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Product Training Manual

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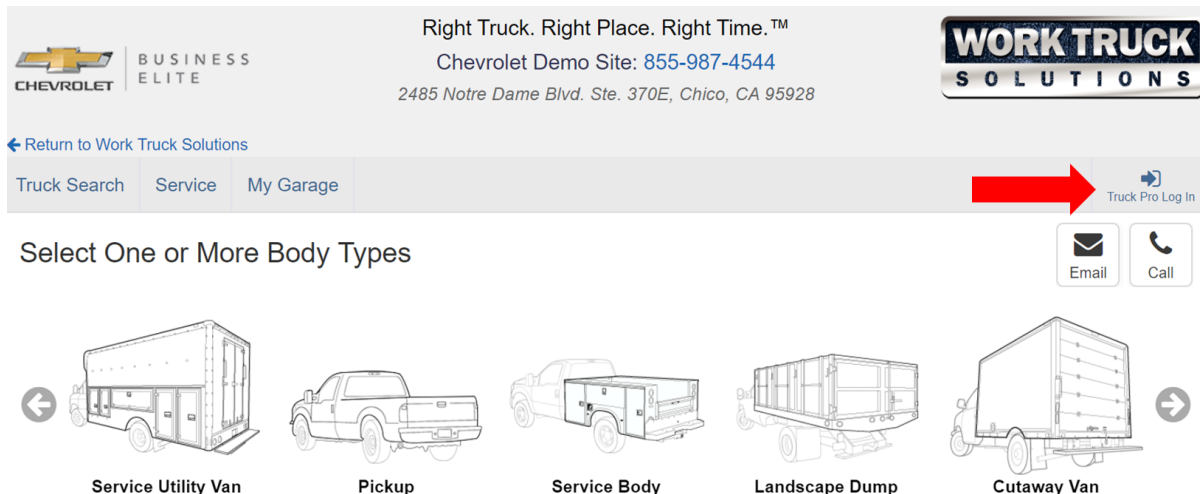
Logging into the Site (All Access)

Step 1. Go to your Work Truck Solutions inventory website.

You can do this by either:

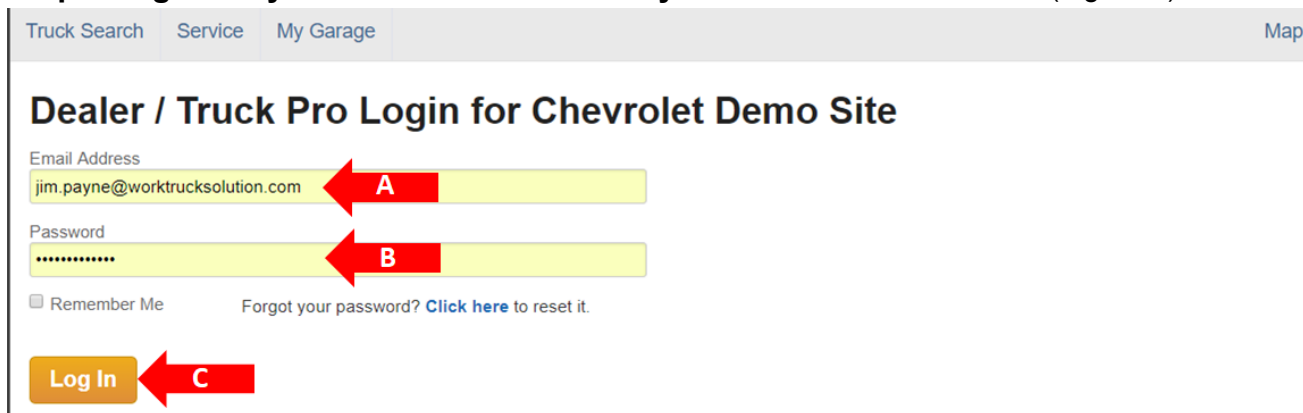
1. Type the address directly into the address bar of your internet browser. Unless you have setup a custom domain, this address will usually be formatted like this:
www.yourdealership.worktrucksolutions.com
2. Go to your dealership's retail site, then click the menu option (usually "Work Trucks" or Work Truck Inventory".

Step 2. Click Truck Pro Login. (Figure 2)



(Figure 2. Truck Pro Login button for the commercial inventory website.)

Step 3. Sign into your commercial inventory website as a Truck Pro. (Figure 3)



(Figure 3. Type in your email address at the dealership(A). Enter your password - by default this will be your first name (in lower-case letters) followed by 1234; ex: jim1234(B). Click "Log In" (C).)

This completes the Logging into the site walkthrough.

For more information, please contact your Dealer Success Coach at 855-987-4544 or go to:

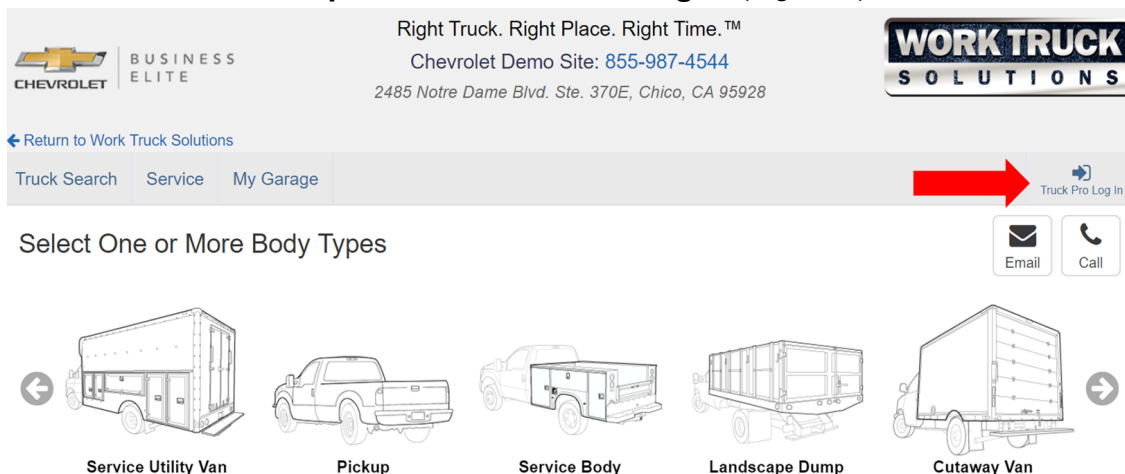
<http://www.worktrucksolutions.com/dealer-success-coaches>

Truck Pro Management (Manager Access only)

(Adding/Deleting/Modifying User Access and Permissions)

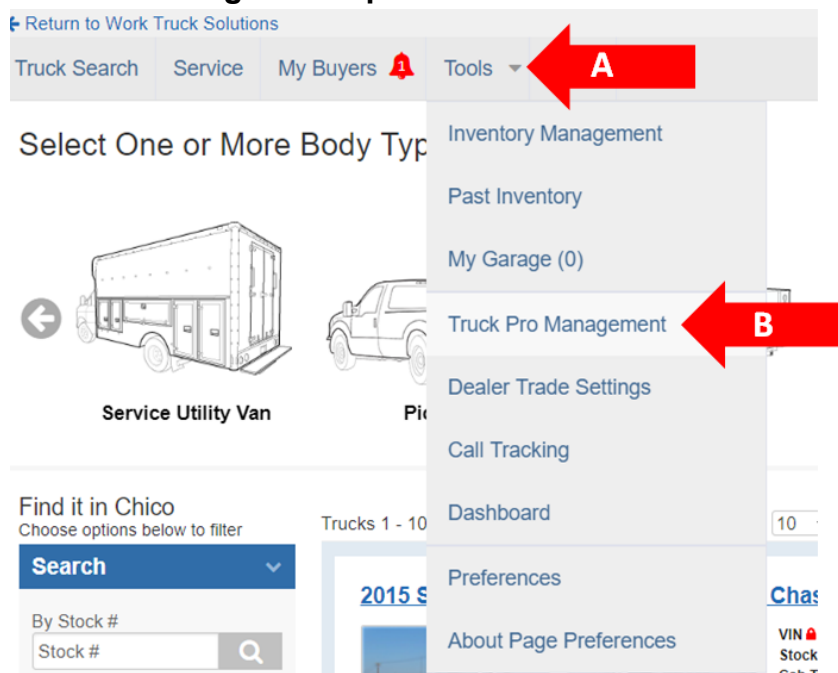
Although your initial onboarding process should have included all dealership users to the site with proper permissions, we recommend taking the time to review for accuracy and modify as needed. Over time, personnel changes will necessitate making access changes; this walkthrough will assist in determining what permission levels mean, and how to properly assign them.

Step 1. Click Truck Pro Login. (Figure 1)



(Figure 1. Truck Pro Login button for the commercial inventory website.)

Step 2. Select the Truck Pro Management option under the “Tools” menu. (Figure 2)



(Figure 2. Click the “Tools” menu dropdown (A). Click “Truck Pro Management” (B).)

Step 3. Review current Truck Pros. (Figure 3)

Manage Truck Pros New Truck Pro

☐ Include Deleted Search:

First Name	Last Name	Email	Buyers	In Rotation	Accepting Texts
Rick	Schmitgen	rick.schmitgen+demo@worktrucksolutions.com	0	No	No
Gretchen	Krugler	gretchen.krugler+demo@worktrucksolutions.com	0	Yes	No
Tasha	Chain	tasha.chain+demo@worktrucksolutions.com	0	Yes	Yes
Chelsea	Airoldi	chelsea.airoldi+demo@worktrucksolutions.com	1	No	No
jim	perschke	jim.perschke+demo@worktrucksolution.com	93	No	No



(**Figure 3.** Review current Truck Pros. These are all of the people at the dealership who have been assigned access to this site. If necessary, scroll down with the scroll-bar to the right to see everyone with access.)

Step 4a. REVIEW Rotation Settings. (Figure 4a)

Any Truck Pro set to “In Rotation” (Yes) will be put into the rotation for all new inbound leads created by a buyer on the site.

Manage Truck Pros New Truck Pro

☐ Include Deleted Search:

First Name	Last Name	Email	Buyers	In Rotation	Accepting Texts
Rick	Schmitgen	rick.schmitgen+demo@worktrucksolutions.com	0	No	No
Gretchen	Krugler	gretchen.krugler+demo@worktrucksolutions.com	0	Yes	No
Tasha	Chain	tasha.chain+demo@worktrucksolutions.com	0	Yes	Yes
Chelsea	Airoldi	chelsea.airoldi+demo@worktrucksolutions.com	1	No	No
jim	perschke	jim.perschke+demo@worktrucksolution.com	93	No	No



(**Figure 4a.** Review who is currently set to “In Rotation” (Yes). If the Truck Pro is NOT in rotation, they will never be alerted when a new lead comes in.)

NOTE: Though this is a personal choice, whenever possible, Work Truck Solutions recommends that ALL Truck Pros in lead rotation should also be set to “Accepting Texts” (Yes).

Step 4b. MODIFY Rotation Settings. (Figure 4b)

Click on the line for any Truck Pro to modify their Rotation Settings. In this example, Gretchen is “In Rotation” (Yes), but is currently NOT accepting texts. This means that, while she would receive an email notification when a lead has been sent to her, she would NOT get a text message. This can be modified as follows

Manage Truck Pros

Include Deleted Search:

First Name	Last Name	Email	Buyers	In Rotation	Accepting Texts
Rick	Schmitgen	rick.schmitgen+demo@worktrucksolutions.com	0	No	No
Gretchen	Krugler	gretchen.krugler+demo@worktrucksolutions.com	0	Yes	No
Tasha	Chain	tasha.chain+demo@worktrucksolutions.com	0	Yes	Yes
Chelsea	Airoidi	chelsea.airoidi+demo@worktrucksolutions.com	1	No	No
jim	perschke	jim.perschke+demo@worktrucksolution.com	93	No	No

Truck Pro Details for Gretchen Krugler:

Cell Phone:

Office Phone:

In Rotation: ☒ In Rotation ☐ Not In Rotation

Accepting Texts: ☒ Yes ☐ Not Accepting Texts

Manager Privileges: ☒ Manager ☐ Admin

Admin Privileges: ☐ Manager ☒ Admin

Prospecting Special Price Field: ☐ Not Allowed ☒ Allowed

CRM Email Address: gretchen.krugler+demo@worktrucksolutions.com

Email Signature: [Gretchen Krugler
gretchen.krugler+demo@worktrucksolutions.com](mailto:gretchen.krugler+demo@worktrucksolutions.com)

Include in Staff Listings on the About Page: ☒ Yes ☐ No

Upload Profile Picture

Sunday Not Available
Monday Available from 8:00 AM to 5:00 PM
Tuesday Available from 8:00 AM to 5:00 PM
Wednesday Available from 8:00 AM to 5:00 PM
Thursday Available from 8:00 AM to 5:00 PM
Friday Available from 8:00 AM to 5:00 PM
Saturday Available from 10:00 AM to 4:00 PM

(Figure 4b. Click the line for the Truck Pro you wish to modify (A). If they are in rotation, but not accepting texts, then be sure to enter their cell phone number (B) and check the box for “Accepting Texts” (C).)

Step 4c. MODIFY Rotation Settings - Lead Alert Schedule. (Figure 4c)

A buyer may generate a lead on your website at any time day or night. For any Truck Pro currently in rotation, be sure to modify their lead alert schedule so that they receive the alerts immediately, or within the schedule you would prefer.

Example: The default settings (shown here) would indicate that if a buyer were to generate a lead on Saturday at 4:01pm, a notification would not be sent until Monday at 8am. Many dealerships opt to select Available All Day, which ensures that a buyer-generated lead created any time on any day would be sent to their Truck Pro’s in rotation **immediately**.

Edit Schedule

Day	Available	from	to	All Day
Sunday	Available ☐	from 12:00 AM	to 12:00 AM	☐ All Day
Monday	Available ☒	from 8:00 AM	to 5:00 PM	☐ All Day
Tuesday	Available ☒	from 8:00 AM	to 5:00 PM	☐ All Day
Wednesday	Available ☒	from 8:00 AM	to 5:00 PM	☐ All Day
Thursday	Available ☒	from 8:00 AM	to 5:00 PM	☐ All Day
Friday	Available ☒	from 8:00 AM	to 5:00 PM	☐ All Day
Saturday	Available ☒	from 10:00 AM	to 4:00 PM	☐ All Day

(Figure 4c. Click any time shown on the schedule to open the Edit Schedule window. Using the dropdowns, adjust the availability and click “Save” when complete. Repeat for ALL in-rotation salespeople as necessary.)

NOTE: If you would like to skip to the Up System - Setting Lead Rotation, [click here](#) or go to page 9

Step 5. Adjust Permission Privileges. (Figure 5)

Adjust Permission Privileges for each of your team as necessary.

Manager = Highest level access. Can do everything available on this site.

Admin = 2nd highest level access. Can do everything on this site, except:

- Gain access to this page (Truck Pro Management)
- Gain access to leads/prospects from the My Buyers section for **other** salespeople.

NOTE: Salespeople who should **only** be working buyer leads should not have either of these permissions.

Buttons: Delete, Transfer All Buyers, Impersonate

Cell Phone: [No Cell Phone](#)

Office Phone: [No Office Phone](#)

In Rotation: [In Rotation](#)

Accepting Texts: [Not Accepting Texts](#)

Manager Privileges: [Manager](#) (Arrow A)

Admin Privileges: [Admin](#) (Arrow B)

Prospecting Special Price Field: [Not Allowed](#)

CRM Email Address: gretchen.krugler+demo@worktrucksolutions.com

Email Signature: [Gretchen Krugler](#)
gretchen.krugler+demo@worktrucksolutions.com

Include In Staff Listings on the About Page: [Yes](#)

Upload Profile Picture

Gretchen Krugler

[No Title](#)

gretchen.krugler+demo@worktrucksolutions.com

[Change Password](#)

Availability:

- Sunday: Not Available
- Monday: Available from 8:00 AM to 5:00 PM
- Tuesday: Available from 8:00 AM to 5:00 PM
- Wednesday: Available from 8:00 AM to 5:00 PM
- Thursday: Available from 8:00 AM to 5:00 PM
- Friday: Available from 8:00 AM to 5:00 PM
- Saturday: Available from 10:00 AM to 4:00 PM

(Figure 5. Include or exclude this person to the Manager(A) or Admin(B) level of permissions and access.)

Step 6. Adjust remaining details. (Figure 6)

Buttons: Delete, Transfer All Buyers, Impersonate

Cell Phone: [No Cell Phone](#)

Office Phone: [No Office Phone](#)

Manager Privileges: [Manager](#)

Admin Privileges: [Admin](#)

CRM Email Address: gretchen.krugler+demo@worktrucksolutions.com

Email Signature: [Gretchen Krugler](#) (Arrow A)
gretchen.krugler+demo@worktrucksolutions.com

Include In Staff Listings on the About Page: [Yes](#)

Upload Profile Picture (Arrow C)

Gretchen Krugler (Arrow B)

[No Title](#)

gretchen.krugler+demo@worktrucksolutions.com

[Change Password](#)

(Figure 6. As necessary, modify the Email Signature, Name/Title/Email address, and Profile Picture.)

Step 7. Delete an existing Truck Pro. (Figure 7)

If an existing Truck Pro with access to the site leaves the department/dealership, you may wish to remove their access to the site. Before doing so, it is usually wise to transfer any buyers they may have to another salesperson.

First Name	Last Name	Email	Buyers	In Rotation	Accepting Texts
Rick	Schmitgen	rick.schmitgen+demo@worktrucksolutions.com	0	No	No
Gretchen	Krugler	gretchen.krugler+demo@worktrucksolutions.com	0	Yes	No
Tasha	Chain	tasha.chain+demo@worktrucksolutions.com	0	Yes	Yes
Chelsea	Aioldi	chelsea.aioldi+demo@worktrucksolutions.com	1	No	No
jim	perschke	jim.perschke+demo@worktrucksolution.com	93	No	No

Delete
Transfer All Buyers
Impersonate

A

B

Transfer Buyers

Who should get Chelsea's buyers?

1 active buyer will be transferred.

Joe Koshak

Joe Koshak

Steve Johnson

Craig Parrish

Jessee Allread

Bob Dever

Bob Dever

Brian Teal

Russell Savage

Tom Urbanowicz

Kraig Durgan

Kathryn Schifferle

Ken Strong

Joe Cam

Michael Gomez

Mike Gomezz

Sean Brown

Jim Perschke

Angie Janssen

Melissa Bond

Jim Payne

(**Figure 7.** If you need to remove a Truck Pro's access to the site, simply click on their name, then click "Delete" (A). If this Truck Pro has buyers, you may want to transfer those buyers to another salesperson (B).)

Step 8. Adding a new Truck Pro. (Figure 8)

Any new Truck Pro who needs access to the site will need to be added, and their permissions provided for.

Manage Truck Pros

 **New Truck Pro**

☐ Include Deleted Search:

First Name	Last Name	Email	Buyers	In Rotation	Accepting Texts
Rick	Schmitgen	rick.schmitgen+demo@worktrucksolutions.com	0	No	No

Create Truck Pro ✕

Profile Picture  Upload

Email

Title

First Name

A → Last Name

Office Phone

Cell Phone

Password

Confirm Password

CRM Email

Actively in Rotation ☐

Accepting Text Messages? ☐

B → Permissions
☐ Admin
☐ Sales Manager

Signature

Include In Staff Listings on the About Page ☒

C →

Day	Available	from	to	All Day
Sunday	☐	12:00 AM	12:00 AM	☐
Monday	☐	12:00 AM	12:00 AM	☐
Tuesday	☐	12:00 AM	12:00 AM	☐
Wednesday	☐	12:00 AM	12:00 AM	☐
Thursday	☐	12:00 AM	12:00 AM	☐
Friday	☐	12:00 AM	12:00 AM	☐
Saturday	☐	12:00 AM	12:00 AM	☐

D → Create Cancel

(Figure 8. If you need to add a Truck Pro to gain access to the site, click “New Truck Pro” and enter all pertinent information (A). Be sure to designate what their permission level(s) should be (B), and adjust their lead rotation schedule if necessary (C). Click “Create” when done (D).)

This completes the Truck Pro Management (adding/deleting/modifying user access and permissions) walkthrough.

For more information, please contact your Dealer Success Coach at 855-987-4544 or go to:

<http://www.worktrucksolutions.com/dealer-success-coaches>

Up System (Setting Lead Rotation) (Manager/Admin Access only)

NOTE: Only Truck Pros set as “In Rotation” (in the Manage Truck Pros) area will be included.
[Click here](#) or turn to page 3 to review those settings.

There are a few different settings and options that give you full control over the Up System. Choose how, when, and to whom inbound leads are routed, as well as management alerts to ensure that all buyers are managed immediately and effectively.

To access this page, just login and go to Preferences under the Setup Menu.

Preferences

Up System

Assign incoming request to: [next Truck Pro in rotation](#)

Give the Truck Buyer the option to choose a Truck Pro: [No](#)

Note: If the buyer chooses a Truck Pro, the rotation preference will be ignored.

Resend notification every [30](#) minutes for a maximum of [3](#) attempts

If the Truck Pro still hasn't accepted the request after [3](#) attempts, then the request will be reassigned to the next Truck Pro in rotation.

If the rotation is exhausted, it will go to [Joe Koshak](#)

Click any of the blue links to open the "Assign Incoming Requests" Window

CC Sales Manager(s) on Notifications: [No](#)

Select "Yes" to have all "Manager's" cc'd on all lead notification to Truck Pro's.

Assign Incoming Requests

Assign incoming request to:

Leads may be routed to either "next Truck Pro in rotation" or directly to one of the Truck Pro's.

Alternatively, you may give the Buyer the ability to choose the Truck Pro they want to send their info to.

Give the Truck Buyer option to choose a Truck Pro:

* If the buyer chooses a Truck Pro, rotation will be ignored

If the Truck Pro doesn't accept the incoming buyer request:

Resend notification every minutes for a maximum of attempts

Lead-notification settings can be adjusted to more/less time between attempts, and to any number of attempts before continuing the rotation process.

If the Truck Pro still hasn't accepted the request after 3 attempts, then the request will be reassigned to the next Truck Pro in rotation.

If the rotation is exhausted, it will go to

Select a "Manager" to receive a final alert if there are no further Truck Pro's to attempt to send the lead to (rotation is exhausted).

Save

Cancel

When settings have been adjusted per your needs, just click “Save”. These settings may be adjusted at any time to fit your Dealership needs.

This completes the Up System (Setting Lead Rotation) walkthrough.

