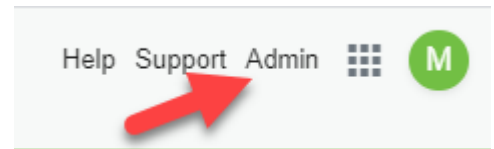# WTS
web tracking system
by Quadient

Permissions are set up to prevent site users from accessing areas off-limits to their job function and modifying settings critical to the operations of WTS.
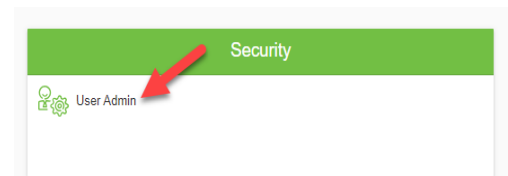
*Note – Only a current system administrator can set up new users

Creating New Users and Setting Permissions

1. Select Admin from the upper right hand corner

Help Support **Admin** M

2. Select User Admin from the Security Box

Security
User Admin

3. Enter a Name, User Name, and Password for the WTS user. Then select the user permissions from the right hand panel.

Add New User

Name *

User Name *
Spaces will be removed

Password *

Passwords are case sensitive and spaces will be removed.
Password Strength Rules apply. Your password must meet minimum strength requirements.
8 Chars, Mixed case letters and numbers and symbols.
Your password cannot contain your username.

Language
English (US)
Default language for the user

Add

Package Tracking User

- ● No Access(User Cannot see Package Tracking Information)
- ○ View Only(Can view or research only)
- ○ View Only with Alerts(Can view or research as well as edit alerts)
- ○ Receive And Deliver(Receipt & Delivery functionality)
- ○ Receipt And Delivery Manager(Receipt & Delivery + Critical Operations)
- ○ System Administrator(Can access Package Tracking Administration menu)

Level	Permissions
No Access	The user cannot see anything in the database, if the user logins they will be told they are not allowed to have access to WTS
View Only	The user can only research and view package data
View Only with Alerts	View only permissions but also the ability to set up alerts
Receive and Deliver	Can receive and deliver packages but cannot add recipients or locations to the database
Receive and Delivery Manager	Can receive and deliver packages and add recipients or locations manually from the Receive screen
System Administrator	Can do all of the above, print or export reports, and has access to the Admin menu
Global View User	Can access and view package information if the system is set up with multiple databases