

# Sort Violations for Quick Access

## The Challenge

When selecting an Offence, is there a way to change the order so that I can more quickly access it as opposed to scrolling down a long list?"

## The Approach

It is possible to add some order to the list by adding spaces to the beginning of the violation name. In the example below we will reorder the list using this method.

## Changing Alphabetic Order

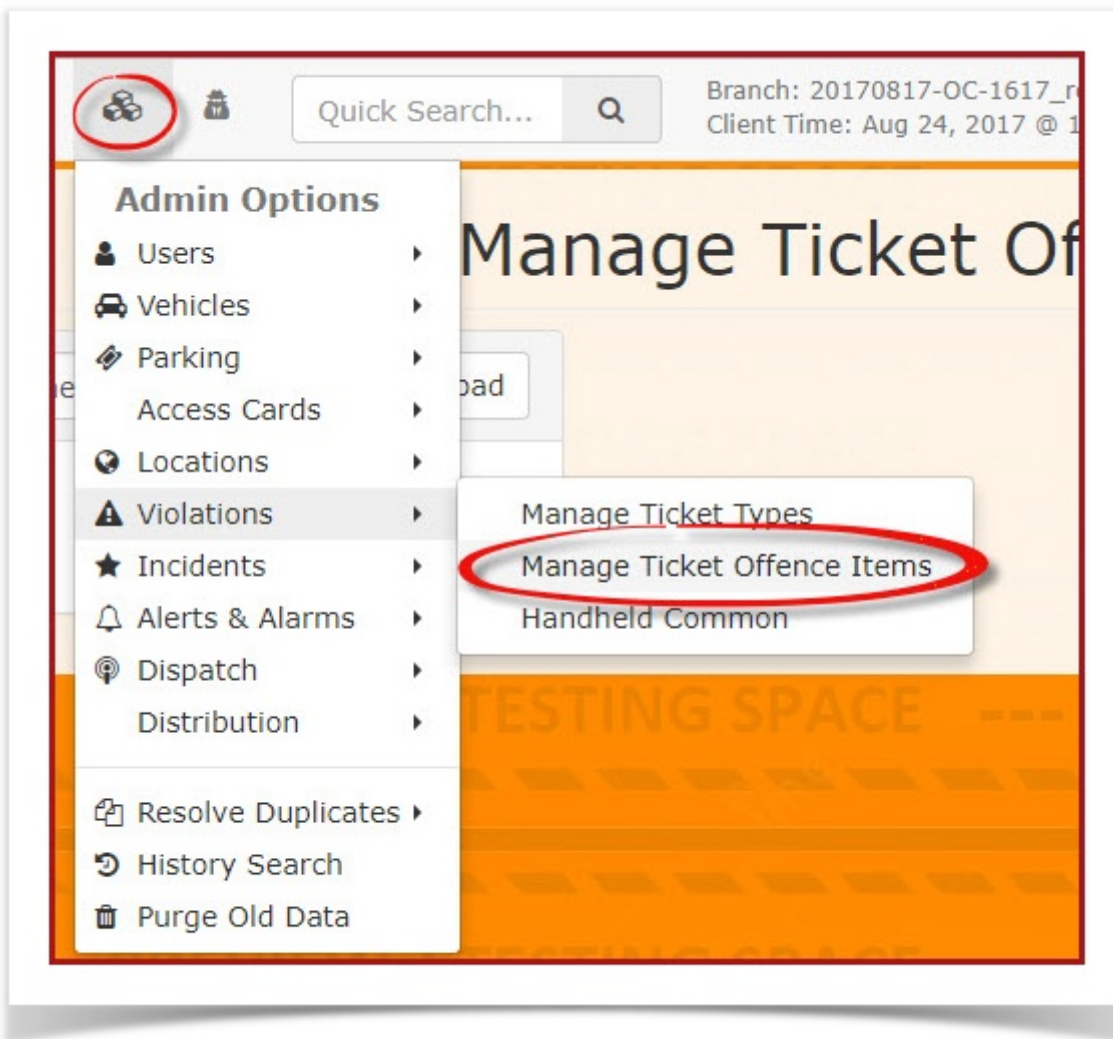
The basic concept that we are taking advantage of the fact a `<space>` character comes before everything in the ASCII character table. So prefix a space (or multiple) will list first.