For more information, please contact your Dealer Success Coach at 855-987-4544 or go to:
<http://www.worktrucksolutions.com/dealer-success-coaches>

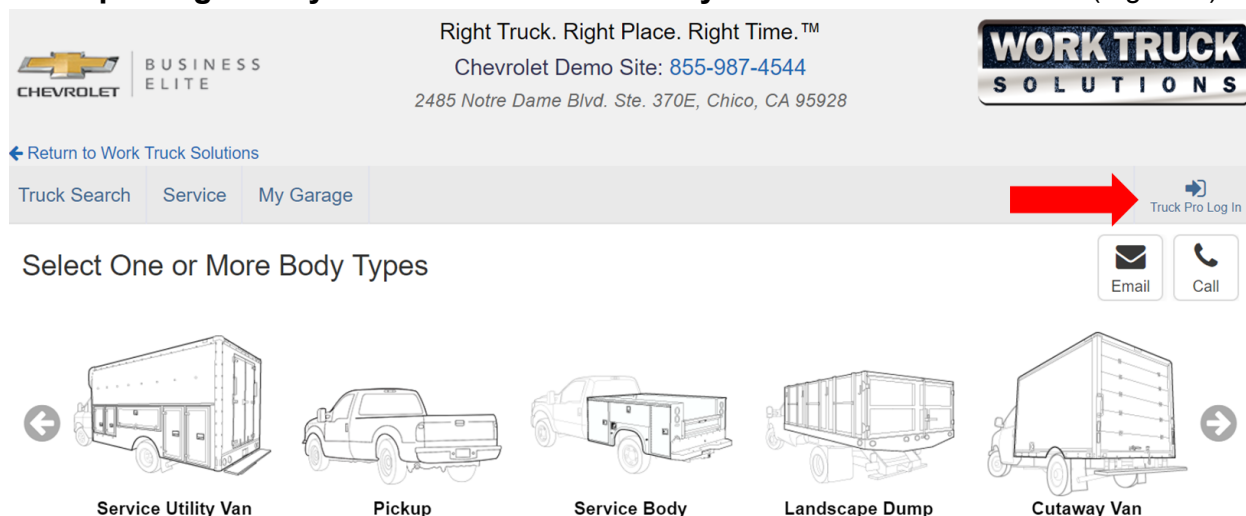
Managing Your Dealer Trade Inventory

(Manager/Admin Access only)

This walkthrough will show you how to select which work trucks you are willing to trade, with whom, and when.

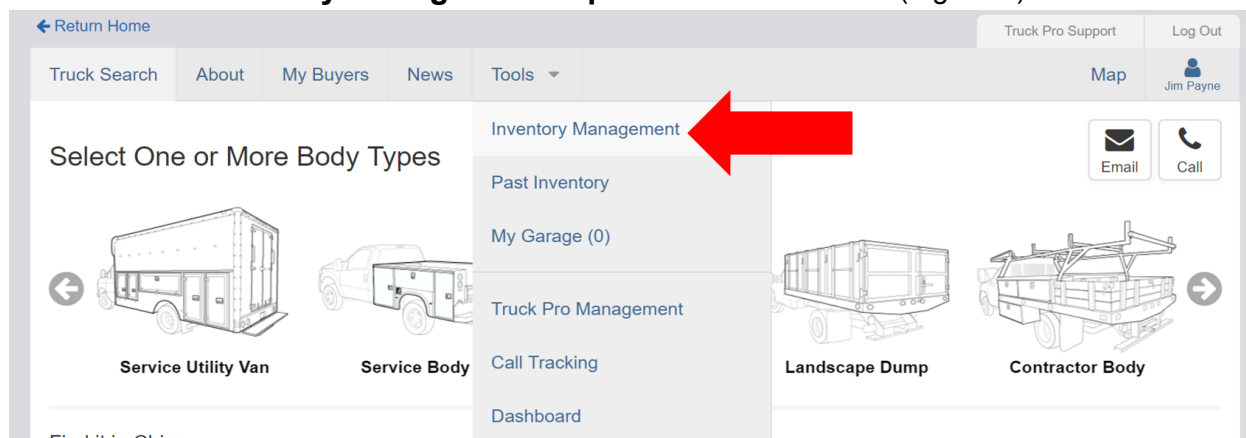
NOTE: Global changes are available as noted; as always, our goal is to take work off of you, while making the process easier and more efficient overall.

Step 1. Sign into your commercial inventory website as a Truck Pro. (Figure 1)



(Figure 1. Truck Pro Login button for the commercial inventory website.)

Step 2. Click the “Inventory Management” option under “Tools” (Figure 2)



(Figure 2. Hover mouse over “Tools”, and select Inventory Management.)

Step 3. Tools to Manage Dealer Trade work trucks - “Will Trade” and “Protect Vehicle”

(Figure 3)

- “Will Trade” and “Protect Vehicle” are the tools that determine if, when, and who your inventory is tradable with.

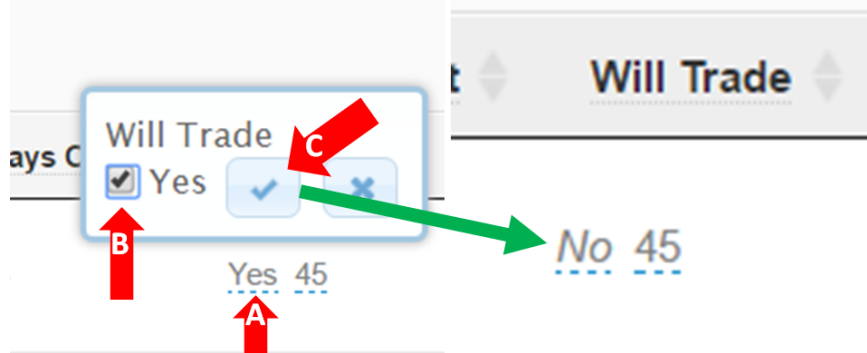
Work Truck	WB	CA	Body Type	Days On Lot	Will Trade	Protect Vehicle	Price	Actions
2015 Express 2500, Passenger Wagon #1112464 / 1GAWGPFFX1112464			Passenger Wagon	243	Yes 45	No 100	List Price: \$36,545 Final Price: \$39,045	

Will Trade	Protect Vehicle
Yes 45	No 100

(Figure 3. Use the “Will Trade” and “Protect Vehicle” to manage your tradeable inventory.)

Step 4. “Will Trade” - “Yes” or “No” (Figure 4)

- By default, all work trucks (with the exception of pickups) are visible on other WTS Inventory sites and therefore tradeable (“Yes”) after they have been on your lot for 45 days (“45”).
- If you would like to remove this truck from the Dealer Trade Network on WTS Inventory sites instead, simply select uncheck the “Yes” box, click the check button, and it will change to “No”.
- **NOTE:** You may contact your DSC to have them make a Global change, making all of your inventory untradeable as the new default; this will then show all Will Trade as “No”.



(Figure 4. Make this work truck untradeable by: Click “Yes” (A.) Uncheck the “Yes” box (B). Click the Check button (C). This will then show your Will Trade for this work truck as “No” .)

Step 5. “Will Trade” - Change the Number of Days on Lot to wait before work truck is tradable.

(Figure 5)

- By default, all work trucks (with the exception of pickups) are tradable on other WTS Inventory sites (“Yes”) after they have been on your lot for 45 days (“45”).
- You can choose to keep this work truck tradable (“Yes”), but change the number of days to any other number that may be appropriate; i.e., “Yes, I’m willing to trade this work truck, but not until it’s 120 days on the lot and I’m eating my lunch on it.”
- **NOTE: You may contact your DSC to have them make a Global change, making all of your inventory tradable after any number of days as the new default.**

The screenshot shows a form titled "Will Trade In Days". It has a text input field containing "45", a "Check" button (blue with a checkmark), and a "Cancel" button (blue with an 'X'). Below the input field, there are radio buttons for "Yes" and "No", with "45" and "100" respectively. A red arrow labeled "A" points to the "45" under "Yes". A red arrow labeled "B" points to the "45" in the input field. A red arrow labeled "C" points to the "Check" button. A green arrow points from the "Check" button to the "120" under "Yes" in the summary below. The summary shows "Yes 45" and "No 100".

(Figure 5: Change the number of days this work truck will be on the lot before it is available on other WTS Inventory sites for trade by: Click “45” (A.) Change the number of days (B). Click the Check button (C). This will then update your Will Trade for this work truck to the new number of days; in this example, this work truck is still tradable (“Yes”), but only after it has been on the lot for 120 days “120”.)

Step 6. “Protect work truck” - Hide this work truck from local/regional Dealerships within specified mile radius. (Figure 6)

- “Protect work truck” allows you to hide this particular work truck from other WTS Inventory sites within a certain mileage.
- By default, none of your work trucks are protected (“No”).
- Protect this work truck by clicking “No”, then select the “Yes” option.
- **NOTE: If the intended purpose of protecting this work truck is strictly so that one or more specific local/regional dealerships do not have access, you may contact your DSC to have them make a Global removal of those specific dealerships; they won’t see any of your inventory, and you won’t see any of theirs, and your inventory will still be available to your other trade partners.**

The screenshot shows a form titled "Protect Vehicle". It has a "Yes" radio button (unchecked) and a "No" radio button (checked). Below the radio buttons, there are "Check" and "Cancel" buttons. A red arrow labeled "A" points to the "No" radio button. A red arrow labeled "B" points to the "Yes" radio button. A red arrow labeled "C" points to the "Check" button. A green arrow points from the "Check" button to the "Yes 100" in the summary below. The summary shows "Yes" and "No 100".

(Figure 6: Protect this work truck, making it invisible to other WTS Inventory sites within a specified mile radius from the Dealership by: Click “No” (A). Check the box for “Yes” (B). Click the Check button (C). This will then update your Protect work truck for this work truck to “Yes”; in this example, this work truck is protected (invisible) to other WTS Inventory sites within 100 miles of this dealership - outside of the 100 miles, it will then appear as a tradeable work truck on other WTS Inventory sites.)

Step 7. “Protect work truck” - Change the mile radius to hide . (Figure 7)

- “Protect work truck” allows you to hide this particular work truck from other WTS Inventory sites within a certain mileage.
- Once you have selected to protect this particular work truck, click the default “100” miles, and enter in the mile radius you want this work truck to be protected.

The screenshot shows a web interface for protecting a vehicle. A red arrow labeled 'A' points to the '100' option in the 'Protected Miles' dropdown menu. A red arrow labeled 'B' points to the '100' text in the input field. A red arrow labeled 'C' points to the 'Check' button. A green arrow points from the 'Check' button to the '35' mile radius option. The 'Protected Miles' dropdown menu is open, showing options: 'Yes 120', 'Yes 100', and '35'. The '100' option is selected. The 'Check' button is highlighted. The 'Protect Vehicle' button is visible. The 'Final Price: \$3' is displayed.

(**Figure 7:** After you have selected to protect this work truck, specify the mile radius from the Dealership to protect this work truck by: Click “100” (A). Enter in the new mile radius to protect this work truck (B). Click the Check button (C). This will then update your Protect work truck for this work truck; in this example, this work truck is protected (invisible) to other WTS Inventory sites within a 35 mile radius - outside of the 35 miles, it will then appear as a tradeable work truck on other WTS Inventory sites.)

This completes the Managing Your Dealer Trade Inventory walkthrough.

A video walkthrough is available for this function. [Click here](#), or go to <https://bit.ly/2LQHTZK> to view.

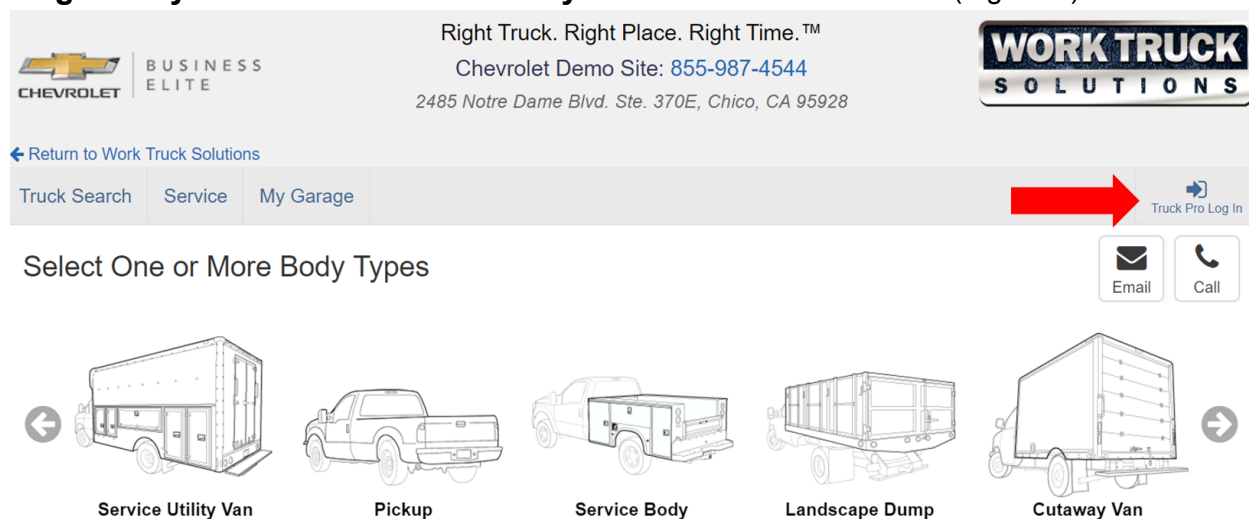
For more information, please contact your Dealer Success Coach at 855-987-4544 or go to: <http://www.worktrucksolutions.com/dealer-success-coaches>

Managing Your Pricing Tools (Manager/Admin Access only)

IMPORTANT NOTE: Raw pricing data displayed on the site comes through various feeds depending on the dealership/rooftop, and can have multiple variables determining exactly what price(s) are shown on the WTS site. If you have questions or need changes made regarding that raw data, please contact your Dealer Success Coach.

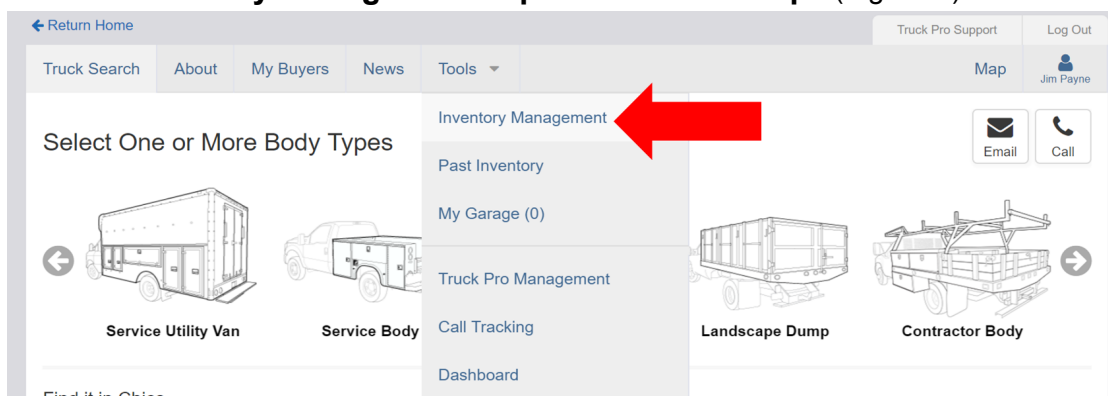
This walkthrough will explain how to further manage the pricing for each individual truck.

Step 1. Sign into your commercial inventory website as a Truck Pro. (Figure 1)



(Figure 1. Truck Pro Login button for the commercial inventory website.)

Step 2. Click the “Inventory Management” option under “Setup” (Figure 2)



(Figure 2. Hover mouse over “Setup”, and select Inventory Management.)

Step 3. What you see / What your Buyers See (Figure 3.1 and 3.2.)

Let's take a look at truck pricing from your perspective and compare to what the Buyer sees.

Work Truck	Price	Actions
 2015 Silverado 3500 Double Cab 4x4, Hercules Dry Freight #Z545808 / 1GB5KYCGXFZ545808	List Price: \$41,370 Final Price: \$41,370	   

What you see

(Figure 3.1. Pricing as received from your raw data feed. If there is an MSRP/List/Starting Price and a Final Price, this will be displayed here. If these prices are different or same in the feed, it will display here and for the Buyer this way. In this example, the List and Final prices are the same.)

2015 Silverado 3500 Double Cab 4x4, Hercules Dry Freight (Stock #Z545808)

[BACK TO SEARCH](#)



Price

\$41,370

Call

Email

Save

Print

Contact Chevrolet Demo Site for more info.
855-987-4544

What your Buyers see

Truck Search Pricing Style

Click on an option below to choose how you would like your pricing to display on search pages.

Short Summary

MSRP

\$52,050

Savings

\$5,105

Price

\$46,945

Displays up to three lines of pricing information per vehicle; MSRP, Savings, and Final Price.

Hover

MSRP

\$52,050

Dealer Discount

\$5,105

Price

\$46,945

Total Savings

\$5,105

Conditional Rebates

\$0.00

Finance Rebate

\$0.00

Only displays the final price. When a customer moves their mouse over the final price it will display in-depth pricing details in a pop-up.

Combo

MSRP

\$52,050

Dealer Discount

\$5,105

Price

\$46,945

Total Savings

\$5,105

Conditional Rebates

\$0.00

Finance Rebate

\$0.00

Displays up to three lines of pricing information per vehicle; MSRP, Savings, and Final Price. When a customer moves their mouse over the final price it will display in-depth pricing details in a pop-up.

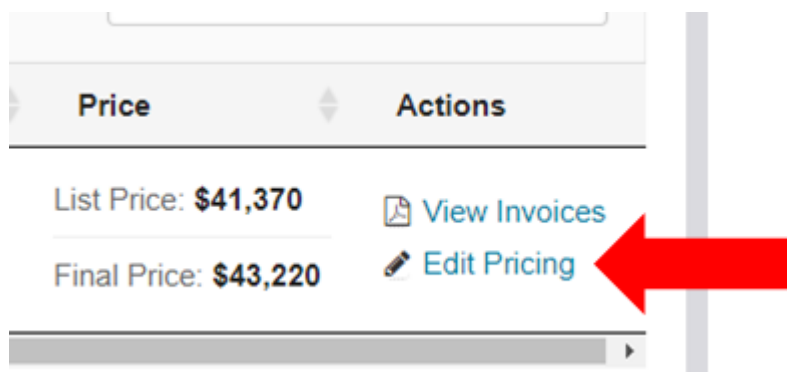
Save

Cancel

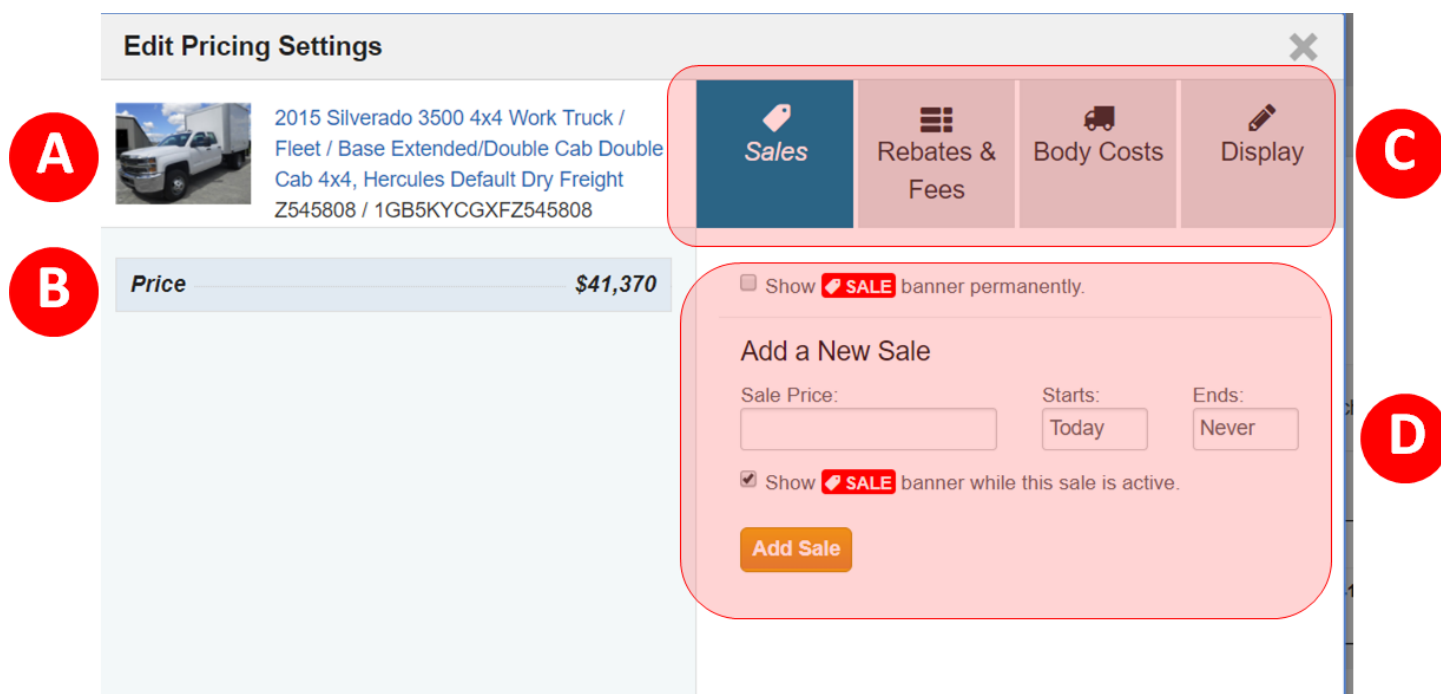
Truck Search Pricing Style Options

(Figure 3.2. What the Buyer sees. In this example, the List and Final price are the same in the feed, so the Buyer will only see the Final Price. If there is a sale, or you have additional rebates, discounts or fees to add, this view will change. Additional buyer-view price styles can be modified in the Preferences section as shown above.)

15

Step 4. Access Pricing Settings Tools (Figure 4.)

(Figure 4. To manage further the pricing of an individual truck, click “Edit Pricing”).

