



Setting Permissions

Instructor Led Training
Chapter 3 – Exercise M

Topics include:

- [Create a Local Windows Group](#)
- [Configure Access Permission in Equitrac](#)

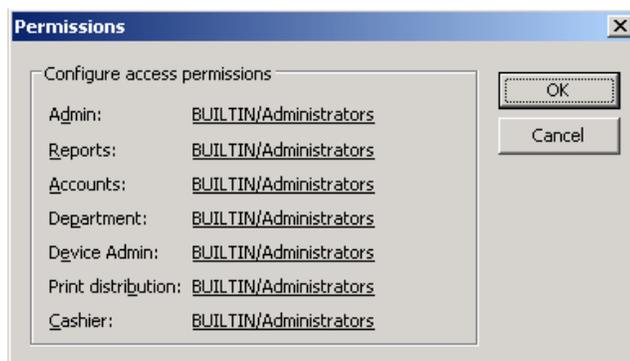
This training environment is configured as a workgroup network; there is no domain. Please refer to Microsoft documentation for information on how to create and use the various group types in a Microsoft Active Directory environment.

Create a Local Windows Group

1. On the virtual server, close all active windows.
2. Right-click **My Computer** and click **Manage**.
3. Double-click **Local Users and Groups**.
4. Right-click **Groups** and click **New Group**.
5. Refer to the Local Group Permissions section in the Classroom Scenario document to create five local groups and then add the applicable users to each group.

Configure Access Permissions in Equitrac

1. Start **Equitrac System Manager** and connect to the accounting server.
2. In the left pane, click  Configuration.
3. In the **Other settings** section in the right pane, click **Access permissions**; the Permissions dialog box appears.
4. Click the **Admin** link and specify the **EQU_Admin group**.
5. Click the  button.
6. Repeat this process to assign each of the remaining groups to the specified access permissions.



Reports => EQU_Reports
Accounts => EQU_Accounts
Department => EQU_Dept
Device Admin => EQU_Device

7. When all groups are assigned, click the  button to close the Permissions dialog box.