

PSTRAX SUCCESS GUIDE: BASIC OVERVIEW

These checklists are designed to help you implement PSTRax successfully, from initial setup to full deployment. Remember that we're here every step of the way, so feel free to reach out with any questions or adjustments.

- Log into PSTRax.** Go to app1.pstrax.com in your browser and enter the username and password provided to you. Change your password when prompted.
- Get to know the Station Home page.** See checks that are due, alerts, journal posts, and learn how to navigate through the system. [Learn more.](#)
- Review your user settings.** Go to **Settings > User Settings** to edit your personal information, set a home station, update notification settings, change your password, and more. [Learn more.](#)
- Set up your personnel.** Go to **Settings > Personnel > User List** to view all system users. Make sure everyone that should have access to PSTRax is included and has the correct permissions. [Learn more.](#)
- Set up Journal categories.** The Journal is used as a digital whiteboard to display information to crews. Go to **Settings > Journal** and add or edit categories to your liking ("Pass-On Report", "Station Log", "Announcements", etc.). [Learn more.](#)
- Add a shortcut to your device(s).** Add an app icon to your phone / tablet by following [these instructions.](#)
- Adjust system settings.** The following options can be adjusted by our team to match your preferences. Please let us know if you'd like to make changes.
 - **# Journal days** - The number of days posts display in the Journal panel until they drop off the home page. This is defaulted to 7 days. [Learn more.](#)
 - **Remove Journal** – If you don't plan on using the Journal, we can shut it off for you.
 - **Module order** – The display order of modules in the Checks panel. We recommend organizing by most to least used module. [Learn more.](#)
- Check out our Help Center.** Click **Help** in the navigation panel to access training checklists, view how-to videos & articles, read best practices from other departments, or contact our support team.