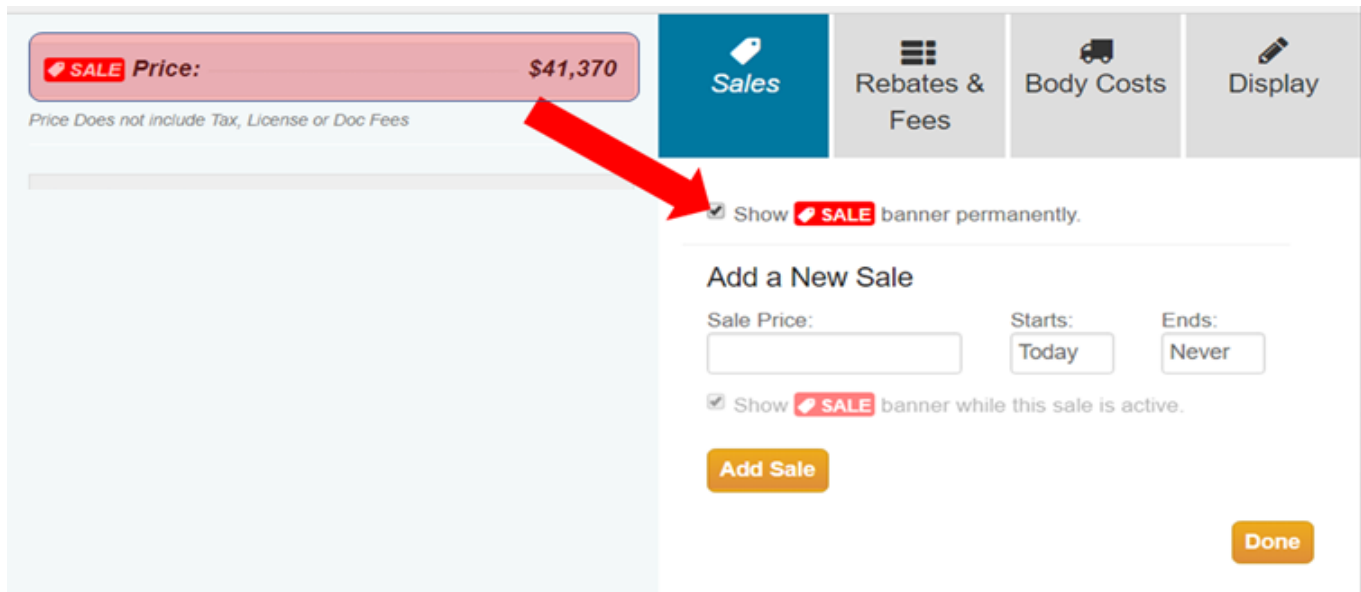
Step 5. Getting Familiar with the Edit Pricing Settings window (Figure 5.)

(Figure 5. Identify key areas/functions of the Edit Pricing Settings window:

- A- Edit Pricing Settings for just this particular Vehicle (Stock# and VIN shown at bottom of details)
- B- Pricing as currently displayed for the Buyer
- C- Pricing Tools to select from; in this example, we are on the Sales tool, as highlighted by the blue box
- D- “Add a New Sale” tools)

Step 6. Marking a Truck on Sale (NO CHANGE in price) (Figure 6)

Mark this as a “Sale” price without actually making a change to the price itself.



The screenshot shows a vehicle pricing interface. At the top, there is a red banner with a white tag icon, the text "SALE Price:", and the price "\$41,370". Below this banner, a red arrow points to a checkbox labeled "Show SALE banner permanently." in the "Sales" tab. The "Sales" tab is highlighted in blue, while other tabs like "Rebates & Fees", "Body Costs", and "Display" are in grey. Below the checkbox, there is a section titled "Add a New Sale" with fields for "Sale Price:", "Starts:", and "Ends:". The "Starts:" field has a dropdown menu with "Today" selected, and the "Ends:" field has a dropdown menu with "Never" selected. Below these fields, there is another checkbox labeled "Show SALE banner while this sale is active." and an "Add Sale" button. At the bottom right, there is a "Done" button.

(**Figure 6.** Click the checkbox for “Show Sale Banner Permanently.” This will add the Sale banner to the left of the “Price” text, drawing attention to this vehicle as “on sale” without actually changing the price.

NOTE: Beneath the price, a special disclaimer may show if (in the Preferences Section) you have added any text to the “Global Sales Text” box.

Step 7.1 Marking a Truck on Sale (with long-term/permanent change in price) (Figure 7.1)

Raise or lower the price permanently

The interface consists of two main panels. The top panel shows the current price of \$41,370. The bottom panel shows the sale price of \$38,000 with a discount of \$3,370. Red arrows A, B, and C indicate the steps: entering the sale price, clicking 'Add Sale', and clicking 'Done' respectively. A green arrow points from the 'Done' button to the updated sale price.

Top Panel:

- Price: \$41,370
- Buttons: Sales, Rebates & Fees, Body Costs, Display
- Checkbox: ☐ Show **SALE** banner permanently.
- Section: Add a New Sale
 - Sale Price: 38000
 - Starts: Today
 - Ends: Never
 - Checkbox: ☒ Show **SALE** banner while this sale is active.
 - Button: Add Sale
- Button: Done

Bottom Panel:

- List Price: \$41,370
- Sale Discount: - \$3,370
- SALE Price:** \$38,000
- Total Savings: \$3,370
- Text: Price Does not include Tax, License or Doc Fees
- Buttons: Sales, Rebates & Fees, Body Costs, Display
- Checkbox: ☒ Show **SALE** banner permanently.
- Section: Edit Your Sale
 - Sale Price: 38000
 - Starts: Today
 - Ends: Never
 - Checkbox: ☒ Show **SALE** banner while this sale is active.
 - Buttons: Update Sale, Remove Sale
- Button: Done

(Figure 7.1. In the Sale Price field, enter your new “Sale Price”. This can be higher or lower than the current Price. In this example, we have added a “Sale Price” of \$38,000 (A). Click “Add Sale” (B), then “Done” to lock in this new Sale Price (C).

NOTE: By default, when entering a “Sale Price”, the Sale banner will be added to the price. If you do not wish this banner to show, simply uncheck the box **before** clicking “Add Sale”)

Step 7.2 Marking a Truck on Sale (with Start/End Dates) (Figure 7.2)

Raise or lower the price with Start/End dates

The interface consists of two main panels. The top panel, titled 'Edit Your Sale', has a sidebar on the left with 'List Price' (\$41,370), 'Sale Discount' (- \$3,370), 'SALE Price: \$38,000', and 'Total Savings' (\$3,370). The main area has tabs: 'Sales' (selected), 'Rebates & Fees', 'Body Costs', and 'Display'. It includes a checkbox for 'Show SALE banner permanently.', a 'Sale Price' field with '38000', 'Starts' and 'Ends' date fields with '09/15/20' and '09/22/20', another checkbox for 'Show SALE banner while this sale is active.', and 'Update Sale' and 'Remove Sale' buttons. Red arrows A, B, C, and D point to these elements respectively. The bottom panel shows the result: the 'Price' is now \$41,370, and a 'Future Pricing Items' section shows a 'Sale Discount' of -\$3,370 for the period 09/15/2017 - 09/22/2017. The 'Edit Your Sale' section is still visible but the 'Sale Price' field now shows '41370'. A green arrow points from the 'Done' button in the top panel to the 'Future Pricing Items' section in the bottom panel.

(Figure 7.2. In the Sale Price field, enter your new “Sale Price”. This can be higher or lower than the current Price. In this example, we have added a “Sale Price” of \$38,000 (A). Enter the dates this sale should start and end (B). Click “Update Sale” (C). Click “Done” to save the new Sale Price and Start/End dates (D).

NOTE: If the Sale Price entered had a “Starts” date in the future, it will show as “Future Pricing Items”; price will remain unchanged until the entered “Starts” date. If the truck does not sell by end of business on the “Ends” date, the sale will automatically be removed and the pricing will revert back to its original price.

NOTE: At any time you may change the Sale Price/Starts/Ends fields and “Update Sale” or you may “Remove Sale” altogether.)

Step 8.1 Add Rebates/Discounts - NO Conditions (Figure 8.1)

Any number of line-items may be created to provide price adjustments via Rebates/Discounts. Simply enter each Label, Description, Amount, Starts/Ends (if applicable), mark as a Discount, and whether it should be included in the Total Savings.

Edit Pricing Settings

2015 Silverado 3500 4x4 Work Truck / Fleet / Base Extended/Double Cab Double Cab 4x4, Hercules Default Dry Freight Z545808 / 1GB5KYCGXFZ545808

Price: \$41,370

Future Pricing Items

Sale Discount: - \$3,370 (03/31/2018 - 04/07/2018)

Label: OEM Discount

Pop-Up Description: OEM Discount Applies to ALL BUYERS!!!

Discounted Amount: -750

Starts: Today Ends: Never

Discount ☒ Fee ☐ Include in Total Savings ☒ Don't Include in Total Savings ☐ Conditional Pricing Item ☐

What does this do?

Will Be Saved As: (3/26/2018) - OEM Discount

Add Pricing Item

Done

Second Screenshot:

List Price: \$41,370

OEM Discount: - \$750

Price: OEM Discount Applies to ALL BUYERS!!!

Total Savings: \$750

Price Does not include Tax, License or Doc Fees

Future Pricing Items

Sale Discount: - \$2,620 (03/31/2018 - 04/07/2018)

Label: OEM Discount

Pop-Up Description: OEM Discount Applies to ALL BUYERS!!!

Discounted Amount: -750

Starts: Today Ends: Never

Discount ☒ Fee ☐ Include in Total Savings ☒ Don't Include in Total Savings ☐ Conditional Pricing Item ☐

What does this do?

Add Pricing Item

Done

(Figure 8.1 Add a Discount/Rebate by Adding a Label (A), enter any qualifying text into the “Pop-Up Description” (B), enter the dollar amount to adjust by (C), select “Discount” (D), check the box for “Include in Total Savings” (E), select “Add Pricing Item” (F), and then repeat as necessary for further items, or just click “Done” (G).)

NOTE: Once the Discount/Rebate/Fee has been added, it will show on the left side preview. Notice that the text entered in the “Pop-Up Description” will display to the Buyer when their mouse hovers over the “i” icon.)

Step 8.2 Add Rebates/Discounts - Conditional (Figure 8.2)

Any number of line-items may be created to provide price adjustments via Conditional Rebates/Discounts. Simply enter each Label, Description, Amount, Starts/Ends (if applicable), mark as a Discount, if it is a Conditional Pricing Item, and whether it should be included in the Total Savings.

Edit Pricing Settings

2015 Silverado 3500 4x4 Work Truck / Fleet / Base Extended/Double Cab Double Cab 4x4, Hercules Default Dry Freight Z545808 / 1GB5KYCGXFZ545808

Sales **Rebates & Fees** Body Costs Display

Create New Use Saved: (2/8/2018) - NAHB

List Price: \$41,370

OEM Discount: x

Price: \$40,620

Total Savings

Price Does not include Tax, License or Doc Fees

Future Pricing Items

Sale Discount (03/31/2018 - 04/07/2018) - \$2,020

Label: A.G.C. Membership Discount

Pop-Up Description: Show your current proof of membership to your friendly Commercial Salesperson.

Discounted Amount: 2000 Starts: Today Ends: Never

Discount Fee Include in Total Savings Don't Include in Total Savings Conditional Pricing Item

What does this do?

Will Be Saved As: (3/26/2018) - A.G.C. Members

Add Pricing Item

Done

Edit Pricing Settings

2015 Silverado 3500 4x4 Work Truck / Fleet / Base Extended/Double Cab Double Cab 4x4, Hercules Default Dry Freight Z545808 / 1GB5KYCGXFZ545808

Sales **Rebates & Fees** Body Costs Display

Create New Use Saved: (2/8/2018) - NAHB

List Price: \$41,370

OEM Discount: x - \$750

Price: \$40,620

Total Savings: \$750

Conditional Rebates

A.G.C. Membership Discount x - \$2,000

Pop-Up Description: Show your current proof of membership to your friendly Commercial Salesperson.

Discounted Amount: Starts: Today Ends: Never

Fee Include in Total Savings Don't Include in Total Savings Conditional Pricing Item

What does this do?

Add Pricing Item

Done

(**Figure 8.1** Add a Conditional Discount/Rebate by... Adding a Label (A), enter any qualifying text into the “Pop-Up Description” (B), enter the dollar amount to adjust by (C), select “Discount” (D), check the box for “Conditional Pricing Item” (E), check the box for “Include in Total Savings” (F), select “Add Pricing Item” (G), and then repeat as necessary for further items, or just click “Done” (H).)

NOTE: Once the Discount/Rebate/Fee has been added, it will show on the left side preview. Notice that the text entered in the “Pop-Up Description” will display to the Buyer when their mouse hovers over the “i” icon.)

Step 8.3 Add Fees (Figure 8.3)

Any number of line-items may be created to provide price adjustments via Fees. Simply enter each Label, Description, Amount, Starts/Ends (if applicable), mark as a Discount, and whether it should be included in the Total Savings.

Edit Pricing Settings

2015 Silverado 3500 4x4 Work Truck / Fleet / Base Extended/Double Cab Double Cab 4x4, Hercules Default Dry Freight Z545808 / 1GB5KYCGXFZ545808

List Price \$41,370

OEM Discount -\$750

Price \$40,620

Total Savings

Conditional Rebates

A.G.C. Membership Discount -\$2,000

Price Does not include Tax, License or Doc Fees

Future Pricing Items

Sale Discount (03/31/2018 - 04/07/2018) -\$2,620

Rebates & Fees

Create New Use Saved: (2/8/2018) - NAHB

Label: Rack

Pop-Up Description: Forklift Loadable

Amount: 2600

Starts: Today

Ends: Never

Discount ☒ **Fee** ☐

☒ Include in Total Savings

☐ Don't Include in Total Savings

☐ Conditional Pricing Item

What does this do?

Will Be Saved As: (3/26/2018) - Rack

Add Pricing Item

Done

List Price \$41,370

OEM Discount -\$750

Rack +\$2,600

Price \$43,220

Conditional Rebates

A.G.C. Membership Discount -\$2,000

Price Does not include Tax, License or Doc Fees

Future Pricing Items

Sale Discount (03/31/2018 - 04/07/2018) -\$5,220

Discounted Amount: -

Starts: Today

Ends: Never

Discount ☒ **Fee** ☐

☒ Include in Total Savings

☐ Don't Include in Total Savings

☐ Conditional Pricing Item

What does this do?

Add Pricing Item

Done

(**Figure 8.3** Add a Fee by... Adding a Label (A), enter any qualifying text into the “Pop-Up Description” (B), enter the dollar amount to adjust by (C), select “Discount” (D), check the box for “Include in Total Savings” (E), select “Add Pricing Item” (F), and then repeat as necessary for further items, or just click “Done” (G).)

NOTE: Once the Discount/Rebate/Fee has been added, it will show on the left side preview. Notice that the text entered in the “Pop-Up Description” will display to the Buyer when their mouse hovers over the “i” icon.)

If you would like to learn how to do Bulk Price editing, please click [here for a comprehensive walkthrough.](#), or go to page 29

Step 8.4 Used Saved (Rebates/Discounts/Fees) (Figure 8.4)

After creating any Rebates/Discounts/Fees, you can then add a new pricing line item to each of your selected trucks here, using previously saved information. Open the dropdown window to view any previously saved pricing information and select the option you wish to use. Click “Apply to All Selected Items” when done. All of the selected vehicles now have this saved pricing information added.

NOTE: For Bulk Pricing, please see [Using the Bulk-Pricing Edit Tool](#) (page 29)

Edit Pricing Settings

2015 Silverado 3500 4x4 Work Truck / Fleet / Base Extended/Double Cab Double Cab 4x4, Hercules Default Dry Freight Z545808 / 1GB5KYCGXZFZ545808

Sales **Rebates & Fees** Body Costs Display

A Use Saved: (2/12/2018) - Chevy ...

Label: Chevy Tag sale

Pop-Up Description: N/A

Amount: \$1500 Discount **Starts:** N/A **Ends:** N/A

Effect: Included In Savings Calculation

What does this do?

B Add Pricing Item

C Done

List Price \$41,370

OEM Discount - \$750

Rack + \$2,600

Price \$43,220

Conditional Rebates

A.G.C. Membership Discount - \$2,000

Price Does not include Tax, License or Doc Fees

Future Pricing Items

Sale Discount - \$5,220 (03/31/2018 - 04/07/2018)

List Price \$41,370

Chevy Tag sale - \$1,500

OEM Discount - \$750

Rack + \$2,600

Price \$41,720

Conditional Rebates

A.G.C. Membership Discount - \$2,000

Price Does not include Tax, License or Doc Fees

Future Pricing Items

Sale Discount - \$3,720 (03/31/2018 - 04/07/2018)

Create New Use Saved: (2/8/2018) - NAHB

Label:

Pop-Up Description:

Discounted Amount: - **Starts:** Today **Ends:** Never

Discount ☒ Fee ☐

☒ Include in Total Savings ☐ Don't Include in Total Savings ☐ Conditional Pricing Item

What does this do?

Add Pricing Item

Done

(Figure 8.4 Using the radio button for “Used Saved”, select a previously created line item (A), click “Add Pricing Item” (B), click “Done” (C).)

NOTE: Be sure to review the details of the line item you wish to use. If it has an end date that is now in the past, you will not be able to use this item.

Step 9.1 Body Costs (Figure 9.1)

In all cases, the most efficient route to manage your pricing with regard to Body Costs is to, first, send your body manufacturer's invoice to: invoices@worktrucksolutions.com. Please be sure to clearly include any dealership markups such that WTS can accurately display the total Body Cost.

If, for any reason, WTS has not been provided the Body Invoice (or your markup has not been included), you can easily include that Body Cost (with markup) and any add-on costs here.

The screenshot shows the WTS pricing interface with the 'Body Costs' tab selected. The 'Price' is \$41,370. Under 'Conditional Rebates', there is a 'Farm Credit' of -\$1,500. The 'Body and Add-On Costs' section displays a message: 'No Body Cost Needed — Hide Details'. Below the message, the 'MSRP From Feed' is 41370. The 'Body Cost' is 6930, 'Body Cost Markup' is 0, 'Add-On Cost' is 0, and 'Add-On Cost Markup' is 0. Red arrows labeled A, B, and C point to the 'Body Cost' field, the 'Add-On Cost' field, and the 'Done' button respectively.

(Figure 9.1 You can include your Body and Add-On Costs (if you have not provided that information to WTS) here. Enter the amount of the Body Cost (total amount of the Body Cost shown on the invoice + any markup) (A). Enter the amount of any Add-On Costs (B). Click “Done” to save (C).)

Step 10 Getting Familiar with the Display window (Figure 10)

Multiple options allow you to Show, Hide, or Feature your work trucks, as well as Hide Pricing, mark as In-Transit, and even add a link directly to your own YouTube video.

(Figure 10. Identify key areas/functions of the Display window:

- A- Edit Display Settings for just this particular Vehicle (Stock# and VIN shown at bottom of details)
- B- Show / Hide / Feature options
- C- Hide Pricing / In transit (with Disclaimer Message)
- D- YouTube URL

Step 11 Show / Hide / Feature (Figure 11)

SHOW - (Grey Eyeball Icon) All vehicles by default are set to “Show” on your website as available for purchase, as well as other WTS sites in the network as available for trade (defaulted to 45 days on-lot; see “Managing Your Dealer Trade Inventory” for more information on this topic.

HIDE - (Red Eyeball Icon) Select “Hide” to remove this truck from your site and any others within the WTS network. If this is intended to be temporary, simply click “Show” when you are ready to have it visible again.

FEATURE - (Blue Star Icon) Select “Feature” to place this truck at the top of your homepage. Do this for trucks on sale, unique trucks, old trucks, and any others you want to draw some additional attention to.

The screenshot shows a vehicle configuration interface. On the left, a sidebar displays 'Price' at \$41,370 and 'Conditional Rebates' including a 'Farm Credit' of -\$1,500. The main content area has a top navigation bar with tabs for 'Sales', 'Rebates & Fees', 'Body Costs', and 'Display'. The 'Display' tab is selected, showing 'Vehicle Display Settings'. This section includes three buttons: 'Show' (with a grey eyeball icon), 'Hide' (with a red eyeball icon), and 'Feature' (with a blue star icon). Below these are checkboxes for 'Hide Pricing' and 'In Transit'. There are also text input fields for 'Disclaimer Message' and 'YouTube URL'. A 'Done' button is located at the bottom right. Red arrows labeled A1, A2, A3, and B point to the 'Show', 'Hide', 'Feature', and 'Done' elements respectively.

(Figure 11 Select “Show” “Hide” or “Feature” as appropriate (A_{1,2,3}). Click “Done” to save (B).)

Step 12 Hide Pricing / In Transit / Disclaimer Message (Figure 12)

- **HIDE PRICING** - Check this box to remove all pricing information from the buyer, and replace with “Call for Pricing”. Use the “Disclaimer Message” area to add a note for the buyer that will display under the price (Ex: Pricing just too low to advertise!!)
- **IN TRANSIT** - Check this box to mark this vehicle as “In Transit”. This will change the “Job Ready: NOW” status to “In Transit”. Additionally, WTS can setup a “rule” to automatically mark vehicles as In Transit if your dealership uses special Stock #'s to designate as in transit in your feed.
- **DISCLAIMER MESSAGE** - Enter any text into this field to display a special message to the Buyer. Potential uses could be for detailing reasons for hiding pricing (“Pricing too low to advertise!!”) or explaining the details of an in-transit vehicle (“Will arrive on 12/21/2017”), etc.

The screenshot shows a vehicle configuration interface. On the left, a summary box displays the 'Price' as \$41,370 and a 'Conditional Rebates' section with a 'Farm Credit' of -\$1,500. On the right, there are four tabs: 'Sales', 'Rebates & Fees', 'Body Costs', and 'Display' (which is highlighted in blue). Below the tabs, the 'Vehicle Display Settings' section contains three options: 'Show' (selected with an eye icon), 'Hide' (with a red eye icon), and 'Feature' (with a star icon). Below these are two checkboxes: 'Hide Pricing' and 'In Transit'. A red arrow labeled 'A1' points to the 'Hide Pricing' checkbox, and a red arrow labeled 'A2' points to the 'In Transit' checkbox. Below the checkboxes is a text area labeled 'Disclaimer Message:' with a red arrow labeled 'B' pointing to it. At the bottom right, there is a 'YouTube URL' field and a 'Done' button. A red arrow labeled 'C' points to the 'Done' button.

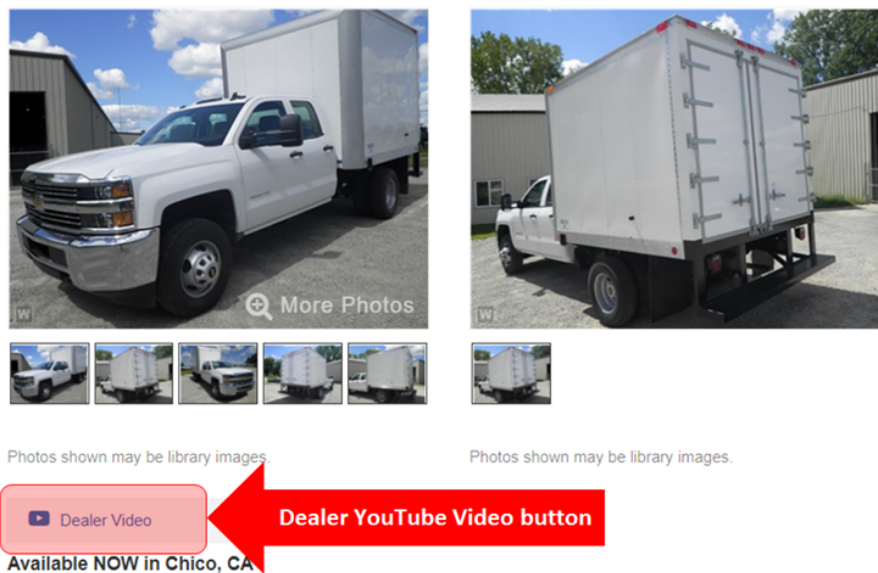
(Figure 12 Select “Hide Pricing” or “In Transit” as appropriate (A_{1,2}). Enter any message you might want the buyer to read if appropriate (B). Click “Done” to save (C).)

