

Managing Dealer Positions

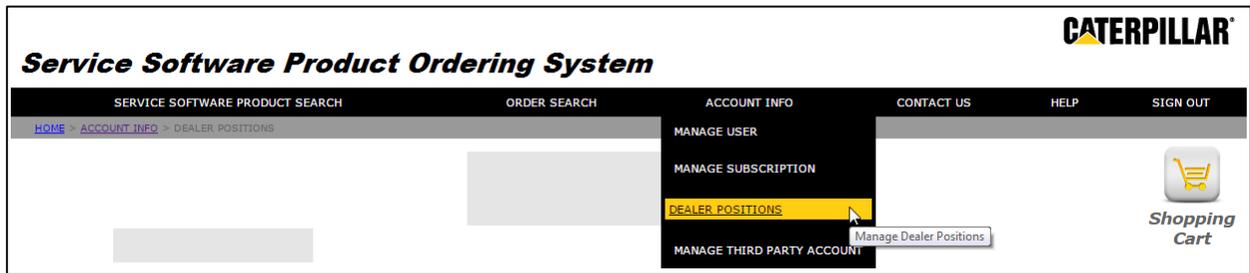
Objectives

- This guide will explain how to find a specific dealer position.
- This guide will explain how to create and edit address information.
- A “Dealer Position” is a unique shorthand for a specific delivery address.

Instructions

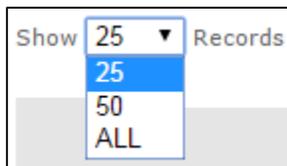
Step 1: Navigate to the “Dealer Positions” Page

1. Hover your cursor over “Account Info”
2. Select the “Dealer Positions” option



Step 2: Search for a Dealer Position

1. A list of Dealer Positions for your dealership will appear.
 - a. Headings are sortable
2. You may change the number of Dealer Positions displayed to 25, 50, or ALL.



3. You may enter specific search criteria for each radio button such as:
 - a. Company Name
 - b. Dealer Position
 - c. Attention Name

Dealer Positions

Search dealer positions by Company OR Dealer Position OR Attention Name

Company
 Dealer Position
 Attention Name

Step 3: Edit an Existing Dealer Position

1. Find the Dealer Position you want to Edit.
2. Select the "Edit" link on the right side of the page.
3. Make changes to Company Name, Attention, Address, or any other text fields.
4. Select the "Save" button.

Dealer Positions

Search dealer positions by Company OR Dealer Position OR Attention Name

Company
 Dealer Position
 Attention Name

Show Records

Column/Data can be sorted by clicking the column headings.

Dealer Position	Company Name	Attention Name	Address1	Address2	City	State	Postal Code	Country	Phone	Status	
Dealer Code - Position Number	<input type="text" value="Company Name"/>	<input type="text" value="Name"/>	<input type="text" value="Street Address"/>		<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="Zip Code"/>	<input type="text" value="Country"/>	<input type="text" value="Phone #"/>	<input type="text" value="Active"/>	<input type="button" value="Edit"/>

Add|Edit Dealer Position

Fields marked with an asterisk (*) are required.

* Dealer

Dealer Position

* Company

* Attention

* Address 1

Address 2

Address 3

Address 4

* City

* Country

State/Province

* Postal Code

* Phone

Extension

Fax

Status Active Inactive

Step 4: Create a New Dealer Position

1. Select the "Add New Dealer Position" link at the bottom of the page.



2. Select the appropriate Dealer Code/Name associated to this address.
 - a. This will automatically create the Dealer Position (non-editable).
3. Fill in the address information & select the "Save" button.

Add|Edit Dealer Position

Fields marked with an asterisk (*) are required.

* Dealer

Dealer Position

* Company

* Attention

* Address 1

Address 2

Address 3

Address 4

* City

* Country

State/Province

* Postal Code

* Phone

Extension

Fax

Status Active Inactive

Step 5: Export the User List

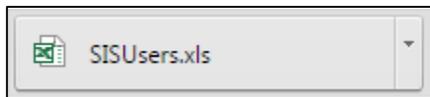
1. Select the “Export to Excel” button.
2. Once the file is created, click to open the file in MS Excel.

Dealer Positions

Search dealer positions by Company OR Dealer Position OR Attention Name

Company
 Dealer Position
 Attention Name

Show Records



Contact Us

If you need assistance or have any questions, please contact the TIAS Inbox:

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