

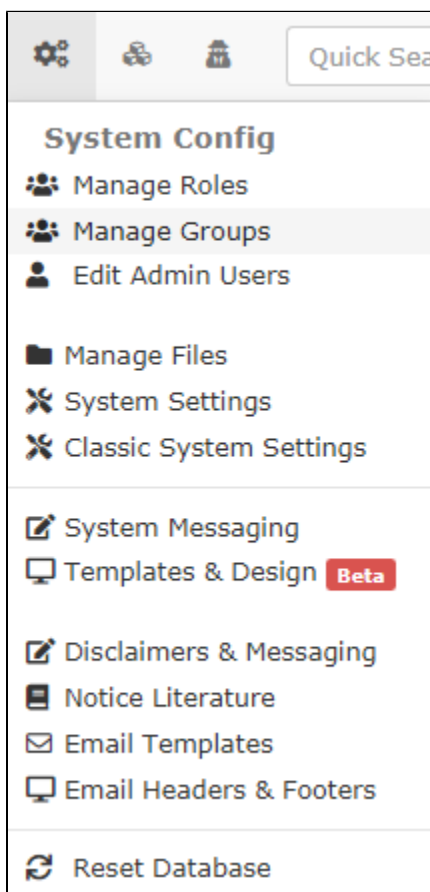
# Editing Notice Literature

There are three Notice Literature that you can edit: **Overdue Notice Literature**, **New Notice Literature**, and **Notice Signature**. The **Overdue Notice Literature** is for emails that are sent out to users that have overdue violations in the system. The **New Notice Literature** is sent out automatically for any users with valid email addresses on file that are issued violations for vehicles that are tagged to their user profile. The **Notice Signature** sets the signature that will appear on those emails.

- [Editing Notice Literature](#)
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## Editing Notice Literature

To edit the Notice Literature, click **System Config, Notice Literature**.



You will be redirected to a page which will allow you to edit these violation notices. Once done, click **'Update Notice Literature'**. You can also preview what it would look like to your users. To do so, click on **'View Violation Notice'**.

### Overdue Notice Literature

Rich text editor toolbar with icons for source, undo, redo, cut, copy, paste, undo, redo, find, undo, redo, and print. A second row includes bold, italic, underline, strikethrough, superscript, subscript, link, unlink, bulleted list, numbered list, decrease indent, increase indent, quote, unquote, image, table, horizontal line, link, unlink, and flag. A third row contains dropdown menus for styles, format, font, and size, followed by text color, background color, decrease indent, and increase indent icons.

This letter will serve as notice and advise you that your account with Parking Services is now past due. Please refer to the table below for a report of your outstanding items remaining unpaid with Parking Services at the time of this mailing. Further details regarding this overdue amount are available to you by logging-in to the ParkAdmin system. Your username required to access ParkAdmin is provided above. If you have forgotten your password, please use the "Lost or Forgotten Password" link on the main log-in page or contact Parking Services. For your convenience, your outstanding balance can be paid securely on-line using your credit card (Visa or MasterCard). You can also settle your account with Parking Services by mailing your cheque or money order to our office after selecting your payment option and obtaining a reference number on-line from ParkAdmin - please make your cheque payable to and mail same to Parking Services at the following address: Parking Services If you have already settled your account with Parking Services, we apologize for the inconvenience and thank you for your payment. By this notice, Parking Services advises that overdue accounts listed under a public profile remaining unpaid within 30 days of this notice will be forwarded for collection/recovery. If you are registered as a student at the outstanding balance will be forwarded to the Business Office 14 days post violation date by

### New Notice Literature

Rich text editor toolbar with icons for source, undo, redo, cut, copy, paste, undo, redo, find, undo, redo, and print. A second row includes bold, italic, underline, strikethrough, superscript, subscript, link, unlink, bulleted list, numbered list, decrease indent, increase indent, quote, unquote, image, table, horizontal line, link, unlink, and flag. A third row contains dropdown menus for styles, format, font, and size, followed by text color, background color, decrease indent, and increase indent icons.

This communication will serve as notice and advise you that you have received a parking violation notice from Parking Services. Your violation may be eligible for an early payment discount. To view additional details about this violation or to appeal/make payment, please log-in to your ParkAdmin account.

**Notice Signature**

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Styles [v] Format [v] Font [v] Size [v] [Icons] [Icons] [Icons] [Icons] [Icons]

John Doe

[View Violation Notice](#)

## Related Pages

- [Appealing Parking Violations](#)
- [Automatic Violation Notice](#)
- [Cancelling a Violation](#)
- [Email Alert List](#)
- [IncidentAdmin Workflow](#)
- [Issuing a Person Violation](#)
- [Issuing a Plate Violation](#)
- [List Overdue Report](#)
- [Managing Ticket Categories](#)
- [Managing Ticket Offence Items](#)
- [Manual Violation Entry](#)
- [Paid Violations Summary by Type Report](#)
- [Search Repeat Offenders Report](#)
- [Sort Violations for Quick Access](#)
- [User - Payments Tab](#)