



**QUICK-START ACCOUNT GUIDE**



## ACTIVATE YOUR ACCOUNT

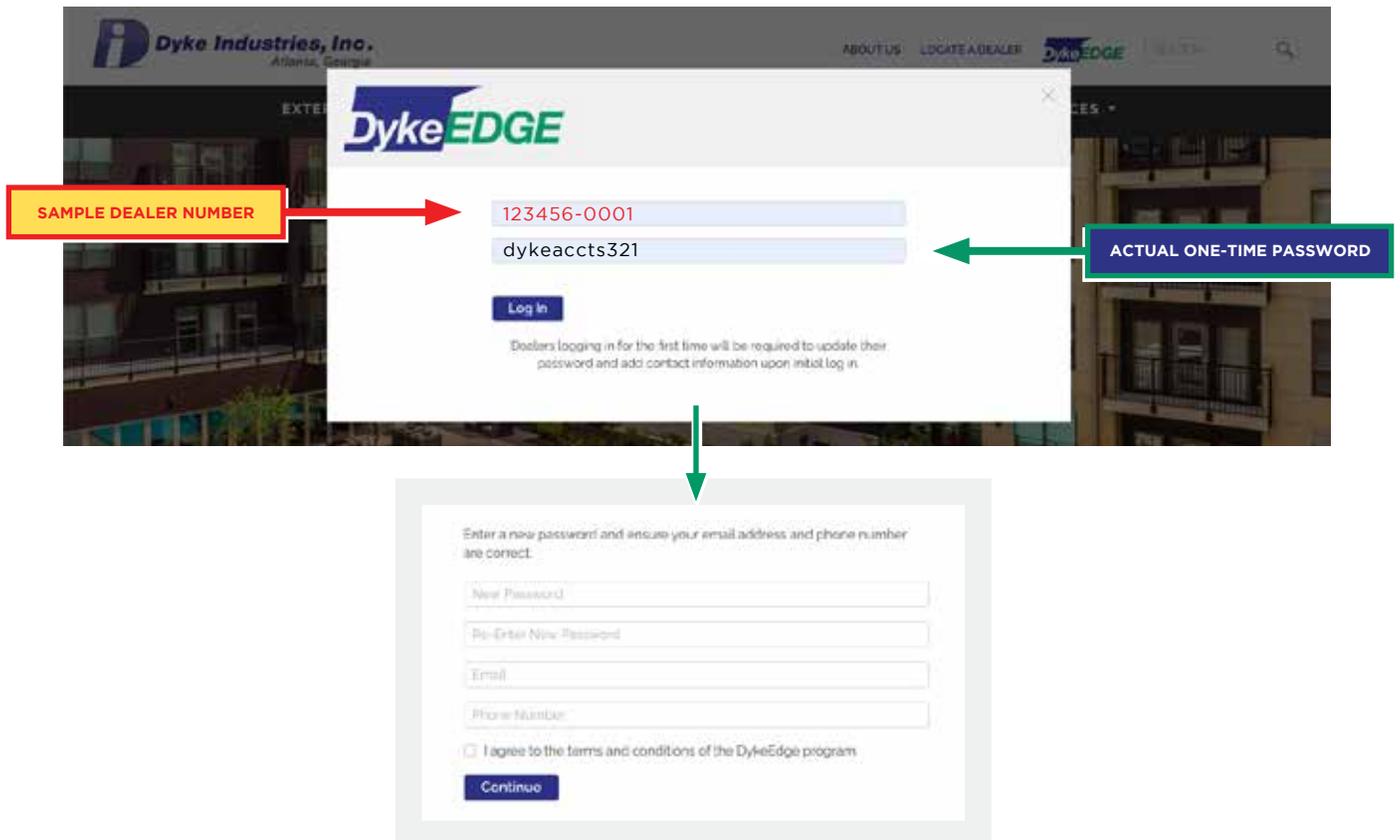
Welcome to DykeEDGE. A new online tool offered to all Dyke dealers. DykeEDGE is comprehensive way to build door units, submit orders online, and track order status all through your new online dealer account. Also, within your account enjoy millwork and marketing tools designed to help you grow your business.

