

Notice Letter Templates

Introduction

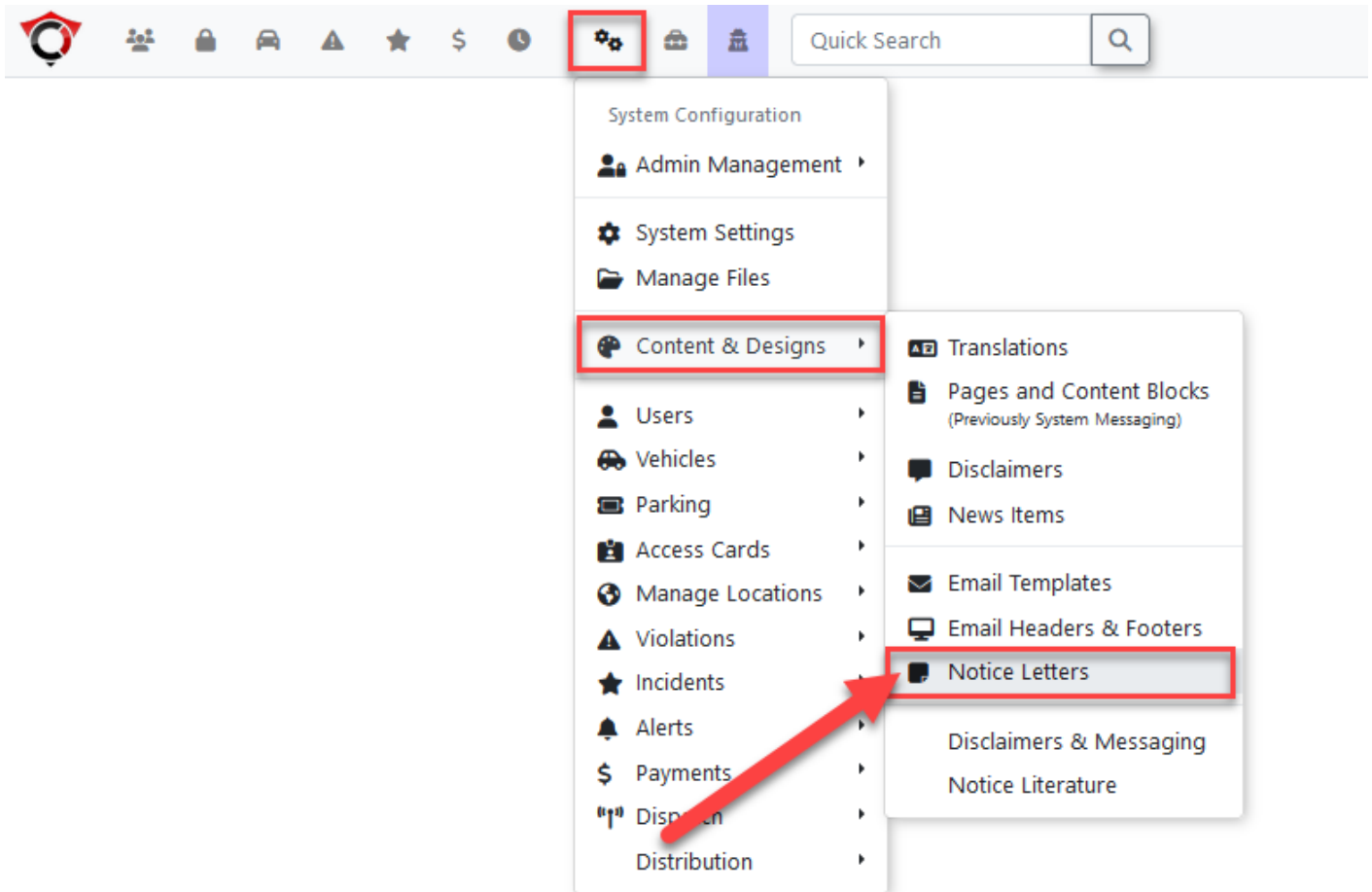
This page allows the admin to manage, create, and edit the content and appearance for notice letters used within the system.

Notice letters, also known as a Notice of Impending Conviction (NIC) letter, are part of the MTO process, and are sent out to let a user know of an impending conviction for any outstanding violations on their account, to be collected through the Ontario court system.

Templates

The appearance and layout of notice letters is setup within the notice letter templates page.

The templates page for notice letters can be found under the system configuration menu, within the content & designs submenu.



On the templates page, an overview of all notice letter content within the system is shown. Different content and templates must be created for each language that is installed on the site.

The notice letter templates page consists of two sections:

Content

noticeLetter - the template used when printing a notice letter containing a single violation.

- **noticeLetterMultiple** - the template used when printing a notice letter that contains multiple violations.

Templates

styles - element styling to be applied to the notice letters. This is done using Cascading Style Sheets (CSS), a type of coding used to affect how parts of the notice letter looks, such as assigning

a specific colour and size to a paragraph of text.

