



Setting Permissions in Track

This document provides instruction for configuring user-access permissions for the Track database.

Permissions	1
Configuring User Names and Passwords	1
Editing User Names and Passwords	2
Removing User Names and Passwords	2

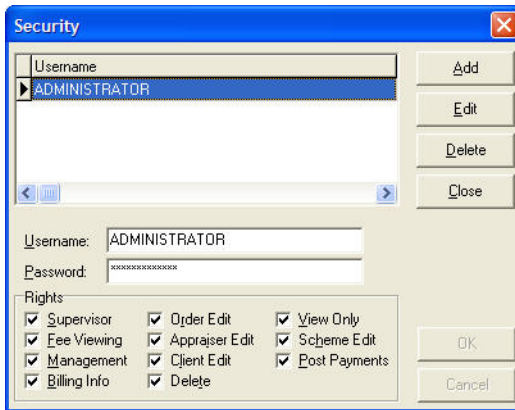
Copyright © September 2008, ACI
All Rights Reserved

Permissions

Track includes built-in security which provides user-access permissions for the database. Once permissions have been configured, Track prompts for user names and passwords each time the program is opened.

Configuring User Names and Passwords

1. Click **Setup > Security**.
2. Click **Add** and enter the *Username* and *Password*.
3. Select appropriate rights for the user and click **OK**.



CAUTION: Create a username and password with all rights first. It is possible to lock yourself out of Track. Contact ACI Support at 800-274-8727 if Track rights issues occur.

Supervisor

Allows access to security information and data setup.

Order Edit

Allows editing and creation of orders.

View Only

Allows the viewing of orders.

Fee Viewing

Allows access to appraiser and client fees.

Appraiser Edit

Allows editing of the Appraisers database.

Scheme Edit

Allows editing and creation of database View and Search schemes.

Management

Allows access to management reports.

Client Edit

Allows editing of the Clients database.

Post Payments

Allows the posting of payments to orders.

Billing Info

Allows viewing and editing of the *Billing Info* tab.

Delete

Allows deletion of orders and reports.

4. Click **Close** to exit.

Editing User Names and Passwords

1. Click **Setup > Security**.
2. Select the *Username* and click **Edit**.
3. Enter changes, click **OK** and click **Close**.

Removing User Names and Passwords

1. Click **Setup > Security**.
2. Select the *Username* and click **Delete**.
3. Click **OK** and click **Close**.