

User Portal Branding and Setup

OPS-COM administrators can define global default branding for the User Portal. By configuring the **Default Site Logo** and **Default Site Header**, you can ensure consistent branding and visual presentation across your OPS-COM User environment.

Setup & Configuration

Default images are configured within the **Global** component of the **System Settings**.

1. Hover over **System Configuration**, and click **System Settings**.
2. Click the Global settings tab. Within the **Global Setting** section, you will find two key areas where you can configure images:
 - **Default Site Logo**
 - **Default Site Header**

Setting the Default Logo

1. Next to the **Default Site Logo** setting, click on **Select Image**.
2. You will be taken to the **Manage Files** section (your file repository).
3. Browse your computer or search for the image you wish to use as your default site logo.
4. Select the desired image.

[Follow the **Uploading and Managing Files** guide for best practices regarding file management and organization.](#)

Setting the Default Header Image

1. Similarly, next to the **Default Site Header** setting, click on **Select Image**.
2. Follow steps 3-4 above.

Once the images are selected, their file names or previews will appear in the respective configuration settings fields. Remember to **Save Settings** to apply these selections.

Observing the Changes

These default images serve as fallbacks and will appear in various places throughout the OPS-COM system if no specific logo or header is set in other areas (such as the **Contents and Designs** section).

Common places where these default images are utilized include:

- The **User Portal** (e.g., your public-facing permit purchasing site).
 - The **phone interface** utilized in features like **Real-Time Parking**.
 - Mobile apps, Text2ParkMe, and QR code interfaces
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Best Practices & Considerations

- **Branding Consistency:** Use high-quality, appropriately sized images that reflect your organization's branding for both the logo and header.
 - **Optimization:** Ensure image files are optimized for web use (e.g., compressed, appropriate resolution) to ensure fast loading times on all interfaces.
 - **Global Impact:** Remember that these are *default* settings. If you have specific headers or logos configured in other sections of the system (like individual email templates or specific public pages), those specific configurations will override these global defaults.
 - **Accessibility:** Consider the visual accessibility of your chosen images, especially for text overlays or contrast, if applicable to your header design.
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