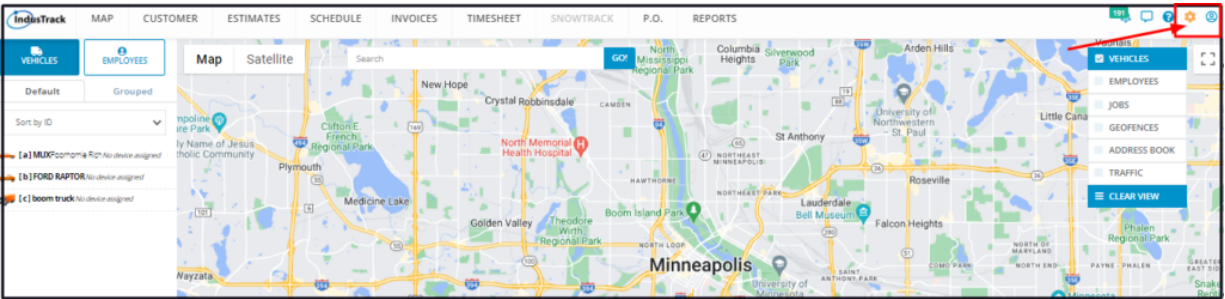# The Settings Section

The **Settings Section** serves as the backend of your system. Here, you will set up your company, employees, vehicles, customers, inventory, reminders and others.

There are two (2) ways that you can access the **Settings Page**:

- **Cog/Wheel Icon**
  - Click on the Wheel icon at the top menu. This will bring you to the Settings Page.
- **Account Icon**
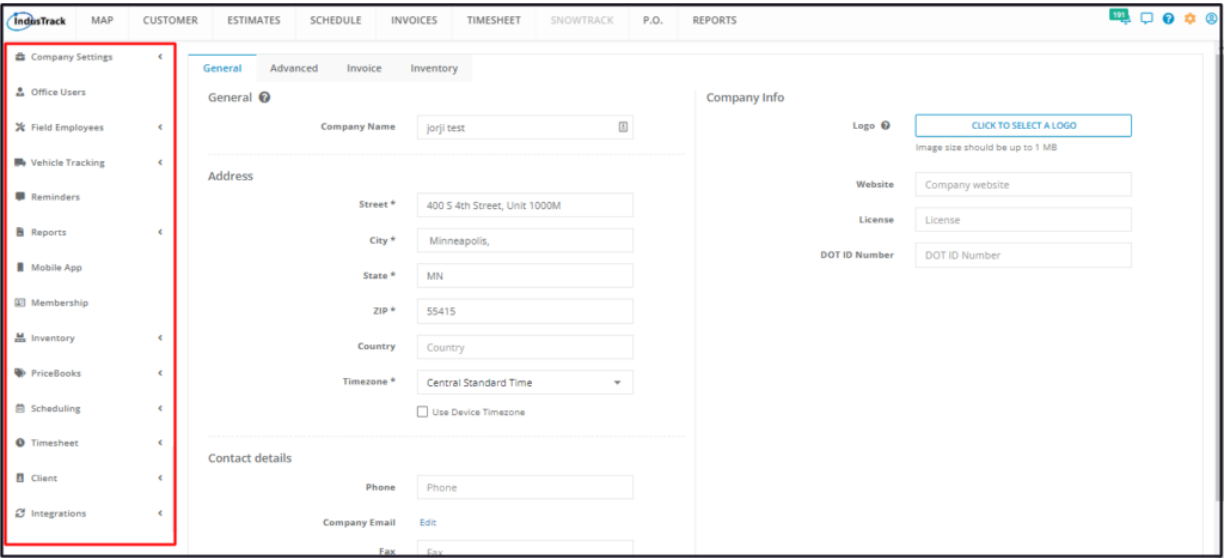 - Navigate to the profile icon at the top menu and select **Settings** from the drop-down.

Settings Access Icons

If Settings is greyed out (not clickable), this means that you do not have access to the Settings Page. You need to have **View or Edit permission** of the Settings Section. Speak to your administrator to get access.

The settings page defaults to Company Settings.

The left menu lists the different settings broken down by categories/settings modules.

The Left Menu

The top menu which contains the different Module Headers and Icons can still be accessed from the Settings page. Click on the header to go to the specific module. To go back to the HomePage, click on the **IndusTrack Icon** at the top left.

Company Settings ‹
Office Users
Field Employees ‹
Vehicle Tracking ‹
Reminders
Reports
Mobile App
Membership
Inventory ‹
PriceBooks ‹
Scheduling ‹
Timesheet ‹
Client ‹
Integrations ‹

General Advanced Invoice Inventory

General ?

Company Name jorji test

Address

Street * 400 S 4th Street, Unit 1000M
City * Minneapolis,
State * MN
ZIP * 55415
Country Country
Timezone * Central Standard Time
☐ Use Device Timezone

Contact details

Phone Phone
Company Email Edit
Fax Fax

Company Info

Logo ? CLICK TO SELECT A LOGO
Image size should be up to 1 MB
Website Company website
License License
DOT ID Number DOT ID Number