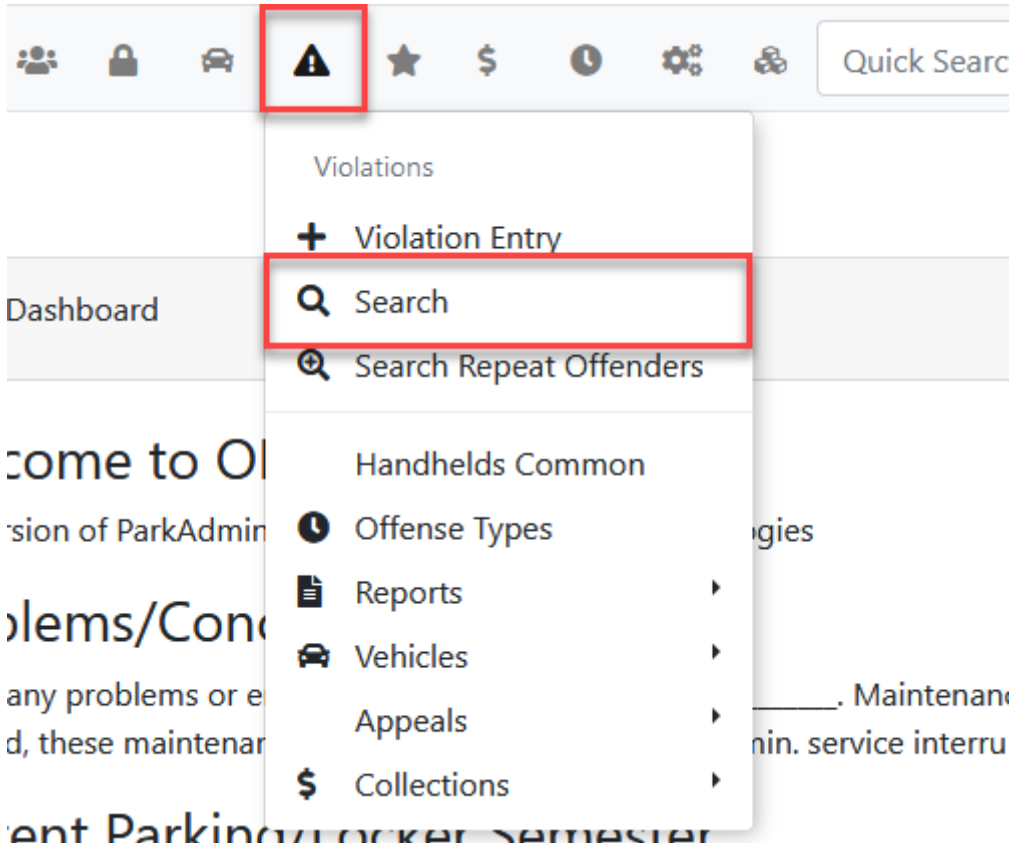


Search for a Violation

To search for violations hover over the **Violations** icon and click **Search**.



The **Violation Search** screen is displayed. Type the plate number or violation you want to search for and click the **Search using only text** button. Ticket numbers are composed of two parts, the first part (shown in black below) is the ticket number, and the second part (shown in blue) is the pin number. Admins can search using only the first part, but for security reasons, users must enter both parts of the ticket number to lookup their ticket. **3-001005-11**.

You can also **Search with text and date range** if you want to narrow down the search parameters to a specific date range. As you can see below, there are a number of search parameters you can choose from to further enhance your search results.

Violation Search

Provide Ticket No., full or partial Plate No. or Date Range

Spoiled:

User Type

Violation Location

Vehicle Province

Ticket Category

☐ Outstanding only ☒ All

Warning ☐ Warning only ☐ Only non-warning ☒ All

Offence Type

☐ Towing Charged

Search Text

and/or

First Name

Last Name

Student / Employee #

Drivers Licence


Date Search by

Start Date

up to and including

User State:

At the bottom of the 'Violation Search' screen, the returned records will be displayed.

