Category: General

Module 1: Setting Account Preferences

Who should read this guide?

Tracertrak account administrators, using Tracertrak for the first time, should read this guide to understand the initial steps for configuring their account level settings in the Tracertrak web console prior to adding new users.

This guide covers:

- Configuring your account name.
- Configuring your account's general system settings.

Configuring Your Account Name

When your new Tracertrak account is created you will receive an email with Administrator login credentials including a temporary password. The first time you log in to Tracertrak you will be prompted to update the account nickname and your temporary password. By default, the account nickname is your account number. It is recommended you choose something that is relevant and easy to remember.

Configuring Your Account's General System Settings

As the administrator, you are responsible for setting the default general settings for the account. These settings will apply to all new users added to the console and can be found in Administer > Account Settings. The most important setting to change here is your time zone. All the information provided by Tracertrak such as device data, alarms and alerts are presented to users based on their chosen time zone. If you have team members working in different time zones they can change their individual time zone on Administer > My Settings.