

Rep Permissions

Rep Permissions

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

In the left-hand pane Expand the Dealer by Clicking the + then Select the Rep you which to edit

On the right-hand side Click the '**Edit Rep**' order button

COUNTRY CLASSIC CARS LLC - 892 > **MICHAEL BORGARD - 1294** Hide Details

Address Type: Business Street | Phone: 618-635-7056... | Bus ID: Dealer License | Orig Reg: 03/23/2021 | Rep Name: MICHAEL BOR... | Dealer Alert

2149 E FRONTAGE RD | Ext: | AuctionAccessID: 504028 | Last: | Last Visit: | Allowed: Buy / Sell | Rep ID: 1294
STAUNTON | Department: | Dealer Type: Franchise | Allowed: Buy / Sell |
IL 62088 | PIN: | Status: Active | Email:

United States

Dealer | **Representatives** | Account | Banking | Vehicles

CONTACT INFORMATION

PERSONAL

First*: MICHAEL | Last*: BORGARD | Middle: A

DOB: 10/12/1967 | Title: | PIN: | Nick:

ADDRESS

ORDERS

Edit Rep

Rep Check In

Add Rep

Add Rep Photo

Adjustments

Charges

Dealer Settlement

Scroll and click on the Permissions Tab to expand to edit Reps' Information.

Allowed filed

- **NA** - No Buying and No Selling. The Dealer and its Reps will not be able to Register Vehicles for Sale or Check-in as a Buyer for any Sale.
- **Buy** - Buying Only. The Dealer and its Reps may obtain a Bid badge through Rep Check In, although they will not be able to Register Vehicles for Sale.
- **Sell** - Selling Only. The Dealer and its Reps may Register Vehicles for Sale, although they will not be able to Check-in as a Buyer.
- **Buy / Sell** - Buying and Selling. The Dealer and its Reps may Register Vehicles for Sale as well as Check in as a Buyer.
- **Pre Reg** - Pre Registration is used to indicate the Dealer Registration is incomplete and permission for Buying and Selling is not granted.
- **Marketing** - Marketing is used to indicate the Dealer Registration is for Marketing purposes only and permission for Buying and Selling is not granted.

- **Exclude Mailing:** Setting the 'Exclude Mailing' value to true (clicking the check box) will exclude this dealer from being included in the Mailing Label report.

Note: By selecting 'NA' you will set the Representative to 'In Active' status and they will not be able to Buy or Sell or Check-In for a Sale.

The screenshot shows a dealer profile for 'COUNTRY CLASSIC CARS LLC - 892' with representative 'GREGORY RAPP - 1620'. The interface includes a sidebar with a list of dealers, a main content area with tabs for 'Dealer' and 'Representatives', and a right-hand 'ORDERS' panel. A 'Representative Checkin' modal is open, displaying details for the representative and charges. In the 'PERMISSIONS' section, the 'Allowed' dropdown is set to 'NA'. The 'ORDERS' panel contains buttons for 'Rep Check In', 'Add Rep', 'Add Rep Photo', 'Adjustments', 'Charges', and 'Dealer Settlement'.

In the permissions section you can Input the following Payment Method for Buying and Selling:

Payment Methods

Select Payment Type for use in **Seller Settlement**.

Cash, Check, Draft and Wire

Select Payment Type for use in **Buyer Settlement**.

Cash, Check, Credit,

Debit, Wire, P/M Order,

Draft, Floor Plan, TeleCheck,

Travelers Check, Cashier

Dealer **Representatives** Account Banking Vehicles

Buy / Sell [v] [v] [v]

Mandatory Buyer Inspection Authorize Unpaid Buyer Departure

BUYER PAYMENT METHODS			SELLER PAYMENT METHODS		
<input checked="" type="checkbox"/> Cash	<input checked="" type="checkbox"/> Check	<input type="checkbox"/> Draft	<input checked="" type="checkbox"/> Cash	<input checked="" type="checkbox"/> Check	<input type="checkbox"/> Draft
<input type="checkbox"/> Wire	<input checked="" type="checkbox"/> Floor	<input type="checkbox"/> P/M Order	<input type="checkbox"/> Wire		
<input type="checkbox"/> Credit	<input type="checkbox"/> TeleCheck	<input type="checkbox"/> Cashier			
<input type="checkbox"/> Debit	<input type="checkbox"/> TravCheck				

ORDERS

Click 'Save' to Save.

Setting Permission

Payment Method

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