

What is a Branch Admin?

Every branch on RAB360 has a Branch Admin. This person is responsible for adding new users to the branch and giving users Pricing and Tracking Access.

Overview of Standard Access Levels

Standard access levels can be toggled on/off by the branch admin at any time.

 = Feature is / is not available with this access level	Pricing Access What Pricing Access gets you	Tracking Access What Tracking Access gets you	No Pricing & No Tracking Access
Build Product Comparisons			
View Install Photos			
Configure SKUs & Build a Cart to Download			
Lead time & Inventory			
Day to Day Pricing & Clearance SKUs			
Request for a Quote (Only for projects over \$2500)			
Track Orders, shipping status			
Ideal Users	<ul style="list-style-type: none"> • Projects • Quotations • Purchasing • Inside Sales • Lighting-Specialist 	<ul style="list-style-type: none"> • Purchasing • Receiving • Warehouse • Outside Sales 	<ul style="list-style-type: none"> • Counter Rep

When will I get my account?

You will receive an email from RAB Design Lighting with instructions on how to login. Once you login, you can start adding new users to your branch!

How do I add users?

1.
- Go to **Distributor** on your menu bar and navigate to your branch overview page.

Demo Branch

Branch Overview

Users

RAB 360°

Demo Distributor

Customer Tier: Tier One

Free Shipping Amount: \$1000.00

Location:

222 Islington Ave

Ontario

Branch Admin

Harry Potter

1-800-268-0381

demo.adanac1.rab360@gmail.com

RAB Design CSR

CSR RAB_DESIGN

1-800-268-0381

csr.testing.rab360@gmail.com

Sales Agency

Adanac

604-944-9806

sales@adanacsales.com

www.adanacsales.com

Sales Agents

SalesRep Demo

1-800-268-0381

jerry.testing.chen@gmail.com

2.
- Click on **Users** to see a list of RAB360 users in your Branch.

Demo Branch

Branch Overview

Users

Add New User +

Search by user's first name

Email/Username ▾ ▲	First Name ▾ ▲	Last Name ▾ ▲	Title	Phone Number	Pricing Access	Order Tracking	Golden Price Access	Last Login ▾ ▲	Account Actions
demo.adanac1.rab360@gmail.com	Harry	Potter	Branch Manager	1-800-268-0381	✓	✓	✗	0 Days Ago	Edit

Showing rows 1 to 1 of 1

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3.
- Click **Add New User +** and fill in the user's information, give them the appropriate access level.

Can the Branch Admin be re-assigned?

Yes! We can re-assign the branch admin at anytime. Please contact your sales rep to make a request.

The Branch Admin can be re-assigned to [another distributor user](#) or a [sales rep](#)

How can I contact my Sales Reps?

Click the  symbol (top-right corner of screen) to see your Key Contacts including your sales reps.

How will new users be onboarded?

Your branch's dedicated CSR will personally reach out to every new user to make sure they have logged in and onboard them with a Quick Start Guide.

You can also contact your sales reps to request for a 30 minute training session.

How many users can I create?

You can create as many users as you want, but you can only add users with your branch's work email domain.

Can users generate a PO on RAB360?

No, users cannot generate a PO on RAB360. They can however, send a PO (generated by your systems) to their CSR in RAB360.