

This quick reference guide is provided to assist with setting up your new OPS Network and to give agency members, charged with managing the initial setup, a basic framework to get started.

1

I.T. ASSISTANCE:

Ask your IT Department to white-label:

<https://opspolice.network> and
noreply@opspolice.network



Ensures members can receive
OPS Network email notifications.

2

USER SIGN-UP:

- Establish user permission levels utilizing the "Staff Management" tools.*
- Send out the provided "User Sign-Up" email to all agency members who will be using the network. *This should (at a minimum) include all "sworn" agency members.*
- Set a sign-up deadline for users to keep them on track*

*Helpful Hints:

- Start with basic user levels, adjust as needed.
- Consider rolling out the sign-up process in stages: i.e: Stage 1: Supervisors, Stage 2: Line Officers, Stage 3: Support Staff. Give each "stage" 1 week to complete.



All users must use a Modern Browser such as
Chrome or Edge. (OPS WILL NOT work with
Internet Explorer)

3

COMMUNITY INTERFACE:

- No Existing Website:** Follow the "video tutorial" to start creating your new agency Community Interface.
- Existing Website:** Follow the "video tutorial" to start creating your new agency Community Interface and begin the process of copying the information you want to retain from your old website, over to your OPS platform.*
- Contact OPS Support to assist with activating your agency domain. (it's easy!)

*Helpful Hints:

- Copy and Paste is easy and works for most text and images when copying from an existing website.
- You cannot "hurt" OPS, so experiment with design and page layout ideas.
- Colors, text fonts, graphics, etc.. are all controllable with NO web design skills.
- Consider the OPS website migration service to save you time and effort.

4

MODULES:



- TURN SOME OFF?:** Using the "toggle" switch within each module, decide which modules your agency will NOT use and toggle them off. **ALL MODULES ARE ON BY DEFAULT.**
- START USING THEM:** Upload some documents, create some links, send a test tip, create a press release, search for cameras, etc.. All OPS Modules are easy to use, so try them out.

5

AGENCY COMMAND CENTER:



- CREATE YOUR LINKS:** Begin adding your most important cloud based system links to your agency Command Center so users can instantly utilize these valuable tools from anywhere.*
- MESSAGE CENTER:** Begin utilizing the OPS Command Center message and information sharing features so that users can learn how to receive and respond to critical information.
- START ADDING DOCUMENTS:** Start uploading critical agency documents, policies, etc..

*Helpful Hints:

- Start with adding links to your agency's RMS System, Jail System, 2C Codes, etc.. and build from there.
- Ask agency members what links and resources would be helpful on the Command Center.

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ASSISTANCE:



- VIDEO TUTORIALS:** Find many helpful video tutorials in the "Video Tutorial" section, located on the secure OPS Network sidebar menu.
- ONLINE SUPPORT:** Support is available 24/7 via the "Support Ticket System" located on the secure OPS Network sidebar menu.
- OPS REP:** Your OPS Rep is available 24/7 via phone. DO NOT HESITATE to call for assistance or to ask a question. OPS is ALWAYS available.

MISSION CRITICAL



SET DEADLINES: As with any project, set deadlines for your team. Without them, it is easy for projects to linger.



UTILIZE THE HELP TOOLS: Do not hesitate to request assistance via the numerous tools and resources available, to include contacting your OPS Rep (who is available 24/7).



USE THE APPLICATION: The OPS Network was developed by and for law enforcement. It requires no technical skill and users cannot "damage" the system. Be creative and explore the network.