🛠️Tools / Miscellaneous

- [Disable Browser Auto-fill and Auto-Complete](#)
- [Edit the Landing Page Messages](#)
- [Quick Search Tool Functionality](#)
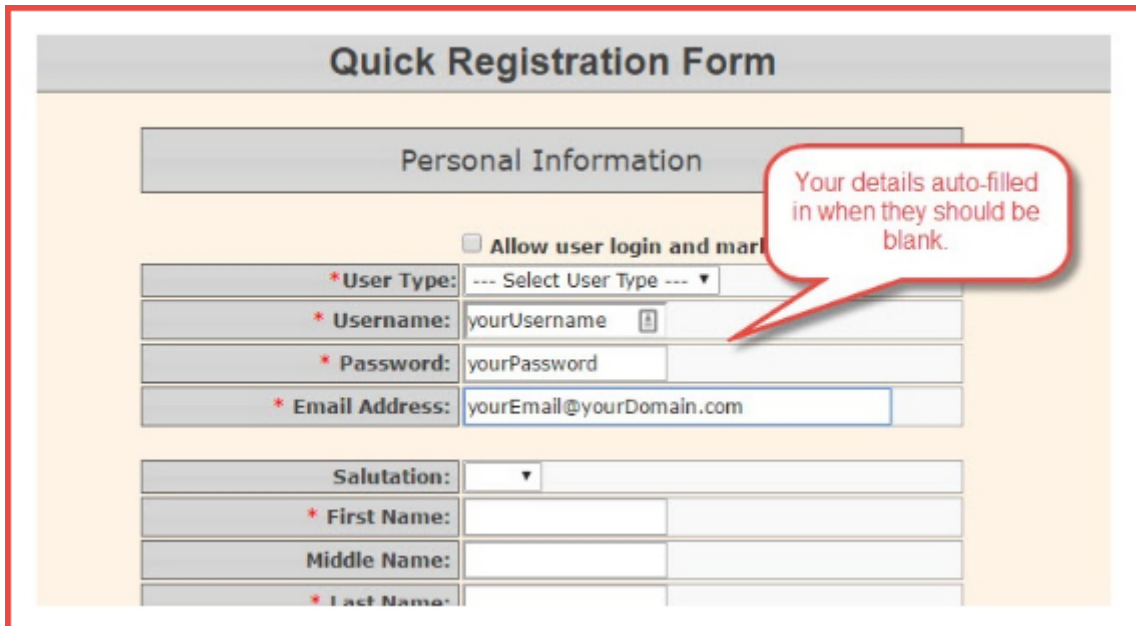- [System Dashboard](#)

Disable Browser Auto-fill and Auto-Complete

Please remember to follow these steps for the browser you're using.

How does this setting affect OPS-COM?

When using **OPS-COM** to complete a **User Profile**, the browser's auto-complete feature can cause problems by automatically filling in fields with incorrect or unwanted information. This can lead to errors if unnoticed data is saved by mistake. To avoid this issue, you should turn off the auto-complete feature in your browser.

Some browser plug-ins, such as password managers, may also act as auto-complete utilities and cause similar issues. If disabling auto-complete doesn't resolve the problem, review your installed plug-ins and disable them as needed.

Quick Step List

1. Identify your browser.
2. Follow the instructions to disable auto-fill for that browser.

3. If issues persist, check and disable browser plug-ins like password managers.
4. Save your changes and test the system to confirm the issue is resolved.

Quick Steps to Turn Off Auto-Fill in Browsers

Internet Explorer

1. Click the **Tools** menu icon.
2. Select **Internet Options**, then go to the **Content** tab.
3. Under **Auto Complete**, click **Settings**.
4. Uncheck **Forms** and **User Names and Passwords on Forms**.

Edge

1. Open **Edge** and click the **More** icon (three dots) at the top right.
2. Go to **Settings** and scroll to **Advanced Settings**.
3. Find **Save Form Entries** and toggle it **off**.

