

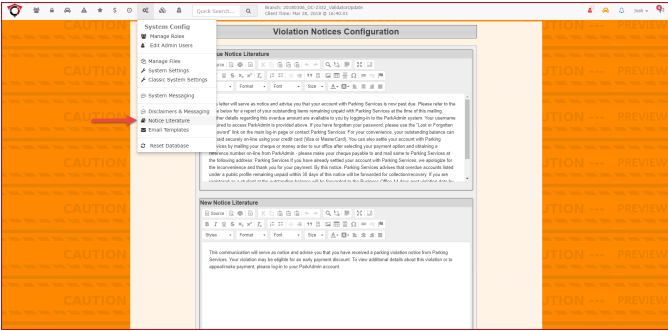
# Automatic Violation Notice

The Automatic Violation Notice Script sends New and Past Due violation notice emails to ParkAdmin users.

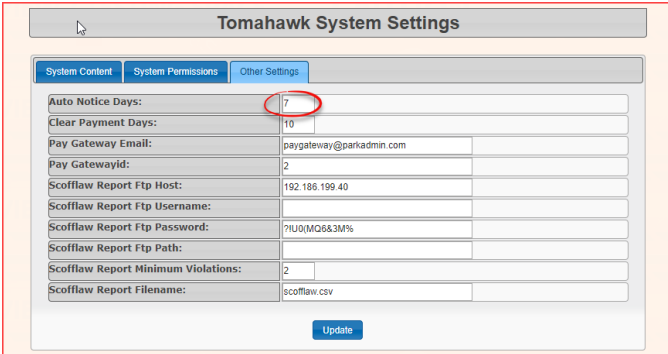
For a Lucid Chart Diagram See: Technical Schematic - Step #1

## OPS-COM Settings to be Confirmed:

**Notice related settings are set under System Config > Notice Literature:**



**Violation days until due is set in Tomahawk Options > System Settings:**



There are additional settings that will affect whether or not all unpaid violations will be added to the letter or if the selected violations will only be included when it comes time to create the letter report. These settings are found under **System Settings → Collections → Include All Unpaid Violations**. As mentioned this will allow you to select a single violation in the list and generate a report for all violations associated with that user. Keep in mind that means it will also remove the associated violations from the pick-list on the Printable Violation Notice Report page even if you only have one of the violations selected.

## Manage System Settings

Components

General System Settings 9

Alarms 11

Collections 5

Deposits 2

Forms 2

Global 5

Incidents 1

Lockers 5

License Plate Recognition 2

Parking 1

Editing Settings: Collections 5

These settings are used to control the Collections Module.

☐ MTO Lookups on all records

☒ Include All Unpaid Violations

☐ Prevent Violation Payment

☐ Prevent Purchases

☒ Send Letter To All

Save Settings

## Notice/Email Summary:

In total there are 4 different types of emails that will be sent once the above is setup:

- **User overdue account notice** (lets normal users know they have a violation(s) past due in OPS-COM).  
View email

From: parking@cambriancollege.ca  
To: [REDACTED]  
Date: 5/20/2016 9:17:44 AM -04:00  
Subject: RE: Overdue Account Notice (3-002286) (Parking Services)

## Message Headers Body Sections Raw

RE: Overdue Account Notice (3-002286)

Dear [REDACTED]

Username: [REDACTED]

**This letter will serve as notice that your account with Parking Services is now past due.**

Please refer to the table below for a report of your outstanding items remaining unpaid with Parking Services at the time of this mailing. Further details regarding this overdue amount are available to you by logging-in to the [ParkAdmin system](#).

For your convenience, your outstanding balance can be paid [securely on-line](#) using your credit card (Visa or MasterCard). Please use the forgot password feature and provide your email address if you do not know your login details for ParkAdmin.

You can also settle your account with Parking Services in person in room 2207 or by mailing your cheque or money order to our office. Please make your cheque payable to Cambrian College and mail it to Parking Services at the following address: Cambrian College Parking Services, Room 2207, 1400 Barrydowne Rd., Sudbury, On P3A 3V8

If you have already settled your account with Parking Services, we apologize for the inconvenience and thank you for your payment.

By this notice, Parking Services advises that overdue accounts remaining unpaid within 30 days of this notice may be forwarded to a collection agency. Thank you for your prompt attention to this matter.

If you require further information, please contact Parking Services.

### Outstanding Violations

Issued	Due	Ticket No	Amount
Jan. 18, 2016	Feb. 17, 2016	3-002286	(Overdue) \$35.00
Total:			\$35.00

- **User new violation notice** (lets normal users know they have a new violation issued to them the day of, \*note: it seems this will NOT notify older violations once enabled, e.g. violation that is 3 days old vs 1 day old, would only notify the 1 day old user since it's "new").

