
USER MANUAL

Vehicles/Drivers

Searching Vehicles

To find a vehicle on the database you would need to click on the Vehicle Database button on the main page.

This would take you to the vehicle search page. Here you can search by Drivers name or vehicle licence using the radio buttons.

Vehicle Database

☒ Search by Licence ☐ Search by Driver

Vehicle type	Colour	Vehicle licence	Driver name	Driver address	Drivers licence no.	
Ford Fiesta	Blue	LB15AJL	John Myers	323 Derby Road, Nottingham	MYERS99JDW8REWL3	Delete

[Add New Vehicle](#)

Vehicle Database

☐ Search by Licence ☒ Search by Driver

Vehicle type	Colour	Vehicle licence	Driver name	Driver address	Drivers licence no.	
Nissan Pulsar	Red	NY64KWD	Angela Smith	30 Avenue Road, Grantham	SMITH222LE9FJ5DS	Delete
Honda Civic	Green	FJ17AUG	James Smith	26 Devonshire Avenue, Nottingham	SMITHR004JFS20TR	Delete
Ferrari 458	Red	MY64PRE	James Smith	26 Devonshire Avenue, Nottingham	SMITHR004JFS20TR	Delete
Toyota Prius	Silver	FP16KKE	James Smith	23 Barnsdale Road, Leicester	SMITH92LDOFJJ829	Delete

[Add New Vehicle](#)

Searching Drivers

To search the drivers that are in the database you would need to click on the People database button on the main page. Here you can search by driver name or driver's licence using the radio buttons.

People Database

☒ Search by Name ☐ Search by Licence

Name	Address	Driving Licence no.			
James Smith	23 Barnsdale Road, Leicester	SMITH92LDOFJJ829	Vehicles	Incidents	Add incident
James Smith	26 Devonshire Avenue, Nottingham	SMITHR004JFS20TR	Vehicles	Incidents	Add incident
Angela Smith	30 Avenue Road, Grantham	SMITH222LE9FJ5DS	Vehicles	Incidents	Add incident

The table contains links that will take you to vehicles owned by that driver, incidents for that driver or to an add incident page for that driver.

ADMIN USERS WILL HAVE AN ADDITIONAL DELETE OPTION IN THE TABLE

Adding Vehicles/Drivers

When you would like to add a traffic offence for a new vehicle the vehicle would need to be added first.

This is done by clicking add vehicle on the vehicle database page.

Vehicle Database

☒ Search by Licence ☐ Search by Driver
[Add New Vehicle](#)

If the driver you would like to add the vehicle for is not currently in the database you would need to click on the Add Driver link to take you to a form to add the driver.

Add Vehicle

Driver

SMITH92LDOFJJ829: James Smith ▼

New Driver? [Add Driver](#)

Vehicle type

Vehicle type

Vehicle colour

Vehicle Colour

Vehicle Licence

Vehicle Licence

[Add Vehicle](#)

Vehicle database

THE DRIVERS LICENCE ENTERED MUST BE 16 CHARACTERS OR THE OTHER WEBSITE FEATURES WILL NOT WORK!

Full name

Remmy Ezeabasili

Address

98 melbourne way

Drivers Licence

EZEAB27LDOFJJ829

[Add Driver](#)

Once the driver has been added the driver can now be selected in the add vehicle page and a vehicle can now be added for this driver. Drivers can also be added from the people database if the search returns zero results.

PLEASE NOTE THE VEHICLE LICENCE MUST BE 7 CHARCTERS NOT INCLUDING SPACES FOR THE REST OF THE WEBSITE FEATURES TO WORK!

Add Vehicle

Driver

EZEAB27LDOFJJ829: Remmy Ezeabasili ▼

New Driver? [Add Driver](#)

Vehicle type

Audi

Vehicle colour

Silver

Vehicle Licence

ABC 1234

Add Vehicle

[Vehicle database](#)

If a vehicle with that registration already exists in the database then the message will say 'Vehicle with this registration number already exists'.

Incidents

Searching Incidents

To find an incident for a driver you could either click on the Find Incident Report button or the Incidents button in the People search.

The incident page looks like the following.

Search by driver

Driver

SMITHR004JFS20TR: James Smith ▼

Name	Vehicle	Licence	Offence	Date	Report	Fine amount	Fine Points	
James Smith	Ferrari 458	MY64PRE	Speeding	2017-09-17	110mph on motorway	2000	6	3 Delete Edit
James Smith	Honda Civic	FJ17AUG	Speeding	2017-12-01	40mph in a 30 limit			1 Delete Edit
James Smith	Ferrari 458	MY64PRE	Seat belt offence	2017-10-17	Not wearing a seatbelt on the M1			5 Delete Edit

[Add incident](#)

Adding Incidents

There are 2 ways to add an incident for a driver. Through the driver search screen or through the file Incident button on the main page.

