Vehicle Makes

> The Vehicle Makes feature allows administrators to define and manage the drop-down list of vehicle manufacturers (such as Ford, Honda, or Toyota) used throughout the system. Its primary purpose is to ensure accurate vehicle identification, maintain comprehensive record-keeping, and enforce consistent data entry for all vehicle-related profiles. This article is intended for OperationsCommander (OPSCOM) administrators responsible for managing vehicle configurations.

Setup and Configuration

This feature is a core administrative tool used to establish the drop-down options available when registering a vehicle in the system.

Admin Side: Administrators must have the appropriate system role permissions enabled to access the vehicle configuration menus and manage the list of vehicle makes.

User Side: End-users will interact with these settings by selecting a matching manufacturer from a drop-down menu when adding a new vehicle to their portal profile.

Using this Feature

Administrators can use the following instructions to navigate the management interface to seamlessly add, edit, or delete vehicle makes.

Accessing the Management Interface

1. Hover over **System Configuration**, click **Vehicles**, then **Manage Vehicle Makes**.

Adding a Vehicle Make

1. Click the **Add Make** button.
2. Enter the full, descriptive name of the manufacturer in the **Name** field.
3. Click the **Save Changes** button to add the new make to the list.

Editing a Vehicle Make

1. Locate the specific make you wish to modify in the list.
2. Click the **Edit** button next to the entry.
3. Make the necessary updates to the name field.
4. Click the **Save Changes** button to apply your updates.

Deleting a Vehicle Make

1. Locate the specific make you wish to remove from the list.
2. Click the **Delete** button next to the entry.
3. Confirm the deletion prompt to permanently remove it from the system.

> In order to delete a vehicle make, it must not be in use by any vehicles in the system. Administrators must first ensure that no active or archived vehicles are currently assigned this make before it can be removed. This prevents existing vehicle records from having blank or invalid data.

Best Practices and Considerations

- **Maintain accuracy and completeness: Ensure your list of vehicle makes is comprehensive and accurate.** Maintaining an up-to-date list guarantees precise data capture and significantly easier searching for specific vehicle records.
- **Use consistent naming conventions: Use clear, consistent, and recognizable names for vehicle makes to avoid confusion and ensure data uniformity.** For example, standardizing on "Chevrolet" rather than allowing overlapping options like "Chevy" prevents fragmented data.
- **Ensure data integrity before deletion: Always verify that no vehicles are assigned to a specific make before attempting to delete it.** Reassigning vehicles to another make (or to a generic "Unknown" if applicable) is a crucial step to prevent critical data errors on user profiles.
- **Leverage accurate data for reporting: Well-categorized vehicle makes contribute to more insightful reports.** A clean, unified list allows for accurate analysis of vehicle populations and trends within your parking environment.

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