



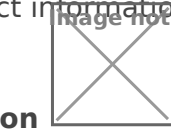



# Vehicle Management

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# Search by Plate

The **Search by Plate** option allows Administrators to locate vehicles, and view the user, vehicle details, and violations associated with a license plate.

## Quick Steps:

1. Hover over **User Management** then **Vehicles**. Click on **Search by Plate**.
2. Enter search criteria (Plate, Make, Type, Colour). If you only have a partial plate enable **Fuzzy Search**. Optionally, set a **Date Range**.
3. Click **Search** to search for the vehicle.
4. To search only for **Electric Vehicles** you can enable the **Electric Vehicle** checkbox.
5. To view a vehicles history click on **History Icon**  on the far left. Click on the **Person Icon**  to view the owner of the vehicles contact information .
6. To view the vehicle details click on the **Plate Icon**  which is located next to the **History Icon**.
7. To enter a new violation click the **Plus Icon**  on the far right. Fill in the related fields then click **Record This Violation**. To add additional options, click the **Toggle More Options** button.
8. Click on a user's **Username** to edit their **Basic Profile Information**.
9. To email a user click on the **Email Icon**  located next to their username.
10. To view violations and incidents click on the **Number Icon**. Violations will be to the left of the **Plus Icon** and Incidents to the right.
11. Temporary permit histories can be viewed under **Pay Station**.

## Step-by-Step Instructions:

1. **Access the Search by Plate Menu:** Hover over **User Management** then **Vehicles**. Click on **Search by Plate**.
2. Enter search criteria (Plate, Make, Type, Colour). If you only have a partial plate enable **Fuzzy Search**. Optionally, set a **Date Range**. The system will search for vehicles matching partial data. **Example:** A partial plate of **APVK???**, color Grey, and type Hatchback. The system will show results like **APVK189** and a Pay Station record for **APVK123**.
3. **Search for a Vehicle:** Once you're in the **Search by Plate** screen, you can search using the following criteria:
  - **Plate:** Enter the full or partial plate number (supports fuzzy search).
  - **Make:** Search by vehicle make (e.g., Honda, Ford, Tesla).

- **Type:** Choose the vehicle type (e.g., hatchback, sports car, compact).
- **Colour:** Enter the vehicle's color (e.g., Red, Blue, Silver).

4. **Date Range:** Optional. This filters results based on Pay station parking and LPR events. Leave it blank to search the vehicle's entire history.

5. **Launch the Search:** Click the **Search** button to run the search.

6. **Review Search Results:** The results will show a list of users with matching plate information below the search box. Here's what you can do next:

- Click the **History Icon** to view the vehicle's history.
- Click the **Person Icon** located in the **History** to edit the user's profile.
- Click the **Vehicle Icon** to see more information about the vehicle associated with the plate.
- Click the **Plus Icon** to enter a new violation for this plate.
- Click the **Envelope Icon** to email the user.
- Click the **Number of Violations** to view/edit previous violations associated with the vehicle.
- Click the **Number of Incidents** to view/edit previous incidents related to the vehicle.

8. **Pay Station Parking Status:** Displays the user's temporary permit history if they bought a permit.

# Merge Vehicles

The **Merge Vehicles** feature in OPS-COM allows administrators to combine two existing vehicle records into a single, unified record. This tool is invaluable for correcting duplicate entries, associating vehicles with their correct user profiles, and consolidating all historical data (including violations) to the primary vehicle record, ensuring data accuracy and comprehensive vehicle history.

## Using this Feature

The **Merge Vehicles** interface facilitates the process of consolidating vehicle records.

This will associate the vehicle to the User and bring along all the violation history to the User.

### Merge Vehicles

Vehicles To Merge	Vehicle To Merge Into
<input type="text"/>	<input type="text"/>
Provide full or partial plate number.	
<input type="button" value="Search"/>	
<p><b>P</b> = Primary Driver <b>S</b> = Secondary Driver</p>	

1. Hover over **User Management**, then **Vehicles**, and click **Merge Vehicles**. This will open the **Merge Vehicles** interface.
2. Enter the vehicle plate or VIN of one or both vehicles you intend to merge.
3. Click **Search**.

