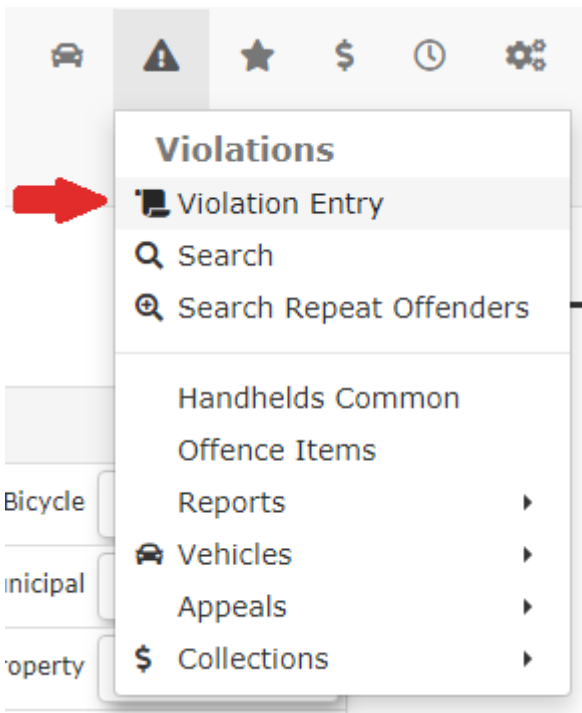


# Manual Violation Entry

## Entering a Violation

Hover over the **Violations** icon and click **Violation Entry**.



The **Enter Basic Violation Information** screen is displayed. The numbered fields are explained below:

**#1 - Spoiled** - This is used to cancel a manual ticket. This allows incrementally numbered paper violations to be accounted for.

**#2 - Auto Generated** - Ticket numbers can now be Auto Generated if this checkbox is enabled.

**#3 - Warning** - All violations can now be issued as a warning by enabling the 'Warning' checkbox. You will no longer pick 'Warning' as a Ticket Type.

**#4 and #5** - Vehicle or Person - If you have the features enabled you can issue a violation to a Vehicle or a Person.

## Enter Basic Violation Information

Ticket Writer

(admin) Admin

**1** Spoiled ?

Valid - not spoiled ▼

**2**

Ticket Number

✓ Auto Generated

**3**

☐ Warning

?

Ticket Type ?

Private Property

☐ Include Archived Categories

**4**

Search Vehicles

**5**

Licence plate

Province

Plate Type

Date Issued

Aug 22, 2019 10:13

Enter Violation

Enter all known information in the fields provided. Click the **Search Vehicles** button to find vehicle information by the license plate or VIN number. You can choose a vehicle or add a new one from the Search area. There are a number of actions you can take from this screen.

- If you click the Plate number, you will select the vehicle.
- If you click the Pencil icon, you can edit the vehicle details.
- If you click the Permit icon, you can look at the Permit details for the vehicle.
- If you click the Red Flag, you can view Alarms related to this individual. Note, this will only be available if you have the Alarms features enabled.
- If you click the Red Alerts button, you can see the Incident Alerts associated with this individual. Note, this will only be available if you have the Incidents features turned on.

### Licence Plate Search

Plate

MASH

Search Vehicles

Plate		Prov.	Plate Type	Make	Model	Plate Owner	Violations
Showing 3 records.							Add New Vehicle
MASH		ON	Passenger	Chrysler	Sports Car	Birch, Patricia Rockwood, James	530 violations 530 violations
OLDMASH		BC	Passenger	Chrysler	Sports Car	No user found	13 violations

After you have selected the correct fields click the **Enter Violation** button to proceed.

## Entering and Confirming Violation Information

The **Enter Violation Information** screen is displayed. Allowing the Administrator to enter more details about the Violation.

## Enter Violation Information

Ticket Writer	(demo) Demo Admin ▼	
Spoiled	TESTING ▼	
Ticket Number	Auto Generated: TT-10695	
	<input type="checkbox"/> Warning	
Ticket Category	Private Property	
Licence plate	<div>MASH</div> Ontario	
	This vehicle has 530 past violations.	
Date Issued	Feb 04, 2010 10:13	
Date Due	Feb 24, 2010 10:31	
Offence Location	Select the Offence Location ▼	
Towing Charge	\$ <input type="text"/>	

---

Offence	Select the Violation Type ▼	\$ <input type="text"/>
	<div>Add Another Offence</div>	

---

Comments	<div></div>	
Private Comments	<div></div>	
Attachments ?	<div>Choose files To Upload</div> <div>Choose Files</div>	
	<div>Record This Violation</div>	

Click the **Record this Violation** button. The **Confirm Violation Information** screen is displayed. Verify the details are correct and click the **Information Correct** button to save the violation.

## Confirm Violation Information

<b>Ticket Writer</b>	(demo) Demo Admin
<b>Spoiled</b>	TESTING
<b>Ticket Number</b>	TT-10695
<b>Ticket Category</b>	Private Property
<b>Licence plate</b>	<div>MASH</div> Ontario
This vehicle has 530 past violations.	
<b>Date Issued</b>	Thu. Feb. 4, 2010 at 10:13
<b>Date Due</b>	Wed. Feb. 24, 2010 at 10:31
<b>Offence Location</b>	Administration Building
<b>Towing Charge</b>	N/A

---

<b>Offence</b>	Parked Blocking Fire Hydrant	\$ 50.00 <b>\$ 50.00</b>
<b>Comments</b>		
<b>Private Comments</b>		
<b>Attachments</b>	None supplied.	

Information Correct

Cancel

# Violation Entry Completed

Once you have submitted the violation the Violation Entry Complete screen will appear where you can choose to print, view, search violations.

## Violation Entry Complete

Violation TT-10695 has been successfully added to the database.

[View Violation](#)[Print Violation](#)

[Enter Another Violation](#)

[Search Violations](#)[List Recent Violations](#)

# Manually Entering Hard Copy or Anonymous Ticket

Searching a vehicle that does not exist in the system will allow you to write an anonymous ticket to that plate or to transcribe hard copied tickets with no users. The user can then navigate to the login screen and pay for the ticket using OPS-COM Quick Pay/Guest Payments without logging in.

## Licence Plate Search

Plate

[Search Vehicles](#)

Plate	Prov.	Plate Type	Make	Model	Plate Owner	Violations
Showing 0 records.						<a href="#">Add New Vehicle</a>

Revision #2

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