



ENROLLMENT KEY USER MANUAL

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NOTE: This User Manual covers how to setup Enrollment Keys for new users to use SpecSpotter.

Only assign Enrollment Keys to any team member who need access to SpecSpotter but ARE NOT a current SpecPath User (they do not have a user account in the MAFSI Database).

Examples of users who need Enrollment Keys include Factory Customer Service or Accounting personnel.

Looking to Learn How to Use SpecSpotter? Click on this link for the [SpecSpotter User Manual](#).

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What is SpecSpotter?

SpecSpotter is an easy, web-based interface where customer service or accounting staff at the rep or manufacturer can mark projects awarded and enter the PO Number by brand without having to create an account in SpecPath. Think of it as “SpecPath Lite.” Rest assured though, SpecSpotter adheres to the same secure interface as SpecPath, but instead of login, SpecPath Subscribers will provide their non-MAFSI listed staff with Enrollment Keys to login into SpecSpotter instead of login credentials.

Setting Up Enrollment Keys for Team Members

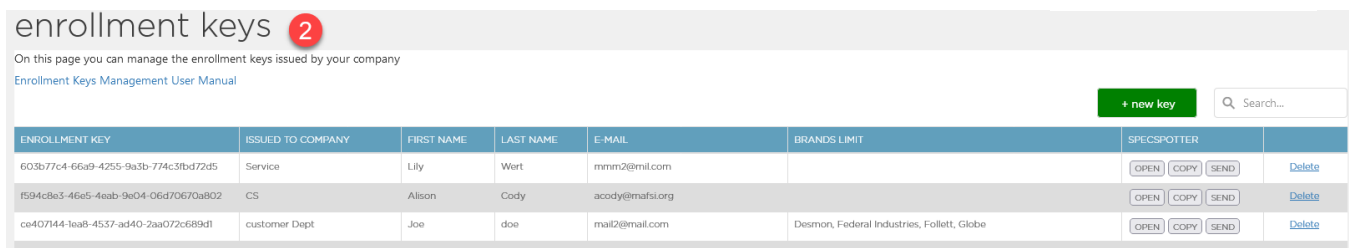
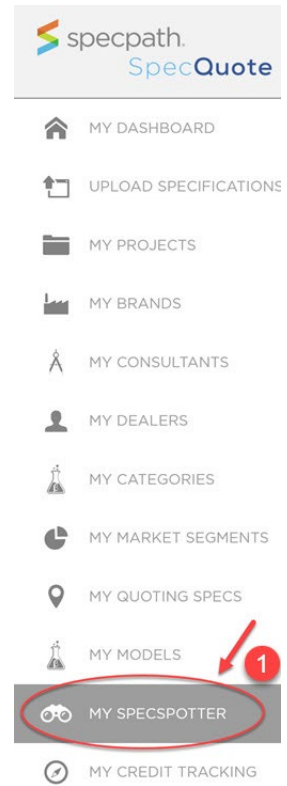
1. Click the **My SpecSpotter** page in the left-hand side navigation.
2. On the My SpecSpotter page, scroll down to the **Enrollment Keys** section.

WHAT IS AN ENROLLMENT KEY?

An Enrollment key is an easy-to-use credential implemented by rep firm owners or manufacturer managers to allow their customer service and/or accounting team members to have access into SpecSpotter without having to create a SpecPath subscriber database record.

WHEN SHOULD I USE AN ENROLLMENT KEY?

Assign Enrollment Keys to any team member who need access to SpecSpotter but is not listed in the MAFSI Database, and therefore do not have a user account in SpecPath.



HOW TO ADD AN ENROLLMENT KEY

ENROLLMENT KEY	ISSUED TO COMPANY	FIRST NAME	LAST NAME	E-MAIL	BRANDS LIMIT	SPECSPOTTER
603b77c4-66a9-4255-9a3b-774c3fbd72d5	Service	Lily	Wert	mnm2@email.com		OPEN COPY SEND Delete
f594e8e3-46e5-4eab-9e04-06d70670a902	CS	Alison	Cody	acody2@mafsi.org		OPEN COPY SEND Delete
ce407144-1ea8-4537-ad40-2aa077c689d1	customer Dept	Joe	doe	mail2@mail.com	Desmon, Federal Industries, Follett, Globe	OPEN COPY SEND Delete

TIP: Be sure to click the ENTER button on your keyboard after entering information for each field. Clicking ENTER will save your field values entries.

