

## eShowroom Admin Center Instructions

### Accessing the eShowroom Manufacturer Admin Center

To access the eShowroom admin center, you can go to your eShowroom and click **Login** at the **bottom (footer) of page**. You will be asked to enter your email and password. If you've forgotten your password you can go to the Dealer Login and click Lost Password or contact us.

Note: the password is case sensitive. You can change it or add others in the admin. *See Editing User Permissions below.*

### Adding & Deleting Manufacturers

To review the database list and add or delete manufacturers, go to the **Manufacturers** heading and choose **Add or delete manufacturers by category**. You will get a listing of our entire database organized by category with the manufacturers already in the your eShowroom database checked. You can add or delete manufacturers by checking or unchecking the appropriate box. When you are ready, just scroll to the bottom and click **SUBMIT**. You will then be asked to verify the changes, enter your email and click **SUBMIT again**. The changes will be sent to us and will be entered promptly and a confirmation note will be sent to you.

Note: Updates can be done as often as necessary. We recommend that the eShowroom content be reviewed periodically and updated as necessary.

### Further Refinement (Adding / Deleting Specific Product Brochures)

Note: This is done after the eShowroom is set up.

To further refine your eShowroom content, you can go to the **Manufacturers** heading and choose **If needed, refine your manufacturer selections by deleting specific products you don't carry**. This link presents a list of all manufacturers already in the eShowroom organized alphabetically. For each manufacturer, it shows all of the individual brochures (sub-categories) that are included in the eShowroom. To remove any specific brochure(s), simply uncheck the appropriate box and click Submit at the bottom. As above, you'll be asked to verify, enter your e-mail and click Submit again.

### Adding Manufacturers Not Yet in Our Database

Toward the bottom of the list you'll see a section called **New Manufacturers not in Database**, where you can enter any manufacturers that you want in the eShowroom but are not yet already in our database.

### Editing User Permissions & Options

In the admin center you can also change passwords and add others with varying levels of access. To update user access go to **Edit User Permissions and Options**. You will get a window showing who is currently getting the reports and quote requests. You can easily add, delete or update any of the information.