



# Setting Permissions in Track

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

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# Permissions

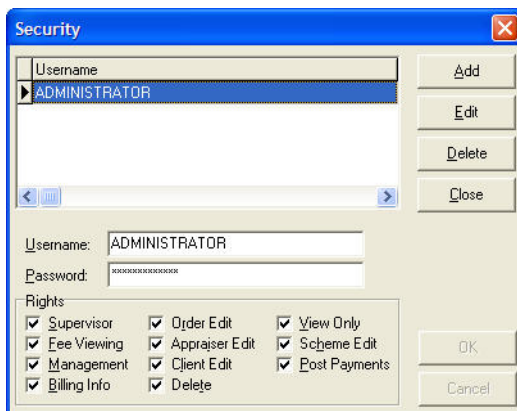
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Track includes built-in security which provides user-access permissions for the database. Once permissions have been configured, Track prompts for user names and passwords each time the program is opened.

## Configuring User Names and Passwords

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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

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

## Removing User Names and Passwords

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