

*Pabst*®

# Pro Shop

## Admin Registration and User Management Guide

## **Welcome, Admins, to the new Pabst Pro Shop!**

We're excited to embark on this new journey with you to help streamline your eCommerce experience! This step-by-step guide has been crafted to ensure that you can set up and manage your Company's online purchases successfully. This guide will walk you through how to set up your Admin account, Roles and Permissions, and steps to invite additional users to your Company. Our goal is to empower you with the knowledge and tools needed to maximize the potential of your new Pabst Pro Shop!

**Please note, as a Wholesaler Admin, you will need to log in first to set up additional roles and permissions. After that, you can start adding the additional users for your Company.**

**A brief window will be opened to allow Wholesaler Admins into the Pabst Pro Shop between 9/25 – 9/27 to make these updates and changes. If you are unable to log in to make these changes between 9/25 – 9/27, you will have another opportunity once the website goes live on 9/30.**

Should you encounter any challenges along the way, we've included FAQs and troubleshooting tips to provide you with quick solutions. Let's dive in and make your ecommerce journey a seamless one!

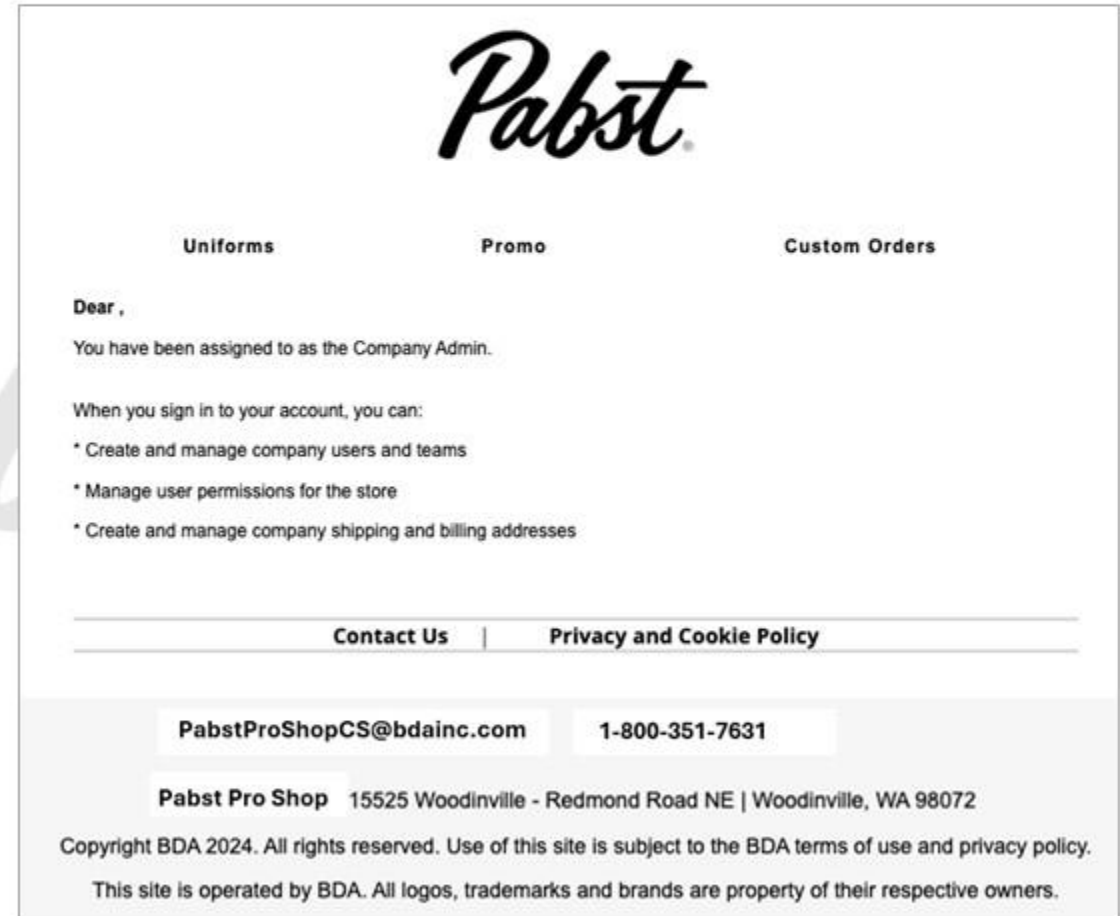
# Step 1: Locate the Pabst Pro Shop Admin invitation received through your email.

