Location Configuration

- Locations
- Locations - Sub Locations

Locations

> The Manage Locations feature allows administrators to define and organize various physical locations relevant to your operations, such as buildings, parking areas, or specific points of interest. Its primary purpose is to provide clear geographical context within the system, which is crucial for accurate incident reporting and violation tracking. This article is intended for OperationsCommander (OPSCOM) administrators responsible for managing geographic data and enforcement locations.

Setup and Configuration

This feature is an administrative tool used to establish the physical boundaries and landmarks recognized by the OPSCOM system.

Admin Side: Administrators must have the appropriate system role permissions enabled to access the location configuration menus and manage the geographic lists.

User Side: This feature is strictly a backend administrative configuration. End-users do not interact directly with these location settings on the parking portal.

Using this Feature

Administrators can use the following instructions to navigate the management interface to seamlessly add, edit, or delete various system locations.

Accessing the Management Interface

1. Hover over **System Configuration**, click **Manage Locations**, and then click **Manage Locations**.

Adding Locations

1. Click the **Add Location** button.
2. Enter the full name of your new location in the provided text field.
3. Select the desired sub-locations you would like associated with this main location.
4. Enable the **Writer Visible** checkbox to make the location available to violation writers on handheld devices or the admin interface.
5. Enter a geographic location code in the **GIS Number** field if your organization utilizes GIS mapping.
6. Click the **Save Changes** button to create the new location and refresh the list.

> Sub-locations are specifically used in incident reporting and do not apply to vehicle violations. Detailed setup instructions can be found on the *Locations - Sub Locations* page.

Editing Locations

1. Locate the specific location you wish to modify in the active list.
2. Click the **Edit** button next to the entry.
3. Make the necessary updates to the name, visibility, or associated sub-locations.
4. Click the **Save Changes** button to apply your updates.

Deleting Locations

1. Locate the eligible location you wish to remove from the list.
2. Click the **Delete** button next to the entry.
3. Confirm the action to permanently remove the location from the system.

> A location can only be deleted from the system if it is not associated with any existing records. Administrators must first ensure that the location is not actively referenced by incidents, violations, or other system data. Reassigning records to another valid location is crucial to prevent data inconsistencies. If a location is currently in use, the **Delete** button will not be available.

Best Practices and Considerations

- **Use descriptive naming: Use clear and concise names for your locations.** Utilizing descriptive names like Main Campus Building A, West Parking Lot, or Gymnasium Entrance drastically improves clarity for all users and enforcement officers.
- **Leverage sub-locations: Utilize sub-locations to provide more specific detail for incident reporting.** Detailed geographical categorization is crucial for accurate record-keeping and long-term security analysis.
- **Manage writer visibility carefully: Carefully consider which locations need to be enabled as Writer Visible.** Ensuring enforcement officers only see relevant violation locations on their handheld devices streamlines their workflow and ensures accurate violation reporting.

- **Ensure data integrity before deletion: Always verify that a location is not actively referenced by any system records before attempting to delete it.** Attempting to force the deletion of an active location can cause critical data conflicts with past incident reports or issued violations.

Locations - Sub Locations

> The Sub Locations feature allows administrators to define more granular areas within a main system location, primarily for detailed incident reporting. Its primary purpose is to enhance the precision of incident documentation by pinpointing specific spots within a larger location, providing richer context for investigations and analysis. This article is intended for OperationsCommander (OPSCOM) administrators responsible for managing geographic data and incident configurations.

Setup and Configuration

This feature is an administrative tool used to establish specific areas within your predefined physical locations.

Admin Side: Administrators must have the appropriate system role permissions enabled to access the location configuration menus and manage the geographic lists. Ensure your primary locations are already configured before adding sub-locations. Detailed instructions can be found on the *Locations* page.

Using this Feature

Administrators can use the following instructions to navigate the management interface to seamlessly add, edit, or delete various sub-locations.

Accessing the Management Interface

1. Hover over **System Configuration**, click **Manage Locations**, then **Manage Sub-Locations**.

Adding Sub Locations

1. Click the **Add Sub-Location** button.
2. Enter the name of your new sub-location in the provided text field.
3. Enter a geographic location code in the **GIS Number** field if your organization utilizes GIS maps.
4. Click the **Save Changes** button to create the new sub-location and refresh the list.

> The GIS Number field is strictly optional and is only required for clients who utilize an external geographic location code system or mapping integration.

Editing Sub Locations

1. Locate the specific sub-location you wish to modify in the active list.
2. Click the **Edit** button next to the entry.
3. Make the necessary updates to the name or GIS number.
4. Click the **Save Changes** button to apply your updates.

Deleting Sub Locations

1. Locate the eligible sub-location you wish to remove from the list.
2. Click the **Delete** button next to the entry.
3. Confirm the action to permanently remove the sub-location from the system.

> A sub-location can only be deleted from the system if it is not associated with any existing records. Administrators must first ensure that the sub-location is not actively referenced by incidents, violations, or other

> system data. Reassigning records to another valid sub-location is crucial to prevent data inconsistencies. If a sub-location is currently in use, the **Delete** button will not be available.

Best Practices and Considerations

- **Add detail for incident reporting: Leverage sub-locations to provide specific detail that goes beyond the general location.** For example, within a main location like "Mulloy Library," you might create sub-locations for "Reading Room," "South Entrance," and "Loading Dock" to pinpoint exactly where an incident occurred.
- **Maintain clarity in naming: Use clear and concise names for your sub-locations.** Descriptive naming ensures incident reports are easily understandable for all administrators and enforcement officers reviewing the data.
- **Ensure accurate GIS integration: If your organization uses GIS data, ensure your GIS numbers for sub-locations are accurate and consistent with your mapping systems.** Mismatched codes can cause mapping errors or data syncing issues.
- **Verify data integrity before deletion: Always ensure that a sub-location is not actively referenced by any system records before attempting to delete it.** Attempting to force the deletion of an active sub-location can cause critical data conflicts with past incident reports.