4. From the results on the **left side**, select the **secondary vehicle(s)**. These are the records whose information and history (e.g., violations) you want to consolidate into another vehicle.
  5. From the results on the **right side**, select the **primary vehicle**. This is the single vehicle record that will remain after the merge, inheriting all information and history from the secondary vehicle(s).
  6. Click **Merge**.
  7. Confirm the merge action in the prompt.
  8. Wait for the confirmation screen to appear, indicating successful completion.
- 

## Best Practices & Considerations

- **Irreversible Action:** Merging vehicles is a **permanent action**. Once two vehicles are merged, the secondary vehicle record(s) are effectively absorbed into the primary, and the action cannot be undone. Always verify your selections before proceeding.
- **Data Consolidation:** When vehicles are merged, all associated history, including outstanding violations, is transferred to the primary vehicle. This is particularly useful when a vehicle with a history of violations is later added to a user's account, ensuring all its history is linked to that user.
- **Identify Primary Vehicle:** Clearly determine which vehicle record should be the "primary" one that remains in the system. This is usually the record with the most accurate, complete, or longest-standing information.
- **Review Before Merge:** Before initiating a merge, carefully review the details of both the secondary and primary vehicles to ensure they are indeed duplicates or that the merge is intended. Look at details like make, model, color, and ownership history.
- **Impact on User Profiles:** If the vehicle being merged has outstanding violations and is then associated with a user, this process will correctly link all the violation history to that user's profile.
- **Search by Plate or VIN:** The flexibility to search by either plate or VIN helps in accurately identifying the correct vehicles for merging.

# DNTT - Do Not Ticket or Tow

The **DNTT** (Do Not Ticket or Tow) feature allows administrators to apply a condition on a vehicle that prevents officers from ticketing or towing it during a specified time frame.

This is helpful in various scenarios:

- **Example 1:** A photographer needs to park on campus while working over several days. By applying a **DNTT**, they won't receive tickets or be towed for parking in any area during their assignment.
- **Example 2:** The Dean of a School is attending a special event across campus. A **DNTT** ensures their vehicle can park outside their regular lot without penalties during the event. This is commonly referred to as the "Anti Embarrassment" feature.

## Quick Steps:

1. Hover over **User Management** then click on **User Search**.
2. Search for a user then click on their **Username** to get to the **User Profile page**.
3. Click on the **Vehicles tab**.
4. Click **Add DNTT**.
5. Set **From Date** and **To Date**.
6. (Optional) Add a **Location**.
7. Add a **Note** (required) and **Save Changes**.
8. To modify or delete DNTT: Go back to the **Vehicles tab** and click **Edit DNTT**. Here you can either click on **Modify** or **Delete**.
9. To view **DNTT reports**: Hover over **User Management** then **Vehicles** and click **Vehicle DNTT Report**.
10. Enter **Date Range** and **Number of Instances**, then click **Search**.
11. Click **Username** for user details, **Plate** for vehicle info, and **# of Instances** for DNTT history.

## Step-by-Step Instructions:

1. **Navigate User Search:** Hover over **User Management** then click on **User Search**.
2. **Search for a User:** Search for a user then click on their **Username** to get to their **User Profile Page**.
3. **Navigate to the Vehicle information page:** Click on the **Vehicle tab**.
4. **Select the Vehicle:** Click the **Add DNTT** link for the vehicle you want to apply the DNTT to.
5. **Select the Time Frame:** Set the **From** date and time, as well as the **To** date and time for the DNTT. You can also add a **Location** to specify where parking is allowed during the

DNTT period.

6. Add a **Note** (required) and **Save Changes**.
7. **Accessing DNTT Information from the User Profile:** Go back to the **Vehicles** tab in the user's profile. Click **Edit DNTT** to view or manage DNTTs assigned to the vehicle. You can **Modify** or **Delete** the DNTT from this window.
8. **Accessing the DNTT Report:** Hover over **User Management** and then **Vehicles**. Click **Vehicle DNTT Report**.
9. **Searching for DNTT Records:** Enter the desired **date range** and the **Number of Instances**. Click the **Search** button to display relevant records.

