

Vehicle Plate Types

Managing Vehicle Plate Types

Click **Admin Options**, **Vehicles** followed by **Vehicle Plate Types**.

The screenshot shows a software interface with a top navigation bar and a sidebar menu. The top bar includes a 'Quick Search' field and a search icon. The sidebar menu is open, showing a list of options. The 'Vehicles' option is highlighted, and a sub-menu is displayed to its right. In this sub-menu, 'Manage Vehicle Plate Types' is circled in red. Below the sidebar menu, a table is visible with columns for vehicle types and their corresponding codes.

Vehicle Type	Code
Government	govt
Motorcycle	mcycle
Passenger	passenger
Saturday	Sat
Sunday	Sun
Twoonie Day	2d

The **Manage Vehicle Plate Types** page displays with all of the available choices.

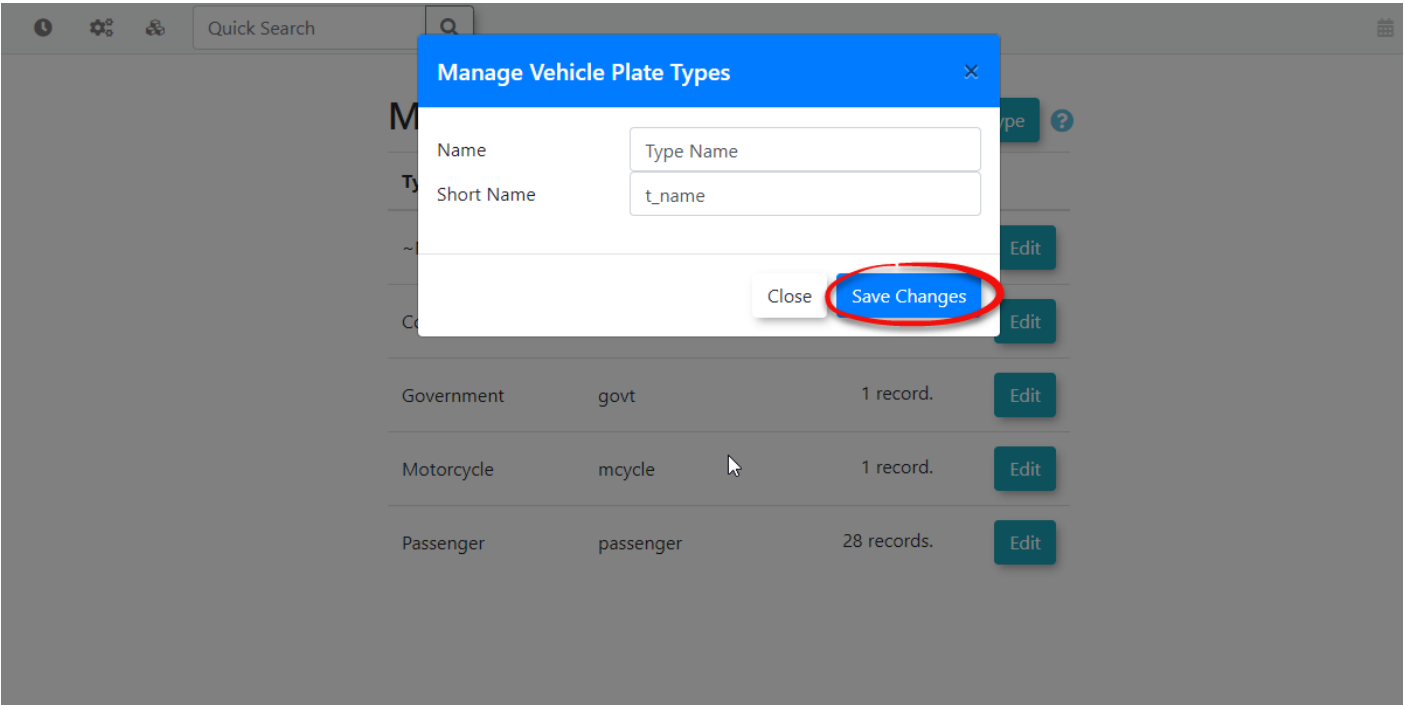
Manage Vehicle Plate Types

Add Plate Type ?

