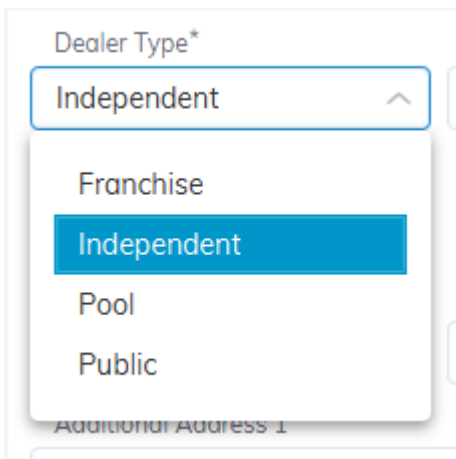


Dealer Editing

Under Dealer Profile you can use the Dealers - Filters icon to filter which dealer types appear in the Dealer Profile application. At the top of the Dealer Profile application, you'll see 3 icons; The one you need is the funnel shape icon for filtering by Dealer Type and Status.

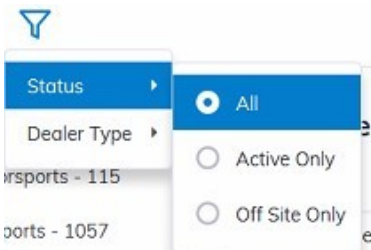
Select the Funnel shape icon > 'Dealer Type' > then select the types you want to see;

- **Public** - Select if you wish to view all Public vehicle dealers
- **Pool** - Select if you want to view all Pool vehicle dealers
- **Franchise** - Select if you want to view all Franchise accounts
- **Independent** -Select if you want to view all Independent Accounts



Select the Funnel shape icon > 'Status' > then select the types you want to see;

- **All** - Select if you want to view All Dealers
- **Active Only** - Select if you want to view Active accounts only
- **Off-Site Only** - Select if you want to view Off-Site accounts only.



Edit Dealer button - This allows users to change Dealer Information.

Address Type Business Street 247 Needmore Rd Clarksville TN 37040 United States	Phone 931-647-5700 O... Ext: Department: PIN:	Bus ID: Dealer License AuctionAccessID: Dealer Type: Auction Status: Active	Orig Reg: 03/21/2011 Last: 06/11/2021 Allowed: Buy / Sell Email:	Rep Name Jason Taylor - 213 Last Visit: Allowed: NA Rep ID: 213	Dealer Alert ADMIN ONLY; do not use
--	---	--	---	---	--

Dealer
Representatives
Account
Banking
Vehicles

✎
ORDERS
✕

CONTACT INFORMATION

✎ Edit Dealer

Select

'Edit Dealer'

Click 'Save' when you have completed editing the dealer.

Note: Before issuing the Edit Dealer Order, ensure you have selected the dealer you want to edit and that your login has permission for the Edit Dealer order.

The Edit Dealer form has 4 groups of information to edit; **Contact Information**, **Permission**, **Business**, and **Owner**.

The Summary information:

- **Contact Information:** The Business Address, Phone number, Email Address, and Dealership Logo Image.
- **Permission:** Buyer and Seller Permission where you can add or remove payment methods. e.g. cash, debit, credit, checks, wire, etc.
- **Business:** This section the type of business the dealer is as well as what type of taxes are applied to this business.
- **Owner:** Detail information of the Business Owner and Seller Check deductions
- **Streaming:** section is system generated no change can be made here.

Revision #6

Created 16 August 2022 18:35:41

Updated 2 November 2022 18:40:23