

5.02.181105 - Web Maintenance

The **OperationsCommander** web application has an upcoming maintenance release. **Please take some time to review this information to assess the impact on your production environment and workflow.**

The updates will be available on preview sites November 5, 2018 and released to production environments November 12, 2018.

- [New - Bulk User Type Change Tool](#)
- [New - Template & Design Area](#)
- [New - Detailed Permit Sales Report](#)
- [New - Generate a File for Mail Merge](#)
- [New - Billing Date & Due Date for Invoices](#)
- [New - OPS-COM Lot Information Shortcodes](#)
- [New - Disclaimer Short Codes](#)
- [Updated - Columns Added to the Lot Value Report](#)
- [Updated - Lot Short Name Listed on Invoices](#)
- [Fixed](#)

New - Bulk User Type Change Tool

This tool allows Admins to change User Types in bulk. This is useful for clients that have different parking options based on User Type. For example, if Freshmen parkers only have access to certain lots you will need to change them to the Sophomore User Type next year, so that the new options will become available to you. The Bulk User Type Change tool is new to OPS-COM. For more information about this feature, [refer to this wiki article](#).

New - Template & Design Area

OperationsCommander is improving the system to give clients more control over the look and feel of pages on the User Portal. These pages must be configured by an Admin with HTML knowledge. We will be releasing more information as it becomes available.

New - Detailed Permit Sales Report

This report allows you to view all processed payments for permits in a given time frame. Results are broken down by lot and have HST is separated. This report is exportable to excel.

New - Generate a File for Mail Merge

You can generate a list to be used with a mail merge program, such as Microsoft Word. This will allow you to create letters, labels and envelopes for your users in OPS-COM. [Refer to this wiki article](#) for more information.

New - Billing Date & Due Date for Invoices

There are now three dates associated with invoices in OPS-COM. They are:

- Issued Date - The day you created the invoice.
- Billing Date - The first day you want the invoice to pertain to, usually the first day of the month the permit is active for.
- Due Date - The day you expect your clients to pay by.

Prepare Invoices

Invoicing for November (M)

This is for rolling active permits from the current active sales window to the selected future sales window.

Billing Date

Due Date

Invoice	Total Permits	Total Amount	Account Number	Account Name	Contact Name	Email
<input checked="" type="checkbox"/>	2	\$226.00	197102	 Jones Windows Company	Shannon Jones	joneswindows@jw.com

Send Invoices

You can search for invoices by Billing date on the Invoice Search page. For more information, [refer to this wiki article](#).

New - OPS-COM Lot Information Shortcodes

OperationsCommander has started making shortcodes that allow you to display specific things on the OPS-COM User Portal. Shortcodes are small bits of code that allow you to do various things with little effort.

In this example a shortcode would display all lots even if they are sold out, the price of the permits for that lot, and the total number spaces in the lots. For more information [refer to this wiki article](#).

Lot Name	Lot Type	Price	Available
Lilac - Daily Reserved	M	\$250.00	24
Green Staff Lot East	M	\$100.00	35
Teal - Complimentary	Y	\$0.00	24
After 4PM	Y	\$150.00	48
Red Student Lot West	Y	\$525.00	33
Red Staff Lot West	Y	\$350.00	7



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New - Disclaimer Short Codes

There is new shortcode functionality for both the Vehicle and Locker disclaimers. [Refer to this wiki article](#) for more information.

Updated - Columns Added to the Lot Value Report

Subtotal, Taxes and Total columns have been added to the Lot Value Report.

Lot Usage

Export to Excel

Sale Window Type	Lot Name	Price / Permit	Rented Permits	Total Available Permits	% Utilized	Subtotal	Taxes	Total
Y	Red Staff Lot West	\$350.00	5	12	41.67%	\$1410.00	\$183.30	\$1593.30
Y	Red Student Lot West	\$525.00	5	38	13.16%	\$2508.50	\$326.11	\$2834.61
M	Green Staff Lot East	\$100.00	3	38	7.89%	\$300.00	\$39.00	\$339.00
Y	After 4PM	\$150.00	3	51	5.88%	\$450.00	\$58.50	\$508.50
Y	Text2Park	\$5.00	0	0		\$0.00	\$0.00	\$0.00
M	Lilac - Daily Reserved	\$250.00	2	26	7.69%	\$500.00	\$65.00	\$565.00
Y	Teal - Complimentary	\$0.00	2	26	7.69%	\$0.00	\$0.00	\$0.00
Total Value of all rented permits			20	191		\$5,168.50	\$671.91	\$5,840.41

Updated - Lot Short Name Listed on Invoices

The lot short name is now listed on invoices next to the permit number.



Invoice

Bill To:

Lilac is the Lot Short Name

Name
Voula Costa

Permit
Lilac: L104

Voula Costa
159 Penny Lane
Stittsville, ON
K9L2W4

Invoice No.: 1018
Date: 10/17/2018
Due Date: 11/16/2018

Name	Permit	Sale Window	Quantity	Rate	Amount
Voula Costa	Lilac: L104	Past - April Monthly	1	\$250.00	\$250.00

Fixed

OC-3182 - A bug that prevented the state from being set correctly for Text2ParkMe.

OC-2993 - A bug related to the user session being set.