**Getting started is easy.** Follow the steps below to get thing going.



### Step 1 - Log in / activate your account

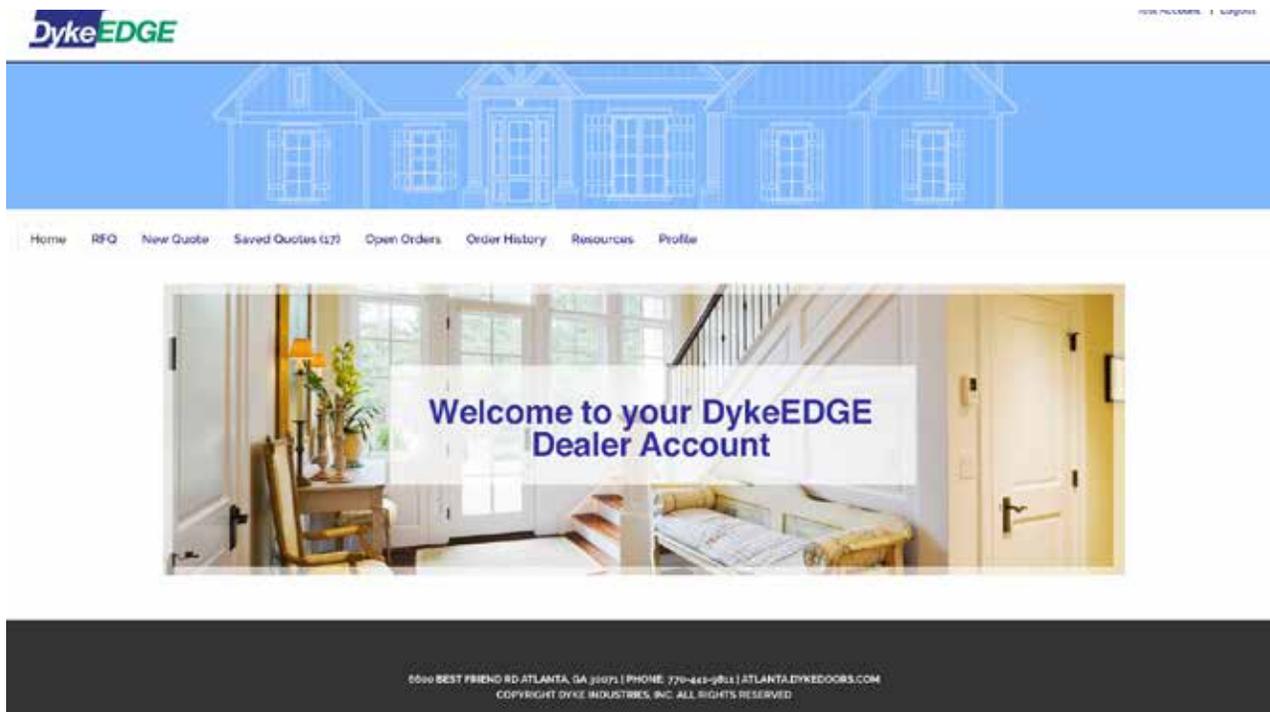
You can access your DykeEDGE account through your local Dyke servicing branch's website. After clicking the DykeEDGE logo in the upper right you will be presented with the dealer log in. **Your username is your 6 digit Dyke account number followed by a dash and your 4 digit Ship To number (Ex: 123456-0001). To initialize the account use the one-time use password - dykeacct321.** You will then be prompted to create a password, add an email, phone number and agree to the DykeEDGE Terms and Conditions. You will need to do the initialization step only once.





## Step 2 - Welcome to your dashboard

After you log in you will be at your account dashboard. The dashboard tabs are the options within the account. **RFQs** will list customer quote request/sales leads sent from the front-end of your Dyke branch website. **New Quote** is where you can configure online multi-line door orders for customers. **Saved Quotes** are quotes that are being built but have not been submitted to Dyke. **Open Orders** are current door orders with statuses of process. **Order History** is an accounting of all order placed via your account. **Resources** will contain the latest Dyke marketing and online millwork resources to download. **Profile** is where you can update your dealer information and create and manage sales person accounts for your team.