- Add New Enrollment Key** - Click the **green + new key button** in top left-hand corner.
- Search** – This box enables you to search team members with enrollment keys.
- Enrollment Key** – The Enrollment Key is the unique identifier appended to the SpecSpotter login, allowing your new user to login into SpecSpotter securely, without having a SpecPath user account.
- Company** - Enter Department/Company (e.g. Customer Service).
- First Name** - Enter the team member’s First Name.
- Last Name** – Enter the team member’s Last Name.
- Email** – Enter the team member’s Email address.
- Brands Limit** - Under Brands Limit you may limit the new user to certain brands for your company by clicking in Brands Limit box and using the brand checkboxes. Click **OK** after you make your selections.

NOTE: If you leave the Brands Limit box blank, the team member will see all your brands in SpecSpotter.

BRANDS LIMIT

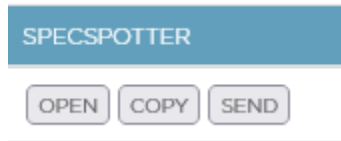
Select...

- ABC Wunderbar
- Alluserv
- Anets
- APW/Wyott
- Art Marble Furniture
- Bakers Pride
- Beech Ovens
- BKI
- Blodgett

OK Cancel

ENROLLMENT KEY	ISSUED TO COMPANY	FIRST NAME	LAST NAME	E-MAIL	BRANDS LIMIT	SPECSPOTTER
603b77c4-66a9-4255-9a3b-774c3fbd72d5	Service	Lily	Wert	mnm2@mail.com		<input type="button" value="OPEN"/> <input type="button" value="COPY"/> <input type="button" value="SEND"/> <input type="button" value="Delete"/>
f594c8e3-46e5-4eab-9e04-05d70670a802	CS	Alison	Cody	acody@mafsi.org		<input type="button" value="OPEN"/> <input type="button" value="COPY"/> <input type="button" value="SEND"/> <input type="button" value="Delete"/>
ce407144-1ea8-4537-ad40-2aa072c689d1	customer Dept	Joe	doe	mail2@mail.com	Desmon, Federal Industries, Follett, Globe	<input type="button" value="OPEN"/> <input type="button" value="COPY"/> <input type="button" value="SEND"/> <input type="button" value="Delete"/>

9. **SpecSpotter** – In the SpecSpotter, you have 3 buttons to to deliver the SpecSpotter to your new user.



- a. **OPEN** – The Open button will open SpecSpotter immediately and you will be logged in as the new user.
- b. **COPY** - The Copy button will copy the new user’s SpecSpotter link and copy it your clipboard for you to send to your new user. **Please remind them to bookmark this link in their browser for easy access.**
- c. **SEND** – The Send button will send the SpecSpotter Welcome Email to the new user with login details, including their private, secure, and unique Specspotter weblink. For contents of the SpecSpotter Welcome Email, please see the next page.

Note: The SpecPath user who setup the Enrollment Keys for new user will be CC’d on the SpecSpotter Welcome Email.

TIP: If the new user does not see the SpecSpotter email, please have them check their junk or spam mailbox.

TIP: SpecPath recommends you choose the “Send” option. This enables the user to find their login information if it is misplaced, without having to contact you to regain login credentials.

10. **Delete** – You may click Delete to revoke any team member’s access to SpecSpotter. The action is immediate.

SpecSpotter Welcome Email Sample

Primary Recipient: This email sent to the SpecSpotter User who was added an Enrollment Key User under Enrollment Key

CC Recipient: Copy the User who added the SpecSpotter Enrollment Keys for the Primary Recipient.

Email Subject Line: Your Login for SpecSpotter by SpecPath



Hi [First Name],

You have been given access to SpecSpotter by the [SpecPath User who added the Enrollment Key].

SpecSpotter by SpecPath is an easy, web-based interface where customer service or accounting staff at the rep or manufacturer can mark projects awarded and enter the PO Number by brand without having to create an account in SpecPath.

