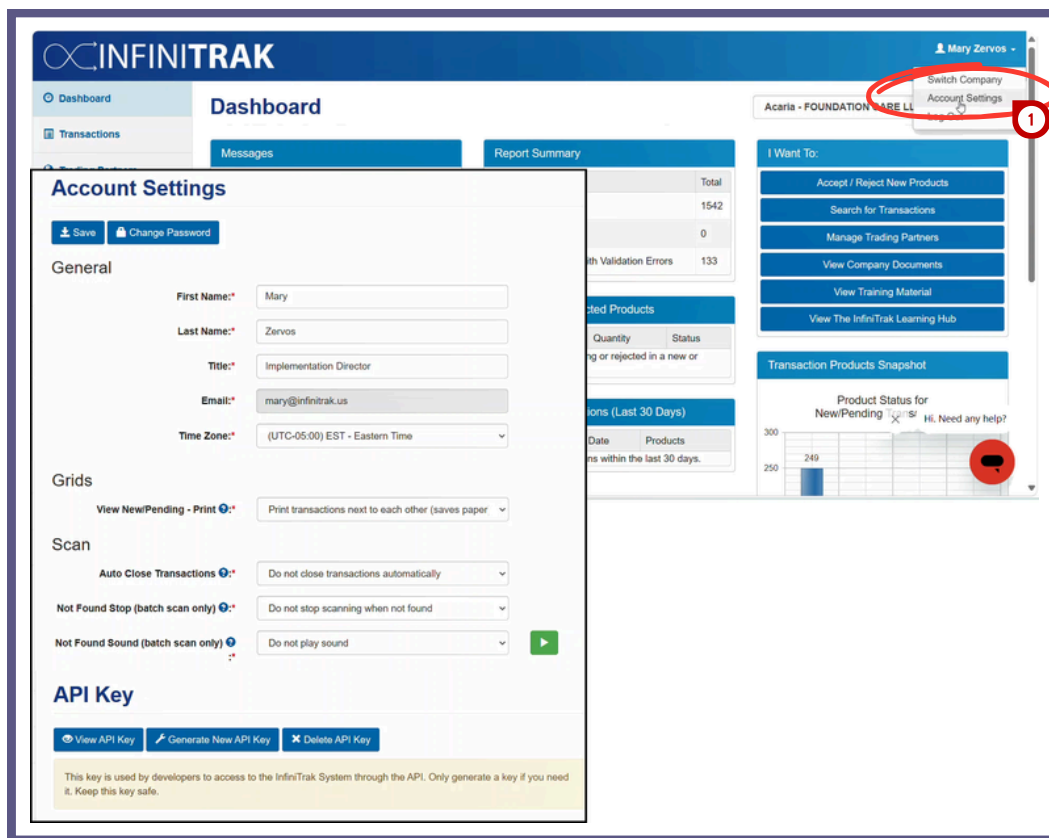


User Account Settings

Account Settings allow the account user to manage their profile and certain user-friendly settings in the system. Account settings only impact the user; they are not company-wide settings.

- To locate the Account Settings, select the user name in the top right-hand corner.
- Then select 'Account Settings'



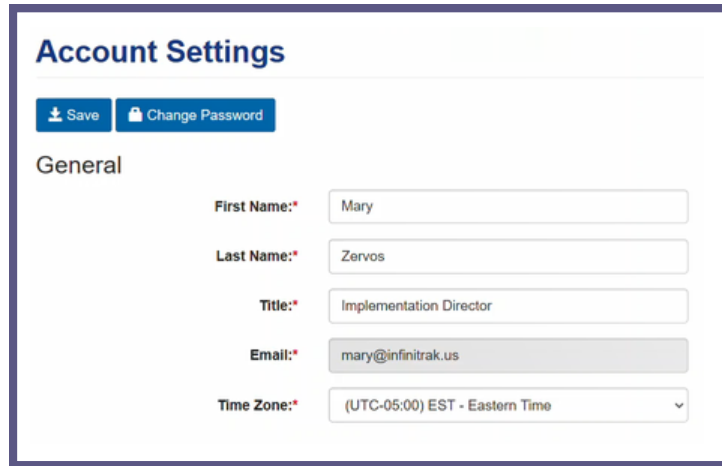
Check out the
Video Tutorial



- Account Settings are broken into 4 categories
 - General
 - Grids
 - Scan
 - API Key

