

User Manual – Nottinghamshire Traffic Infractions Database

Login [login.php]

Log in with your credentials.
Administrator credentials are taken here.

Home [index.php]

If you are an officer, this page has no function but as a landing page after login. Navigate to another page using the top bar to continue.

If you are an administrator, you will see an admin panel on the right.

Go to logs takes you to the user logging feature of the site. This shows all queries made, the user who made the query, and the time of the query in UTC.

Go to admin page takes you to the control panel. An administrator can use this to create new officer accounts (provided the username isn't already taken) and add fines to previously submitted incident reports using the incident ID of said report.

Officers cannot access the logs page or the control panel, even through the address bar.

Person/Vehicle Lookup [lookup.php]

Users can use this page to search for people or vehicles already present in the traffic infraction database.

Person Lookup allows you to search for a person with a first name, surname, or combination of the two. Partial searches are allowed.

License Lookup searches for the exact match of the input search and will return only that.

Vehicle plate Lookup functions in the same manner as **License Lookup** and returns an exact match.

Vehicle description Lookup functions by entering one, two, or three parameters (make, model, or colour). The query becomes more specific depending on how many parameters are used e.g. 'Ford' brings up all Fords, 'Ford Mondeo' all Ford Mondeos, 'Ford Mondeo Black' all black Ford Mondeos. Any combination works, so any 'red

Ford' can be searched for, or any 'red Mondeo', in the unlikely possibility that two manufacturers used the same name for a model.

This page works in conjunction with the **Vehicle Ownership** page, explained further on in the manual.

New Entry [newentry.php]

Users can use this page to add a person or vehicle to the database.

Add New Person – Any combination of first name, last name, and address is permitted, even if already in the database, provided the license number is unique.

Add New Vehicle – Functions in the same way as the above but needs a unique license plate.

All fields are required for both.

Vehicle Ownership [newowner.php]

Users can associate a vehicle with an owner here.

Select Vehicle and **Select Owner** take you to the **Lookup** page, where you can search for the entry you want. A button appears for each entry which selects the associated entry and returns you to the owner page. For accuracy, the page will ask to confirm the owner and vehicle via input once either has been selected.

Vehicle Owner Lookup allows you to search for all the vehicles owned by a person via their Person ID.

Reporting [reporting.php]

Users can search for, edit, or create a new report here.

Report Lookup searches through reports by unique Incident ID or by the Person ID of the offender – the latter shows all reports for the person.

Edit Report changes the values of the report selected in the **Lookup** tab. Changes must be submitted with the 'Amend Report' button.

Create New Report creates a new report. All fields are required. The date must be in YYYY-MM-DD format or the entry will be rejected.