



# **webDEALER User Guide Addendum Release 24.3**

August 2024

webDEALER

eTAG



**Texas Department *of* Motor Vehicles**

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## Document Overview

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This document describes the latest software changes made to the Texas Department of Motor Vehicles (TxDMV) webDEALER software application.

### Scope

The scope of this is to identify recent software changes to the webDEALER application as documented in the latest webDEALER User Guides. This document does not provide step-by-step instructions on how to use webDEALER.

### Audience

The intended audience of this document are users of webDEALER.

## Enhancements in Release 24.3

### Update to webDEALER Administrator Permissions

New webDEALER Administrators must be fingerprinted prior to receiving Administrator privileges. This includes applicants requesting eTAG Administrator privileges when completing new, renewal, or amendment dealer license applications within the eLICENSING system.

Current and new webDEALER Administrators will have the ability to:

- Create new users
- Grant permissions to new and existing users

webDEALER Administrators will no longer have the ability to grant Administrator permissions to new and existing users. The Administrator permission check box located under the webDEALER section of the Assigned Permissions page will be greyed out and the check box cannot be selected.

The screenshot shows the webDEALER user management interface. At the top, there is a navigation bar with 'Home Page', 'Titles', 'Payments', 'Administration', and 'Support' buttons, along with a search field for VIN / Deal # / Unit #. The main content area is titled 'User Details' and contains several input fields for user information: Dealer ID, Dealer Name, Username, Name, Status, and Email. Below this is the 'Assigned Permissions' section, which is expanded to show the 'webDEALER' category. Under 'webDEALER', there is a list of permissions: 'Administrator (Manage Account and Users)', 'View Title', 'Add/Edit Title', 'Access Payment', and 'Web Service Access'. The 'Administrator' checkbox is highlighted with a red box, indicating it is the focus of the update. At the bottom, there are 'Save', 'Cancel', and 'View Associated Dealer(s)' buttons.

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Once TxDMV has verified that a user has completed the fingerprinting process, TxDMV may grant the user webDEALER Administrator privileges. Current Administrators that were granted Administrator privileges prior to RTS Release 24.3 will remain as existing Administrators but will no longer have the ability to add additional Administrators.