

User - Vehicles Tab

The **Vehicles tab** on the **Edit User Profile screen** allows administrators to add, edit and remove vehicles associated to user. This is also where administrators would add/remove **DNTT** (Do Not Ticket or Tow) information to a vehicle.

Managing User Vehicles

This article provides instructions for OPS-COM administrators on how to manage vehicles associated with a user's profile. It covers the complete lifecycle of vehicle management, including adding, editing, activating or deactivating, and removing vehicles, as well as managing Do Not Ticket or Tow (DNTT) statuses.

Using this Feature

All vehicle management tasks are performed from within a specific user's profile.

Navigating to the Vehicle Information Page

1. Hover over **User Management** in the main menu and click **User Search**.
2. Use the search fields (e.g., **name**, **username**, **email**, or **account number**) to find the desired user.
3. From the search results, click the user's **Username** to open their **Profile Page**.
4. Click the **Vehicles** tab to access the **Vehicle Information page**, which lists all vehicles associated with that user.

Adding a New Vehicle

1. On the **Vehicle Information page**, click the **Add New Vehicle** button.
2. On the **Add New Vehicle Information** screen, fill in all required vehicle details.
3. Click the **Add New Vehicle** button at the bottom of the form to save.

Editing a Vehicle

1. In the vehicle list, click the hyperlinked license **Plate** of the vehicle you wish to edit.
2. In the **Vehicle Information** window that appears, modify the necessary details.
3. Click the **Update Vehicle** button to save your changes.

Activating or Deactivating a Vehicle

1. In the vehicle list, locate the **Status** column for the desired vehicle.
2. The current status will be shown as a link (either **Active** or **Inactive**). Click this link to toggle the vehicle's status.

Removing a Vehicle from a User Profile

1. In the vehicle list on the user's profile, click the **X** icon in the row of the vehicle you want to remove.
2. Confirm the action in the subsequent prompt to finalize the removal.

Managing Do Not Ticket or Tow (DN TT) Status

1. In the vehicle list, click the **Record DN TT Link**.
2. This interface allows you to add, edit, or remove a **Do Not Ticket or Tow (DN TT)** notation. This status can prevent violation issuance under specific, pre-defined conditions (e.g., in a certain lot or during a specific time).

Best Practices & Considerations

- If you add a new vehicle but the details do not save correctly, it is likely because that license plate already exists in the system (associated with another user or archived). The vehicle must be properly associated with the current user before all details can be edited.
- Removing a vehicle only disassociates it from the current user's profile; it does **not** delete the vehicle record from the system. If the vehicle is associated with only one user, it will be archived. If it is associated with multiple users, it will remain active on the other

user profiles.

Clear Balances Before Removal: Before removing a vehicle that is only associated with one user, ensure any outstanding balances or violations tied to that vehicle are cleared.

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