

# Vehicle Configuration

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# Vehicle Plate Types

**Vehicle Plate Types** allow administrators to categorize vehicles based on their official plate designation (e.g., Passenger, Commercial, Motorcycle). This feature is crucial for accurate vehicle identification, reporting, and aligning with specific parking or violation rules, ensuring your system reflects diverse vehicle classifications. Plate Type, Plate Number and Province/State are considered the 3 essential criteria to making sure a plate is unique in OPS-COM.

## Using this Feature

Managing Vehicle Plate Types is done through the **Manage Vehicle Plate Types** page.

1. Hover over **System Configuration**, then **Vehicles**, and click **Manage Vehicle Plate Types**.
2. The **Manage Vehicle Plate Types** page shows all currently defined vehicle plate types, providing a straightforward interface to add, edit, and delete various vehicle plate types.

## Adding Plate Types

1. Click **Add Plate Type**.
2. Complete the two required fields:
  - **Name:** The full, descriptive name of the plate type (e.g., "Passenger").
  - **Short Name:** A shorter name used, for instance, with handheld devices (e.g., "PASS").
3. Click **Save Changes** to add the new plate type to the list.

## Editing Plate Types

1. Locate the **Plate Type** you wish to modify in the list.
2. Click the **Edit** button next to it.
3. Make your updates and click **Save Changes**.

## Deleting Plate Types

In order to delete a vehicle plate type, it must not be in use by any vehicles in the system. Administrators must first ensure that no vehicles are currently assigned this plate type before it can be removed. This prevents vehicle records from having blank or invalid plate type information.

1. Locate the plate type you wish to remove from the list.
  2. Click the **Delete** button next to it and confirm.
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## Best Practices & Considerations

- **Accuracy is Key:** Ensure your defined plate types accurately match the official plate designations in your region to maintain data integrity and simplify vehicle identification.
- **Clear Naming:** Use clear and concise names for both the full **Name** and **Short Name** to avoid confusion for both administrators and field users.
- **Impact on Vehicle Records:** Remember that these plate types are assigned to vehicle records. Deleting a plate type that is in use will cause data issues.
- **Reporting:** Properly categorized plate types are valuable for generating accurate reports on vehicle populations and compliance. ▣

# Vehicle Colours / Colors

**Vehicle Colours / Colors** in OPS-COM allows administrators to define and manage the picklist of available vehicle colours used throughout the system. This feature is important for accurate vehicle identification, detailed record-keeping, and ensuring consistency in data entry, supporting efficient enforcement and management operations.

## Using this Feature

Managing Vehicle Colours is done through the **Vehicle Colours** page.

1. Hover over **System Configuration**, then **Vehicles**, and click **Manage Vehicle Colours**.
2. The **Manage Vehicle Colours** page shows all currently defined vehicle colours, providing a straightforward interface to add, edit, and delete various vehicle colours.

### Adding Vehicle Colours

1. Click **Add Colour**.
2. Complete Name field.
3. Click **Save Changes**.

### Editing Vehicle Colours

1. Locate the **Colour** you wish to modify in the list.
2. Click the **Edit** button next to it.
3. Make your updates and click **Save Changes**.

### Deleting Vehicle Colours

In order to delete a vehicle colour, it must not be in use by any vehicles in the system. Administrators must first ensure that no vehicles are currently assigned this colour before it can be removed. This prevents vehicle records from having blank or invalid information.

1. Locate the Colour you wish to remove from the list.
  2. Click the **Delete** button next to it and confirm.
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# Best Practices & Considerations

- **Consistency:** Use standard colour names to maintain consistency across your records.
  - **User Experience:** A well-maintained and comprehensive list of vehicle colours makes data entry easier and more accurate for both administrators and users.
  - **Reporting:** Accurate colour data can be useful for various reports, such as identifying common vehicle types in your lots.
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## Related Video

<https://www.youtube.com/embed/NscjivpLZ0s?wmode=opaque>

# Vehicle Makes

**Vehicle Makes** in OPS-COM allows administrators to define and manage the picklist of vehicle manufacturers (e.g., Ford, Honda, Toyota) used throughout the system. This feature is essential for accurate vehicle identification, comprehensive record-keeping, and ensuring consistent data entry for all vehicle-related information.

## Using this Feature

Managing Vehicle Makes is done through the **Manage Vehicle Makes** page.

1. Hover over **System Configuration, Vehicles**, and click **Manage Vehicle Makes**.
2. The **Manage Vehicle Makes** page displays, showing all currently defined vehicle makes. This page provides a straightforward interface to add, edit, and delete.

### Adding

1. Click **Add Make**.
2. Complete Name field.
3. Click **Save Changes**.

### Editing

1. Locate the **Make** you wish to modify in the list.
2. Click the **Edit** button next to it.
3. Make your updates and click **Save Changes**.

### Deleting

In order to delete a vehicle make, it must not be in use by any vehicles in the system. Administrators must first ensure that no vehicles are currently assigned this make before it can be removed. This prevents vehicle records from having blank or invalid information.

1. Locate the make you wish to remove from the list.
  2. Click the **Delete** button next to it and confirm.
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# Best Practices & Considerations

- **Accuracy and Completeness:** Maintain an accurate and comprehensive list of vehicle makes to ensure precise data capture and easier searching for vehicle records.
  - **Consistency in Naming:** Use clear, consistent, and recognizable names for vehicle makes to avoid confusion and ensure data uniformity.
  - **Data Integrity:** Always verify that no vehicles are assigned to a specific make before attempting to delete it. Reassigning vehicles to another make (or to "Unknown" if applicable) is a crucial step to prevent data issues.
  - **Reporting Value:** Well-categorized vehicle makes contribute to more insightful reports, allowing for analysis of vehicle populations and trends within your parking environment.
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## Related Video

<https://www.youtube.com/embed/NscjivpLZ0s?wmode=opaque>

# Vehicle Types

**Vehicle Types** in OPS-COM allows administrators to define and manage categories for different kinds of vehicles (e.g., Car, Truck, Motorcycle, Van). This feature is essential for accurate vehicle classification, supporting specific parking rules, and enhancing reporting capabilities within your OPS-COM system.

## Using this Feature

Managing Vehicle Types is done through the **Manage Vehicle Types** page.

1. Hover over **System Configuration**, then **Vehicles**, and click **Manage Vehicle Types**.
2. The **Manage Vehicle Types** page shows all currently defined vehicle types, providing a straightforward interface to add, edit, and delete various vehicle types.

### Adding Vehicle Types

1. Click **Add Type**.
2. Complete Name field.
3. Click **Save Changes**.

### Editing Vehicle Types

1. Locate the **Type** you wish to modify in the list.
2. Click the **Edit** button next to it.
3. Make your updates and click **Save Changes**.

### Deleting Vehicle Types

In order to delete a vehicle type, it must not be in use by any vehicles in the system. Administrators must first ensure that no vehicles are currently assigned this type before it can be removed. This prevents vehicle records from having blank or invalid information.

1. Locate the Type you wish to remove from the list.

2. Click the **Delete** button next to it and confirm.

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## Best Practices & Considerations

- **Comprehensive Categorization:** Ensure your defined vehicle types cover all relevant classifications for vehicles that will interact with your parking system.
  - **Clear and Consistent Naming:** Use descriptive and consistent names for your vehicle types to facilitate easy understanding and accurate data entry for both administrators and users.
  - **Reporting and Analysis:** Properly categorized vehicle types are valuable for generating reports and conducting analysis on vehicle populations and parking trends.
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## Related Video

<https://www.youtube.com/embed/NscjivpLZ0s?wmode=opaque>