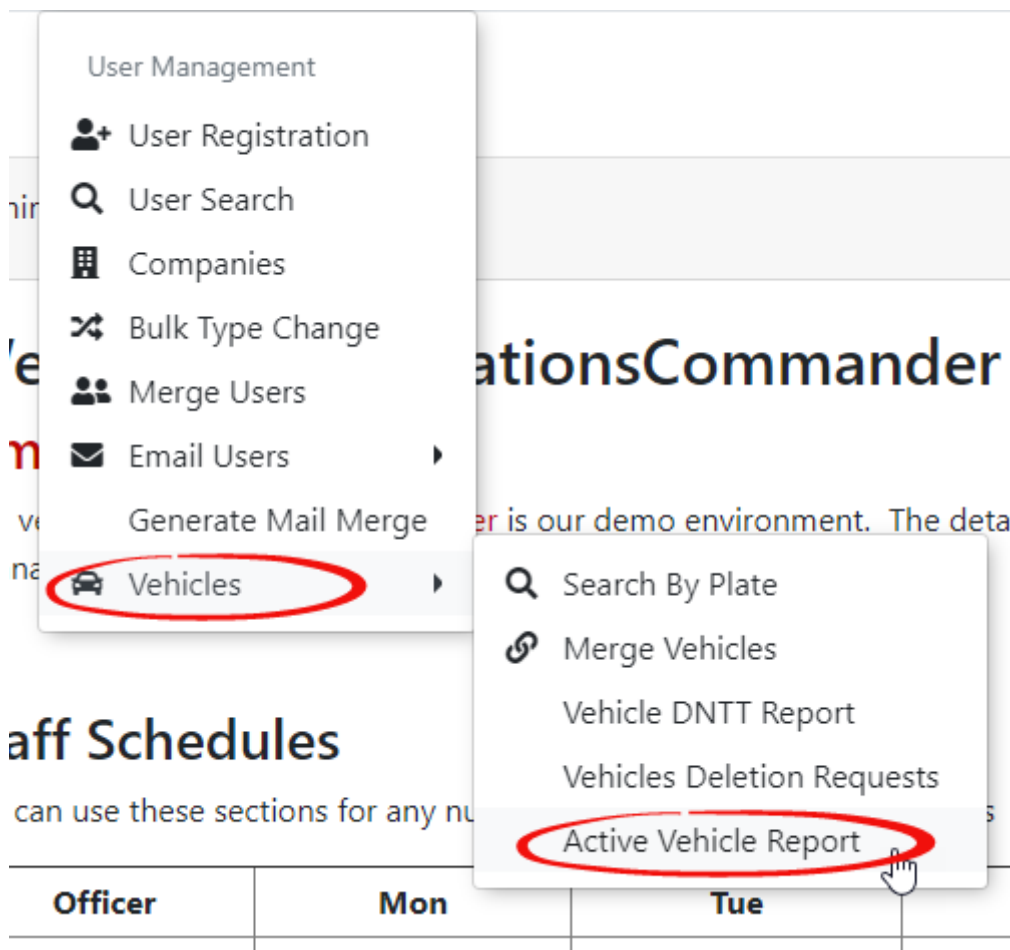
The **DNTT Report** is accessible to admins with the **Manage Vehicle** permission under system configuration.

**How DNTTs Appear on Handheld Units:** Officers can view DNTT details when searching for vehicles using **Search Vehicles**. Tap on the specific vehicle in the list to see its DNTT details.

# Active Vehicle Report

## Accessing the Report

To view the report go into the **User Managent** menu and hover over **Vehicles** and select **Active Vehicles Report** from the dropdown list.



The report will automatically run and supply a list of user that have at least **2 more active vehicles** than the number of valid permits on their profile.



# Active Vehicles

This report lists users who have at least two more active vehicle than they do active permits.

 Export

Username	Email	Active Vehicles	Active Permits
janedoe	janedoe@noemail.com	3	1

# Tracking Electrical Vehicles

## Introduction

A flag has been added to vehicles that can be used to mark them as electrical.

This makes it possible to track the number of electric vehicles present on the website.

## Admin Side

Vehicles can be viewed and edited from the user vehicle list, accessible from any user's profile.

Viewing the user vehicle list page, a column is present listing if each vehicle is electrical or not.

