








# Search by Plate

The **Search by Plate** option allows Administrators to locate vehicles, and view the user, vehicle details, and violations associated with a license plate.

## Quick Steps:

1. Hover over **User Management** then **Vehicles**. Click on **Search by Plate**.
2. Enter search criteria (Plate, Make, Type, Colour). If you only have a partial plate enable **Fuzzy Search**. Optionally, set a **Date Range**.
3. Click **Search** to search for the vehicle.
4. To search only for **Electric Vehicles** you can enable the **Electric Vehicle** checkbox.
5. To view a vehicles history click on **History Icon**  on the far left. Click on the **Person Icon**  to view the owner of the vehicles contact information  
6. To view the vehicle details click on the **Plate Icon**  which is located next to the **History Icon**.
7. To enter a new violation click the **Plus Icon**  on the far right. Fill in the related fields then click **Record This Violation**. To add additional options, click the **Toggle More Options** button.
8. Click on a user's **Username** to edit their **Basic Profile Information**.
9. To email a user click on the **Email Icon**  located next to their username.
10. To view violations and incidents click on the **Number Icon**. Violations will be to the left of the **Plus Icon** and Incidents to the right.
11. Temporary permit histories can be viewed under **Pay Station**.

## Step-by-Step Instructions:

1. **Access the Search by Plate Menu:** Hover over **User Management** then **Vehicles**. Click on **Search by Plate**.
2. Enter search criteria (Plate, Make, Type, Colour). If you only have a partial plate enable **Fuzzy Search**. Optionally, set a **Date Range**. The system will search for vehicles matching partial data. **Example:** A partial plate of **APVK???**, color Grey, and type Hatchback. The system will show results like **APVK189** and a Pay Station record for **APVK123**.
3. **Search for a Vehicle:** Once you're in the **Search by Plate** screen, you can search using the following criteria:
  - **Plate:** Enter the full or partial plate number (supports fuzzy search).

- **Make:** Search by vehicle make (e.g., Honda, Ford, Tesla).
- **Type:** Choose the vehicle type (e.g., hatchback, sports car, compact).
- **Colour:** Enter the vehicle's color (e.g., Red, Blue, Silver).

4. **Date Range:** Optional. This filters results based on Pay station parking and LPR events. Leave it blank to search the vehicle's entire history.

5. **Launch the Search:** Click the **Search** button to run the search.

6. **Review Search Results:** The results will show a list of users with matching plate information below the search box. Here's what you can do next:

- Click the **History Icon** to view the vehicle's history.
- Click the **Person Icon** located in the **History** to edit the user's profile.
- Click the **Vehicle Icon** to see more information about the vehicle associated with the plate.
- Click the **Plus Icon** to enter a new violation for this plate.
- Click the **Envelope Icon** to email the user.
- Click the **Number of Violations** to view/edit previous violations associated with the vehicle.
- Click the **Number of Incidents** to view/edit previous incidents related to the vehicle.

8. **Pay Station Parking Status:** Displays the user's temporary permit history if they bought a permit.

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