



TRACS Quick Reference Guide

Course 9: User Management

Lesson 9c: Manage Users

Step	Action
Steps to Update User Permissions	
1	Login to TRACS and select the User Management module. Only designated User Administrators have access to the User Management module in TRACS.
2	The User Management Dashboard opens. Select “Manage Groups” .
3	The Manage Groups page opens. Select the group needed to edit the user’s permissions and roles, then click “Manage Group” . Permissions must be edited for each group separately. You can assign the user to any group with a green dot ●, indicating that the group is available to you. Groups with white dots ○ are unavailable because you do not have user administrative privileges for those groups.
4	The Manage Group page opens. Find the user and click “Edit Permissions” to edit the user’s roles and groups.
5	The user’s name will display at the top of the page with their granted permissions listed below. <ul style="list-style-type: none"> To remove a permission, select “remove” in the actions column to the right. To add permissions, select the “add permission” button at the bottom.
6	When adding permissions, the Roles page opens. Select the role(s) the user needs, then select “Next Step”.
7	The Related Groups page opens. If there are related groups listed, this step allows you to identify the sub-groups the user needs access to under a parent group. Then click “Done”.
Steps to View the User’s Profile	
1	From the User Management Dashboard, select “Manage Users” .
2	The TRACS Users page opens displaying users in your agency/organization. Search for a user by entering at least the first three letters of their last name into the search box. Find the user and click “Manage User” in the actions column on the right.
3	The User Profile page opens displaying current contact information, account status and permissions. <ol style="list-style-type: none"> Click on “Activity Details” to see the user activity log.
Steps to Disable or Enable a User Account	
1	Best Practice Tip: The User Administrator is responsible for disabling user accounts when needed, such as when the user no longer needs access to TRACS due to a position change, leaving the organization/agency or is inactive for 90 days in TRACS. From the User’s Profile page, click on the “Disable User” button. The user will no longer have access to TRACS. Note: the data they entered is not affected.
2	The account will display as “disabled”. If the user’s account needs to be reactivated, click the “Enable User” button.