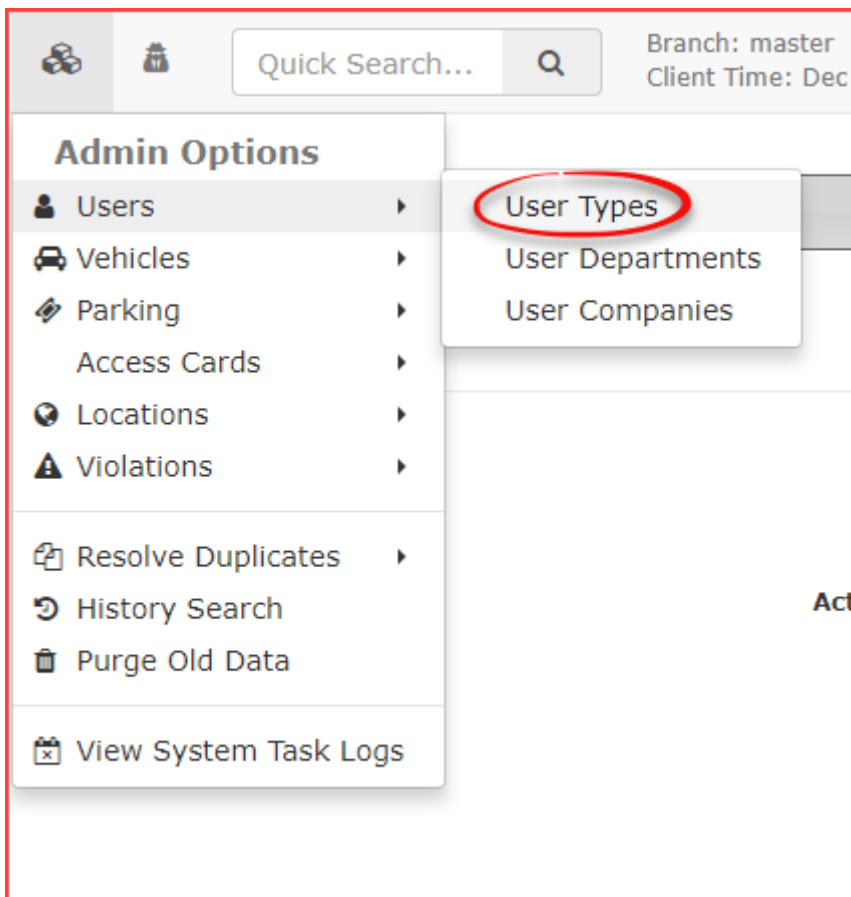# Limiting Active Vehicles

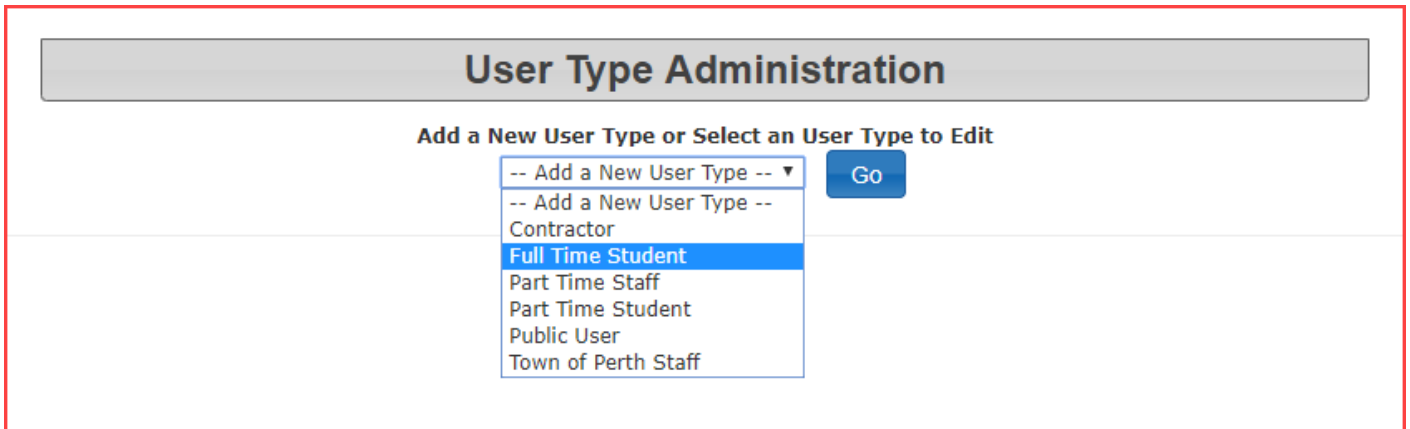## On the Administration Interface

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.

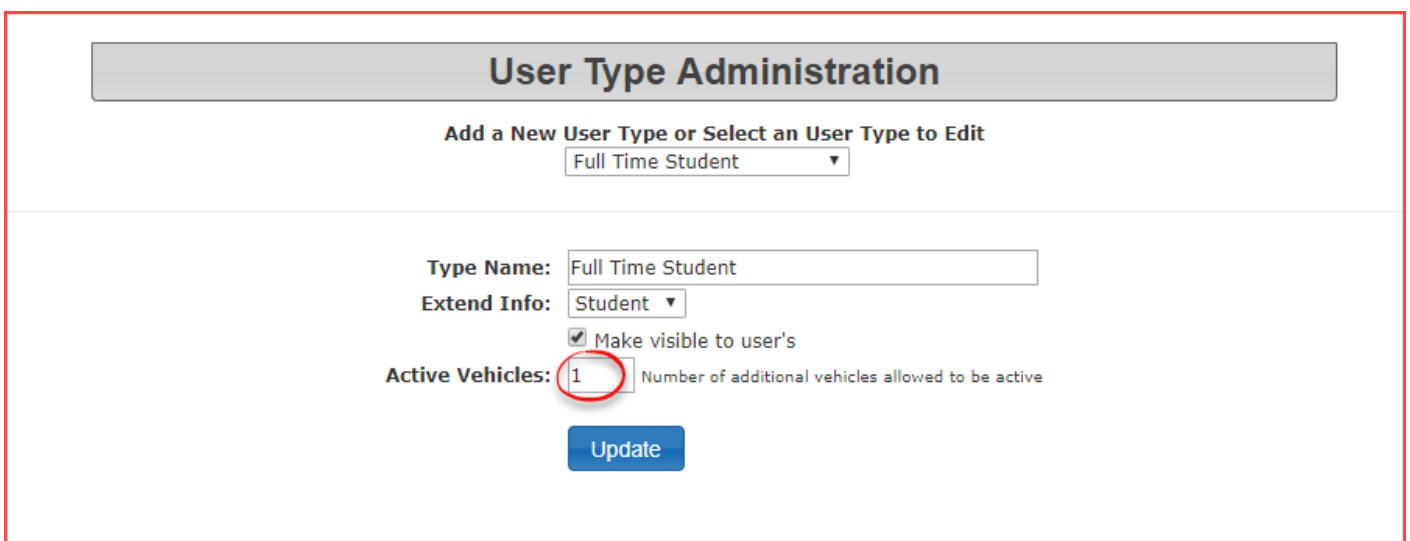In this case, we are choosing to edit **Full Time Student**.

The 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.

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.

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

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

Vehicles

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

Home   Vehicles   Permits   Appeals   Payments   John Doe ▾

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.

At this point, if the user attempts to make this third vehicle active by toggling the vehicle state, it will fail.

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.

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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