Managing your Company in Excelerator

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1. **Navigating the Manage Company page**

Section 1.1 - Viewing your Company's Default Dealer Information

- Displayed below is your company profile at your Default Dealer Family
- Here you can view your company information as set up in your Default Dealer's system
    - *Please contact your Default Dealer if any of this information needs to be updated*

Section 1.2 - Viewing your Company's Alternate Dealer Information

- Displayed below is your company profile at your Alternate Dealer Family(s)
- Here you can view your company information as set up in each of your Alternate Dealer's systems
    - *Please contact your Alternate Dealer if any of this information needs to be updated*

Section 1.2.1 – Changing your Default Dealer Family

- Located in the top right corner of your Alternate Dealer(s) is the Change Default Dealer Family button
- Selecting this button allows you to update the Default Dealer Family for your company
    - By selecting Change Default Dealer Family, all of the users underneath your company profile in Excelerator will be updated to shop primarily from the Default Dealer Family selected
    - Users will be able to switch between their Default and Alternate Dealer Family(s) at any time by clicking My Dealer and selecting where to shop (Described in Section 3.1 below)
    - You can update the Default Dealer Family for your company in Excelerator at any time.

2. Managing your Company's Users

Customer Admins under your company, once linked to multiple dealers, have the responsibility for managing the users under their Excelerator account. Below you will see the users section of the page. The users area is where individuals from your company can be created, updated and removed from your Excelerator account. This functionality is outlined in detail below.

If you do not believe you should be a Customer Admin for your company, please follow the steps below to update your user profile to one of the other user access types.

Section 2.1 – Creating New Users

- To add an additional user to your Excelerator account, navigate to the users modal under the My Company page and click on the Add New User button.
- Once the Add New User button is selected, you will be prompted with a Create New User modal.
- Here is where you will be presented with the options for setting up a new user, detailed below.

Section 2.1.1 – User Information

- For every user created under your company, Excelerator requires a User Name and User Email.
- The User Email field needs to be a valid, active email box as this email address is used for many Excelerator functions including order confirmations and password resets.

Section 2.1.2 – Access Types

- There are three user access types or roles for individuals set up under your company in Excelerator
  - o **Customer Admin**
    - Customer Admins can modify user access types and login rights under the company account
    - Customer Admins can update the default dealership for the company account
  - o **Customer Superuser**
    - Customer Superusers can shop for themselves and on behalf of other users under the company account
  - o **Customer User**
    - Customer Regular Users can shop for themselves under the company account
    - *The Customer User access type is the most common for parts representatives*

Section 2.1.3 – Login Rights

- There are two user login rights that can be given to individuals set up under your company in Excelerator
  - o **Place Order**
    - With Place Order rights, the user has the ability to places orders
  - o **View Only**
    - With View Only rights, the user has the ability to view availability and pricing only

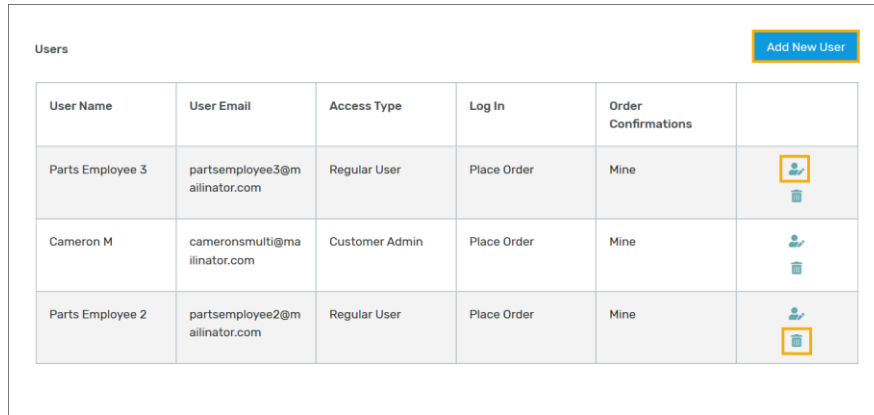Section 2.1.4 – Order Confirmation Emails

- There are two options for users under your company in Excelerator to receive order confirmation emails
  - o **Mine**
    - Users with Mine selected will receive Excelerator order confirmation emails for their orders only
    - *Recommended for individuals with the Customer User Access Type*
  - o **All**
    - Users with All selected will receive Excelerator order confirmation emails for all orders placed by any user under their Excelerator account
    - *Recommended for individuals with the Customer Admin or Customer Superuser Access Type*

Section 2.1.5 – DTNA Connect ID

- Customer Admins can save user's DTNA Connect ID to their profile to link their parts catalog (PartsPro) access to their login in Excelerator.
  - o If a user has a DTNA Connect ID saved to their Excelerator profile, they will be able to view the integrated parts catalog (PartsPro) while shopping.
  - o If unfamiliar with the DTNA Connect ID, examples of the login ID format are shown below
    - C70XXXXX
    - QBXXXXXX
  - o *Please Note, once a DTNA Connect ID is saved to the user profile the user will be required to log into Excelerator using their DTNA Connect ID credentials going forward. (UserID and Password)*

Section 2.2 – Modifying Existing Users

- To edit an existing user on your Excelerator account, navigate to the users modal under the My Company page and click on the user icon next to the user that needs to be updated.
- Once the user icon is selected, you will be prompted with an Update User modal.
- In the Update User modal you will be presented with the options for updating an existing user's profile, detailed below.

