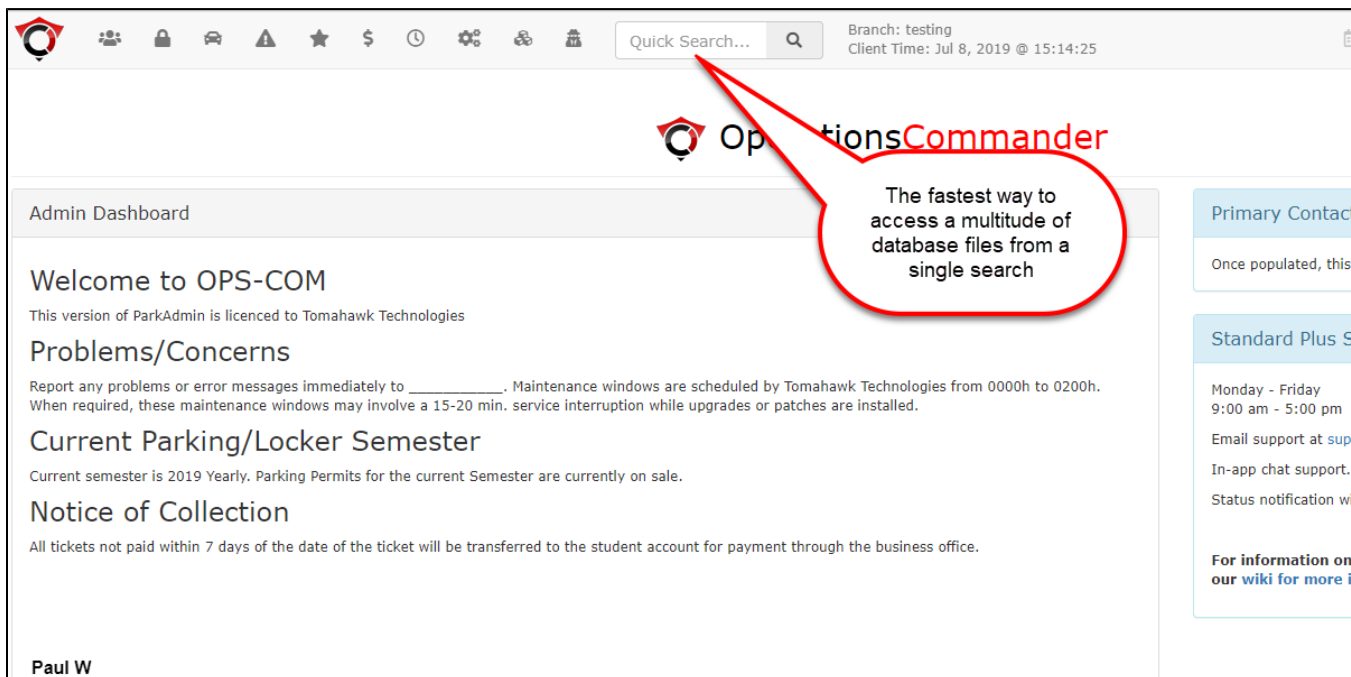


Quick Search Tool Functionality

The **Quick Search** tool was recently introduced to OPS-COM found at the top of your Admin Portal. This tool allows you to quickly and efficiently access a variety of database files using one search variable.

Quick Search

The new **Quick Search** tool requires a minimum of 4 characters to perform a query. See below for a complete list of information you can search for throughout the database.



The screenshot shows the OPS-Com Admin Dashboard. At the top, there is a navigation bar with various icons and a search box labeled "Quick Search...". A red callout bubble points to the search box with the text: "The fastest way to access a multitude of database files from a single search". The dashboard content includes sections for "Welcome to OPS-COM", "Problems/Concerns", "Current Parking/Locker Semester", and "Notice of Collection". The user's name "Paul W" is visible in the bottom left corner.

OPS-COM Search Items

This tool will search the following fields from a single source:

- Searches vehicles by plate
- Searches vehicles by VIN number
- Searches people by:
 - Username
 - Last name
 - Email address
 - Student number
 - Employee number
- Searches violations (in the last 18 months) by:
 - Ticket number
 - Plate of vehicle involved
- Searches incidents (in the last 18 months) by:
 - Incident number
- Payments (last 18 months) by:
 - Confirmation code

