Branch Admin User Guide

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.

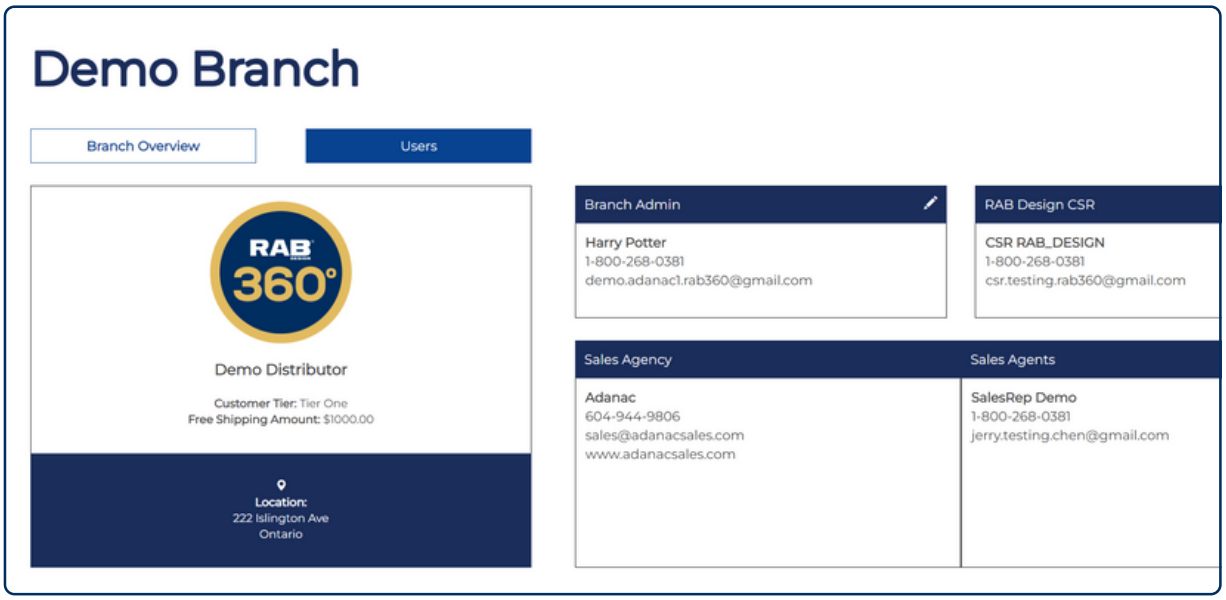
= Feature is / is not available with this access level	**Pricing Access** What Pricing Access gets you	**Tracking Access** What Tracking Access gets you	No Pricing & No Tracking Access
Build Product Comparisons	✓	✓	✓
View Install Photos	✓	✓	✓
Configure SKUs & Build a Cart to Download	✓	✓	✓
Lead time & Inventory	✓	✓	✓
Day to Day Pricing & Clearance SKUs	✓	✗	✗
Request for a Quote (Only for projects over $2500)	✓	✗	✗
Track Orders, shipping status	✗	✓	✗
Ideal Users	• Projects • Quotations • Purchasing • Inside Sales • Lighting-Specialist	• Purchasing • Receiving • Warehouse • Outside Sales	• Counter Rep

When will I get my account?

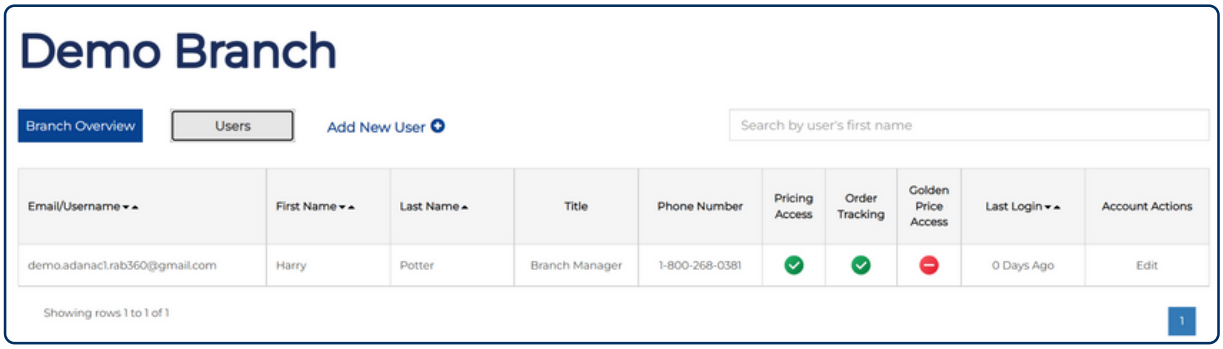
You will receive an email from RAB Design Lighting with instructions on how to login. Once you login, you can start adding new users to your branch!

How do I add users?

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



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



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.