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Connect

Report

Success

Record

**Fast-Track Your Center Profile Set-up**

**Overview**

When setting up the Trac System, the Center Profile is one of the first areas in which users will setup and configure their system. Subcenters are created to separate services.The preferences will determine the basic operation of your centers in the Trac System and how students and users operate within the system. There are a lot of settings to configure and this session will cover the basics to create a sustainable Trac System that will run smoothly semester after semester.

* **General Tab**
	+ A Profile is not activated until you receive an Activation Code from Redrock Software. Email support@Go-Redrock.com with the Sequence number found at the top of the Center Profile record. You will receive an email containing your Activation Code for this profile.
		- Always make sure the “Primary Group:” is your system administrator account. This is a safety net so your administrative access does not get removed.
* **Centers Tab**
	+ A subcenter could represent a physical center, department, unit, or any other division that you might need to separate activities, users, consultants, schedules, and visits. Typical subcenters include Learning Centers, Math Centers, Writing Centers, Advising Centers, but subcenters do not have to be limited to actual physical locations.
	+ To create a subcenter, navigate to the *Centers* tab within your Center Profile. Click *Create New* to begin the process of creating a new subcenter.
* **Prefs Tab: Log In/Out**
	+ The Log In\Out preferences deal with logging students in and out such as what is displayed on the log in\out screens and terminating visits.
* **Prefs Tab: Scheduling**
	+ The scheduling preference allows you to set your appointments rules like how far out can the students see the schedule, how many appointments can a student book or even miss.
* **Prefs Tab: Custom Fields**
	+ Custom Fields can be used to receive input from the students like “How did you hear about the Tutoring Center?” or “Is this a drop-in visit?” You can have up to 8 custom fields.
* **Prefs Tab: Notices**
	+ Allows you to enter a specific welcome message to your students, staff, or kiosk.