View email

From: parking@carleton.ca  
To: [REDACTED]  
Date: 5/20/2016 4:43:29 PM -04:00  
Subject: RE: New Violation Notice (7-004413) (Carleton University Parking Services)

## Message Headers Body Sections Raw

RE: New Violation Notice (7-004413)

Dear [REDACTED]

Username: user\_136347

This communication will serve as notice and advise you that you have received a parking violation notice from Carleton University Parking Services. **An early payment discount will be applied to your violation if paid within seven (7) days of the issue date.** To view additional details about this violation or to appeal/make payment, please log-in to your ParkAdmin account using the following URL: <https://carleton.parkadmin.com/users/>. Should you decide to take no action on this matter, please be aware that Carleton University Parking Services does employ collection agents for settlement of outstanding accounts.

### New Violations

Issued	Due	Ticket No	Amount
May. 19, 2016	Jun. 2, 2016	7-004413	\$50.00
Total:			\$50.00

Parking Services Office

Department of University Safety

CARLETON UNIVERSITY – Canada's Capital University

Room 203/4 Robertson Hall

1125 Colonel By Drive, Ottawa, Ontario K1S 5B6

Tel. (613)520-2600, ext. 3623

E-Mail: [parking@carleton.ca](mailto:parking@carleton.ca)

Parking Services: [www.carleton.ca/parking](http://www.carleton.ca/parking)

- **Admin new violation report notice** (emails the OPS-COM administrator telling them how many new violation emails were sent).

View email

From: parking@cambriancollege.ca  
To: parking@cambriancollege.ca  
Date: 5/20/2016 9:13:10 AM -04:00  
Subject: Automated New Violation Notice Report

## Message Headers Body Sections Raw

### Emailed New Violation Notice

There were a total of 0 new violation notices emailed today!

**Violation Notice Total:** \$0.00

**Unpaid Violation Total:** \$0.00

### Unable to Email Violation Notices

Below is the list of users that require a Violation Notice but do not have an email address.

**First Name Last Name Username User-Type Ticket**

- **Admin past due violation report notice** (emails the OPS-COM administrator telling them how many users were emailed past due violation emails AND also how many users couldn't be emailed because they didn't have an email address in the system. These users are added to the "letter report", more info below).

[View email](#)

From	parking@cambriancollege.ca
To	parking@cambriancollege.ca
Date	5/20/2016 9:17:45 AM -04:00
Subject	cambrian Automated Violation Notice Report

[Message](#) [Headers](#) [Body](#) [Sections](#) [Raw](#)

#### Emailed Violation Notice

There were a total of 68 violation notices emailed today!

**Violation Notice Total:** \$2365.00

**Unpaid Violation Total:** \$3205.00

#### Unable to Email Violation Notices

Below is the list of users that require a Violation Notice but do not have an email address.

First Name	Last Name	Username	User-Type	Ticket
Bradley			Student	3-002825
Jett			Student	3-002800
Paul			Other	3-002397
Paul			Other	3-002434
Paul			Other	3-002581
Kurtis			Student	3-002795
Kurtis			Student	3-002832
Brandon			Student	3-002659
Brandon			Student	3-002743
Brandon			Student	3-002577
Amanda			Student	3-001124
Amanda			Student	3-001677
Amanda			Student	3-001810
Amanda			Student	MTO13
Matthew			Student	3-001271
Matthew			Student	3-001698
Matthew			Student	3-001748

# The NIC Letter

As part of the MTO process an admin can set up a **N**otice of **I**mpending **C**onviction (NIC) letter that can be sent to users who have outstanding violations that will be collected through Ontario courts. To configure this letter go to System Messaging and edit the Notice Letter found in the Messages tab.

You can read more about Notice Letters/NIC on this page.

Letter Report:

Users who couldn't be emailed their overdue violations are added to the letter report, which is accessible under Violations > Letter report on the OPS-COM Website. The letter report was created so that OPS-COM administrators can print and mail out overdue violations if they so choose.

Violations

+ Violation Entry
   
 Search
   
 Search Repeat Offenders
   
 LPR and Chalking

Handheld Devices
   
 Offense Types
   
**Reports**
  
 Vehicles
   
 Appeals
   
 Collections

Report By Location / Officer
   
 Paid Summary By Type
   
 Report by Officer
   
 Summary Report By Officer
   
 Summary Report By Supervisor
   
 List By Pay Type By Month
   
 List Overdue
   
**Letter Report**
  
 MTO Report
   
 PeopleSoft Report
   
 Export New Violations

# Commander Admin Land

ns for any number of uses such as

Mon	Tue
7-6	7-6
12-8	Off
Off	12-8
Off	Off

Note: When arriving at this page the results can fall into two categories: Printable Violation Notices and Unprintable. The Unprintable means that there is an incomplete mailing address.

