

Managing Company Users (for Company Managers)

Getting to Company Users

Welcome, Company Managers! ☐☐ This guide will show you how to easily access and manage the accounts of your associated users within OPS-COM. This powerful tool allows you to help your team with things like updating their profiles, purchasing permits, and handling violations. Let's dive in! ☐☐

Quick Steps:

- Log in to OPS-COM as a **Company Manager**.
- Click on the '**Company Manager**' menu item.
- You'll see a list of your associated users.
- To manage a user's account, click the **login icon** next to their name.
- A pop-up will confirm which user's account you're now accessing.
- You can now perform actions on their behalf.

Step-by-Step Instructions:

1. First, log in to your OPS-COM account using your Company Manager credentials. You will only be able to do this if you have been granted the correct permissions in OPS-COM.
2. Once you're logged in, you'll notice an additional menu item in the navigation bar labeled '**Company Manager**'. Click on this link.
3. Clicking 'Company Manager' will take you to a page displaying a list of all the users associated with your company. You'll see their names and potentially other identifying information.
4. Next to each staff member's name in the list, you'll find a **login icon**. To access and manage a specific staff member's account, click on this icon next to their name.
5. After clicking the login icon, a pop-up message will appear on your screen. This message will clearly indicate the name of the staff member whose account you are now logged in as.
6. Once you've confirmed the login, you'll be taken to the home menu screen of the selected staff member. From this interface, as the Company Manager, you have the ability to perform all the actions that the staff member themselves can do within their profile. This

includes:

- Updating their profile information.
 - Buying parking permits on their behalf.
 - Paying any parking violations associated with their account.
 - Adding or managing their registered vehicles.
 - And essentially any other function available to a regular user.
7. Navigate through the staff member's profile and perform the necessary actions on their behalf, just as if you were logged into their account directly.

Revision #7

Created 23 April 2024 08:57:53

Updated 14 May 2025 13:55:53 by Shannon Jones