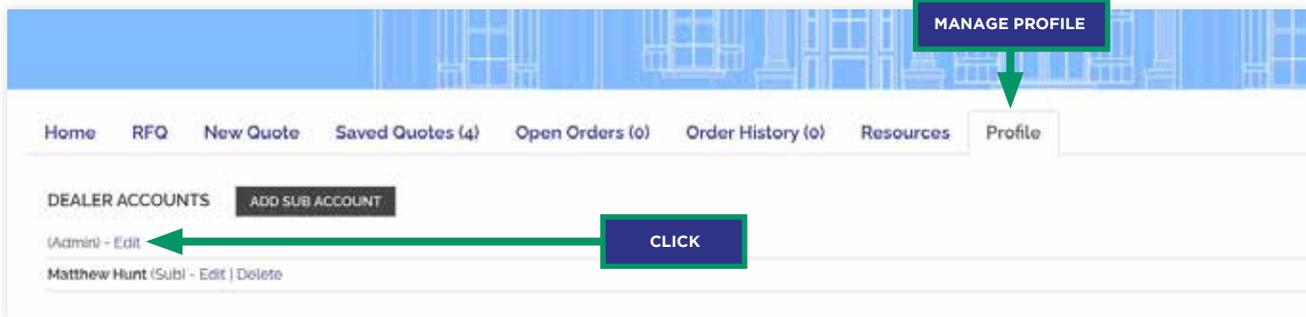


## Step 3a - Profile set-up / Addition of Sub (employee) accounts

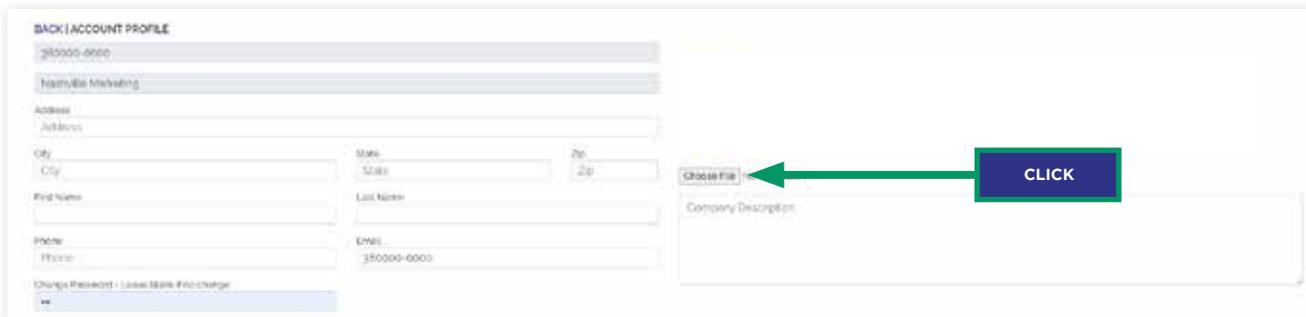
The initial log in established the main administrative account for your business/account. By going to the last tab 'Profile' you can add additional business information and add an business/account logo. Within the Profile tab you can also **add, edit or delete employee sub-accounts for your sales people**. Once a employee account has been created they would log into their new account with the created user name and password. All orders placed by sales people will be marked as such. Employee accounts have all of the access as an administrator except Profile management.

### Step 3b - Adding your logo to your account

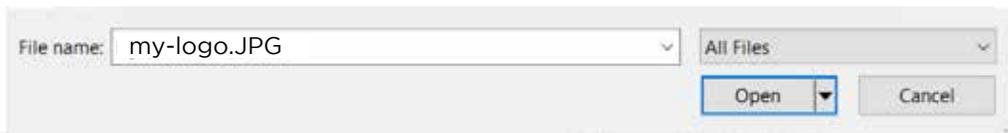
Click on the Profile tab and click on **Edit** next to Admin.



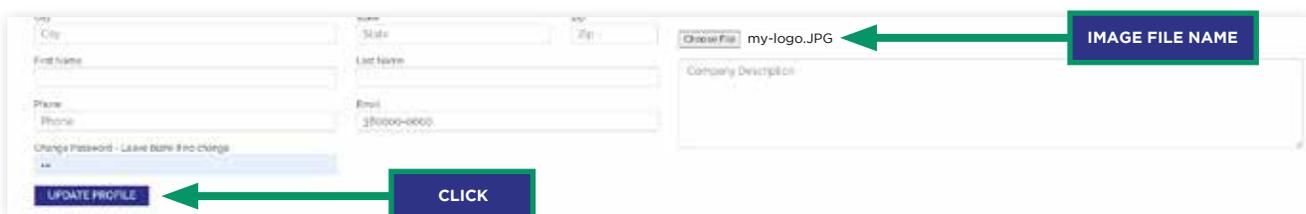
Click on **Choose File**.



Browse to find image file on your computer, select it, and then click on Open. You will see the image file name appear next to the Choose File button.



Click on **Update Profile**.



You will see the logo added to your profile *after* the page refreshes.

**Step 4 - New Quote - Let's start building doors!**

The New Quote tab will be where all new door orders will be created. The first step is to add the job information for your customer. After this is complete you can start building Prefinished or Unfinished doors offered by the Dyke branch you are associated with.

NEW QUOTES

Home RFQ **New Quote** Saved Quotes (4) Open Orders (0) Order History (0) Resources Profile

Enter your PO number for Dyke Ind

Order / Job Name Customer PO Num Customer Contact Name 1

Company Customer Contact Name 2

Street Special Instructions

City State Zip

Email Phone Estimator Name

Support Feedback

CLICK → ADD DOOR UNIT SAVE QUOTE

DYKEEDGE SUPPORT

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Home RFQ **New Quote** **SAVED QUOTES** (4) **ORDER TRACKING** (0) **PAST QUOTES** (0) Resources Profile



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