

User - Vehicles Tab

The **Vehicles tab** on the **Edit User Profile screen** allows administrators to add, edit and remove vehicles associated to user. This is also where administrators would add/remove **DNTT** (Do Not Ticket or Tow) information to a vehicle.

Quick Steps:

1. Click on the **User Management tab** and click **User Search**.
2. Search for the user using either a **name, username, email** or **account number**.
3. Click on that user's **username** to enter that user's **Profile Page**.
4. Click on **Vehicles** to enter that user's **Vehicle Information page**.
5. **Add Vehicle:** Click **Add New Vehicle**.
6. Fill out details and click **Add New Vehicle** to save.
7. **Edit Vehicle:** Click the **Plate** link.
8. Edit details and click **Update Vehicle**.
9. **Activate/Deactivate Vehicle:** Click **Active** to toggle the vehicle as active or inactive.

Step-by-Step Instructions:

1. **Locate user search:** Click on the **User Management tab** and click **User Search**.
2. **Search for a user:** Search for the user using either a **name, username, email** or **account number**.
3. **Locate the user profile page:** Click on that user's **username** to enter that user's **Profile Page**.
4. **Locate the vehicle information page:** Click on **Vehicles** to enter that user's **Vehicle Information page**.
5. **Adding a new vehicle:** Click the **Add New Vehicle** button.
6. **Fill in vehicle information:** The **Add New Vehicle Information** screen will appear. Fill in all the required vehicle details.
7. **Save your new vehicle:** Once you've entered all the information, click the **Add New Vehicle** button to save.
8. **Confirm that the vehicle is added:** The **Vehicle Information** screen will display again with the new vehicle added.
9. **Editing a vehicle:** Click the **Plate** link to open the **Vehicle Information** window.
10. **Make your changes:** Make any necessary changes.
11. **Save your changes:** Click **Update Vehicle** to save your changes.
12. **Activating or Deactivating a Vehicle:** In the **Status** section of the vehicle details, click the **Active** or **Inactive** link to change the vehicle's status.
13. **Removing a Vehicle:** In the user's profile, locate the vehicle and click the **X** button next to the vehicle's record to start the removal process.

A vehicle can be removed from a user's profile, but not completely deleted from the system. Use this option if:

- The vehicle changes ownership.
- The vehicle was mistakenly assigned to the wrong user.
- A vehicle with only one user will be archived after removal.
- A vehicle with multiple users will be removed from the profile you're working on, but remain under the second user's profile.

14. **Finalize removal:** Once you click **OK**, the vehicle will be removed from the profile. It will still exist in the system but no longer be associated with the user.

Important: Before removing a vehicle, make sure to clear any outstanding balances if there's only one user.

15. **Record DNTT Link:** This option allows you to add, remove, or edit the **Do Not Ticket or Tow (DNTT)** notation for a vehicle. This notation prevents a vehicle from receiving violations in certain conditions (e.g., a specific lot or time).

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