Chrome

1. Open **Chrome**.
2. Click **More** > **Settings** at the top right.
3. Scroll to the bottom and click **Show advanced settings**.
4. Under **Passwords and forms**, uncheck **Enable Autofill to fill out web forms in a single click**.

Firefox

1. Open **Firefox**.
2. In the address bar, type **about:config** and press Enter.
3. Click **I'll be careful, I promise**.
4. Search for **dom.forms.requestAutocomplete** and double-click to set its value to **False**.

Safari

1. Open **Safari** and go to **Preferences**.
2. Click **AutoFill**.
3. Deselect all types of information you don't want Safari to auto-fill.
4. To edit or delete saved information, click **Edit** next to the relevant category.

Edit the Landing Page Messages

When you sign in to OPS-COM initially, you are presented with a landing page. This message is referred to as the **Admin Dashboard**. This landing page can be modified or edited to allow organizations to display important information to System Administrators and staff.

You need to be logged into an Admin account to access this page.

Quick Steps:

1. Go to **System Config** > **System Messaging**.
2. Open the **Messages** tab and locate the **Admin Dashboard**.
3. Click **Edit** to make changes in the **Message Editor**.
4. Save your changes using the **Save Messaging** button.
5. **Confirm** that the changes have been saved successfully.

Step by Step Instructions:

1. To access the ⚙ 🏢 🏛 [Quick Search] 🔍 e main menu bar, select **Conten** viously System
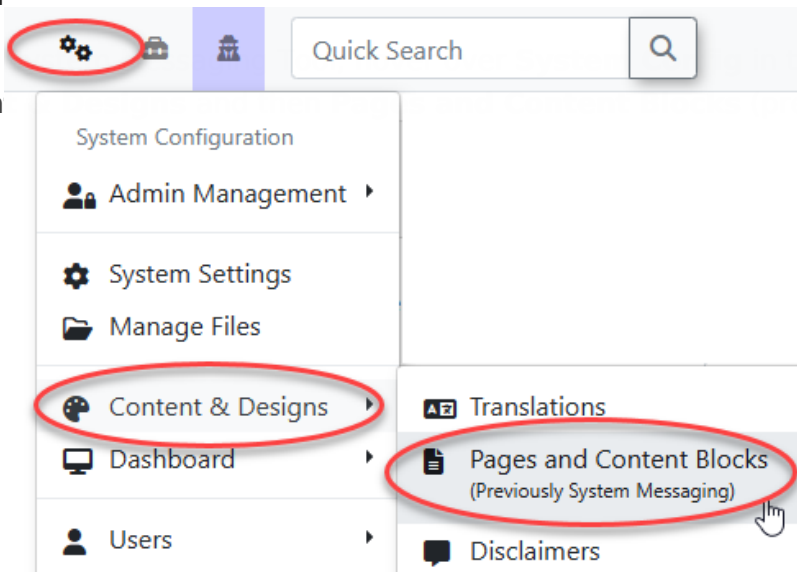
Messaging)

2. In the **Manage System Messaging** window, click the **Messages** tab.
3. Choose **Admin Dashboard** from the **Messages** list and click the **Edit** button.
4. For visual edits, change directly in the content window to use the WYSIWYG editor. To edit in HTML, select **Source Code** from the **Tools** menu.
5. After making your edits, click the **Save Messaging** button. A pop-up confirmation will notify you that your changes have been saved.

Customizing the **Admin Dashboard** ensures relevant and up-to-date information is available for administrators and staff.

Editing permissions are determined by your role. Certain sections may require assistance from the OPS-COM Support Team.

Quick Search Tool Functionality

The **Quick Search** tool allows you to quickly find information in OPS-COM by searching specific fields. To perform a search, you must enter at least 3 **characters**.