Step 13 YouTube URL (Figure 13)

Buyers tend to watch videos on vehicles they are serious about. Add your own YouTube walkaround video and give your buyer all the information - the full treatment!!

The screenshot shows the 'Display' tab selected in the top right. On the left, the 'Price' is \$41,370 and 'Conditional Rebates' include a 'Farm Credit' of -\$1,500. The 'Vehicle Display Settings' section on the right includes options for 'Show', 'Hide', and 'Feature' (all with eye icons), 'Hide Pricing', and 'In Transit'. Below these are fields for 'Disclaimer Message' and 'YouTube URL'. A red arrow labeled 'A' points to the 'YouTube URL' field. Another red arrow labeled 'B' points to the 'Done' button at the bottom right.

2015 Silverado 3500 Double Cab 4x4, Hercules Dry Freight (Stock #Z545808)



(Figure 13 Enter the URL from a walkaround video you have put onto YouTube (A). Click “Done” to save (B). The buyer will then see “Dealer Video” as a button on the Truck Details page.)

This completes the Manage Pricing Tools walkthrough.

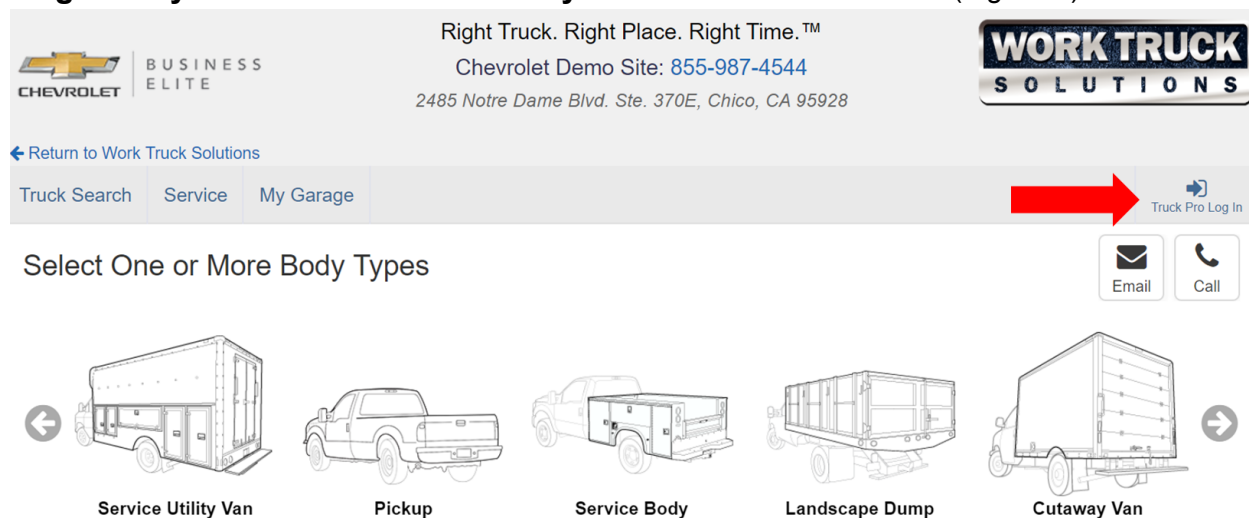
For more information, please contact your Dealer Success Coach at 855-987-4544 or go to:

<http://www.worktrucksolutions.com/dealer-success-coaches>

Bulk Price Editing Tool (Manager/Admin Access only)

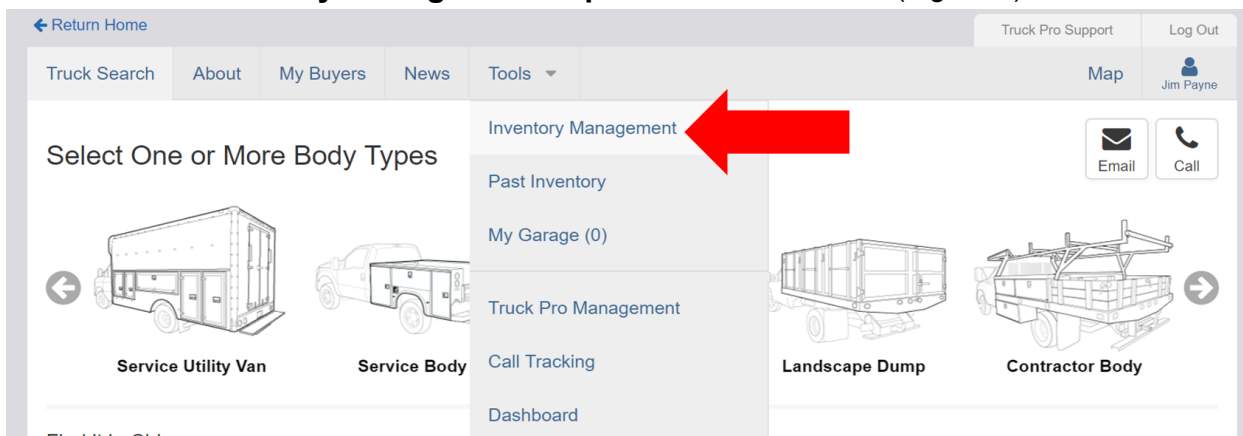
The Bulk Price Editing tool is a great way to place multiple pricing line-items (like rebates, discounts, incentives, fees, etc.) on multiple vehicles simultaneously, rather than having to re-create the same information individually for each affected work truck. This is particularly useful for dealerships whose feed does not include discounts/rebates information. In other words, using the Bulk-Price Editing Tool is a ***huge time-saver!!!***

Step 1. Sign into your commercial inventory website as a Truck Pro. (Figure 1)



(Figure 1. Truck Pro Login button for the commercial inventory website.)

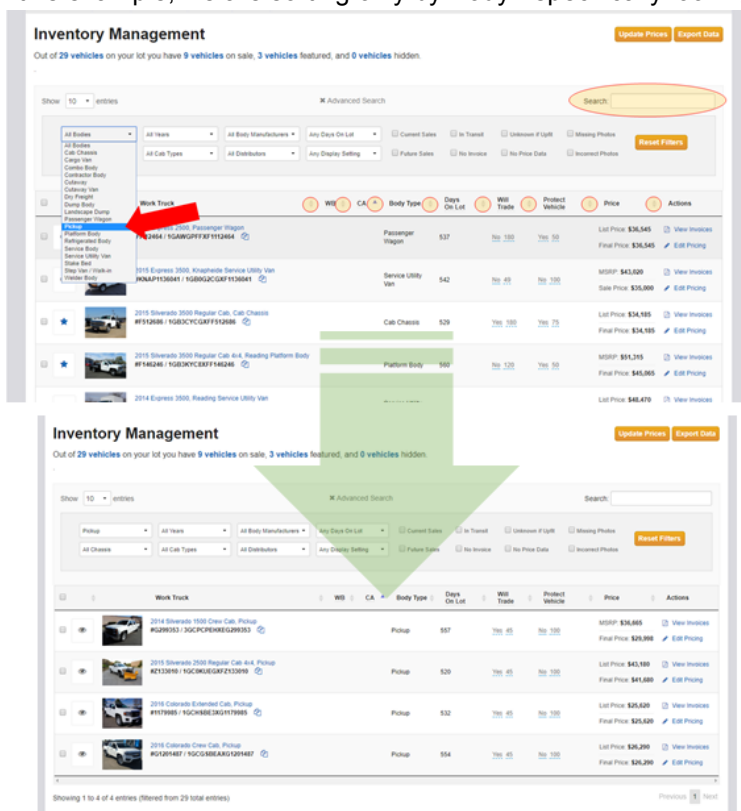
Step 2. Click the “Inventory Management” option under “Tools” (Figure 2)



(Figure 2. Hover mouse over “Tools”, and select Inventory Management.)

Step 3. Sort the Trucks you wish to add bulk pricing to. (Figure 3)

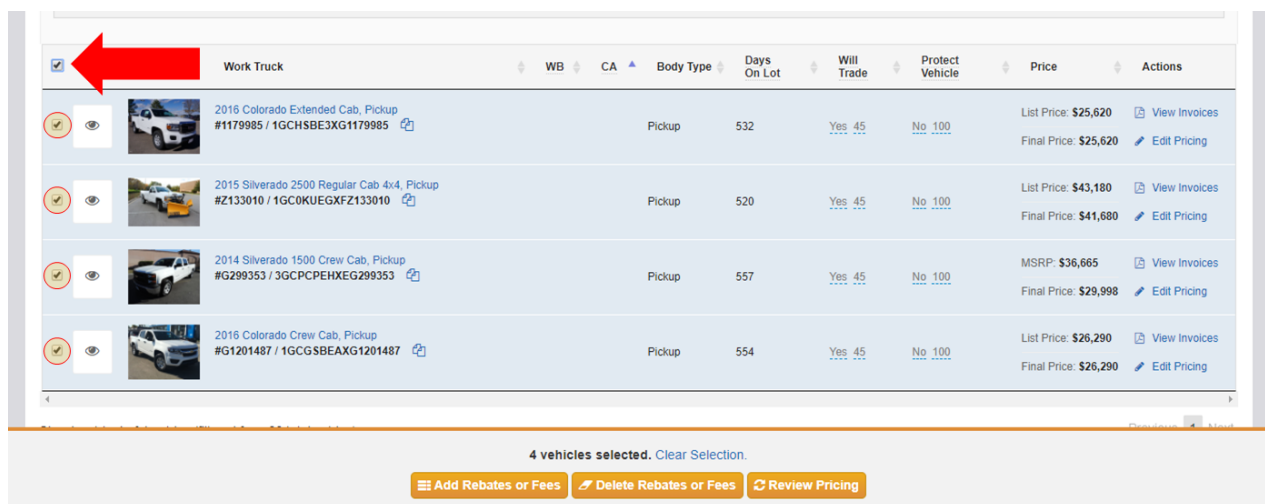
There are multiple methods available to sort your inventory using the Search Field at the top of the page, the Advanced Search tools, and the high/low sort functions for each of the category headers. Sort your inventory to show the trucks you wish to add bulk pricing to. In this example, we are sorting only by Body - specifically looking only for Pickups.



(Figure 3. Use the search/sorting tools to view the trucks you wish to add bulk pricing to. In this example, we have used the Advanced Search tool to display only pickups.)

Step 4. Select the Trucks you wish to add bulk pricing to. (Figure 4)

Check the box to the left of each truck you wish to add bulk pricing to. You can also check the box in the category headers area to Select All.

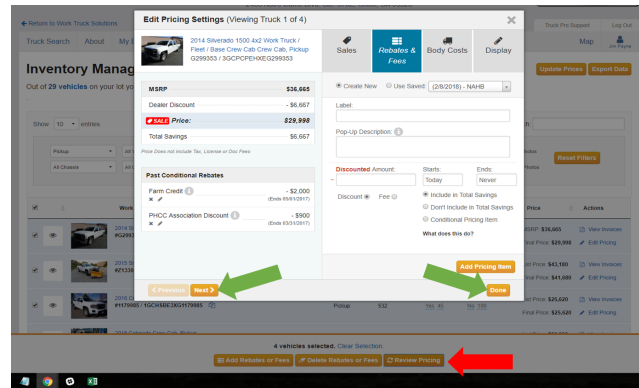


(Figure 4. Select the trucks for bulk pricing by checking the box to the left of the truck. In this example, all trucks shown will have bulk pricing, so we have checked the Select All box in the category headers area.)

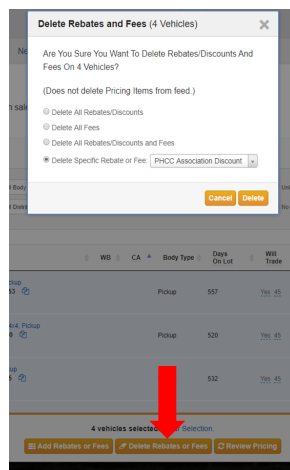
Step 5. Available Options.

Once the trucks have been selected, three options are displayed below. We will cover these now, in reverse order:

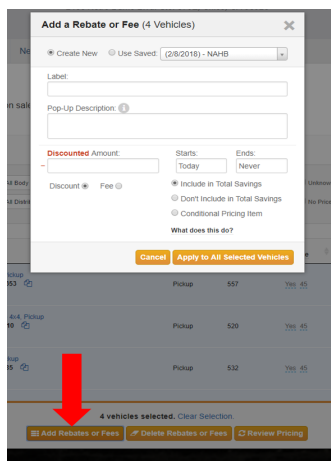
- **Review Pricing:** Cycle through all existing pricing details for each of your selected trucks. You can make edits individually here if necessary. Use the “Next” button to view the next vehicle in the selection, click “Done” when you have finished.



- **Delete Rebates or Fees:** If you wish, you may delete any combination of Rebates, Discounts, and Fees that have been previously manually added to your trucks.



- **Add Rebates or Fees:** Here you may bulk add any number of Rebates, Discounts, and Fees to your selected trucks.



Step 6. Two Options for Adding Bulk Pricing to your selected trucks.

There are two options for adding bulk pricing to your selected trucks.

- Create New:** Add a new pricing line item to each of your selected trucks here. Simply add the Label, Pop-up Description, Amount (Select and enter Discount or Fee), Start/End dates (if applicable), and finally, choose if this should be included or not in the Total Savings or if it is a Conditional Pricing Item. Click “Apply to All Selected Items” when done. All of the selected vehicles now have this new pricing information added.

NOTE: This Bulk Pricing item will be saved as “(today’s date) - Label”; in this example it is saved as (3/15/18) - Dealership Rebate.

2485 Notre Dame Blvd. Ste. 370E, Chico, CA 95928

Add a Rebate or Fee (4 Vehicles)

☒ Create New ☐ Use Saved: (2/8/2018) - NAHB

Label: Dealership Rebate

Pop-Up Description: All selected trucks will be discounted to all buyers for the week of 3/18/18 - 3/25/18. Please see your Salesperson for more details.

Discounted Amount: 2500

Starts: 03/18/2018 Ends: 03/25/2018

☒ Discount ☐ Fee

☒ Include in Total Savings
☐ Don't Include in Total Savings
☐ Conditional Pricing Item

What does this do?

Will Be Saved As: (3/15/2018) - Dealership Rebate

Cancel Apply to All Selected Vehicles

- Use Saved:** Add a new pricing line item to each of your selected trucks here, using previously saved information. Open the dropdown window to view any previously saved pricing information and select the option you wish to use. Click “Apply to All Selected Items” when done. All of the selected vehicles now have this saved pricing information added.

2485 Notre Dame Blvd. Ste. 370E, Chico, CA 95928

Add a Rebate or Fee (4 Vehicles)

☐ Create New ☒ Use Saved: (3/14/2018) - Huntington Sp...

Label: Huntington Special

Pop-Up Description: Must buy from Mike

Amount: \$1500 Discount Starts: N/A Ends: 03/20/2018

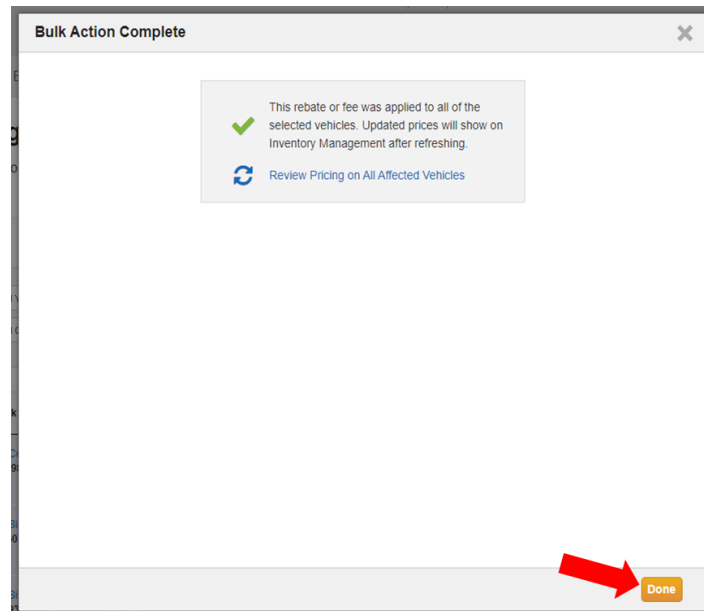
Effect: Included In Savings Calculation

What does this do?

Cancel Apply to All Selected Vehicles

Step 7. Done!

Once you have clicked “Apply to All Selected Vehicles”, you will see the “Bulk Action Complete” message. If you wish, you may click the “Review Pricing on All Affected Vehicles” link to cycle through all existing pricing details for each of your selected trucks, or simply click “Done”.



This completes the Bulk Price Editing Tool walkthrough.

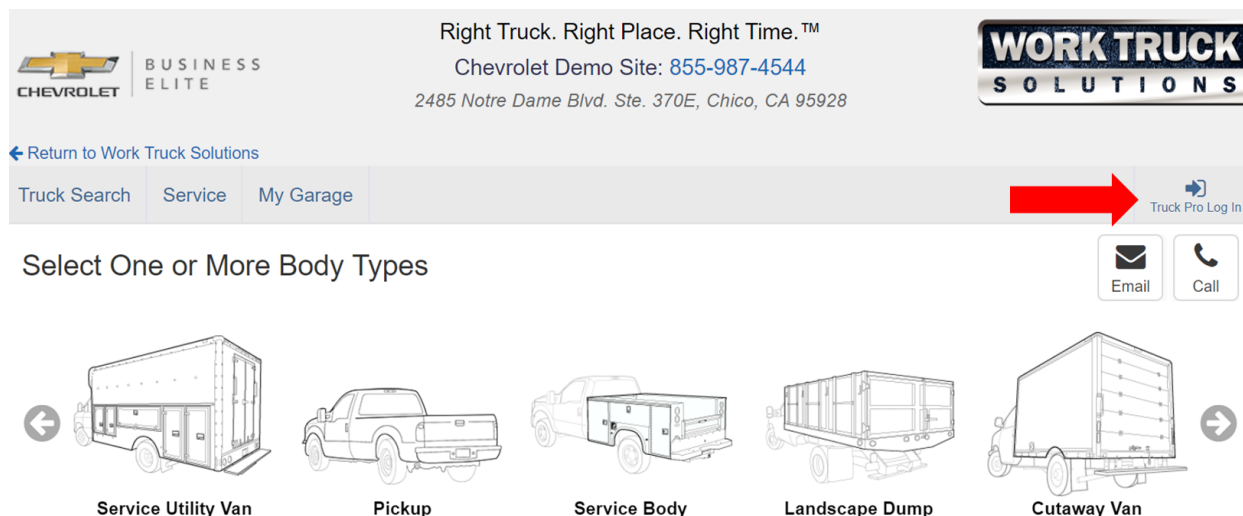
A video walkthrough is available for this function. [Click here](#), or go to <https://bit.ly/2LOq4us> to view.

For more information, please contact your Dealer Success Coach at 855-987-4544 or go to: <http://www.worktrucksolutions.com/dealer-success-coaches>

Quick Quote (All Access)

Performing a Quick Quote will allow you the ability to send your buyers the truck they are looking for **while never letting them off of the phone!**

Step 1. Sign into your commercial inventory website as a Truck Pro. (Figure 1)



(Figure 1. Login tab for the commercial inventory website.)

Step 2. Click on the Body Type from the Vocation Carousel. (Figure 2)



(Figure 2. Click the requested body type from the Vocation Carousel.)

Step 3. Select the truck the buyer is looking for. (Figure 3)



Service Body



Service Utility Van



Pickup



Landscape Dump



Cutaway Van

Find it in Chico
Choose options below to filter

Search

By Stock #

By VIN

Chassis

YEAR

Selected Filters

Service Body

Trucks 1 - 10 of 81 Items per page: 10

1 2 3 4 5 6 7 8 9 Next »

[2015 Silverado 2500 Regular Cab, Knapheide Service Body](#)




VIN 1GB0CUEGXFZ119734
Stock # KNAPZ119734
Cab Type Regular
Drivetrain 2WD
Fuel Type Gas
Color SUMM WHITE
Interior NULL
[See More Details...](#)

List Price \$45,500

Total Savings \$1,500

SALE Price: \$44,000

(Figure 3. Available truck inventory.)

Step 4. Email this truck to the Buyer from the Truck Details Page. (Figure 4)

Click the “Email” or “Prospect” button to enter the Quick Quote page.

2015 Silverado 2500 Regular Cab, Knapheide Standard Service Body (Stock #KNAPZ119734)

Manage Vehicle

Email Save Print

List Price	\$45,500
Chevy Tag sale	-\$1,500
SALE Price:	\$44,000
Total Savings	\$1,500

Price Does not include Tax, License or Doc Fees

I'm Interested!

Prospect

Post to FB

Pricing

Feature

Hide

Invoices

Admin Actions

Dealer Info

Body Manufacturer

Knapheide

Six generations strong, The Knapheide Manufacturing Company steams ahead with superior products, advanced processes and the industry's best workforce....
[Read More...](#)

Knapheide Products

Contact Knapheide

VIN: 1GB0CUEGXFZ119734

Days On Lot: 641

Only Truck Pros Can See Information in Red Lock Areas.

(Figure 4. Click the Email button. You can also click the “Manage Vehicle” button or scroll to the bottom of the page and click “Prospect” to begin the Quick Quote process.)

Step 5. Enter your buyer’s information then click “Save & Add”. (Figure 5)

Truck Search My Garage (0) My Buyers Setup Map Return Home Log Out Profile

2 Minute Prospecting / Quick Quote

Choose Buyers

First Name	Last Name	Email	Phone
You must add at least one buyer.			

Save & Add

Choose Trucks

A B C D E

(Figure 5. Fields for first name (A), last name (B), email address (C), phone number (D). Save & Add button (E).

Step 6. Select and send your email. (Figure 6)

- Click on the “Select Template” dropdown window to open the available selection of Global/Personal Templates.
NOTE: See “[Managing Email Templates](#)” (page 69) for instructions on creating your own canned messages.
- Select the Quick Quote Email of your choosing (either a personally created template from Personal Templates, or the Default Quick Quote Email from the Global Templates, used in this example). This will auto-fill the Subject and Message fields
- Finally click the “Send” button.

