

User - Profile Tab

Editing a User Profile

Locate the User you wish to edit/update by searching for a user. Click on the **Username** and the **Profile Dashboard** will display for that user.

On the top right-hand corner you will see the name of the user that changes will be applied to.

The screenshot shows a user profile dashboard. At the top, there is a navigation bar with tabs: Profile (dropdown), Lockers, Vehicles, Parking, Payments, History (dropdown), and Incident History. On the right side of the navigation bar, the user's name 'Doe, John (johndoe)' is displayed. Below the navigation bar, there is a 'People Alarm' message: 'Wanted for Questioning in Incident 123456 As she is a person of interest. On this fourteenth day September'. The main content area is divided into several sections:

- Basic Profile Information:** Contains fields for Enabled (Yes), User Directory (OPSCOM), User Type (Full Time Staff), Username (johndoe), Name (John Theodore Doe), Email Address (noreply@tomahawk.ca), and Auto Login Address (Login as user). An 'Edit' button is located in the top right corner of this section.
- Vehicles:** A table with columns: Status, Plate, Type, Province, Make, Year. One vehicle is listed: Active, ABC316, Passenger, Ontario, Acura, 2014. An 'Edit' button is in the top right corner.
- User Notes:** A section with a search bar and a list of notes. One note is visible: 'Justin @ Tomahawk > TEST' dated 'Apr 23, 2019 @ 2:15 pm'. Another note is partially visible: 'Tomahawk > 05/18 Tester Notes - Cash Subscription, Monthly 1805 allocation, Permit #501, no company' dated 'May 18, 2018 @ 2:03 pm'. There is an 'Add Note' button at the bottom.
- Active Address:** Contains fields for Address (213 Fake Street), City (Incognito), Province (Ontario), and Postal Code (k7c2v3).

Click the **Edit** button on the **Basic Profile Information** bar or click the **Profile** dropdown and click **Edit Profile Information**.

The **Edit User Profile** screen is displayed. All fields on this screen can be updated by Administrators. Click the **Submit Registration Information for Processing** button to save the changes.

Edit User Profile

--- Archive Type --- ?

Personal Information

Allow user login and mark account as active

? User Type: Demo

? Locker User Type: --- Select User Type ---

Username: jcallaghan

User Directory: OPSCOM [OPSCOM]

Unique ID: c4a1237b-0dab-46c9-be37-6840dbd82024

Email Address: jcallaghan@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:

First Name: Joseph

Middle Name:

Last Name: Callaghan

No Aliases ?
[Edit Aliases](#)

- People Alarm
- Licence Plate Alarm

Permanent Mailing Address: 9812 Reid Rd

City: Manotick

Province: Ontario

Postal Code: K8R1W2

Local Phone Number: 613555978 Please include area code

Drivers Licence:

Location of Issuance: Select Province

Date of Birth:

? Tax Exemption Code:

Private Comment:

Public Comment:

Allow Text2ParkMe reminders

There are no credit cards on file.

Company Member Individual

Account Number:

Receives Invoice

Student Information

Student ID:

Same as Above:

Local Mailing Address:

City:

Province: Select Province

Postal Code:

Staff/Faculty Information

Employee ID:

Department Name: Select Department

Campus Phone:

Mail Permit to: Local Mailing Address

x

Information of Note

Enabling Text2ParkMe

To enable a user to use **Text2ParkMe**, enable the **Allow Text2ParkMe Reminders** checkbox. A cell phone number and a credit card **must also be on file**.

Administrators do not have the ability to add credit card information to a user profile (this is for security purposes). Users must log in to their profile on the user portal to add credit card information.

Mail Permit To Address

The **Mail Permit To** field is used to direct which address prints on the hangtag when a user requests a hangtag permit be mailed to them. Whichever address is shown must be filled out on the profile.

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