Tools / Miscellaneous

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Disable Browser Auto-fill and Auto-Complete

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 Steps:

1. Identify your browser below.
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.

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.

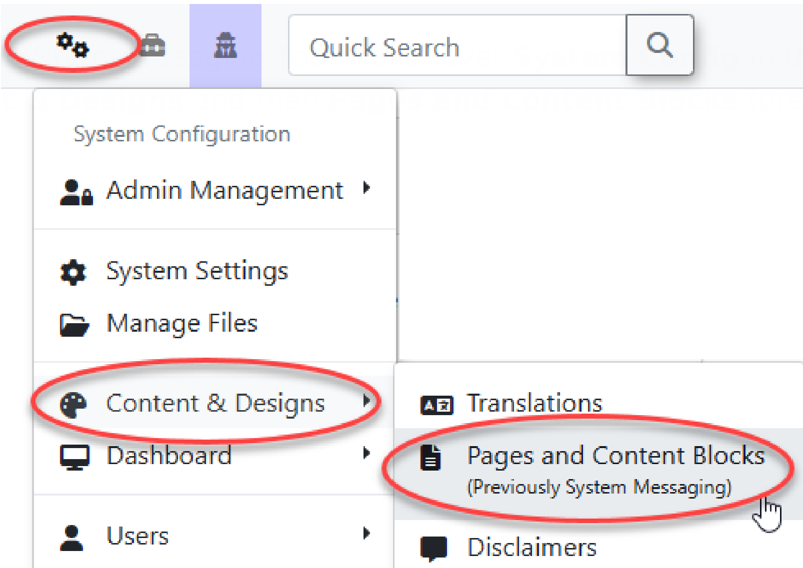
You need to be logged into an Admin account to access this page.

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 ne 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. Enter a minimum of **3 characters** in the **Quick Search** field in the main menu.
2. Review the search results.

   Types of 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

System Dashboard

> 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.

> **Reminder You need to be an Admin with the correct permissions to create or edit dashboard layouts.**

Quick Steps:

1. **Access Dashboard**: Click the **OPS-COM logo**.
2. **View/Change Layouts**: Use the dropdown menu (top-right).
3. **Manage Layouts**:
   - Go to **System Configuration** > **Dashboard Layouts**.
   - Create or edit layouts by dragging widgets.
4. **Create Widgets**:
   - Go to **Custom Dashboard Items**.
   - Add title, content, and save.
5. **Assign Permissions**: Ensure roles have the correct dashboard permissions.

Step by Step Instructions:

Accessing the Dashboard

1. The dashboard is the first thing you see when accessing the **Admin site**.
2. Click the **OPS-COM logo** in the top left to return to the dashboard from anywhere.

Dashboard Layouts

Active Layout

Admins with permission will see a dropdown menu below the user menu (top-right).

- Use the **Dashboard** menu item to preview and activate different dashboard layouts.
- The active layout is the one you see on your homepage. Changing it only affects your account.

Managing Layouts

Admins with permission can manage layouts via **System Configuration** > **Dashboard.**

- **Dashboard Layouts**: Manage or create layouts.

- **Custom Dashboard Items**: Create and manage widgets.

In **Dashboard Layouts**, you can:

- **New Layout**: Create a new dashboard.
- **Dashboard Items**: Go to the widget creation page.
- **Make System Default**: Set a default layout for all users without a custom dashboard.
- **Edit**: Modify an existing layout.

Creating Dashboard Layouts

1. Click **New Layout** or **Edit** an existing layout to open the layout editor.
2. Drag and drop widgets from the **Widget Storage** onto the dashboard.
3. Resize and arrange widgets as needed.
4. Widgets left in storage will not appear on the dashboard. New widgets (system-created or custom) will appear in the **Widget Storage** sidebar.

Types of Widgets

- **Blue**: System widgets for key admin information.
- **Yellow**: Stats widgets for site stats and graphs.
- **Green**: Custom widgets created by admins.

Creating Custom Dashboard Items

1. Go to **System Configuration** > **Dashboard** > **Custom Dashboard Items**.
2. Click **New Item** or **Edit** to open the item editor.
   - **Title**: Widget header on the dashboard.
   - **Identifier**: ID for identifying the widget.
   - **Language**: Create versions for different site languages.
   - **Content**: Add text, images, or other elements.
3. Save the item. It will now appear in the widget storage sidebar.
4. Drag it onto a dashboard layout and save.

Permissions

To manage dashboards, you need the following permissions found in **System Configuration** > **Admin Management** > **Manage Roles.**

Choose the specific **Role**, click on **Permissions** for that role, and then **System Configuration** in the **Edit Permissions** section to the right to select the settings.

- **Change Dashboards**: View and change active dashboards.
- **Edit Dashboard Layouts**: Create and manage layouts.
- **Edit Dashboard Items**: Create and manage widgets.