

User Profile Landing Page

The User Profile Landing Page is the first page you are presented with when accessing a user's profile. It is a quick reference dashboard of the user's profile information and current user history.

Quick Steps:

Using **Quick Search** or **User Management>User Search** you can quickly and easily navigate to the user's profile.

Editing a User's Profile

- Click **Edit** in **Basic Profile Information**.

Adding or Editing Vehicles

- Click **Edit** in **Vehicles** to add, remove, or edit vehicle details.

Logging in as a User

- Click **Login as user** from the **User Profile** page. This will launch a new browser window and log you in as the selected user with all the functionality associated with that user. (Ensure Auto Login is set in System Settings)

View Additional Information

- Access vehicles, alarms, violations, active permits, and uploaded files from the dashboard. If any warnings or alerts exist in the user's profile, they will be displayed at the top of the page.
 - Click **Ticket** numbers and **Permit** numbers for more details.
 - View photos by clicking the camera icon in **Violations**.

Step by Step Instructions:

Editing a User's Profile

1. Navigate to the **Basic Profile Information** section.
2. Click **Edit** in the section header.
3. The full profile page will display, allowing you to edit the user's account details.

Adding or Editing Vehicles

1. Go to the **Vehicles** section.

2. Click **Edit** in the section header.
3. You will be taken to the **Vehicle Information** screen where you can:
 - €€• Add new vehicles.
 - €€• Edit or remove existing vehicles.
 - €€• Apply a **DNTT** (Do Not Ticket Tag) to a vehicle.

Logging in as a User

1. On the User Profile landing page, click **Login as user**.€€€€€€
2. A new browser window will open, logging you into the OPS-COM end-user interface as the selected user, with all associated functionalities.

Note: That you may experience an error if **Auto Login** is not configured correctly in **System Settings**. Please contact opscom for support.

Additional Information: Alarms, Violations, and Permit Details

1. The user dashboard provides access to:
 - €€• Alarms
 - €€• Violations
 - €€• Permit details
2. Alerts or warnings will be displayed at the top of the dashboard.
3. **Violations:**
 - €€• View violation details by clicking the ticket number in the **Violations** section.
 - €€• View photos by clicking the camera icon next to the ticket number.
4. **Permits:**
 - €€• Access permit details by clicking the permit number in the **Active Permits** section.

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