- **Header** - the content that appears in the header of the notice letter.

Notice Letters

Content					
System Location	Title	English	Français	Token	Notes
noticeLetter	Notice Letter	Edit	Create	Create	Notice letter used when generating a printable letter. Designed to include a single violation in each letter.
noticeLetterMultiple	Notice Letter	Edit	Create	Create	Notice letter used when generating a printable letter. Designed to include all outstanding violations in each letter

Templates			
Section	English <i>en</i>	Français <i>fr_ca</i>	Token <i>token</i>
Styles	Edit	Create	Create
Header	Edit	Create	Create

Content Editor

This page is where the content of the notice letters can be edited.

The content section is a type of WYSIWYG (What You See Is What You Get) editor.

Manage System Messaging

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Title

Identifier The identifier for the message. i.e. lockersDisclaimer, vehicleDisclaimer, permitPrintableLabel3

☒ Visible

Language English Français

File • Edit • Insert • View • Format • Table • Tools •

NOTICE OF IMPENDING CONVICTION PROVINCIAL OFFENCES ACT

Name and Address of Defendant: {values allow=user.displayName} {values allow=user.street} {values allow=user.city}, {values allow=user.province} {values allow=user.postal}	Parking Infraction Information: LOCATION: {values allow=violation.location_name} LICENSE PLATE NO: {values allow=vehicle.plate} SET FINE AMOUNT: {values allow=violation.total_fining format=currency} PARKING INFRACTION NO: {values allow=violation.ticket}-{values allow=violation.pin} DATE OF VIOLATION: {values allow=violation.issued format="D. M., Y"} DUE DATE: {values allow=violation.due_plus5 format="D. M., Y"}
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[Violation show=infractions]

The amount of the fine indicated on the Parking Infraction Notice has not been paid. Unless payment or a Notice of Intention to Appear in Court for the purpose of entering a plea and having a Trial of the matter is received by the above Due Date, a conviction will be recorded against you without further notice. On conviction, you will be required to pay the Set Fine plus Court costs of \$AMOUNT.

An administrative fee is payable if the fine goes into default, and the information may be provided to a Credit Bureau. If you do not wish to dispute the charge, you may pay the Set Fine Amount above.

Write the Parking Infraction number on the front of your cheque or money order and make it payable to: CITY NAME

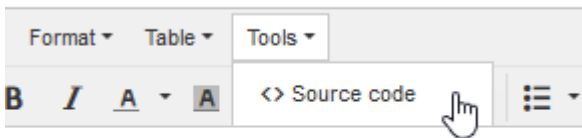
Words: 450
[Save Messaging](#)

When editing the notice letter content, some basic knowledge of HTML (Hyper Text Markup Language) is beneficial.

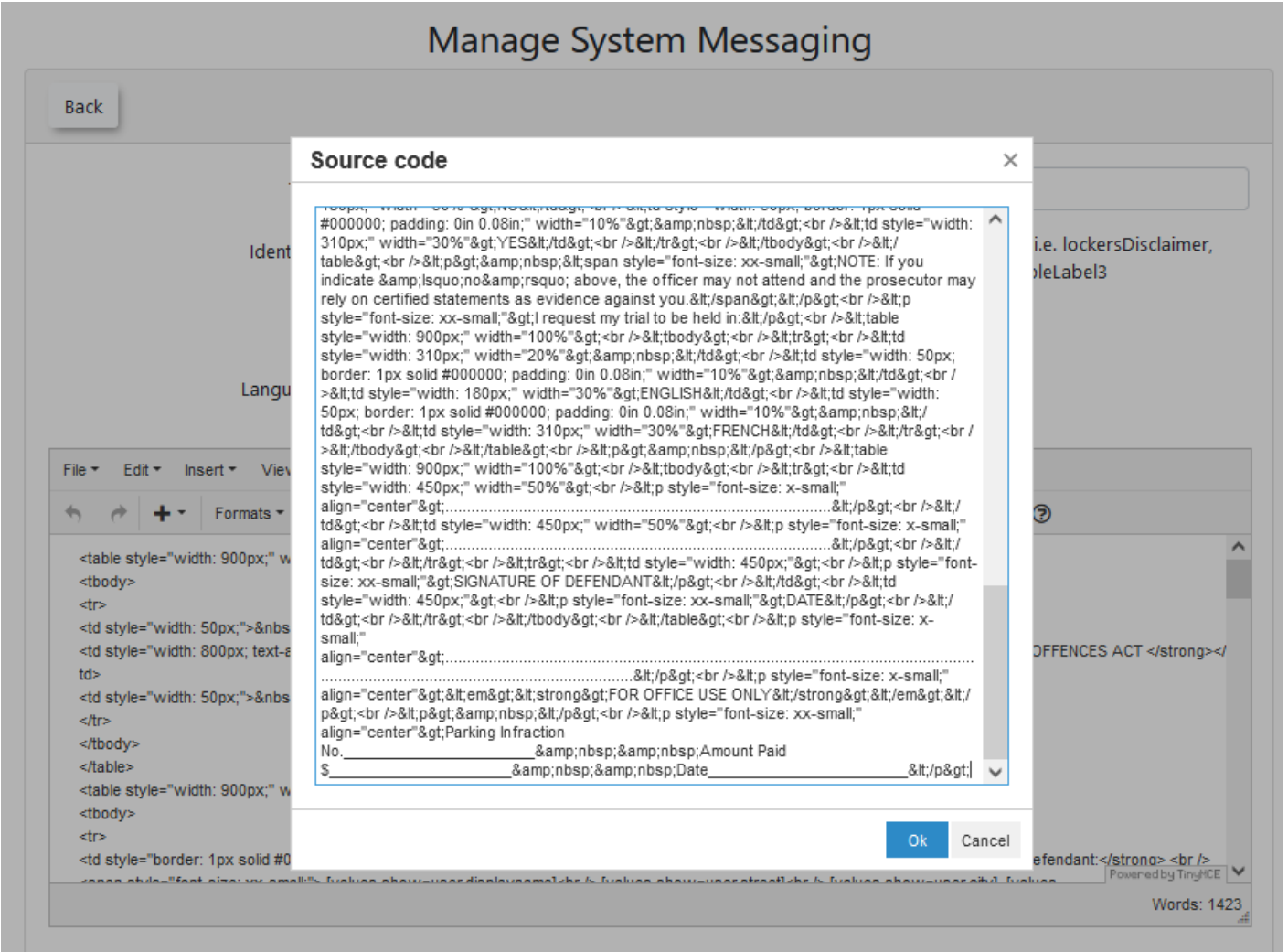
The WYSIWYG (What You See Is What You Get) editor isn't meant for templates, and when editing directly through the interface, problems can occur where the final printed page doesn't lineup with the template correctly.

