

Dear Sir or Madam,

Please follow this manual step by step and proceed as described to guarantee the proper allocation of the ETKAmobile licences to the ETKA users.

If errors occur during the allocation process, please contact our Customer Support at etkamobile@lexcom.de or call **+49 (0) 89 547 15 111**.

Prerequisites

- Available ETKAmobile licences. Licences can be ordered on the ETKAmobile Homepage (www.etkamobile.com).
- The login credentials (Company ID, user name and password) of your ETKAinfo account administrator user.

Note:

Your ETKAinfo-ID is stored in ETKA at: **Maintenance → Settings → User Identification**.

1) Creating a ETKAmobile User

1. Login with the credentials of the ETKAinfo account administrator on www.etkainfo.com.

To do this, enter your credentials in the login fields and click on **Login**.

ETKAinfo LEX COM

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Login

Welcome to ETKAinfo -- Your personal service portal for ETKA. Here you will find all important information and documents to set up as well as working daily with ETKA, your parts information system.

Please log in using your ETKA company ID to administer your ETKA user(s).

Do you have any questions regarding ETKA? Our customer service can be reached at 089 / 54 715 - 111, Telefax 089 / 54 715 - 110 or via e-mail at service@lexcom.de.

Company ID*
Company ID

User Name*
User Name

Password*

Login

[Forgot password?](#)

2. Click on the upper tab **Administration** and then on the button **User- and licence-administration**. Your ETKA users are listed here.
3. Click on **Add** to create a new user.
4. Fill out all necessary fields. User roles are not needed. Click on **Save** to save the user.

2) Assigning the Licences

1. If not already done, login with the ETKAinfo account administrator credentials on www.etkainfo.com. To do this, enter your credentials in the login fields and click on **Login**.
2. Click on the upper tab **Administration** and then on the button **User- and licence-administration**. Select the tab **ETKA/m** above the user list. Your total and available ETKAmobile licences are listed here.

User- and licence-administration							Add
Filter	Volkswagen		ETKA/m	PET2			
First Name	Last Name	User Name	Volkswagen 1/10	Audi 3/10	Seat 3/10	Škoda 3/10	
Mobile	User	etkamobileuser	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		combox1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Michael	Mechanic	Michael	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3. Select the brand checkbox belonging to the created ETKAmobile user to make this brand available in ETKAmobile.
4. To submit ETKAmobile shopping carts to ETKA, the ETKAmobile user needs to have the user role **Buyer** assigned in partslink24. To process orders transferred by ETKAmobile to your ETKA system, the option **Edit NORA Order Form** must be activated in the ETKA settings and the user role **Orderentry** must be assigned.

You can now sign in on ETKAmobile with the appropriate user credentials.