

User Portal Branding and Setup

OPSCOM administrators can define global default branding for the User Portal. By configuring the **Default Site Logo** and **Default Site Header**, you can ensure consistent branding and visual presentation across your OPSCOM User environment.

Setup & Configuration

Default images are configured within the **Global** component of the **System Settings**.

1. Hover over **System Configuration**, and click **System Settings**.
2. Click the Global settings tab. Within the **Global Setting** section, you will find two key areas where you can configure images:
 - **Default Site Logo**
 - **Default Site Header**

Setting the Default Logo

1. Next to the **Default Site Logo** setting, click on **Select Image**.
2. You will be taken to the **Manage Files** section (your file repository).
3. Browse your computer or search for the image you wish to use as your default site logo.
4. Select the desired image.

[Follow the **Uploading and Managing Files** guide for best practices regarding file management and organization.](#)

Setting the Default Header Image

1. Similarly, next to the **Default Site Header** setting, click on **Select Image**.
2. Follow steps 3-4 above.

Once the images are selected, their file names or previews will appear in the respective configuration settings fields. Remember to **Save Settings** to apply these selections.

Observing the Changes

These default images serve as fallbacks and will appear in various places throughout the OPSCOM system if no specific logo or header is set in other areas (such as the **Contents and Designs** section).

Common places where these default images are utilized include:

- The **User Portal** (e.g., your public-facing permit purchasing site).
- The **phone interface** utilized in features like **Real-Time Parking**.
- Mobile apps, Text2ParkMe, and QR code interfaces

Best Practices & Considerations

- **Branding Consistency:** Use high-quality, appropriately sized images that reflect your organization's branding for both the logo and header.
- **Optimization:** Ensure image files are optimized for web use (e.g., compressed, appropriate resolution) to ensure fast loading times on all interfaces.
- **Global Impact:** Remember that these are *default* settings. If you have specific headers or logos configured in other sections of the system

(like individual email templates or specific public pages), those specific configurations will override these global defaults.

- **Accessibility:** Consider the visual accessibility of your chosen images, especially for text overlays or contrast, if applicable to your header design.

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