

# User Profile Landing Page

## Editing a User's Profile

To edit a User's profile, click **Edit** in the **Basic Profile Information** section header.

**People Alarm**  
**Licence Plate Alarm**  
Patricia is on the ERT team and may be parking in no parking zones occasionally

**Basic Profile Information** [Edit](#)

Enabled	Yes
User Directory	OPSCOM
Unique ID	0da92796-760d-4c5d-b818-391247933b37
User Type	Full Time Staff
Username	pbirch
Name	Ms. Patricia Birch
Email Address	pbirch@tomahawk.ca
Auto Login Address	<a href="#">Login as user</a> ?

**Active Address**

Address	390 Lincoln Dr
City	Ottawa
Province	Ontario
Postal Code	k7c2v2

**Faculty Information**

**Vehicles** [Edit](#)

Status	Plate	Type	Province	Make	Year
Active	BIRCH	Passenger	Ontario	Chrysler	2009
Inactive	BIRCH2	Passenger	Ontario	Audi	2014

**Violations**

Ticket	Issued	Value	Notes
<a href="#">TT-10003</a>	Jul. 30, 2019	\$50.00	<b>Reduced</b> Feb 28, 2019 <small>Overdue</small>
<a href="#">21-01001</a>	Aug. 27, 2019	\$50.00	<small>Overdue</small>

**User Notes** ? [Add Note](#)

The full profile page will display. You can edit the details of the user's account.

## Edit User Profile

--- Archive Type --- ▾

Archive User ?

## Personal Information

✓ Allow user login and mark account as active

? User Type

Full Time Staff ▾

Username **pbirch**

User Directory

OPSCOM [ OPSCOM ] ▾

Unique ID

0da92796-760d-4c5d-b818-391247933b37 ⓘ

Email Address

pbirch@tomahawk.ca

Password ⓘ

Leave this blank to keep the existing password.  
The user will be required to change their password upon their next login.

Salutation

Ms. ▾

First Name

Patricia

Middle Name

Last Name

Birch

Permanent Mailing Address

390 Lincoln Dr

No Aliases ?

Edit Aliases












☒ People Alarm☒ Licence Plate Alarm


Patricia is on the ERT team and may be





update

# Add or Edit Vehicles

To add to or edit the list of vehicles associated with the user, click **Edit** in the **Vehicles** section header.







Shannon @ Tomahawk

Profile ▾ Lockers Vehicles Parking Payments History ▾ Incident History
Birch, Patricia (pbirch)

**People Alarm**  
**Licence Plate Alarm**  
 Patricia is on the ERT team and may be parking in no parking zones occasionally

Basic Profile Information Edit

Enabled Yes

User Directory OPSCOM

Unique ID 0da92796-760d-4c5d-b818-391247933b37

User Type Full Time Staff

Username pbirch

Name Ms. Patricia Birch

Email Address pbirch@tomahawk.ca

Auto Login Address Login as user ?

Active Address

Address 390 Lincoln Dr

City Ottawa

Province Ontario



Postal Code k7c2v2

Faculty Information

Vehicles Edit

Status	Plate	Type	Province	Make	Year
Active	BIRCH	Passenger	Ontario	Chrysler	2009
Inactive	BIRCH2	Passenger	Ontario	Audi	2014

Violations

Ticket	Issued	Value	Notes
 <span>TT-10003</span>	Jul. 30, 2019	\$50.00	Reduced Feb 28, 2019 <span>Overdue</span>
 <span>21-01001</span>	Aug. 27, 2019	\$50.00	<span>Overdue</span>

User Notes ? +





Add Note

This will bring you to the **Vehicle Information** screen where you can add, remove and edit vehicle information as well as apply a DNTT to a vehicle.

Profile ▾ Lockers Vehicles Parking Payments History ▾ Incident History
Birch, Patricia (pbirch)

## Vehicle Information

Add New Vehicle

Status	Plate	Type	Colour	Make	Model	Province	Year	Remove Vehicle
Active <span>?</span>	 BIRCH	Passenger	Beige	Chrysler	Mini Van	Ontario	2009	 <span>?</span> <span>Add DNTT</span> <span>?</span>
Inactive <span>?</span>	 BIRCH2	Passenger	Black	Audi	Sports Car	Ontario	2014	 <span>?</span> <span>Add DNTT</span> <span>?</span>

- Select "Active" or "Inactive" to toggle the status of a vehicle.
- Click vehicle plate to edit the details of a vehicle.

# Logging in as a User

From the User Profile landing page, the admin can log in to the OPS-COM **end-user interface** as the selected user. Click **Login as user**. Note, Auto Login must be configured System Settings.

