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# Enable User Management

1. Log in to PPG LINQ as the primary contact for the Bodyshop.
2. On the Home screen, click the **Settings** tile.

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Description automatically generated

1. On the Settings screen, click the **Configuration** tile.

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1. On the Application Settings screen with the **General** category highlighted, ensure ‘User Management’ has a checkmark (even if it is gray) and save changes.

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# Add a New User

**IMPORTANT!** None of these actions create or update records in Vantage Point

1. Follow the steps to [Enable User Management](#_Enable_User_Management) in PPG LINQ.
2. On the Home screen, click the **Settings** tile.

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1. On the Settings screen, note the User Management tile has been added. Click the **User Management** tile.

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1. On the User Management screen, the shop’s users are displayed. Note the ShopAdmin account is listed first.

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1. To create a new user account click the **Add User** button.

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1. On the Create User screen, enter a First Name and Last Name.
2. Enter and confirm a PIN.
3. Choose a permission template for the user (Note: These are the same permission templates as in PaintManager XI).
   * Administrator
   * Manager
   * Painter
   * Mixer / Matcher
   * Prepper
   * Estimator
   * Front Office
4. Select a Language and region for the user if an alternate is preferred.
5. Select a Color for the User Icon.
6. The final step is to choose how the user will log into your shop.
   1. **With an email address:** This will create an individual email-based account. The user will be required to enter an email address and password to log in.
      1. **Enter an email address** for the new account.
      2. Click the **Use Email** button to verify the address; this step activates the Create button.
      3. Click the **Create** button to save the new account. An email will be sent to the address of the new account with instructions to log in.
   2. **With a PIN**: This will associate the user to an existing email-based login account. Users will share the email-based account and each user will use a PIN to switch between their accounts. This enabling quicker access on a shared device.
      1. **Select the email address** with which to associate the user.
      2. Click the **Create** button to save the new account. On the User Management screen, the account will appear under the account with which it was associated.

# Add a User to Multiple Shops in PPG LINQ Color

A user who logs in to PPG LINQ Color with an email-based account (known as a “main account”) can be configured to access multiple shops in the system *except when their account is shared with sub accounts*. If a main account must be enabled at multiple shops but is shared with any sub accounts, move those sub accounts to another main account.

1. As the Shop Admin or Admin at one of the multiple shops, follow the steps above to [Add a New User](#_Add_a_New) and in step 11, select **With an email address.**
2. **Enter the same email address** as is used at other PPG LINQ Color Shop(s).
3. Click the **Create** button to save the new account. An email will be sent welcoming the user to the shop.

# Log In to Another Shop in PPG LINQ Color

1. Complete the steps above to [Add User to Multiple Shops in PPG LINQ Color](#_Add_a_User).
2. **Log in** to PPG LINQ Color using your email address that is enabled at multiple shops. If the account is correctly enabled at more than one shop, the **Where are you working?** screen will open.

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1. Select the desired shop and then click the **Continue** button. The Home screen for the selected shop will display.

# Forgot PIN

The process to reset a PIN depends on the type of user.

## *Main account (uses an email address to login into PPG LINQ Color)*

1. On the Select User screen, select **your name**

A screenshot of a sign out

Description automatically generated

1. On the User PIN screen, click **Forgot PIN**. A new PIN will be sent to your email address. Use the new PIN to log in to PPG LINQ Color.

A screenshot of a pin

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## *PIN-enabled user (uses a PIN to log in to PPG LINQ Color)*

A **PIN-enabled user** must contact the **ShopAdmin** to reset their PIN.

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# Remove a User

On the User Management screen, click the  button for the user to be removed.

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# Restore a Removed User

1. On the User Management screen, click the **Filter** button on the left side of the screen.

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1. In the Filters panel, click to place a check in the **Removed User** option. Users who were previously removed are displayed at the bottom of the list.

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1. Click the **restore icon** of the user to be restored. The Edit and Restore User window opens.

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1. Complete the required fields and click **Restore User**. The user is returned to the list of enabled users.

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# User Icons

|  |  |
| --- | --- |
| A key and person with gear and keyhole  Description automatically generated with medium confidence | **ShopAdmin**: The ShopAdmin account (only one) will have a gear on the user icon. |
| A black and grey logo  Description automatically generated | **Key icon**: A “main account” for this shop. This is an account which uses an email address and password to log into the shop. |
| A yellow circle with a person in it  Description automatically generated | **PIN enabled user:** This account is under/associated to a “main account” and uses a PIN to log in to PPG LINQ. Note: the main account must be logged in to the system before the associated PIN users can switch between accounts. |
| A green pencil with blue tip  Description automatically generated | **Edit User:** Allows you to edit the user’s settings. |
| A green and white gear  Description automatically generated | **Edit Permissions**: Allows you to edit the permissions of the user. |
| A pink and white rectangle with lid  Description automatically generated | **Remove User:** Allows you to remove the user account.  Notes: The ShopAdmin account cannot be removed. A main account (key icon) cannot be removed if it is shared with any sub accounts. |