The screenshot shows an email composition form with the following elements:

- Select Template:** A dropdown menu is open, showing options: "None", "Global Templates", "Default Prospecting Email", and "Default Quick Quote Email" (which is highlighted in blue). A red arrow labeled 'A' points to the dropdown, and a red arrow labeled 'B' points to the selected option.
- Subject:** A text field containing "Check this out".
- Message:** A text area containing a pre-filled message: "Hi, You don't want to miss out on this work truck. It has some features I think you'll find...".
- Attachments:** A section with an "Add Attachments" button.
- Your signature will be included:** A section showing the signature of Jim Payne with email address jim.payne+chevy@worktrucksolution.com.
- Buttons:** A "Clear Form" button at the top right and a "Send" button at the bottom right. A red arrow labeled 'C' points to the "Send" button.

(Figure 6. Open “Select Template” dropdown window (A). Select the Quick Quote Message to use - in this example we are using the Default Quick Quote Email from the Global Templates (B). “Send” email button (C).)

This completes the Quick Quote walkthrough.

A video walkthrough is available for this function. Click here, or go to <https://bit.ly/2lbZMXH> to view.

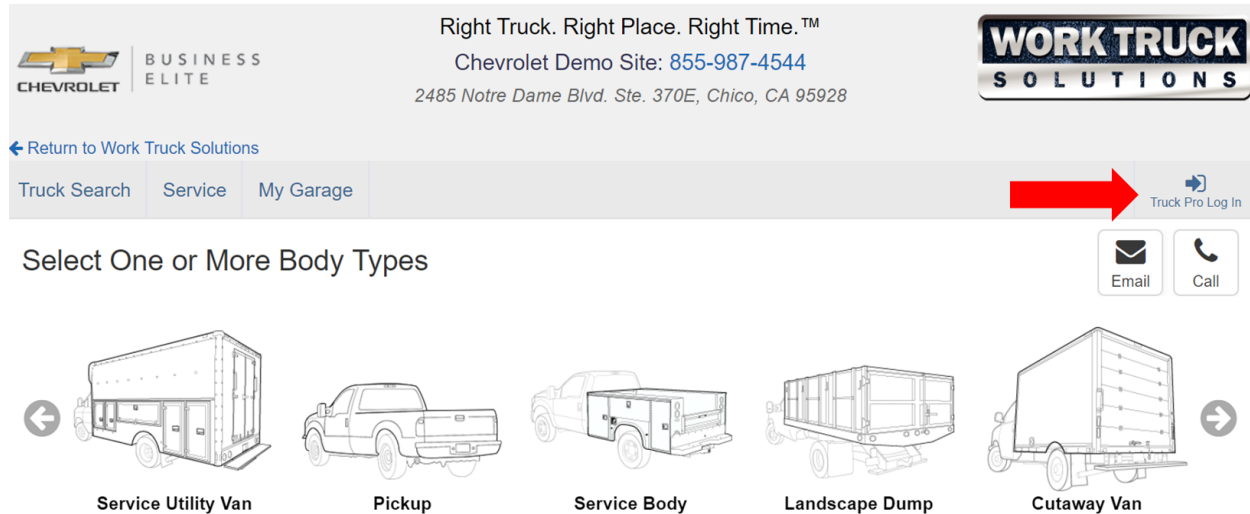
For more information, please contact your Dealer Success Coach at 855-987-4544 or go to:

<http://www.worktrucksolutions.com/dealer-success-coaches>

2-Minute Prospecting (All Access)

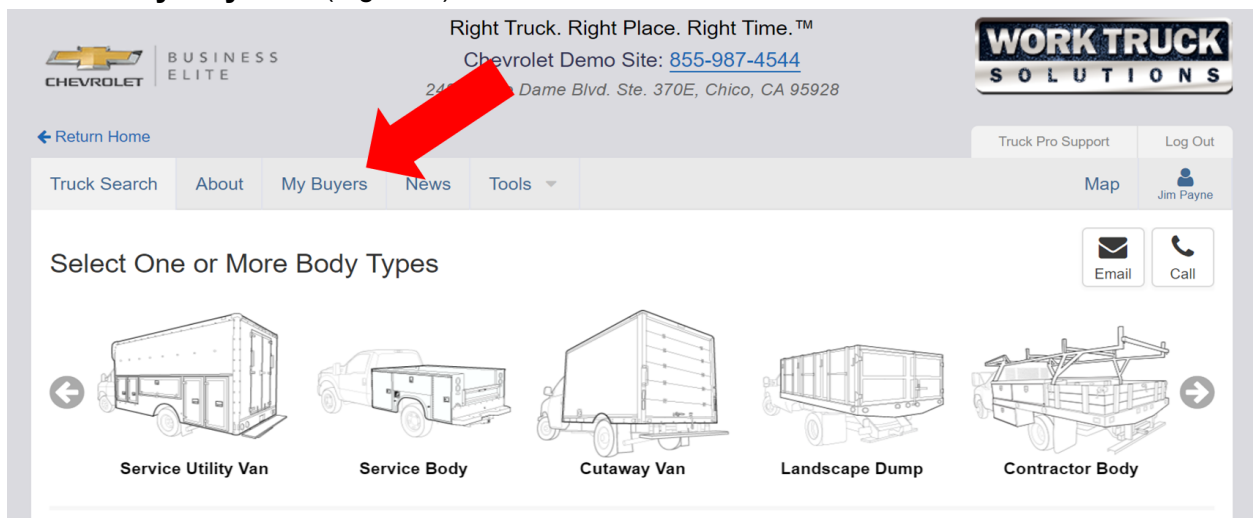
2 Minute Prospecting will allow you the ability to send Vocation-specific trucks to your past-buyers and new prospects **in 2 minutes or less!**

Step 1. Sign into your commercial inventory website as a Truck Pro. (Figure 1)



(Figure 1. Truck Pro Login button for the commercial inventory website.)

Step 2. Go to “My Buyers”. (Figure 2)

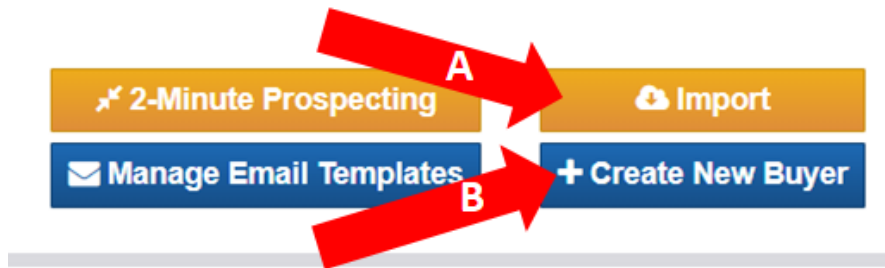


(Figure 2. Click the “My Buyers” button.)

Step 3. Enter your Buyers. (Figure 3)

You can either “+ Create New Buyer” or “Import” to fill your My Buyers area. Doing this will allow you to quickly select the buyer(s) to prospect to, rather than having to manually enter them mid-process.

- Use “Import” (**instructions covered in [“Importing Contacts into My Buyers”](#), page 62**) to do mass importing of Buyers via MS Excel or CSV files, or manually enter new Buyers using “+ Create New Buyer”

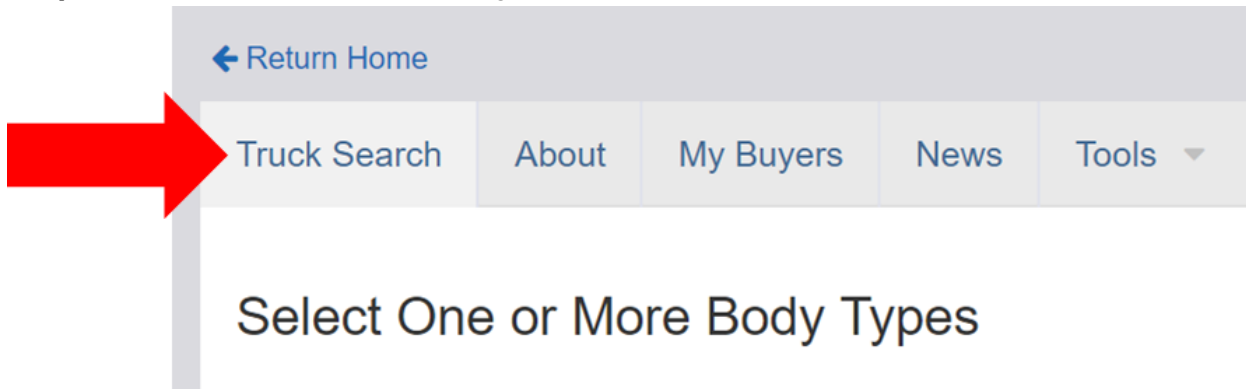


(**Figure 3.** Click “Import” to mass-import Buyers via MS Excel or CSV files (A). Alternatively, click “+Create New Buyer” to manually enter new Buyers one at a time (B).)

Step 4. Enter your Buyers using “+Create New Buyer”. (Figure 4)

(**Figure 4.** Enter all relevant Contact Information and be sure to enter a Vocation wherever possible (A). When complete, click “Save” (B)... repeat as necessary)

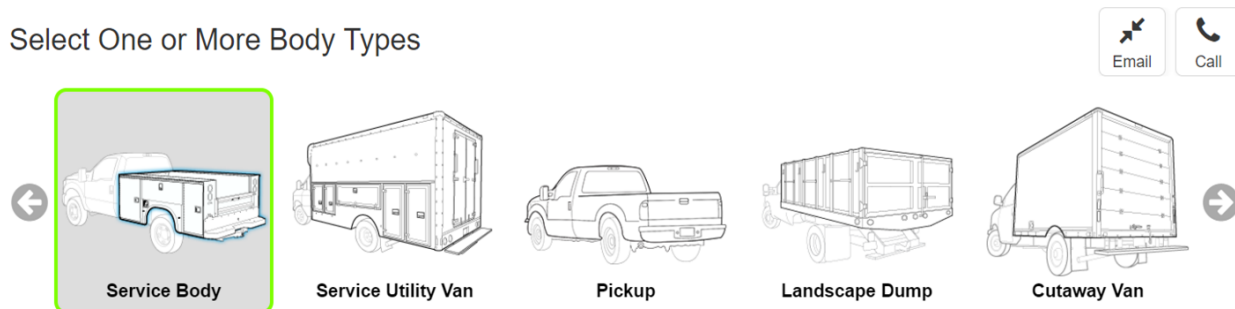
Step 5. Click “Truck Search”. (Figure 5)



(Figure 5. Click “Truck Search” to begin prospecting.)

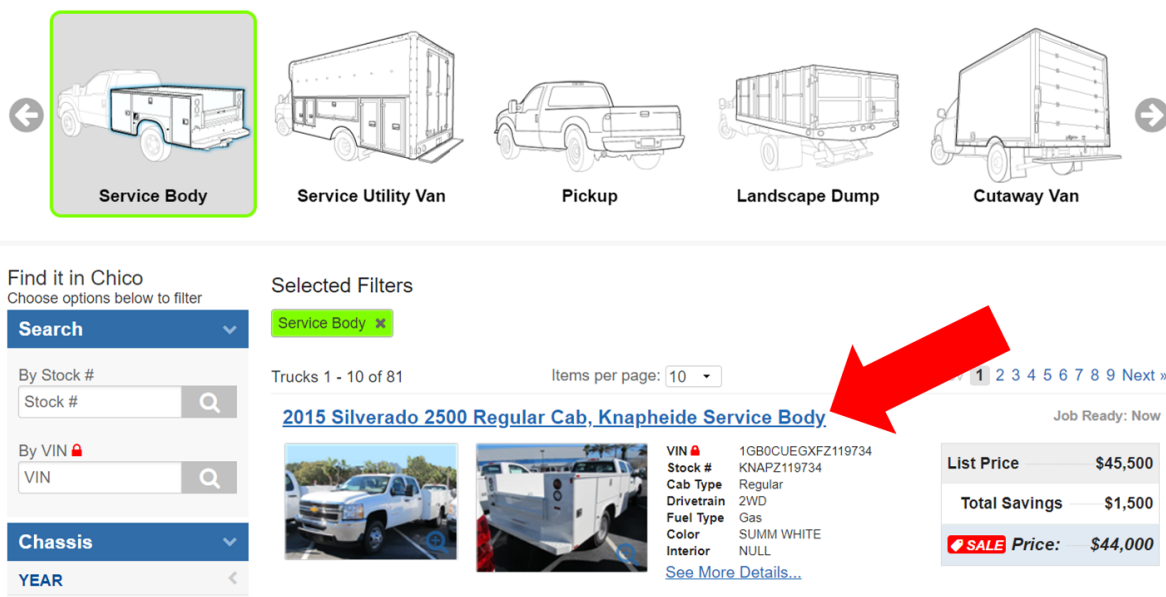
Step 6. Using the Vocation Carousel, click on an appropriate Body Type for the vocation of the Buyers you will be prospecting to. (Figure 6)

Select One or More Body Types



(Figure 6. Vocation Carousel, click on the Truck Body you would like to use for prospecting.)

Step 7. Select the truck you would like to send. (Figure 7)



(Figure 7. Select a truck from the available truck inventory.)

Step 8. Click the “Email” or “Prospect” button on the Truck Details Page. (Figure 8)

2015 Silverado 2500 Regular Cab, Knapheide Standard Service Body (Stock #KNAPZ119734)




[Manage Vehicle](#)
[Email](#)
[Save](#)
[Print](#)

List Price	\$45,500
Chevy Tag sale	- \$1,500
SALE Price:	\$44,000
Total Savings	\$1,500

Price Does not include Tax, License or Doc Fees

[I'm Interested!](#)

Prospect

Only Truck Pros Can See Information in Red Lock Areas.

VIN: 1GB0CUEGXFZ119734

Days On Lot: 641

[Post to FB](#)
[Pricing](#)
[Feature](#)
[Hide](#)
[Invoices](#)

Admin Actions

[Dealer Info](#)

Body Manufacturer

Knapheide

Six generations strong, The Knapheide Manufacturing Company steams ahead with superior products, advanced processes and the industry's best workforce....
[Read More...](#)

[Knapheide Products](#)
[Contact Knapheide](#)

(Figure 8. Click the Email button. You can also click the “Manage Vehicle” button or scroll to the bottom of the page and click “Prospect” to begin the prospecting process.)

Step 9. Click “Choose Buyers” on the 2 Minute Prospecting / Quick Quote Page. (Figure 9)

Truck Search | My Buyers | Dashboard | Setup ▾

Map | Return Home | Profile

2 Minute Prospecting / Quick Quote

[Choose Buyers](#)

First Name	Last Name	Email	Cell Phone
You must add at least one buyer.			
			Save & Add

(Figure 9. Choose Buyer's button)

Step 10. Sort Buyers by Vocation and Select up to 10 Buyers to send to. (Figure 10)

- Click the arrow to the right of Vocation to sort alphabetically
- Select up to 10 buyers of the same Vocation
- Buyers selected will be shown in a list below
- Click “Done”
- (NOTE: Each buyer will receive their own separate email– they are going to feel like the most important person in your world that day!)

Choose up to 5 Buyers

Search:

Show 10 entries

Last Activity	First Name	Last Name	Email	Vocation
4/25/2017	Greg	Brady	greg.brady@gregbrady.com	Plumbing
4/25/2017	Peter	Brady	peter.brady@peterbrady.com	Plumbing
4/25/2017	Bobby	Brady	bobby.brady@bobbybrady.com	Mechanical
4/25/2017	Terry	Wilkinson	terry.wilkinson@terrywilkinson.com	Landscaping
4/25/2017	Mike	Brown	mike.brown@mikebrown.com	Landscaping
4/25/2017	Marco	Polo	marco.polo@marcopolo.com	Landscaping
4/25/2017	John	Smith	john.smith@johnsmith.com	Landscaping
4/25/2017	Bill	Green	bill.green@billgreen.com	Landscaping
4/25/2017	Jerry	Thomas	jerry.thomas@jerrythomas.com	Landscaping
4/25/2017	Luke	Flypaper	luke.flypaper@lukeflypaper.com	General Construction

Showing 1 to 10 of 10 entries

Previous 1 Next

Selected Buyers:

Terry Wilkinson x Mike Brown x Marco Polo x John Smith x Bill Green x

Done

(Figure 10. Sort by Vocation (A). Where possible, select up to 10 Buyers of the same Vocation (B). Selected Buyers are displayed at bottom (C). Click “Done” (D).)

Step 11. Select and send your email. (Figure 11)

- Click on the “Select Template” dropdown window to open the available selection of Global/Personal Templates.
NOTE: See “[Managing Email Templates](#)” (page 69) for instructions on creating your own canned message templates.
- Select the Prospecting Email of your choosing (either a personally created template from Personal Templates, or the Default Prospecting Email from the Global Templates, used in this example). This will auto-fill the Subject and Message fields
- Finally click the “Send” button.

The screenshot shows an email composition form with the following elements:

- Select Template:** A dropdown menu is open, showing a search bar and a list of templates. Red arrow **A** points to the dropdown arrow. Red arrow **B** points to the "Default Prospecting Email" option, which is highlighted in blue. Below the list is a "Manage Templates" button.
- Subject:** A text input field.
- Message:** A large text area for the email body.
- Attachments:** A section with an "Add Attachments" button.
- Your signature will be included:** A section showing a signature for "Jim Payne" with the email "jim.payne+chevy@worktrucksolution.com".
- Buttons:** A "Clear Form" button is located to the right of the message field. A "Send" button is located at the bottom right. Red arrow **C** points to the "Send" button.

(**Figure 11.** Open “Select Template” dropdown (A). Select the Prospecting Message to use - in this example we are using the Default Prospecting Email from the Global Templates (B). “Send” email button (C).)

This completes the 2 Minute Prospecting walkthrough.

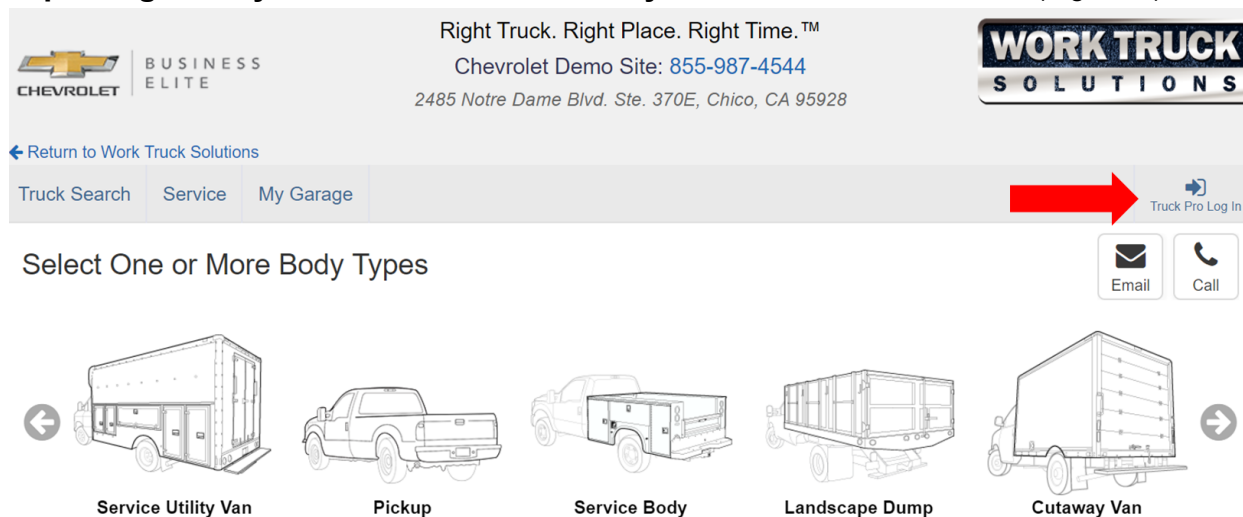
A video walkthrough is available for this function. [Click here](#), or go to <https://bit.ly/2lbZQXr> to view.

For more information, please contact your Dealer Success Coach at 855-987-4544 or go to: <http://www.worktrucksolutions.com/dealer-success-coaches>

3-Stage Prospecting (All Access)

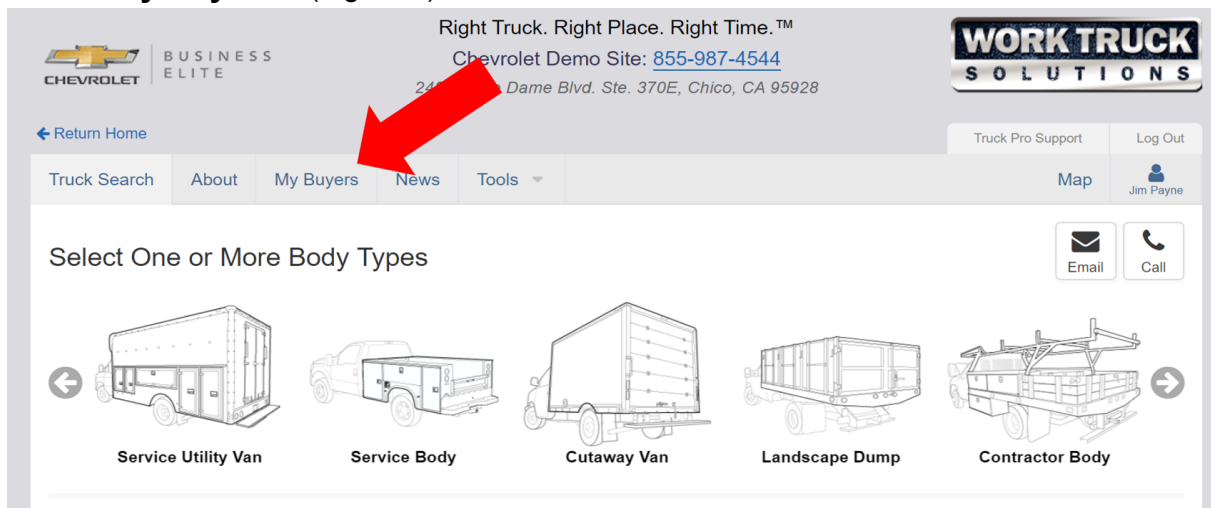
The 3-Stage Prospecting process adds a few additional steps to the 2-minute Prospecting tool. This is a fantastic way to alert buyers in your region of your great selection, deals, etc. Sending a physical mailer can be quite beneficial in re-branding you and the dealership, and showing up in person with an impromptu test-drive can help considerably in turning those cold leads into warm leads.

Step 1. Sign into your commercial inventory website as a Truck Pro. (Figure 1)



(Figure 1. Truck Pro Login button for the commercial inventory website.)

