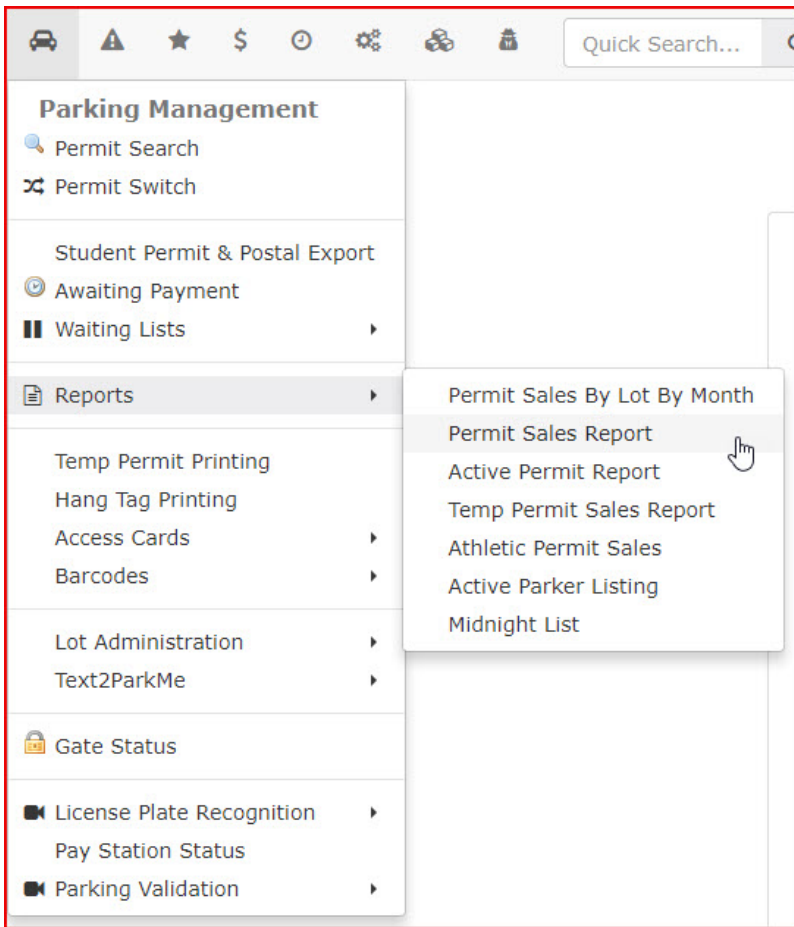


Permit Sales Report

When do we use this?

The **Permit Sales Report** provides a breakdown of permit sales within a specific time frame. If you are interested in finding who currently owns or has previously owned permits within a selected time period and allocation type please use the **Active Permits Report** instead.

1. In **Parking Management**, hover over the '**Permit Management**' icon and click '**Reports**' then '**Permit Sales Report**'.



2. The '**Permit Sales Report**' screen will display. Select the **user type(s)** and **allocation type(s)** you want to include in the report. Hold Ctrl and click to select more than one. Enable the check box if you want to show archived sales (this includes all released or switched permits). Choose the start date and end date and click the '**Create Report**' button. The report will display under the search criteria. Click the '**View Details in Excel**' button to export the table.

Permit Sales Report

Report User Type

- Athletics Member
- Demo
- Exchange Student
- Full Time Staff
- Full Time Student
- Part Time Staff
- Part Time Student

(Hold Ctrl and click to select more than one)

Sales Window Type

- Monthly
- Semester
- Yearly
- Other

(Hold Ctrl and click to select more than one)

Show Archived

Check this to include all released or switched permits.

