

Vehicle Plate Types

Managing Vehicle Plate Types

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

The screenshot shows a software interface with a top navigation bar containing a 'Quick Search' field and a search icon. A dropdown menu is open, listing various options. The 'Vehicles' option is highlighted, and a sub-menu is displayed over it. In this sub-menu, 'Manage Vehicle Plate Types' is circled in red. Below the sub-menu, a table of vehicle types is visible.

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.

Type	Short Name		
~Not Specified		Delete	Edit
Commercial	Com	23 records.	Edit
Government	Gov	11 records.	Edit
Motorcycle	MC	1 record.	Edit
Passenger	Pass	70 records.	Edit

Adding Plate Types

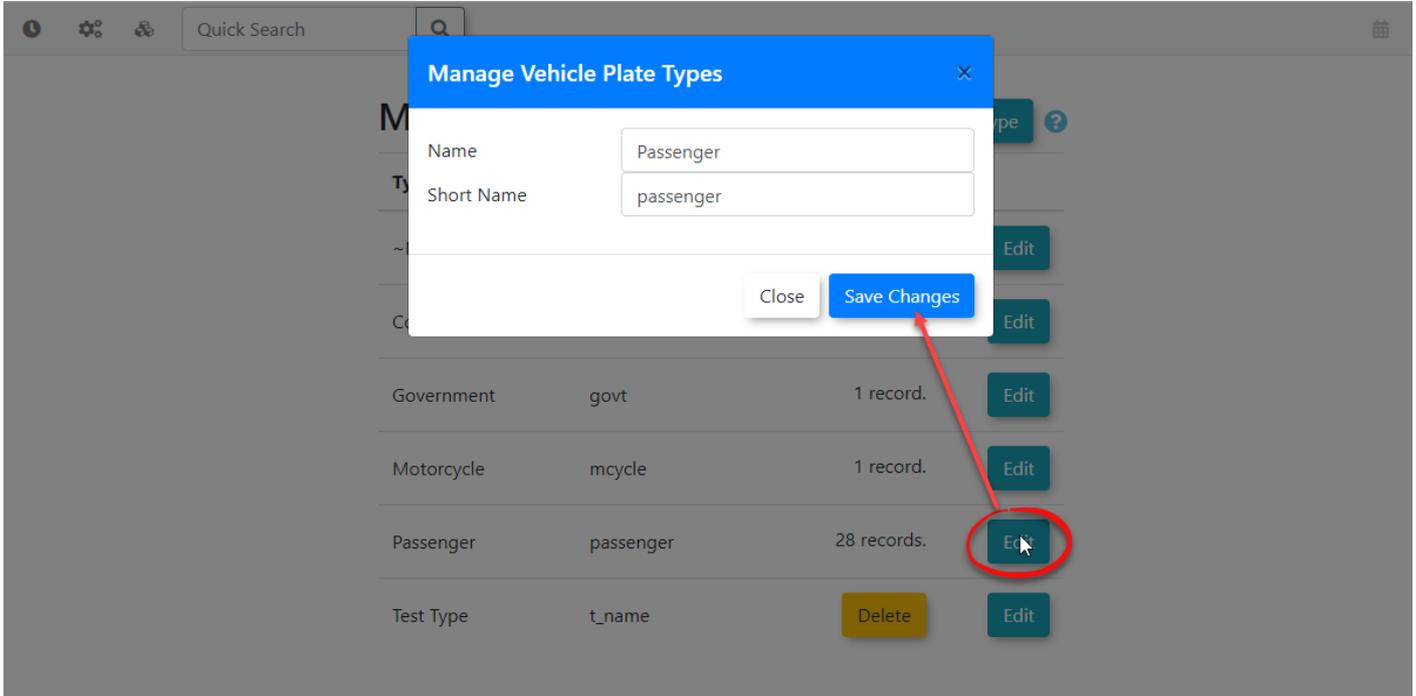
To add a new plate type click **Add Plate Type** and complete the two required fields followed by **Save Changes**. The **Short Name** is used with handheld devices.

