

Rep Check In

Note: Make sure you are on the correct dealer.

The 'Rep Check In' Order is used to assign a Bidder ID for a buying Rep and to print a Bidder badge.

- Select **Dealer Profile** Application>> Select the Dealer>>Select Representative Tab
- Select the Rep
- Select 'Rep Check In' Order

The screenshot displays the 'Dealer Profile' application interface. At the top, there is a 'Dealer Profile' tab and a search bar. The main content area shows the profile for 'CAR ONE - 445 > Rick Scroggins - 445'. The profile includes contact information, address, and phone numbers. On the right side, there is an 'ORDERS' sidebar with several buttons: 'Edit Rep', 'Rep Check In', 'Add Rep', 'Add Rep Photo', 'Adjustments', 'Charges', and 'Dealer Settlement'. The 'Rep Check In' button is highlighted with a red box. The 'Representatives' tab is also highlighted with a red box.

- This will launch the 'Representative Checkin' form - see below

Representative Checkin

Representative			Charges		
Rep	Rick Scroggins	000000445	Amount		0.00
Acct Name	CAR ONE		Taxes		0.00
Dealer ID	01-000000289		Order Total		0.00

Order

Sale Date: **10/12/2022 Test Sale** Use Customer Nr Bidder ID: 445

On Line

State*: TN ZIP*: 37130

InActive Default

- Select the Sale Date you want the Rep to participate in
- Click 'OK' to complete the bid badge, which will automatically print at the left corner of your screen.

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