Section 2.2.1 – User Information

- Customer Admins can update an existing user's name or email at any time
- Updating the user's email will trigger a password reset to the newly added email address
- The User Email field needs to be a valid, active email box as this email address is used for many Excelerator functions including order confirmations and password resets.

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Section 2.2.5 – DTNA Connect ID

- Customer Admins can update user's profiles with their DTNA Connect ID at any time. Adding a user's DTNA Connect ID to a user's profile links their parts catalog (PartsPro) access to their login in Excelerator.
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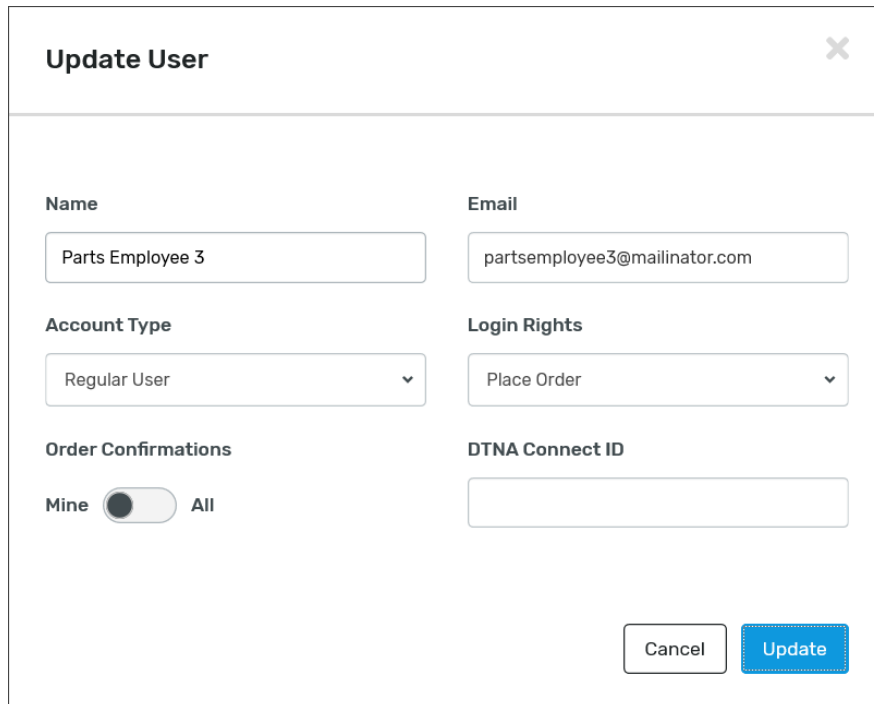
Section 2.3 - Removing Users

- To remove an existing user on your Excelerator account, navigate to the users modal under the My Company page and click on the trash can icon next to the user that needs to be removed, shown below
- Once the remove user icon is selected, you will be prompted with a modal.
- In the Remove User modal you will be prompted to confirm removal of the selected user.

3. **Shopping from Multiple Dealers**

Users under your company, once linked to multiple dealers, have the ability to shop from all of the dealerships connected to your Excelerator account. Below you will see the My Dealer page featured in Excelerator. The My Dealers page is where users under your account can view all dealer connections and select the dealership for their shopping experience.

If you do not believe you should be connected to any of the dealerships shown under the My Dealer page, please contact ADXsupport@daimler.com.

Section 3.1 – Shopping from an Alternate Dealer(s) in Excelerator

- To view all of your company's connected Excelerator dealers, click on the My Dealer page
- Here you can view your company's Default Dealer Family in Excelerator
- By selecting Shop Alternate Dealer, a listing of all dealerships connected to your company in Excelerator will be shown.

- The Primary Family icon indicates this dealer family is your default dealership in Excelerator.
- The Current Family icon indicates this dealer family is the current dealership you are shopping from in Excelerator.
- To change the current dealer family you are shopping from in Excelerator, select the shop here button.
  - Once you have signed out of Excelerator or your shopping session has expired, your Excelerator user login will revert back to shopping from your Default Dealer Family.
  - Users can shop from any dealership connected to their Excelerator account at any time.

Dealer Family A `Primary Family` `Current Family`

Address

2110 Gennett Circle
Fort Mill, SC, 29715
United States

Website

www.exceleratordealera.com

Dealer Family B `Shop Here`

Address

2210 Gennett Circle
Fort Mill, SC, 29715
United States

Website

www.exceleratordealerb.com