



Administrative Access

Quick Start Guide for Manager Users

Administrative Access allows specified Manager Users to grant or restrict access to various features of Web Control. The Manager User with Administrative Access can:

- Grant the Administrative Access right to other Manager Users
- Modify any users' role (such as making a Standard User a Manager User)
- Grant or restrict any users' privileges, including the ability to see the Reports and other specified tabs or send Broadcast Emails
- Add or replace users

When a dealership's Web Control account is established, a Manager User who has access to the dealership is given Administrative Access. He or she can then give Administrative Access to other Manager Users in the dealership as appropriate.

Grant Administrative Access to Other Manager Users

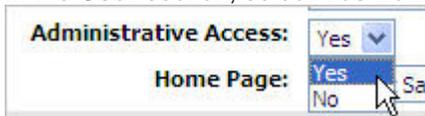
Dealerships can have one or more Manager Users with Administrative Access. Having more than one user with Administrative Access allows multiple people grant or restrict privileges to other users.

To grant Administrative Access to Manager Users:

1. Click the **Settings** link.
2. From the **User Settings** section, click **List Users**.
3. Find the **Manager User** to whom you want to grant Administrative Access and click the user's name.



4. Click the **Edit Access** link at the top of the page.
5. In the **User** section, select **Yes** from the **Administrative Access** list.



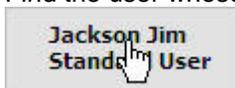
6. Click **Update User**.

Modify a User's Role

The Manager User with Administrative Access can modify a user's role which allows the dealership to quickly manage which users are Manager Users and which users are Standard Users.

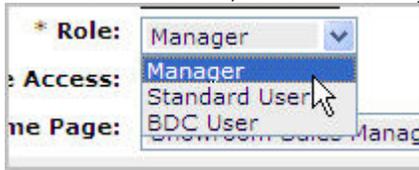
To modify a user's role:

1. Click the **Settings** link.
2. From the **User Settings** section, click **List Users**.
3. Find the user whose role you want to change, and click the user's name.



4. Click the **Edit Access** link at the top of the page.

5. In the **User** section, select the role you want from the **Role** list.



A screenshot of a web interface showing a dropdown menu for selecting a user role. The dropdown is open, showing three options: "Manager", "Standard User", and "BDC User". A mouse cursor is pointing at "Standard User". Above the dropdown, the text "* Role:" is visible. To the left, there are labels for "Access:" and "Home Page:".

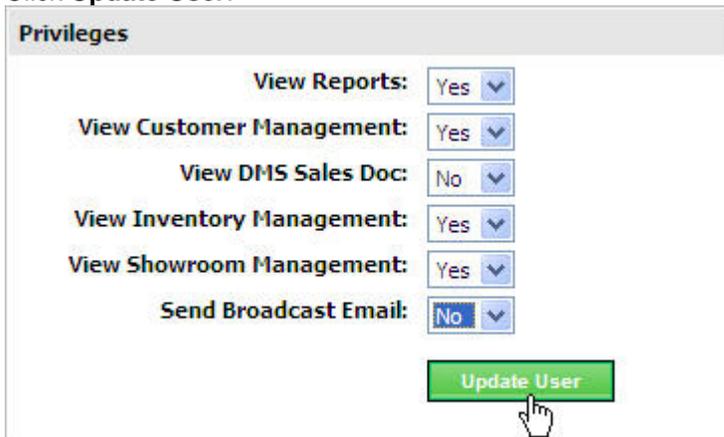
6. Click **Update User**.

Grant or Restrict Privileges

The Manager User with Administrative Access can grant or restrict other users' ability to see parts of the Web Control system or perform certain actions.

To grant or restrict a user's privilege:

1. Click the **Settings** link.
2. From the **User Settings** section, click **List Users**.
3. Find the user whose role you want to change, and click the user's name.
4. Click the **Access** link at the top of the page.
5. In the **Privileges** section, select **Yes** or **No** for the various options, which include the ability to:
 - a. **View Reports**
 - b. **View Customer Management**
 - c. **View DMS Sales Doc** (Note: If choose No for View Reports, then the system will set DMS Sales Doc to No because the DMS Sales Doc is accessed from the Report section.)
 - d. **View Inventory Management**
 - e. **View Showroom Management**
 - f. **Send Broadcast Email**
6. Click **Update User**.



