



Adding a User

To add a new user, you will first need to create a profile. You may only add a new user if you are within your RDN User License. Contact RDN Support if an additional User License is needed.

Please follow the steps below to create a new RDN user.

The screenshot displays the RDN web application interface. At the top, there is a navigation bar with the RDN logo on the left and links for Documentation, Support, and Logout on the right. Below this is a main menu with various options: Main Menu (highlighted with a red box), Credits [101], Open Orders [1899], My Orders [18], MultiSearch, Clients/Assignees, Adjusters, DRN Upload, and CarsArrive. A secondary menu shows Repos > May 1st [0], New Web [57], Credit Usage, New Updates [19], On Hold [29], Need Info [5], and OPENLANE. Below the menus is a search bar with fields for F:, L Name:, Clt No., Ref No., Case No., VIN:, and Invoice No., along with a Go button. A blue banner at the top of the main content area reads "Welcome Carrie Barbour with 1 RDN Demo" and "May 05, 2013". Below this is a section for "RDN Announcements". The "User Functions:" section is highlighted in orange and contains a list of options: Edit My Profile, Edit Company User Accounts (highlighted with a red box and a red arrow pointing to a callout box), Edit Company Profile, View Stored Vehicles [Total Stored: 301], Pending CAC C/Rs, Release Stored Vehicles, 3 Day Updates Required (Number of Days: 2,3,4,5,6,7,8,9,10, Never), OPEN Orders By Borrowers Last Name, OPEN Orders By Date of the Order, and OPEN Orders BY AGENT And Date. The callout box contains the text "Click Edit Company User Accounts."

Adding a User

Logged in as: Carrie Barbour

2013-05-05

[Add New User>>](#) (you will not be able to activate the new user unless you are below your max allowed users)

[Manage Templates>>](#) (Define *User Interface* templates that can be assigned to users in your company)

| Active | User | User Interface Template | Company | ID |
|--------|------------|--------------------------|------------|--------|
| Yes | (New User) | Carrie | 1 RDN Demo | 90DEMO |
| Yes | (New User) | - No Template Selected - | 1 RDN Demo | 90DEMO |
| Yes | (New User) | - No Template Selected - | 1 RDN Demo | 90DEMO |
| Yes | (New User) | - No Template Selected - | 1 RDN Demo | 90DEMO |
| Yes | (New User) | - No Template Selected - | 1 RDN Demo | 90DEMO |

Click New User.

Adding a User

Edit Existing User:

| | |
|------------------------------------|--|
| Company: | 90DEMO |
| Personal ID: | 90022388 |
| Security Code: | 9022222 |
| Last Name: | Barbour |
| First Name: | Carrie |
| User Name: | CBarbour |
| New Password: | |
| User Email: | cbarbour@openlane.com |
| Allowed Login Days: | M <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> Th <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> Sa <input checked="" type="checkbox"/> Su <input checked="" type="checkbox"/> |
| From: | midnight to 11:59:59 <small>This MUST be figured in ARIZONA TIME (Current Arizona time: 11:25 AM)</small> |
| Allowed IP Addresses: | <input type="text" value="ALL"/> (enter "ALL" for no restrictions) |
| Auto Login Valid For : | 3 days (72 hours) |
| Allowed to create invoices: | <input checked="" type="checkbox"/> |
| Fax Administrator: | <input checked="" type="checkbox"/> |
| Require Two Factor Authentication: | No |
| View Clients: | <input checked="" type="checkbox"/> |
| Use Openlane: | <input checked="" type="checkbox"/> |
| Manager: | <input checked="" type="checkbox"/> |
| Can use multisearch bulk options: | <input checked="" type="checkbox"/> |
| MATS Lookup: | <input checked="" type="checkbox"/> |
| License Plate Lookup: | <input checked="" type="checkbox"/> |
| Can request Key Codes: | <input checked="" type="checkbox"/> |
| Active: | <input checked="" type="checkbox"/> |
| Can modify UI Template: | <input checked="" type="checkbox"/> |
| Can edit adjuster notes: | <input checked="" type="checkbox"/> |

<< Add (Current IP: 173.172.111.215)

Personalize the user information. Each User Name must be unique.

