

# 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 is a sidebar menu with various categories, each with a count in a circle. A red arrow labeled '1' points to the 'Violations' category, which is highlighted in blue and has a red circle with the number '2' next to it. A red arrow labeled '3' points from the 'Violations' category to the 'Link violations to users' checkbox in the 'Printing Tickets via Laptops' section. The main content area is divided into two sections: 'Printing Tickets via Laptops' and 'Printable Area for Tickets via Laptop'.

**Printing Tickets via Laptops**

- ☒ 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

**Printable Area for Tickets via Laptop**

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

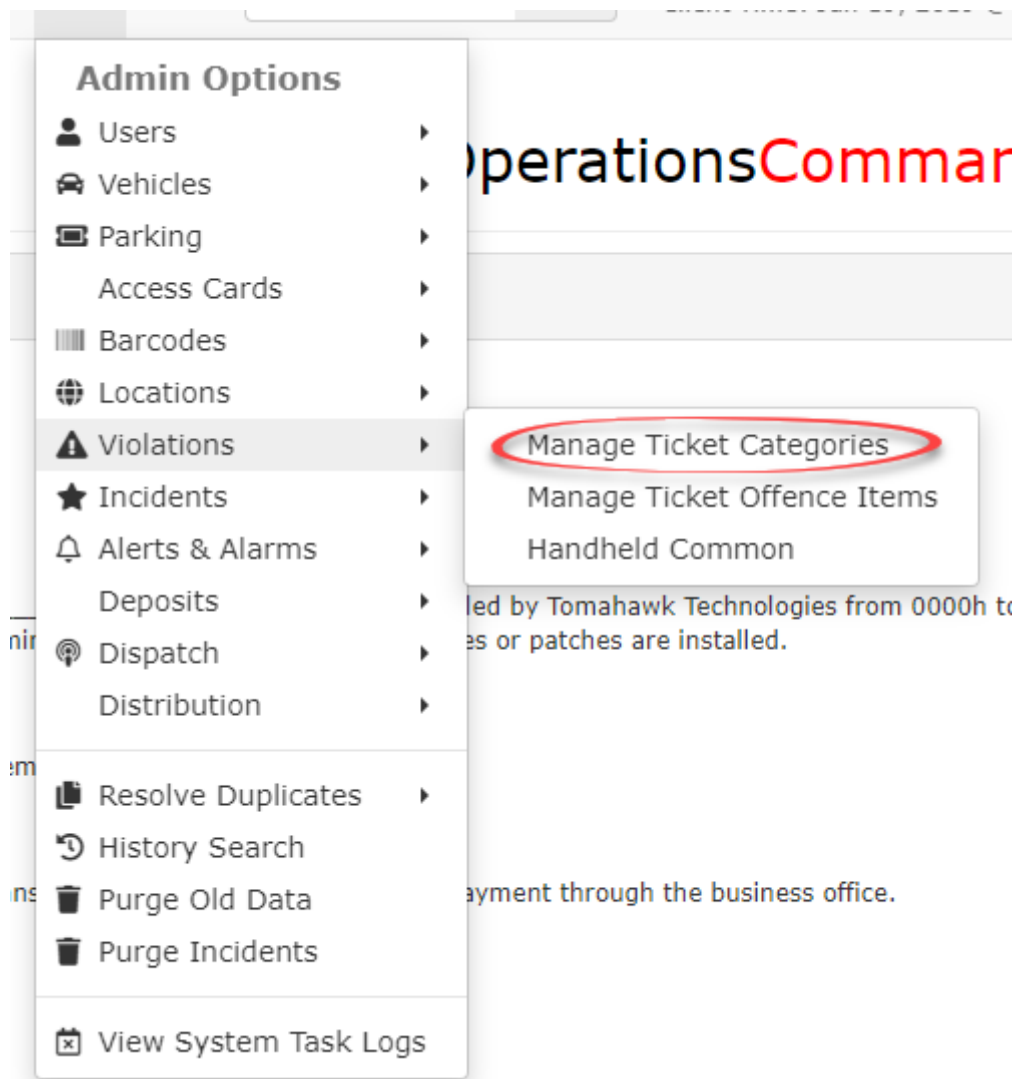
☒ Hide Zero Dollar Fines

☒ Include Random PIN on Handheld Tickets

☒ Enable anonymous payments for violations.

## 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

Ticket Categories

Municipal	Edit Category
Private Property	Edit Category

Add New Ticket Category

Editing Category: Municipal

Ticket Category Name

Municipal

☐ Visible on Handhelds

☐ Enable Fail to Identify

Violation Applies To

☒ Vehicles☐ Users

Save Ticket Category

Archive Ticket Category

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

## Manage Ticket Categories

Ticket Categories

Municipal	Edit Category
Private Property	Edit Category

Add New Ticket Category

Editing Category: Municipal

Ticket Category Name

Municipal

☐ Visible on Handhelds

☐ Enable Fail to Identify

Violation Applies To

☐ Vehicles☒ Users

Save Ticket Category

Archive Ticket Category

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

✓ Auto Generated

Warning

?

Ticket Type ?

Municipal

Include Archived Categories

Apply violation to:

A Vehicle

A Person

Search Vehicles

Search Users

Licence plate

Name

Province

Drivers Licence