Quick Steps:

1. Open the **Quick Search** tool.
2. Enter a minimum of **3 characters** in the search bar.
3. Use the relevant search criteria (e.g., license plate, username, or ticket number).
4. Review the search results based on the selected category. Searchable items are:

- License plate
- VIN number
- Username
- Last name
- Email address
- Student number
- Employee number
- Ticket number
- License plate of the vehicle involved
- Incident number
- Payment Confirmation code

This streamlined tool saves time by allowing targeted searches across various fields and records.

System Dashboard

> **Reminder You need to be on the ops-com website logged in as an admin**

Introduction

The system dashboard has been reworked to provide greater flexibility. Items on the dashboard are now displayed as widgets, allowing admins to create custom dashboard layouts by arranging these widgets freely.

Quick Steps

Accessing the Dashboard

1. Open the admin site; the dashboard appears on the home page.
2. Click the **OPS-COM** logo (top-left) to return to the home page.

Managing Layouts

1. Navigate to **System Configuration → Dashboard Layouts and Items**.
2. Use the **Dashboard Layouts** page to:
   - Create a new layout.
   - Edit or set layouts as system defaults.
3. Drag widgets from storage to your layout and save.

Creating Custom Widgets

1. Go to **System Configuration → Dashboard Items**.
2. Click **Create New** and configure the widget's **Title**, **Identifier**, **Language**, and **Content**.
3. Save the widget and add it to a layout.

Adjusting Permissions

1. Access **System Configuration → Admin Management → Manage Roles**.
2. Assign the appropriate dashboard-related permissions to roles.

Accessing the Dashboard

- The dashboard is the first thing visible on the home page when accessing the admin site.
- To return to the home page and dashboard from anywhere on the site, click the **OPS-COM** logo in the top-left corner of the screen.

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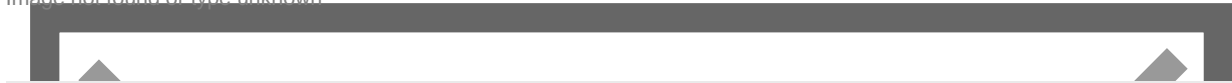
Layouts

Active Layout

- Admin users with the correct permissions will see a dropdown menu below the user menu in the top-right corner.
- Use this menu to:
  - View available dashboard layouts.
  - Preview a layout and set it as your active dashboard (only affects the admin making the change).

