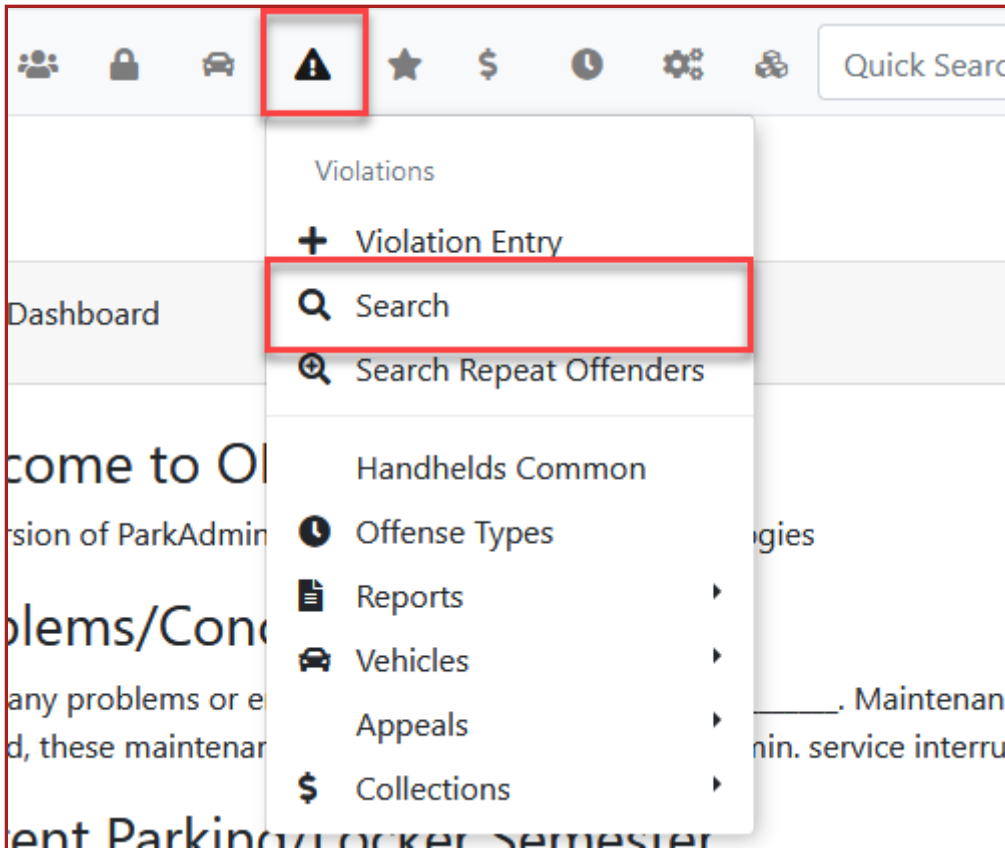


## Search for a Violation

To search for violations hover over the **Violations** icon and click **Search**.



The **Violation Search** screen is displayed. Type the plate number or violation you want to search for and click the **Search using only text** button. Ticket numbers are composed of two parts, the first part (shown in black below) is the ticket number, and the second part (shown in blue) is the pin number. Admins can search using only the first part, but for security reasons, users must enter both parts of the ticket number to lookup their ticket. **3-001005-11.**

You can also **Search with text and date range** if you want to narrow down the search parameters to a specific date range. As you can see below, there

are a number of search parameters you can choose from to further enhance your search results.

## Violation Search

**Provide Ticket No., full or partial Plate No. or Date Range**

**Spoiled:**

**User Type**

**Violation Location**

**Vehicle Province**

**Ticket Category**

Outstanding only  All

**Warning**  Warning only  Only non-warning  All

**Offence Type**

Towing Charged

**Search Text**

and/or

**First Name**

**Last Name**

**Student / Employee #**

**Drivers Licence**

**Date Search by**

**Start Date**

**up to and including**

**User State:**

At the bottom of the '**Violation Search**' screen, the returned records will be displayed.

