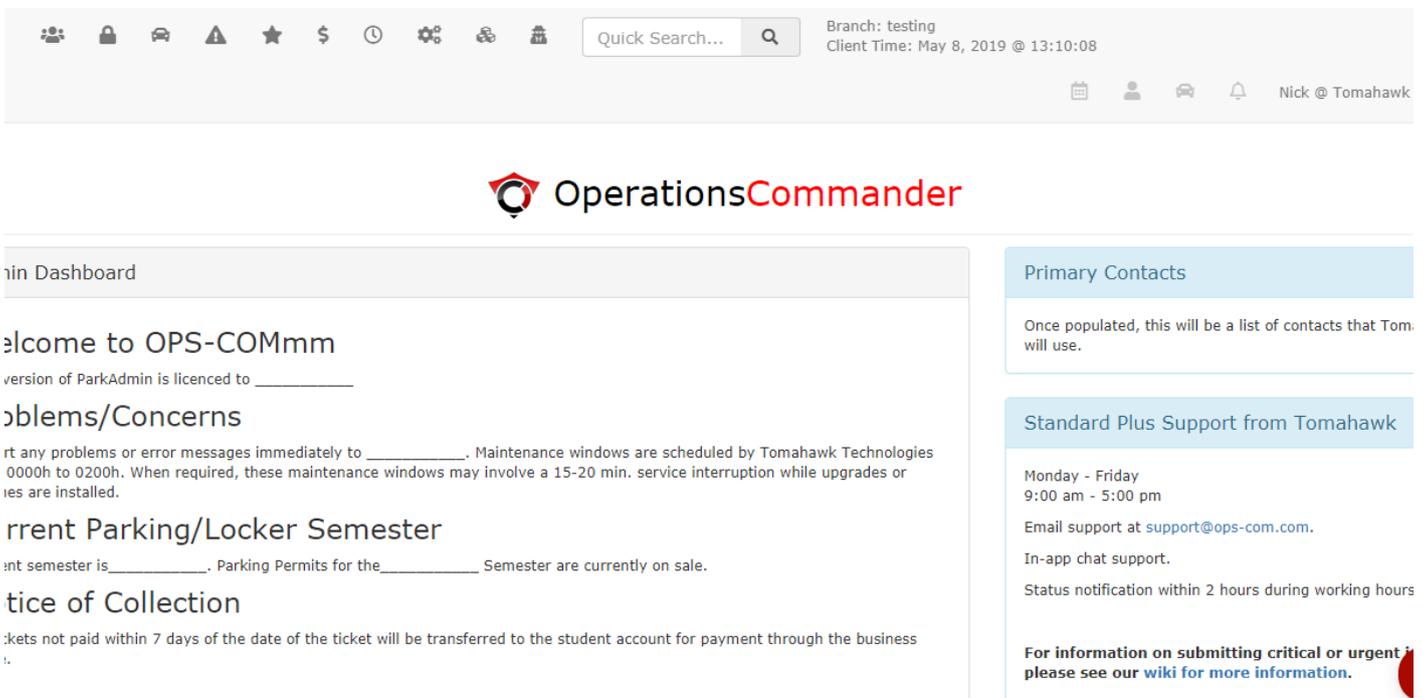


# Admin Portal Violation Payments with Credit Card

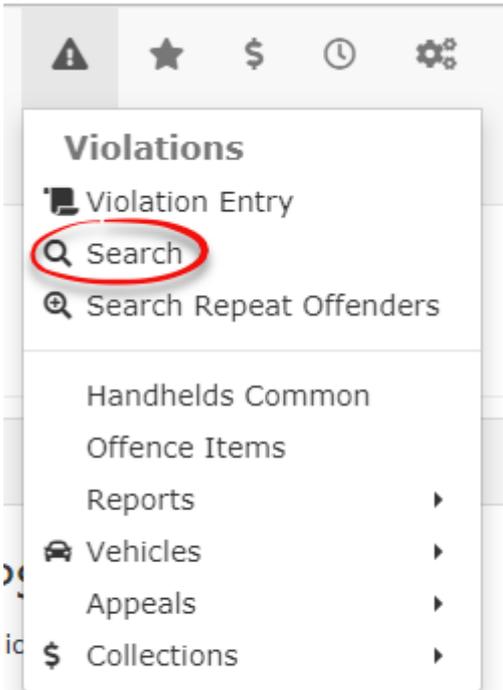
## Paying a Violation with Visa

Log in with your admin credentials on the admin side.