Type	Short Name		
~Not Specified		<div>Delete</div>	<div>Edit</div>
Commercial	Com	23 records.	<div>Edit</div>
Government	Gov	11 records.	<div>Edit</div>
Motorcycle	MC	1 record.	<div>Edit</div>
Passenger	Pass	70 records.	<div>Edit</div>

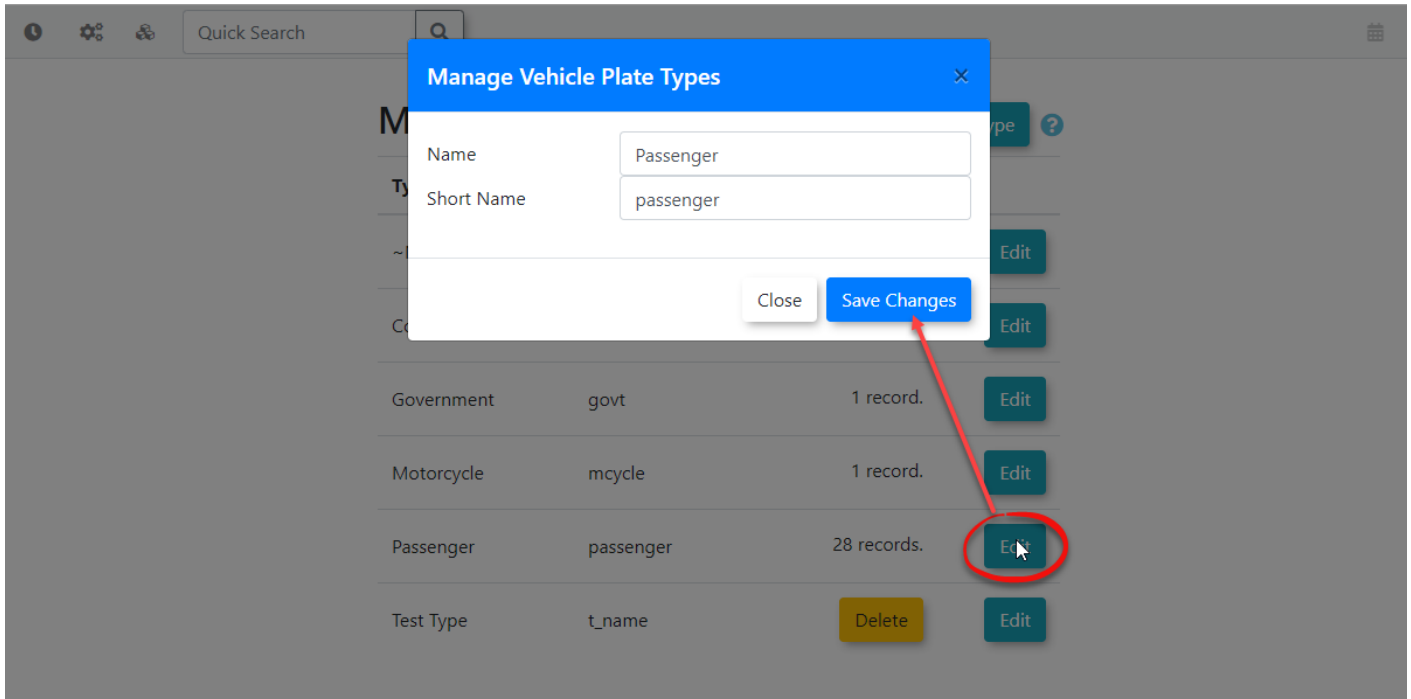
Adding Plate Types

To add a new plate type click **Add Plate Type** and complete the two required fields followed by **Save Changes**. The **Short Name** is used with handheld devices.