On the incident page you will need to select the Driver and the corresponding vehicle in the dropdown boxes. You can then select the offence from the dropdown then fill out the details and press the post button.

NOTE: EACH TIME YOU CHANGE THE DRIVER YOU WILL NEED TO SELECT THE VEHICLE. IF YOU POST WITHOUT CHANGING THE VEHICLE IT WILL POST FOR THE WRONG VEHICLE.

Incident Report

Driver

EZEAB27LDOFJJ829: Remmy Ezeabasili

New Driver? [Add Driver](#)

Vehicle

ABC1234: Audi

New Vehicle? [Add Vehicle](#)

Offence

Traffic light offences

Time

12:49

Date

08/01/2020

Report

Driving through a red light

Post

Once an Incident report has been added it will now appear in the incident search for that driver.

Search by driver

Driver

EZEAB27LDOFJJ829: Remmy Ezeabasili

Name	Vehicle	Licence	Offence	Date	Report	Fine amount	Fine Points	
Remmy Ezeabasili	Audi	ABC1234	Traffic light offences	2020-01-08	Driving through a red light		7	Delete Edit

[Add incident](#)

Editing Incidents

Incidents can be edited using the Edit button in the incident table. This will take you to the edit incident page. On this page all fields are greyed out apart from statement. If an incident has been added in error it would need to be deleted and re-added. Fine amount and points are read only for normal users but can be edited by an admin.

Remmy Ezeabasili

Licence

EZEAB27LDOFJJ829

Vehicle

Audi

Offence

Traffic light offences

Date

2020-01-08

Time

12:49:00

Fine Amount

Fine Points

Report

Driving through a red light at 50mph

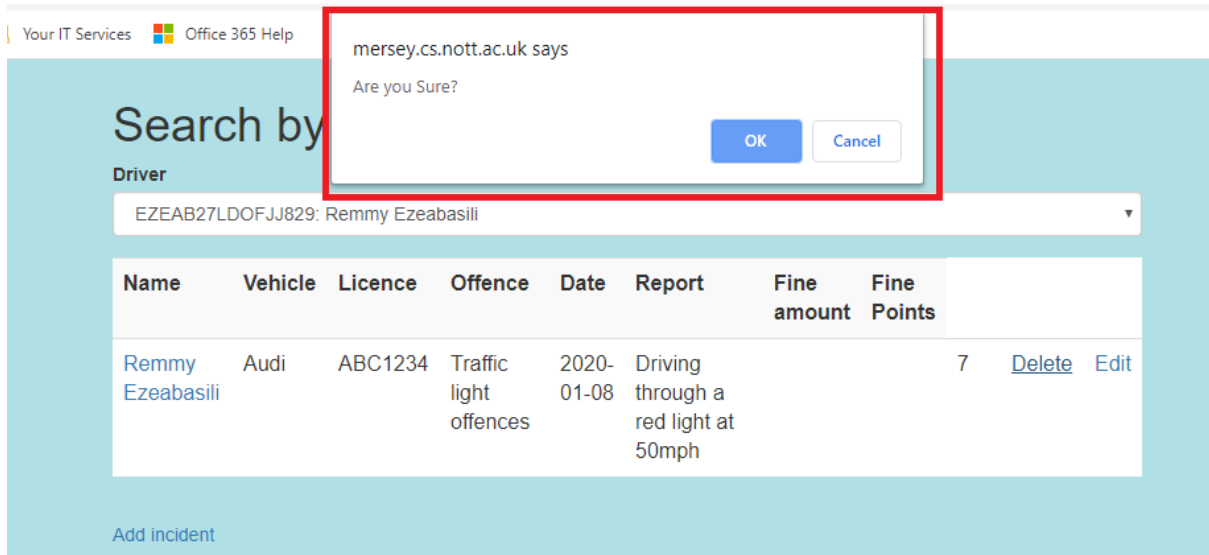
Update

Cancel

Deletions

Incidents

Incidents can be deleted from the find incident report page. On clicking this, a pop up will appear asking whether you are sure.



