



The following guide outlines how to create, edit and remove users on your SpeedDial Beta account.

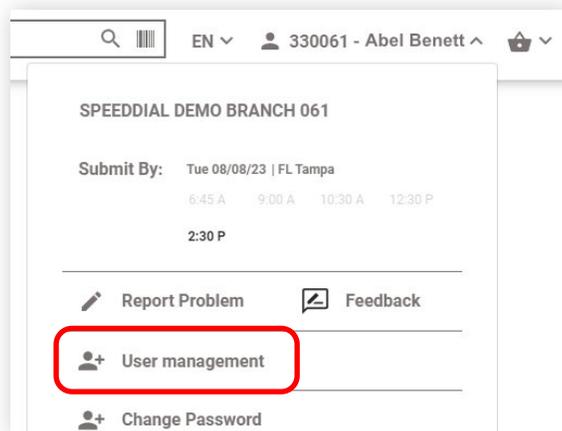
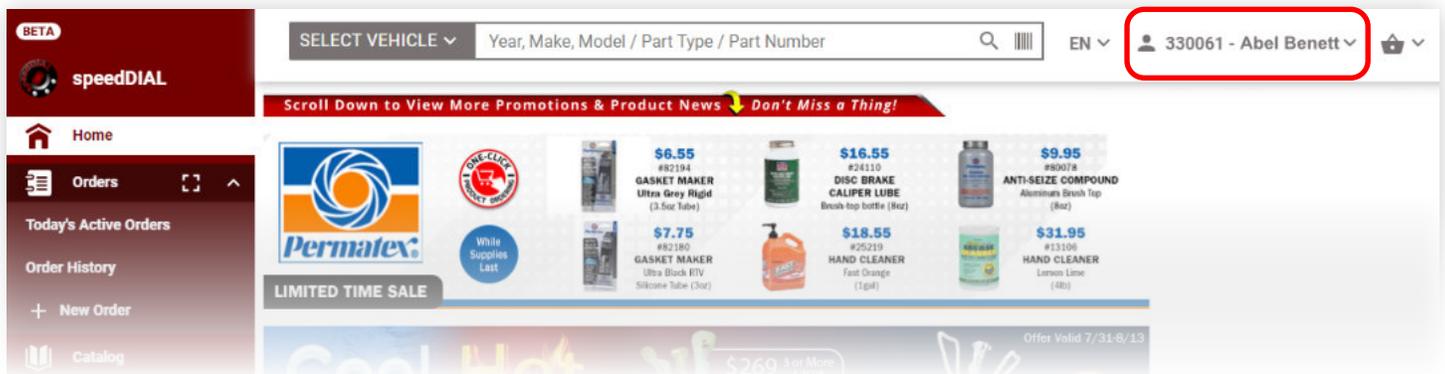
Worldpac SpeedDial Beta customers now have access to create separate user profiles under their shop's account. Benefits of unique user logins:

- Protects privacy of shop owner credentials.
- Helps to prevent unauthorized users from accessing your account.
- Provides flexibility to add and remove users as shop employees change.
- Allows for the creation of customized access to a variety of features on SpeedDial including Viewing and Submitting Orders, Invoices, Returns, Prices and more!

Creating a New User

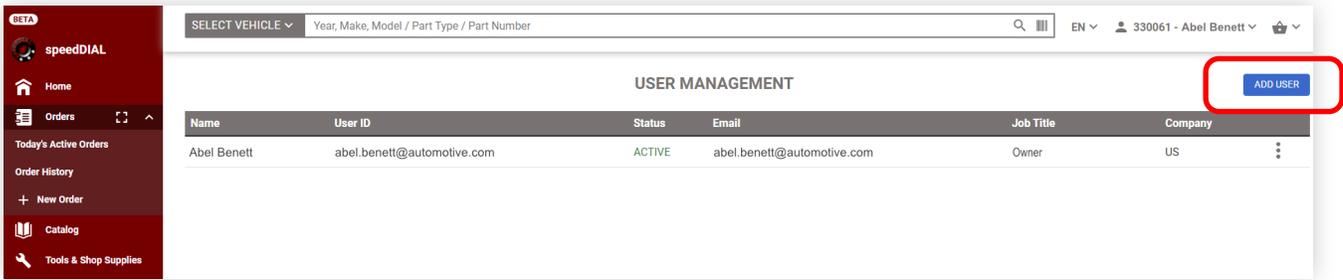
Step 1

After logging into your account, select the person icon  in the top right-hand corner of the home page screen and click **"User Management"**.



Step 2

Under the “User Management” screen, select “Add User” in the top right-hand corner.



Step 3

Fill out the details for the user on the form. The email address entered will be the user’s login ID. Once complete, click “Next”.

The screenshot shows a 'Create User' form titled 'Create User for 330061 SPEEDDIAL DEMO BRANCH 061'. The form is divided into sections. The 'User Information' section contains the following fields: *First name (with a red border and a red error message 'First name is required'), *Last name, *Job Title (a dropdown menu), *Mobile Phone, and *Email (with a note 'Email will be used as the login ID'). At the bottom of the form are three buttons: RESET, CANCEL, and NEXT.

