

Roadpost Support Center

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Options tab Overview for Administrators & Monitors [GPv3]

Lu Parente - 2015-10-07 - in Options Tab

The **Options** tab provides Administrators and Monitors with the ability to configure all of the service critical features of the web app such as **Users**, **Groups**, the **Global Address Book**, **Event Notifications**, **Check-In Schedules**, **Geofences** and more. When you first signed up for GeoPro and created an account, we took care of a few very important items for you. This includes, creating your administrator license and activating your devices, creating users which you assigned to your devices, creating escalation contacts and an escalation contacts distribution list in the Global Address Book, configuring Event Notifications to notify your escalation contacts which are triggered when specific events occur, and registering your account with GEOS if selected at the time of account creation.

Below is a short summary of what each of the menu options are used for on the **Options** tab.

Home Devices List View Filter Help Options Log Out

Options

My Profile >

Users >

Groups >

Global Address Book >

Global Event Notifications >

Global Canned Messages ★ >

Check-In Schedules >

Synchronization Tools >

Tracks >

Geofences >

Points of Interest >

Account Management ★ >

Log a Support Request

★ = Only available to Administrators

- Review & modify details related to your user profile
- Manage user's profiles and their profile details
- Manage groups and perform actions on groups of devices
- Manage contacts & distribution lists, escalation contacts and flag contacts to sync to devices
- Manage event notifications which are triggered when specific events occur and the recipients
- Manage canned messages for supported devices
- Manage check-in schedules for device users which are required to check in periodically
- Download device specific sync tools based on the device types on your account
- Show or hide track/ breadcrumb trails for specific devices
- View & manage geographical location fencing
- Manage private or account wide waypoints/ points of interest on the map
- Manage your user licences, services plans and billing information
- Notify us of any bugs or feature enhancement requests