DBS System Administrators Guide

Grant Users Access to DBS:

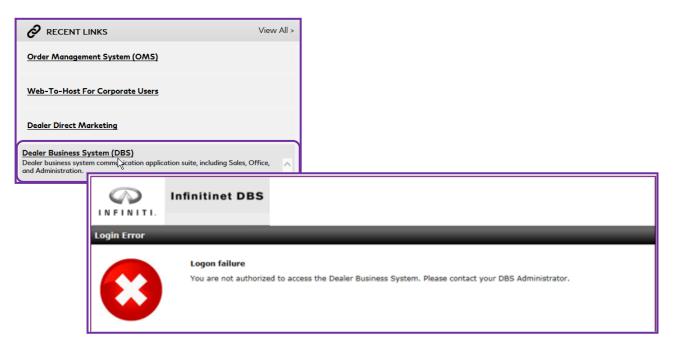
When you are giving users access to DBS/DCS, a mandatory step is REQUIRED. On the Administration > User Summary screen you will have to check the "DBS Access" box in order for users to have permissions to access DBS from the link clicked in NNAnet 2.0. If this box is not checked, the user will receive a logon failure message.

NOTE: If you have added new users in NNAnet, click the **Retrieve New User** button to move those users from NNAnet and update DBS instantaneously. A check mark will display in the **Updated User** column for those users retrieved from NNAnet.

- On the User Summary page, checkthe <u>DBS Access</u> box.
- Click Save.

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✓ If a user selects the DBS link in NNAnet 2.0 and the <u>DBS ACCESS</u> box <u>is not checked</u>, the user will receive a "Logon Failure" message.



DBS System Administrators Guide

GRANTING PERMISSIONS TO DBS

Security Overview

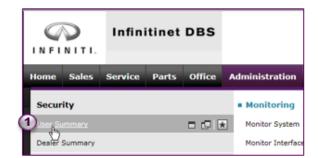
Listed below are some main points regarding DBS Security and Permissions:

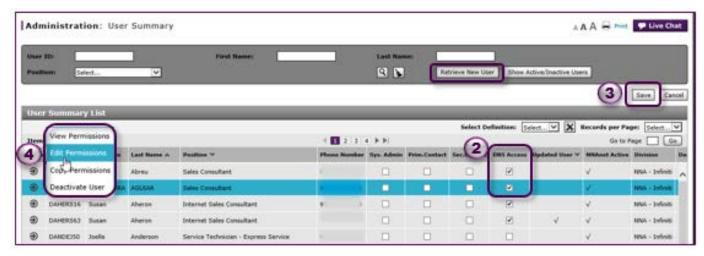
- Each user that requires access to DBS will need to have an NNAnet 2.0 (Dealer Portal) user/sign-on id.
 Note: In NNAnet 2.0, access My Documents. Click Training, then NNAnet Admin Documents for instructions on editing and creating users in NNAnet 2.0.
- The only way to access DBS is via a link in NNAnet 2.0 on the My Links page.
- The "DBS Access" box on the Administration > User Summary page <u>must</u> be checked in order for users to have permissions to access DBS from the link in NNAnet 2.0.
- If you have added new users in NNAnet, use the Retrieve New User button for real-time transfers of users from NNAnet to DBS. This will eliminate the need to wait for the nightly batch job to run to populate DBS with new users.

Add User Permissions in DBS

In NNAnet 2.0, click the Dealer Business Systems (DBS) link.

- 1. At the DBS website, hover over the Administration menu, and then click User Summary.
 - Note: If you have added new users in NNAnet, use the **Retrieve New User** button for real-time transfers of users from NNAnet to DBS.
 - The **Updated User** column will display a check mark for each user retrieved from NNAnet so you can easily update **DBS Access** and *Permissions* for retrieved users.
 - A message will display below the Filter criteria, on the left, stating the count of users retrieved.
- 2. Click to check the box at DBS Access.
- 3. Click Save. A message will display, click Yes.
- 4. Click to select the desired user, then at the Action Menu, select Edit Permissions. The Edit Permissions page displays.





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DBS User Permissions

Note: There are 2 section you will use to grant permissions, the Menu section and the Host Report section.

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- 5. Under the **Menu** section and/or the **Host Report** section, expand each option to see the details of available permissions. Check the box next to each permission you wish to grant access to the selected individual.
 - Click the Minus symbol to Collapse a section or list
 - Click the **Plus** symbol to Expand a section or list
- 6. Once all changes have been made, click the **Save** button.

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Report Writer Publishing User Information expand all collapse all	MCRU expand all collapse all Home Sales Vehicle Inventory MCRU expand all collapse all Sales Vehicle Inventory Add/Edit Notes Veive Incentives	A Minus symbol means this user has permissions to Some functions under this menu and that this <u>Menu</u> Will display for this user
	View Window Sticker RDR. Vehicle Dealer Trade Edit Stock Number OMS Vehicle Detail Coaste Display MSRP Display Dealer Cost Display Invoice Detail Email Invoice Information Display Key Code	
	 ✓ Inventory Search ★ Inventory Search Action Group ✓ Quick Entry RDR ✓ Batch RDR ✓ RDR History ★ Ø RDR History Action Group Flooring Audit Pre-RDR Reporting ✓ Campaign Report ★ Service 	A Check mark means this user has permissions to ALL functions under that menu and that this <u>Menu</u> Will display for this user
	H Administration functions	box means this user has No permissions to ANY s under that menu and this <u>Menu</u> will NOT for this user