

Permit Sales Report

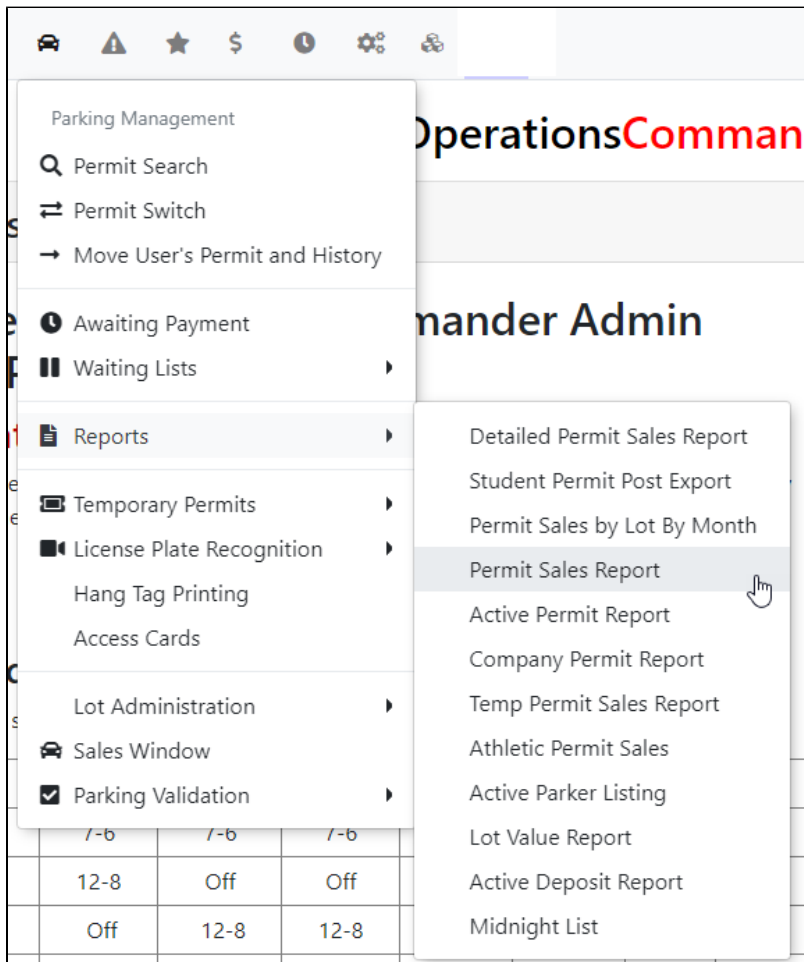


When do we use this?

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.

- [Related Content](#)

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



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.

Standard Permit Sales Report

Report User Type: ADA User, Company Executive, Company Staff, Contractor
(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

Start Date: Dec 01, 2021

Up To and Including: Feb 28, 2022

Search

Copy CSV Excel Print

Show 100 entries

Search:

Permit #	Lot Name	Permit Sales Window	User Type	User	Student No.	Staff No.	Mail Permit To	Processed
STAFF1000	CSL	Monthly	Full Time Staff	Bennett, Paul			Permanent Mailing Address	Feb 28, 2022
STAFF1001	CSL	Monthly	Company Staff	Dufresne, Andy Regular Staff		987-654-321	Pick up at Parking Services	Feb 28, 2022

Showing 1 to 2 of 2 entries

Previous 1 Next

Related Content

- [Reports Overview](#)
- [Using Permit Proration](#)
- [Permit Misuse Notification](#)
- [Permits API](#)
- [Temporary Permit Printing](#)
- [Performing Permit Rollovers](#)
- [Cancel Transaction](#)
- [Zebra Sticker Printers](#)
- [Permit Stats API](#)
- [Permit Update API](#)
- [Permit Delete API](#)
- [Permit States](#)
- [Permit Push API](#)
- [User - Payments Tab](#)



Support Agent Notes

No special notes. *If you feel any should be added, please add them here.*