You will be receiving an email from the following alias, [PabstProShopCS@bdainc.com](mailto:PabstProShopCS@bdainc.com), inviting you to sign in to your new Distributor Company Admin portal. The subject line will read: **Assigned to (Distributor Name) as Company Admin**

Please click the underlined link in the body of the email, it will take you to the new log in page for Pabst Pro Shop!

No need to “Create an Account”, as your Admin email is already on file and will be recognized upon your first login. However, for security reasons, a password will **not** be issued. After entering in your email, you will need to go through the process of resetting your password. For instructions, please see the next slide.

**If you are unable to access the link between 9/25 – 9/27, or after 9/30, please reach out to Customer Service.**



# Step 2: Enter your Admin email, and then reset your password.

**Forgot Your Password?**

Please enter your email address below to receive a password reset link.

Email \*

\* Required Fields

**RESET MY PASSWORD**



**Password reset link sent**

We've sent a password reset email to you and should be arriving in your inbox any minute.

Don't see it? Check your junk mail.

Need Help? Reach out to **PabstProShopCS@bdainc.com**



**Don't remember your password?**

We're sending you this email because you requested a password reset. Click on the link to create a new password.

**Reset password**

If you did not make this request, you can ignore this email and your password will remain the same.

Contact Us: [Privacy and Cookie Policy](#)

[PabstProShopCS@bdainc.com](mailto:PabstProShopCS@bdainc.com) 1-800-351-7631

**Pabst Pro Shop** 15525 Woodville - Redmond Road NE | Woodville, WA 98072

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**Set a New Password**

New Password \*

Password Strength: No Password

Confirm New Password \*

Show Password

**SET A NEW PASSWORD**



**Customer Login**

You updated your password.

REGISTERED CUSTOMERS

If you have an account, sign in with your email address.

\* Required Fields

Email \*

Password \*

Show Password

**SIGN IN** [Forgot Your Password?](#)



**My Account**

My Orders

Address Book

Account Information

Stored Payment Methods

Company Profile

Company Structure

Company Users

Roles and Permissions

Newsletter Subscriptions

**My Account**

ACCOUNT INFORMATION

Contact Information

J T @bdainc.com

Edit | [Change Password](#)

**Manage Cookie Settings**

[Open Cookie Settings](#)

**Newsletters**

You aren't subscribed to our newsletter.

[Edit](#)

# Optional Step 3: Create Roles & Permissions.

When adding new users to your company, you will need to assign each of them an appropriate role from the “Role & Permissions” menu. BDA has already configured a “Default” role for your convenience!

To start, navigate to “My Account”, which can be found in the drop-down menu under your name in the upper right-hand corner of your screen.

In the menu selection on the left, go to “Roles and Permissions”.

**Optional Step:** If you wish to create a **new** role, click “Add New Role” and enter in your preferred “Role Name”. In the “Role Permissions” section below, you can specify the permissions you wish to associate with this role.

