users with multiple violations based on specific filters like date or ticket type.
Weekly Stat Report	Lists incident volume filtered by category and sub-category.
Incidents Summary Report	Provides a comprehensive summary of incidents within a specified time frame.
Incidents Summary Report by Category	Summarizes incidents grouped by specified categories over a time frame.
Incident Summary Report by Sub-Location	Summarizes incidents filtered by specific locations.
Hazing Transparency Report	For **CLERY act compliance**, is used to track hazing incidents at universities, in the incidents module.

Fire Safety Report	For **CLERY act compliance**, is used to track organization fires, injuries, and property damage during a fire, in the incidents module.

Payments Reports	Purpose
Daily Payments	Displays all submitted or processed payments within a specific time frame.
Unprocessed Payments	Tracks "promises to pay" that have been submitted but not yet marked as received.
Payroll Deduction Report	Reports on payroll deduction payments grouped by day.
Tax Exemption Report	Exports an Excel file of individuals with tax exemption codes.
Failed Payments	Highlights failed automatic credit card payments.
Billing Account Setup Report	Lists users missing subscription settings or companies without a billing account.

> Click the **More...** button within the Payments Reports section to access additional preset reports, including detailed lists for Cheque Refunds, Unprocessed Adjustments, and Daily Processed/Submitted payment logs.

Best Practices and Considerations

- **Export data for offline analysis: Use the export functionality to download data to Excel.** Many reports, such as the **Unprocessed Payments** report, offer this feature to help you maintain external audit logs or manipulate data outside of the system.
- **Monitor automated release lists: Ensure that users provide valid payment methods during the permit reservation process.** The **Midnight List** is an automated utility that flags permits to be released if no payment promise was confirmed; monitoring this ensures data and revenue integrity.
- **Utilize specific filters: Utilize the available date and type filters when querying large data sets.** Applying targeted filters to high-volume lists, such as the **Violations by Officer Report**, minimizes system load times and allows you to focus strictly on the specific data sets you need.

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