

Conveyancing And Trust Account System

SETTING PERMISSIONS

Access Levels

Access levels determine which area of CATS is available to the logged in user.

There are three access levels;

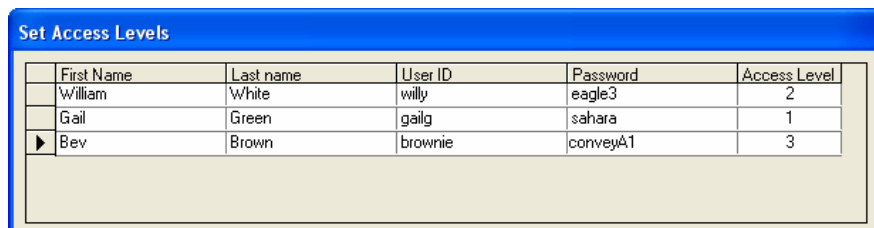
1. The user can open new files, create letters and documents, and generate settlement statements.
2. Can do all things as per Level 1 and also trust accounting.
3. Can do anything allowed by the system including setting access levels for other users and changing or deleting passwords of other users.

Management reports contain confidential information regarding.

Changing Access Levels & Passwords

Only a Level 3 user will be able to change permission settings.

Select *Security / Permissions* from the main menu to display the *Set Access Levels* screen.



	First Name	Last name	User ID	Password	Access Level
	William	White	willy	eagle3	2
	Gail	Green	gailg	sahara	1
▶	Bev	Brown	brownie	conveyA1	3

- Click the cell to be changed and make the required changes.
- Close the *Permissions* screen to save the changes.

Changes will take effect after all users have logged out of CATS then logged back in again.