## Vehicle Information

[+ Add New Vehicle](#)

Status ?	Plate	Type	Colour	Make	Type	Province	Year	EV			
Active	<a href="#">FCVGH8NJMK</a>	~Not Specified				Manitoba		Yes	<input checked="" type="checkbox"/>	<a href="#">?</a>	<a href="#">Add DNTT</a> <a href="#">?</a>
Active	<a href="#">FGHJ</a>	Government				Nova Scotia		No	<input checked="" type="checkbox"/>	<a href="#">?</a>	<a href="#">Add DNTT</a> <a href="#">?</a>
Active	<a href="#">MORP</a>	Motorcycle	Grey	Audi	Motorcycle	Ontario	2000	Yes	<input checked="" type="checkbox"/>	<a href="#">?</a>	<a href="#">Add DNTT</a> <a href="#">?</a>
Active	<a href="#">TESTME</a>	Commercial				Newfoundland & Labrador		No	<input checked="" type="checkbox"/>	<a href="#">?</a>	<a href="#">Add DNTT</a> <a href="#">?</a>
Active	<a href="#">ZAP</a>	Commercial	Burgundy	Volvo	Motorcycle	Ontario	2021	No	<input checked="" type="checkbox"/>	<a href="#">?</a>	<a href="#">Add DNTT</a> <a href="#">?</a>
Active	<a href="#">ZAP</a>	~Not Specified	Pink	Nissan	Motorcycle	Colorado	2021	No	<input checked="" type="checkbox"/>	<a href="#">?</a>	<a href="#">Add DNTT</a> <a href="#">?</a>
Inactive	<a href="#">0W45PZ4P</a>	~Not Specified	Silver	Cadillac	Motorcycle	Colorado	2021	Yes	<input checked="" type="checkbox"/>	<a href="#">?</a>	<a href="#">Add DNTT</a> <a href="#">?</a>
Inactive	<a href="#">EEEE</a>	Commercial	Ultra-Blue	Buick	Mid-Size	Quebec		Yes	<input checked="" type="checkbox"/>	<a href="#">?</a>	<a href="#">Add DNTT</a> <a href="#">?</a>
Inactive	<a href="#">MASH</a>	Government	Blue	Porsche	Compact	Iowa	1998	No	<input checked="" type="checkbox"/>	<a href="#">?</a>	<a href="#">Add DNTT</a> <a href="#">?</a>
Inactive	<a href="#">NO LONG</a>	Motorcycle	White	Subaru	Mini Van	Georgia	2021	No	<input checked="" type="checkbox"/>	<a href="#">?</a>	<a href="#">Add DNTT</a> <a href="#">?</a>
Inactive	<a href="#">TESTHERE</a>	Passenger	Unknown	Acura	Not Listed	Ontario	2021	Yes	<input checked="" type="checkbox"/>	<a href="#">?</a>	<a href="#">Add DNTT</a> <a href="#">?</a>
Inactive	<a href="#">VCVVC</a>	Passenger	Unknown	Acura	Not Listed	Ontario	2021	No	<input checked="" type="checkbox"/>	<a href="#">?</a>	<a href="#">Add DNTT</a> <a href="#">?</a>
Inactive	<a href="#">ZAPPX44SS</a>	Passenger	Blue	Asuna	Mini Van	Ontario	2021	No	<input checked="" type="checkbox"/>	<a href="#">?</a>	<a href="#">Add DNTT</a> <a href="#">?</a>
Inactive	<a href="#">ZAPPX58SS</a>	Passenger	Blue	Asuna	Mini Van	Ontario	2021	No	<input checked="" type="checkbox"/>	<a href="#">?</a>	<a href="#">Add DNTT</a> <a href="#">?</a>

The vehicles can be edited from this page by clicking on the plate buttons in the plate column.

On the popup that appears containing the vehicle information, the electric vehicle flag can be enabled for the vehicle using the checkbox:

## Vehicle Information

Vehicle Status: Active ▾

Licence Plate: FCVGHB NJMK

VIN:

Province: Manitoba ▾

Plate Type: ~Not Specified ▾

Primary Driver: Michael Ashbury  mashbury

Colour: Select Colour ▾

Make: Select Make ▾

Type: Select Type ▾

Year (4 digit):

(not required)

Vehicle Alarm: ☐

Electric Vehicle: ☒

Update Vehicle

Cancel

Once saved, the vehicle will be counted as an electric vehicle in the system.

On the user profile, electric vehicles are marked by a blue thunderbolt icon next to the plate name.

