

## Search by Plate

This article describes the **Search by Plate** feature, a powerful tool for locating vehicles within the system. It allows administrators to quickly identify a vehicle's owner, review its permit and violation history, and perform related actions, all from a single interface. This guide is intended for OPSCOM administrators and enforcement personnel.

### Using this Feature

This feature is a standard part of the vehicle management module and does not require any special configuration. Its results are drawn from existing user, vehicle, permit, and violation data in the system.

### Performing a Vehicle Search

1. Go to **User Management**, then **Vehicles**, and click **Search by Plate**.
2. Enter your criteria into one or more of the following search fields:
  - **Plate**: The full or partial license plate number.
  - **Make**: The manufacturer of the vehicle (e.g., Honda, Ford).
  - **Type**: The body style of the vehicle (e.g., Sedan, SUV).
  - **Colour**: The primary color of the vehicle.
3. Use the following options to refine your search:
  - Enable the **Fuzzy Search** checkbox if you are using a partial plate number.
  - Enable the **Electric Vehicle** checkbox to filter results for electric vehicles only.

- Select a **Date Range** to filter for LPR events or pay station permits within a specific timeframe. Leave this blank to search the vehicle's entire history.

4. Click the **Search** button to execute the search.

## Interpreting Search Results and Available Actions

The search results will appear in a list below the search form. Each row provides information and quick-access icons for a specific vehicle.

- **History Icon:** Click to view the vehicle's complete history, including LPR scans and past permit associations.
- **User Profile Icon:** Click to navigate directly to the owner's user profile page.
- **Vehicle Details Icon:** Click to view detailed information about the vehicle itself, such as make, model, and year.
- **Username:** The linked username of the vehicle's registered owner. Clicking it also navigates to the user's profile.
- **Email Icon:** Click to open a new email composition window addressed to the vehicle owner.
- **Violations Count:** A number indicating how many violations are associated with this vehicle. Click the number to view the list of violations.
- **Incidents Count:** A number indicating how many incidents are associated with this vehicle. Click the number to view the list of incidents.
- **Add Violation Icon:** Click to immediately open the violation issuance screen for this vehicle.

- **Pay Station Status:** Displays information about temporary permits purchased from a pay station for this license plate.

**Warning:** Be cautious when using the **Add Violation** button. Ensure you have identified the correct vehicle and user from the results list before issuing a new ticket to prevent errors.

A single license plate may appear in multiple rows if it is registered to different users (e.g., a family) or has a separate pay station history not linked to a registered user. Review all results carefully to ensure you are acting on the correct record.

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## Best Practices & Considerations

- **Use Fuzzy Search for partial plates.** If you are unsure of the full plate number or its exact sequence, enabling this option will perform a broader search and significantly improve your chances of finding the vehicle.
- **Use the Date Range filter primarily when investigating recent LPR sightings** or temporary pay station activity. For a complete history of a vehicle's permits and violations, leave the date range fields blank.