

Add, Edit, and Activate Your Vehicles

The Add Edit and Activate Vehicles feature allows end-users to register new license plates, update existing vehicle details, and manage the active status of the vehicles tied to their account. Its primary purpose is to ensure users maintain accurate vehicle records for permit validation and enforcement purposes. This article is intended for OPSCOM administrators to help them understand and support the user-facing vehicle management workflow.

Setup and Configuration

This feature is a core component of the user portal and requires no specialized setup to enable.

Admin Side: Administrators can determine whether users have the permission to fully delete vehicles from their profiles, or if they are restricted to simply marking them as inactive. This is configured within your system's global settings.

User Side: Users access the vehicle management tools directly from their portal dashboard upon logging in.

Using this Feature

Administrators can use the following instructions to guide users through adding, modifying, or deactivating a vehicle on their account.

Adding a New Vehicle

1. Log in to the user profile and click **Vehicles**.
2. Click the **Add New Vehicle** button.
3. Read the displayed disclaimer and click **I Agree** to continue.
4. Enter the vehicle details into the provided fields, including the **Plate**, **State/Province**, **Plate Type**, and **Vehicle Year**.
5. Click the **Save Changes** button to add the vehicle to the profile.

Editing an Existing Vehicle

1. Locate the specific vehicle on the **Vehicles** page and click the **Edit** button.
2. Make the necessary changes to the vehicle details.
3. Click the **Save** button to apply the updates.

Activating or Deactivating a Vehicle

1. Locate the specific vehicle on the **Vehicles** page.
2. Toggle the **Active** button to change the vehicle's status to either active or inactive.

Not all parking providers support allowing users to delete or remove a vehicle after it has been added to their profile. Instruct users to mark their vehicle as inactive before adding a new one. If an inactive vehicle must be permanently removed, the user must contact the parking provider so an administrator can safely process the deletion from the backend system.

Best Practices and Considerations

- **Establish a clear vehicle deletion policy: Organizations should develop a business rule regarding when and how vehicles can be permanently deleted.** Restricting users from deleting vehicles helps preserve historical citation data and prevents users from attempting to evade active violations tied to a specific license plate.
- **Encourage proactive vehicle management: Remind users to update their vehicle information immediately if they get a new license plate or purchase a new car.** Accurate vehicle records are critical for organizations utilizing License Plate Recognition (LPR) or performing manual field enforcement based on plate data.

Take Command of Your Parking and Security - <https://OperationsCommander.com>

Revision #18

Created 23 April 2024 08:15:18

Updated 19 August 2026 13:51:45