

## Part 1: Admin Account Activation

**Who does this?** The person set up as the admin. When IPS adds your dealership to the system, the admin gets an activation email from Innovative Programming Systems. Once activated, the admin can add or remove any user on the account.

### 1. Open the activation email from IPS and select Activate Account.

#### Activation Email

Email from Innovative Programming Systems with "Activate Account" button.

### 2. Create a password.

Enter it again in the Confirm Password box.

#### Create Password

Password and Confirm Password fields.

### 3. Create a Scanner Username.

The default is your email address. You can change it later.

**Rule:** Letters, numbers, dashes, and underscores only. No spaces. At least 5 characters.

### 4. Create a Scanner Pin.

The default is 1234. Must be at least 4 digits.

## 5. Select Activate.

### Activation Form

Form showing Password, Confirm Password, Scanner Username, Scanner Pin fields with Activate button.

## 6. You will land on the ScanIt Parts Dashboard.

**Bookmark this page!** Save the dashboard URL so you can get back to it.

### Dashboard

ScanIt Parts Dashboard home screen.

# User Setup

## Part 2: Add More Users (Admin Only)

**Who does this?** The admin. You can add or remove users at any time from the dashboard.

### 7. Select the icon in the top right corner.

#### Top Right Menu Icon

Dashboard header with user/settings icon highlighted in top right.

### 8. Select Corporation Settings.

#### Dropdown Menu

Menu showing Corporation Settings option.

### 9. Select Create New User.

#### Corporation Settings

Corporation Settings page with Create New User button.

### 10. Enter the user's information.

Fill in name, email, and other details.

### **New User Form**

Form with name, email, and role fields.

## **11. Set their permissions.**

Choose what the user can access.

### **Permissions**

Permission checkboxes or toggles.

## **12. Select Create User.**

The new user will get an activation email from IPS.

## Part 3: New User Activation

The following steps are for the new user.

### 1. Open the activation email from IPS and select Activate Account.

#### User Activation Email

Email from Innovative Programming Systems with "Activate Account" button.

### 2. Create a password and activate.

You will land on the ScanIt Parts Dashboard.

**Bookmark this page!** Save the dashboard URL so you can get back to it.

### 3. Select the icon in the top right corner.

#### Top Right Menu Icon

Dashboard header with user/settings icon highlighted.

### 4. Select User Settings.

### Menu

Menu showing User Settings option.

## 5. Enter a scanner username (optional).

Must be at least 5 characters. Letters, numbers, dashes, underscores only.

### Username Field

Username input field with Update button.

## 6. Select Update to save the username.

## 7. Enter a scanner pin.

Must be at least 4 digits.

### Pin Field

Pin input field with Update button.

## 8. Select Update to save the pin.

## 9. Select the house icon (top left) to go back to the dashboard.

### Home Icon

Top bar with house/home icon highlighted.

**Done!** The user can now log in to the scanner with their username and pin. They can also log in to the dashboard at any time using their email and password.