<input type="button" value="Generate Mailing from Listed"/> <input type="button" value="Mark Listed as Processed"/>							
Listing 4 records							
TICKET #	USERNAME	PLATE	PROV	DESCRIPTION		STATUS	AMOUNT
2-001020 	SJAMieson	SJAM	ON	Parked - Expired Parking Permit ISSUED: May. 5, 2017 DUE: May. 15, 2017 Private Property	50.00		50.00
1-001005 	SJAMieson	SJAM	ON	Parked - Expired Parking Permit ISSUED: May. 5, 2017 DUE: May. 15, 2017 Moving Violation	50.00		50.00
1-001006 	SJAMieson	SJAM	ON	Parked - Expired Parking Permit ISSUED: May. 5, 2017 DUE: May. 15, 2017 Moving Violation	50.00		50.00
050517-SJ 	SJAMieson	SJAM	ON	Parked in Loading Zone ISSUED: May. 9, 2017 DUE: May. 29, 2017 Private Property	50.00	upheld	50.00
							Page Total: \$200.00 Unpaid/Outstanding: \$200.00
The listed Permit # is at the time of violation being issued. * Ticket has an associated appeal status. (Upheld, Reduce, Cancel) Click on a header to change sort order							

4. Click the **Ticket Number** to open the 'Violation Information' window. Click 'Edit/Update' to display the 'Edit Violation Information' screen to make changes if required. From this window,

you can also link the Violation to an incident if you have the Incident Module available. Alternatively, you can make a payment or add Notes to the Violation.

Violation Information

[Edit](#)

Ticket: **TT-10018-7W**
Issued: Thu. Feb 25, 2021 @ 11:02
Due Date: Mar 17, 2021
Ticket Category: Private Property

Plate: ACAK771
Province : Ontario
Plate Type: Passenger

No drivers are associated to this vehicle.

Offences: No Parking Snow Route - \$50.00
Mandatory Towing -\$20.00

Offence Location: Arena
Ticket Writer: admin
Entered By: bradley.tomahawk

Fine: \$50.00
Total: **\$50.00 - \$20.00 (Discount) = \$30.00**

Process Detail: Feb. 25, 2021
Payment Method: Cash

[Action](#)[Close](#)

Searching By Time Frame

1. It is also possible to search for violations using a time frame filter. In our example here we are searching for any violation written between the hours of 4:00pm and 8:00pm on February 27th.

To access the time setting click on "with time" beside the date field.

Start Date	Feb 27, 2019 16:00	<input type="checkbox"/>	with time	clear
up to and including	Feb 27, 2019 19:59	<input type="checkbox"/>	with time	clear

This will bring up a an interface where you can chose both date and time:

In this example for the start time we are selecting Feb. 27th at 4:00pm (1600 hours).

Select a Date and Time

Year

< 2018 2019 2020 >

Month

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Day of Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Hour

00	12
01	13
02	14
03	15
04	16
05	17
06	18
07	19
08	20
09	21
10	22
11	23

2. Set the up to and including date and time in a similar fashion. Note that the time blocks are in one hour segments so to choose 8:00pm you would need to select hour 19 which would include 7:00 to 7:59 and appear in the date and time field as 19:59 (see above)

Select a Date and Time

Year

< 2018 2019 2020 >

Month

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Day of Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Hour

00	12
01	13
02	14
03	15
04	16
05	17
06	18
07	19
08	20
09	21
10	22
11	23

3.

By using this filtering method the search will return only violations that were issued

between 4:00PM and 7:59pm on February 27th,

Listing 3 records							
TICKET #	USERNAME ?	PLATE	PROV	DESCRIPTION	STATUS		AMOU
13-01000		QWE321	ON	Parked in No Parking Area	150.00	[-\$25.00]	125.0
ISSUED: Feb. 27, 2019 16:48 DUE: Mar. 9, 2019 Private Property							
13-01001		QWE321	ON	Parked in No Parking Area	150.00	[-\$25.00]	125.0
ISSUED: Feb. 27, 2019 16:51 DUE: Mar. 9, 2019 Private Property							
13-01002		EEE555	ON	Parked - Permit Not Visible	50.00	[-\$10.00]	40.0
ISSUED: Feb. 27, 2019 16:53 DUE: Mar. 9, 2019 Private Property							
Page Total: \$290.							Unpaid/Outstanding: \$290.
The listed Permit # is at the time of violation being issued.							
* Ticket has an associated appeal status. (Upheld, Reduce, Cancel)							
Click on a header to change sort order.							

Revision #3
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