To access, SpecSpotter, please click on the unique link below:

[SpecSpotter Special User Link for \[User First Name and Last Name\] \(link to unique SpecSpotter page for new user\)](#)

Confidentiality Note: This link has been assigned specifically for you and is confidential. Please do not share it with others.

Bookmark your SpecSpotter Link: Please bookmark this page – naming it SpecSpotter in your browser so you may find it easily each day.

SpecSpotter User Manual: We have made SpecSpotter very simple and very easy to use. Take a look at our [SpecSpotter User Guide](#).

Please contact us with any questions. Thank you!

SpecPath Support Team

specpath@mafsi.org

404-214-9474

Using SpecSpotter

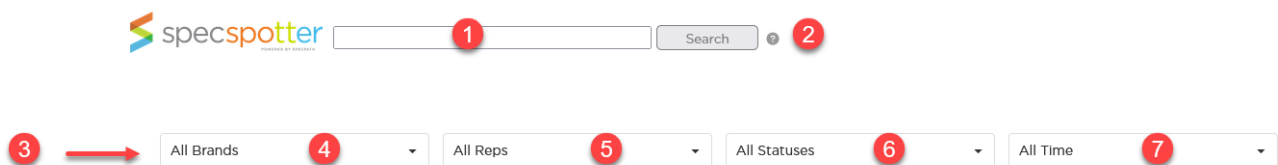
START YOUR SEARCH IN SPECSPOTTER



1. To get started, please click the Search Button to see the projects for which your rep firm or manufacturer brand(s) is a stakeholder.

NOTE: This screen will be blank until you hit the Search button.

NAVIGATING SPECSPOTTER



1. **Search Bar** - Use the Search Bar to narrow your results by entering the following:
 - Project Name
 - SpecPath Project ID
 - Consultant Name
 - Dealer Name
 - Market Segment
 - City
 - State (please use two letter abbreviation)
 - Region Name
2. **Search Button** – Click the Search button after entering in your information in the **Search Bar**.
3. **Quick Filters:** Use the 4 Quick Filters in the top left-hand corner to narrow your search and work with, or without, what you have entered in the Search Bar.
 4. **All Brands** – This filter narrows your search results by Brand.
 5. **All Reps** – This filter narrows your search results by Reps. For Rep Firms, these are rep firms you share projects and brands with in SpecPath. For Manufacturers, these are your rep groups for your brands.
 6. **All Statuses** - This filter narrows your search results by **Bidding** or **Awarded**.
 7. **All Time** – This filter narrows your search results by **The Month, This Quarter, or This Year**.

AWARDING THE DEALER

56806 - Covia - San Francisco Towers Memory Care - Sun Room Renovation - East Tower Mezzanine

Created: 09/10/2020 awarded: 12/9/2020

consultant: Scopos Hospitality Group - Ephrata, PA, United States (04 - Keystone)

location: San Francisco, CA, United States (24 - San Francisco Metro)

market segment: Senior Living/Retirement

dealers (To award a Dealer for this project, click on the "AWARDED" box next to the corresponding dealer, or click Add Dealer if you don't see the awarded dealer listed.)

<p>1 <input type="button" value="Award"/></p> <p>2 <input type="button" value="Add dealer"/></p>	<p>Singer Equipment Co. - Elverson, PA, United States (04 - Keystone)</p> <p>TriMark SS Kemp - Cleveland, OH, United States (07 - Mid-America)</p>	<p>3</p> <p>Specification Rep (Consultant Location)</p> <p>04 - ONE SOURCE REPS</p>	<p>4</p> <p>Destination Rep (Project Location)</p> <p>24 - Walter Zebrowski Associates</p> <p>24 - Premier Marketing Group, Inc.</p>	<p>5</p> <p>Origination Rep (Dealer Location)</p> <p>04 - ONE SOURCE REPS</p> <p>07 - DSA REPS, LLC.</p> <p>04 - ONE SOURCE REPS</p> <p>07 - DRC Marketing Group</p>
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brands: For multiple P.O.s / ACK / INV per brand, please enter them separated by a comma

Eagle	<input type="text" value="PO - Award dealer first"/>	<input type="text" value="ACK - Award dealer first"/>	<input type="text" value="INV - Award dealer first"/>
Follett	<input type="text" value="PO - Award dealer first"/>	<input type="text" value="ACK - Award dealer first"/>	<input type="text" value="INV - Award dealer first"/>

Once you have found the project that matches your Purchase Order (P.O.), follow these steps.

