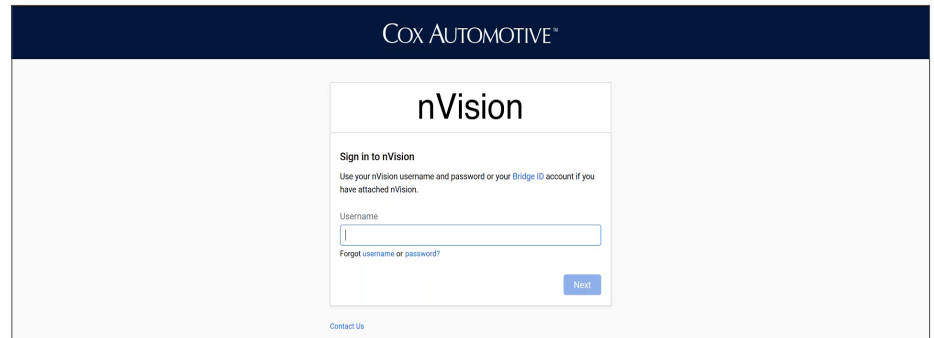


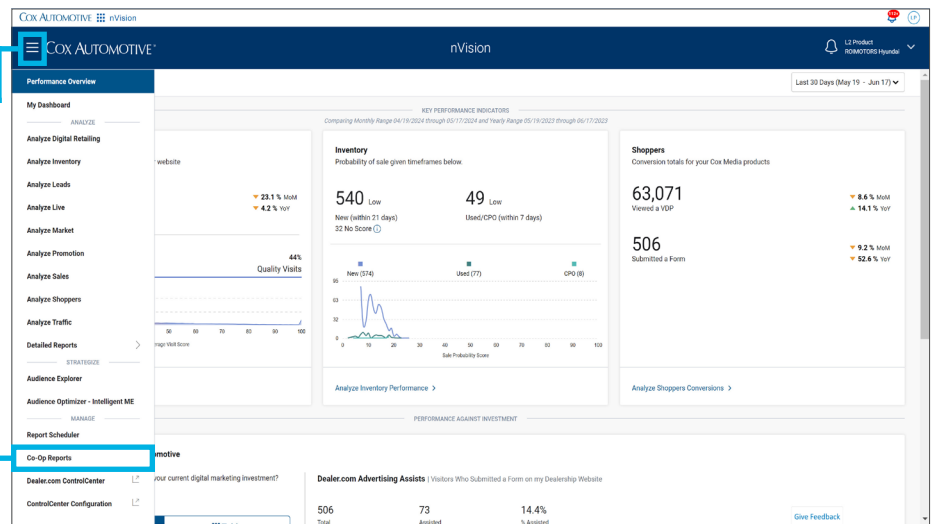
Co-Op Dealers can now access their Co-Op Creative Briefs within nVision. The following steps will help guide users on where they can find their store's reports.

If you do not have access to nVision, or if you are having issues logging in or with the nVision application, contact your Client Success Manager (CSM) or the Dealer Support Team at 1-800-353-9350 or cai.dealersupportemails@coxautoinc.com.

Log into the nVision platform, at [nVision.coxautoinc.com](https://nvision.coxautoinc.com), by entering an active nVision username and password or Bridge ID account.

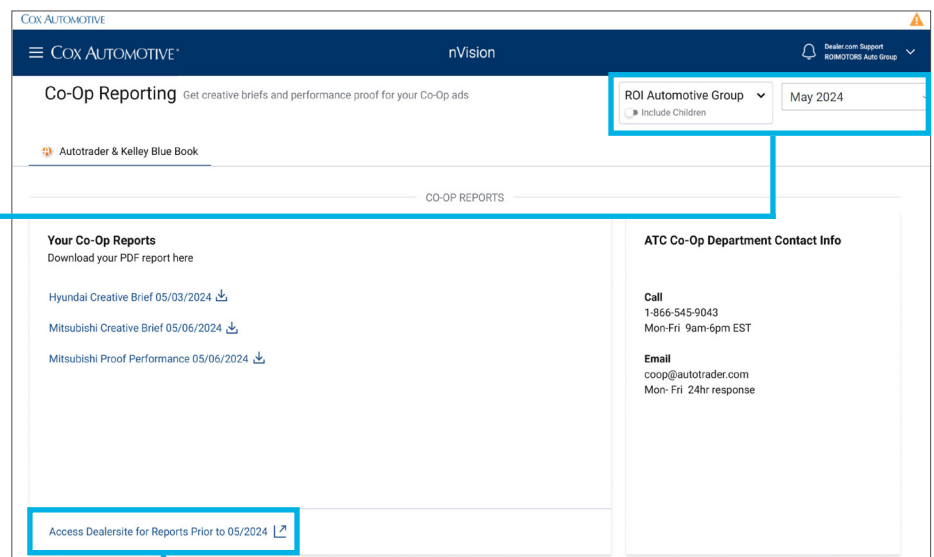


Once in the nVision platform, use the Navigation Menu to select, **Co-Op Reports** and download your available Creative Briefs.



