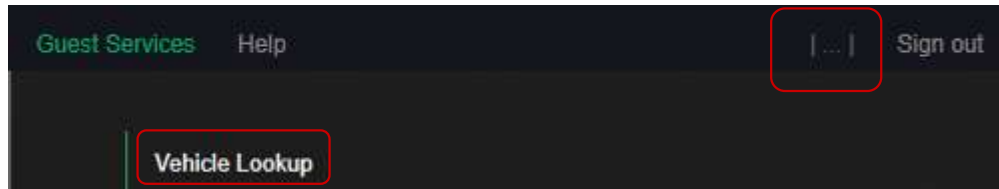
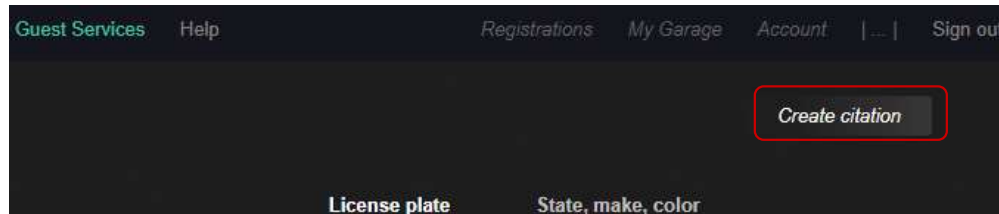


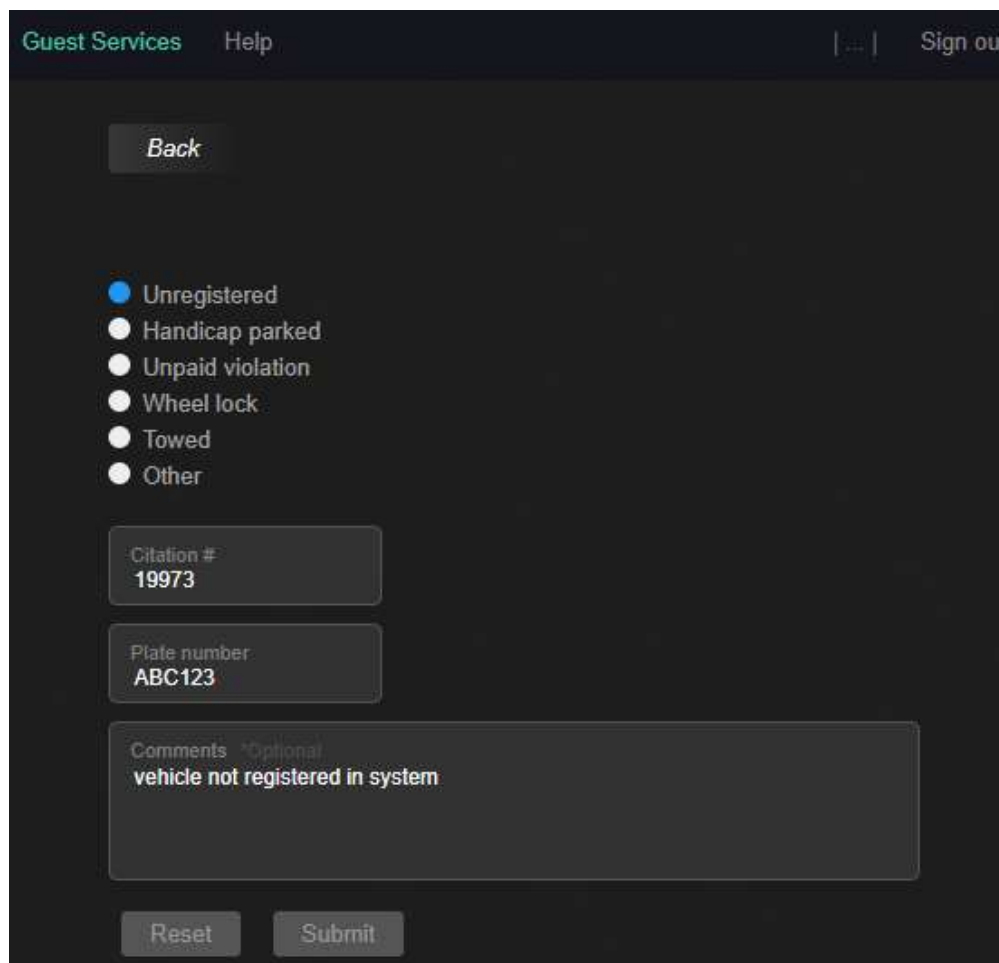
When a security user writes a citation on a vehicle, they can log that in GuestSVCS by logging in and clicking the **|...|** symbol at the top of the screen to open the menu. Click **Vehicle Lookup**.



The Vehicle Validation screen will be displayed. Click **Create citation**.



Select the **reason** and enter **Citation #**, **Plate number**, and optional **Comments**. Click **Submit**.

A screenshot of the citation creation form. The top navigation bar includes 'Guest Services', 'Help', '...', and 'Sign out'. The '...' icon is highlighted with a red box. Below the navigation bar, there is a 'Back' button. A list of reasons is shown with radio buttons: 'Unregistered' (selected), 'Handicap parked', 'Unpaid violation', 'Wheel lock', 'Towed', and 'Other'. Below the list are three input fields: 'Citation #' with the value '19973', 'Plate number' with the value 'ABC123', and 'Comments *Optional' with the text 'vehicle not registered in system'. At the bottom, there are 'Reset' and 'Submit' buttons.

The next time that vehicle is searched in the system, the activity log will show the citation.

License plate State, make, color

ABC123

Reset Submit

0 day(s) ago Citation #19973 Unregistered vehicle for "ABC123"
0 day(s) ago Lookup "ABC123"
0 day(s) ago Lookup "ABC123"

No vehicle(s) found