

# DBS SYSTEM ADMINISTRATORS GUIDE

## Grant Users Access to DBS:

When you are giving users access to DBS/DCS, a **mandatory step is REQUIRED**. On the **Administration > User Summary** screen you will have to check the **“DBS Access”** box in order for users to have permissions to access DBS from the link clicked in NNAnet 2.0. If this box is not checked, the user will receive a logon failure message.

**NOTE:** If you have added new users in NNAnet, click the **Retrieve New User** button to move those users from NNAnet and update DBS instantaneously. A check mark will display in the **Updated User** column for those users retrieved from NNAnet.

- ✓ **On the User Summary page, check the DBS Access box.**
- ✓ **Click Save.**

The screenshot shows the 'Administration: User Summary' interface. At the top, there are search filters for User ID, First Name, and Last Name, along with a 'Retrieve New User' button circled in red. Below the filters is a 'User Summary List' table. The table has columns for Action, User ID, First Name, Last Name, Position, Phone Number, Sys. Admin, Prim. Contact, and DBS Access. The 'DBS Access' column for the first three rows has a checked checkbox, which is circled in red and labeled with a '1'. At the bottom right of the table, there is a 'Save' button circled in red and labeled with a '2'.

Action	User ID	First Name	Last Name	Position	Phone Number	Sys. Admin	Prim. Contact	DBS Access	Updated User	NNAnet Active	Division	Dealer ID
+	DABBAF33	Firas	Abbas	F&I Manager		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	✓	✓	NNA - Nissan	NRAC
+	DABDFH53	Maged	Abdineur	Sales Consultant		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	✓	✓	NNA - Nissan	NRAC
+	DABDIR73	RADE	ABDIN	Sales Consultant		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	✓	✓	NNA - Nissan	NRAC
+	DABDUR45	RAJAI	ABOULNOUR	Sales Consultant		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	✓	✓	NNA - Nissan	NRAC
+	DABEDA98	André	Abedian	Sales Manager		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	✓	✓	NNA - Nissan	NRAC

- ✓ **If a user selects the DBS link in NNAnet 2.0 and the DBS Access box is not checked, the user will receive a “Logon Failure” message.**

The screenshot shows the 'RECENT LINKS' section with a 'View All >' link. There are four links listed: 'Order Management System (OMS)', 'Nissan Incentive Awards', 'Dealer Direct Marketing', and 'Dealer Business System (DBS)'. The 'Dealer Business System (DBS)' link is highlighted with a red box. Below the link, there is a description: 'Dealer business system communication application suite, including Sales, Office, and Administration.'

The screenshot shows the 'Nissan DBS' login error page. The page has a red header with the Nissan logo and 'Nissan DBS'. Below the header, there is a 'Login Error' section with a red circle containing a white 'X' icon. The text reads: 'Logon failure. You are not authorized to access the Dealer Business System. Please contact your DBS Administrator.'

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## GRANTING PERMISSIONS TO DBS

### Security Overview

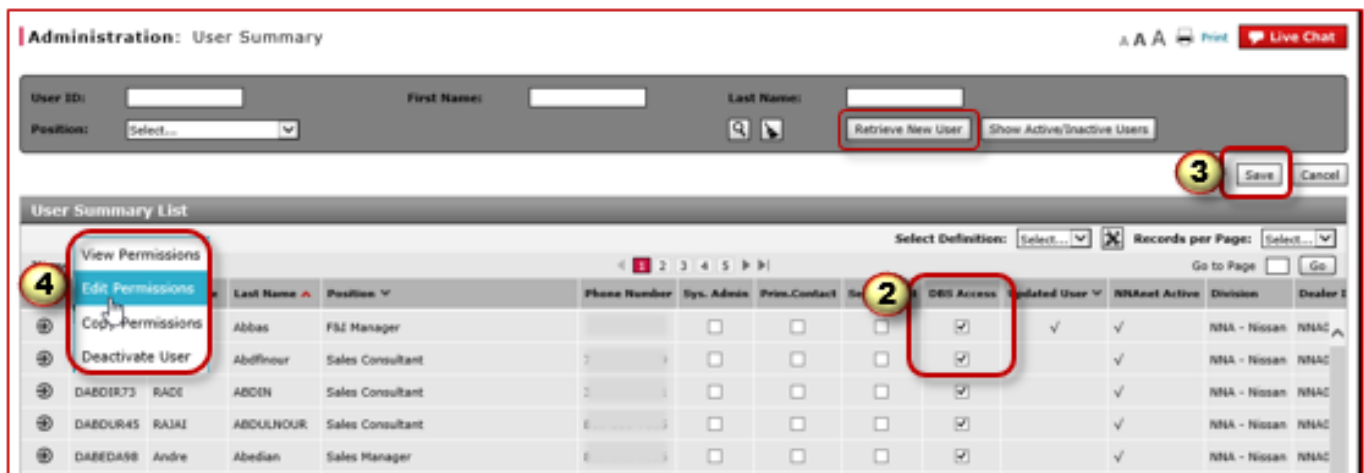
Listed below are some main points regarding DBS Security and Permissions:

