

# Wait List Report

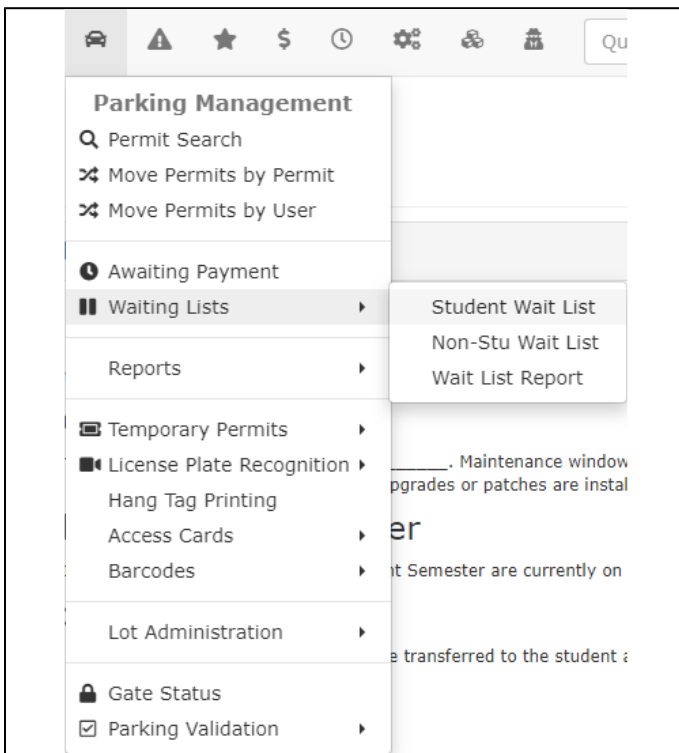
## When do we use this?

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.

- [Getting to the Wait List Report](#)
- [WaitList Report](#)
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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.

### Non-Student Permit Waiting List

Username Filter:  [Filter](#)

User Type: Non-Student ▾

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Note: Users that already have a permit are highlighted.

<a href="#">Toggle All</a>	ID	<a href="#">USERNAME</a>	User Type	FULL NAME	CITY	PHONE	COMMENT	LOT NAME	ADDED TO LIST
<input type="checkbox"/>		<a href="#">jcallaghan</a>	Public User	Callaghan, Joseph	Manotick	6135555978	<a href="#">Add</a>	General Monthly Lot 1	2016-Jul-07 10:34
<input type="checkbox"/>	TU8230	<a href="#">sjamieson</a>	Full Time Staff	Jamieson, Steph	Ottawa		<a href="#">Add</a>	The Bicycle Lot 1	2016-Jul-07 10:35
<input type="checkbox"/>	987-654-321	<a href="#">AndyD</a>	Company Staff	Dufresne, Andy	Carleton Place	6132664949	<a href="#">Add</a>	Residential Building 1	2017-Oct-25 12:09


[Remove Selected From Waiting List](#)

[Email All Listed Users](#)
[Email Selected Users](#)
[Export to Excel](#)

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


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

6135551212  
**Stu. Number:** 0001234

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[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.

### Related Content

- [Purchase a Parking Permit](#)
- [User - Parking Tab](#)
- [Managed Wait List](#)
- [Non-Student Wait List](#)
- [Wait List Report](#)
- [Waiting List](#)
- [Pricing and Lot Admin](#)
- [Printing Permits from the User Portal](#)
- [Permit Stats API](#)
- [Permit Update API](#)
- [Permit Delete API](#)
- [Permit Push API](#)



#### Support Agent Notes

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