

# Defining User Profile Settings

User Profile Settings in OPS-COM enable administrators to customize the information collected from users on their profile forms. By controlling the visibility and requirement status of various fields, you can tailor the user experience to your organizational needs, ensure necessary data is captured, and streamline the registration process.

User profile item settings are configured within the **System Settings** area of OPS-COM.

1. Click **System Configuration, System Settings**.
2. On the **Manage System Settings** screen, click **User Profile**.

## Using this Feature

On the **User Profile** settings page, items in the list can be set to one of three states, controlling their appearance and requirement on the user-side profile form:

- **Hidden:** The field is **not visible** on the user-side profile form.
- **Visible:** The field is seen on the user-side form, but entering information in it is **optional**.
- **Required:** The field is seen on the user-side form and is **mandatory**. Required fields are indicated by a **red asterisk (\*)**.

**Note:** The system will not allow the user to save their profile if any required information is missing.

The state selected for each field is highlighted in blue, with a checkmark indicating the active selection.

The user profile form is organized into **six essential categories**, each containing various elements that can be individually set to **Hidden, Visible, or Required**:

1. **User Name**
2. **Address Information**
3. **Phone Information**
4. **License Information**
5. **Student Information**

## 6. Employee Information

Profile field visibility.

Username display	<input type="radio"/> Hidden	<input type="radio"/> Visible	<input checked="" type="radio"/> Required
First name display	<input type="radio"/> Hidden	<input type="radio"/> Visible	<input checked="" type="radio"/> Required
Salutation display	<input type="radio"/> Hidden	<input type="radio"/> Visible	<input checked="" type="radio"/> Required
Middle name display	<input type="radio"/> Hidden	<input checked="" type="radio"/> Visible	<input type="radio"/> Required
Last name display	<input type="radio"/> Hidden	<input type="radio"/> Visible	<input checked="" type="radio"/> Required
Mailing address display	<input type="radio"/> Hidden	<input type="radio"/> Visible	<input checked="" type="radio"/> Required
City of residence display	<input type="radio"/> Hidden	<input type="radio"/> Visible	<input checked="" type="radio"/> Required
Postal code display	<input type="radio"/> Hidden	<input type="radio"/> Visible	<input checked="" type="radio"/> Required
Cell phone display	<input type="radio"/> Hidden	<input type="radio"/> Visible	<input checked="" type="radio"/> Required
Driver's license display	<input type="radio"/> Hidden	<input type="radio"/> Visible	<input checked="" type="radio"/> Required
Student number display	<input type="radio"/> Hidden	<input type="radio"/> Visible	<input checked="" type="radio"/> Required
Student campus location display	<input type="radio"/> Hidden	<input type="radio"/> Visible	<input checked="" type="radio"/> Required
Employee number display	<input type="radio"/> Hidden	<input checked="" type="radio"/> Visible	<input checked="" type="radio"/> Required

Campus (staff) department display

Campus (staff) phone display

Pick Up At Parking Services

Campus box display

## Customizing Profile Sections

- **User Name:** A User Name is essential as it's one of the unique identifiers for system access. While a bare minimum typically includes Username, First Name, and Last Name, any of these items can be toggled on/off based on your needs.
  - **Note:** One scenario where you might hide Username is if an external source (such as LDAP) is supplying the username.
  - **Enabling Username Edits:** By default, the username field is not editable by administrators. To enable this functionality, you must contact support@ops-com.com to request changes to the **Allow Username Edits** setting located within the **User Profile** settings list. Once activated by the OPS-COM Team, administrators will have the ability to edit usernames directly.
- **Address Information:** This section is critical if you plan to mail permits or other correspondence to end-users.
- **Phone Information:** Allows for the collection of various phone numbers.
- **License Information:** This field specifically refers to Driver's License number (not plate number). You may opt to record this information, especially if you are connected with local law enforcement.
- **Student Information:** Fields relevant to student identification (e.g., Student Number, Max/Min Student Number Digits).

- **Employee Information:** Fields relevant to employee identification (e.g., Employee Number, Max Employee Number Digits).

## Considerations for Text2ParkMe Users

If your organization is using **Text2ParkMe**, a second tab will be available on this page. This tab allows you to configure additional details, including credit card information, that end-users can enter.

Important: If any credit card information is entered by the user, it automatically switches all other credit card information fields to "required" for that transaction.

## Best Practices & Considerations

- **Balance Data Collection and User Experience:** While it's important to collect necessary data, avoid making too many fields "Required" as this can create friction and deter users from completing their profiles. Prioritize truly essential information.
- **Understand System Overrides:** Even if you hide everything possible, the system might still require certain fundamental pieces of information (e.g., core identifiers like Username or Email) and will override your settings to ensure basic functionality.
- **Review Hidden Fields Periodically:** Ensure that fields marked "Hidden" truly remain irrelevant to your current processes. Organizational needs can change, making previously hidden data suddenly important.
- **Tailor to User Types:** Consider which information is truly necessary for different user types (e.g., students versus employees) and configure accordingly.
- **Impact on Mailing/Enforcement:** If you rely on mailing permits or recording specific ID numbers for enforcement, ensure the corresponding profile fields are set to "Required" or at least "Visible."
- The **Allow Username Edits** setting can only be toggled by the OPS-COM Support team. If you require the ability to edit usernames, please contact OPS-COM support to request this change.

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