

Mortgage+Care

User Setup and Security Levels

User Levels are set in Utilities, Setup. Then click on the Users tab.

The number of users is set by your license. You can modify the User Name, Security Level, and Password. Be sure to use **Upper Case** when editing this information.

Security Levels:

Level 5 - Is full access to all modules. This is the standard for small offices or trusted employees.

Level 4 - Can add loans and payments. Cannot modify APR info or Defaults, runr Setup Utility or Restore databases. Cannot import or export.

Level 3 - Can add borrowers, investor, and payments. Cannot delete payments or loans. Cannot change loan numbers.

Level 2 - Can add and edit payments and loans. Cannot cut checks.

Level 1 - Can add payments. Cannot edit loans or payments or cut checks.

Level 0 - Read only access. This user can run reports and view loans. Cannot modify loans, investors, or payments.

Other levels may be configured depending on your company setup.

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