Dashboard Layout Management

Admins with proper permissions can manage layouts through the **Dashboard Layouts and Items** menu under **System Configuration**:
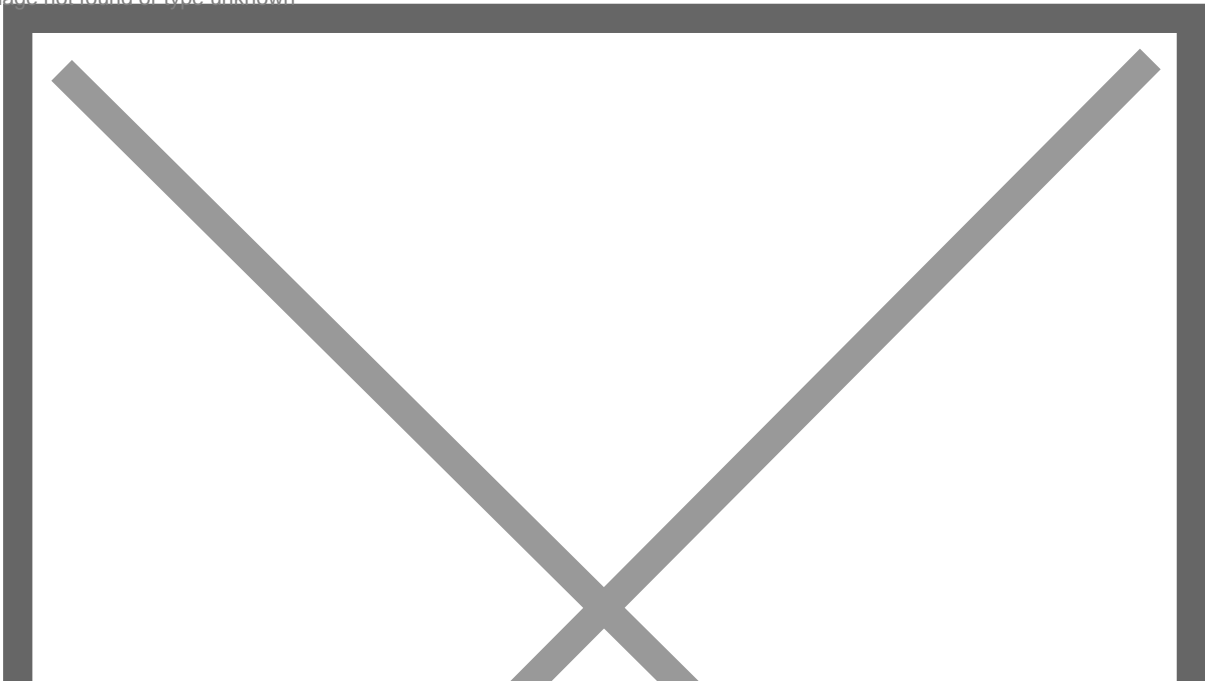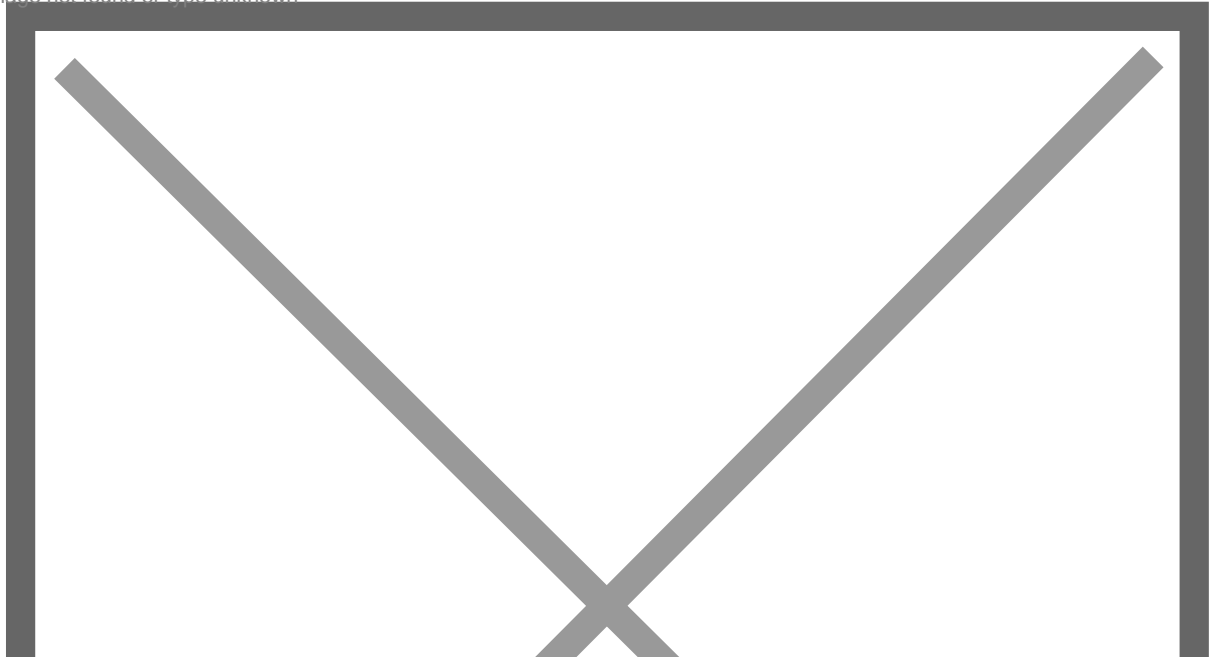
1. **Dashboard Layouts**
   - Manage all existing dashboard layouts (including those created by others).
   - Actions include:
     - **New Layout**: Create a new layout.
     - **Dashboard Items**: Navigate to the custom dashboard items page (accessible from the **System Configuration** menu).