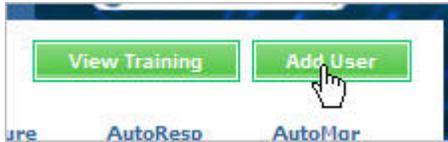
A screenshot of a web interface showing the "Privileges" section for a user. The section contains six rows, each with a label and a dropdown menu. The labels are: "View Reports:", "View Customer Management:", "View DMS Sales Doc:", "View Inventory Management:", "View Showroom Management:", and "Send Broadcast Email:". The dropdown menus are set to "Yes", "Yes", "No", "Yes", "Yes", and "No" respectively. Below the dropdowns is a green button labeled "Update User" with a mouse cursor pointing at it.

Add or Replace a User

The Manager User with Administrative Access can add new users or replace existing users. Any addition or replacement needs approved by Web Control Support before the user can access the system.

To add a user:

1. Click the **Settings** link.
2. From the **User Settings** section, click **List Users**.
3. Click **Add User**.



4. Complete the **User Maintenance** form.

A screenshot of a web form titled 'Add Pending User: User Maintenance - AVV Chrysler Dodge Jeep'. The form includes fields for 'First Name', 'Last Name', 'User ID', 'Role' (set to 'Manager'), 'Enter Password', 'Confirm Password', 'Alternate Email Address', 'Phone', and 'Cell Phone'. On the right side, there are fields for 'Address', 'City', 'State', 'Postal Code', 'Fax Number', 'Contact Title', and 'Department'. Below these fields are sections for 'User' (Administrative Access: No, Home Page: Internet Sales Management) and 'Privileges' (View Reports: Yes, View Customer Management: Yes, Send Broadcast Email: Yes).

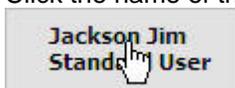
5. Click **Create User**.

Important Notes:

- The new user may be in pending status for up to 24 business hours.
- The new User now appears in the Dealership Users List under the "Created Users (Not Yet Approved by AVV Support)" heading at the bottom of the list.
- The Web Control system notifies Customer Service of the new user so they can review and approve the new user's account.
- The Manager User who created the account and the new user receive an email when the process is complete.

To replace a user:

1. Click the **Settings** link.
2. From the **User Settings** section, click **List Users**.
3. Click the name of the user you want to replace.



4. Click **Replace User**.



5. Overwrite the appropriate fields in the **Replace User** form.

▸ View All Users ▾ Info ▸ View Email ▸ Edit Signature ▸ Edit Pager

Please overwrite First Name, Last Name, User ID, Alternate Email Address and Password fields and click Update to replace this user. Allow 24 hours for a new email address to be approved by AVV Support.

* - Required

* First Name:	<input type="text" value="Jim"/>	Address:	<input type="text" value="9200 Worthington Rd"/>
* Last Name:	<input type="text" value="Cahn"/>	City:	<input type="text" value="Westerville"/>
* User ID:	<input type="text" value="jcahn"/>	State:	<input type="text" value="OH"/>
* Role:	<input type="text" value="Standard User"/>	Postal Code:	<input type="text" value="43081"/>
* Enter Password:	<input type="password" value="....."/>	Fax Number:	<input type="text" value="()-()-"/>
* Confirm Password:	<input type="password" value="....."/>	Contact Title:	<input type="text"/>
* Alternate Email Address:	<input type="text"/>	Department:	<input type="text"/>
* Phone:	<input type="text" value="(614)-839-7920 ext."/>		
Cell Phone:	<input type="text" value="()-()-"/>		

User

Administrative Access: Home Page:

Privileges

View Reports: Send Broadcast Email:

6. Click **Replace User**.

Important Notes:

- The newly assigned user may be in pending status for up to 24 business hours.
- The new assigned user now appears in the Dealership Users List under the "Created Users (Not Yet Approved by AVV Support)" heading at the bottom of the list.
- The Web Control system notifies Customer Service of the new user so they can review the replacement and assign an email address.
- The Manager User who created the account and the newly assigned user receive an email when the process is complete.