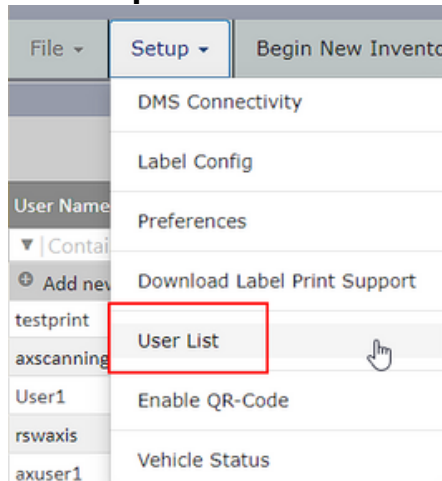


Create and Add a New User to Vehicle Wizard

This will require that you are logged in as a DealerManager whenever you are logged into ssivehiclewiz.com

You can tell what Role you are in the top right-hand corner after logging in. Right beneath your dealership Code.

1. In the top left hand corner click Setup > User List



2. Double click add new row



3. Input the following:

| User Name | Email | Role | Dealership | Phone Number | Password | Enable |
|-----------------|-----------------|-----------------|-----------------|-----------------|----------|--------|
| ▼ Contains... | ▼ Contains... | ▼ Contains... | ▼ Contains... | ▼ Contains... | | ▼ |

User Name: What you want the login name to be

Email: Where you want password resets and other VWW related content sent to

Role: What you want the user's role privileges to be

- ScanAgent:** Only able to log into the scanner to scan in vehicles
- User:** Able to log into the scanner and the website to view reports, update the DMS with lot changes, scanned dates, and add vehicles to the DMS.
- DealerManager:** Able to do all of the above as well as add new users to the Vehicle Wizard Web, upload templates for printing, and save the Grid Layout for all users.
- Director:** Has all the DealerManager capabilities but also has access to the My Dealer tab to select a specific dealership underneath the entire enterprise and then view the reports of that dealership.
- Dealership:** Can leave this to the default Dealership already filled in.

Phone Number: What you want the user's phone number to be

Password: What you want their password to be. Please note: must contain at least 1 capital letter, 1 lowercase letter, and 1 special character, and must be 8 characters long.

Enable: True enables the user to be able to log in. False refuses to allow the user to log in.

4. Click Done once you're finished.