Apply a checkmark to give the user the permission.

Remove the checkmark to deny the user the permission.

Apply a checkmark next to "Active" to activate this user.

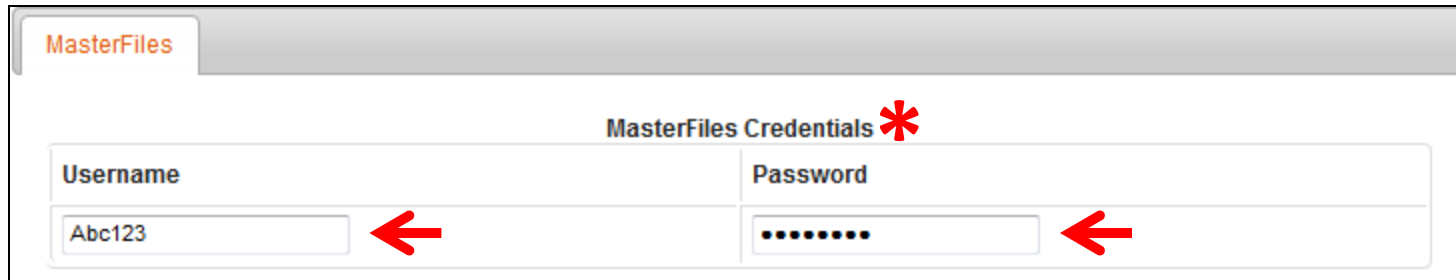
Adding a User

RDN is pleased to announce a new integration with MasterFiles.

To take advantage of this new feature, you will need to obtain a Username and Password from MasterFiles.

To obtain a Username and Password from MasterFiles:

- ❖ Contact Alex Price with MasterFiles at (972) 735-2353, or at alex.price@masterfiles.com.
- ❖ Enter the Username and Password supplied by MasterFiles.
- ❖ This Username and Password should not be shared.



The screenshot shows a web form titled "MasterFiles Credentials" with a red asterisk. The form has two input fields: "Username" and "Password". The "Username" field contains the text "Abc123" and has a red arrow pointing to it from the right. The "Password" field contains a series of dots and has a red arrow pointing to it from the right. The "MasterFiles" logo is visible in the top left corner of the form area.

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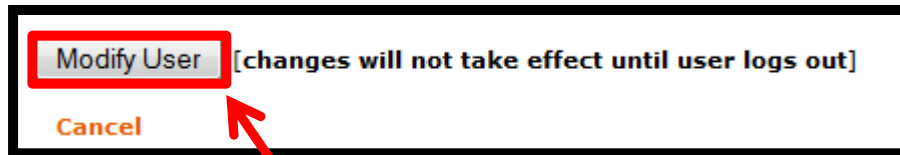
There are three types of Permissions you may apply:

- ❖ Purchase permission allows the user to purchase MasterFiles Reports.
- ❖ View permission allows the user to only View MasterFiles Reports.
- ❖ Share permission allows the user to Share the report with the Client.

You may apply ALL permissions or select each permission individually.
Apply permissions, scroll down and click Modify User.

| MasterFiles Report Permissions | | | |
|--------------------------------|---|---------------------------------|---------------------------------------|
| Report Name | Purchase* <i>Can purchase report</i> | View* <i>Can view report</i> | Share* <i>Can share report</i> |
| | <input checked="" type="checkbox"/> (All) ← | <input type="checkbox"/> (All) | <input type="checkbox"/> (All) |
| Address Reports : | <input checked="" type="checkbox"/> | <input type="checkbox"/> ← | <input checked="" type="checkbox"/> |
| Bankruptcy Reports : | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Business Reports : | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> ← |
| Cell Reports : | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Contact Reports : | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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Click Modify User to complete adding the new user to RDN. They may now log in at www.recoverydatabase.net



Questions??

**If you have any questions, please contact RDN Support at
817-204-0298, option 1, or via email: support@recoverydatabase.net.**