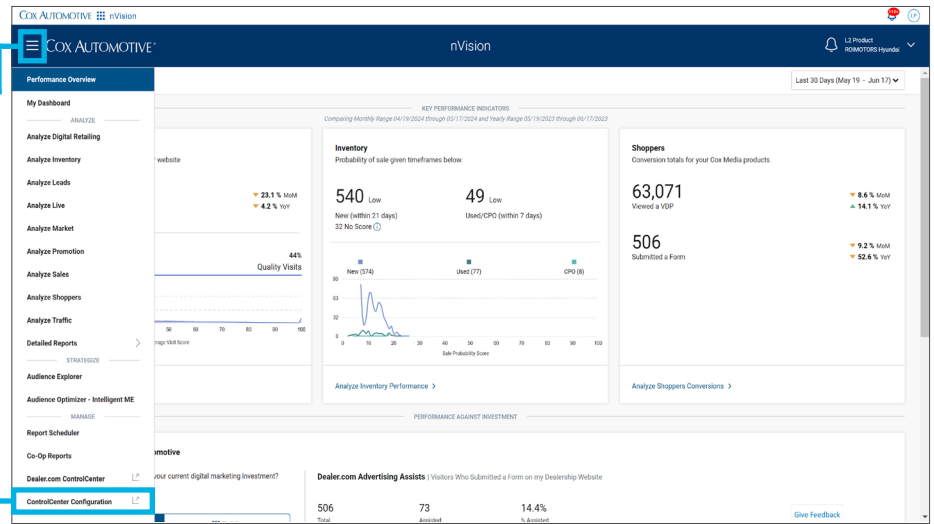
Use the drop-down menus in the top right to switch between dealer group stores and the Creative Brief month that is displayed. *Ensure 'Include Children' is enabled to view all stores within a dealer group.*

Dealers can still access past Creative Briefs from Dealersite using the link below the page.

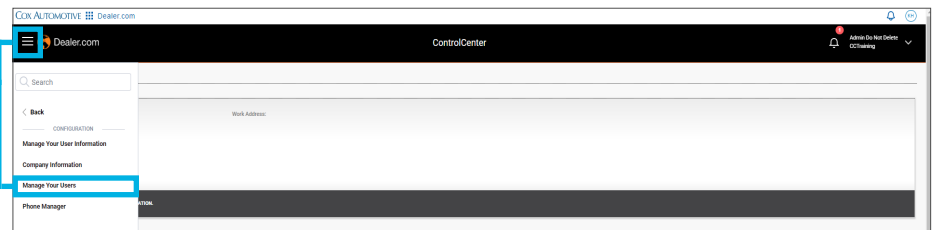


ADDING USERS

Choose **Control Center Configuration** from the nVision Navigation Menu.



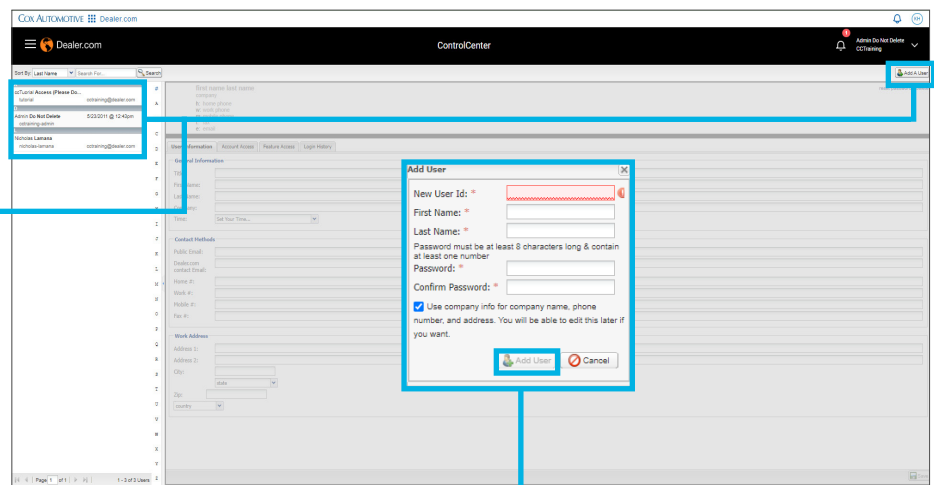
In this window, select the Control Center Navigation Menu, then choose **Manage Your Users**.



This view lists all current and added users to the left of the window. To the right, click the **Add A User** button to create a new user profile.

Enter the required field information in the Add User window, then click the **Add User** button.