GENERAL

- General settings include the User's name, Title, Email, and Time Zone. contact phone number & contact email. The user can make changes to any of these except the Email.
 - The Email is the user's login and can only be changed by the InfiniTrak's IT department. If the email needs to be changed, please contact Customer Support.
- Once the changes are made, select 'Save'
- The user can also change the password by selecting 'Change Password'



Account Settings

[Save](#) [Change Password](#)

General

First Name:*

Last Name:*

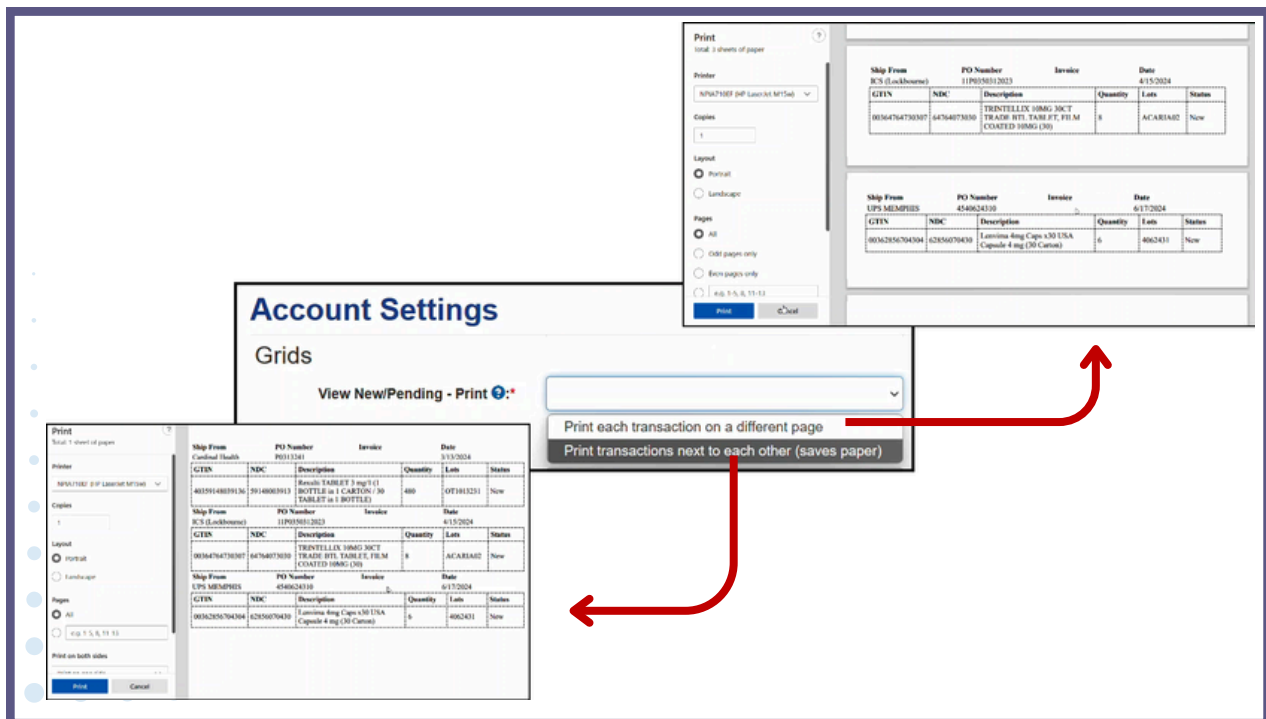
Title:*

Email:*

Time Zone:*

GRIDS

- Grids allow the user to select how the View New/Pending page Prints.
 - Print each selection on a different page, prints each 'selected' line item from the View New/Pending page on its own individual sheet.
 - Print transactions next to each other (saves paper), prints all 'selected' line items from the View New/Pending page consecutively.



