PermiTrackMS4 Quick Guide

Logging into PermiTrackMS4 on a Computer

1. Open your web-browser, and enter the web address https://portal.sehinc.com/.
2. Click the Client Login link, and on the login page, enter your user name and password.
3. Click the **PermiTrackMS4** tab, if you have multiple SEH applications.

Creating a Plan

1. Select a plan on the Select tab on click on a plan name at the top of the treeview.
2. Click on the Create Plan tab.
3. On the Create New Plan page, enter the plan information.
4. Click the Create button.

Creating an MCM

1. Select a plan from the treeview by highlighting it.
2. Click on the Add MCM tab.
3. On the Add MCM page, enter the MCM information.
4. Click the Create button.
5. Repeat steps 2-4 to add another MCM to the plan, if needed.

Creating a BMP

1. Select a plan from the treeview by highlighting it.
2. Expand the treeview by clicking on the MCM where you want to add the BMP.
3. Click the Add BMP tab.
4. On the Add BMP page, enter the BMP information
5. Click the Create button.
6. Repeat steps 2-4 to add another BMP to the plan, if needed.

Creating a Goal

1. Select a plan from the treeview by highlighting it.
2. Click the name of the BMP that you want to add the goal to.
3. Click the Add Goal tab.
4. On the Add Goal to Best Management Practice page, enter the goal information.
5. Click the Create button.

Entering Goal Activity

1. Select a plan from the treeview by highlighting it.
2. Click the name of the Goal that you want to add the goal activity to.
3. Click the Enter Goal Activity tab.
4. Enter the measurable goal activity information.
5. Click the Create button.

Reporting Options

1. Click on the Reports tab.
2. Choose the type of report you would like to view by selecting a radio button next to the report type.
3. Select the date range for activities you would like to include in the report.
4. (Optional.) You may filter a report by owner by clicking the Select an Owner radio button, and selecting an owner from the drop down list.
5. Click Run Report.
6. A message displays stating the report has been published. Click the link to view the report.

Publishing a Plan

1. Select a plan from the treeview by highlighting it.
2. Click the Publish tab.
3. Click Publish Report.
4. A message displays stating the report has been published. Click the Link to Plan link to view the report.

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For assistance with technical questions and/or issues we offer product support Monday through Friday, 7:00 a.m. to 5:00 p.m. (CST), excluding major holidays.
Support is available via e-mail or phone at 612.333.2123.