

Wait List Report

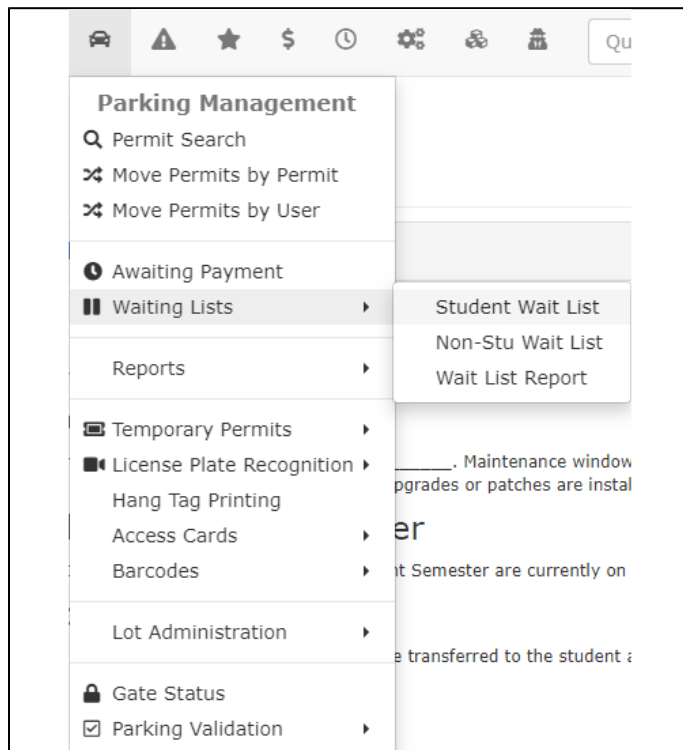
When do we use this?

The **Wait List Report** option allows administrators to view and export to Excel all users who are waiting for a permit in a specific lot, whether they are students and/or staff.

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Getting to the Wait List Report

In **Parking Management**, hover over the **Permit Management** icon and click **Waiting Lists** followed by **Wait List Report**.



WaitList Report

The **Waiting List Report** screen displays. Administrators can view/edit details about a user waiting to purchase a permit in a specific lot.


Note

If the record is highlighted in yellow or red, the user currently has a permit in another lot. Administrators can sort the table by clicking on any of the column headings. Keep in mind users can only be on a single waitlist at a time.

Waiting List Report							
Export to Excel							
Lot Name	Rank	First Name	Last name	Username	User Type	Date Added	Current Permit
Text2Park	1	James	Rockwood	jrockwood	Student	Mon. Oct. 21, 2019 at 14:24pm	107 @ Red Student Lot West, 107 @ Red Student Lot West, 51 @ After 4PM


The **username** link displays a brief overview of the user's contact information where you can drill into the user's profile from.

User Contact Information

Account Status: ENABLED
 Mr. James Rockwood [[jrockwood](#)] 
jrockwood@tomahawk.ca
 92 Baseline Road
 Ottawa, Ontario
 K2G3M1

6135551212
Stu. Number: 0001234

[Close Window](#)

The users profile icon (), allows administrators to view/edit the [user's profile](#).

This is also the link that administrators would use if they wanted to [sell a permit](#) to the user that is on the waiting list (Click the User Profile icon and click the Parking Tab).

Exporting the Waitlist to Excel

The **Export to Excel** button exports the table as an Excel spreadsheet.