## Printable Violation Notice Report

[Refresh](#)

[Copy](#) [CSV](#) [Excel](#) [PDF](#) [Print](#)

Show  entries

Search: 

<a href="#">Toggle</a>	Due	Ticket	Plate	Postal	User Type	Current User	Language	Print
<input type="checkbox"/>	Jun 23, 2018 @ 00:00	<a href="#">13-01000</a>	<a href="#">VE3KAW</a>	k7c2v3	Full Time Student	<a href="#">James Campana</a>	English	<a href="#">Upload</a> <a href="#">Print</a>
<input type="checkbox"/>	Aug 15, 2019 @ 00:00	<a href="#">TT-10001</a>	<a href="#">SJAM</a>	K2G2V1	Part Time Student	<a href="#">Steph Jamieson</a>	English	<a href="#">Upload</a> <a href="#">Print</a>
<input type="checkbox"/>	Aug 12, 2019 @ 00:00	<a href="#">TT-10003</a>	<a href="#">BIRCH</a>	k7c2v2	Full Time Staff	<a href="#">Patricia Birch</a>	English	<a href="#">Upload</a> <a href="#">Print</a>
<input type="checkbox"/>	Apr 30, 2019 @ 00:00	<a href="#">23-01000</a>	<a href="#">VE3KAW</a>	k7c2v3	Full Time Student	<a href="#">James Campana</a>	English	<a href="#">Upload</a> <a href="#">Print</a>
<input type="checkbox"/>	May 3, 2019 @ 00:00	<a href="#">5-001002</a>	<a href="#">BPCH633</a>	123456	Full Time Staff	<a href="#">Jack Parsana</a>	English	<a href="#">Upload</a> <a href="#">Print</a>
<input type="checkbox"/>	Jun 7, 2019 @ 00:00	<a href="#">5-001003</a>	<a href="#">VE3KAW</a>	k7c2v3	Full Time Student	<a href="#">James Campana</a>	English	<a href="#">Upload</a> <a href="#">Print</a>
<input type="checkbox"/>	May 10, 2019 @ 00:00	<a href="#">5-001004</a>	<a href="#">VE3KAW</a>	k7c2v3	Full Time Student	<a href="#">James Campana</a>	English	<a href="#">Upload</a> <a href="#">Print</a>
<input type="checkbox"/>	Jun 7, 2019 @ 00:00	<a href="#">21-01005</a>	<a href="#">AY39378</a>	K7C2V3	Company Staff	<a href="#">Garda Deman</a>	English	<a href="#">Upload</a> <a href="#">Print</a>
<input type="checkbox"/>	Jul 10, 2019 @ 00:00	<a href="#">TT-10003</a>	<a href="#">PALFED</a>	m5g2c0	Resident 1	<a href="#">Paula Feder</a>	English	<a href="#">Upload</a> <a href="#">Print</a>
<input type="checkbox"/>	Sep 13, 2019 @ 15:12	<a href="#">21-01006</a>	<a href="#">CBEV917</a>	K7C2V3	Full Time Student	<a href="#">Bruce Sifton</a>	English	<a href="#">Upload</a> <a href="#">Print</a>
<input type="checkbox"/>	Feb 17, 2020 @ 14:20	<a href="#">TT-19001</a>	<a href="#">BOB146</a>	K2G5E9	Public User	<a href="#">Bob Smith</a>	English	<a href="#">Upload</a> <a href="#">Print</a>
<input type="checkbox"/>	Jun 12, 2020 @ 19:53	<a href="#">TT-19002</a>	<a href="#">APK167</a>	K0A2X0	Public User	<a href="#">Paul paul</a>	English	<a href="#">Upload</a> <a href="#">Print</a>
<input type="checkbox"/>	Jun 26, 2020 @ 11:51	<a href="#">TT-19003</a>	<a href="#">ABC316</a>	k0A1A0	Full Time Staff	<a href="#">John Doe</a>	English	<a href="#">Upload</a> <a href="#">Print</a>
<input type="checkbox"/>	Oct 27, 2022 @ 13:25	<a href="#">50-01000</a>	<a href="#">ASDA437</a>	k7c2v2	Full Time Staff	<a href="#">Patricia Birch</a>	English	<a href="#">Upload</a> <a href="#">Print</a>
<input type="checkbox"/>	Oct 28, 2022 @ 18:45	<a href="#">44-01001</a>	<a href="#">SWED432</a>	K7C3R4	Full Time Student	<a href="#">Mike Mallory</a>	Default	<a href="#">Upload</a> <a href="#">Print</a>
<input type="checkbox"/>	Oct 28, 2022 @ 20:11	<a href="#">44-01003</a>	<a href="#">ABC123</a>	k2C0r3	New User	<a href="#">David McCullagh</a>	English	<a href="#">Upload</a> <a href="#">Print</a>

