

# Navigating Through Web Track

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# How do I gain access to Web Track

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- You will be receiving an autogenerated email with a generic password to use for your initial login.
- Watch for this email
- Write down your login
- Write down your password

# Logging onto Web Track

- Go to a **Web Browser** such as:  
Google Chrome, Internet Explorer, Firefox, or Safari)



- **Log onto** Web Track

<https://RidoutPortal.EpicorAnywhere.com/signin.aspx>

# Web Track Login Screen

[Home](#) [Account Information](#) [Sign In](#) [Help](#) [About Us](#)

User name:

Password:

[Sign In](#)

[Forgot your password?](#)

I am an existing customer and wish to request online account access

[Request Access](#)



# Your Web Track and Changing Your Password

Home Account Information Sign Out **Settings**

**Change password for user 'Michael.Vaughn@gmail.com'**

Old password:

New password:

New password (again):

**Change Password**

**Change details for user 'Michael.Vaughn@gmail.com'**

First name:

Last name:

Email address:

**Update**

- **Once you login**, you see the following tabs:
  - Home Page
  - Account Information
  - Settings
- After you login with the info emailed to you, go to Settings and **change your password**.
- Complete the necessary “**Change Password**” fields and then click on “**Change Password**”
- Next click on **Account Information**

# Your Account Page

- On the “**Account Information**” page, you will have the ability to:
  1. View your account details
  2. Feature “**Make a Payment** “ will be available soon. Not Available Currently.
  3. View Net Balance due by “**Job Balances**” and
  4. Create an On Demand Customer Statement by clicking on “**Generate Interim Statement**”

Account Information for Pisa Casa Tower House (SE-9990-9999991)

**Address**  
633 5TH AVE  
NEW YORK NY  
10022  
US

**Contact details**  
Tel: 12127532261  
Fax:  
Contact:

**Sales Rep(s)**  
Contact: Stan Kreutzer

**Account activity**

Open Invoices:	319,095.00	Last Account Invoice:	06/30/2020	18,780.00
On Order:	0.00	Last Account Payment:	06/30/2020	-10,000.00
Credit Limit:	100,000.00	Last Statement Amount:	(Never)	0.00
Unapplied Cash:	35,000.00	Last Statement Discount:	(Never)	0.00
Unapplied Credits:	3,487.40	Last Statement Net Amount:	(Never)	0.00
Net Balance:	280,607.60	Last Statement Finance Charges:	(Never)	0.00
Amount Owing:	280,607.60			
Available Credit:	-180,607.60			

**1** [Make a Payment](#)

**2** [Job Balances](#)

**3** [Generate Interim Statement](#)

Net Balance is the Balance minus any unapplied cash and credit. Amount Owing is the net balance minus any

# Viewing Your Invoices

Account Information  
Make a Payment  
**Invoices**  
Credit Notes  
Statements  
Addresses  
Contacts

Invoice Results for Pisa Casa Tower House

Print All Print Selected Export Selected to Quickbooks

Search by Date Range From: 5/31/2020 To: 6/30/2020 Apply

Results 1-3 (of 3) Sort by:

	Invoice #	Order #	Your Ref	Job Ref	Invoice Date	Due Date	Goods Total	Tax	Total Amount	Lines	Branch
<input type="checkbox"/>	00089	01630	-	Sea Level	06/30/2020	07/10/2020	18,780.00	0.00	18,780.00	3	009001 Souderton *** TRN ***
<input type="checkbox"/>	00088	01625	-	Sea Level	06/30/2020	07/10/2020	56,805.00	0.00	56,805.00	3	009001 Souderton *** TRN ***
<input type="checkbox"/>	00087	01620	-	Sea Level	06/30/2020	07/10/2020	243,510.00	0.00	243,510.00	3	009001 Souderton *** TRN ***

Results 1-3 (of 3) Items per page 12 | 24 | 48

- Under the “**Invoices**” tab, you have the availability to
  - Review, search, and sort open/ outstanding invoices,
  - Print selected invoices
  - Export transactions

# Viewing Credit Notes

Account Information  
Make a Payment  
Invoices  
**Credit Notes**  
Statements  
Addresses  
Contacts

**Credit Note Results for Pisa Casa Tower House**

Print All Print Selected

Search by Date Range From: 5/31/2020 To: 6/30/2020 Apply

Results 1-3 (of 3) Sort by: ▾

<input type="checkbox"/>	Credit Note #	Your Ref	Job Ref	Credit Date	Goods Total	Tax	Total Amount	Lines	Branch
<input type="checkbox"/>	00060	-	Sea Level	06/30/2020	621.80	0.00	621.80	1	009990 Shelly Admin *** TRN ***
<input type="checkbox"/>	00059	-	Sea Level	06/30/2020	1,857.00	0.00	1,857.00	1	009990 Shelly Admin *** TRN ***
<input type="checkbox"/>	00058	-	Sea Level	06/30/2020	1,008.60	0.00	1,008.60	1	009990 Shelly Admin *** TRN ***

Results 1-3 (of 3) Items per page 12 | 24 | 48

- Under the “**Credit Notes**” tab, you will have the ability to review, search, and sort open/ outstanding credits, or print selected credits.



# Review Address Information

Account Information  
Make a Payment  
Invoices  
Credit Notes  
Statements  
**Addresses**  
Contacts

**Address Results for Pisa Casa Tower House**

Results 1-2 (of 2) Sort by: ▾

Address Code	Job Ref	Address	Telephone	Fax	Contact	Contact Tel
01	Sea Level	754 HWY 70 SEA LEVEL, SEALEVEL, NC, 28577-9608, US				
MAIN		633 5TH AVE, NEW YORK, NY, 10022, US	12127532261			

Results 1-2 (of 2) Items per page 12 | 24 | 48

- Under the “**Address**” tab, you have the availability to **Review Addresses** and **Sort Active Addresses** by any of the column headers.

# Reviewing Contacts

**Contact Results for Pisa Casa Tower House**

Results 1-3 (of 3)

Name	Salutation	Telephone	Fax	Email	Web Address
Eric Weiss	Weiss			Eric.Weiss@gmail.com	
Jack Bristow	Bristow			Jack.Bristow@gmail.com	
Michael Vaughn	Vaughn			Michael.Vaughn@gmail.com	

Results 1-3 (of 3) Items per page 12 | 24 | 48

- Under the “**Contact**” tab, you have the accessibility to review and sort contacts associated with their account.
- If any questions please contact your local Ridout Location <https://ridoutlumber.com/locations/> or Email [ARContact@RidoutLumber.COM](mailto:ARContact@RidoutLumber.COM).