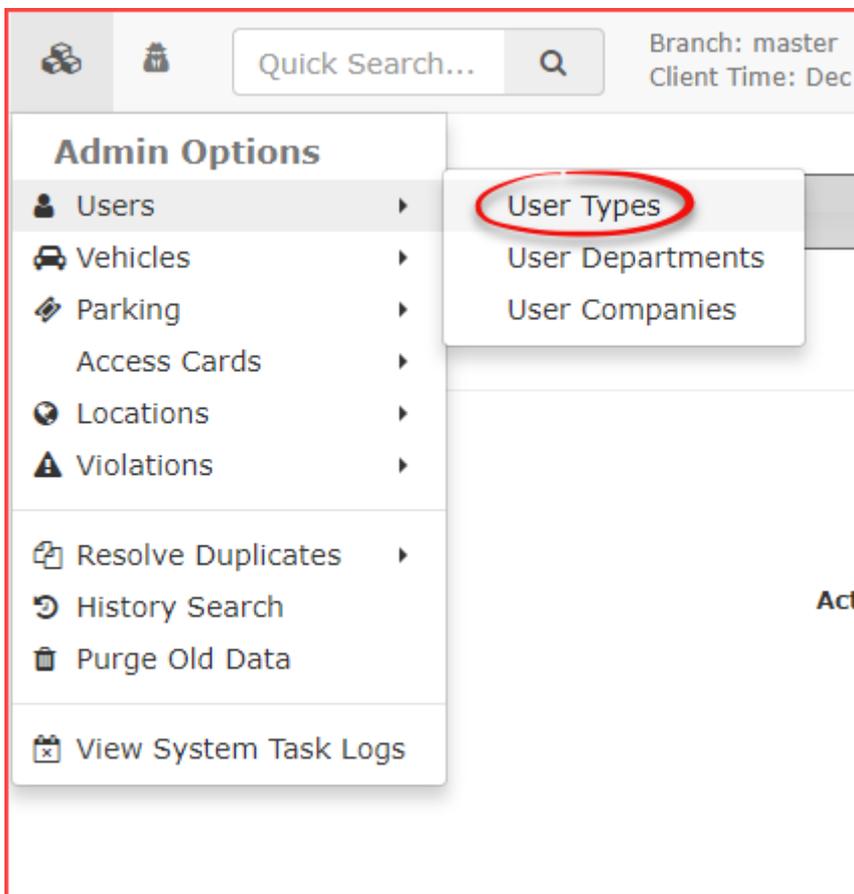


Limiting Active Vehicles

On the Administration Interface

Active vehicle restriction is controlled through user types.

To edit the number of additional vehicles allowed to be active, hover over **Admin Options** -> **Users** and click **User Types**.



Select the user type to edit from the drop down list.

In this case, we are choosing to edit **Full Time Student**.

The screenshot shows the 'User Type Administration' interface. At the top, there is a header 'User Type Administration' in a grey box. Below it, the text 'Add a New User Type or Select an User Type to Edit' is displayed. A dropdown menu is open, showing options: '-- Add a New User Type --', '-- Add a New User Type --', 'Contractor', 'Full Time Student' (highlighted in blue), 'Part Time Staff', 'Part Time Student', 'Public User', and 'Town of Perth Staff'. To the right of the dropdown is a blue 'Go' button.

The screen will refresh with the configuration parameters for **Full Time Student**.

Edit the **Active Vehicles** number to reflect how many additional active vehicles may be on a profile.

Once a single vehicle has been added to a profile, the user must always have at least one active vehicle, so this number represents how many additional active vehicles can exist. This setting would mean the user may have a maximum of 2 active vehicles.

The screenshot shows the 'User Type Administration' interface with the configuration for 'Full Time Student'. The header 'User Type Administration' is at the top. Below it, the text 'Add a New User Type or Select an User Type to Edit' is displayed, followed by a dropdown menu showing 'Full Time Student'. The configuration fields are: 'Type Name: Full Time Student', 'Extend Info: Student', 'Make visible to user's' (checked), and 'Active Vehicles: 1' (circled in red). The text 'Number of additional vehicles allowed to be active' is next to the 'Active Vehicles' field. A blue 'Update' button is at the bottom.

What Users See on the User Portal

Now that the limit has been set, let's have a look at how it affects the user's ability to add vehicles.

