



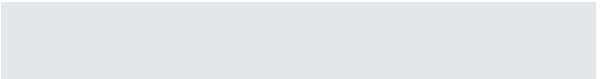
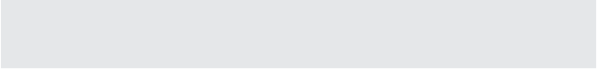
USER GUIDE

<https://connect.pdqlocks.com/>
pdqconnect@pdqlocks.com

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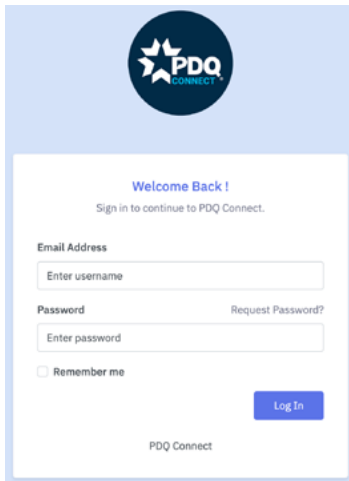
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Changing Your Password

STEP 1

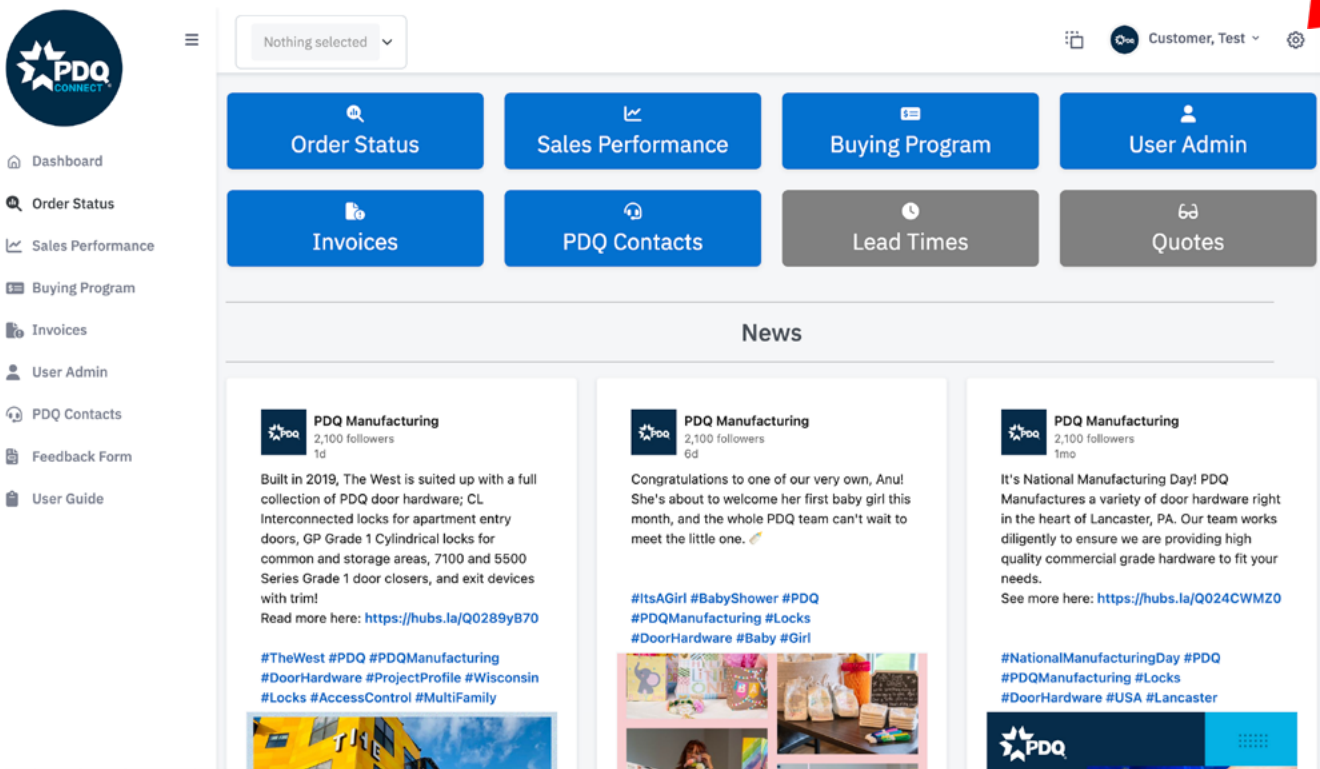
Go to <https://connect.pdqlocks.com/>, enter your email and password, and log in.



STEP 2

Click on the settings button at the top right of the screen.

You must be on the Dashboard to access your settings



STEP 3

Update your password.

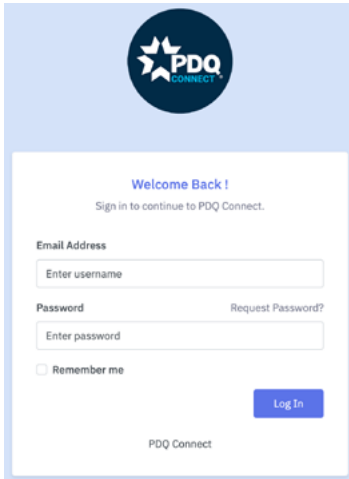
The image shows a user interface with a 'Settings' modal open. The background is a dashboard with buttons for 'Sales Performance', 'Buying Program', 'PDQ Contacts', and 'Lead Times', and a 'News' section. The 'Settings' modal has a close button (X) in the top right. It contains the following sections:

- Update Password:**
 - Pass:** A text input field with a red arrow pointing to it.
 - Repeat:** A text input field.
 - Update:** A blue button.
- Layout Mode:** Radio buttons for 'Light' (selected) and 'Dark'.
- Layout Width:** Radio buttons for 'Fluid' (selected) and 'Boxed'.
- Layout Position:** No visible options.
- Topbar Color:** Radio buttons for 'Light' (selected) and 'Dark'.

