

# Vehicle Plate Types

## Managing Vehicle Plate Types

Click **Admin Options**, **Vehicles** followed by **Vehicle Plate Types**.

The screenshot shows a web application interface for managing vehicles. At the top, there is a 'Quick Search' bar. Below it, a sidebar menu is open, showing various options. The 'Vehicles' option is selected, and a sub-menu is displayed. In the sub-menu, 'Manage Vehicle Plate Types' is highlighted with a red circle. The main content area shows a table with vehicle types and their corresponding codes.

Vehicle Type	Code
Government	govt
Motorcycle	mcycle
Passenger	passenger
Saturday	Sat
Sunday	Sun
Twoonie Day	2d

The **Manage Vehicle Plate Types** page displays with all of the available choices.

Manage Vehicle Plate Types				<a href="#">Add Plate Type</a> ?
Type	Short Name			
~Not Specified		<a href="#">Delete</a>	<a href="#">Edit</a>	
Commercial	Com	23 records.	<a href="#">Edit</a>	
Government	Gov	11 records.	<a href="#">Edit</a>	
Motorcycle	MC	1 record.	<a href="#">Edit</a>	
Passenger	Pass	70 records.	<a href="#">Edit</a>	

## Adding Plate Types

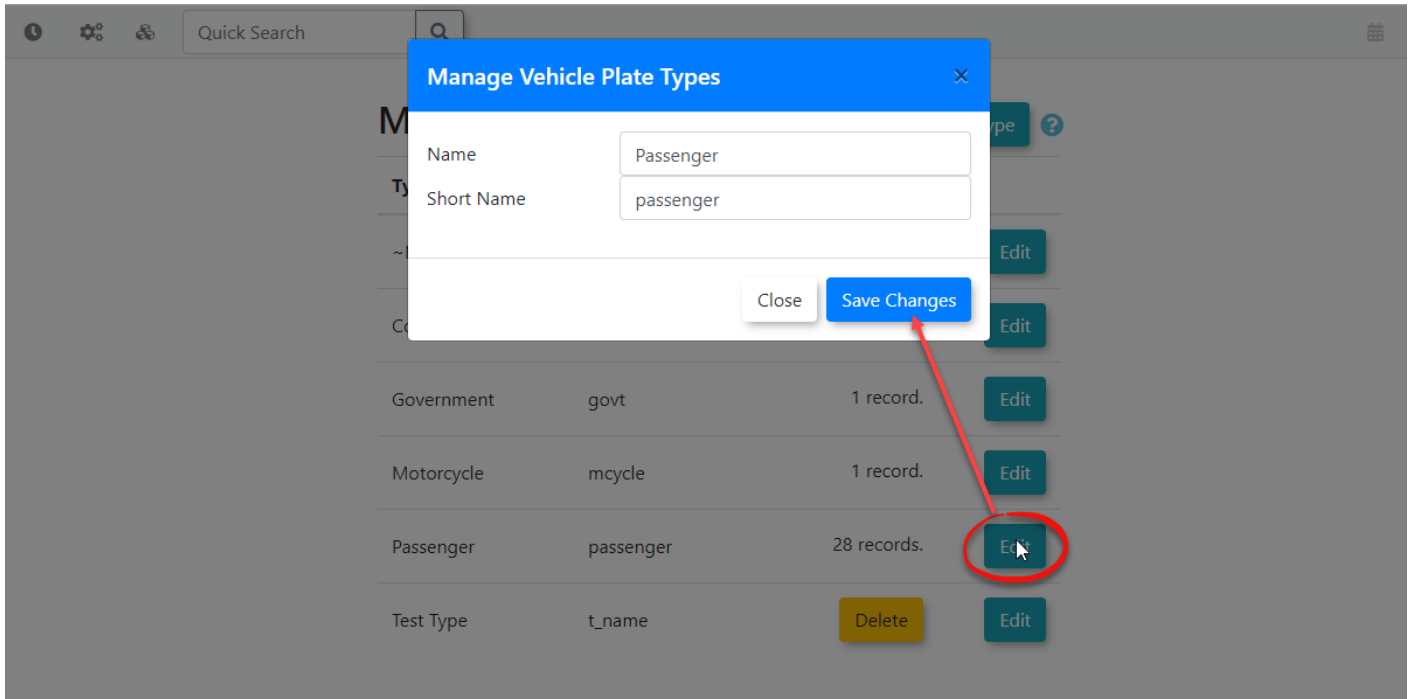
To add a new plate type click **Add Plate Type** and complete the two required fields followed by **Save Changes**. The **Short Name** is used with handheld devices.