  - **Make System Default**: Set a layout as the default for users without an active dashboard.
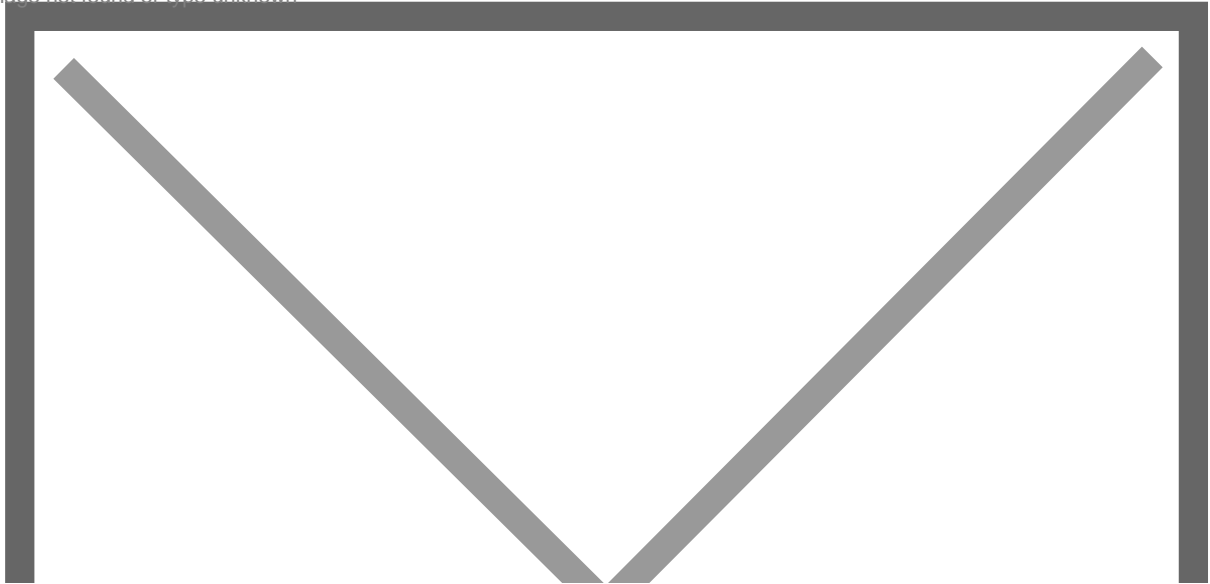 - **Edit**: Modify an existing layout.
2. **Custom Dashboard Items**
   - Create and manage custom widgets.

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Creating Dashboard Layouts

- Click **Edit** or **New Layout** to open the layout editor.
- Drag and drop widgets from the widget storage to the layout. Widgets can be resized and rearranged.

- Widgets left in storage will not appear on the dashboard.
- Newly created widgets (system or custom) will appear in storage.
- Widget types are color-coded:
  - **Blue**: System widgets (site administration information).
  - **Yellow**: Stats widgets (graphs and statistics).
  - **Green**: Admin-created custom widgets.

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Creating Dashboard Items

Admins can create custom widgets by accessing the item management page under **System Configuration**:

