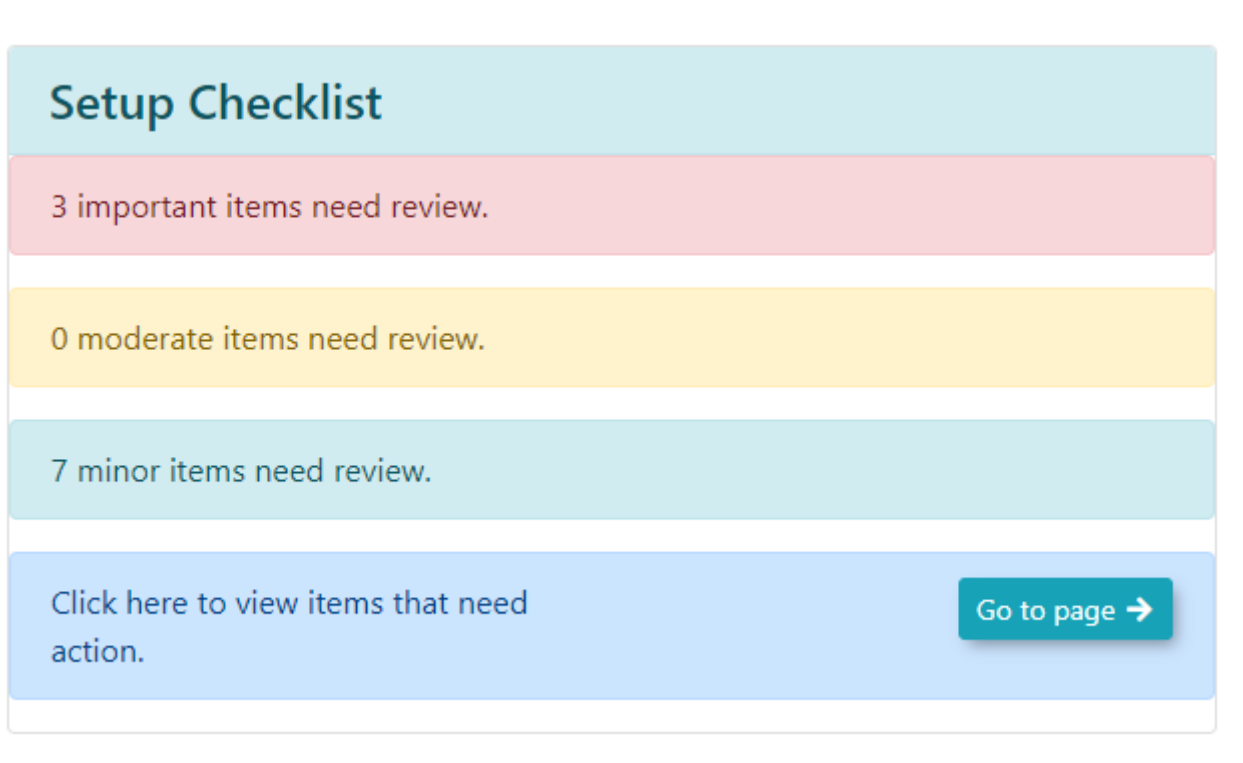


# Setup Checklist

New to OPS-COM and you need a little guidance as to what messaging needs your attention? This article explains the items to look at in order of importance.

## The Setup Checklist



**Setup Checklist**

3 important items need review.

0 moderate items need review.

7 minor items need review.

[Click here to view items that need action.](#) [Go to page →](#)

The setup checklist guides new users through the important process of setting up a new site. It breaks down the items that need attention in three categories (Important, Moderate and Minor) The checklist can be expanded to list all configuration and page updates that a new user should consider.

## The Edit Button

Click on the Each Section to Expand the List. Clicking on the edit button...

## Setup Checklist ?

### View Important Items

Default notification email does not have a value set.

Edit

Company Address has no value.

Edit

Receipt reply address is not set.

Edit

### View Minor Items

The email footer has not been updated from the default.

Edit

The lost password email template has not had its content updated from the default.

Edit

...will bring the admin directly to the item that needs attention.

## Manage System Settings

### Components

General System Settings 21

Alarms 11

Authentication 2

Automatic Login 1

Collections 12

Deposits 2

Dispatch Logs 1

Forms 2

Global 12

Handheld Devices 1

Incidents 2

Lightweight Directory Access Protocol 9

Licensing 16

Lockers 8

### Editing Settings: General System Settings 21

Reply-to Admin Email Address

Safety Address

Reply-to Security Email Address

Default Notification Email

Organization Name: Website Parking Services

Organization Name: Handheld

Country Canada

Company Address

Company Phone

Timezone America/Toronto

Time offset (mins) -300

This value needs to be edited.

The same principal exists for system messaging. The edit button will take the admin to the page that needs updating.

## View Minor Items

The email footer has not been updated from the default.

Edit

The lost password email template has not had its content updated from the default.

Edit

The user activation email template has not had its content updated from the default.

Edit

The user dashboard has not been updated from the default content.

Edit

The lockers page has not been updated from the default content.

Edit

The register page has not been updated from the default content.

Edit

The violations/appeals page has not been updated from the default content.

Edit

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