The screenshot shows the Tomahawk user interface. At the top, there's a navigation bar with icons for various functions and a search bar. Below this is a dark header with tabs: Profile, Lockers, Vehicles, Parking, Payments, History, Incident History. The user's name, Birch, Patricia (pbirch), is displayed on the right.

A red alert box at the top center contains the following text:

**People Alarm**  
**Licence Plate Alarm**  
Patricia is on the ERT team and may be parking in no parking zones occasionally

The main content area is divided into two columns. The left column has a section titled "Basic Profile Information" with an "Edit" button. It lists several fields:

- Enabled: Yes
- User Directory: OPSCOM
- Unique ID: 0da92796-760d-4c5d-b818-391247933b37
- User Type: Full Time Staff
- Username: pbirch
- Name: Ms. Patricia Birch
- Email Address: pbirch@tomahawk.ca
- Auto Login Address: [Redacted] **Login as user ?**

Below this is the "Active Address" section:

- Address: 390 Lincoln Dr
- City: Ottawa
- Province: Ontario
- Postal Code: k7c2v2

The right column has a section titled "Vehicles" with an "Edit" button. It displays a table of vehicles:


Status	Plate	Type	Province	Make	Year
Active	BIRCH	Passenger	Ontario	Chrysler	2009
Inactive	BIRCH2	Passenger	Ontario	Audi	2014

Below the vehicles section is the "Violations" section, which also displays a table:

Ticket	Issued	Value	Notes
[Icon] TT-10003	Jul. 30, 2019	\$50.00	<b>Reduced</b> Feb 28, 2019 <i>Overdue</i>
[Icon] 21-01001	Aug. 27, 2019	\$50.00	<i>Overdue</i>

At the bottom right is the "User Notes" section with a text input field and an "Add Note" button.

This will launch a new browser window and log you in as the selected user with all the functionality associated with that user.



Home Vehicles Permits Appeals Lockers

Payments English Patricia Birch

This is the content header, it can be customized within the administrative interface to include announcements or instructions.

Personal Information

Ms. Patricia Birch (pbirch)

pbirch@tomahawk.ca

390 Lincoln Dr  
Ottawa, Ontario  
k7c2v2

Employee Number: 00900125

Vehicles

<b>BIRCH</b>	Ontario	Passenger	Active
2009 Mini Van	Beige	Chrysler	
<b>BIRCH2</b>	Ontario	Passenger	Inactive
2014 Sports Car	Black	Audi	

Unpaid Violations

<b>TT-10003</b>	\$35.00 (-\$15.00)	Issued: July 30, 2019 Due: August 12, 2019
BIRCH	Parked - Expired Parking Permit	
<b>21-01001</b>	\$50.00	Issued: August 27, 2019 Due: September 24, 2019
BIRCH	Parked - Permit Not Visible	

# Additional Information - Alarms, Violations and Permit Details

The dashboard also allows the admin to access the latest information on a user's history in regards to alarms, violations and permit ownership. If any warnings or alerts exist in the user's profile, they will be displayed at the top of the dashboard.

Quick Search

Shannon @ Tomahawk

Profile
Lockers
Vehicles
Parking
Payments
History
Incident History

Birch, Patricia (pbirch)

People Alarm

Licence Plate Alarm

Patricia is on the ERT team and may be parking in no parking zones occasionally

Basic Profile Information

Enabled

Yes

User Directory

OPSCOM

Unique ID

0da92796-760d-4c5d-b818-391247933b37

User Type

Full Time Staff

Username

pbirch

Name

Ms. Patricia Birch

Email Address

pbirch@tomahawk.ca

Auto Login Address

Login as user

Active Address

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390 Lincoln Dr

City

Ottawa

Province

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Postal Code

k7c2v2

Faculty Information

Vehicles

Status

Plate

Type

Province

Make

Year

Active

BIRCH

Passenger

Ontario

Chrysler

2009

Inactive

BIRCH2

Passenger

Ontario

Audi

2014

Violations

Ticket

Issued

Value

Notes

TT-10003

Jul. 30, 2019

\$50.00

Reduced

Feb 28, 2019

Overdue

21-01001

Aug. 27, 2019

\$50.00

Overdue

User Notes

Add Note

If outstanding violations exist for the user, the admin has the ability to access both images as well as ticket details from the **Violations** section of the dashboard.

- Access Violation details by clicking on the ticket number in the violations section.
- Access photos associated with the violation by clicking on the camera icon to the left of the ticket number.

Permit details can be accessed by clicking on the permit number under the **Active Permits** section of the dashboard.

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