- `<space><space>zebra`
- `<space>telephone`
- apple
- bottle

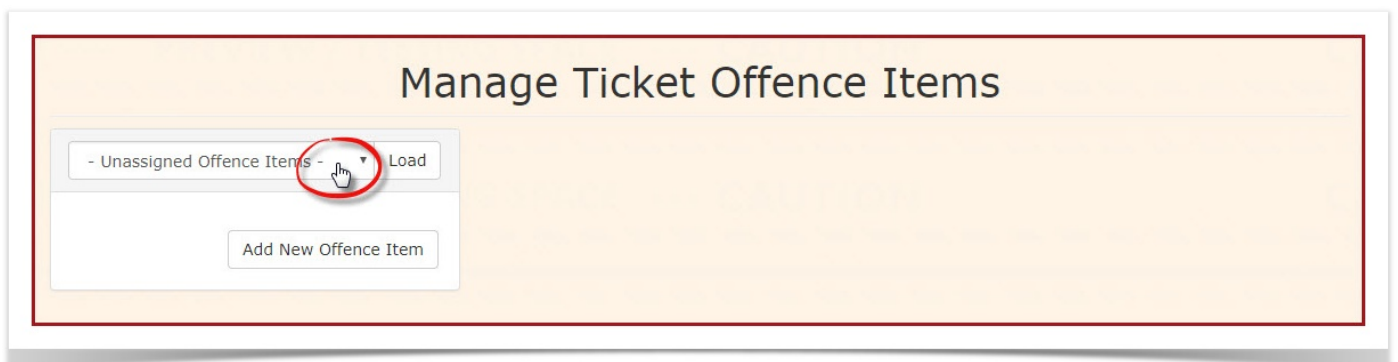
## An Example

As a practical example of this we will look at a sample list of violations where we'd like to change the sort order. To do so follow these steps.

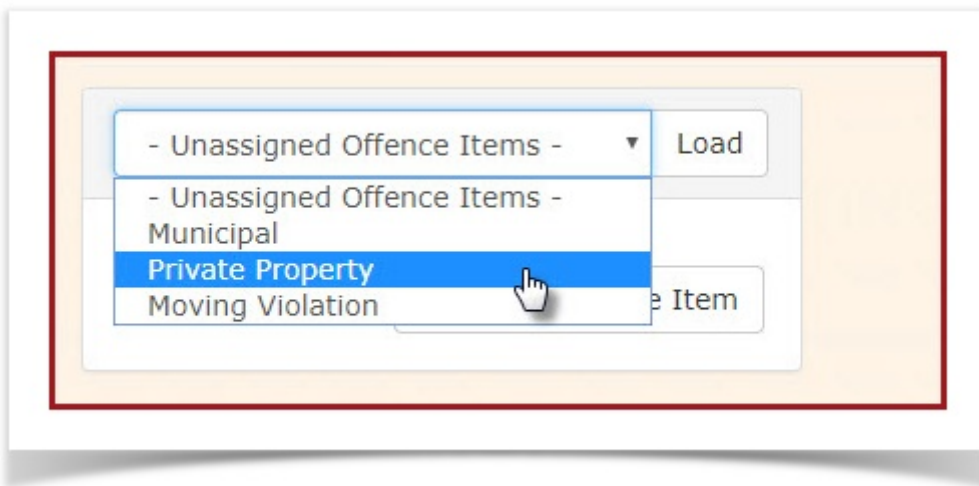
Click Admin Options, Violations, Manage Ticket Offence Items.



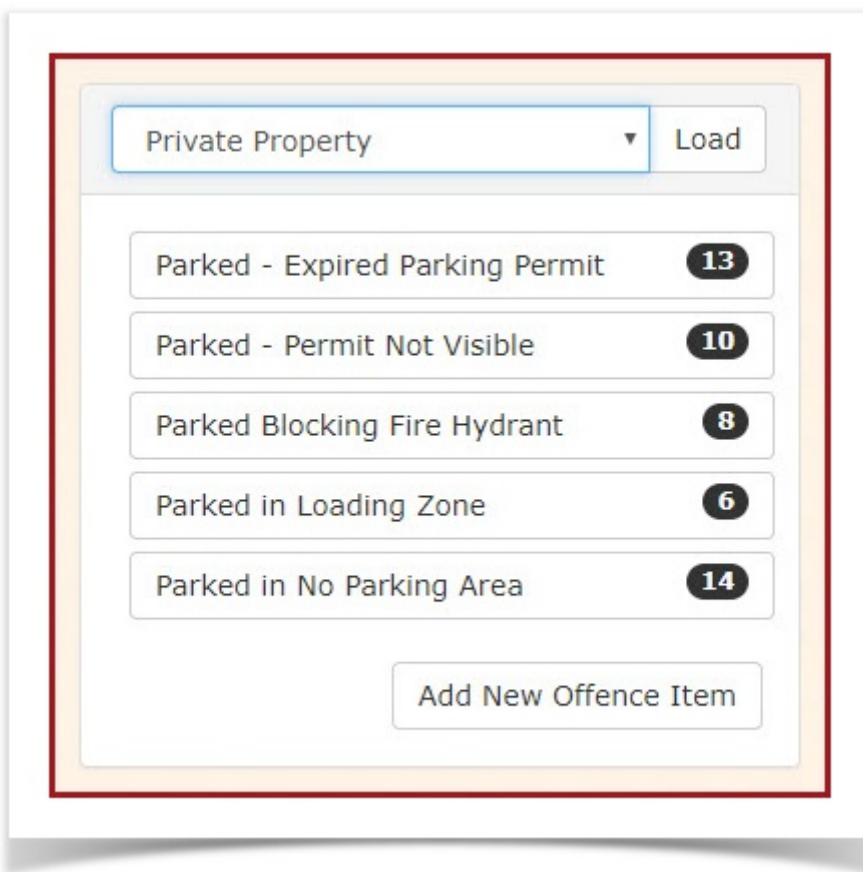
On the 'Manage Ticket Offence Items' screen, click the Offence Types drop down picker.