Editing Plate Types

To edit plate types click the **Edit** button next to the plate type you wish to make updates to. This will open a new modal window allowing you to change the existing name and short name for that plate type.

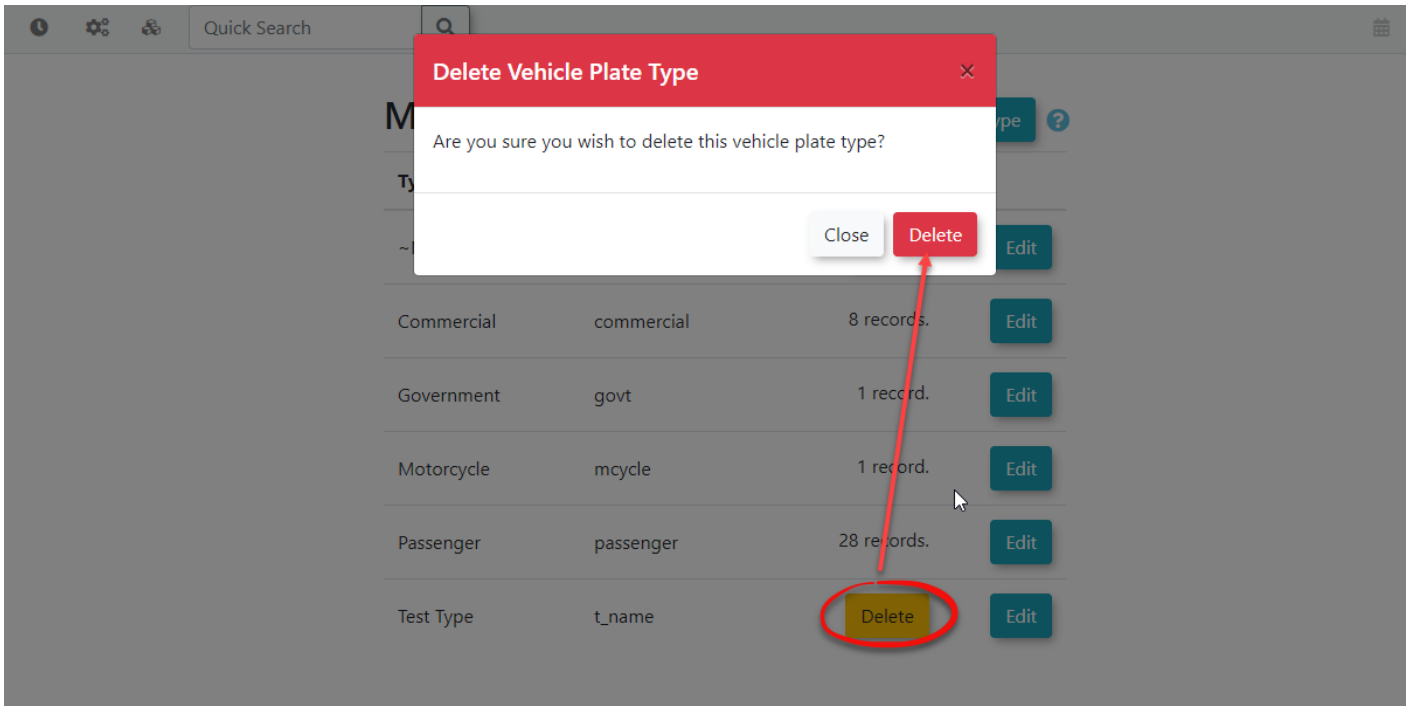


Deleting Plate Types

To delete plate types simply click the **Delete** button next to the plate type you wish to remove from the list. A modal window will appear asking you if you are sure you wish to delete this vehicle plate type.

Important

In order to delete a vehicle plate type it must not be used in the system. Admins will first need to make sure that no users are using this plate type before it can be removed. This is to prevent vehicles from having blank information by deleting these plate types while they're in use.



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