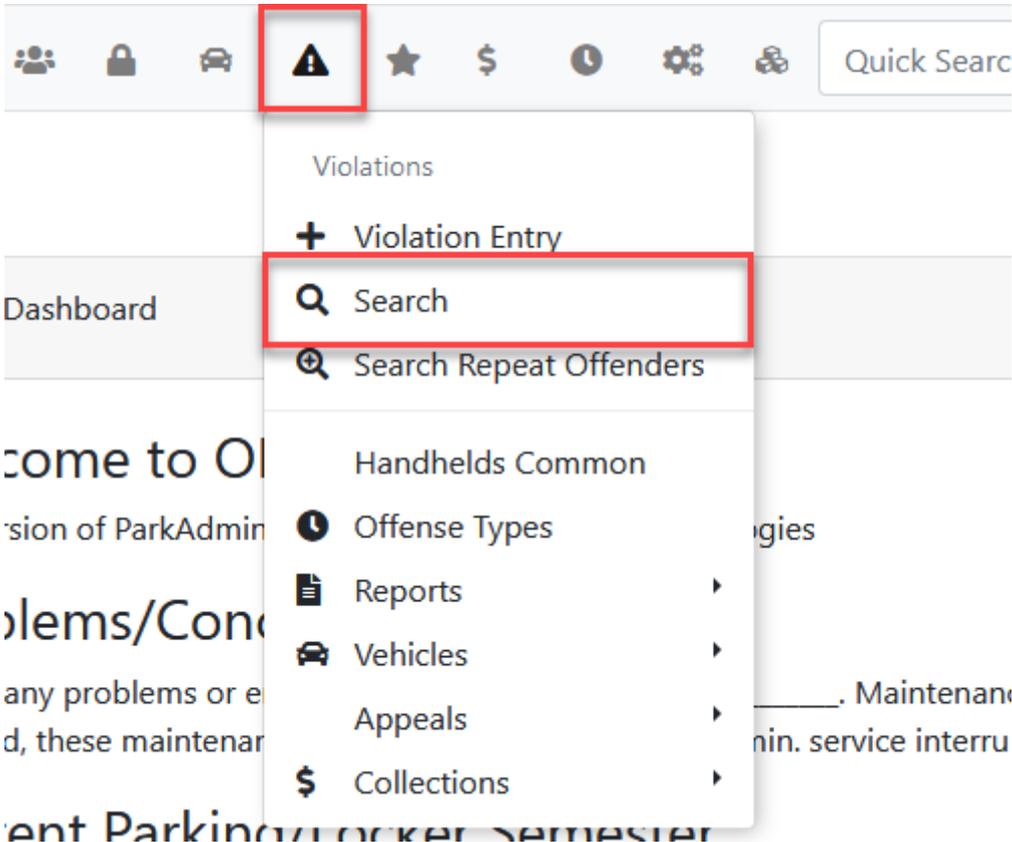


Search for a Violation

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.

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
1-001005	SJAMieson	SJAM	ON	Parked - Expired Parking Permit ISSUED: May, 5, 2017 DUE: May, 15, 2017 Moving Violation		50.00
1-001006	SJAMieson	SJAM	ON	Parked - Expired Parking Permit ISSUED: May, 5, 2017 DUE: May, 15, 2017 Moving Violation		50.00
050517-SJ	SJAMieson	SJAM	ON	Parked in Loading Zone ISSUED: May, 9, 2017 DUE: May, 29, 2017 Private Property	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	<input type="button" value="clear"/>
up to and including	Feb 27, 2019 19:59	<input type="checkbox"/> with time	<input type="button" value="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).

The dialog box 'Select a Date and Time' shows the following selections:

- Year: 2019
- Month: Feb
- Day of Month: 27
- Hour: 04 (16:00)

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)

The dialog box 'Select a Date and Time' shows the following selections:

- Year: 2019
- Month: Feb
- Day of Month: 27
- Hour: 19 (19:59)

- 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 ISSUED: Feb. 27, 2019 16:48	150.00 [-\$25.00]	125.0
				DUE: Mar. 9, 2019 Private Property		
13-01001		QWE321	ON	Parked in No Parking Area ISSUED: Feb. 27, 2019 16:51	150.00 [-\$25.00]	125.0
				DUE: Mar. 9, 2019 Private Property		
13-01002		EEE555	ON	Parked - Permit Not Visible ISSUED: Feb. 27, 2019 16:53	50.00 [-\$10.00]	40.0
				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

Created 8 May 2024 08:20:18

Updated 5 May 2025 09:49:15 by Laurie McIntosh