Adding Users

STEP 1

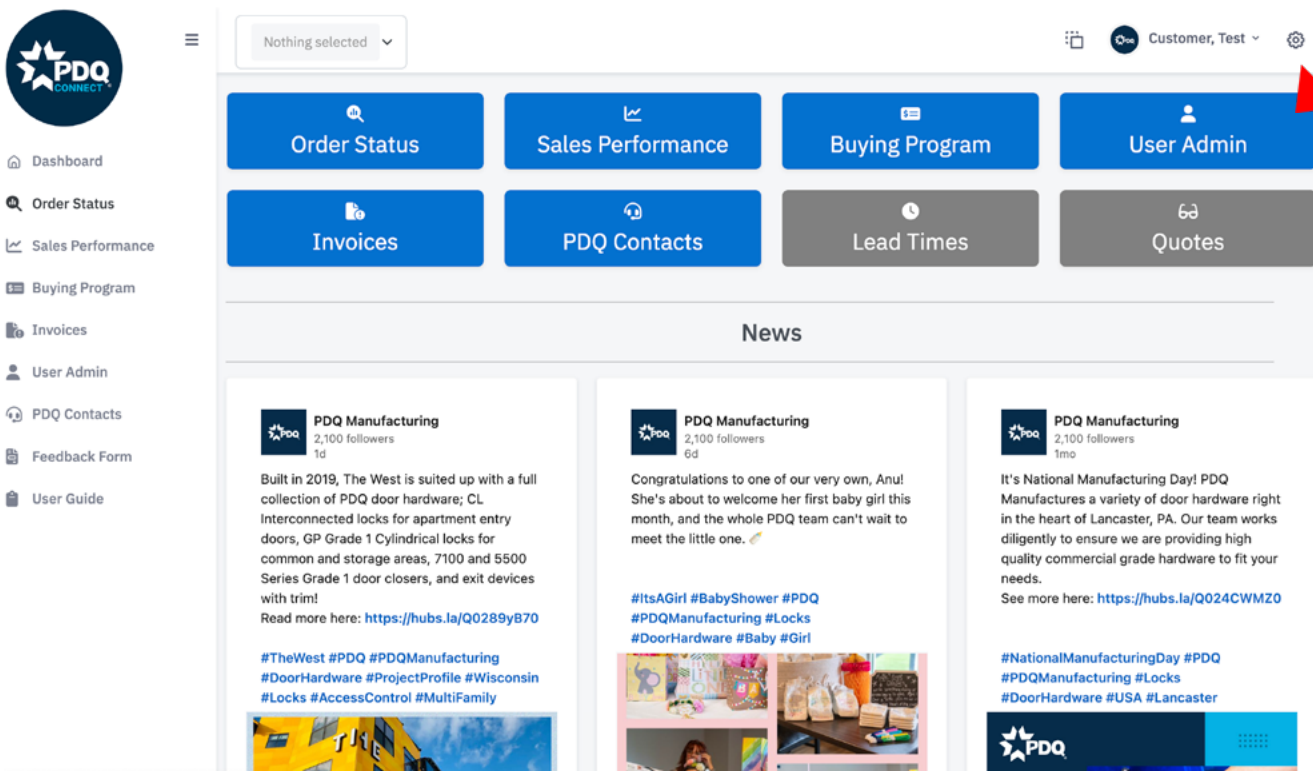
Go to <https://connect.pdqlocks.com/>, enter your email and password, and log in.



The image shows the PDQ Connect login page. At the top left is the PDQ Connect logo. Below it, the text reads "Welcome Back!" and "Sign in to continue to PDQ Connect." There are two input fields: "Email Address" with the placeholder "Enter username" and "Password" with the placeholder "Enter password". A "Remember me" checkbox is located below the password field. A blue "Log In" button is positioned to the right of the password field. At the bottom left, the text "PDQ Connect" is visible.

STEP 2

Click on User Admin. Either button works.



The image shows the PDQ Connect dashboard. On the left is a navigation sidebar with the PDQ Connect logo at the top, followed by menu items: Dashboard, Order Status, Sales Performance, Buying Program, Invoices, User Admin, PDQ Contacts, Feedback Form, and User Guide. A red arrow points to the "User Admin" menu item. The main dashboard area has a header with a dropdown menu set to "Nothing selected" and a user profile for "Customer, Test" with a settings gear icon. A red arrow points to the "User Admin" button in the top right corner of the dashboard. Below the header are two rows of buttons: "Order Status", "Sales Performance", "Buying Program", and "User Admin" in the first row; "Invoices", "PDQ Contacts", "Lead Times", and "Quotes" in the second row. Below the buttons is a "News" section with three articles from "PDQ Manufacturing". The first article is about a new collection of door hardware. The second is a congratulatory message for a new baby. The third is about National Manufacturing Day. A red arrow points to the "User Admin" button in the top right corner of the dashboard.

STEP 3

Add New

+ Add New

Name	E-Mail	Action
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STEP 4

Enter their full name, email, and password.
Then select what you'd like them to have access to view. If you'd like to select more than one thing, hold SHIFT while you click. Then press Save Account.

Create Account: ×

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
E-Mail:	<input type="text"/>
Password:	<input type="password"/>
Level:	User
Branch Access:	999994 - PDQ TEST
Dashboard Access:	<ul style="list-style-type: none">Order StatusSales PerformanceBuying ProgramInvoices

Close Save Account