ADP Network Phone Mobile App Dealership Admin
Quick Reference Guide

Creating and Configuring a New Login for ADP Network Phone in Enterprise Administration

Prior to dealership employees using the Network Phone mobile app, the dealership administrator must create and configure a login.

The ADP Install team performs ALL other necessary processes to ensure the mobile app works properly onsite. If the dealership administrator requires further help or if the mobile app isn't working for the dealership's employees, contact your ADP Support.

1. On the ADP MyNetwork Phone page (https://mynetwowrkphone.com), click **Enterprise Administration**.
2. On the Client Login page, enter your username and password and then click **Client Login**.
   Note: You must be assigned the Enterprise Admin role to log in to Enterprise Administration.
3. Click **Users**.
4. Click **Create New**. The Add New User dialog opens.
5. Enter the following information:
   - User Name
   - Email Address
   - Password: Requires 7 characters with at least one uppercase *and* lowercase letter; and at least one numeric digit *and* at least one symbol (for example, P0rtl&nd).
6. Select the time zone from the Time Zone drop-down.
7. OPTIONAL: Select the Use Daylight Savings option to ensure Daylight Savings time is applied.
8. Click **OK**. The newly-created user's User Details page opens.
9. In the Roles area, verify PLG Users is assigned. If not, click **Assign roles to this user**. The Assign Roles to User dialog opens.
10. Click **PLG Users** and then click **Add**.
    Note: This role is required to use ADP Network Phone. At a minimum, you must assign this role to a user.
11. Click **OK** and keep Enterprise Administration open.
    The following list the applicable feature and requirements a user must meet to access the feature:
    - **NetPhone Mobile App**: An employee must be set up in Enterprise Administration to use ADP Network Phone.
    - **DMI Rooftop Lookup**: This allows a dealership employee to search inventory. The employee must be in a group with an associated DMI Rooftop ID.
    - **DMS Access (for example, Drive)**: The employee must be in a department with an associated DMS.
12. Click **Employees** and check for an employee that meets the requirements for Rooftop/DMS access. If the employee doesn't exist, create one by clicking **Add New** and selecting the applicable group and department for the new employee. Click **OK.**
13. Click **Phone Lines** Select user available phone line and hit add, you can select multiple lines for a user. Click **Update**. If no lines are available, click **Cancel.**
14. Click **Users**, select the user from the list, and click **Edit** to return to the user's User Details page.
15. In the Employee area, click **Select an employee for this user**.