1. View all existing custom widgets.
2. Choose to **Edit** or **Create New** to open the editor.
3. Configure the following:
   - **Title**: Widget header displayed on the dashboard.
   - **Identifier**: Unique ID for the widget.
   - **Language**: Specify the language for the item.
   - **Content**: Add text, images, or other objects.
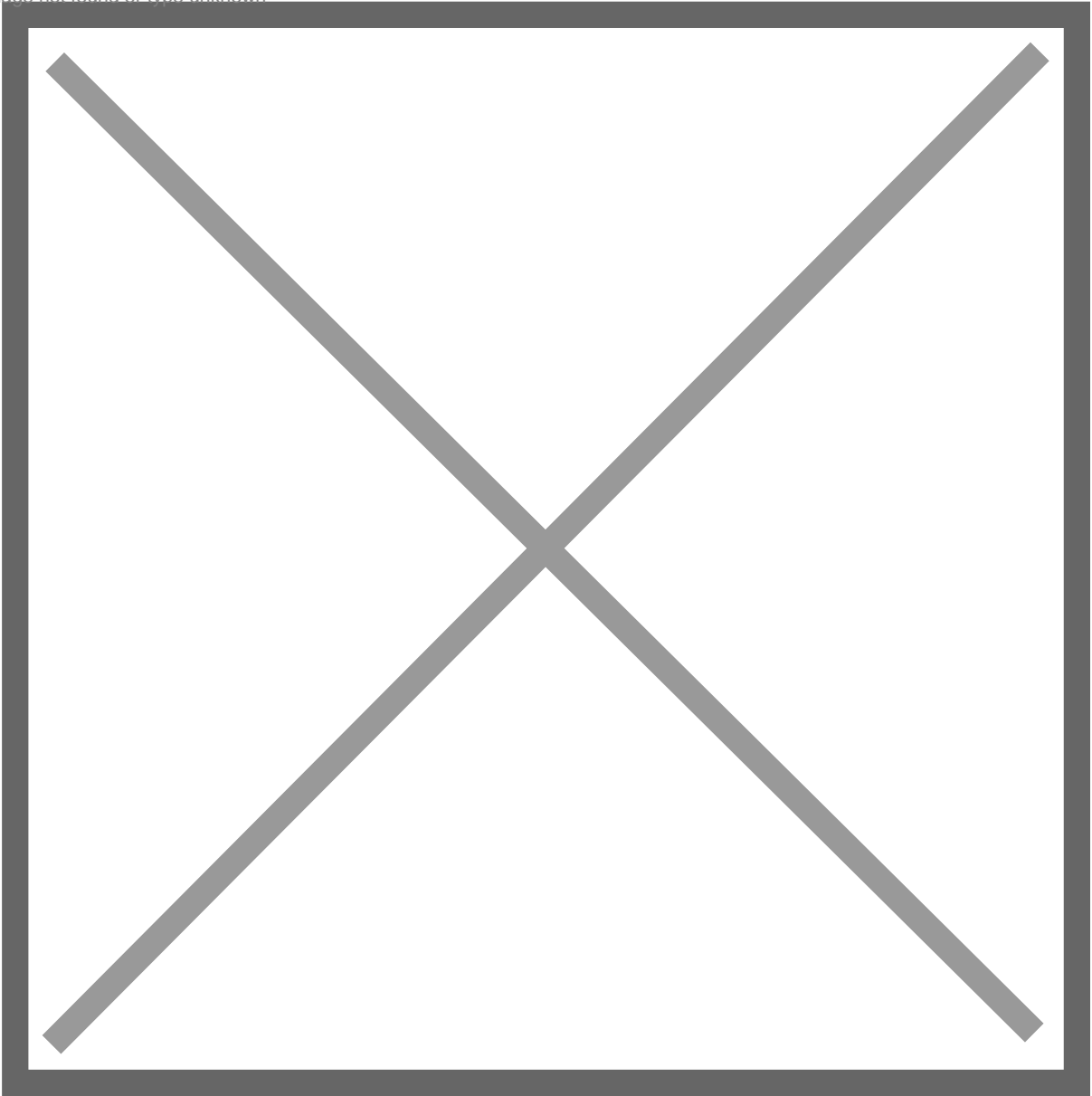
Image not found or type unknown
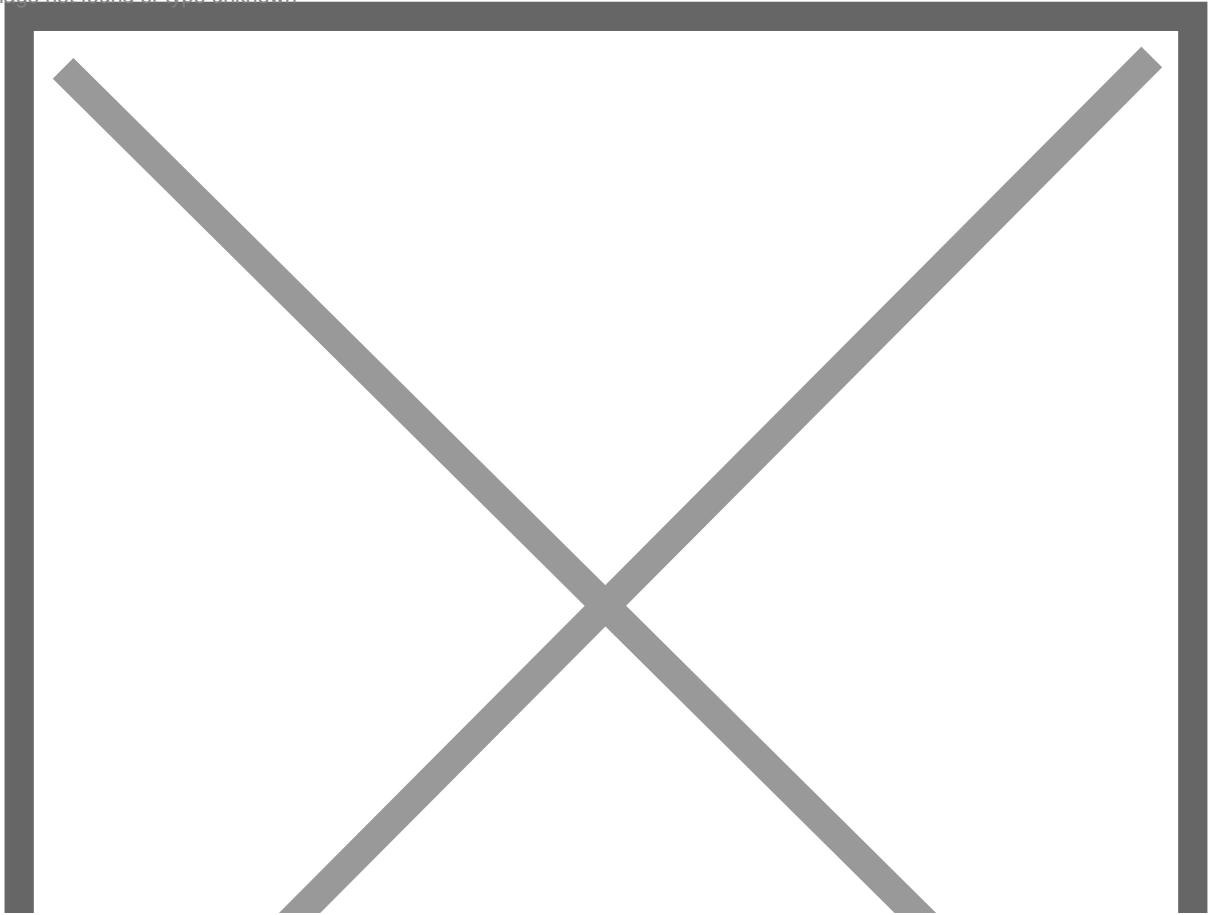
4. Save the widget to make it available in the widget storage sidebar for placement on the dashboard.
5. Drag the custom widget to a layout and save the layout. The widget will now appear on the dashboard.

Permissions

Permissions for managing dashboards are located under **System Configuration → Admin Management → Manage Roles → Edit a Role → System Configuration**. Key permissions include:

- **Change Dashboards**: Allows viewing and changing active dashboards.
- **Edit Dashboard Layouts**: Allows creating and managing layouts.
- **Edit Dashboard Items**: Allows creating and managing custom widgets.

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