TRACELINK UNIVERSITY

Modify your account

Modify your profile, define app settings, and enable inbox messages and notifications.

Modify personal settings

1. Expand the TraceLink Account menu in the header.
2. Select Settings.
3. From the left side menu, select Profile.
4. Select Edit.
5. In the **General** section, update one or more of the following fields:
    - Given Name field – Displays the first name of the logged-in user.
    - Surname field – Displays the last name of the logged-in user.
    - Job Title field – Specifies the job title of the logged-in user.
    - Job Function field – Specifies the job function of the logged-in user.
    - Mobile Phone field – Specifies the mobile phone number of the user.
    - Fax Number field – Specifies the fax number of the user.
    - Email field – Displays the email address of the user. This field is not editable.
    - Profile Photo drop-down – Select an option to capture or upload media.

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- Open Camera – Capture a photo or video using the device camera.
- Browse – Select a file from the device to upload.

6. In the **Company Information** section, update one or more of the following fields:
    - Company Name field – Specifies the name of the company.
    - Industry field – Specifies the industry associated with the company.
    - Company URL field – Specifies the company website URL.
    - Industry Other field – Specifies the industry when Industry is set to Other.
    - Country field – Specifies the country where the company is located.
7. In the **Preferences** section, update one or more of the following fields:
    - Locale drop-down – Specifies the locale used in that region.
    - Language drop-down – Specifies the language used.
    - Time Zone drop-down – Select the time zone used to display time.
8. Select Save.

Enable notifications for OPUS solutions

Enable events within OPUS solutions to send you notifications.

1. Select the correct company from the TraceLink Account menu if you have access to multiple companies.
2. Expand the TraceLink Account menu in the header.
3. Select Settings.
4. From the left side menu, select Opus Notifications.
   The Search Notifications Settings screen appears.
5. Select the Filter button.
6. In the Filters push panel, fill in the following field:
    - Application Name drop-down – The name of the app for which you want to configure the notification settings.
7. Select Apply.

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8. From the results list, select the hyperlink in the **Application** column that corresponds to the desired application.
   The Notification Settings Details screen appears.
9. Select Edit.
10. In the **General** section, set the Allow Notifications switch to Yes.
    Setting the Allow Notifications switch to No, disables all in-app and email notifications. No notifications are sent.
11. In the **Event Notifications Preferences** section, select the desired event for which you want to configure notification settings.
    i. Select the Edit icon.
    ii. In the Edit Preference push panel, fill in the following fields:
        - In-app Notifications switch – Set to On to receive notifications inside the OPUS Platform Web UI.
        - Email Notifications switch – Set to On to receive the email notifications.

    To reveive email notifications, the In-App Notification switch must be set to On. If it is off, no notifications are sent even if email notifications are enabled.
12. Select Apply.
13. Select Save.
    The notifications settings are saved, and you begin receiving **notifications** for the events.

Enable notifications for Track & Trace Services solutions

Enable events within Track & Trace Services solutions to send you notifications.

1. Expand the TraceLink Account menu in the header.
2. Select Settings.
3. Select Classic Notifications.
4. Select the Track & Trace Services app to set notifications for from the landing

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page.

Begin working in the Settings user experience, which displays in the content area below the header. See the Track & Trace Services *Application Setting Online Help* for more information.

Accept Link invitations

All Link invitations for classic TTS apps must be responded to within the classic user experience.

1. Expand the TraceLink Account menu in the header.
2. Select Settings.
3. Select Link Invitations.

   Begin working in the Link Invitations UI, which displays in the content area below the header.

Search versions

Search application and solutions versions for your company networks.

1. Expand the TraceLink Account menu in the header.
2. Select Settings.
3. From the left side menu, select Versions.
4. Select Filters.
5. Fill in one or more of the following fields:

   - Network Name field – Specifies the name of the network.
   - Application Version field – Specifies the application version.

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- Solution Version field – Specifies the solution version.

6. Select Apply.

   The main content area displays the results according to filters applied by the user.

Related Content



Switch companies or environments

The OPUS Ensemble user experience allows you to switch between companies or environments that you have access to with the same user account (identified by an email) without logging into a separate URL.

View More



Navigate to help documentation and support

Select the Help Center icon in the header to access the one-stop-shop help center for everything related to the network you are currently within (e.g.

View More

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