

Configure Violations to a Person

Setting up Violation Entries

Before you can issue violations you must enable **Link violations to users** in System Settings, Violations before issuing violations by person or vehicle.

The screenshot displays the system settings interface. On the left, a sidebar lists various settings categories, with 'Violations' selected and highlighted in blue. A red arrow points from the 'Violations' menu item to the main settings area. The main settings area is titled 'Printing Tickets via Laptops' and includes the following options:

- Link violations to users
- The prefix to go in front of the ticket number: TT
- The next number for printing tickets from the web: 10697
- Show Driver's License on Tickets
- Show Ticket # as barcode on Ticket

Below this section is the 'Printable Area for Tickets via Laptop' section, which includes the following settings:

- Maximum width in pixels: 265
- Top padding in pixels: 95
- Maximum printing height: 385
- Padding below printing area: 35

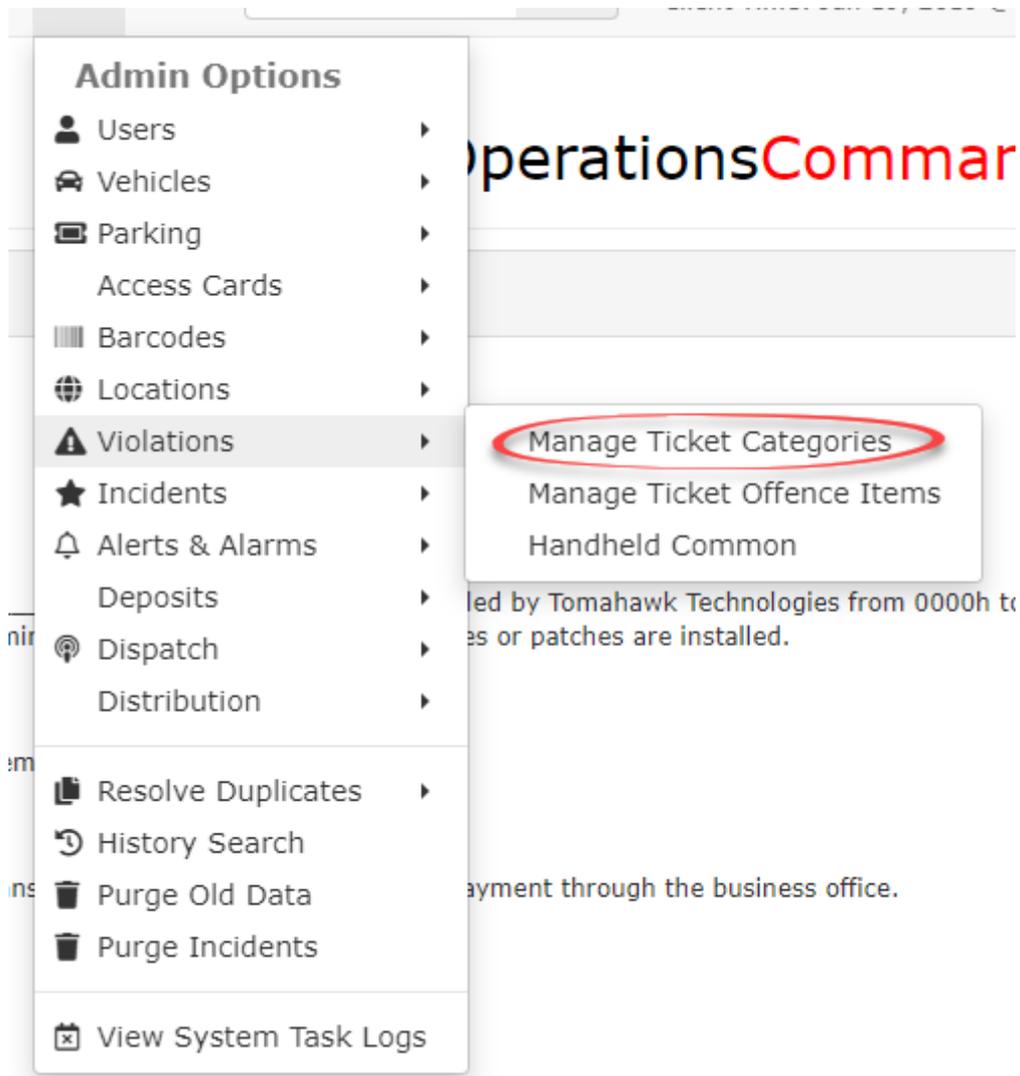
At the bottom of the settings area, there are three additional options:

- Hide Zero Dollar Fines
- Include Random PIN on Handheld Tickets
- Enable anonymous payments for violations.

A 'Save Settings' button is located at the bottom of the settings area.