The screenshot shows a web interface for managing incidents. At the top, there are links for 'Your IT Services' and 'Office 365 Help'. A search bar is labeled 'Search by Driver'. Below the search bar, a dropdown menu shows 'EZEAB27LDOFJJ829: Remmy Ezeabasili'. A table lists incidents with columns: Name, Vehicle, Licence, Offence, Date, Report, Fine amount, and Fine Points. One incident is listed for Remmy Ezeabasili, an Audi, with a traffic light offence on 2020-01-08, resulting in a fine of 7 points. A 'Delete' link is visible next to the incident. A red box highlights a confirmation dialog box that says 'mersey.cs.nott.ac.uk says Are you Sure?' with 'OK' and 'Cancel' buttons. At the bottom, there is an 'Add incident' link.

Name	Vehicle	Licence	Offence	Date	Report	Fine amount	Fine Points
Remmy Ezeabasili	Audi	ABC1234	Traffic light offences	2020-01-08	Driving through a red light at 50mph		7

If OK is selected the record is deleted.



The screenshot shows the same web interface as before, but the incident has been deleted. The search bar is still 'Search by driver' and the dropdown menu still shows 'EZEAB27LDOFJJ829: Remmy Ezeabasili'. Below the dropdown, it says 'There are no incidents' followed by an 'Add incident' link.

Vehicles

A vehicle deletion will delete all fines and incidents relating to that vehicle so please proceed with caution. Once again on clicking this button will ask for confirmation in a pop up.

Vehicle Deletion

Enter Vehicle details

☒ Search by Licence ☐ Search by Driver

Vehicle type	Colour	Vehicle licence	Driver name	Driver address	Drivers licence no.	
Audi	Silver	ABC1234	Remmy Ezeabasili	98 melbourne way	EZEAB27LDOFJJ829	Delete

[Add New Vehicle](#)

mersey.cs.nott.ac.uk says

This would also delete all incidents and relating to this vehicle. Are you Sure?

Admin

Officer accounts

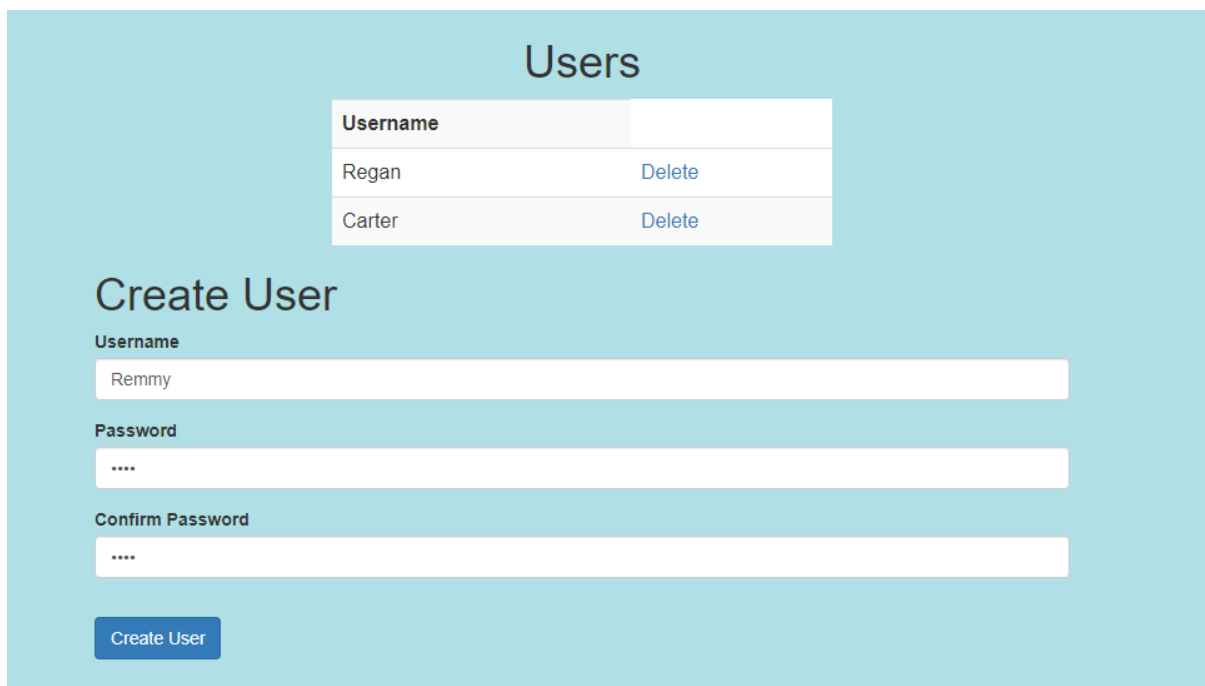
Admin users will have an extra officer accounts option



The image shows a light blue dashboard with the heading "Hi haskins". Below the heading is a vertical stack of seven blue buttons. The top button, labeled "Officer accounts", is highlighted with a red rectangular border. The other buttons are labeled "Vehicle Database", "People Database", "File Incident", "Find Incident Report", "Log out", and "Change Password".

