

Wealth Tracker Quick Start Guide

NEW INSTALLATION INSTRUCTIONS:

Step 1 – Install Wealth Tracker

1. Choose a computer on which to install Wealth Tracker.
2. Install Wealth Tracker on this computer by double-clicking the downloaded executable file.

Step 2 – Database Setup

1. Open Wealth Tracker from a browser on the computer where Wealth Tracker is installed.
2. Follow the Setup Wizard's instructions to connect to a new database or an existing database.

Step 3 – Create Shortcuts/Links to Wealth Tracker for users who need to access this application*

- The default URL will be <http://YourComputerName/WealthTracker>

** Applies to new installations -- if you have Windows Firewall enabled you may need to allow the program 'World Wide Web Services (HTTP)' or open port 80 so that remote computers can access web pages served by your IIS server.*

UPGRADE INSTRUCTIONS (from a previous version of Wealth Tracker):

1. Run the Wealth Tracker setup executable on the same computer where the prior version of Wealth Tracker is installed.
2. When following the installation Wizard, be sure to install to the same folder as your previous installation (the default installation folder is C:\Program Files (x86)\Gritware\Wealth Tracker).
3. Open Wealth Tracker*

* If the upgrade requires a database schema change, Wealth Tracker will display a note on the site that the database is incompatible with the current version. Follow the link to 'Upgrade my Database to Work with this Version' to complete the upgrade process. Minor updates do not involve schema changes. For example, upgrading from 9.43 to 9.44 would not require a schema change while upgrading from 9.43 to 9.50 would.

USING WEALTH TRACKER

1. Setting up Users and Advisor Groups (for 2+ user configurations)

The setup wizard will create your first named user as well as your first Advisor Group. If your first name was “Michael” your advisor Group would be named “Michael’s Holdings” and Michael would be the only member of this group.

Example 1 – One Advisor and One Assistant

If Michael has an assistant he should create a new user (open Admin—Lookup Tables—Users—Add) in Wealth Tracker. In the Permissions tab the user should be given the “ASSISTANT” Holding Access Level and check the box for “Michael’s Holdings”. This will allow the assistant access to the advisors holding records.

Example – Two Advisors (Robert and Jane) who share two Assistants (Kelly and Jessica)

Create 4 User accounts. Give Robert and Jane Advisor Level Access. Give Kelly and Jessica ASSISTANT Level Access.

Open Admin—Lookup Tables—Advisor Groups

Here you should setup two Groups. Group one would be “Robert’s Holdings” and group two would be “Jane’s Holdings”.

Robert, Kelly and Jessica should be members of “Robert’s Holdings” and Jane, Kelly, and Jessica should be members of “Jane’s Holdings”.

Setting it up in this manner allows the assistants to see all advisor records while the Advisors themselves are limited to their own records.

2. Explore Admin—Application Settings

Here you can setup many preferences within Wealth Tracker.

3. Explore Admin—Lookup Tables – Wealth Tracker Tables

Here you can modify many of the drop-down choices which are used in Holding records.

4. Add or import Relinquishing Institutions (Institution button on main menu).

TIP: You can import these by clicking the down arrow button on the Institution’s listing page.

5. Add Holding records and update as necessary

BACKUP

Wealth Tracker data is stored as a Microsoft Access database in the App_Data folder. The default location* for this folder is C:\Program Files (x86)\Gritware\Wealth Tracker\WebRoot\App_Data. You should manually copy the database file in this folder to a location on your PC that is backed up by your company (e.g., My Documents).

Hopefully in a future edition of the software will be able do this in a more automated fashion.

* on 32-bit operating systems the default folder would be C:\Program Files\Gritware\Wealth Tracker\WebRoot\App_Data

SUPPORT

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