Showing 1 to 16 of 16 entries

[Print Selected Notices](#)
[Previous](#) [1](#) [Next](#)

## Un-Printable Violation Notice Report ?

Missing user data? Remember to export vehicle data for lookup with the MTO. [Go to Page→](#)

Show  entries

Search: 

Ticket	Plate	Reason	Date Exported	
<a href="#">12-01002</a>	<a href="#">AJAL506</a>	No driver data. Export vehicle to MTO.	Jun. 20, 2018	<a href="#">Notice</a>
<a href="#">12-01003</a>	<a href="#">AJAL506</a>	No driver data. Export vehicle to MTO.	Jun. 20, 2018	<a href="#">Notice</a>
<a href="#">24-01000</a>	<a href="#">TEST344</a>	No driver data. Export vehicle to MTO.	Not exported	
<a href="#">3-001001</a>	<a href="#">BXVA504</a>	No driver data. Export vehicle to MTO.	Jun. 20, 2018	<a href="#">Notice</a>
<a href="#">3-001002</a>	<a href="#">BRVY660</a>	No driver data. Export vehicle to MTO.	Jun. 20, 2018	<a href="#">Notice</a>
<a href="#">3-001004</a>	<a href="#">BBZH920</a>	No driver data. Export vehicle to MTO.	Jun. 20, 2018	<a href="#">Notice</a>
<a href="#">3-001005</a>	<a href="#">ADMN485</a>	No driver data. Export vehicle to MTO.	Jun. 20, 2018	<a href="#">Notice</a>
<a href="#">50-01024</a>	<a href="#">ABZM264</a>	No driver data. Export vehicle to MTO.	Not exported	
<a href="#">50-01025</a>	<a href="#">ABZM264</a>	No driver data. Export vehicle to MTO.	Not exported	
<a href="#">57-01001</a>	<a href="#">BAJF003</a>	No driver data. Export vehicle to MTO.	Not exported	
<a href="#">9-001002</a>	<a href="#">DDDTYF</a>	No driver data. Export vehicle to MTO.	Jun. 20, 2018	<a href="#">Notice</a>
<a href="#">TT-10004</a>	<a href="#">ATYLER</a>	No driver data. Export vehicle to MTO.	Jun. 20, 2018	<a href="#">Notice</a>
<a href="#">TT-10005</a>	<a href="#">ROLIVER</a>	No driver data. Export vehicle to MTO.	Jun. 20, 2018	<a href="#">Notice</a>
<a href="#">TT-10006</a>	<a href="#">ACAK771</a>	No driver data. Export vehicle to MTO.	Jun. 20, 2018	<a href="#">Notice</a>
<a href="#">TT-10007</a>	<a href="#">HELP244</a>	No driver data. Export vehicle to MTO.	Jun. 20, 2018	<a href="#">Notice</a>
<a href="#">TT-19008</a>	<a href="#">ABCF7</a>	No driver data. Export vehicle to MTO.	Not exported	

Showing 1 to 16 of 16 entries

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# Resending a NIC Letter

Once a NIC letter has been sent it is stored with the associated violation. If for any reason you wish to resend or re-output the letter you can do so from the ticket detail. Search for the ticket or locate it on the user's profile then click on the ticket number to view the ticket detail. From here you will

see the Overdue Letter button. By clicking on this button you will be able to view and resend the notice.

arking

Payments

History

Incident History

Edit

ications : 003

ail.com

?

Vehicles

Status	Plate	Type
Active	APVK122	Passer
Inactive	APVK189	Passer

Violations

Ticket	Is
<div><div></div><div>59-01000</div></div>	D

Active Deposits

Deposit

Access card 554375

Association not found.

Tomahawk - OPS-COM - Google Chrome

tomahawku-test.preview.ops-com.com/admin/violations/violationInfo/206

Private Comment:

Attachment:

No associated files.

Choose Files

No file chosen

Update

Notice Status:

Sent By Letter

Violation Notices:

1

Notice Type	Notice Date	Sent By
Overdue Letter	Feb 14, 2023 2:09 pm	john.tomahawk

Action

Close

Violation Notes for: 59-01000