Hi haskins	
Officer accounts	
Vehicle Database	
People Database	
File Incident	
Find Incident Report	
Log out	
Change Password	

This button allows admin users to add new officer accounts or delete existing ones.



The image shows a light blue interface for managing users. At the top is the heading "Users". Below it is a table with two columns: "Username" and an action column. The table contains two rows: "Regan" with a "Delete" link, and "Carter" with a "Delete" link. Below the table is a section titled "Create User" with three input fields: "Username" (containing "Remmy"), "Password" (containing four asterisks), and "Confirm Password" (containing four asterisks). At the bottom of this section is a blue button labeled "Create User".

Username	
Regan	Delete
Carter	Delete

Create User

Username
Remmy

Password

Confirm Password

Create User

Users

Username	
Regan	Delete
Carter	Delete
Remmy	Delete

Create User

Username

Password

Confirm Password

Create User

People deletion

Admin users also have the option to delete people from the database. The delete option will only pop up for admin users, non admins will not be able to see this option.

Admin view

People Database

smith

☒ Search by Name ☐ Search by Licence

Submit

Name	Address	Driving Licence no.				
James Smith	23 Barnsdale Road, Leicester	SMITH92LDOFJJ829	Vehicles	Incidents	Add incident	Delete
James Smith	26 Devonshire Avenue, Nottingham	SMITHR004JFS20TR	Vehicles	Incidents	Add incident	Delete
Angela Smith	30 Avenue Road, Grantham	SMITH222LE9FJ5DS	Vehicles	Incidents	Add incident	Delete

Non admin view

People Database

☒ Search by Name ☐ Search by Licence

Name	Address	Driving Licence no.			
James Smith	23 Barnsdale Road, Leicester	SMITH92LDOFJJ829	Vehicles	Incidents	Add incident
James Smith	26 Devonshire Avenue, Nottingham	SMITHR004JFS20TR	Vehicles	Incidents	Add incident
Angela Smith	30 Avenue Road, Grantham	SMITH222LE9FJ5DS	Vehicles	Incidents	Add incident

Clicking this button will ask for confirmation.

For a person to be deleted from the database all their vehicles must first be deleted, if you try to delete a person without first deleting their vehicles then the following will pop up.

Please make sure all this Drivers vehicles are deleted first [Vehicles](#)

Adding Fines

Admin users will have the ability to add fines to pre-existing incidents.

To add a fine for an incident just go to the incident search and search an incident as normal. Then click on the Edit button and the Fine Amounts and Fine points boxes will be editable if you are an admin user.

James Smith

Licence

SMITHR004JFS20TR

Vehicle

Honda Civic

Offence

Speeding

Date

2017-12-01

Time

Fine Amount

400

Fine Points

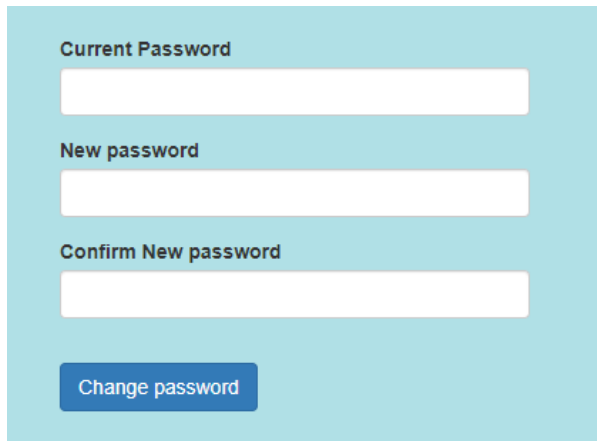
2

Report

Changing Password

Your password can be changed by clicking the change password button.

This will take you to the following screen.

A screenshot of a web form for changing a password. The form has a light blue background and contains three white input fields. The first field is labeled 'Current Password', the second 'New password', and the third 'Confirm New password'. Below the input fields is a blue button with the text 'Change password' in white.

Current Password

New password

Confirm New password

Change password

If the current password is incorrect then a message will appear saying 'current password incorrect'. If the new passwords do not match then the message will say 'The new passwords do not match'. If all is correct it will show password changed successfully.