- Each user that requires access to DBS will need to have an NNAnet 2.0 (Dealer Portal) user/sign-on id.  
**Note:** In **NNAnet 2.0**, access **My Documents**. Click **Training**, then **NNAnet Admin Documents** for instructions on editing and creating users in NNAnet 2.0.
- The only way to access DBS is via a link in **NNAnet 2.0** on the **My Links** page.
- The “**DBS Access**” box on the **Administration > User Summary** page **must** be checked in order for users to have permissions to access DBS from the link in NNAnet 2.0.
- If you have added new users in NNAnet, use the **Retrieve New User** button for real-time transfers of users from NNAnet to DBS. This will eliminate the need to wait for the nightly batch job to run to populate DBS with new users.

### Add User Permissions in DBS

In **NNAnet 2.0**, click the **Dealer Business Systems (DBS)** link.

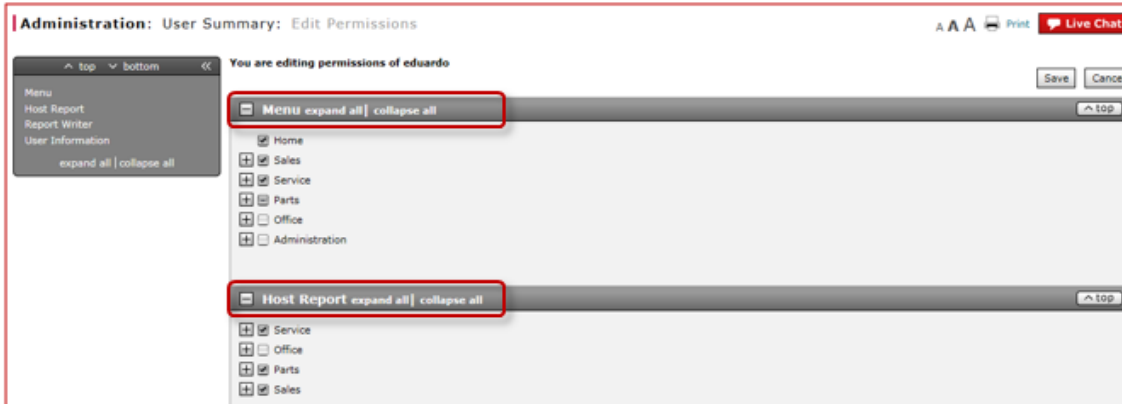
1. At the **DBS** website, hover over the **Administration** menu, and then click **User Summary**.  
**Note:** If you have added new users in NNAnet, use the **Retrieve New User** button for real-time transfers of users from NNAnet to DBS.
  - The **Updated User** column will display a check mark for each user retrieved from NNAnet so you can easily update **DBS Access** and **Permissions** for retrieved users.
  - A message will display below the Filter criteria, on the left, stating the count of users retrieved.
2. Click to check the box at **DBS Access**.
3. Click **Save**. A message will display, click **Yes**.
4. Click to select the desired user, then at the **Action Menu**, select **Edit Permissions**. The **Edit Permissions** page displays.



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## DBS User Permissions

**Note:** There are 2 section you will use to grant permissions, the **Menu** section and the **Host Report** section.



5. Under the **Menu** section and/or the **Host Report** section, expand each option to see the details of available permissions. Check the box next to each permission you wish to grant access to the selected individual.
  - Click the **Minus** symbol to Collapse a section or list
  - Click the **Plus** symbol to Expand a section or list
6. Once all changes have been made, click the **Save** button.

