

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. ▣
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