

# Rep Orders

## Representative Orders

Select **Dealer Profile** Application>> Select the Dealer>>Select Representative Tab

Make sure to select the Rep you want to execute the order on.

On the right-hand side under the '**ORDERS**' column, all allowed Rep Orders are listed.

The screenshot displays the Dealer Profile application interface. On the left, a search bar is labeled 'Dealer Name Search'. Below it, a list of dealers is shown, with 'COUNTRY CLASSIC CARS LLC' selected. Under this dealer, the representative 'Russ Noel - 892' is highlighted. The main content area shows the dealer's details, including address (2149 E FRONTAGE RD, STAUNTON, IL 62088, United States), phone (618-635-7056...), and business information (Bus ID: Dealer License, AuctionAccessID: 504028, Dealer Type: Franchise, Status: Active). The 'Representatives' tab is active, and the 'ORDERS' sidebar is open on the right, showing a list of order actions: 'Edit Rep', 'Rep Check In', 'Add Rep', 'Add Rep Photo', 'Adjustments', 'Charges', and 'Dealer Settlement'.

- **Rep (buyer) Check In**
- **Edit Rep**
- **Add Rep**
- **Add Rep Photo**
- **Adjustments**
- **Charges**
- **Dealer Settlement**

Click the 'specific order button to launch the form.

Revision #5

Created 19 August 2022 14:36:15

Updated 2 November 2022 18:31:14