

HOW TO ASSIGN PERMISSIONS FOR CONSUMERCONNECTION USERS.

To protect consumer information at your dealership, restricted permission levels have been established for users of ConsumerConnection. These permissions set strict limits on the actions each user is allowed to take and the data they are allowed to view. Only the Group or User Administrator may assign permissions. To do so, use the following instructions.

Quick Reference/Summary Guide for role assignments:

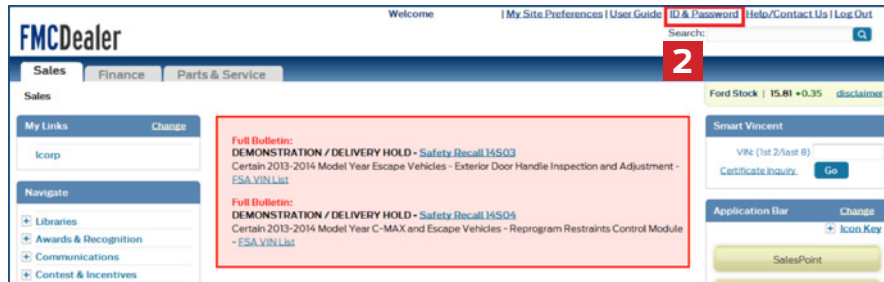
If you are familiar with the process, use this reference as a guide. Detailed instructions follow.

- Login to FMCDDealer
- Click on ID & Password
- Click on the employee's user ID on the Manage User Group screen
- Click on the Entitlements tab on the User Profile page
- Click the [+] to the left of the Application:CnsnrCnctn folder
- Click the [+] to the left of the Roles folder
- Select the role you wish to assign to this user (A user should only be associated with a single role.)
- Click the Assign button and click OK when the prompt appears
- Click OK on the popup informing you the Entitlements have been assigned

Role Descriptions	
CCCampaignAuthor	Cannot edit dealership information or communication choices; however, this role can create custom direct mail and/or custom email campaigns as well as view/download reports.
CCDealerAdmin	Full access.
CCViewer	View only access; cannot create, download or edit any campaign creative or report.

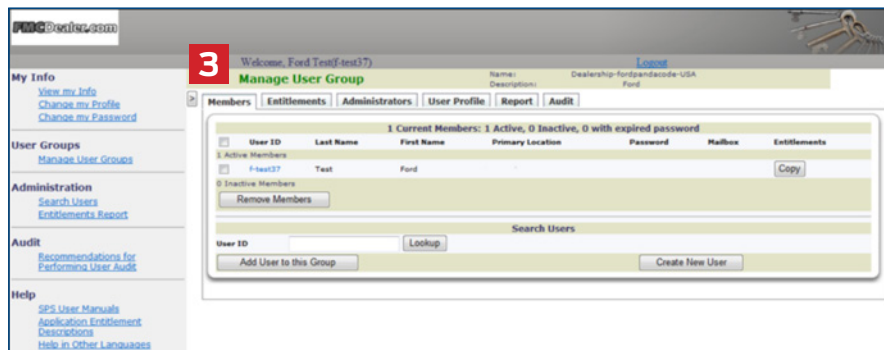
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Detailed instructions for role assignments:

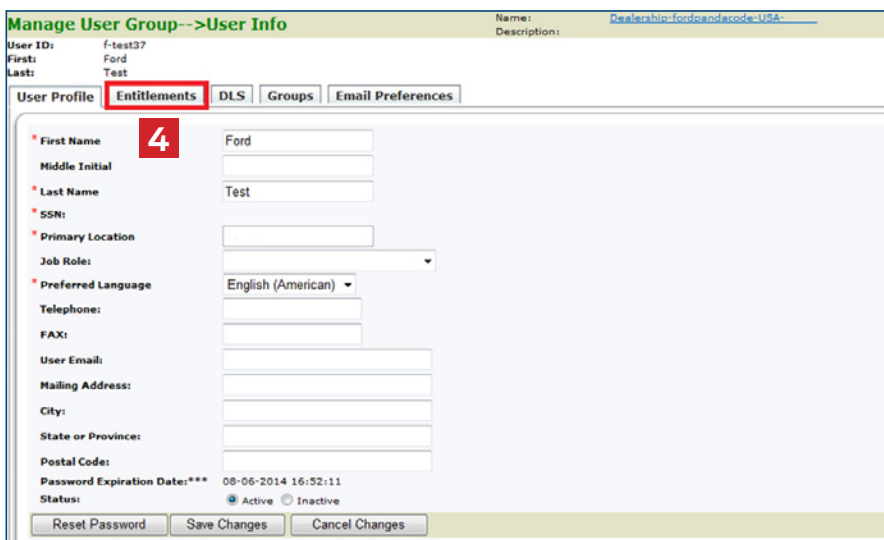


1 Group or User Administrators must first login to **FMCDealer**
www.FMCDealer.dealerconnection.com

2 Click on **ID & Password** at the top right of the page.

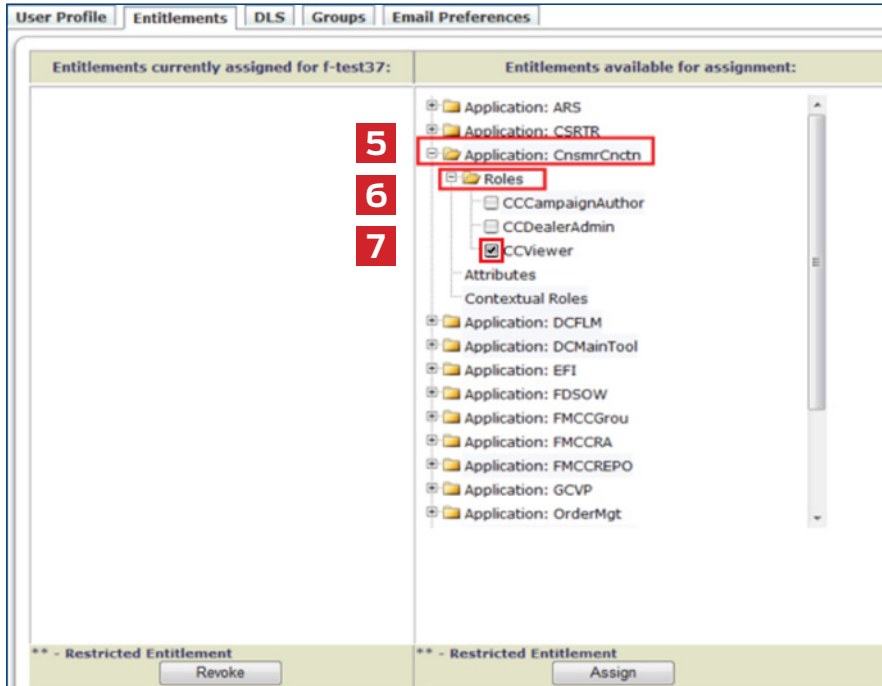


3 If you are a Group or User Administrator, you will see the **Manage User Group** screen. Locate the employee on this screen and click on the employee's user ID.



4 On the **User Profile** page, select the **Entitlements** tab.

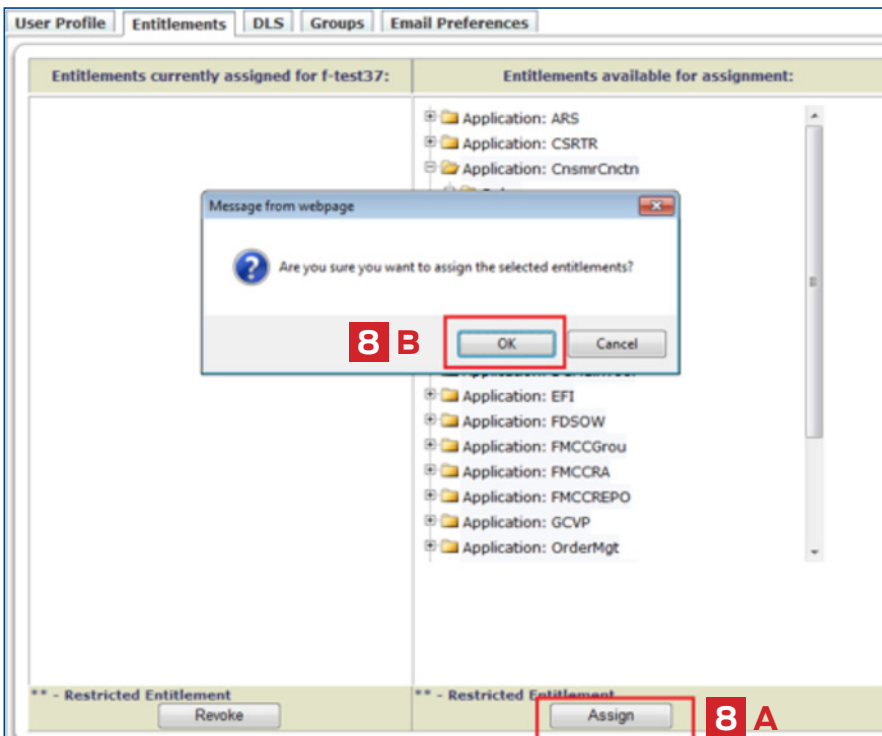
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5 Locate the folder entitled “**Application: CnsmrCnctn**” on the right under the heading “**Entitlements available for assignment.**” Click the [+] to the left of the folder. The **Roles** folder will appear.