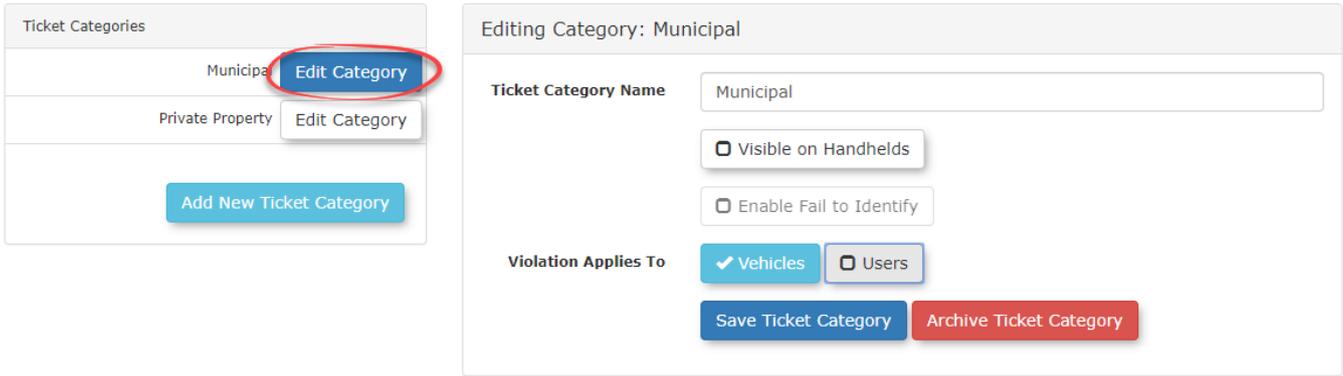
Managing Ticket Categories

Hover over **Admin Options**, select **Violations**, then **Manage Ticket Categories**



Select the Ticket Category that is being updated to allow users to receive violations, in this example Municipal is being selected

Manage Ticket Categories

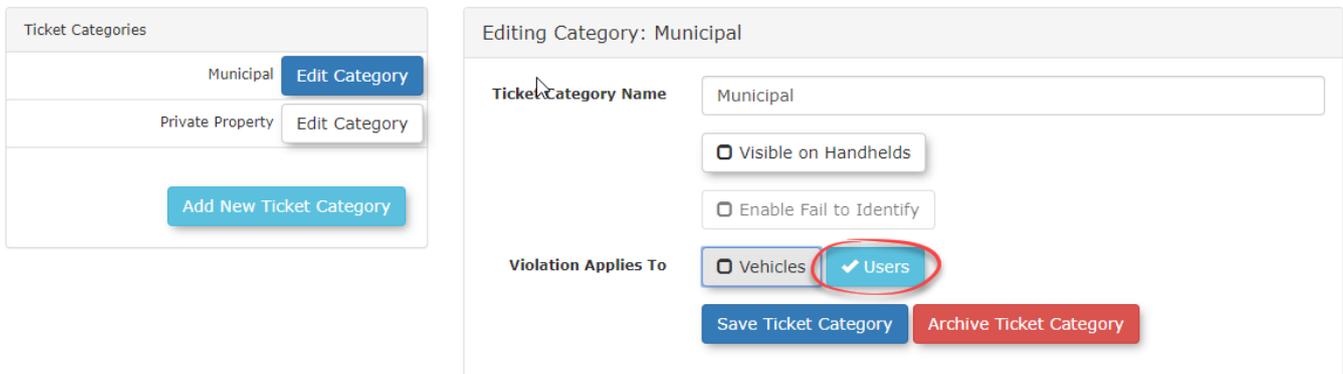


The screenshot shows a 'Ticket Categories' table on the left and an 'Editing Category: Municipal' form on the right. In the table, the 'Edit Category' button for the 'Municipal' row is circled in red. The form on the right has the following fields and options:

- Ticket Category Name:** Municipal
- Visible on Handhelds
- Enable Fail to Identify
- Violation Applies To:**
 - Vehicles
 - Users
- Buttons:** Save Ticket Category (blue), Archive Ticket Category (red)

Select Users in the **Violation Applies To** section

Manage Ticket Categories



The screenshot shows the same 'Ticket Categories' table and 'Editing Category: Municipal' form. In the table, the 'Edit Category' button for the 'Municipal' row is circled in red. In the form, the 'Users' option under 'Violation Applies To' is selected and circled in red, while 'Vehicles' is unselected. The form fields and buttons are the same as in the previous screenshot.

Now when entering a violation of this offence type it will be possible to apply the violation to a person.

Enter Basic Violation Information

Ticket Writer (admin) Admin

Spoiled ? Valid - not spoiled

Ticket Number

Warning ?

Ticket Type ? Municipal

Include Archived Categories

Apply violation to:

A Vehicle A Person 

Licence plate Name

Province Drivers Licence

Revision #2

Created 8 May 2024 08:18:54

Updated 11 September 2024 13:40:49