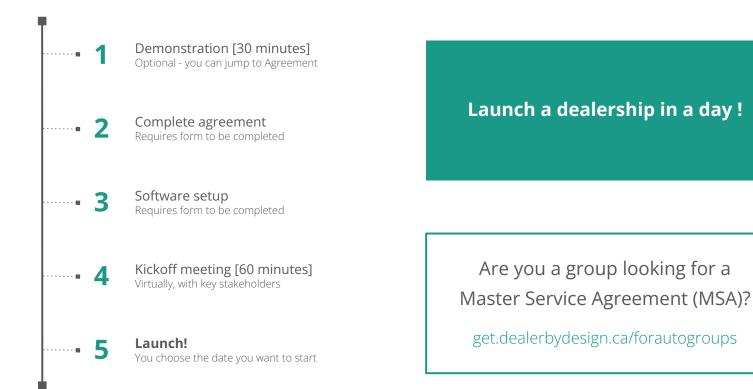
# **Delivery Hub** Setup Guide



### 5 easy steps to get started



## **Demonstration of the better way**

#### Book a 30-minute demonstration to learn how

we can save tens of thousands of dollars, per year, for your dealership!

The URL for to book a demo is <u>get.dealerbydesign.ca/demo</u> Calculate the profits your missing at <u>get.dealerbydesign.ca/savings</u>

## **2** Complete the agreement

#### To start, complete our onboarding form

#### After submission, we will be sent over documents for signing

The URL for the form is <u>get.dealerbydesign.ca/signup</u>



#### Next, we need you to complete the setup form

We will send over the invite for the Kickoff meeting

- Dealership logo
- User/employee directory
  - With name, email, job role
- List of lienholders (Name and address)
- Any additional documents or information related to your current process
- A few other questions

The URL for the form is get.dealerbydesign.ca/setup

## **4** Kickoff meeting with your key team members

The meeting is scheduled for an hour and hosted virtually, please test speakers and microphones beforehand

We recommend a manager from each department along with key process stakeholders to be in attendance



Help us avoid the Spam folder by whitelisting system emails no\_reply@dealerby.design notifications@e.dealerbydesign.ca



#### To launch, simply add your existing deliveries then users

Creating the culture of accountability is important, so ensure everyone is logging changes and completing tasks into the software



### **Training staff for success**

THE NEW WAY OF THINKING FOR YOUR DEALERSHIP If it's not in DBD, it doesn't happen.

Training material and sessions are available for users

The URL for the material is <u>get.dealerbydesign.ca/help</u> To book 30 minute training session <u>get.dealerbydesign.ca/training</u>