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". Below the input fields are two buttons: "Close" and "Save Changes". The "Save Changes" button is circled in red. The background shows a table of existing plate types with columns for Type, Short Name, Record Count, and Edit button.

Type	Short Name	Record Count	Edit
~Not Specified			Edit
Commercial	Com	23 records.	Edit
Government	Gov	11 records.	Edit
Motorcycle	MC	1 record.	Edit
Passenger	Pass	70 records.	Edit

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.

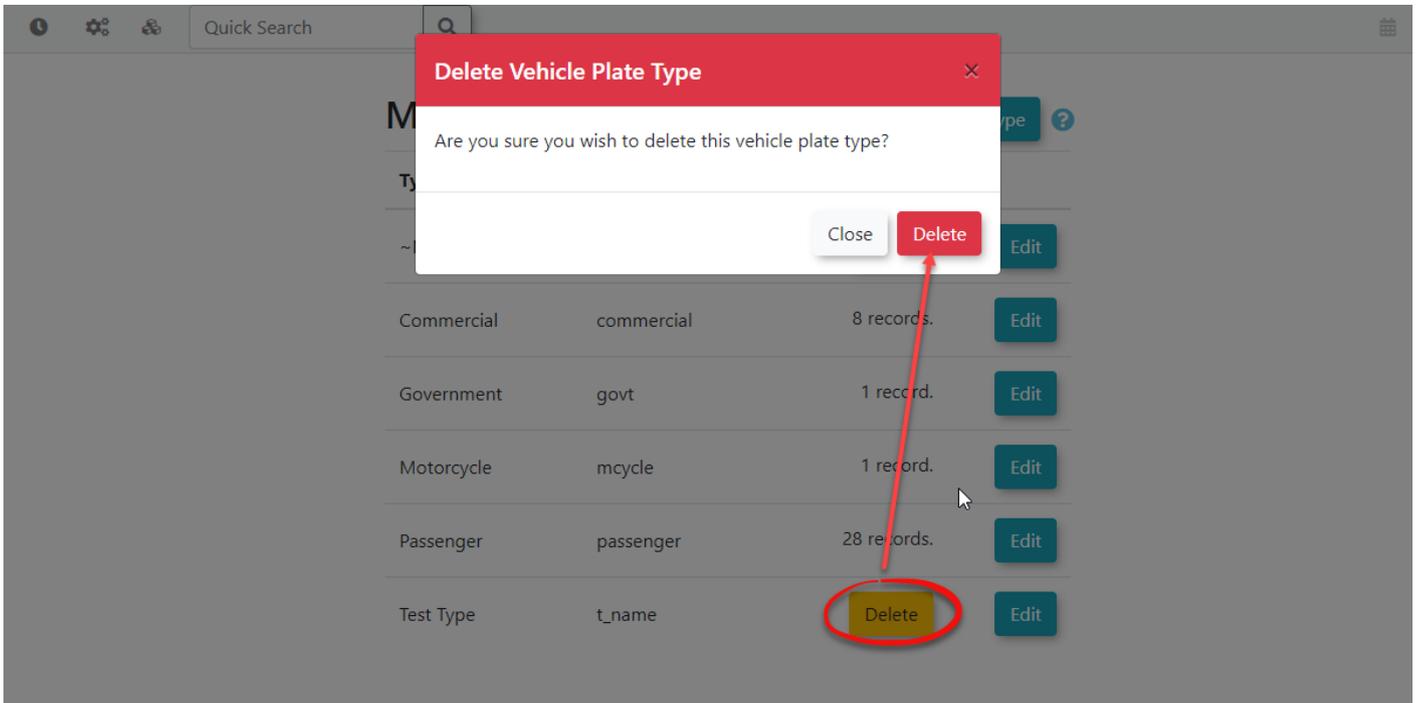


Deleting Plate Types

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.



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