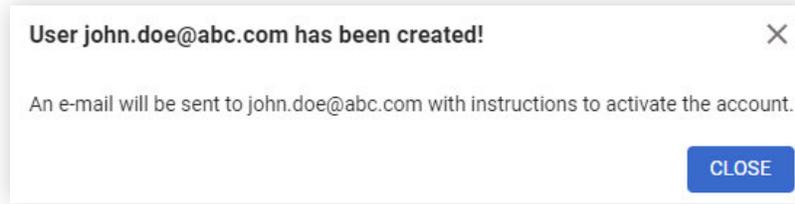
Step 4

On the next screen, customize the permissions for this user’s access on SpeedDial.

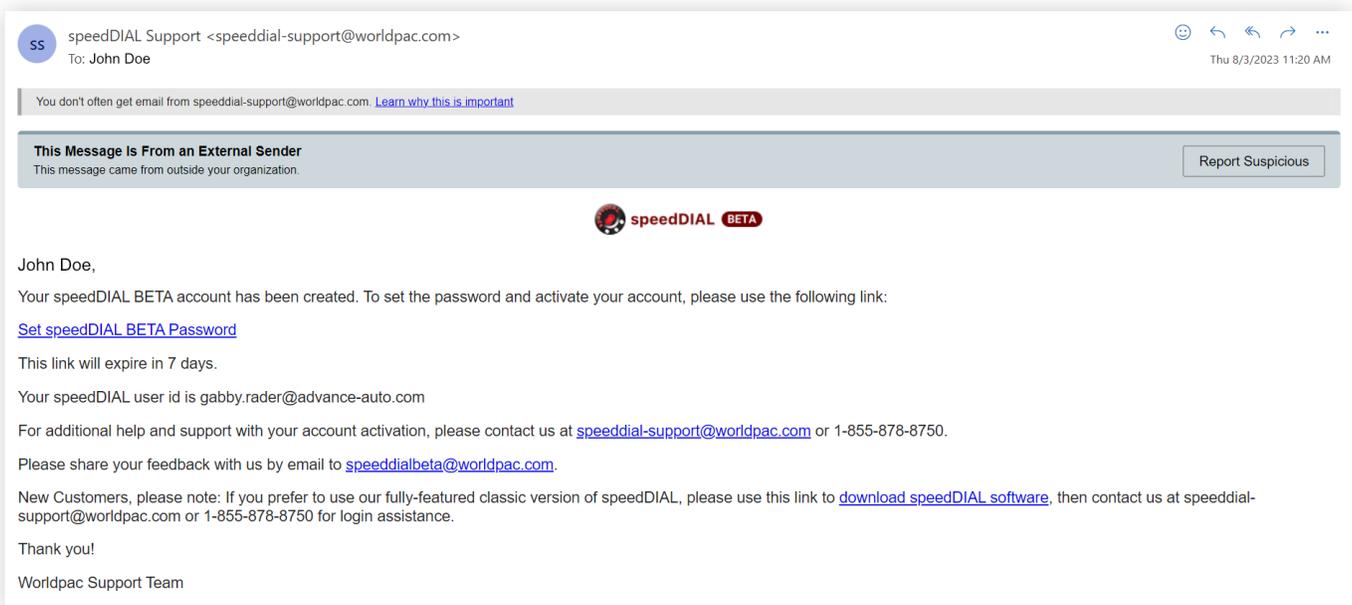
The screenshot shows the 'Permission' section of the 'Create User' form. It is titled 'Create User for 330061 SPEEDDIAL DEMO BRANCH 061'. Below the title, it states: 'All users have access to Home, Catalog and Pricing. Choose permissions below for this user to access other areas of speedDIAL.' The permissions listed are: View Price (checked), Orders (checked), Submit Orders (checked), Invoices (checked), Returns (checked), and Users (checked). At the bottom of the form are three buttons: < Back, CANCEL, and FINISH.

Step 5

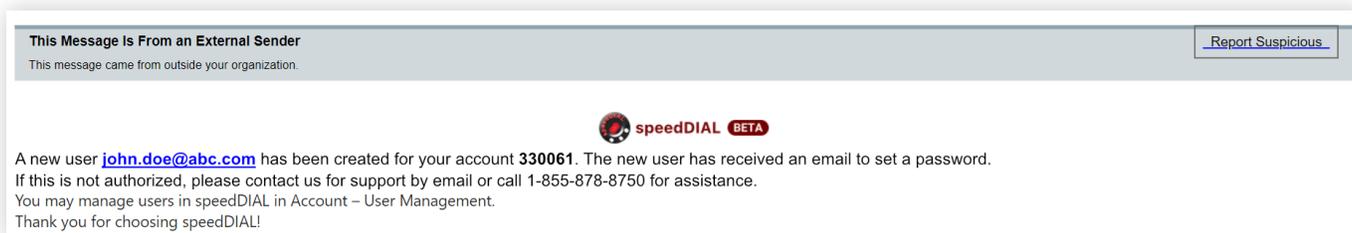
SpeedDial will display a confirmation that the user has been successfully created. The user will then receive an email from SpeedDial Support with a link to create their password and log into their account. The shop owner will also receive an email from SpeedDial confirming that the user has been created.



