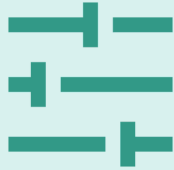


ADMIN: How to add a user

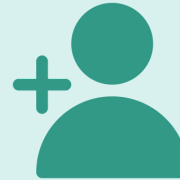
Login at app.dealerbydesign.ca

#1



In Settings, goto
the Users tab

#2



Click Add User button

#3



Enter user name & email
Case Sensitive

#4



Set roles & notification
preferences

#5



Review information,
click SAVE

If a password is not set, an email will be automatically sent out to invite them to the software and to set their own.

'All notifications' will trigger a user to receive all adds and edits, and should only be used for those that are directly involved with all deliveries.

For more assistance, check out our [Knowledge Base](#)