The screenshot shows a modal window titled "Manage Vehicle Plate Types" with a close button (X) in the top right corner. The form contains two input fields: "Name" with the placeholder text "Type Name" and "Short Name" with the placeholder text "t\_name". At the bottom of the modal, there are two buttons: "Close" and "Save Changes". The "Save Changes" button is highlighted with a red circle. In the background, a table of existing plate types is visible, including Government, Motorcycle, and Passenger types with their respective short names and record counts.

Type	Short Name	Records	Action
Government	govt	1 record.	<a href="#">Edit</a>
Motorcycle	mcycle	1 record.	<a href="#">Edit</a>
Passenger	passenger	28 records.	<a href="#">Edit</a>

# Editing Plate Types

To edit plate types click the **Edit** button next to the plate type you wish to make updates to. This will open a new modal window allowing you to change the existing name and short name for that plate type.

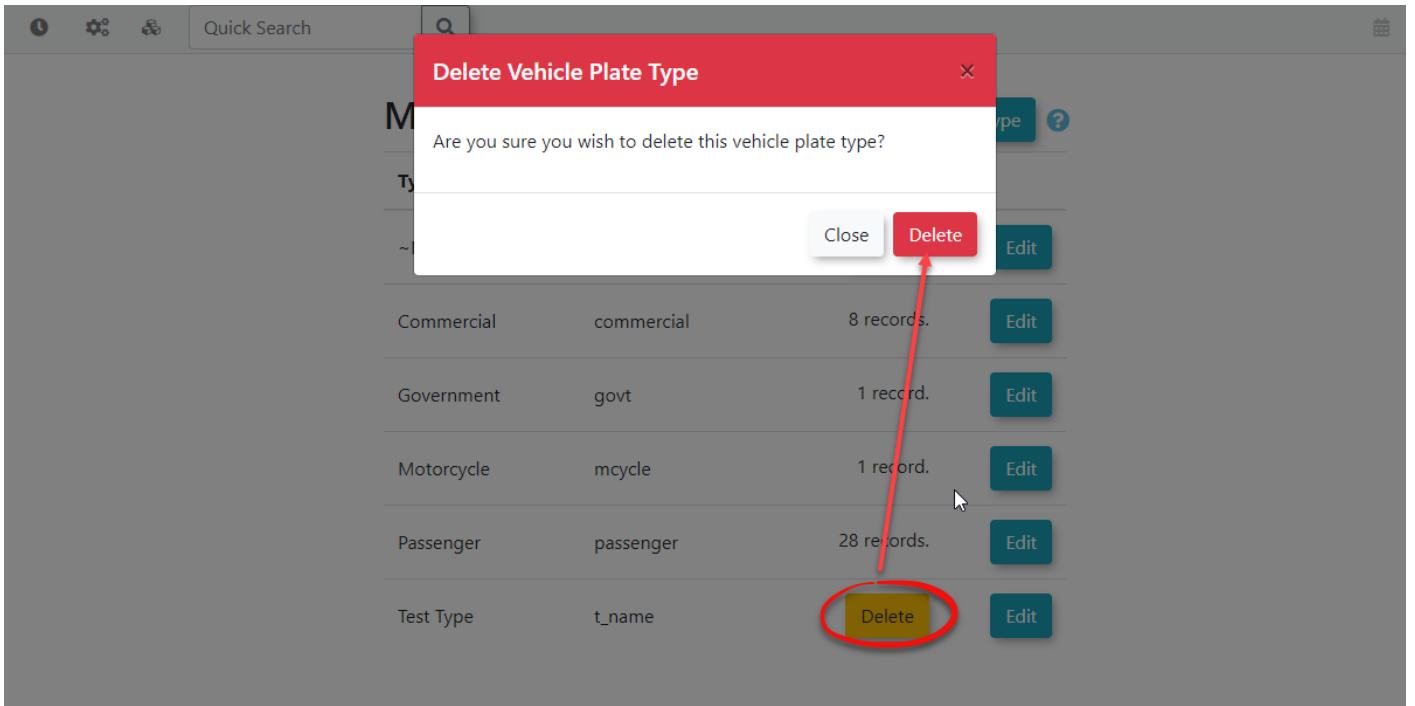


# Deleting Plate Types

To delete plate types simply click the **Delete** button next to the plate type you wish to remove from the list. A modal window will appear asking you if you are sure you wish to delete this vehicle plate type.

## Important

In order to delete a vehicle plate type it must not be used in the system. Admins will first need to make sure that no users are using this plate type before it can be removed. This is to prevent vehicles from having blank information by deleting these plate types while they're in use.



Revision #3

Created 21 May 2024 11:27:46

Updated 11 September 2024 13:40:49