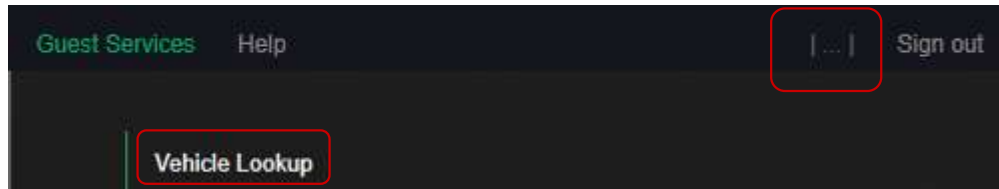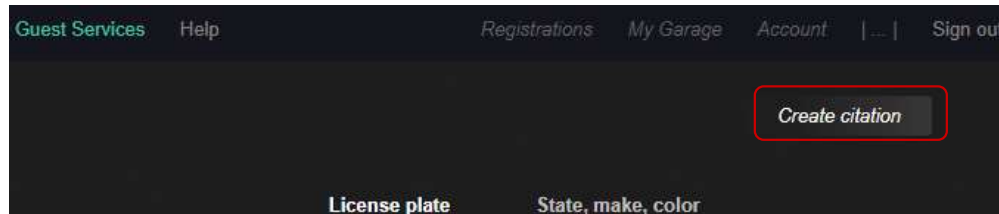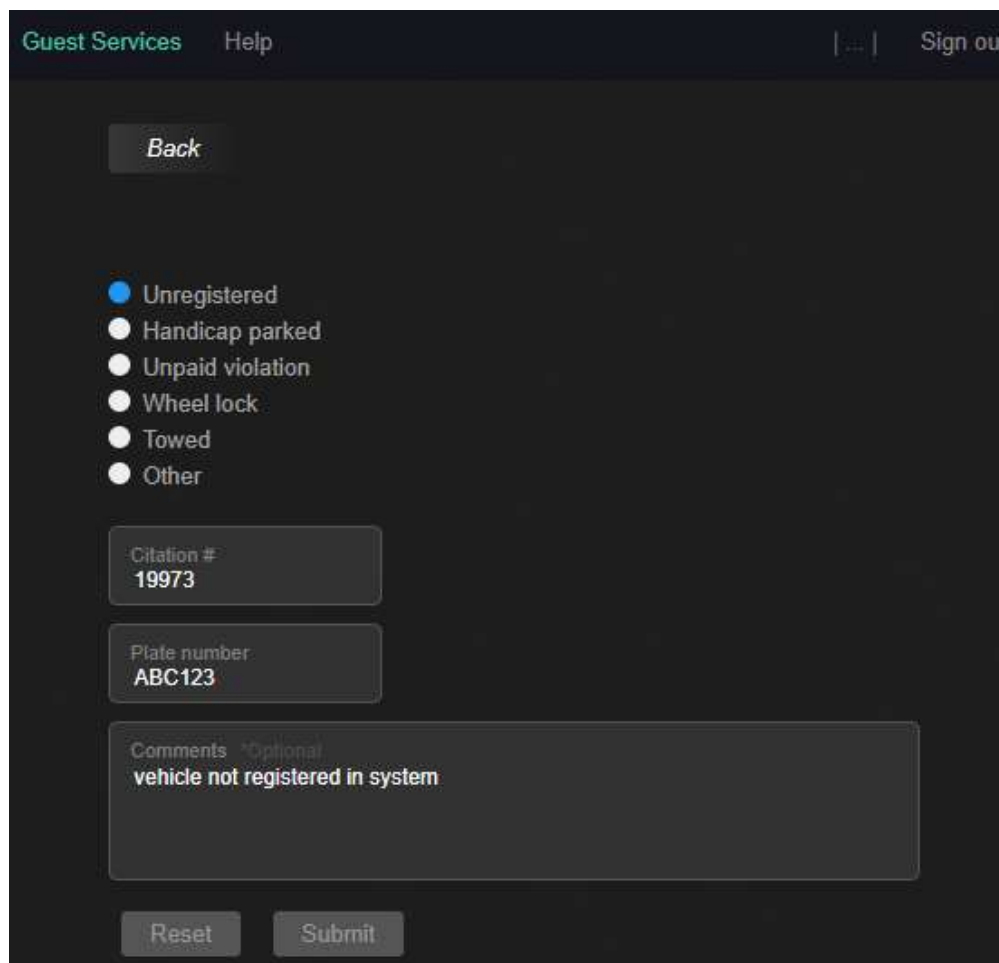When a security user writes a citation on a vehicle, they can log that in GuestSVCS by logging in and clicking the **|…|** symbol at the top of the screen to open the menu. Click **Vehicle Lookup**.

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

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

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

GuestSVCS