Step 2. Go to “My Buyers”. (Figure 2)

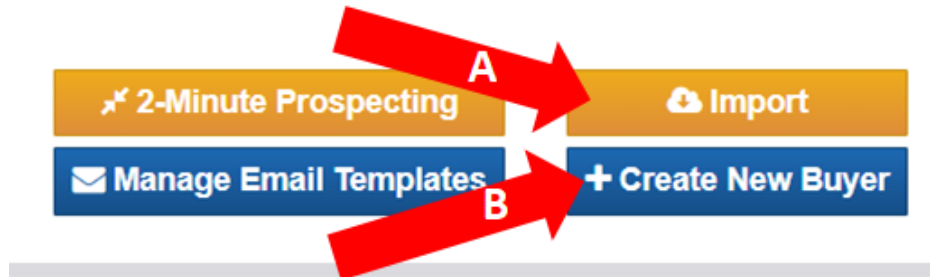


(Figure 2. Click the “My Buyers” button.)

Step 3. Enter your Buyers. (Figure 3)

You can either “+ Create New Buyer” or “Import” to fill your My Buyers area. Doing this first will allow you to quickly select the buyer(s) to prospect to, rather than having to manually enter them mid-process.

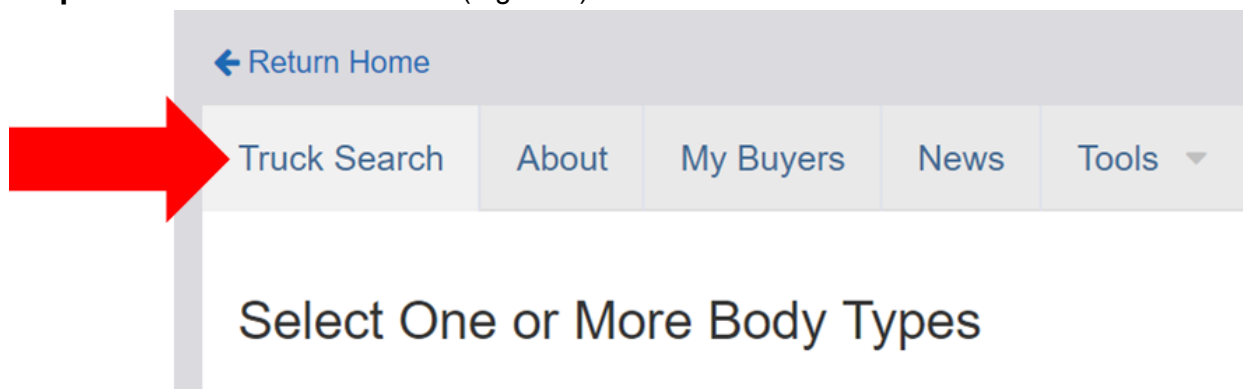
- Use “Import” (*instructions covered in “[Importing Contacts into My Buyers](#)” page 61*) to do mass importing of Buyers via MS Excel or CSV files, or manually enter new Buyers using “+ Create New Buyer”



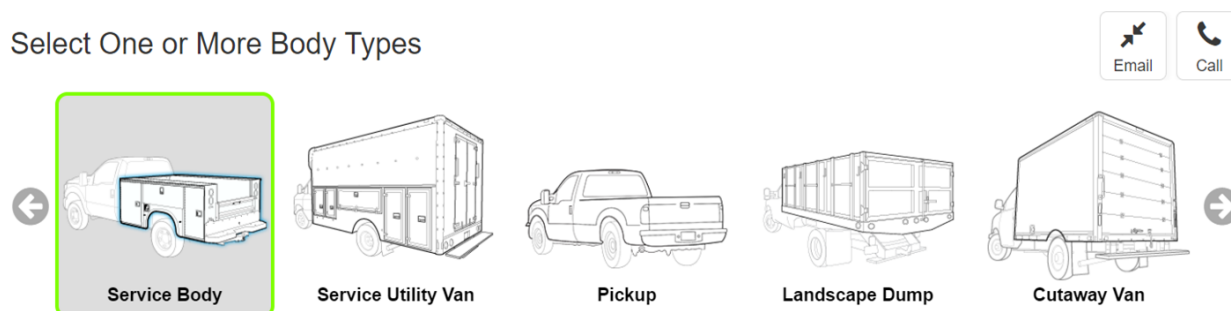
(Figure 3. Click “Import” to mass-import Buyers via MS Excel or CSV files (A). Alternatively, click “+Create New Buyer” to manually enter new Buyers one at a time (B).)

Step 4. Enter your Buyers using “+Create New Buyer”. (Figure 4)

(Figure 4. Enter all relevant Contact Information and be sure to enter a Vocation wherever possible (A). When complete, click “Save” (B)... repeat as necessary)

Step 5. Click “Truck Search”. (Figure 5)

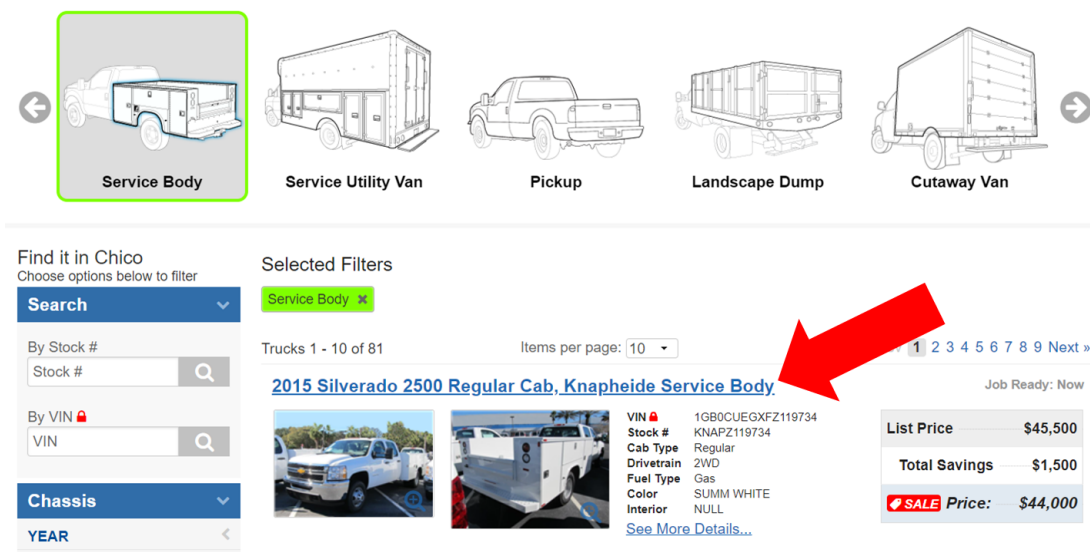
(Figure 5. Click “Truck Search” to begin prospecting.)

Step 6. Using the Vocation Carousel, click on an appropriate Body Type for the vocation of the Buyers you will be prospecting to. (Figure 6)

(Figure 6. Vocation Carousel, click on the Truck Body you would like to use for prospecting.)

Step 7. Select the truck you would like to send. (Figure 7)

NOTE: Be sure to select a truck with the Body Manufacturer’s name in the title. This will guarantee that both the Chassis and Body Details are displayed.



(Figure 7. Select a truck from the available truck inventory.)

Step 8. Click the “Email” or “Prospect” button on the Truck Details Page. (Figure 8)

2015 Silverado 2500 Regular Cab, Knapheide Standard Service Body (Stock #KNAPZ119734)




Manage Vehicle

Email Save Print

List Price	\$45,500
Chevy Tag sale	- \$1,500
SALE Price:	\$44,000
Total Savings	\$1,500

Price Does not include Tax, License or Doc Fees

I'm Interested!

Only Truck Pros Can See Information in Red Lock Areas.

VIN: 1GB0CUEGXFZ119734

Days On Lot: 641

Prospect

Post to FB

Pricing

Feature

Hide

Invoices

Admin Actions

Dealer Info

Body Manufacturer

Knapheide

Six generations strong, The Knapheide Manufacturing Company steams ahead with superior products, advanced processes and the industry's best workforce....
[Read More...](#)

Knapheide Products

Contact Knapheide

(Figure 8. Click the Email button. You can also click the “Manage Vehicle” button or scroll to the bottom of the page and click “Prospect” to begin the prospecting process.)

Step 9. Click “Choose Buyers” on the 2 Minute Prospecting / Quick Quote Page. (Figure 9)

Truck Search My Buyers Dashboard Setup ▾ Map Return Home Profile

2 Minute Prospecting / Quick Quote

Choose Buyers

First Name	Last Name	Email	Cell Phone
You must add at least one buyer.			
First Name	Last Name	Email	Cell Phone
			Save & Add

(Figure 9. Click “Choose Buyers” button)

Step 10. Sort Buyers by Vocation and Select up to 10 Buyers to send to. (Figure 10)

- Click the arrow to the right of Vocation to sort alphabetically
- Select up to 10 buyers of the same Vocation
- Buyers selected will be shown in a list below
- Click “Done”
- (NOTE: Each buyer will be BCC'd – they are going to feel like the most important person in your world that day!)

Choose up to 5 Buyers

Search:

Show 10 entries

Last Activity	First Name	Last Name	Email	Vocation
4/25/2017	Greg	Brady	greg.brady@gregbrady.com	Plumbing
4/25/2017	Peter	Brady	peter.brady@peterbrady.com	Plumbing
4/25/2017	Bobby	Brady	bobby.brady@bobbybrady.com	Mechanical
4/25/2017	Terry	Wilkinson	terry.wilkinson@terrywilkinson.com	Landscaping
4/25/2017	Mike	Brown	mike.brown@mikebrown.com	Landscaping
4/25/2017	Marco	Polo	marco.polo@marcopolo.com	Landscaping
4/25/2017	John	Smith	john.smith@johnsmith.com	Landscaping
4/25/2017	Bill	Green	bill.green@billgreen.com	Landscaping
4/25/2017	Jerry	Thomas	jerry.thomas@jerrythomas.com	Landscaping
4/25/2017	Luke	Flypaper	luke.flypaper@lukeflypaper.com	General Construction

Showing 1 to 10 of 10 entries

Previous 1 Next

Selected Buyers:

Terry Wilkinson x Mike Brown x Marco Polo x John Smith x Bill Green x

Done

(Figure 10. Sort by Vocation (A). Select Buyers of the same Vocation (B). Selected Buyers are displayed at bottom (C). Click “Done” (D).

Step 11. Select and send your email. (Figure 11)

- Click on the “Select Template” dropdown window to open the available selection of Global/Personal Templates.
NOTE: See “[Managing Email Templates](#)” (page 69) for instructions on creating your own canned messages.
- Select the Prospecting Email of your choosing (either a personally created template from Personal Templates, or the Default Prospecting Email from the Global Templates, used in this example). This will auto-fill the Subject and Message fields
- Finally click the “Send” button. Each Buyer will be BCC’d, so they’ll all feel like the most important person in your world that day.

The screenshot shows an email composition form. At the top right, a 'Select Template' dropdown menu is open, showing a list of templates. A red arrow labeled 'A' points to the dropdown arrow. Another red arrow labeled 'B' points to the 'Default Prospecting Email' option, which is highlighted in blue. Below the dropdown is a 'Manage Templates' button. On the left, there are fields for 'Subject' and 'Message'. Below these is an 'Attachments' section with an 'Add Attachments' button. At the bottom, there is a signature block for Holly Bailey. A red arrow labeled 'C' points to the 'Send' button at the bottom right.

Subject

Message

Select Template: None

Search...

Plumbers2017 (11/13/2017 6:02 AM)

Last Sent (11/17/2017 9:26 AM)

Global Templates

Default Prospecting Email

Default Quick Quote Email

Manage Templates

Clear Form

Attachments

Add Attachments

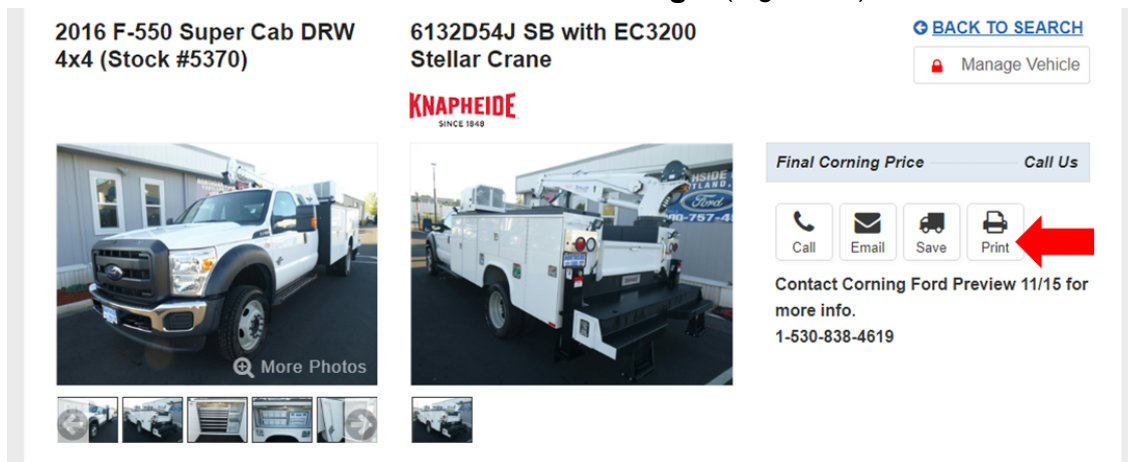
Your signature will be included:

Holly Bailey
Cell: (530) 570-5271
holly.bailey+chevy@worktrucksolutions.com

Send

(Figure 11. Open “Select Template” dropdown (A). Select the Prospecting Message to use - in this example we are using the Default Prospecting Email from the Global Templates (B). “Send” email button (C).)

Step 12. Click the Print button on the Truck Details Page. (Figure 12)



(Figure 12. Print button.)

Step 13. Set Print Settings. (Figure 13)

- Check the “Show Your Name & Number” box
- Click “Print Truck”
- NOTE: *We recommend using heavy stock, high gloss paper* (like Realtors use for Open Houses) - it feels good in the hands, shows off all the color and features, and leaves the right impression for your Buyers!

Set Print Settings [X]

Show Private Information: ☐

Enter buyer's name:

Show Your Name & Number: ☒ **A**

Enter notes to buyer:

B **Print Truck**

(Figure 13. Check the box to “Show Your Name & Number (A). Click “Print Truck” (B).)

Step 14. Make it Personal!! (Figure 14)

- Put a simple handwritten message on a bright sticky-note in the middle of the page.



Right Truck. Right Place. Right Time.™
Chevrolet Demo Site: 855-987-4544
2485 Notre Dame Blvd. Ste. 370E, Chico, CA 95928

**2015 Silverado 2500 Regular Cab, Knapheide Standard Service Body (Stock #KNAPZ119734)**

Vehicle available NOW in Chico, CA

Photos may be library images.

Chassis Details

Stock Number	KNAPZ119734
Stock Type	2
Make	Chevrolet
Model	Silverado 2500
Drive Train	2WD
Cab Type	Regular
Vehicle Trim	Work Truck
Vehicle Body	T
Exterior Color Description	SUMM WHITE
Engine Cylinder Count	8
Fuel Type	Gas



Photos may be library images.

Body Details

Manufacturer	KNAPHEIDE SINCE 1848
Body Type	Service Body
Body Line	Standard Service Body
Body Model	696J1 Service Body
Compartment Depth	14.5"
Body Height	40"
Inside Body Width	49"
Body Construction	14 gauge two-sided A-40 galvalneal steel body shell
Floor Type	Exclusive "Return Flangs" floor design
Body Width	70"
Tailgate	Slam lock tailgate with one hand center release

List Price	\$45,500
Chevy Tag sale	- \$1,500
SALE Price:	\$44,000
Total Savings	\$1,500

Price Does not include Tax, License or Doc Fees

Contact Chevrolet Demo Site for more info.

Phone Number 855-987-4544

**Standard Service Body Features**

With rugged steel construction and ample external storage for your tools and equipment, the Standard Service Body from Knapheide is a key component in optimizing your day to day productivity. Multiple external compartments offer protection from the outside elements and allow technicians to access equipment without having to climb into the truck bed. Staying organized both on and between job sites is important, that's why Knapheide's Standard Service Bodies compartments come standard with adjustable shelving and can be customized with a variety of storage options. Our double panel door construction combined with stainless steel rotary latches keeps your equipment and tools secure and safe. And, to provide peace of mind, Knapheide's Standard Service Bodies are fully tested and are supported with a six-year warranty.

Disclaimer: New vehicle pricing only includes public offers and incentives (unless specified below***) as well as dealer discount. Often times, there are additional rebates and savings available that your sales person will find upon your visit. Tax, Title and Tags not included in vehicle prices shown and must be paid by the purchaser. While great effort is made to ensure the accuracy of the information on this site, errors do occur so please verify information with a customer service representative. This is easily done by calling us at (813) 359-5000 or by visiting us at the dealership.

† Based on 2017 EPA mileage ratings. Use for comparison purposes only. Your actual mileage will vary depending on how you drive and maintain your vehicle.

(Figure 14. Make it personal by adding a handwritten message jumping off the page on a bright sticky note.)

Step 15. Mail it.

- Fold into thirds, place in a business class envelope, and hand write all of the to/from information...
- Do NOT include the Dealership Name on the Envelope; instead, include your name and the Dealership address. This makes it personal, and much more likely that it will be opened.
- If this is mailed the same day that the email is sent, it should reach the buyer in 1-3 business days as a soft-touch reminder.

Step 16. Test Drive!

- Bring the vehicle directly to your Buyers office; remind them of the email and the follow up mailer you sent, then offer a test-drive... if they don't have the time, that's OK - you can make it a short drive around the parking lot or block!
- Make sure to bring your business card and any paperwork to help move the deal forward.

This completes the 3-Stage Prospecting walkthrough.

For more information, please contact your Dealer Success Coach at 855-987-4544 or go to:
<http://www.worktrucksolutions.com/dealer-success-coaches>

Accepting / Assigning a Lead (All Access)

NOTE: In order to completely understand, set, and verify exactly which Truck Pro(s) should be in lead rotation, their individual hours available to accept a lead, and how that rotation is set, it is **strongly advised** that the

following are reviewed first:

[Truck Pro Management \(adding/deleting/modifying user access and permissions\)](#) - page 3

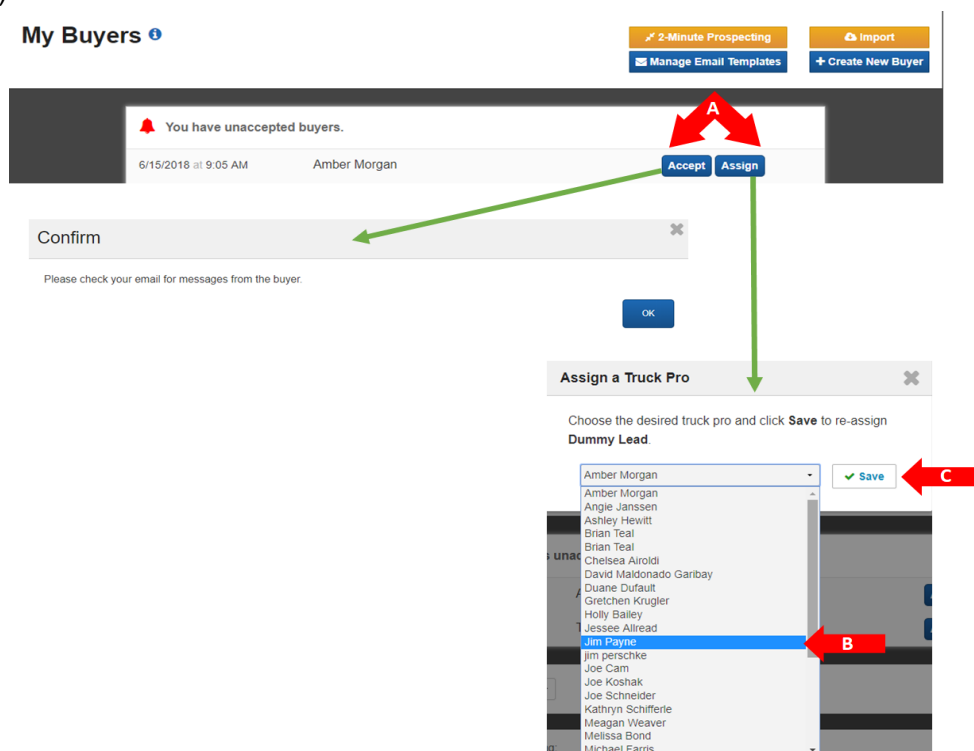
[Up System \(Setting Lead Rotation\)](#) - page 9

Step 1. Receive the Lead notification.

- Buyer-generated leads from this website will be sent to the next Truck Pro in rotation. A notification will be sent to that Truck Pro via email (the same email address used to log into the site), as well as text message (if their cell phone has been included, and they are set to receive texts).
- Simply click the link supplied in the notification. This will automatically log you into the website and direct you to the My Buyers page

Step 2. Assign the Lead. (Figure 2)

- As a Manager in rotation, you can either “Accept” the lead (to own and work yourself) or “Assign” the lead to another Truck Pro.
- As a Truck Pro without Manager-level permissions, click the “Accept” button (“Assign” will not be available.).

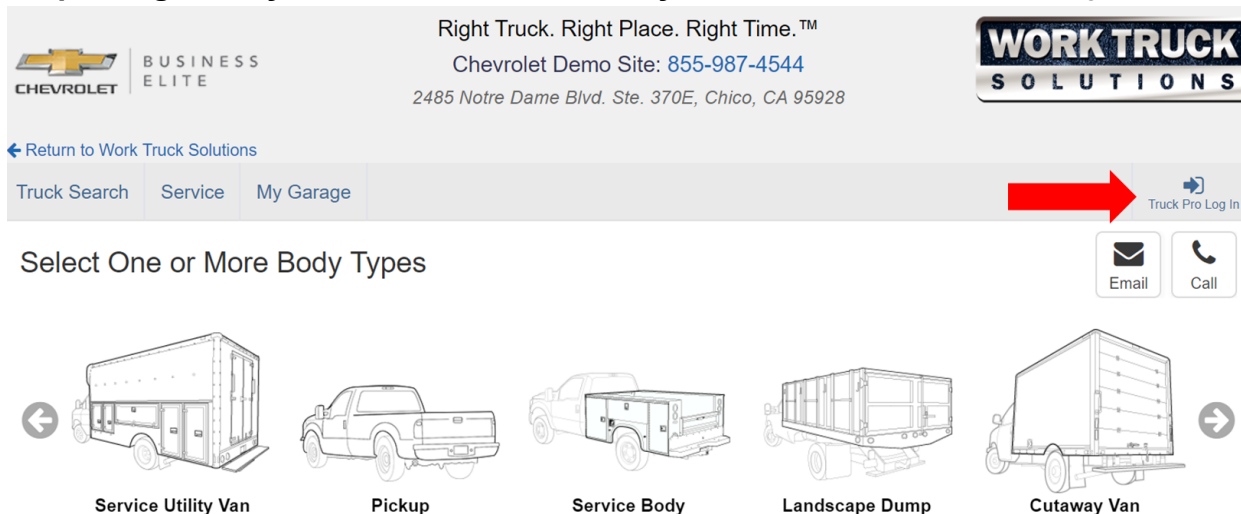


(Figure 2. MANAGERS - Click the “Assign” button to open the “Assign a Truck Pro” window (A). Select the Truck Pro you wish to assign this lead to. In this example, I am assigning this lead to Jim Payne (B). Click “Save” when done (C). NON-MANAGERS - Click the “Accept” button. The lead is now workable in your “My Buyers” area.)

