

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.

Profile ▾

Lockers

Vehicles

Parking

Payments

History ▾

Incident History

Doe, John (johndoe)

People Alarm
Wanted for Questioning in Incident 123456 As she is a person of interest. On this fourteenth day September

Basic Profile Information

Edit

Enabled	Yes
User Directory	OPSCOM
User Type	Full Time Staff
User Type	Full Time Staff
Username	johndoe
Name	John Theodore Doe
Email Address	noreply@tomahawk.ca
Auto Login Address	<div>Login as user ?</div>

Active Address

Address	213 Fake Street
City	Incognito
Province	Ontario
Postal Code	k7c2v3

Vehicles

Edit

Status	Plate	Type	Province	Make	Year
Active	ABC316	Passenger	Ontario	Acura	2014

User Notes ?

Justin @ Tomahawk >

TEST

Apr 23, 2019 @ 2:15 pm

Tomahawk >

05/18 Tester Notes - Cash Subscription, Monthly 1805 allocation, Permit #501, no company

May 18, 2018 @ 2:03 pm

Add Note

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 --- ▾ Archive User ?

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: 6135555978 Please include area code

Drivers Licence:

Location of Issuance: Select Province ▾

Date of Birth: ⓘ clear

? 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 ▾

Submit Registration Information for Processing...

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.

Revision #2

Created 30 April 2024 08:34:39

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