

Quick Search Tool

Functionality

The **Quick Search** tool allows you to quickly find information in OPS-COM by searching specific fields. To perform a search, you must enter at least 3 **characters**.



Quick Steps:

1. Open the **Quick Search** tool.
2. Enter a minimum of **3 characters** in the search bar.
3. Use the relevant search criteria (e.g., license plate, username, or ticket number).
4. Review the search results based on the selected category. Searchable items are:

- License plate
- VIN number
- Username
- Last name
- Email address
- Student number
- Employee number
- Ticket number
- License plate of the vehicle involved
- Incident number
- Payment Confirmation code

This streamlined tool saves time by allowing targeted searches across various fields and records.

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