

Pre-registration

Pre Registration - used to reserve or un-reserve run numbers as well as to set 'Protects' for Year, Make, Model, Lights, Floor amount, and Announcements.

- From the Main Menu Select **Dealer Profile** Application.
- Select the 'Pre Registration' Order from the right-hand side under the "Orders" column.
- **Reminder: Whenever you go into Dealer Profile, select the dealer you wish to work with!**

The screenshot displays the 'Dealer Profile' application for 'APEX CAR & TRUCK SALES LLC - X34'. The interface is divided into several sections:

- Header:** 'Dealer Profile' with a close icon, navigation icons, and search fields for 'Advanced Search', 'Search', 'VSN', and 'VIN'.
- Dealer List (Left Sidebar):** A list of dealers with 'APEX CAR & TRUCK SALES LLC' selected and highlighted in red.
- Dealer Profile Summary (Top):** Displays 'APEX CAR & TRUCK SALES LLC - X34 > Dealer Rep - 34'. It includes fields for 'Address Type' (Business Street), 'Phone' (919-362-7783), 'Bus ID: Dealer License', 'AuctionAccessID: 5118777', 'Orig Reg: 03/30/2022', 'Last: 08/29/2022', 'Rep Name: Dealer Rep - 34', and 'Dealer Alert'.
- Navigation Tabs:** 'Dealer', 'Representatives', 'Account', 'Banking', 'Vehicles'.
- Contact Information (Main Content):**
 - ADDRESS:** Address Type* (Business Street), City* (APEX), State* (NC), ZIP* (27502), Country* (United States). Main Address* (308 N SALEM ST), Additional Address 1, and Additional Address 2.
 - PHONES:** Location* (Office), Number* (919-362-7783), Extension, PIN, and Email.
- ORDERS Panel (Right):** A vertical list of buttons: 'Edit Dealer', 'Pre Registration' (highlighted in red), 'Office Check In', 'Pick Up', 'Pending Pick Up', 'Stock In', 'Adjustments', and 'Charges'.

- This will launch the Pre-Registration form.

Pre Registration

Seller

Count

Note

Sale

Lane Type

Announcements

Lights

Year Run No

Make

Model

Floor

1001 - R APEX CAR & TRUCK SALES LLC

1002 - R APEX CAR & TRUCK SALES LLC

1003 - P APEX CAR & TRUCK SALES LLC

1004 Available

1005 Available

1006 Available

1007 Available

1008 Available

1009 Available

1010 Available

1011 Available

1012 Available

1013 Available

1014 Available

1015 Available

1016 Available

1017 Available

1018 Available

1019 Available

1020 Available

1021 Available

1022 Available

1023 Available

1024 Available

1001 - R Reserved

1002 - R Reserved

1003 - P Protected

Reserve

Reserve All

Un Reserve

Un Reserve All

Remaining

Lane 1	3
Lane 2	0
Lane 3	0
Lane 4	0
Lane 5	0

Exit

Select 'Sale Date' and 'Lane'

The table above the left side shows:

- ◦ Dealers' name (Checked In vehicles)
- Available Run Numbers
- Reserved Run Numbers for Dealers
- Protected Run Numbers for Dealers

Using the controls in the center of the form you may **'Reserve'** or **'Un Reserve'** one or multiple Run Numbers at a time. The form provides a 'global view' of the Lane. You may double-click on any Dealer listed on the left if you wish to change their reserved number status. This avoids the need to go back out to the Dealer Profile and then back into the Pre-Registration order.

The table above on the right shows:

- ◦ Protected Run Numbers

- Reserved Run Numbers

Protected Run Numbers store; Year, Make (both required) as well as Model, Floor amount, Lights, and Announcements. After entering the protected information click '**Save**' to mark the Reserved run number **[R]** as a Protected run number **[P]**.

Note: You must first reserve a run number before it can be protected.

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