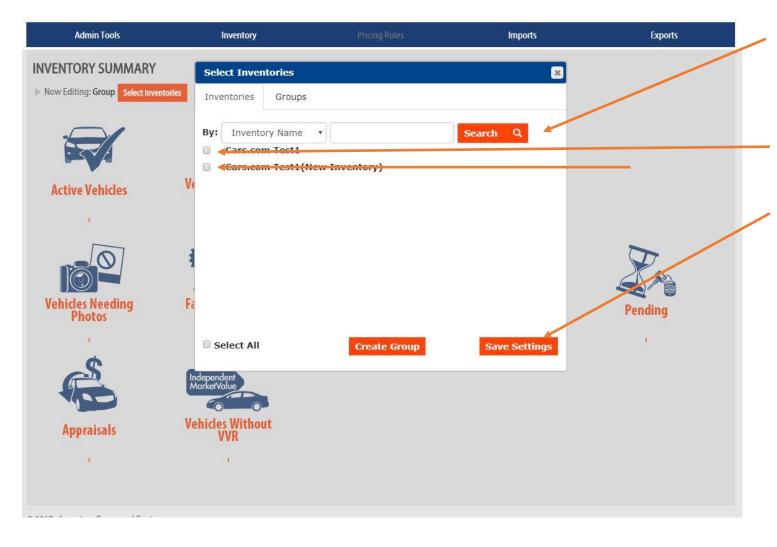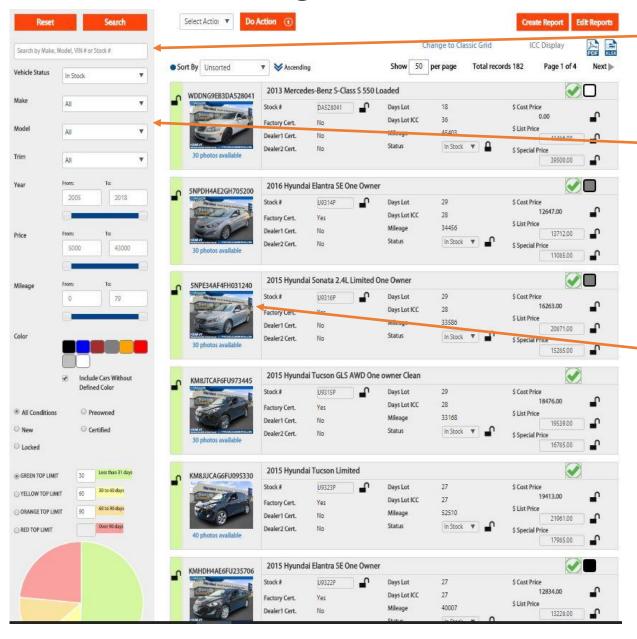# Select the Inventory You Want to Manage

Select "Search" to reveal all inventory associated with the user

Select the inventory or inventories that you would like to view/edit.
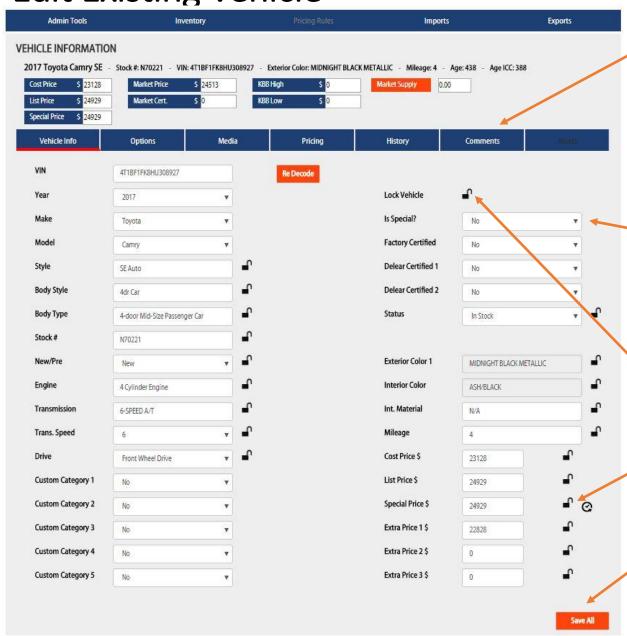
Click "Save Settings"

Vehicle Search Page

Text search by Make, Model, VIN# or Stock#

Search criteria can include as many or as few criteria as you want including;
Make, Model, Trim, Year Range, Price Range, Mileage Range, Exterior Color or Vehicle Age