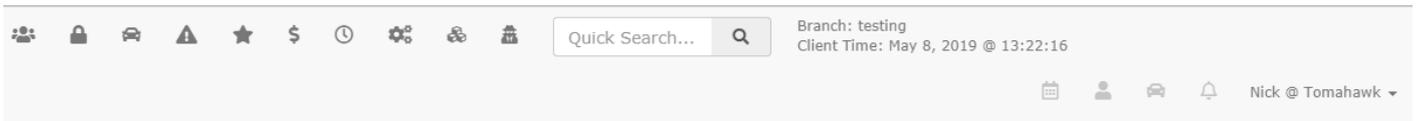
The screenshot shows the OperationsCommander Admin Dashboard. At the top, there is a navigation bar with various icons (users, lock, car, warning, star, dollar, clock, gear, refresh, printer) and a search box labeled "Quick Search...". The user is logged in as "Nick @ Tomahawk". The main content area is divided into two columns. The left column contains a "Admin Dashboard" header and several sections: "Welcome to OPS-COMmm" (with a version of ParkAdmin), "Problems/Concerns" (with a link to report problems), "Current Parking/Locker Semester" (with a link to view the current semester), and "Notice of Collection" (with a link to view the notice). The right column contains two informational boxes: "Primary Contacts" (with a note that it will be populated) and "Standard Plus Support from Tomahawk" (with details on support hours, email, and in-app chat). A footer note mentions information on submitting critical or urgent tickets.

Navigate under the violations tab to the search tab.



messages immediately to \_\_\_\_\_.

Type the ticket number into the search text box.



### Violation Search

Provide Ticket No., full or partial Plate No. or Date Range

**Spoiled:**

**User Type:**

**Violation Location:**

**Vehicle Province:**

**Ticket Category:**

Outstanding only  All

**Warning:**  Warning only  Only non-warning  All

**Offence Type:**

Towing Charged

**Search Text:**

and/or

**First Name:**

**Last Name:**

**Student / Employee #:**

**Drivers Licence:**

In this case we looked up ticket TT-10016 and found that it belongs to user jsmith with a plate that is ABC123.

**Date Search by**  ▾  
**Start Date**  with time clear  
**up to and including**  with time clear  
**User State:**  ▾  

Search using only text
Search with text and date range

Generate Mailing from Listed
Mark Listed as Processed

Listing 1 records

TICKET #	USERNAME	PLATE	PROV	DESCRIPTION	STATUS	AMOUNT
<b>TT-10016</b>	jsmith	ABC123	ON	Parked - Expired Parking Permit Towing	50.00 [ <del>-\$10.00</del> ] 60.00	100.00
ISSUED: May, 7, 2019 13:43    DUE: May, 27, 2019    Private Property						

**Page Total: \$100.00**  
 Unpaid/Outstanding: \$100.00

The listed Permit # is at the time of violation being issued.  
 \* Ticket has an associated appeal status. (Upheld, Reduce, Cancel)

Click the Ticket # and you will be brought to the Violation Information tab

OperationsCommander [OPS-COM] - Complete parking and security manage...  
https://tomahawku-rc.preview.parkadmin.com/admin/violations/violationInfo...

## Violation Information Edit

Ticket: **TT-10016-7J**

Date Issued: Tue. May 7, 2019 at 13:43  
Date Due: May 27, 2019  
Ticket Category: Private Property

Licence plate: ABC123  
Province: Ontario  
Plate Type: Commercial

James Smith jsmith Primary Driver

Offences:

Parked - Expired Parking Permit	\$50.00	<b>-\$10.00</b>
---------------------------------	---------	-----------------

Offence Location: Administration Building  
Ticket Writer: admin  
Entered By: nick.tomahawk

Fine: \$40.00  
Towing: \$60.00  
Total: **\$110.00 - \$10.00 (discounts) = \$100.00**

Action Close Window

Violation Notes ?

Afterwards click on the actions tab and click on Make Payment.

OperationsCommander [OPS-COM] - Complete parking and security manage...  
https://tomahawku-rc.preview.parkadmin.com/admin/violations/violationInfo...

## Violation Information Edit

**Ticket: TT-10016-7J**

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Ticket Writer: admin  
Entered By: nick.tomahawk

Fine: \$40.00  
Towing: \$60.00  
Total: **\$110.00 - \$10.00 (discounts) = \$100.00**

Action Close Window

- Edit / Update
- Flag as Sent to Collections
- Make Payment**
- Link to Incident

Violation Notes ?

This will bring you to the user's payment page so you can process said violation.

### Payments Due

#### Locker Payments

No pending locker payments.

#### Invoice Payments

No pending invoices.

#### Parking Permit Payments

Submit Date	Permit No.	Amount	
<input checked="" type="checkbox"/> May. 7, 2019	106	\$525.00	<a href="#">Remove</a>
		<b>Taxes:</b>	<b>\$68.25</b>
		<b>Total:</b>	<b>\$593.25</b>

#### Temp. Permit Payments

In this case you want to deselect any other objects that are not being paid for at the moment (in this case the permit) and click proceed to payment.

