

DNTT - Do Not Ticket or Tow

The **DNTT** (Do Not Ticket or Tow) feature allows administrators to apply a condition on a vehicle that prevents officers from ticketing or towing it during a specified time frame.

This is helpful in various scenarios:

- **Example 1:** A photographer needs to park on campus while working over several days. By applying a **DNTT**, they won't receive tickets or be towed for parking in any area during their assignment.
- **Example 2:** The Dean of a School is attending a special event across campus. A **DNTT** ensures their vehicle can park outside their regular lot without penalties during the event. This is commonly referred to as the "Anti Embarrassment" feature.

Quick Steps:

1. Hover over **User Management** then click on **User Search**.
2. Search for a user then click on their **Username** to get to the **User Profile page**.
3. Click on the **Vehicles tab**.
4. Click **Add DNTT**.
5. Set **From Date** and **To Date**.
6. (Optional) Add a **Location**.
7. Add a **Note** (required) and **Save Changes**.
8. To modify or delete DNTT: Go back to the **Vehicles tab** and click **Edit DNTT**. Here you can either click on **Modify** or **Delete**.
9. To view **DNTT reports**: Hover over **User Management** then **Vehicles** and click **Vehicle DNTT Report**.
10. Enter **Date Range** and **Number of Instances**, then click **Search**.
11. Click **Username** for user details, **Plate** for vehicle info, and **# of Instances** for DNTT history.

Step-by-Step Instructions:

1. **Navigate User Search:** Hover over **User Management** then click on **User Search**.
2. **Search for a User:** Search for a user then click on their **Username** to get to their **User Profile Page**.
3. **Navigate to the Vehicle information page:** Click on the **Vehicle tab**.
4. **Select the Vehicle:** Click the **Add DNTT** link for the vehicle you want to apply the DNTT to.
5. **Select the Time Frame:** Set the **From** date and time, as well as the **To** date and time for the DNTT. You can also add a **Location** to specify where parking is allowed during the

DNTT period.

6. Add a **Note** (required) and **Save Changes**.
7. **Accessing DNTT Information from the User Profile:** Go back to the **Vehicles** tab in the user's profile. Click **Edit DNTT** to view or manage DNTTs assigned to the vehicle. You can **Modify** or **Delete** the DNTT from this window.
8. **Accessing the DNTT Report:** Hover over **User Management** and then **Vehicles**. Click **Vehicle DNTT Report**.
9. **Searching for DNTT Records:** Enter the desired **date range** and the **Number of Instances**. Click the **Search** button to display relevant records.

The **DNTT Report** is accessible to admins with the **Manage Vehicle** permission under system configuration.

How DNTTs Appear on Handheld Units: Officers can view DNTT details when searching for vehicles using **Search Vehicles**. Tap on the specific vehicle in the list to see its DNTT details.

Revision #8

Created 30 April 2024 09:25:50

Updated 5 June 2025 10:04:19 by Laurie McIntosh