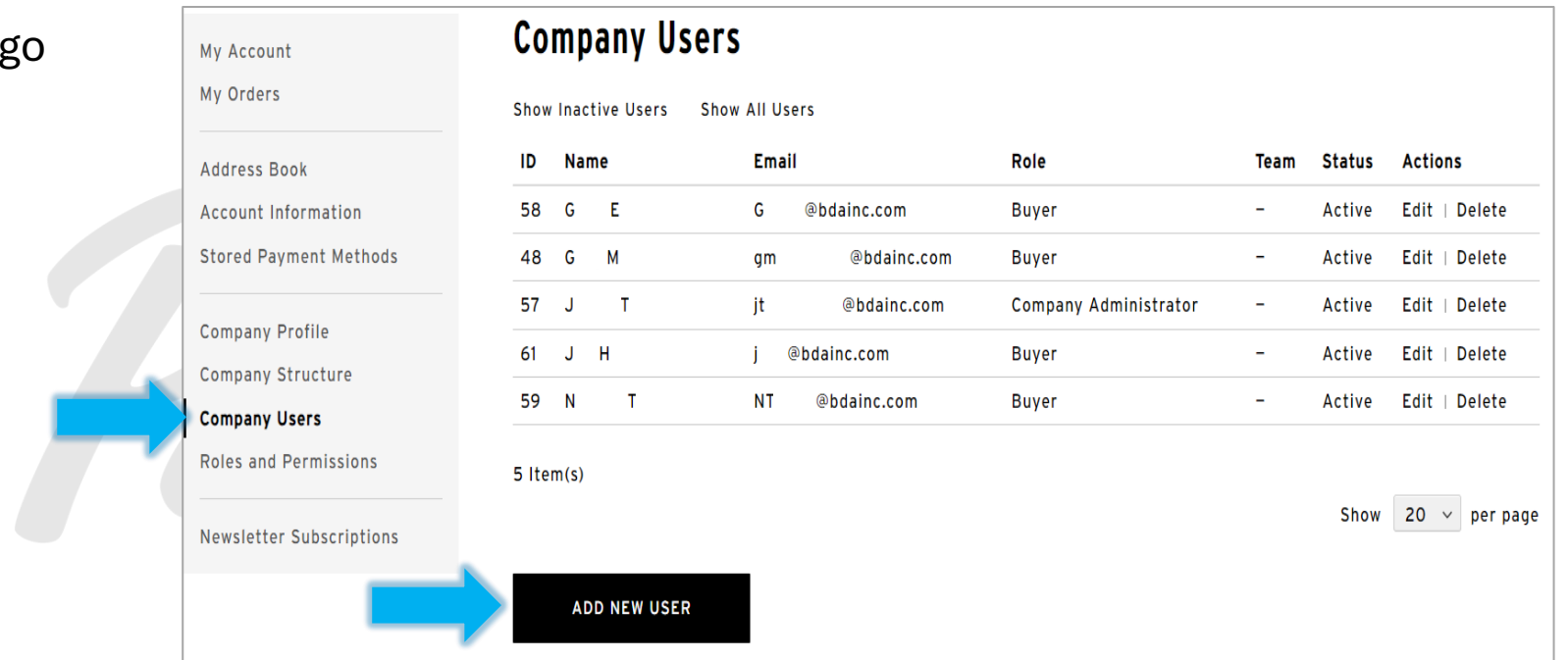
Be sure to **Save Role!**

The image shows two screenshots of a web application interface. The top screenshot is the 'My Account' page, which has a left-hand navigation menu and a main content area. The navigation menu includes 'My Account', 'My Orders', 'Address Book', 'Account Information', 'Stored Payment Methods', 'Company Profile', 'Company Structure', 'Company Users', 'Roles and Permissions', and 'Newsletter Subscriptions'. The main content area is titled 'My Account' and contains sections for 'ACCOUNT INFORMATION', 'Contact Information' (with fields for first name 'J', last name 'T', and email 'jt@bdainc.com'), 'Manage Cookie Settings', and 'Newsletters'. A 'User Role' is listed as 'Company Administrator'. A blue arrow points from the 'Roles and Permissions' menu item to the 'Edit Role' page below.

The bottom screenshot is the 'Edit Role' page. It has a 'Role Information' section with a 'Role Name' field containing the text 'Buyer'. Below this is the 'Role Permissions' section, which includes a warning message: 'Granting permissions does not affect which features are available for your company account. The merchant must enable features to make them available for your account.' There is a list of permissions with checkboxes: 'All' (checked), 'Sales' (checked), 'Quotes' (checked), 'Order Approvals' (checked), 'Company Profile' (checked), 'Company User Management' (checked), and 'Company Credit' (unchecked). A 'Save Role' button is at the bottom. Three blue arrows point to the 'Role Name' field, the 'Role Permissions' section, and the 'Save Role' button.

# Step 5a: Add Users to your Company.

In the menu selection on the left, go to “Company Users”, and then select, “Add New User”.



The screenshot shows a user interface for managing company users. On the left is a vertical menu with the following items: My Account, My Orders, Address Book, Account Information, Stored Payment Methods, Company Profile, Company Structure, **Company Users**, Roles and Permissions, and Newsletter Subscriptions. A blue arrow points from the 'Company Users' menu item to the main content area. The main content area is titled 'Company Users' and includes two links: 'Show Inactive Users' and 'Show All Users'. Below these links is a table with the following columns: ID, Name, Email, Role, Team, Status, and Actions. The table contains five rows of user data. At the bottom of the main content area, there is a black button labeled 'ADD NEW USER' with a blue arrow pointing to it. The table also includes a '5 Item(s)' count and a 'Show 20 per page' dropdown menu.

