# x·rite Link

**Admins Quick Start Guide**

Fleet Management Dashboard

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## Access X-Rite Link in 3-steps:

1. A system administrator will grant you access

2. You will receive a welcome email from *no-reply@xrite.com*

3. Login using your existing My X-Rite login credentials or with the temporary password provided in the welcome email

## link.xrite.com



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**Welcome to X-Rite Link.**

Centralized fleet management and color insights from the experts at X-Rite Pantone

To access X-Rite Link, sign in to link.xrite.com

You can use your existing my.xrite.com account information to sign in
If you have forgotten your password, you can request a password reset at account.xrite.com

Thank you,
The X-Rite Team

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# Devices - Fleet View

## Clear visibility of your instrument fleet with at-a-glance location and status tracking



Export .csv file of current device view

Turn map view on/off

Sort by Location, Device Type, and Device Status

Click a pin to sort for devices by geographic location

Device Card

Customizable device name

Location

Basic device information

Customizable notes

Status indicators
*Warranty/ Service Care Plan*
*Certification*
*NetProfiler*

3

Detailed device overview to stay informed about your instrument

Bob's eXact — ⊘ N/A — Customizable device name

General Information — General device information

| Model | eXact |
|---|---|
| Serial Number | 12345 |
| Location | Printer #2 — Editable location |

Quick indicators

Notes

Card Note
Bob's Office — Customizable notes

Long Notes
Device should be stored in the cabinet

Warranty & Service Care Plan Information

| Warranty Expires | 12/19/2019 | Warranty and Service Care Plan end dates |
|---|---|---|
| Service Care Plan Expires | 12/19/2022 | |

Request Service | Contact Sales — Request service with form pre-fill

Certification

| Last Certified | 11/1/2020 | Most recent and recommended certification dates |
|---|---|---|
| Recommended Cert Date | 11/1/2021 | |

Battery Health
Connection
Warranty
Certification
NetProfiler

# Device Details - NetProfiler



## Device level NetProfiler details to monitor performance



- Device details tabs
- NetProfiler status and profile expiration
- Certificate of performance export
- Profiled vs. Unprofiled dE* per tile from the most recent NetProfile
- Profiled vs. Unprofiled Average dE* over time

**Fleet level NetProfiler tracking to monitor compliance and inter-instrument agreement**
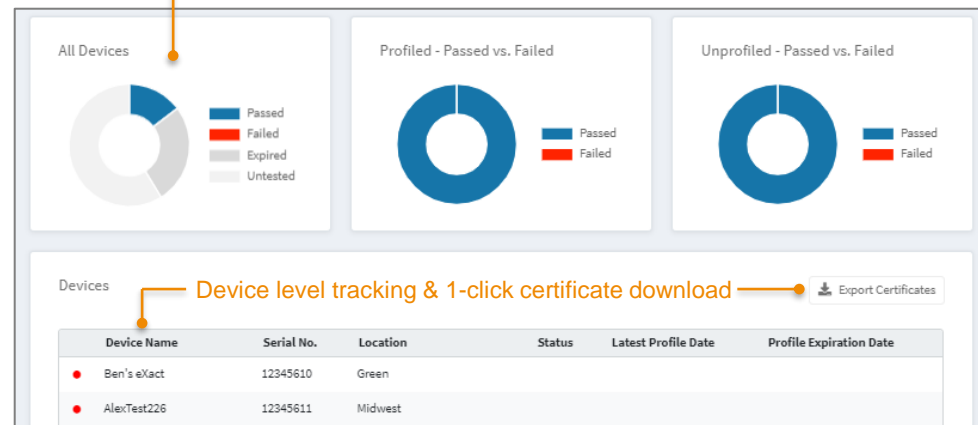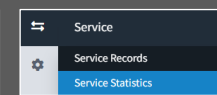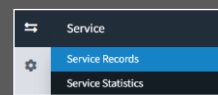
View active service cases in real time and track past cases



Export .csv file of service records

Filter and sort

Record of all current and past service records

Click the RMA number for service details
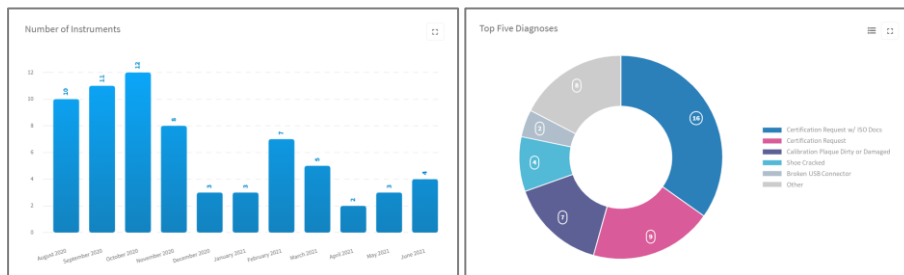
Service Statistics for tracking number of service cases and diagnosis reason

# Adding New Locations

**Devices and users are assigned to locations for easy sorting and permission setting**



**Create a new Top-level location**

Add a street address to see the location on the interactive map

**Create a new Child location**

Create a location nested under an existing location

*(ex. Creates a location under Printing HQ like Printer #1 and Printer #2. Be sure to select the parent location first.)*

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# Adding New Admins & Users

## Welcome email will be sent to new users with access details

### Users & Locations

**Admins**
Admins have access to all locations and devices. Admins do not need to be assigned to individual locations.

### Locations

| | | |
|---|---|---|
| + Add New Location | Import Locations | Export Locations |

Locations

- Charlotte HQ
- Printing HQ
  - Printer #1
    - Press A
    - Press B
  - Printer #2
- Printing HQ2
  - Europe Printer #1
  - Europe Printer #2
- West Cost Office

**Printing HQ**

+ Add Child Location    Edit                    ✕ Delete

**Address**
4300 44th St SE
Grand Rapids, MI 49512
USA

#### Users for this Location

Assign User    + Create User

| Email | First Name | Last Name | Local Admin | Remove User |
|---|---|---|---|---|
| example@xrite.com | John | Smith | ☑ | ✕ |

**+ Add Admin**

**Add Admin**    ✕

First Name

Last Name

Email Address

Close    Save Changes

**Admins**
Full permissions to view/ create / modify
- Devices
- Locations
- Users

**Create User**    ✕

First Name

Last Name

Email Address

Please select the location(s) you would like to assign the user to.

- ☐ Charlotte HQ
- ☑ Printing HQ  Sub-locations included
  - ⦿ Printer #1
    - ⦿ Press A
    - ⦿ Press B
  - ⦿ Printer #2
- ☐ Printing HQ2
  - ☑ Europe Printer #1
  - ☐ Europe Printer #2
- ☐ West Cost Office

Close    Save Changes

**Users**
Permissions to view
- Devices at assigned locations

*(ex. Only able to see devices at the following locations: Printing HQ including sub-location & Europe Printer #1)*

**Local Admin**
Same permissions as a User <u>plus</u> ability to view/ create / modify users at this location only

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