Start Date

up to and including

[Generate Report](#)

Records in this Report: 2

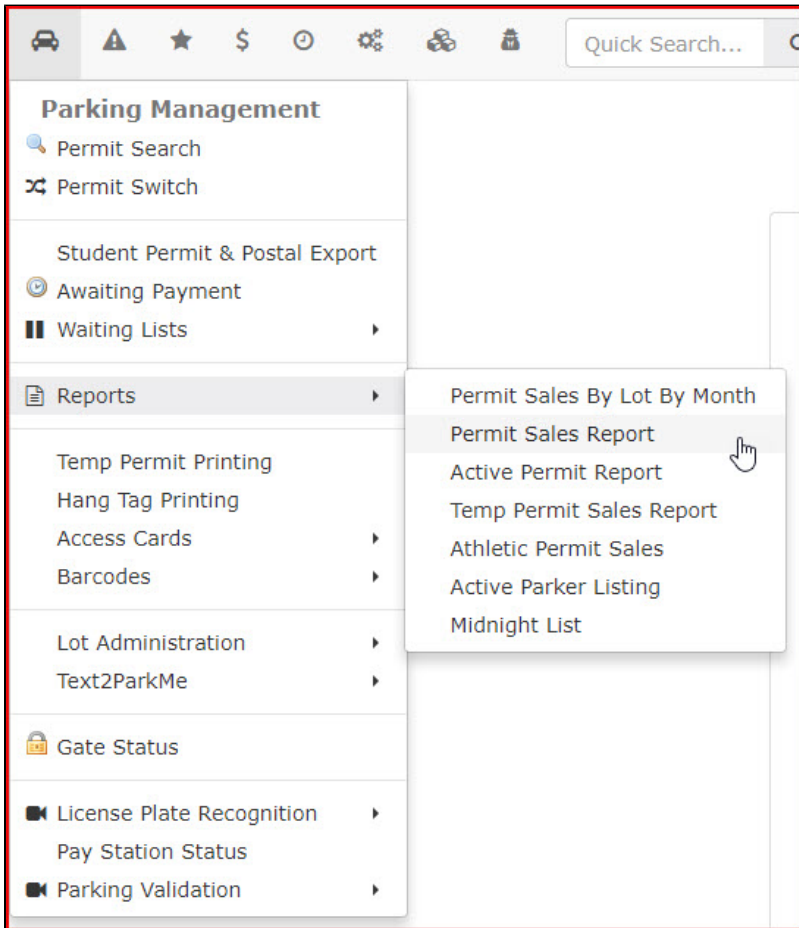
[View Details in Excel](#)

Permit #	Lot Name	Permit Sales Window	User Type	User	Staff/Student No.	Processed	Permit Mail To
522	GLE	Monthly	Part Time Student	Jamieson, Steph	0001244	Local Mailing Address	Apr-10-2018
521	GLE	Monthly	Full Time Student	Griffiths, John		Pick up at Parking Services	Apr-10-2018

When do we use this?

The **Permit Sales Report** provides a breakdown of sales for a selected allocation type and time period.

1. In **Parking Management**, hover over the **'Permit Management'** icon and click **'Reports'** then **'Permit Sales Report'**.



2. The **'Permit Sales Report'** screen will display. Select the **user type(s)** and **allocation type(s)** you want to include in the report. Hold Ctrl and click to select more than one. Enable the check box if you want to show archived sales (this includes all released or switched permits). Choose the start date and end date and click the **'Create Report'** button. The report will display under the search criteria. Click the **'View Details in Excel'** button to export the table.

Permit Sales Report

Report User Type

- Athletics Member
- Demo
- Exchange Student
- Full Time Staff
- Full Time Student
- Part Time Staff
- Part Time Student

(Hold Ctrl and click to select more than one)

Sales Window Type

- Monthly
- Semester
- Yearly
- Other

(Hold Ctrl and click to select more than one)

Show Archived

Check this to include all released or switched permits.

Start Date

up to and including

[Generate Report](#)

Records in this Report: 2

[View Details in Excel](#)

Permit #	Lot Name	Permit Sales Window	User Type	User	Staff/Student No.	Processed	Permit Mail To
522	GLE	Monthly	Part Time Student	Jamieson, Steph	0001244	Local Mailing Address	Apr-10-2018
521	GLE	Monthly	Full Time Student	Griffiths, John		Pick up at Parking Services	Apr-10-2018