ID	Name	Email	Role	Team	Status	Actions
58	G E	G @bdainc.com	Buyer	-	Active	Edit   Delete
48	G M	gm @bdainc.com	Buyer	-	Active	Edit   Delete
57	J T	jt @bdainc.com	Company Administrator	-	Active	Edit   Delete
61	J H	j @bdainc.com	Buyer	-	Active	Edit   Delete
59	N T	NT @bdainc.com	Buyer	-	Active	Edit   Delete

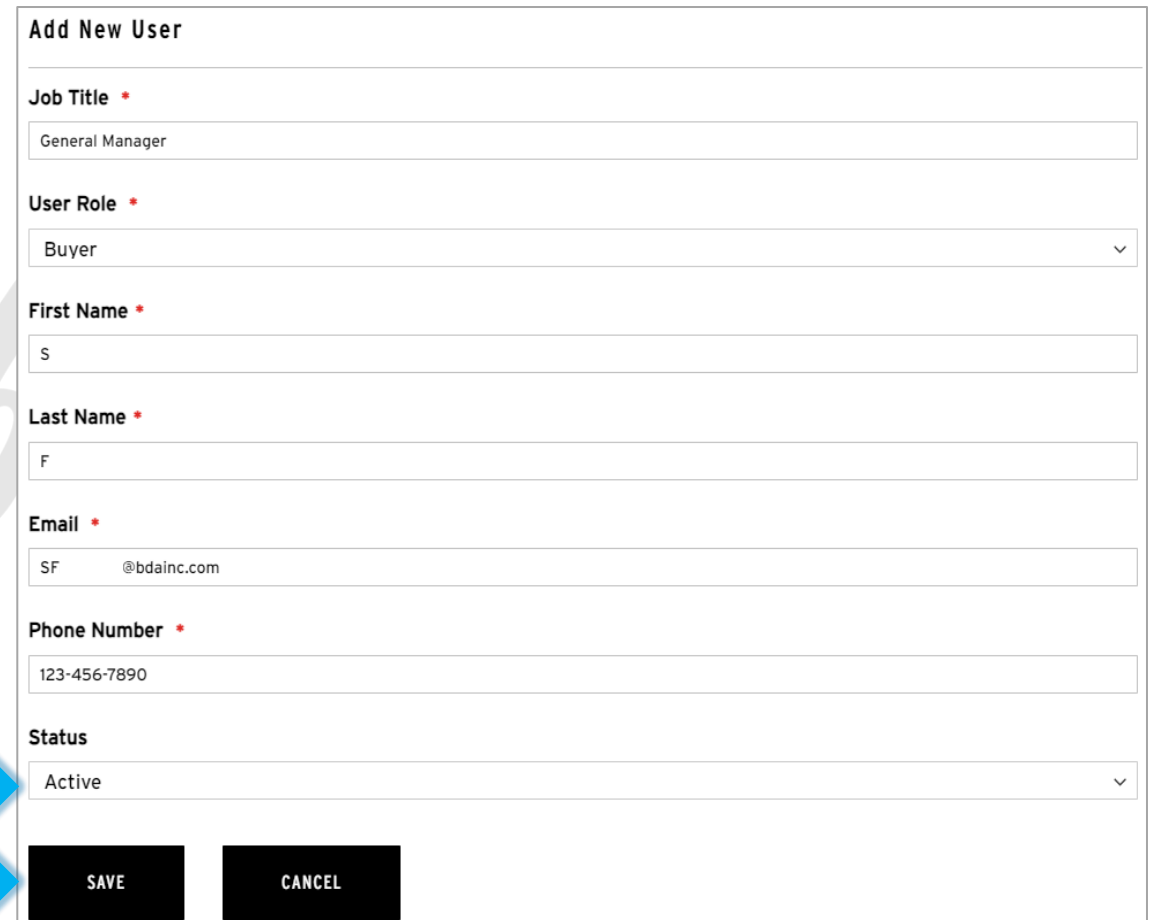
# Step 5b: Continue - Add Users to your Company.

