User - Vehicles Tab

> The User Vehicles tab allows administrators to add, edit, and remove vehicles associated with a specific user profile. Its primary purpose is to provide a centralized interface for managing the complete lifecycle of a user's vehicles, including toggling active statuses and managing Do Not Ticket or Tow (DNTT) notations. This article is intended for OperationsCommander (OPSCOM) administrators responsible for managing user profiles and vehicle records.

Setup and Configuration

Administrators can control the visibility of the Vehicle Identification Number (VIN) field during the vehicle creation and editing process.

Admin Side: In order for the VIN number field to be available to administrators, the master setting must be enabled.

1. Hover over **System Settings** and click **Vehicle**.
2. Enable the **Enable VIN** checkbox to make the field available in the administrative portal.
3. Enable the **Show VIN Field on User Side** checkbox if you wish to make this field visible to users on the public portal.

User Side: End-users can also add, edit, and manage their own active vehicles via the public-facing user portal, provided your organizational settings allow it.

Using this Feature

Administrators can use the following instructions to navigate to a user's vehicle list and perform standard lifecycle management tasks.

Navigating to the Vehicle Information Page

1. Hover over **User Management** and click **User Search**.
2. Use the search fields to find the desired user and click their **Username** from the search results to open their profile.
3. Click the **Vehicles** tab to access the Vehicle Information page, which lists all vehicles currently associated with that user.

Adding a New Vehicle

1. Click the **Add New Vehicle** button located on the Vehicle Information page.
2. Fill in all required vehicle details on the Add New Vehicle Information screen.
3. Click the **Add New Vehicle** button at the bottom of the form to save the record.

Editing a Vehicle

1. Click the hyperlinked **Plate** of the vehicle you wish to edit from the vehicle list.
2. Modify the necessary details in the Vehicle Information window that appears.
3. Click the **Update Vehicle** button to save your changes.

Activating or Deactivating a Vehicle

1. Locate the Status column for the desired vehicle in the list.

2. Click the **Active** or **Inactive** link to immediately toggle the vehicle's current status.

Removing a Vehicle from a User Profile

1. Click the **X** icon in the row of the vehicle you want to remove.
2. Confirm the action in the subsequent prompt to finalize the removal.

> See the *Unlink a Vehicle from User Profile* article for the specific system requirements and business rules necessary to successfully remove a vehicle from a user's profile.

Managing Do Not Ticket or Tow (DNTT) Status

1. Click the **Record DNTT Link** next to a specific vehicle in the list.
2. Add, edit, or remove a Do Not Ticket or Tow notation. This status prevents violation issuance under specific, pre-defined conditions (e.g., in a certain lot or during a specific time).

Best Practices and Considerations

- **Check for existing license plates: If you add a new vehicle but the details do not save correctly, it is likely because that license plate already exists in the system.** The plate may be associated with another user or currently archived. The vehicle must be properly associated with the current user before all details can be successfully edited.
- **Understand vehicle removal mechanics: Removing a vehicle only disassociates it from the current user's profile; it does not delete the vehicle record from the system.** If the vehicle is

associated with only one user, it will be safely archived. If it is associated with multiple users, it will remain active on the other user profiles.

- **Clear balances before removal: Always ensure any outstanding balances or violations tied to a vehicle are cleared before removing it.** This is especially critical if the vehicle is only associated with one user, as you want to prevent leaving orphaned debts in the system.

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