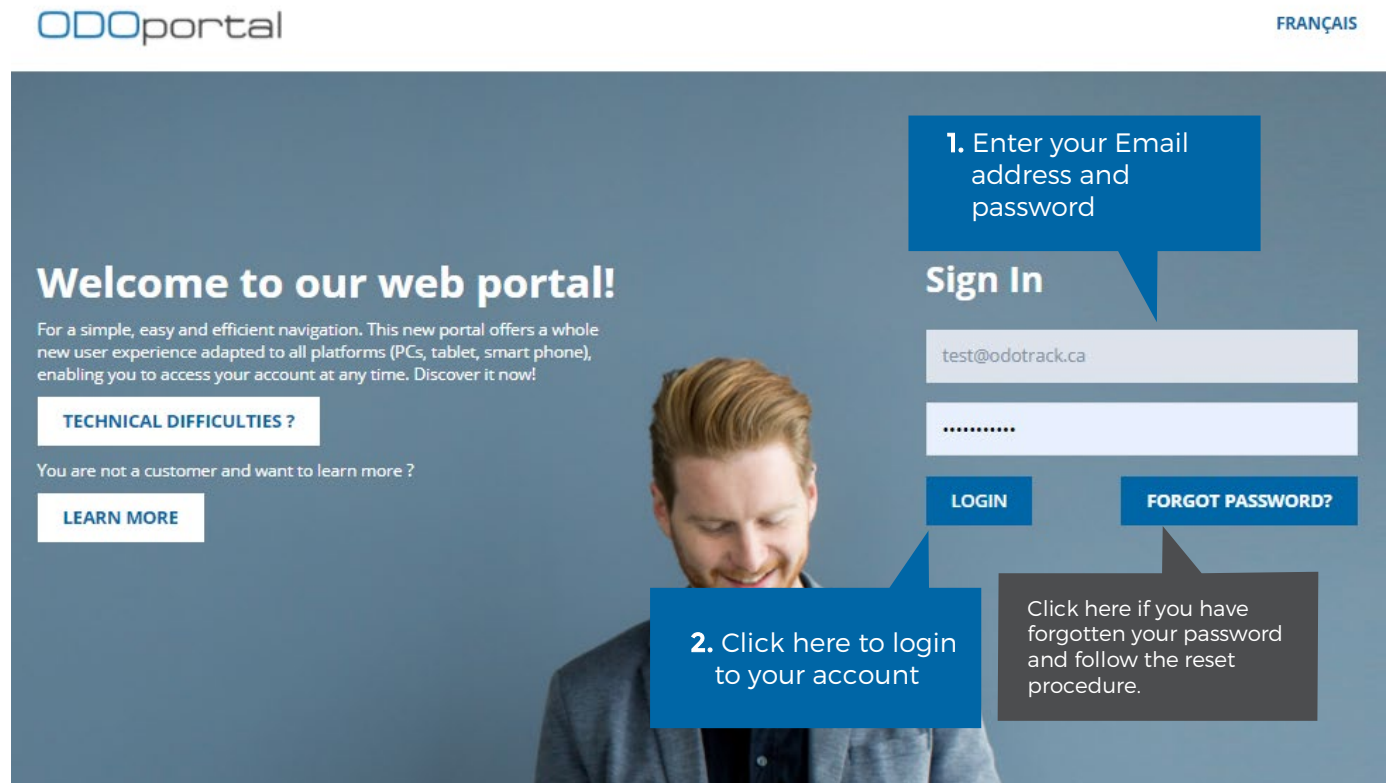
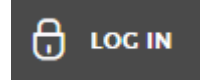


The current administrator of the account is the only person that can assign his administrative rights. Here is the procedure to follow.