Vehicles <span>Edit</span>					
Status	Plate	Type	Province	Make	Year
Active	FCVGHB NJMK ⚡	~Not Specified	Manitoba		
Active	FGHJ	Government	Nova Scotia		
Active	MORP ⚡	Motorcycle	Ontario	Audi	2000
Active	TESTME	Commercial	Newfoundland & Labrador		
Active	ZAP	Commercial	Ontario	Volvo	2021
Active	ZAP	~Not Specified	Colorado	Nissan	2021
Inactive	0W45PZ4P ⚡	~Not Specified	Colorado	Cadillac	2021

The thunderbolt icon will show a tool tip when moused over.

Vehicles <span>Edit</span>					
Status	Plate	Type	Province	Make	Year
	<div>This is an electric vehicle.</div> ⚡	Motorcycle	Ontario	Audi	

# Vehicle Report

To quickly see all electric vehicles in the system, the option to search electric vehicles is available on the vehicle search page:

Search By Plate

Plate

PL8RDR

Make

Any

Type

Any

Colour

Any

☐ Perform Fuzzy Search

☒ Electric Vehicle

Start Date































Up To and Including

Provide full or partial Plate No.  
Use quotes to do an exact match search. i.e. "ABC123"

Recorded on and Up to and including dates only affect the results of the Guest Booking, Pay Station, and Licence Plate Recognition records. It does not filter off vehicles based on their creation or history.

Search

5 Vehicles on Record.

Plate	Plate Type	Province	Make	Vehicle Type	Colour	EV	Driver	Violations	Incidents
  OW4SPZ4P	 S ~Not Specified	CO	Cadillac	Motorcycle	Silver	Yes	Ashbury, Michael	 	
  EEEEE	 S COM	QC	Buick	Mid-Size	Ultra-Blue	Yes	Ashbury, Michael	 	
  FCVGHBNJMK	 S ~Not Specified	MB				Yes	Ashbury, Michael	 	
  MORP	 S MC	ON	Audi	Motorcycle	Grey	Yes	Ashbury, Michael	  4	
  TESTHERE	 S PASS	ON	Acura	Not Listed	Unknown	Yes	Ashbury, Michael	 	

The records returned will contain a column called 'EV' showing if the vehicle is an electric vehicle.

Clicking on the plate buttons on this page will open a modal showing vehicle information.

Electric vehicle status will be shown at the bottom of the modal:

Viewing Vehicle: 0W45PZ4P




<b>Active</b>	No
<b>Plate</b>	0W45PZ4P
<b>Province</b>	Colorado
<b>VIN</b>	ZAP
<b>Plate Type</b>	~Not Specified
<b>Colour</b>	Silver
<b>Make</b>	Cadillac
<b>Vehicle Type</b>	Motorcycle
<b>Year</b>	2021

<b>Electric Vehicle</b>	Yes
-------------------------	-----

#### Drivers

Michael Ashbury

mashbury 

Edit

## User Side

A user can tell if their vehicle is marked as electric by the presence of a blue thunderbolt icon displayed next to their plate number on the user vehicle list.

Vehicles				
FCVGHBNJMK ⚡	Manitoba	~Not Specified		Active
FGHJ	Nova Scotia	Government		Active
MORP ⚡ 2000 Motorcycle Grey Audi	Ontario	Motorcycle		Active
TESTME	Newfoundland & Labrador	Commercial		Active
ZAP 2021 Motorcycle Burgundy Volvo	Ontario	Commercial		Active
ZAP 2021 Motorcycle Pink Nissan	Colorado	~Not Specified		Active
0W45PZ4P ⚡ 2021 Motorcycle Silver Cadillac	Colorado	~Not Specified		Inactive
EEEE ⚡ Mid-Size Ultra-Blue Buick	Quebec	Commercial		Inactive

On the user vehicle page, electric vehicles are also marked by a blue thunderbolt icon.

EEEE ⚡

Quebec	Commercial
	Mid-Size
Ultra-Blue	Buick
<a href="#">Edit</a>	Inactive ▾

A user is able to mark their vehicle as electric from this page by clicking on the vehicle edit button.

In the modal that appears, a check box is present to mark the vehicle as an electric vehicle.



Editing Vehicle: FCVGHB NJMK

Province

Manitoba

Plate Type

~Not Specified

Make

Vehicle Type

Colour

Year

2021

Electric Vehicle

☒

Close

Save Changes