

## Create a New Customer

1. Create the new customer group by navigating to **Settings -> Group Management -> Manage Groups**.
2. Select the dealership group from the left pane, then click **New Group** in the lower right corner of the screen.
3. Choose the type of group. Note: You should never select the Dealer type in this dropdown. Use **Customer** for a Customer group or Generic for a group that will be used to organize devices or customers.

**Basic Information**

Parent: GA Main Office

Type:

Name:

Alias:

Legacy Id:

Group Id: - not assigned yet -

4. Enter the customer name in the **Name** field and click **Save** at the lower right corner of the screen. (You can optionally add Customer Information such as Number of Employees, Email, Phone, Address, etc.)

## Create the PIN code

1. After saving the new customer, click **Create DCA Key** at the bottom of the screen

State/Prov:

2. Accept the Defaults in Step 1 and Step 2

**STEP 1: Select the DCA version you are installing.**

Version 3.0  Version 4.0 or greater

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**STEP 2: Select a group.**

Test Customer (0)

3. **Name the DCA** – Note: Best practice is to put the name/location of the DCA machine here. You can also enter a custom message that will be shown to the customer after activation.

**STEP 3: Define the DCA information.**

DCA Name:

Custom Message:

DCA Expiry Date:  (leave blank for no expiry)

4. Click **Create DCA** at the lower right corner of the screen.
5. DCA Information Screen appears with the PIN code at the bottom. **Copy the PIN code** and paste into the DCA activation screen asking for it.

Administration > DCA Administration > DCA Information



**DCA Connection is Pending Activation**

General Information	
<b>DCA Information</b>	
DCA Name:	Mail Server - CRMS1
Version:	Base: Engine:
Instance ID:	
Group:	DCA 4.0 Test
Created Date:	Mar 18 2010, 10:41 AM
Last Active:	- Never -
Expiry Date:	Mar 15 2020, 12:00 AM
PIN Expiry Date:	Mar 18 2011, 10:41 AM
Custom Message:	Welcome to Print Management Company!

Host Information	
Server Name:	
Domain:	
IP:	0.0.0.0
Operating System:	
MAC Address:	
SubnetMask:	255.255.255.0
Gateway:	0.0.0.0
DNS Server 1:	0.0.0.0
DNS Server 2:	0.0.0.0

**Pending PIN Code**



[Copy and Paste the following PIN Code into the newly installed DCA.]

XXXXXXXXXX-XXXXXX

Expires: Mar 18 2011, 10:41 AM

**Send this PIN via email**

To:

Send Email