How to Look up Purchases by Plate in WebOffice

This article will demonstrate how to search for purchases tied to a specific vehicle plate number in WebOffice.

Purchases Report

From the left menu, select Reports & Statistics, then Purchase, then Purchases. Make sure the filter box is open (click on the magnifying glass):
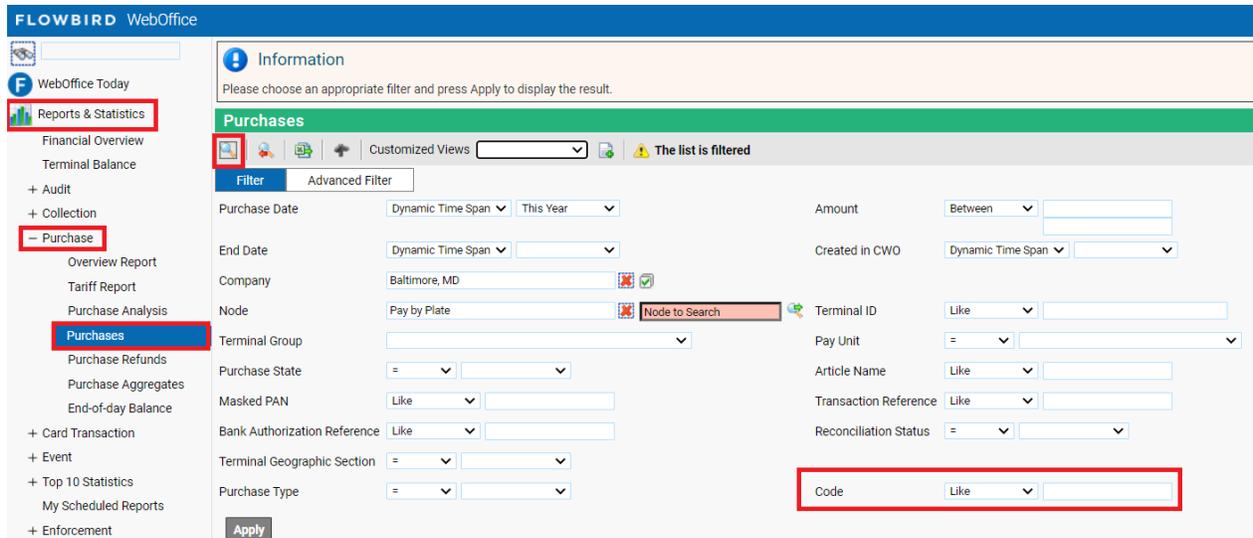
Vehicle plate numbers are stored as the "Code" in the Purchases database. You can enter the entire plate number (without any spaced or special characters – letters and numbers only), or you can enter part of the plate number followed or preceded by an asterisk (*) as a wildcard. For example, entering ABC* and clicking reply will return a list of Purchases with vehicle license plates starting with ABC. Search examples follow on the next page.

Plate Masking

For data privacy and security, WebOffice offers complete flexibility in limiting access to plate data. Flowbird Support can set the maximum number of days to store the plate data and method of masking the stored plate. Once a plate number is masked for a particular Purchase, the associated Purchase can no longer be searched for by plate number.

Example using plate 2BD8253:

Example using partial plate 9DH*

Please note that the Operational Data View will show Purchases during the last 90 days, while the Historical Data View will search all transactions. The Data View is shown below the "Apply" button.