New Features

Dealer Admin now includes Temporary Personnel and Active/Inactive Status for Personnel accounts.

Temporary Personnel

Temporary personnel have been added to allow certain users access within a specified time-frame, without manual changes to user permissions. Temporary personnel cannot access Dealer Admin from their personnel account outside of the time-frame set by administrators.

To add a temporary personnel account, complete the following steps:

1. Log in to **Dealer Admin** (dealer.securecomwireless.com).
2. In the left menu, go to **Personnel > Personnel**.
3. Select the (Add) icon.
4. Enter the following information for the user:
   - First Name
   - Last Name
   - Email
5. If you want to upload an image for the user, select **Add User Image** next to **User Image**. Select **Choose file**, find the image and select it, then select **Open**. For best results, photos should be a 300 × 300 pixel PNG file.
6. At **Status**, set the user to **Active** or **Inactive**. All new personnel are **Active** by default. For more information on setting a user status, refer to Set Personnel to Active or Inactive.
7. Select the check box next to **Temporary**, then set the **Start Date** and **End Date**. Select a **Time Zone** from the dropdown and, if necessary, select the checkbox to **Observe Daylight Savings Time**.
8. At **Role**, select the user's role. For more information about the permissions associated with each role, refer to Preset Roles or Custom Roles.
9. At the top of the page, select **Save**.

Active/Inactive Personnel

Active and **Inactive** statuses have been added to Personnel. Administrators can now set a personnel account as **Inactive**, rather than deleting it from their system in Dealer Admin. Personnel set to **Inactive** no longer have access to Dealer Admin, but the information associated with the personnel account is retained for later use, such as audits. Inactive personnel can be reactivated at any time by setting them to **Active**. All personnel are **Active** by default.

To set existing personnel to **Active** or **Inactive**, complete the following steps:

1. Log in to Dealer Admin (dealer.securecomwireless.com).
2. In the left menu, go to **Personnel > Personnel**.
3. In **Personnel List**, select the email address of the user that you want to edit.
4. Using the dropdown next to **Status**, set the user to **Active** or **Inactive**.
   - To deactivate a user's personnel account but retain the information, select **Inactive**.
   - To reactivate a personnel account that has been labelled as Inactive, select **Active**.
5. At the top of the page, select **Save**.

More Information

To learn more, refer to the following documentation:

- Dealer Admin Help: Personnel

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