Select any vehicle by clicking the vehicle image to load the vehicle details

Edit Existing Vehicle

Vehicle information is separated into 6 tabs

Select the relevant tab to the information you would like to add or update
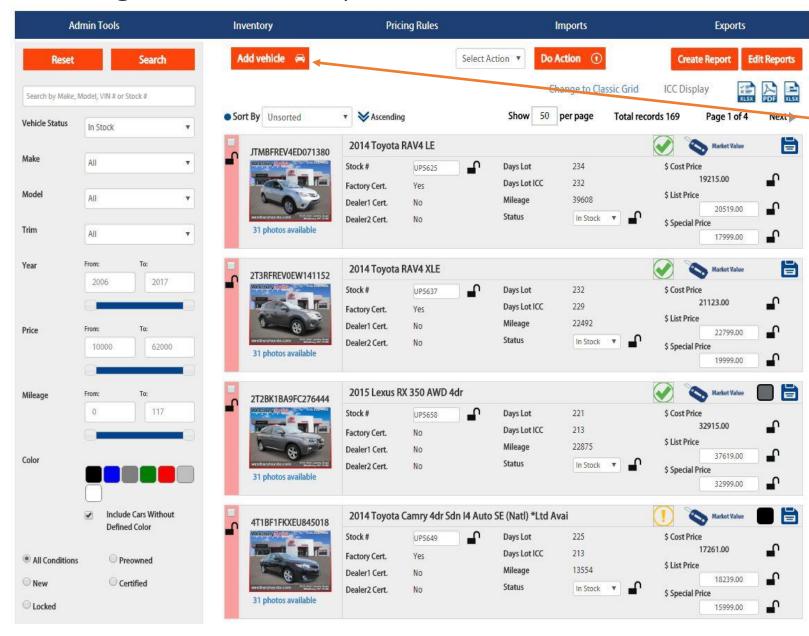
Input or select the information you would like in each field.

To lock all fields of a vehicle click the lock icon next to "Lock Vehicle" at the top of the page.

Lock the field if you do not want imports from third party to overwrite your updates by clicking the lock image next to the field in question.

Select "Save All" when you have completed your updates to the vehicle

Adding a vehicle Step 1

Select "Add Vehicle" at the top of the inventory search page.

Admin Tools	Inventory	Pricing Rules	Imports	Exports

Reset | **Search**

Add vehicle 🚗   Select Action ▾   **Do Action** ⓘ   **Create Report**   **Edit Reports**

Change to Classic Grid   ICC Display

Search by Make, Model, VIN # or Stock #

● Sort By Unsorted ▾   ⌄ Ascending   Show 50 per page   Total records 169   Page 1 of 4   Next ▸

Vehicle Status   In Stock ▾

Make   All ▾

Model   All ▾

Trim   All ▾

Year   From: 2006   To: 2017

Price   From: 10000   To: 62000

Mileage   From: 0   To: 117

Color

☑ Include Cars Without Defined Color

● All Conditions   ○ Preowned
○ New   ○ Certified
○ Locked

2014 Toyota RAV4 LE
JTMBFREV4ED071380
Stock # UP5625
Factory Cert. Yes
Dealer1 Cert. No
Dealer2 Cert. No
Days Lot 234
Days Lot ICC 232
Mileage 39608
Status In Stock ▾
$ Cost Price 19215.00
$ List Price 20519.00
$ Special Price 17999.00
31 photos available   Market Value

2014 Toyota RAV4 XLE
2T3RFREV0EW141152
Stock # UP5637
Factory Cert. Yes
Dealer1 Cert. No
Dealer2 Cert. No
Days Lot 232
Days Lot ICC 229
Mileage 22492
Status In Stock ▾
$ Cost Price 21123.00
$ List Price 22799.00
$ Special Price 19999.00
31 photos available   Market Value

2015 Lexus RX 350 AWD 4dr
2T2BK1BA9FC276444
Stock # UP5658
Factory Cert. No
Dealer1 Cert. No
Dealer2 Cert. No
Days Lot 221
Days Lot ICC 213
Mileage 22875
Status In Stock ▾
$ Cost Price 32915.00
$ List Price 37619.00
$ Special Price 32999.00
31 photos available   Market Value

2014 Toyota Camry 4dr Sdn I4 Auto SE (Natl) *Ltd Avai
4T1BF1FKXEU845018
Stock # UP5649
Factory Cert. Yes
Dealer1 Cert. No
Dealer2 Cert. No
Days Lot 225
Days Lot ICC 213
Mileage 13554
Status In Stock ▾
$ Cost Price 17261.00
$ List Price 18239.00
$ Special Price 15999.00
31 photos available   Market Value

Adding a vehicle Step 2

| Admin Tools | Inventory | Pricing Rules | Imports | Exports |

Vehicle Create

| Vehicle Info | Options | Media | Pricing | History | Comments | Assets |

VIN			Decode
Year	Select... ▼		Lock Vehicle	🔓
Make	Select... ▼		Is Special?	No ▼
Model	Select... ▼		Factory Certified	No ▼
Style		🔓	Delear Certified 1	No ▼
Body Style	Select... ▼	🔓	Delear Certified 2	No ▼
Body Type		🔓	Status	In Stock ▼ 🔓
Stock #		🔓
New/Pre	New ▼	🔓	Exterior Color 1	Select... ▼ 🔓
Engine		🔓	Interior Color	Select... ▼ 🔓
Transmission	Select... ▼	🔓	Int. Material		🔓
Trans. Speed	Select... ▼	🔓	Mileage	0	🔓
Drive	Select... ▼	🔓	Cost Price $	0	🔓
Custom Category 1	No ▼		List Price $	0	🔓
Custom Category 2	No ▼		Special Price $	0	🔓 ⟳
Custom Category 3	No ▼		Extra Price 1 $	0	🔓

Input the 17 digit VIN and select "Decode"

Input the stock#, mileage and any other fields not completed by the VIN Decode in all tabs

Select "Save All" at the top of the page when the vehicles is complete