In the “Add New User” form, fill out and review all required information before moving on to “Status”.

Once you’ve reviewed the required fields for accuracy, go ahead and update the “Status” drop down from “Inactive” to “Active”.

**Between 9/27 – 9/29, Admins will be able to Add New Users.**

Click “SAVE” and an email will automatically be sent to the new User inviting them to the website and your Company.



The screenshot shows a web form titled "Add New User". The form contains the following fields:

- Job Title \***: Text input field containing "General Manager".
- User Role \***: Dropdown menu with "Buyer" selected.
- First Name \***: Text input field containing "S".
- Last Name \***: Text input field containing "F".
- Email \***: Text input field containing "SF @bdainc.com".
- Phone Number \***: Text input field containing "123-456-7890".
- Status**: Dropdown menu with "Active" selected.

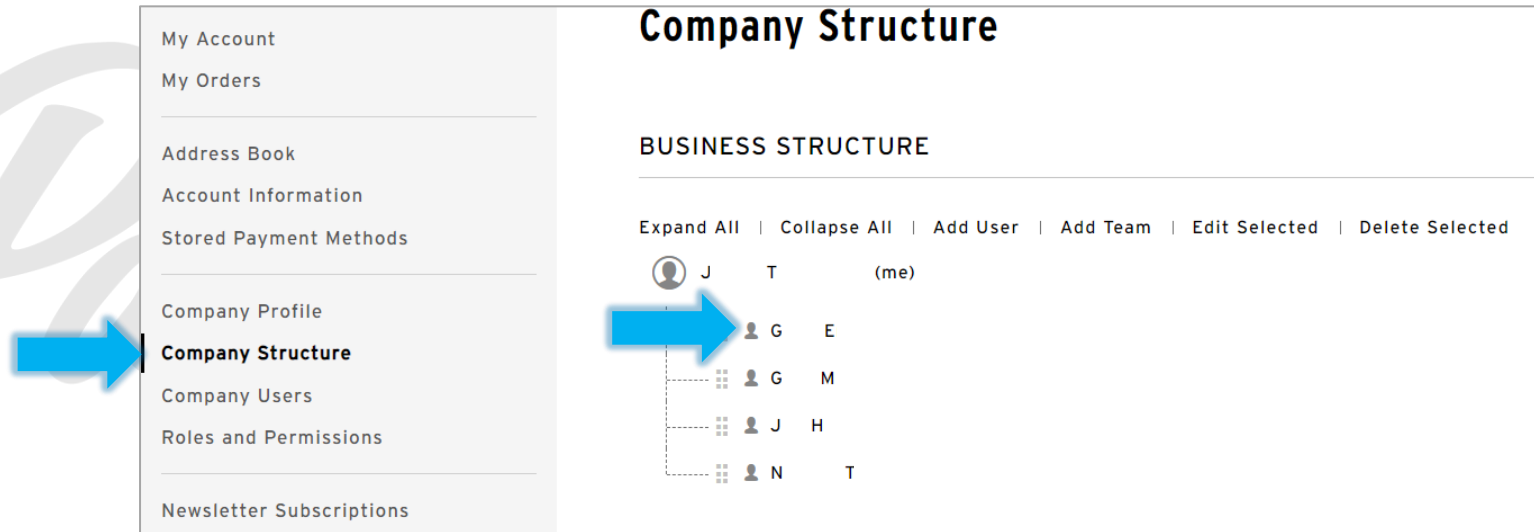
At the bottom of the form are two buttons: "SAVE" and "CANCEL". Two blue arrows point from the left towards these buttons.

# Step 6: Optional - Build a Company Structure.

The “Company Structure” feature allows you to establish a hierarchical system of Users. This hierarchy dictates the access permissions and visibility a User has when viewing orders within your Company.

For example, if you assign Roles, such as “Manager” and “Buyer”, you can organize all Users, who are assigned to the “Buyer” role, to roll into the “Manager” role. This setup will allow the “Manager” to view all orders placed by their assigned Buyers, while Buyers will **only** be able to manage and see their individual orders.

