

User Profile Landing Page

Editing a User's Profile

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

The screenshot displays a user profile page for Patricia Birch (pbirch). The navigation bar includes tabs for Profile, Lockers, Vehicles, Parking, Payments, History, and Incident History. A search bar is located in the top right. The profile is divided into several sections:

- Basic Profile Information:** Contains fields for 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), and Auto Login Address (with a "Login as user" button). An "Edit" button is circled in red.
- Active Address:** Lists Address (390 Lincoln Dr), City (Ottawa), Province (Ontario), and Postal Code (k7c2v2).
- Faculty Information:** A section header for faculty-related details.
- Vehicles:** A table listing vehicles with columns for Status, Plate, Type, Province, Make, and Year.

Status	Plate	Type	Province	Make	Year
Active	BIRCH	Passenger	Ontario	Chrysler	2009
Inactive	BIRCH2	Passenger	Ontario	Audi	2014
- Violations:** A table listing violations with columns for Ticket, Issued, Value, and Notes.

Ticket	Issued	Value	Notes
TT-10003	Jul. 30, 2019	\$50.00	Reduced Feb 28, 2019
21-01001	Aug. 27, 2019	\$50.00	
- User Notes:** A section with a text input field and an "Add Note" button.

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

Username **pbirch**

User Directory

Unique ID

Email Address

Password

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

Salutation

First Name

Middle Name

Last Name

Permanent Mailing Address

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.

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
TT-10003	Jul. 30, 2019	\$50.00	Reduced Feb 28, 2019 <small>Overdue</small>
21-01001	Aug. 27, 2019	\$50.00	<small>Overdue</small>

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.

Vehicle Information

[Add New Vehicle](#)

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

- 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.

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

Basic Profile Information [Edit](#)

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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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Faculty Information

Vehicles [Edit](#)

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User Notes ? [Add Note](#)

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



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

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

Unpaid Violations

TT-10003	\$35.00 (-\$15.00)	Issued: July 30, 2019 Due: August 12, 2019
BIRCH	Parked - Expired Parking Permit	
21-01001	\$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.

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Faculty Information

Vehicles Edit

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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.