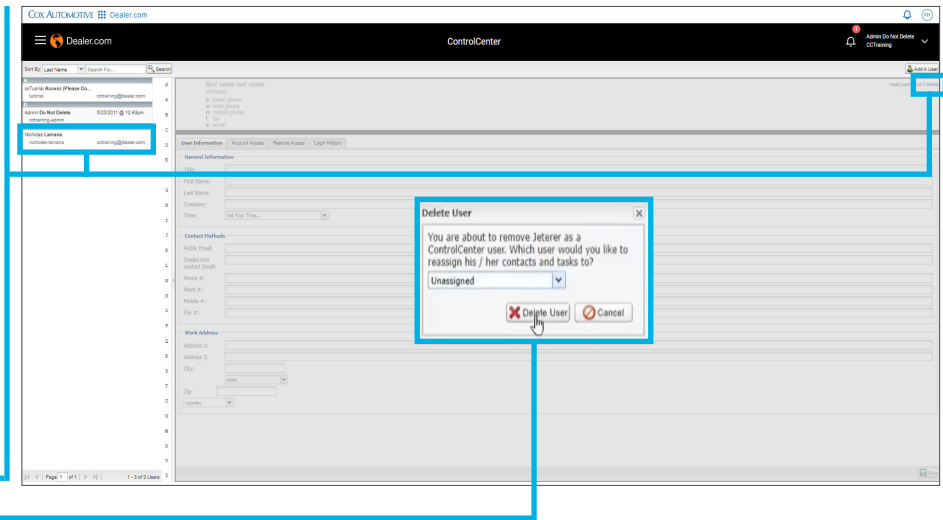
Newly created users will automatically display in the list of users on the left.



DELETING USERS

To delete a user no longer with the dealership, select the user's name from the list of profiles then click **Delete** under the **Add A User** button.

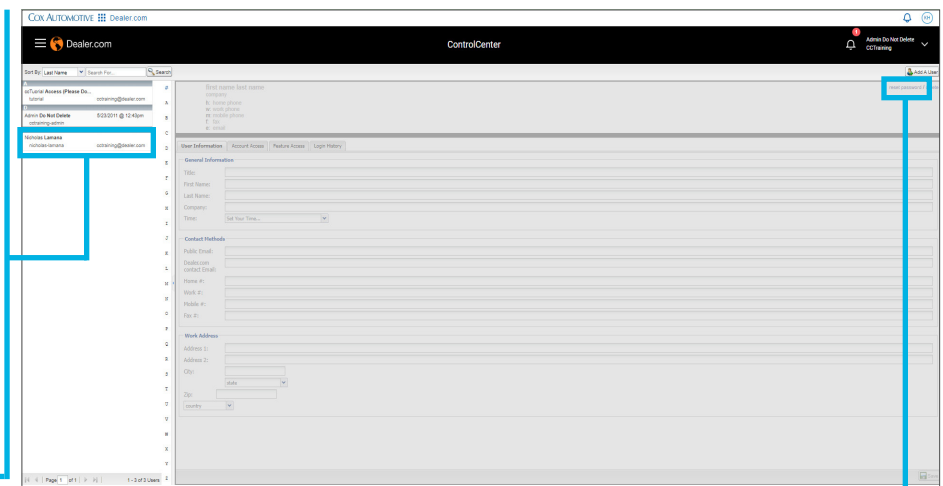
You can reassign a user's tasks and contacts to another profile by selecting a user name from the drop-down menu in the Delete User window. Otherwise, select Unassigned then click the **Delete User** button.



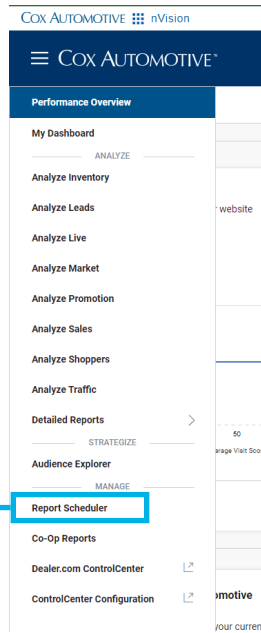
RESETTING PASSWORD

Select a user's name from the list of profiles to edit the User Information including the user's Email. Entering a correct Email address allows users to reset their own passwords.

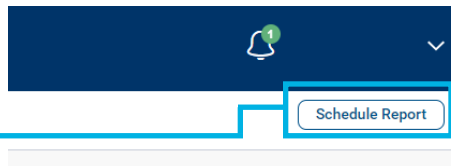
For Dealers that may need help resetting their passwords, select the user's name from the list of profiles, then click **Reset Password** under the **Add A User** button.



Choose **Report Scheduler** from the nVision Navigation Menu.



Click the **Schedule Report** button.



Schedule Report

Recipients

Account

Subject

Report Name

Frequency

Period

[Cancel](#) [Schedule Report](#)

COMPLETE THE FOLLOWING FIELDS

- Add **Recipients** (email)
- Select **dealership(s)/account(s)**
- Add a **Subject** (e.g., Monthly Co-Op Reporting Reminder)
- Select **Co-Op Reports** from the **Report Name** drop-down
- Select **Frequency** (e.g., Monthly on the 15th)
- Select the **Period** (e.g., Month to Date)

Click **Schedule Report**