

Technical Schematic - Step #1

Setting Up

1. Send an email to the offenders primary driver that they have a new violation. Generally you would issue the ticket on the same day as the violation.
2. Set a flag in preparation for collections. (If the violation is older than `AutoNoticeDays`)
 1. If the violations connected user is primary driver and has an email address
 1. send an email and flag appropriately (**AutoNotice** = 1)
 2. set **Violation.AutoNotice** to 1
 2. If the violations attached to the user are for the primary driver and they have no email
 1. set flag to be added to the Letter Report (2)
 2. set **Violation.AutoNotice** to 2
3. 30 days after items are tagged with either 1 or 2 **Violation.AutoNotice** and that have an associated Violation Notice will appear on the "send to collections" report
 1. that report allows the administrator to select who/which items will be sent to collections