Minor changes can be made with the editor, but it is recommended for most changes to be made through editing the HTML directly.

You can edit the HTML in the editor by selecting Tools → Source Code.



Alternatively, the layout of the template can be designed in an external HTML editor, and the source code copy and pasted into the HTML source code box.



Short Codes

Notice Letters use a functionality called short codes, which are pieces of text used as placeholders for user information when setting up a template.

When a notice letter is generated, the short code will be automatically replaced with the relevant user information in the print out.

Short codes usable on each type of notice letter template are listed at the bottom of the edit content page, below the content box.

Save Messaging

Short Codes Usable on this Page

Short Code	Description
[system_code]	The system_code shortcode is replaced with elements that are used by OPS-COM. They can be things like login forms and notification containers. They allow you to place these elements anywhere on your page that you see fit. If the page is a system page like /login, and it doesn't have the shortcode anywhere, it will append it to the bottom of the content page.
[violation show=infractions]	A list of the by-law infractions on the violation.
[violation show=offenses]	A list of the offenses on the violation.
[values show=violation.location_name]	Location the violation was given.
[values show=vehicle.plate]	The plate of the vehicle given the violation.
[values show=violation.total_owing format=currency]	The total owing on the violation.
[values show=violation.ticket]	The violation ticket number.
[values show=violation.pin]	The violation pin number.
[violation show=issued format="D. M. j. Y"]	The date the violation was issued.
[violation show=issued add_days=? format="D. M. j. Y"]	The date the violation was issued plus any number of days. Replace the [?] with a number to apply that number of days.
[violation show=due format="D. M. j. Y"]	The date the violation is due.
[violation show=due add_days=? format="D. M. j. Y"]	The date the violation is due plus any number of days. Replace the [?] with a number to apply that number of days.
[violation show=ticketappeal format="D. M. j. Y"]	The date the violation was appealed.
[violation show=ticketappeal add_days=? format="D. M. j. Y"]	The date the violation was appealed plus any number of days. Replace the [?] with a number to apply that number of days.

A short code placed in the template will automatically be replaced with the details of the user when the notice letter is being generated.

For example, if the following short code was placed within the body of the notice letter template:

- Vehicle: **[values show=vehicle.plate]**

It would be automatically replaced with the vehicle plate when the notice letter is generated, resulting in something like:

- Vehicle: **ABC123**

Using Short Codes

A short code can be inserted into the content by copy and pasting the short code from the list into the content where the information is wanted to be output in the final notice letter printout.

A short code can be copied to the clipboard by using these steps:

- Highlight the short code within the list
- Right click the highlighted text
- Click copy
- The short code will now be contained within the clipboard

The short code can then be pasted into the content using these steps:

- Left click in the desired area within the content where the information is wanted to appear
- Press the Ctrl and V buttons on the keyboard at the same time
- The short code will now be pasted to the location selected within the content

Using right click will open a content-specific menu within the content menu, and so can't be used to paste into the window.

Revision #2

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