To add a vehicle to a profile, click on the **Vehicle** tab to access the vehicle information section of the user profile.

In this tab, you will see what vehicles, if any, are already associated with the user.

Home **Vehicles** Permits Appeals Payments John Doe ▾

Profile Information

Personal Information	
User Type	Full Time Student
Username	johndoe
Email Address	john@nomail.com
First Name	John
Middle Name	<input type="text"/>
Last Name	Doe

- Personal Information
- Student Information
- User Settings

In this case we have a **beige Acura** with plate number **ABC316**.

Click on **Add New Vehicle** to add another vehicle.

Home **Vehicles** Permits Appeals Payments John Doe ▾

Vehicles

ABC316 Ontario - Passenger	
2015 Compact Beige Acura	
Active ▾	

Fill out the vehicle information, then click **Save Changes** to register the new vehicle.

Add New Vehicle ×

Plate

Province

Plate Type

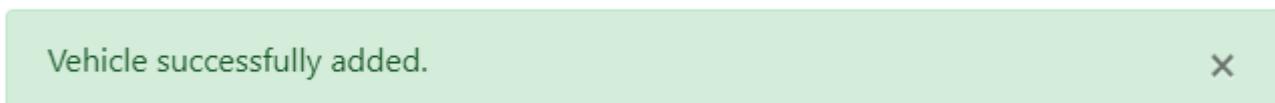
Make

Vehicle Type

Colour

Year

The user will see a pop up message indicating the vehicle was successfully added.



The vehicle will be added to the user's profile and appear on the Vehicles tab.

Home Vehicles Permits Appeals Payments John Doe ▾

Vehicles

ABC316 Ontario - Passenger	APVK123 Ontario - Passenger	Add New Vehicle
2015 Compact Beige Acura	2017 Sport Utility Vehicle Silver Audi	
Active ▾ Edit	Active ▾ Edit	

Now we will try to add a third vehicle.

Recall that we have set the user type to only allow a **maximum of 2 active vehicles**.

Enter the vehicle information and click save changes to register this vehicle.

Add New Vehicle ✕

Plate

Province

Plate Type

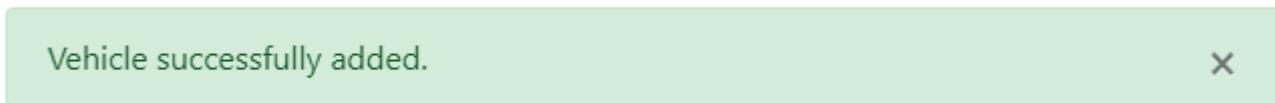
Make

Vehicle Type

Colour

Year

Again, you will receive the pop up message indicating the vehicle was successfully added.



The vehicle will be added to the **Vehicles** page however, notice this time the vehicle has been added in an **Inactive** state.

Home Vehicles Permits Appeals Payments John Doe

Vehicles

ABC316 Ontario - Passenger 2015 Compact Beige Acura Active Edit	APVK123 Ontario - Passenger 2017 Sport Utility Vehicle Silver Audi Active Edit	TTT666 Ontario - Passenger 2015 Mini Van Green Ford Inactive Edit	Add New Vehicle
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At this point, if the user attempts to make this third vehicle active by toggling the vehicle state, it will fail.

Home Vehicles Permits Appeals Payments John Doe

Vehicles

ABC316 Ontario - Passenger 2015 Compact Beige Acura Active Edit	APVK123 Ontario - Passenger 2017 Sport Utility Vehicle Silver Audi Active Edit	TTT666 Ontario - Passenger 2015 Mini Van Green Ford Inactive Edit	Add New Vehicle
------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------	-----------------

They will receive a pop up message indicating that the vehicle can not be made active due to the limit you have set for this user type.

Vehicle can not be marked active.
This action would exceed your active vehicle limit. ✕

Conversely, if a user tried to make all vehicles on their profile inactive, this would cause a pop up to appear indicating that the user must have at least one active vehicle.

You need at least one active vehicle.



Important Note

- If the vehicle being added is already in the system but not currently associated with the user, the user will be prompted by asking if they wish to add this existing vehicle to the profile. In this case the same rules described here will still apply.
- It is also important to note that if you reduce the number of allowed active vehicles, users who currently have more active vehicles than the newly reduced setting will not be affected and are essentially grandfathered in. The new rule will only come into effect when the user attempts to add vehicles in the future.

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