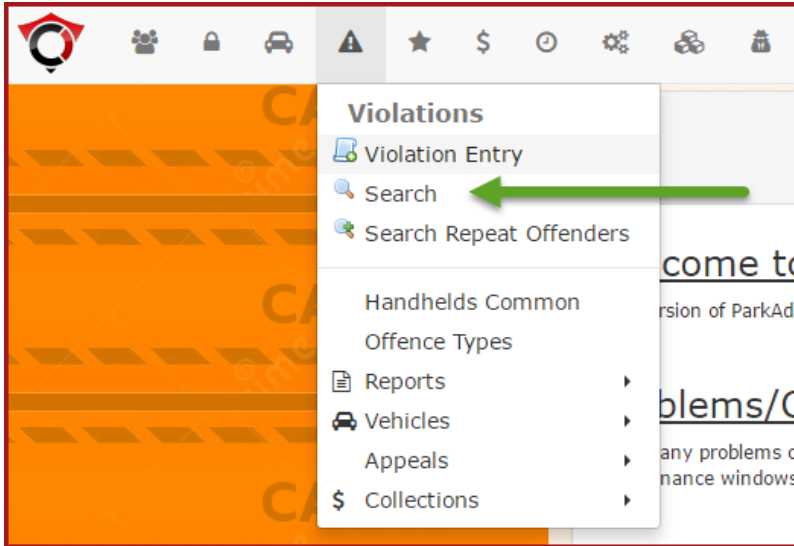


Search for a Violation as an Administrator

When do we use this?

Violation Search allows administrators to search for violations issued in a variety of ways.

1. Hover over the **Violations** icon and click **'Search'**.



2. The 'Violation Search' screen is displayed. Type the plate number and click 'Search using only text'. You can also 'Search with text and date range' if you want to narrow down the search parameters. As you can see below, there are a number of search parameters you can choose from.

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:

3. 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.

4. 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

Ticket: **2-001020-93**

Date Issued: Fri. May 5, 2017 at 11:00

Date Due: May 15, 2017

Ticket Type: Private Property

Licence plate: SJAM

Province: Ontario

Plate Type: Passenger

Steph Jamieson  sjamieson Primary Driver  **Alerts**

Offences:

Parked - Expired Parking Permit \$50.00

Offence Location: Arena

Ticket Writer:

Fine: \$50.00

Total: **\$50.00**

Edit / Update

Make Payment

Link to Incident

Close Window

Violation Notes

Add Note

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.

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

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
					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

- 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 <small>ISSUED: Feb. 27, 2019 16:48</small>	150.00 [-\$25.00]	125.00
				<small>DUE: Mar. 9, 2019 Private Property</small>		
13-01001		QWE321	ON	Parked in No Parking Area <small>ISSUED: Feb. 27, 2019 16:51</small>	150.00 [-\$25.00]	125.00
				<small>DUE: Mar. 9, 2019 Private Property</small>		
13-01002		EEE555	ON	Parked - Permit Not Visible <small>ISSUED: Feb. 27, 2019 16:53</small>	50.00 [-\$10.00]	40.00
				<small>DUE: Mar. 9, 2019 Private Property</small>		

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.