

Configure Violations to a Person

Setting up Violation Entries

Before you can issue violations you must enable **Link violations to users** in System Settings, Violations before issuing violations by person or vehicle.

The screenshot displays the system settings interface. On the left, a sidebar menu lists various categories with a red arrow pointing to 'Violations' (marked with a red circle 1 and a count of 16, marked with a red circle 2). The main content area is titled 'Printing Tickets via Laptops' and contains several settings:

- Link violations to users:** A toggle switch that is turned on (marked with a red circle 3).
- The prefix to go in front of the ticket number:** A text input field containing 'TT'.
- The next number for printing tickets from the web:** A text input field containing '10697'.
- Show Driver's License on Tickets:** A toggle switch that is turned off.
- Show Ticket # as barcode on Ticket:** A toggle switch that is turned on.

Below these settings is a section titled 'Printable Area for Tickets via Laptop' with the following configuration:

Setting	Value
Maximum width in pixels	265
Top padding in pixels	95
Maximum printing height	385
Padding below printing area	35

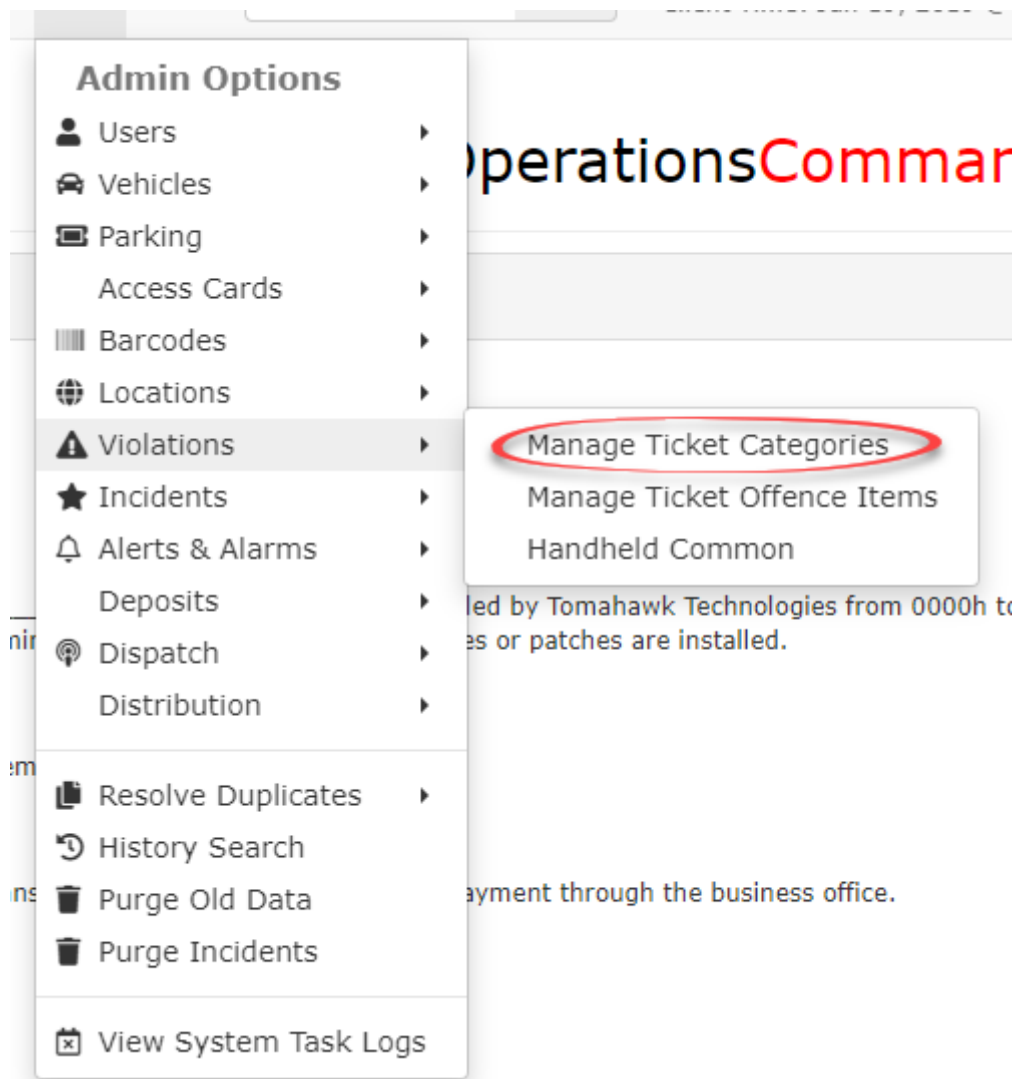
At the bottom of the settings, there are three more toggle switches:

- Hide Zero Dollar Fines:** A toggle switch that is turned on.
- Include Random PIN on Handheld Tickets:** A toggle switch that is turned on.
- Enable anonymous payments for violations:** A toggle switch that is turned on.

A 'Save Settings' button is located at the bottom right of the settings area.

Managing Ticket Categories

Hover over **Admin Options**, select **Violations**, then **Manage Ticket Categories**



Select the Ticket Category that is being updated to allow users to receive violations, in this example Municipal is being selected

Manage Ticket Categories

Ticket Categories

Municipal	Edit Category
Private Property	Edit Category

Add New Ticket Category

Editing Category: Municipal

Ticket Category Name

Municipal

☐ Visible on Handhelds

☐ Enable Fail to Identify

Violation Applies To

☒ Vehicles ☐ Users

Save Ticket Category

Archive Ticket Category

Select Users in the **Violation Applies To** section

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Ticket Categories

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Ticket Category Name

Municipal

☐ Visible on Handhelds

☐ Enable Fail to Identify

Violation Applies To

☐ Vehicles ☒ Users

Save Ticket Category

Archive Ticket Category

Now when entering a violation of this offence type it will be possible to apply the violation to a person.

Enter Basic Violation Information

Ticket Writer

(admin) Admin

Spoiled ?

Valid - not spoiled

Ticket Number

✓ Auto Generated

Warning

?

Ticket Type ?

Municipal

Include Archived Categories

Apply violation to:

A Vehicle

A Person

Search Vehicles

Search Users

Licence plate

Name

Province

Drivers Licence

