Navigating Through Web Track

How do I gain access to Web Track

- 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

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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

Your Web Track and Changing Your Password

- **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**"

Viewing Your Invoices

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

Viewing Credit Notes

- 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

- 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

	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	

- 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.