

## Tracking Electrical Vehicles

This article describes how to identify and manage Electric Vehicle (EV) flags within OPSCOM. This feature allows both administrators and users to designate vehicles as electric, which is essential for managing access to charging stations, reporting on sustainability metrics, and applying EV-specific parking policies. This guide is intended for OPSCOM administrators.

### Using this Feature

The EV flag feature is enabled by default and does not require any special configuration. The functionality is available on all vehicle information pages for both administrators and end-users. Both administrators and users can manage the EV designation for a vehicle. The system provides clear visual indicators and reporting tools to track these vehicles.

### Administrator Side

#### How to Flag a Vehicle as an EV:

1. Go to **User Management**, and click **User Search**, search for and select a user whose vehicle you wish to manage.
2. Click the **Vehicles** tab.
3. Click the **license plate** link for the vehicle you wish to edit.
4. In the vehicle information pop-up window, enable the **Electric Vehicle** checkbox.
5. Click **Save Changes**.

## Identifying and Reporting on EVs:

- **In a User Profile:** On the **Vehicles** tab, EVs are identified by a blue thunderbolt icon next to the license plate. Hovering over this icon displays a tooltip confirming it is an electric vehicle.
- **Using the Vehicle Report:** To get a list of all EVs in the system:
  1. Navigate to **User Management** -> **Vehicles** -> **Search by Plate**.
  2. Enable the **Electric Vehicle** checkbox.
  3. Click **Search**. The results will include an **EV** column to easily identify all flagged vehicles.

## User Side

### How Users Flag Their Vehicle as an EV:

Users are also able to designate their own vehicles as electric through their online profile.

1. The user logs into their OPSCOM portal and navigates to the page listing their vehicles.
2. They click the **Edit** button for the desired vehicle.
3. In the vehicle details window, they enable the **Electric Vehicle** checkbox and save the changes.

### Identifying EVs on the User Portal:

Like the admin view, users can identify their EVs by the blue thunderbolt icon displayed next to the vehicle's license plate in their vehicle list.

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## Best Practices & Considerations

- **Tip Use the EV flag to manage access to dedicated charging station areas.** You can create specific lots or permit types that are

only available to users with a flagged EV on their profile.

- The **Search by Plate** report is a valuable tool for sustainability reporting. **Regularly run the report with the Electric Vehicle filter enabled** to track the number of EVs in your parking system and measure the adoption of green transportation.
- **Encourage users to accurately update their vehicle information**, including the EV flag, during permit registration or renewal. This ensures your data is accurate without requiring manual administrative updates for every vehicle.
- If your organization has EV-specific parking policies (e.g., 'EVs Only' parking stalls), the EV flag provides the data needed to enforce these rules effectively through vehicle lookups.

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