

History Search

The **History Search** feature in OPS-COM allows administrators to quickly locate and review historical system activities and events. This tool is invaluable for auditing, troubleshooting, and investigating specific actions related to users, vehicles, or violations, providing a comprehensive log of system interactions.

Using this Feature

1. Click **Tools**, then **History Search**. The **History Dump** page will be displayed.

You can search using a single identifier or a combination of them to narrow down your results.

Available Search Criteria

- **Student/Employee Number:** Enter the identification number associated with a student or employee.
- **Violation Ticket:** Enter the specific number of a violation ticket.
- **History Description:** Enter keywords or phrases from the description of the historical event. This field allows for broad searches based on the recorded action.

Steps to Perform a History Search

1. On the **History Dump** page, enter your desired search criteria into one or more of the available fields (e.g., enter a specific **Violation Ticket** number, as shown in the example) and click **Submit**.
2. All OPS-COM history records that match your entered search criteria will be displayed.

Best Practices & Considerations

- **Combine Criteria for Precision:** To achieve more accurate and manageable results, especially in systems with extensive history logs, combine search criteria (e.g., a **Student/Employee Number** along with a specific **History Description** keyword).
- **Broad vs. Specific Searches:** Start with specific criteria if you know exactly what you're looking for. If you're unsure, use broader terms in the **History Description** field and then refine your search if needed.

- **Auditing and Troubleshooting:** This tool is excellent for auditing user actions, tracking changes, and troubleshooting issues by reviewing the sequence of events.
- **Regular Use:** Familiarize yourself with this feature for daily operations, as it can quickly answer questions about past system interactions without needing to navigate through multiple individual records.

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