## Payments Due

### Locker Payments

No pending locker payments.

### Invoice Payments

No pending invoices.

### Parking Permit Payments

Submit Date	Permit No.	Amount	
<input checked="" type="checkbox"/> May. 7, 2019	106	\$525.00	<a href="#">Remove</a>
<b>Taxes:</b>		<b>\$68.25</b>	
<b>Total:</b>		<b>\$593.25</b>	

### Temp. Permit Payments

No pending permit payments.

### Access Card Payments

No pending access card payments.

### Deposits

No pending deposit payments.

### Violation Payments

Issued	Ticket #	Value	Notes
<input checked="" type="checkbox"/> May. 7, 2019	TT-10016	100.00	<i>discounted</i>
<b>Violations Total:</b>		<b>\$100.00</b>	

### Policy Violation Payments

No pending violation payments.

### Adjustments

No pending adjustment records.

Proceed to Payment

This brings you to the checkout page where you have three ways you can handle this detailed below.

### Payments Due

#### Violation Payments

Issued	Ticket #	Value	Notes
May. 7, 2019	TT-10016	100.00	discounted
<b>Violations Total:</b>		<b>\$100.00</b>	

**Total: \$100.00**

**Make Payment Online**

In person payments can be made at Security Services.  
92 Bridge Street, Suite 101  
Carleton Place, Ontario K7C 2V3

Payment Method

Click on the drop down menu in order to pick Credit Card, MasterCard or Visa. In this case we're going to use Visa.

**Violation Payments**

Issued	Ticket #	Value	Notes
May. 7, 2019	TT-10016	100.00	discounted
<b>Total: \$100.00</b>			

**Make Payment Online**

In person payments can be made at Security Services.  
92 Bridge Street, Suite 101  
Carleton Place, Ontario K7C 2V3

Payment Method

- Cash
- Cheque
- Payroll Deduction
- Visa**
- Mastercard
- Debit Card
- Student Account
- CampusCard
- Visa (External)
- Mastercard (External)
- CampusCard (External)
- No Charge/Complimentary
- Paid through Collections
- ICB
- Visa (Adjustment)
- Mastercard (Adjustment)
- Other
- HP: AuthorizeNet
- HP: PayPal
- HP: Bambora

It will bring up the proper options for you to enter in credit card information and click 'Submit Payment Information'

**Total: \$100.00**

Make Payment Online

**In person payments can be made at Security Services.**  
92 Bridge Street, Suite 101  
Carleton Place, Ontario K7C 2V3

**Payment Method** Visa

**Card Holder** James Smith

**Card Number** [blurred] [blurred]

**Card Expiry** [blurred] / [blurred]

**Submit Payment Information**

This will bring you to a payment type confirmation page, to continue press the 'Confirm Payment Information' button

**Total: \$100.00**

Make Payment Online

**Cash, Cheque, Money Order payments can be delivered to Parking Services.**  
92 Bridge Street, Suite 101  
Carleton Place, Ontario K7C 2V3

**Payment Method** Visa

**Card Holder** James Smith

**Card Number** 4111111111111111 CVD: 123 [What is this?](#)

**Card Expiry** 12 / 24

**Confirm Payment Information**

The payment processes.

Payment is processing...



Then you get brought to a transaction details page



Quick Search...

Branch: testing  
Client Time: May 9, 2019 @ 13:39:08

Nick @ Tomahawk

Profile Lockers Vehicles Parking Payments History Incident History

Smith, James (jsmith)

### Transaction Details

Receipt header beside HST in a table

HST #1234556789

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Confirmation Number: 22128c4879316

User: James Smith [jsmith]  
Amount: \$100.00  
Submit Date: May, 9, 2019 @ 1:33pm [View Snapshot](#)  
Comment: Online Credit Card Payment  
Payment Method: Visa  
Card Name: James Smith  
Card Number: XXXXXXXXXXXXXXX 4  
Card Expiry: 12/24  
Additional Comments: K7C2V3

Processed: May, 9, 2019 @ 1:33pm  
Processed By: Payment Gateway

Refund

Violations:	Issued Date	Ticket #	Amount
	May, 7, 2019	TT-10016	\$100.00
	<b>Total:</b>		<b>\$100.00</b>

Total: \$100.00



# Paying with Visa (External)

This payment type is used when the customer chooses to pay by credit card at the parking office where a pin pad or cash register is used.

Revision #2

Created 14 May 2024 09:16:03

Updated 25 June 2025 14:21:57