To establish a hierarchy, click on a User(s) name and drag them under the appropriate supervisor. Alternatively, you can click on a supervisor's name and select "Add User" to add a New User as a subordinate to that selected supervisor.



The screenshot displays the 'Company Structure' interface. On the left is a sidebar menu with the following items: My Account, My Orders, Address Book, Account Information, Stored Payment Methods, Company Profile, **Company Structure** (highlighted with a blue arrow), Company Users, Roles and Permissions, and Newsletter Subscriptions. The main content area is titled 'Company Structure' and contains a section for 'BUSINESS STRUCTURE'. At the top of this section are controls: 'Expand All', 'Collapse All', 'Add User', 'Add Team', 'Edit Selected', and 'Delete Selected'. Below these controls is a hierarchical tree structure of users. The root node is 'J T (me)'. A blue arrow points from the 'Company Structure' menu item to the 'G E' node, which is a child of the root. Below 'G E' are three more nodes: 'G M', 'J H', and 'N T', each connected to its parent by a dashed line.



# FAQ's for Admins

## 1. How do I (Admin) access the Pabst Pro Shop website?

Answer: You (Admin) can access the Pabst Pro Shop by logging in with the credentials provided to you by Pabst Pro Shop's new merchandise partner, BDA. If you (Admin) are logging in for the first time, from the log in page, you will need to select, "Forgot your password?" and enter in the email address that received the "Assigned to (your company name) as Company Admin" email. Once you have successfully updated your account with your new password you will have access to the full Pabst Pro Shop.

## 2. Can I view orders placed by other users within my company?

Answer: Yes, as an Admin, you can view all orders that the Users within your Company have placed. From the "My Account" page, navigate to "My Orders" on the left navigation to see all orders placed by your Users.

## 3. How do I disable a user?

Answer: From the "My Account" page, navigate to the "Company Users" on the left navigation. There, you can select the User you want to disable by clicking "Edit". A dialog box will open where you can change the User's status from "Active" to "Inactive", be sure to click "SAVE".

## 4. What should I do if I need to update my account information or contact details?

Answer: You can update your account information by logging in and navigating to "My Account". In the middle of the screen, under "Account Information" click on the "Edit" link below "Contact Information" to change the information (e.g., address, phone number).

## 5. What should I do if I encounter issues with placing orders or accessing certain features?

Answer: If you experience any issues, first check with your sales representative to ensure you have the correct permissions. If problems persist, you can contact customer support at [800.351.7631](tel:800.351.7631).

## 6. What should I do if I need to change my company information or admin?

Answer: If you need to change your Company's Admin contact, reach out to customer support at [800.351.7631](tel:800.351.7631) or [PabstProShopCS@bdainc.com](mailto:PabstProShopCS@bdainc.com)

# FAQ's for Added Users

## 1. How do I access the Pabst Pro Shop?

Answer: You (Added User) can access the Pabst Pro Shop by logging in with the credentials provided to you by your Company Admin. If you (Added User) are logging in for the first time, from the log in page, you will need to select, “Forgot your password?” and enter in the username (email) that received the “You’ve been linked to a Company” email. Once you have successfully updated your account with your new password, you will have access to the full Pabst Pro Shop.

## 2. Can I place orders on behalf of my Company?

Answer: Yes, if you have been assigned the appropriate permissions by your Company Admin, you can place orders on behalf of your company. Sign in and then navigate to the catalog, select products, and proceed to checkout as usual.

## 3. How do I view orders that I've placed on behalf of my Company?

Answer: You can view the orders that you've placed by logging into your Pabst Pro Shop account, navigating to “My Account” > “My Orders”. There, you will see a list with all orders placed under your account.

## 4. What should I do if I need to update my account information or contact details?

Answer: You can update your account information by logging in and navigating to “My Account”. In the middle of the screen, under “Account Information” click on the “Edit” link below “Contact Information” to change the information (e.g., address, phone number).

## 5. Can I view orders placed by other Users within my Company?

Answer: No, as a regular User you can only view the orders that you have personally placed. Only the Company Admins or Users with specific permissions can view orders placed by others within the Company.

## 7. What should I do if I encounter issues with placing orders or accessing certain features?

Answer: If you experience any issues, first check with your Company Admin to ensure you have the correct permissions. If problems persist, you can contact customer support at [800.351.7631](tel:800.351.7631).