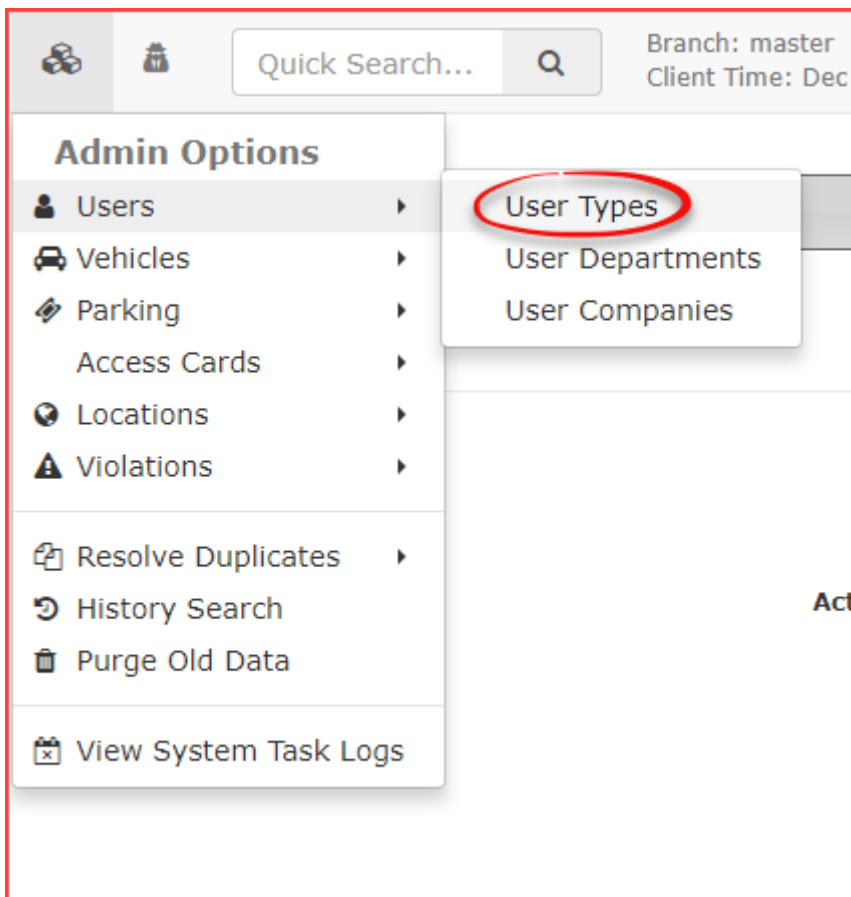


Limiting Active Vehicles

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' page. At the top, there is a header bar with the title 'User Type Administration'. Below the header, the text 'Add a New User Type or Select an User Type to Edit' is displayed. A dropdown menu is open, showing the following options: '-- Add a New User Type --', '-- Add a New User Type --', 'Contractor', 'Full Time Student' (which is highlighted in blue), 'Part Time Staff', 'Part Time Student', 'Public User', and 'Town of Perth Staff'. To the right of the dropdown menu is a blue button labeled 'Go'.

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' page with the configuration for 'Full Time Student'. The dropdown menu now shows 'Full Time Student'. Below the dropdown, the 'Type Name' field is set to 'Full Time Student'. The 'Extend Info' dropdown is set to 'Student'. There is a checkbox labeled 'Make visible to user's' which is checked. The 'Active Vehicles' field is set to '1' and is circled in red. To the right of the 'Active Vehicles' field, the text 'Number of additional vehicles allowed to be active' is displayed. At the bottom, there is a blue button labeled 'Update'.

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

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 ▾

Edit

Add New Vehicle

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

Add New Vehicle

Plate

APVK123

Province

Ontario

Plate Type

Passenger

Make

Audi

Vehicle Type

Sport Utility Vehicle

Colour

Silver

Year

2017

Close


Save Changes

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

Vehicle 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

2015 Compact

Beige Acura

Active ▾

Edit

APVK123

Ontario - Passenger

2017 Sport Utility Vehicle

Silver Audi

Active ▾

Edit

Add New Vehicle

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

TTT666

Province

Ontario

Plate Type

Passenger

Make

Ford

Vehicle Type

Mini Van

Colour

Green

Year

2015

Close

Save Changes

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

Vehicle 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

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

Active

Inactive

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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