See [Managing the My Buyers Area](#) (page 53) for more information on working the accepted lead.

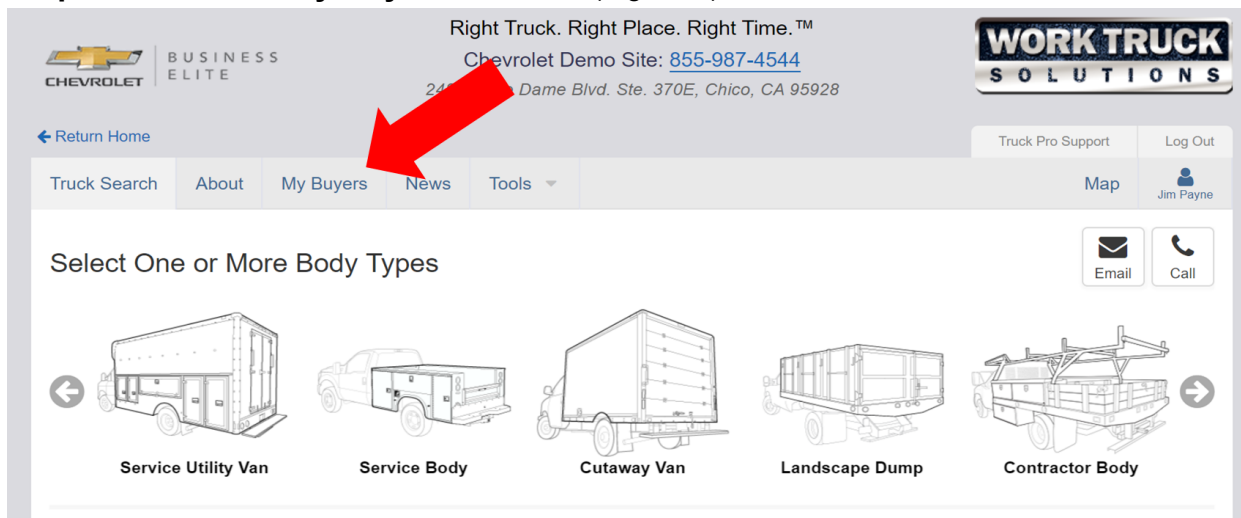
Managing the My Buyers area (All Access)

Step 1. Sign into your commercial inventory website as a Truck Pro. (Figure 1)



(Figure 1. Truck Pro Login button for the commercial inventory website.)

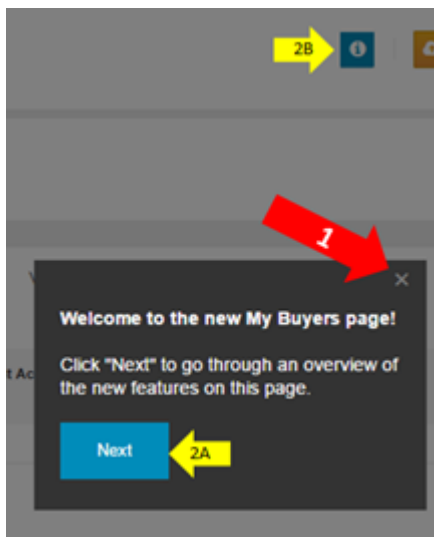
Step 2. Click the “My Buyers” button. (Figure 2)



(Figure 2. Click the “My Buyers” button to enter the “My Buyers” area.)

Step 3. Close the “Welcome to the new My Buyers page!”. (Figure 3)

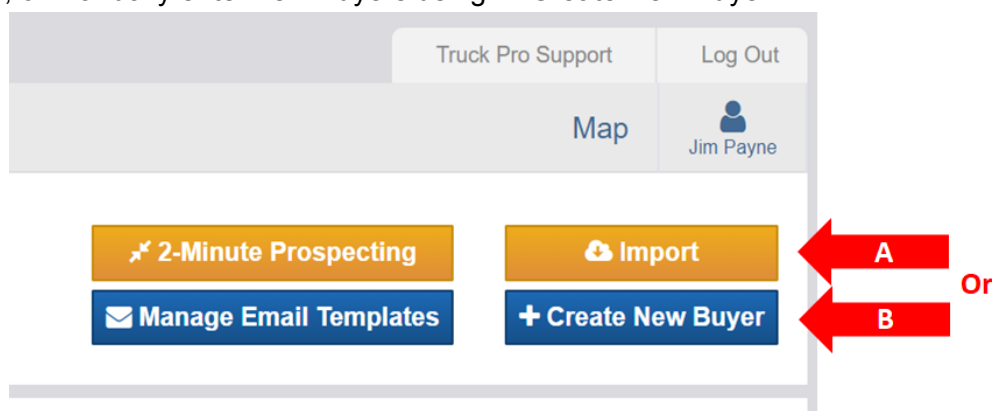
- If this is your first time in the new My Buyers page, this welcome window and tour will open.
 - If you wish to continue the tour, click the “Next” button (marked 2A here)
 - If you do not wish to go through the full tour, click the close the window with the ‘x’ in the upper right corner. You may view the tour at a later time by clicking the “i” button at the top of the page (marked 2B here)



(**Figure 3.** Close the window to bypass the tour and begin using the “My Buyers” page (1); you may continue the tour at a later time by clicking the “i” at the top (2B). Otherwise, Click “Next” to continue the tour (2A).)

Step 4. Creating New Buyers (2 Options). (Figure 4)

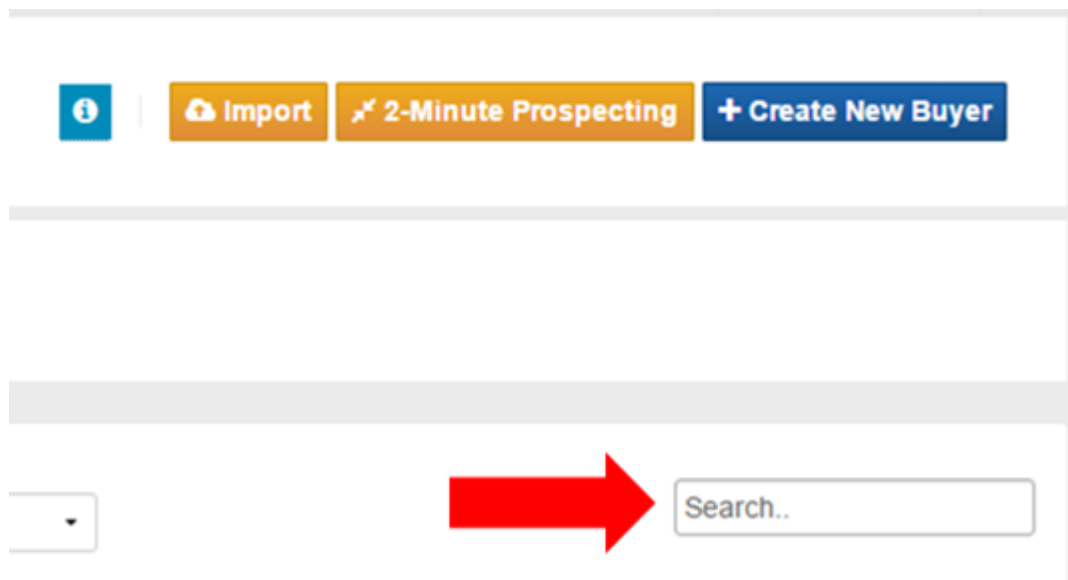
- Use “Import” (instructions covered in a separate guide) to do mass importing of Buyers via MS Excel or CSV files, or manually enter new Buyers using “+ Create New Buyer”.



(**Figure 4.** Click “Import” to mass-import Buyers via MS Excel or CSV files (A). Alternatively, click “+Create New Buyer” to manually enter new Buyers one at a time (B).)

Step 5. Sort Buyers by Contact Information. (Figure 5)

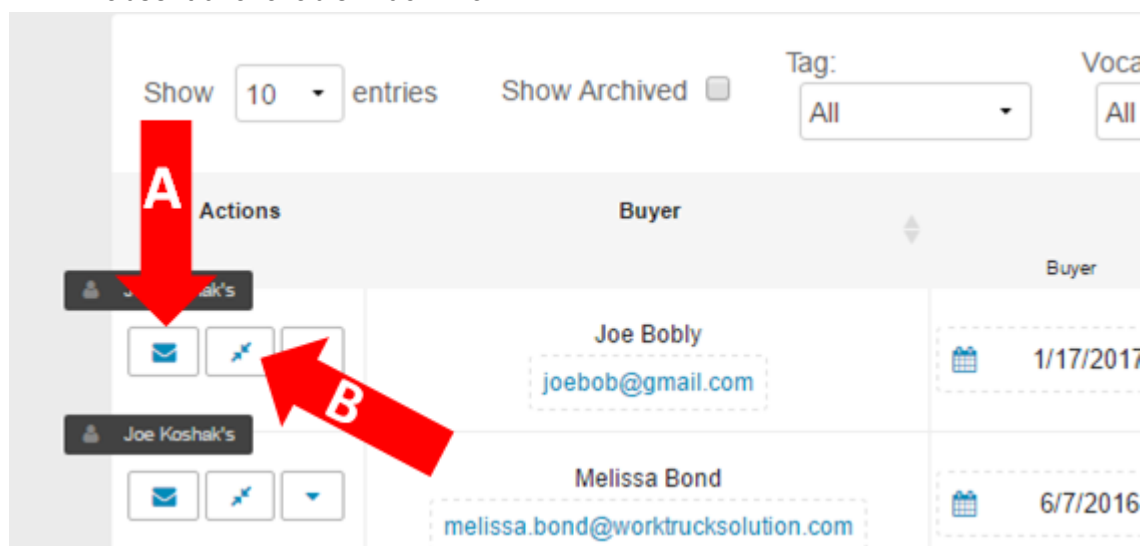
Easily find your Buyer by using the Search field; this can search for a Buyer by any information available in the Edit screen; i.e, name, company, phone number, email address, phone numbers, address, city, state, zip, and vocation.



(Figure 5. Sort all Buyers by typing in anything that might show in their Edit Screen)

Step 6. Contact Options. (Figure 6)

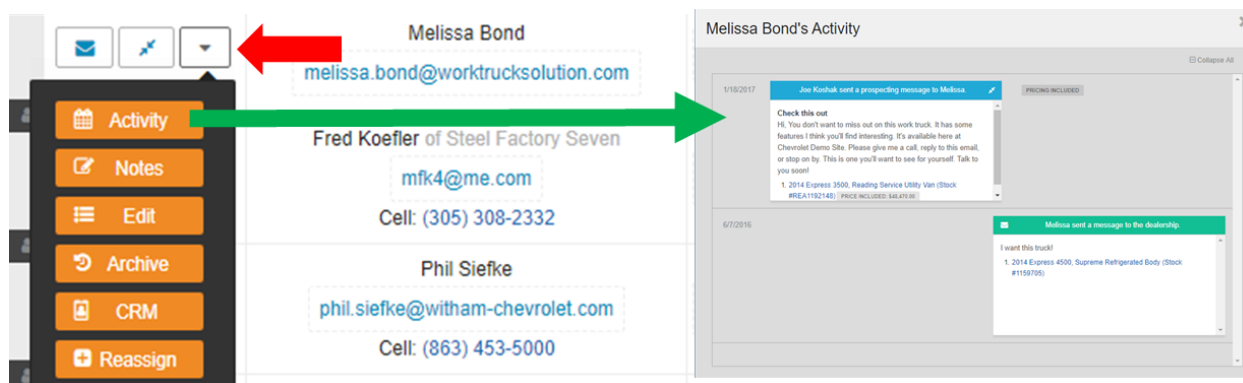
- You can send a direct or prospecting email from the “My Buyers” page.
- For Management, this can be particularly helpful when handling a lead on behalf of an absent/unavailable Truck Pro.



(Figure 6. Click the Envelope icon to send a direct email to this prospect. As a Manager, this email will come from the Truck Pro the Buyer is assigned to, and will CC you (A). You can also send a prospecting email to this Buyer; similarly, this will send from the Truck Pro but CC you (B).)

Step 7. Dropdown Options - View Activity History. (Figure 7)

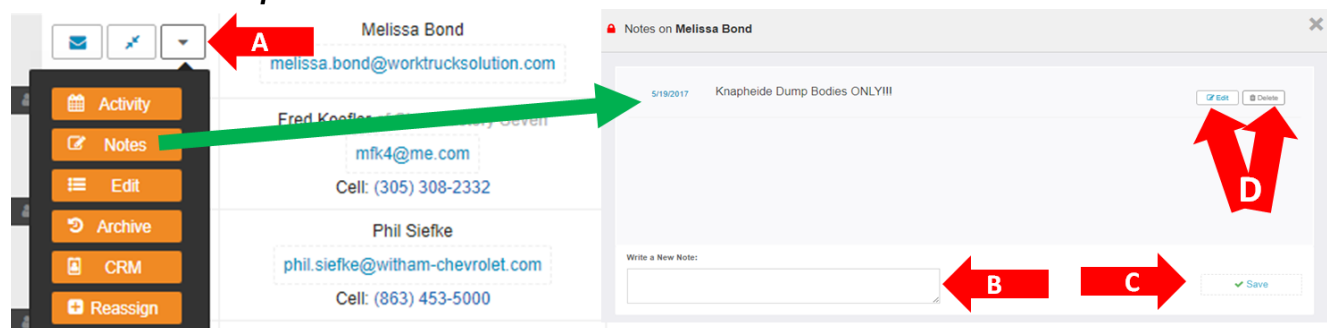
- Under the Actions Column, click the 'down arrow' to access the dropdown menu.
- Click "Activity" to open a separate window, showing activity through the site between the Buyer and the Truck Pro.



(Figure 7. Access the dropdown menu from the blue 'down arrow' in the Actions Column; click Activity to open a separate viewing window for all website correspondence between that Truck Pro and Buyer.)

Step 8. Dropdown Options - View Notes. (Figure 8)

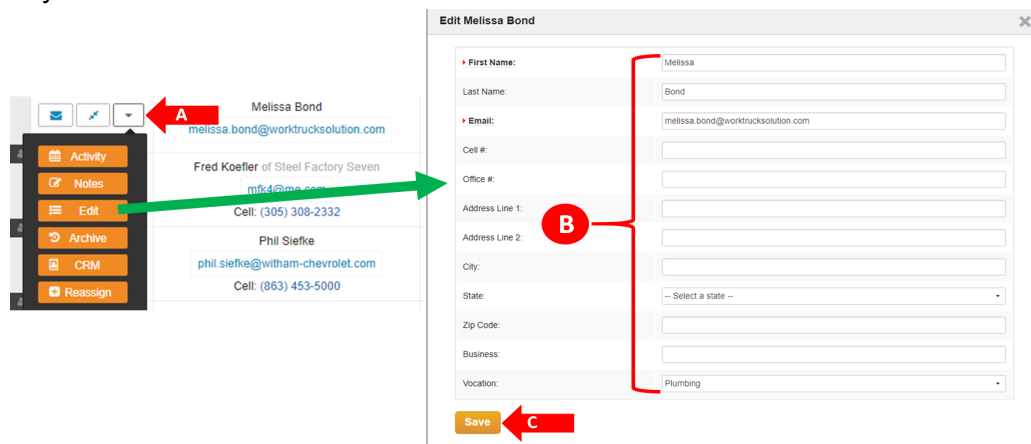
- Under the Actions Column, click the 'down arrow' to access the dropdown menu
- Click "Notes" to open a separate window; you can enter and view any note regarding that Buyer. This is the perfect location for entering Buyer preferences (color, Body Manufacturer, Body Type, sales history, etc.)
- Note to Management: These notes can only be edited/deleted within 6 hours of entry; beyond that, these notes are **permanent**.



(Figure 8. Access the dropdown menu from the blue 'down arrow' in the Actions Column; click Notes to open a separate viewing window for all notes entered for this Buyer (A). Enter any new notes for the Buyer (B). Click "Save" (C). Click "Edit" or "Delete" to make changes to an existing note - only available within 6 hours of note-entry (D).)

Step 9. Dropdown Options - Edit. (Figure 9)

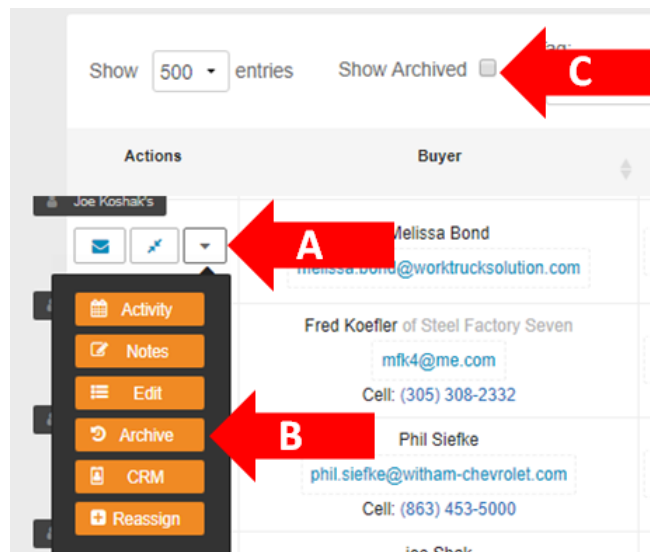
- Under the Actions Column, click the 'down arrow' to access the dropdown menu
- Click "Edit" to open a separate window, providing the ability to edit/update existing contact information for the Buyer.



(**Figure 9.** Access the dropdown menu from the blue 'down arrow' in the Actions Column; click Edit to open a separate viewing window for all contact information for this Buyer (A). Enter/Update Buyer contact information (B). Click "Save" (C).)

Step 10. Dropdown Options - Archive. (Figure 10)

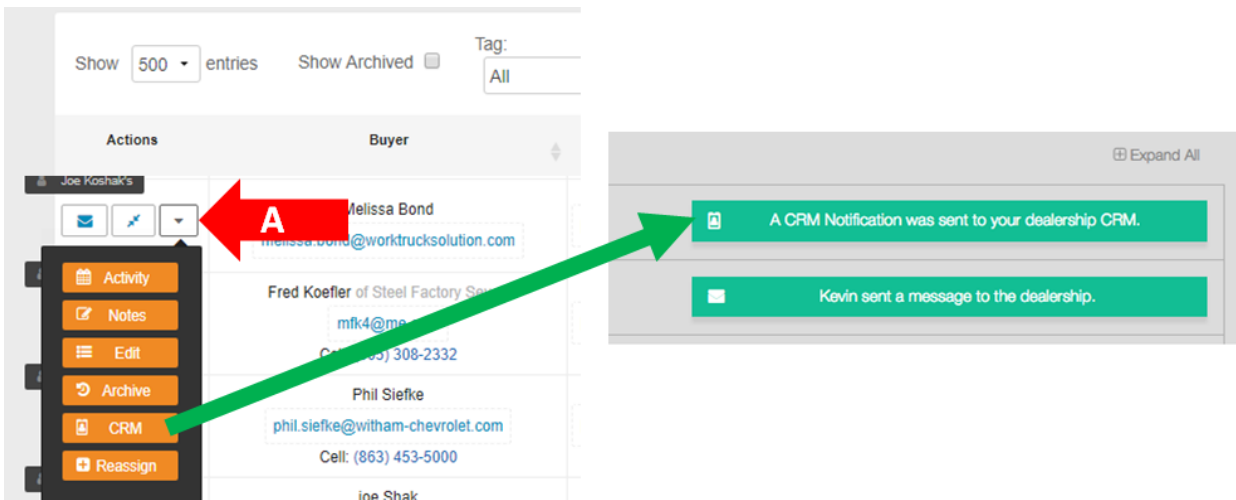
- Under the Actions Column, click the 'down arrow' to access the dropdown menu
- Click "Archive" to place this Buyer in an archived, inactive folder. If this lead is entered by another Truck Pro, or if the Buyer returns and generates a new lead, the Truck Pro who Archived the Buyer will still have control.
- Archived buyers can be viewed by clicking the "Show Archived" box.
- The "Archive" button (in the dropdown) then becomes "Un-Archive", and places this Buyer back into the active My Buyers view.



(**Figure 10.** Access the dropdown menu from the blue 'down arrow' in the Actions Column(A). Click "Archive" to store this inactive Buyer (B). Click "Show Archived" to view all inactive, Archived Buyers; in this view, the "Archive" button becomes "Un-Archive" and allows the Truck Pro to put the Buyer back into the active My Buyers view(C).)

Step 11. Dropdown Options - CRM. (Figure 11)

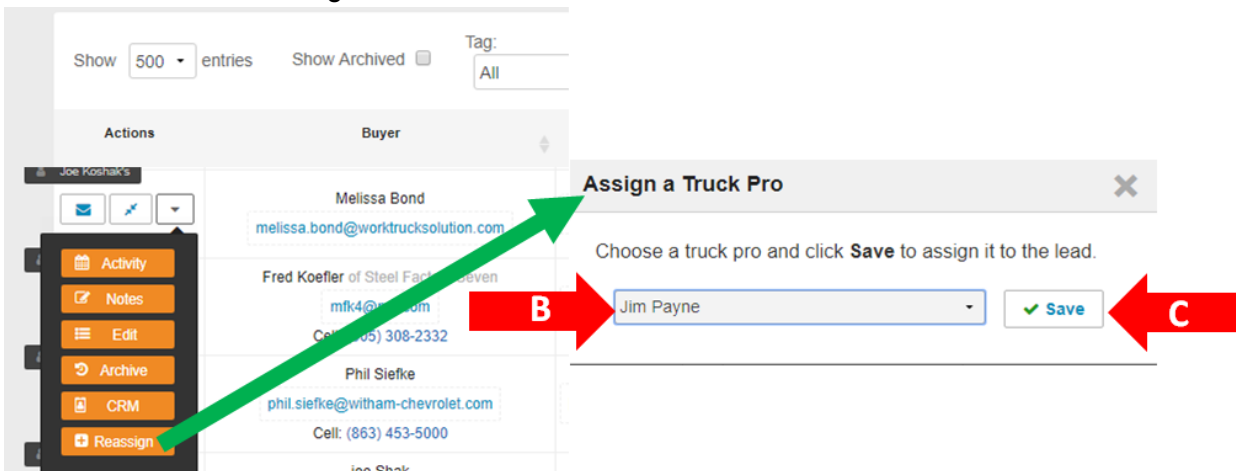
- If CRM Integration has been enabled (a no-charge add on) you can easily see if any CRM notifications have been sent to your Dealership/OEM CRM for each incoming buyer.



