

# Extended User Profile Options

**Extended User Profile Options** in OPS-COM allow administrators to define and manage additional, highly granular descriptive categories and values for user profiles, typically used in incident reporting. This feature enables officers to record unique physical features or identifiers of individuals involved in an incident, enhancing the detail and accuracy of incident reports.

## Using this Feature

The **User Extended Values Administration** page allows you to add and update a variety of descriptive values for user profiles.

1. Hover over **System Configuration**, then **Incidents**, and click **Ext. User Profile Options**.

The **User Extended Values Administration** page displays a list of currently defined extended values. Notice the various **types** you can choose from in the dropdown menus to categorize your extended values. A **Value Type** acts as a category (e.g., "Hair Type"), while the **Value Description** details the specific characteristic (e.g., "Balding," "Red," "Long").

### Adding Extended User Value Types

1. Scroll to the bottom of the page and select a Value Type **from the dropdown menu** (e.g., "Hair Type," "Clothing Color," "Tattoo Location").
2. Type the **Value Description** in the textbox provided (e.g., "Curly," "Blue," "Left Arm"). Value descriptions can include a range of physical features/identifiers of a user, such as the location of a tattoo, the color of clothing, or the style of hair.
3. Click **Insert New** to add and save the new extended user value.

### Editing Extended User Value Types

1. Locate the extended value you wish to edit in the list and click **Edit**.
2. Adjust the **Category** (Value Type) and/or the **Name** (Value Description) by selecting the appropriate textbox and making the desired changes (e.g., changing "Bald" to "Balding").
3. Click **Save Changes** to save and continue.

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# Best Practices & Considerations

- **Granular Detail for Incidents:** Leverage extended values to capture specific, unique identifiers for individuals involved in incidents, which can be critical for identification and investigation.
- **Standardized Terminology:** Establish clear, consistent terminology for both **Value Types** and **Value Descriptions** to ensure uniformity in data collection across all officers and administrators.
- **Training for Officers:** Train officers on the importance of these fields and how to accurately select and describe extended values when creating incident reports.
- **Avoid Redundancy:** Review existing categories and values before adding new ones to prevent duplication.
- **Privacy Considerations:** Be mindful of privacy regulations and your organization's policies regarding the collection of detailed personal identifiers. Ensure that the collection of such data is justified and used responsibly.

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