Generate Mailing from Listed

Mark Listed as Processed

Listing 4 records

TICKET #	USERNAME	PLATE	PROV	DESCRIPTION	STATUS	AMOUNT
2-001020	SJAMieson	SJAM	ON	Parked - Expired Parking Permit ISSUED: May, 5, 2017 DUE: May, 15, 2017 Private Property		50.00
1-001005	SJAMieson	SJAM	ON	Parked - Expired Parking Permit ISSUED: May, 5, 2017 DUE: May, 15, 2017 Moving Violation		50.00
1-001006	SJAMieson	SJAM	ON	Parked - Expired Parking Permit ISSUED: May, 5, 2017 DUE: May, 15, 2017 Moving Violation		50.00
050517-SJ	SJAMieson	SJAM	ON	Parked in Loading Zone ISSUED: May, 9, 2017 DUE: May, 29, 2017 Private Property	upheld	50.00

Page Total: \$200.00  
Unpaid/Outstanding: \$200.00

The listed Permit # is at the time of violation being issued.  
\* Ticket has an associated appeal status. (Upheld, Reduce, Cancel)  
Click on a header to change sort order.

- Click the **Ticket Number** to open the '**Violation Information**' window. Click '**Edit/Update**' to display the '**Edit Violation Information**' screen to make changes if required. From this window, you can also link the Violation to an incident if you have the Incident Module available. Alternatively, you can make a payment or add Notes to the Violation.

# Violation Information

[Edit](#)

Ticket: **TT-10018-7W**  
Issued: Thu. Feb 25, 2021 @ 11:02  
Due Date: Mar 17, 2021  
Ticket Category: Private Property

Plate: ACAK771  
Province : Ontario  
Plate Type: Passenger

No drivers are associated to this vehicle.

Offences: No Parking Snow Route - \$50.00  
Mandatory Towing -\$20.00

Offence Location: Arena  
Ticket Writer: admin  
Entered By: bradley.tomahawk

Fine: \$50.00  
Total: **\$50.00 - \$20.00 (Discount) = \$30.00**

Process Detail: [Feb. 25, 2021](#)  
Payment Method: Cash

[Action](#)[Close](#)

## Searching By Time Frame

1. It is also possible to search for violations using a time frame filter. In our example here we are searching for any violation written between

the hours of 4:00pm and 8:00pm on February 27th.

To access the time setting click on "with time" beside the date field.

<b>Start Date</b>	Feb 27, 2019 16:00	<input type="checkbox"/>	<b>with time</b>	<b>clear</b>
<b>up to and including</b>	Feb 27, 2019 19:59	<input type="checkbox"/>	<b>with time</b>	<b>clear</b>

This will bring up a an interface where you can chose both date and time:

In this example for the start time we are selecting Feb. 27th at 4:00pm (1600 hours).

### Select a Date and Time

Year: < 2018 2019 2020 >

Month: Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Day of Month:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Hour:

00	12
01	13
02	14
03	15
04	16
05	17
06	18
07	19
08	20
09	21
10	22
11	23

- Set the up to and including date and time in a similar fashion. Note that the time blocks are in one hour segments so to choose 8:00pm you would need to select hour 19 which would include 7:00 to 7:59 and appear in the date and time field as 19:59 (see above)

Select a Date and Time

Year: 2018, 2019, 2020

Month: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

Day of Month: Sun, Mon, Tue, Wed, Thu, Fri, Sat

Hour: 00, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23

- By using this filtering method the search will return only violations that were issued between 4:00PM and 7:59pm on February 27th,

Listing 3 records

TICKET #	USERNAME ?	PLATE	PROV	DESCRIPTION	STATUS	AMOUNT
13-01000		QWE321	ON	Parked in No Parking Area ISSUED: Feb. 27, 2019 16:48	150.00 [-\$25.00]	125.00
13-01001		QWE321	ON	Parked in No Parking Area ISSUED: Feb. 27, 2019 16:51	150.00 [-\$25.00]	125.00
13-01002		EEE555	ON	Parked - Permit Not Visible ISSUED: Feb. 27, 2019 16:53	50.00 [-\$10.00]	40.00

Page Total: \$290.00  
Unpaid/Outstanding: \$290.00

The listed Permit # is at the time of violation being issued.  
\* Ticket has an associated appeal status. (Upheld, Reduce, Cancel)  
Click on a header to change sort order.