1. **Awarding the Dealer** – Click the “Award” button next to the Dealer’s name that matches your P.O and Dealer’s location. This will Award the dealer in SpecPath. See My Credit Tracking in SpecPath.
 2. **Adding a Dealer** – If you do not see the correct dealer listed, click the “Add” button and add the Dealer to the Project and then click “Award.”
- NOTE: You must Award a Dealer before you enter a P.O. number.**
3. **Reps** – The reps associate with this project are listed next to the brands. The number in front of their company name references their [MAFSI Region Number](#).
 - a. **Spec Reps** – This is the rep firm assigned the Specification Credit for the project as they are in the same region as the Consultant/Design Dealer(s) Location(s).
 - b. **Dest Reps** – This is the rep firm assigned Destination Credit for the project as they are in the same region as the Project Location.
 - c. **Orig Reps** – This is the rep firm assigned Origination Credit for the project as they are in the same region as the Dealer Location(s).

MAFSI Region Codes – For more information click [here](#).

- | | |
|----------------------------------|--|
| 01 – New England | 17 – Chicago Metro |
| 02 – New York (Upstate)/W. Penn. | 18 – Wisconsin/Upper Michigan |
| 03 – New York Metro | 19 – Upper Mid-Central |
| 04 – Keystone | 20 – Mountain States North |
| 05 – Mid-Atlantic | 22 – Southern California/Hawaii |
| 06 – Michigan/Indiana | 24 – San Francisco/Hawaii |
| 07 – Mid-America | 25 – Northwest/Hawaii |
| 11 – Carolinas | 26a – British Columbia |
| 12 – Southeast Central | 26b – Alberta |
| 13 – Florida | 26c - Manitoba, Lakehead, Saskatchewan |
| 14 – South Central | 26d – Ontario, Ottawa |
| 15 – Texas/Oklahoma | 26e – Quebec, Ottawa |
| 16 – Mid-Central | 26f – Atlantic |

- 3. FACTORIES ONLY!** We recommend you copy or type the 6 digit SpecPath Project ID Number that precedes the Project Name and paste it into a Misc or Notes field in your ERP System for the order. This will help you, and others at the factory reference the project quickly if you need to look it up in SpecSpotter at a later time.

65106 - School Without Walls Francis Stevens

created: 08/31/2022 bidding 12/31/0000 last modified: 10/05/2022 awarded: 12/31/0000

Congratulations! You're Done! You can move onto your next SpecSpotter project.

Reporting Bugs or Errors

Click the red Report Issue button in the lower right hand corner to report a bug or a screenshot. We encourage you to include a Screenshot using the screenshot maker in the tool Also, be sure to include the SpecPath Project ID, if it is project related.

65106 - School Without Walls Francis Stevens

created: 08/31/2022 bidding 12/31/0000 last modified: 10/05/2022 awarded: 12/31/0000

consultant: Nyikos Associates Inc. - Gaithersburg, MD, United States (05 - Mid-Atlantic);

location: Washington, DC, United States (05 - Mid-Atlantic)

market segment: Schools (K-12)

dealers:

🏠 Clark Food Service Equipment - Lancaster, PA, United States (04 - Keystone);

brands:

- ColdZone
- Eagle
- Southbend
- Thermo-Kool

Spec Reps	Dest Reps	Orig Reps
05 - Squier Associates, Inc.	05 - Squier Associates, Inc.	04 - ONE SOURCE REPS
05 - Non Member	05 - Non Member	04 - ONE SOURCE REPS
05 - The Schmid-Wilson Group	05 - The Schmid-Wilson Group	04 - ONE SOURCE REPS
05 - Squier Associates, Inc.	05 - Squier Associates, Inc.	04 - ONE SOURCE REPS

[Report Issue](#)