Print
Total: 1 sheet of paper

Printer:

Copies:

Layout: ☒ Portrait ☐ Landscape

Pages: ☒ All ☐ Odd pages only ☐ Even pages only ☐ e.g. 1, 3, 5, 11, 13

[Print](#) [Cancel](#)

Grids

View New/Pending - Print

Print each transaction on a different page

Print transactions next to each other (saves paper)

Print
Total: 1 sheet of paper

Printer:

Copies:

Layout: ☒ Portrait ☐ Landscape

Pages: ☒ All ☐ Odd pages only ☐ Even pages only ☐ e.g. 1, 3, 5, 11, 13

[Print](#) [Cancel](#)

Ship From **PO Number** **Invoice** **Date**

Ship From	PO Number	Invoice	Date
BSC (Lockhouse)	119035012023		6/15/2024
GTIN	NDC	Description	Quantity
00164764730307	64764073030	TRIENELIX 10MG 30CT	8
00164764730307	64764073030	TRADE BYT TABLET, FILM COATED 10MG (30)	8
ACARIAS			Now

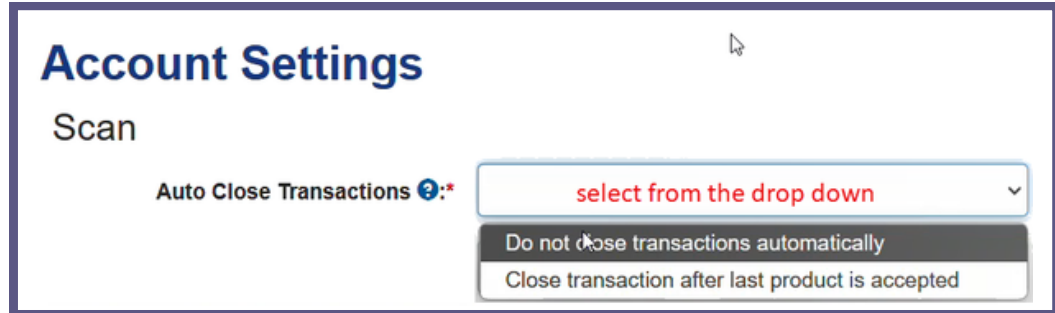
Ship From **PO Number** **Invoice** **Date**

Ship From	PO Number	Invoice	Date
UPS MEMPHIS	4540624310		6/17/2024
GTIN	NDC	Description	Quantity
0036295704004	4255070400	Laminia 4mg Caps x30 USA	6
0036295704004	4255070400	Capsule 4 mg (30 Caps)	6
4062431			Now

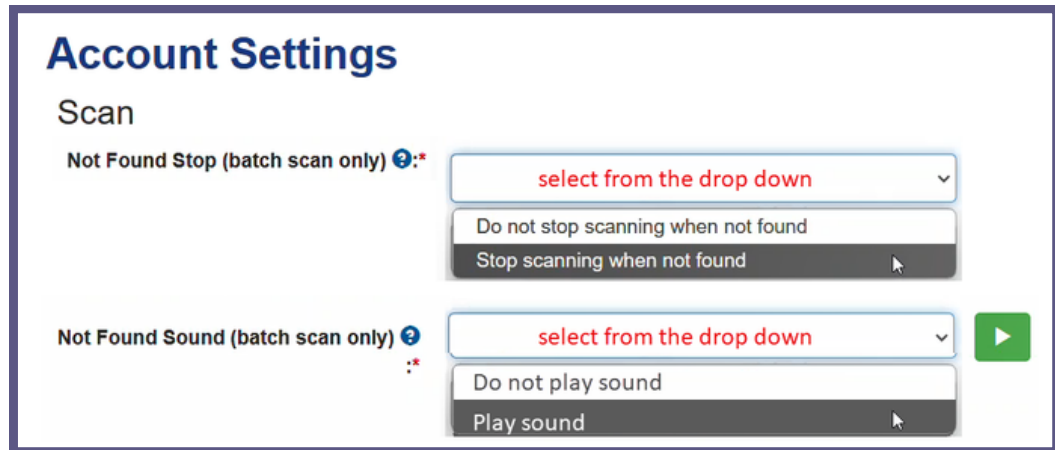
SCAN

- There are 3 different scanner settings – Auto Close Transactions, Not Found Stop, and Not Found Sound.

- Auto Close Transactions:
The user can set the account to automatically close the transaction once the last product on the transaction is accepted. This saves time by not having to locate & open the transaction in order to close it



- Not Found Stop & Not Found Sound are to help a user identify product not found while batch scanning. Selecting Stop scanning means that during a batch scan, if the user scans a product that is not found in the system,



the user cannot continue scanning until it is addressed. The user can also have the computer play a sound to indicate a scanned item is not found.

API KEY

- An API Key is used by developers to access the InfiniTrak System for integration with another software, through the use of API.
- Select 'Generate New API Key'
- Enter your password
- An API key is generated, provide this to the developer.
- If the user already has an API Key, it is important not to generate another one, just select View API Key.