User Email

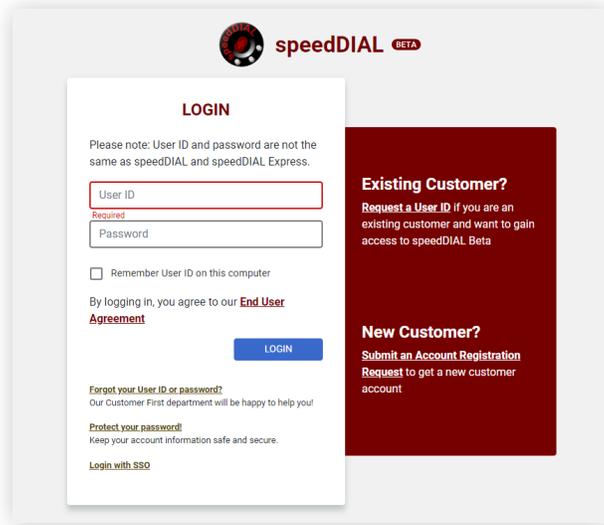


Shop Owner Email



Step 6

The user will click the link in the email to set their password. Once they choose a password, they will be prompted to log into their account.



speedDIAL BETA

LOGIN

Please note: User ID and password are not the same as speedDIAL and speedDIAL Express.

User ID
Required

Password

Remember User ID on this computer

By logging in, you agree to our [End User Agreement](#)

LOGIN

[Forgot your User ID or password?](#)
Our customer First department will be happy to help you!

[Protect your password!](#)
Keep your account information safe and secure.

[Login with SSO](#)

Existing Customer?

Request a User ID if you are an existing customer and want to gain access to speedDIAL Beta

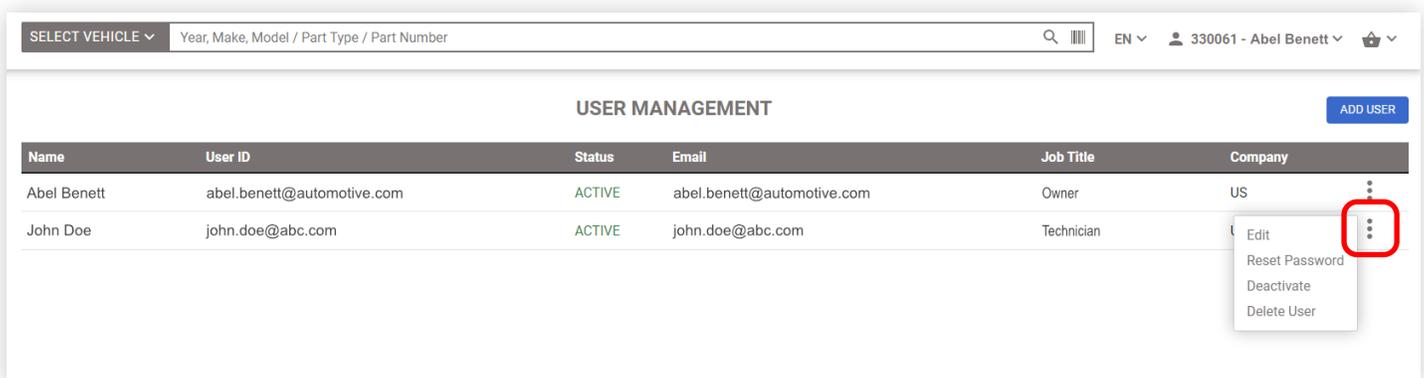
New Customer?

Submit an Account Registration Request to get a new customer account

Editing, Deactivating, Deleting Users and Resetting Passwords

To make any changes to a user's account, click on the three dots next to the user you would like to make changes to and select the option.

- To edit a user's information (Name, Phone number, Permissions), select "Edit" and a screen will pop up to make changes to their account.
- To reset a user's password, select "**Reset Password**" and click "**Confirm**". The user will then receive an email with a link to reset their password.
- To deactivate a user, select "**Deactivate**" and click "**Confirm**". The user's account will no longer be active, and the account status will show as "**Disabled**". You can reactivate the account by clicking on the three dots and selecting "**Activate**".
- If a user has left, you have the option to remove the user from your account. Select "**Delete User**" and click "**Confirm**".



SELECT VEHICLE ▾ Year, Make, Model / Part Type / Part Number 🔍

EN ▾ 330061 - Abel Benett ▾ 🛒 ▾

USER MANAGEMENT

[ADD USER](#)

Name	User ID	Status	Email	Job Title	Company	
Abel Benett	abel.benett@automotive.com	ACTIVE	abel.benett@automotive.com	Owner	US	⋮
John Doe	john.doe@abc.com	ACTIVE	john.doe@abc.com	Technician		⋮

- Edit
- Reset Password
- Deactivate
- Delete User