




Delivery Hub

Setup Guide



5 easy steps to get started

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- 1** Demonstration [30 minutes]
Optional - you can jump to Agreement
 - 2** Complete agreement
Requires form to be completed
 - 3** Software setup
Requires form to be completed
 - 4** Kickoff meeting [60 minutes]
Virtually, with key stakeholders
 - 5** **Launch!**
You choose the date you want to start

Launch a dealership in a day !

Are you a group looking for a
Master Service Agreement (MSA)?

get.dealerbydesign.ca/forautogroups

1

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 get.dealerbydesign.ca/demo
Calculate the profits your missing at get.dealerbydesign.ca/savings

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 get.dealerbydesign.ca/signup

3

Software setup

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

5

Launch

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 get.dealerbydesign.ca/help
To book 30 minute training session get.dealerbydesign.ca/training