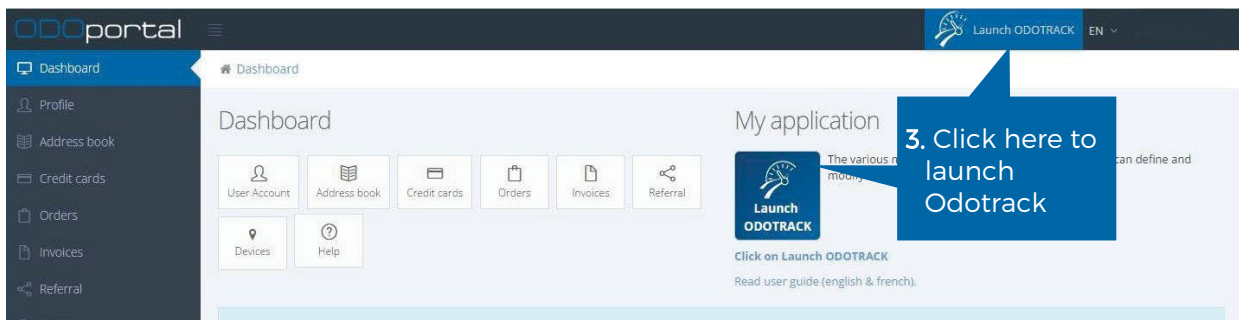
CONNECTION TO THE PORTAL

From the website www.odotrack.com click on



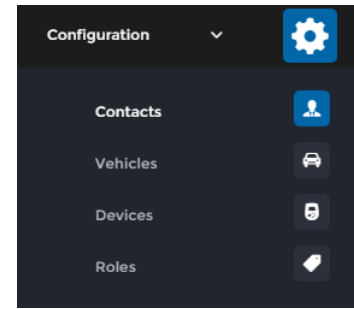
NB: If you do not have access to the administrator's email account, you will need to contact your company's technical department directly. The email resending the password cannot be transmitted to any other email address.

HOME PAGE OF THE ODOPORTAL OF YOUR ACCOUNT



CHANGE OF ADMINISTRATOR

Once logged into the administrator's account, from the tabs on the left of the screen, access the **Configuration Module, Contacts section**.



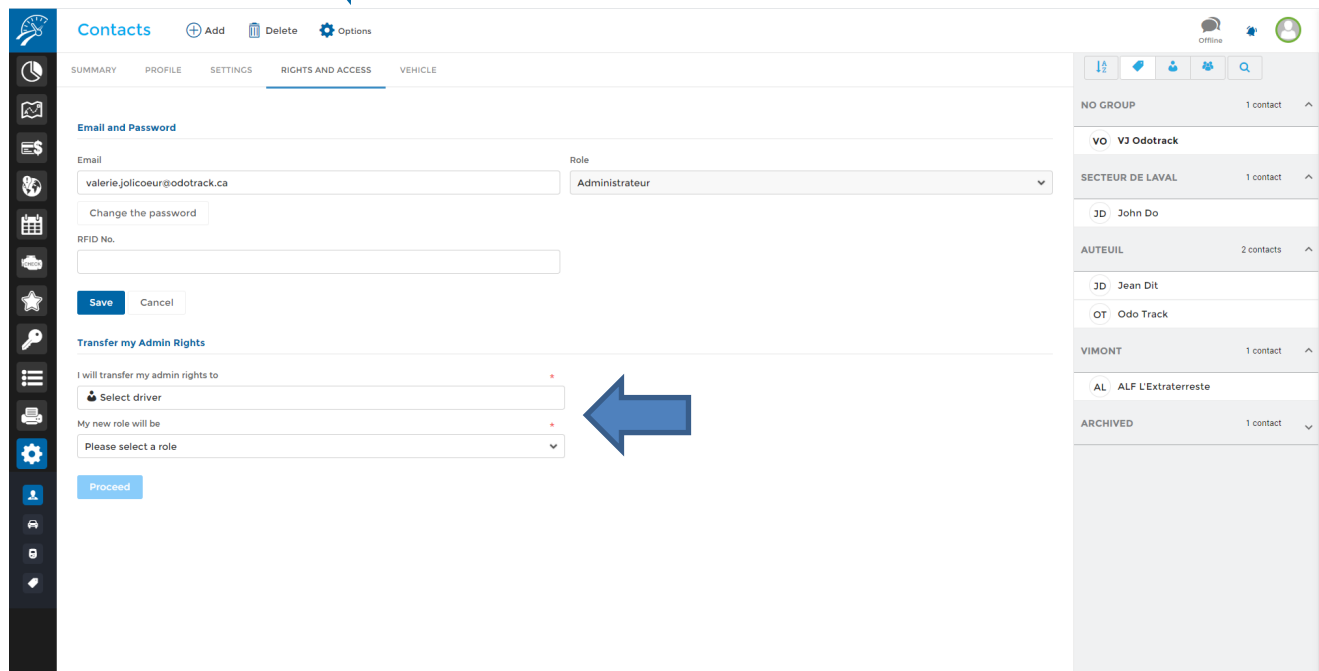
Click on the administrator's name at the top of the list in the panel on the right of the screen.

Click on the **Rights and access tab**, under the "Transfer my Admin Rights" section, select the name of the new administrator in the "I will transfer my admin rights to" line.

Assign the former administrator their new role (manager or user) and click on **Proceed** at the bottom of the page.

If desired, subsequently, you can change the role of the former administrator by accessing the **Configuration Module, Roles section**.

The account of the former administrator can be archived by clicking on the **Options** menu, then on **Archive**



The screenshot shows the 'Contacts' page with the 'Rights and Access' tab selected. The 'Transfer my Admin Rights' section contains the following fields:

- I will transfer my admin rights to:
- My new role will be:

A blue arrow points to the 'Please select a role' dropdown menu. The right sidebar shows a list of contacts with the 'ARCHIVED' group expanded, showing 'ALF L'Extraterreste'.