In our example we will select Private Property as the ticket type.



This will open another screen with the list of Violations under the Private Property ticket type.



## Another Example

In this example we will change the sort order so that Parked in No Parking Area lists first, Parked Blocking Fire Hydrant list second and the rest of the violations list in alphabetical order after that.

1. Click on 'Parked in No Parking Area' to select it. The screen will refresh with the Entry information for the violation.

2. Add a single space to the beginning of the Violation Type Description
3. Click on Save Violation Type

## Manage Ticket Offence Items

Private Property ▾ Load

Parked - Expired Parking Permit 13

Parked - Permit Not Visible 10

Parked Blocking Fire Hydrant 8

Parked in Loading Zone 6

**Parked in No Parking Area 14**

Add New Offence Item

Editing Violation Type: Parked in No Parking Area 14 references

**Violation Type Description** 2

Parked in No Parking Area

**Violation Category**

Private Property ▾

**Key**

☐ Administrative Fee

**Fine Amount**

\$ 150.00

☐ Adjustable Fine Amount

☒ Apply Discount

**Discount Amount**

\$ 25.00

**Discount if paid within**

1 days

**3**

Save Violation Type

Note the resulting list now shows Parked in No Parking Area as first.

## Manage Ticket Offence Items

Private Property ▼

Load

Parked in No Parking Area 14

Parked - Expired Parking Permit 13

Parked - Permit Not Visible 10

Parked Blocking Fire Hydrant 8

Parked in Loading Zone 6

Add New Offence Item

Editing Violation Type: Parked in No Parking Area **14 references**

**Violation Type Description**

Parked in No Parking Area

229 characters remaining.

**Violation Category**

Private Property ▼

**Key**

☐ Administrative Fee

**Fine Amount**

\$ 150.00

☐ Adjustable Fine Amount

✓ Apply Discount

**Discount Amount**

\$ 25.00

**Discount if paid within**

1 days

Save Violation Type

If we do the same process with Parked Blocking Fire Hydrant the listing will change once again putting the violation to the top of the list.

Private Property ▾ Load

Parked in No Parking Area 14

Parked - Expired Parking Permit 13

Parked - Permit Not Visible 10

Parked Blocking Fire Hydrant 8

Parked in Loading Zone 6

Add New Offence Item

Editing Violation Type: Parked Blocking Fire Hydrant 8 references

Violation Type Description

Parked Blocking Fire Hydrant  
227 characters remaining.

Violation Category

Private Property ▾

Key

☐ Administrative Fee

Fine Amount

\$ 50.00

☐ Adjustable Fine Amount

☒ Apply Discount

Discount Amount

\$ 10.00

Discount if paid within

7 days

Save Violation Type

The space worked to bring the item up in the list but the list still sorts in alphabetical order placing Parked Blocking Fire Hydrant first.

However we want this violation to be second in the listing.

The screenshot shows a list of violation types under the 'Private Property' category. A red arrow points to the 'Parked in No Parking Area' item, which has 14 references. The list is ordered as follows:

Violation Type	References
Parked in No Parking Area	14
Parked Blocking Fire Hydrant	8
Parked - Expired Parking Permit	13
Parked - Permit Not Visible	10
Parked in Loading Zone	6

Buttons: Private Property (dropdown), Load, Add New Offence Item

To move 'Parked in No Parking Area' back on top add a second space to the beginning of the Violation Type Description and save the violation type.

The list on the left now shows 'Parked in No Parking Area' in first position and 'Parked Blocking Fire Hydrant' in second position.

The screenshot shows the 'Editing Violation Type' form for 'Parked in No Parking Area' (14 references). The form includes the following fields:

- Violation Type Description:** Parked in No Parking Area (228 characters remaining).
- Violation Category:** Private Property (dropdown).
- Key:** (empty text field).
- Fine Amount:** \$ 150.00.
- Administrative Fee:** ☐ Administrative Fee.
- Adjustable Fine Amount:** ☐ Adjustable Fine Amount.

Buttons: Private Property (dropdown), Load, Add New Offence Item

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