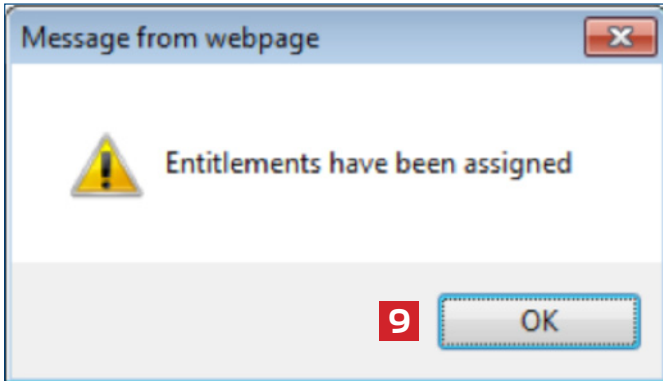
6 Click the [+] to the left of the **Roles** folder to reveal a list of roles that may be assigned.

7 Select the role(s) you wish to assign to this employee by clicking on the box to the left of the desired role. A check mark will appear to confirm the selection. **IMPORTANT: A user should only be associated with a single role.**

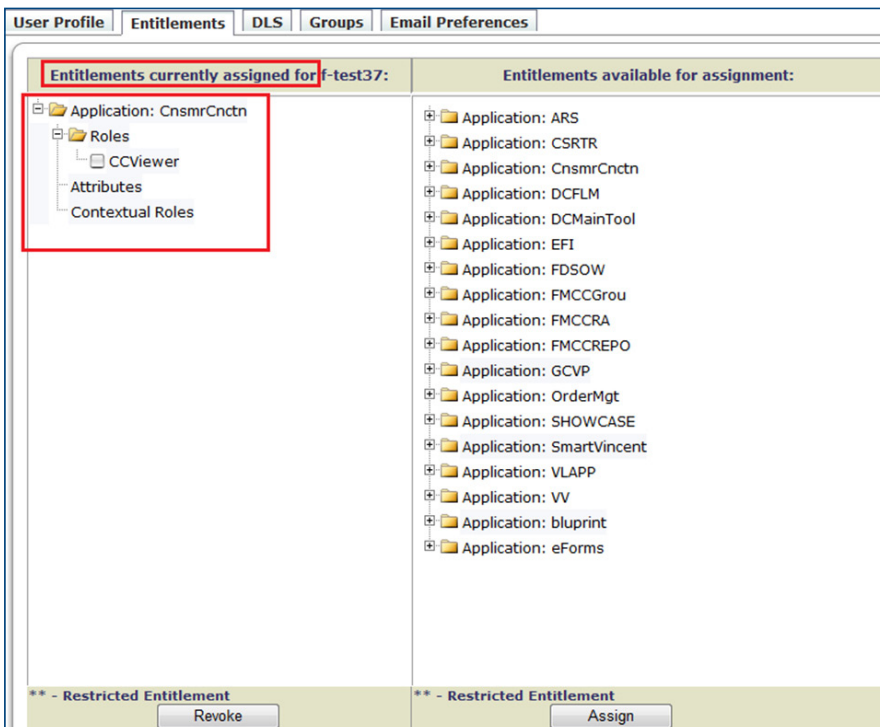


8 A) Once the desired roles are selected, click the **Assign** button near the bottom of the page. **B)** A prompt will appear for verification of the entitlement assignment, click **OK**.

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9 A window will appear stating that the “Entitlements have been assigned.” Click **OK**.



10 The page will refresh and the entitlements you assigned will appear on the left side of the screen under “**Entitlements currently assigned for (User ID)**.”

11 Access to ConsumerConnection and the employee’s specific role(s) has now been assigned.