(Figure 11. Access the dropdown menu from the blue 'down arrow' in the Actions Column(A). Click "CRM" to view the history of CRM Notification messages that have been pushed to your CRM.)

Step 12. Dropdown Options - Reassign. (Figure 12)

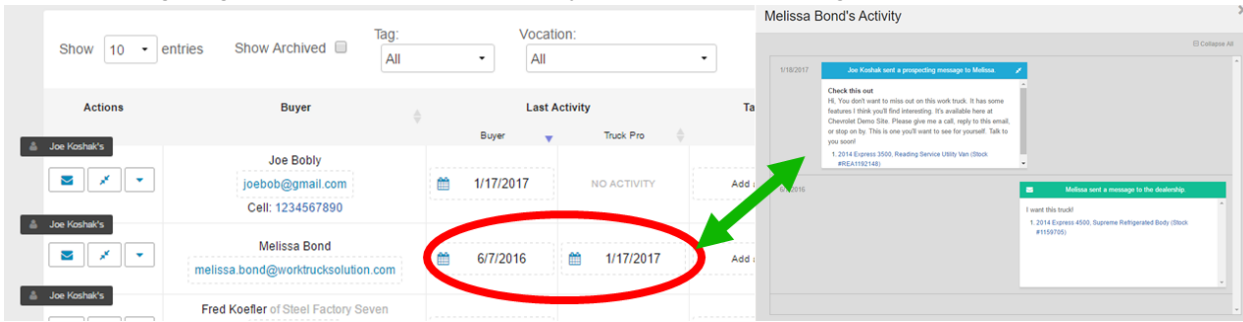
- **Managers/Admins (only)** can easily reassign this buyer to any other Truck Pro in the system, perhaps due to unplanned/extended absence, change in staffing, etc.
- Just click "Reassign", choose a Truck Pro, and click "Save"



(Figure 12. Access the dropdown menu from the blue 'down arrow' in the Actions Column; click "Reassign" to open a separate viewing window for Truck Pro reassignment (A). Click the dropdown to select the Truck Pro you want to have working this Buyer moving forward (B). Click "Save" (C).)

Step 13. Last Activity. (Figure 13)

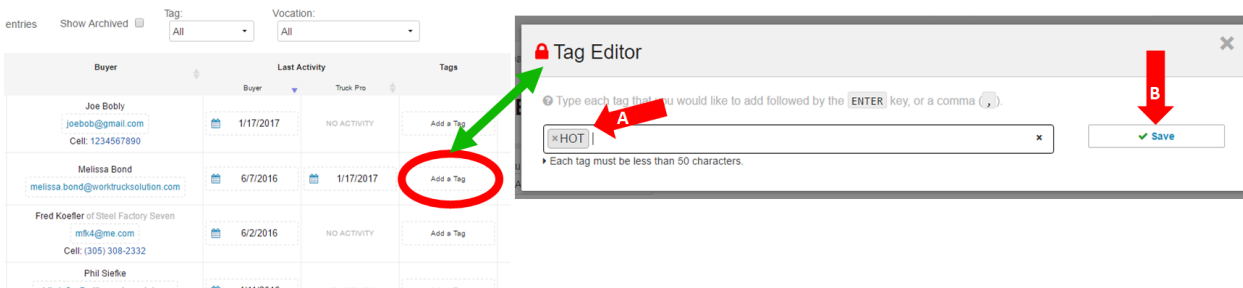
- Click a date in either the Buyer or Truck Pro Column to open a separate window, showing lead-inquires and garaged (saved) trucks from Buyers, and prospecting/emails sent from the Truck Pro to the Buyer.



(Figure 13. Under the “Last Activity” column, click a date in either Buyer or Truck Pro to open a separate viewing window for all website correspondence between that Truck Pro and Buyer.)

Step 14. Tags. (Figure 14)

- You can add multiple tags to help identify and categorize certain Buyers, like “HOT/warm/cold”, “Service Body”, “Tent Sale 6/1”, etc. This is a fantastic way to help organize your follow-up/prospecting time.
- Just click “Add a Tag” to open the “Tag Editor”.
- Enter as many different tags as you like, each separated by a comma or the <Enter> key, and save when done.



(Figure 14. Open the “Tag Editor” by clicking “Add a Tag” in the Tags column. Then enter as many different tags as you like, each separated by a comma or the <Enter> key (A). Click “Save” when done (B).)

Step 15. Filter and View Tagged Buyers. (Figure 15)

- Once tags have been created, you can view all Buyers with the same tag.
- Just click the “Tag” drop down window, select the tag you wish to filter by, and all Buyers with the selected tag will be shown in a filtered list below.

My Buyers

Truck Pro: All

Show 10 entries Show Archived Tag: All Vocation: All

Actions Buyer Activity

My Buyers

Truck Pro: All

Show 10 entries Show Archived Tag: HOT Vocation: All

Actions Buyer Last Activity Tags Vocation Source Notes

Buyer	Last Activity	Tags	Vocation	Source	Notes
Melissa Bond melissa.bond@worktrucksolution.com	6/7/2016	HOT	Plumbing	Site	1 Knapheide Dump Bodie...
Fred Koefler of Steel Factory Seven mf4@me.com Cell: (305) 308-2332	6/2/2016	HOT	General Construction	Site	Add a Note
Michael Coffey of Mangino Chevrolet Inc. mcoffeyr@mangino.com Cell: (518) 857-1338 Office: (518) 843-5702	7/8/2015	HOT	Auto Dealer	Site	Add a Note

(Figure 15. Click the dropdown window for “Tag” (A). Select the tag you wish to filter by (B). This will then show the full list of all Buyers sharing that tag.)

Step 16. Enter Vocation for Existing Buyers. (Figure 16)

- For any Buyers previously entered, but missing Vocation information, just click “NOT SET” under the Vocation column. This will open the Edit screen
- Click the Vocation drop down window, and select the most appropriate Vocation for this Buyer, then click “Save”.

Search...

Tags	Vocation	Source	Notes
Add a Tag	NOT SET	Site	0 Add a Note
Add a Tag	Plumbing	Site	1 Knapheide Dump Bodie...

Edit Joe Bobly

First Name: Joe

Last Name: Bobly

Email: joebob@gmail.com

Cell #: (123) 456-7890 x_

Office #:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Business:

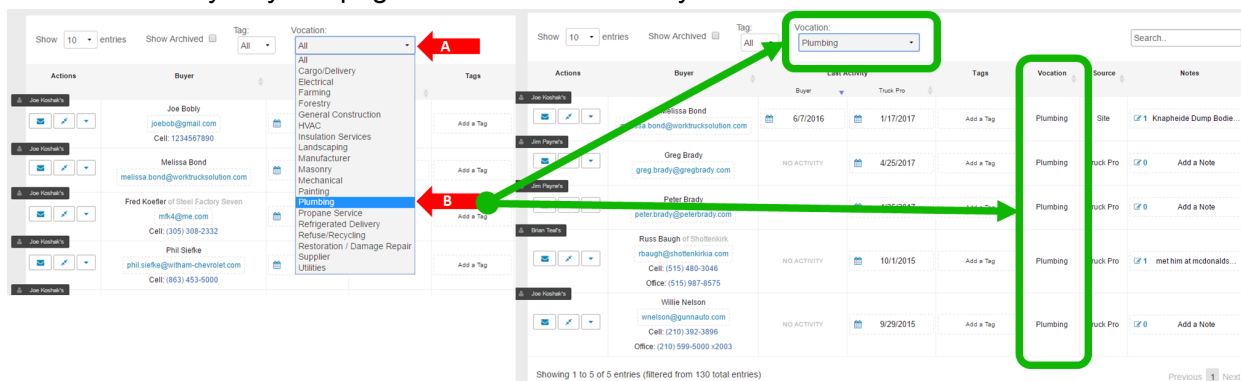
Vocation: -- Select --

Save

(Figure 16. Click “NOT SET” under the Vocation column to access the Edit screen (A). Click the dropdown window for Vocation (B). Select the most appropriate Vocation (C). Click “Save” (D).)

Step 17. Filter and View Buyers by Vocation. (Figure 17)

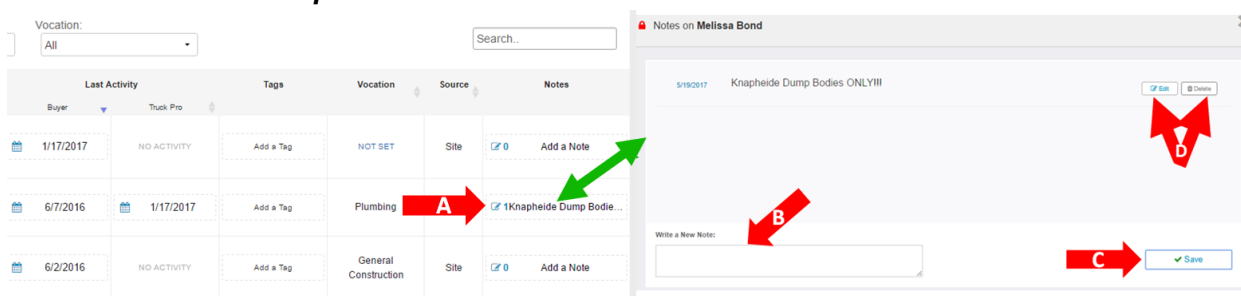
- Click the dropdown for Vocation, and select a vocation to filter all of your Buyers - for this example, we will filter by Plumbing.
- Your “My Buyers” page will then show all Buyers with that Vocation.



(Figure 17. Click the dropdown window for Vocation (A). Select the Vocation you wish to filter by (B). This will then display the Buyers with that vocation showing.)

Step 18. Add Notes. (Figure 18)

- An alternative route to using the “Notes” function in the Actions column dropdown, under the Notes column, click on an existing note, or “Add a Note” to open a separate window; you can enter and view any note regarding that Buyer. This is the perfect location for entering Buyer preferences (color, Body Manufacturer, Body Type, sales history, etc.)
- Note to Management: These notes can only be edited/deleted within 6 hours of entry; beyond that, these notes are **permanent**.



(Figure 18. Under the Notes column, click on an existing note, or “Add a Note” to open a separate window (A). Enter any new notes for the Buyer (B). Click “Save” (C). Click “Edit” or “Delete” to make changes to an existing note - only available within 6 hours of note-entry (D).)

This completes the Managing the My Buyers walkthrough.

A video walkthrough is available for this function. [Click here](#), or go to <https://bit.ly/2l83d1k> to view.

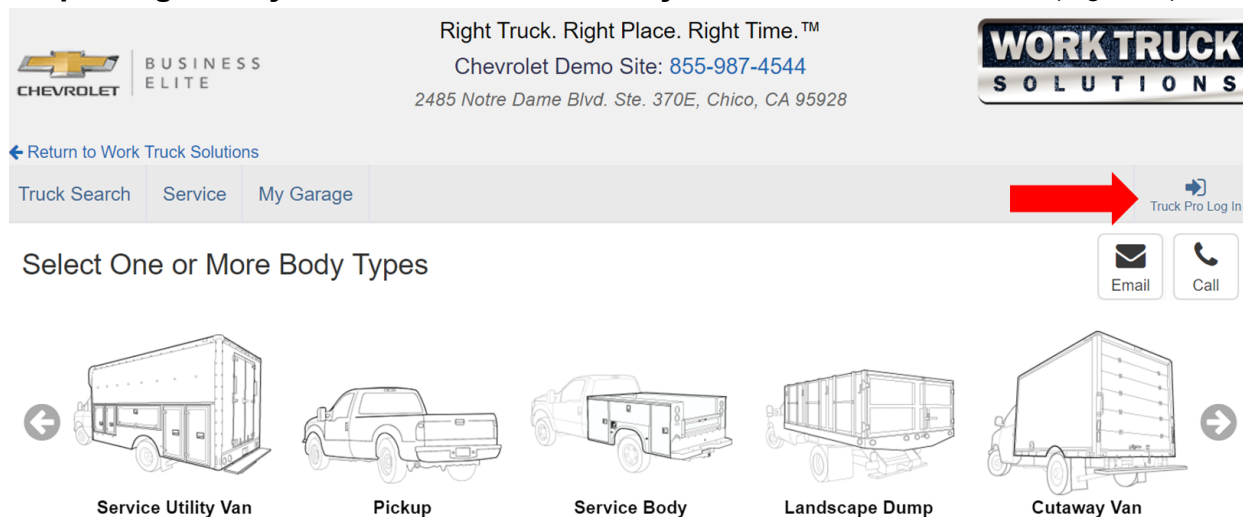
For more information, please contact your Dealer Success Coach at 855-987-4544 or go to: <http://www.worktrucksolutions.com/dealer-success-coaches>

Import Contacts into the My Buyers Area

(All Access)

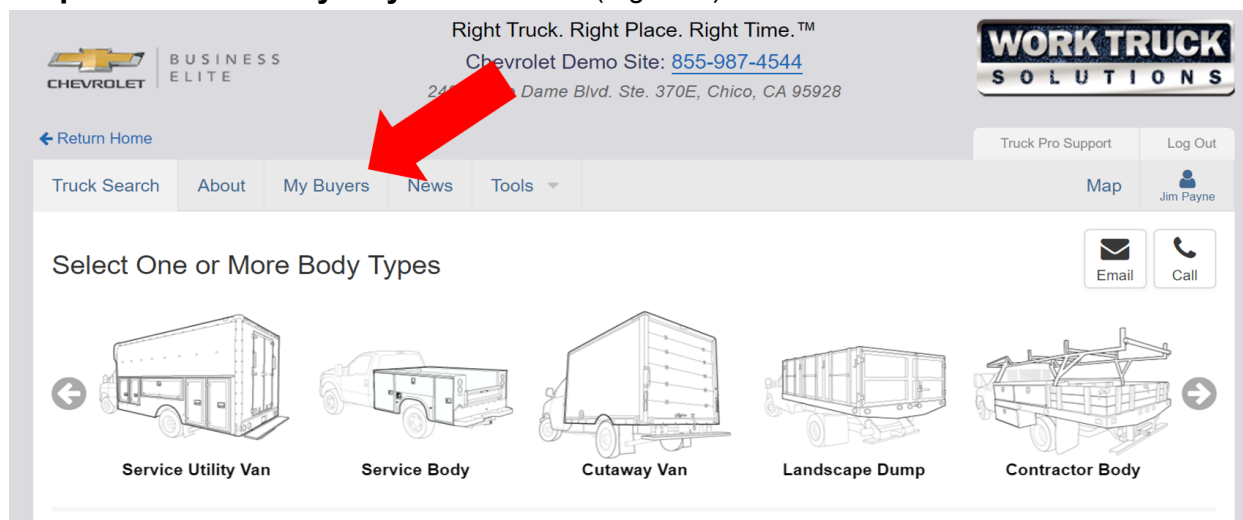
Importing Contacts into the My Buyers location will allow you to easily fill your book of business en masse, rather than having to enter them manually, one buyer at a time.

Step 1. Sign into your commercial inventory website as a Truck Pro. (Figure 1)



(Figure 1. Truck Pro Login button for the commercial inventory website.)

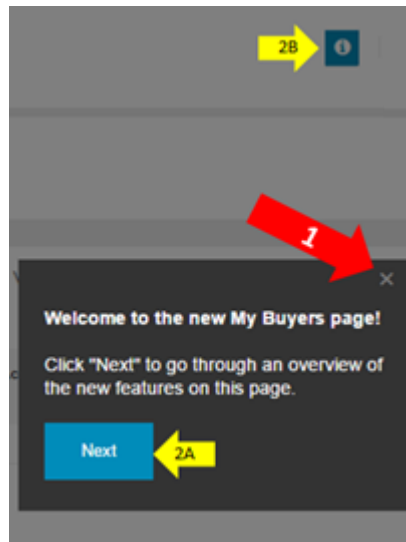
Step 2. Click the “My Buyers” button. (Figure 2)



(Figure 2. Click the “My Buyers” button to enter the “My Buyers” area.)

Step 3. Close the “Welcome to the new My Buyers page!”. (Figure 3)

- If this is your first time in the new My Buyers page, this welcome window and tour will open.
 - If you do wish to continue the tour, click the “Next” button (marked 2A here)
 - If you do not wish to go through the full tour, click the close the window with the ‘x’ in the upper right corner. You may view the tour at a later time by clicking the “i” button at the top of the page (marked 2B here)



(**Figure 3.** Close the window to bypass the tour and begin using the “My Buyers” page (1); you may continue the tour at a later time by clicking the ‘i’ at the top (2B). Otherwise, Click “Next” to continue the tour (2A).)

Step 4. Begin process to Import your Buyers. (Figure 4)

(**Figure 4.** Click “Import” to begin your mass-import of Buyers via MS Excel .CSV files.)

Step 5. Select File for Buyers to import. (Figure 5)

Select the file you wish to use (file-type must be either .xls or .csv)

NOTE: If you have Admin-level permission, you may also choose which Truck Pro these buyers are to be assigned to.

Select a spreadsheet file to upload, then click Next to get started.

A Choose File Sample Import File.csv

FileTypes Accepted: .xls, .csv Max filesize: 25MB

Assign imported buyers to: Jim Payne

You are logged in as a Region User.

ADMIN ONLY

Is there any specific required data my customer data file needs to include?

Yes, an email address is required for every buyer. You'll typically also want a First/Last name or Business Name to help identify your buyers, although those are not required. Work Truck Solutions supports all of the fields you can see when you manually create a Buyer in our system, including Vocation, Cell phone, Office phone, Address and notes. Importing also allows you to identify vehicle data, to record past purchases a buyer may have made at your dealership.

How do I export my buyers out of my Dealership CRM?

There is a large variety of Dealership CRM's out there, include VinSolutions, DealerSocket, eLead, and many more. Each system has it's own way of exporting and you'll want to talk with your CRM account rep or IT manager at your Dealership on how to export.

[View full Importing FAQ](#)

B Next >

[Return to My Buyers](#)

(Figure 5. Click “Choose File” to begin your mass-import of Buyers via MS Excel (.xls) or (.csv) files (A). Use the dropdown window to select the Truck Pro these buyers will be assigned to (Admin Only). Click “Next” when done.)

Step 6. Map Fields to import data correctly. (Figure 6)

The names of each of your columns in your file will be shown on the left side (and may not exactly match the example used in this tutorial. Use the dropdown window options on the right side to map the data in your file to the appropriate fields in your My Buyers page.

Importing

Assign Mappings

Use the dropdowns to select where each column from your uploaded file will map to.

Leave the Map to... dropdown blank if you do not want to import the

Imported File Column Name	Map to...
FIRST	will map to
LAST	will map to
ADDRESS	will map to
CITY	will map to
STATE	will map to
ZIP	will map to
EMAIL	will map to
PHONE	will map to

A

B

First Name
Last Name
Full Name
Email
Cell #
Office #
Address Line 1
Address Line 2
City
State
Zip Code
Business
Vocation
Notes
Tags
Vehicle Notes

(Figure 6. Click the dropdown window on the right (A) and select the correct Field Name to map your data to (B).)

Step 7. Continue Mapping Fields to import Vehicle Purchase History data correctly. (Figure 7)

Vehicle details from previous purchases should be combined into the Vehicle Notes fields, and the amount purchased/leased can be combined into the notes section

EMAIL	will map to	Email
PHONE	will map to	Cell #
ALT PHONE	will map to	Office #
YEAR	will map to	Vehicle Notes
MAKE	will map to	Vehicle Notes
MODEL	will map to	Vehicle Notes
YR BUY	will map to	Notes
YR LEASE	will map to	Notes

[← Back to Start](#)  [Continue >](#)

(**Figure 7.** Map vehicle details (make, model, year, options, etc. into the “Vehicle Notes” field, and the purchase or lease dollar amounts into the “Notes” field. Click “Continue” when done.)

Step 8. Set Vehicle Notes Presentation - modify order of imported vehicle data. (Figure 7)

Once the data has been mapped to the correct field, you may decide the order should be adjusted. Simply click-and-drag the field name(s) to display in the order desired. See frames A, B, and C below.

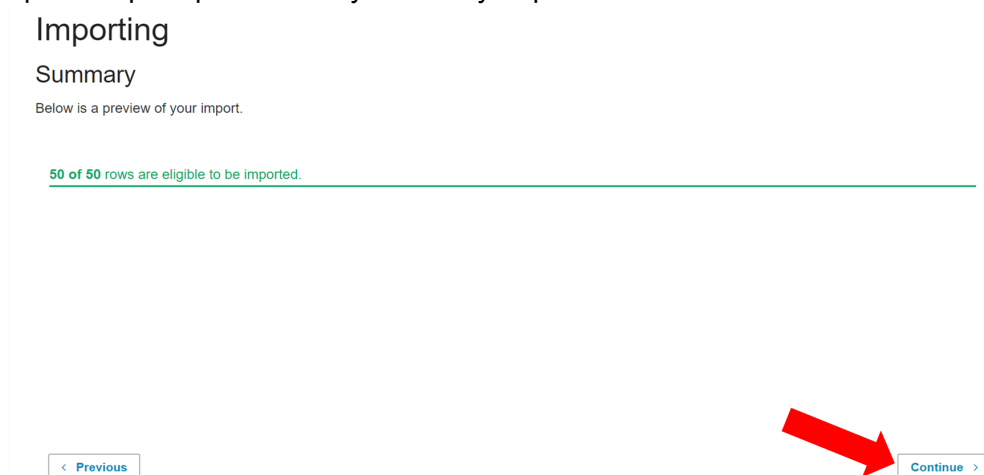
The figure consists of three sequential screenshots of a web interface titled "Importing" and "Set Vehicle Notes Presentation".

- Frame A:** Shows the initial state. The "SAMPLE / PREVIEW" area displays "Chevrolet 2015 Escape T FWD". Below it are three buttons: "YEAR", "MAKE", and "MODEL". A blue box labeled "A" is centered on the screen.
- Frame B:** Shows the "YEAR" button being clicked. A blue arrow points to the "YEAR" button, and a red box highlights it. The "SAMPLE / PREVIEW" area now shows "Chevrolet (2015) Escape T FWD", with "(2015)" circled in blue. A blue box labeled "B" is centered on the screen.
- Frame C:** Shows the "YEAR" button being dragged to the front. A blue arrow points from the "YEAR" button to the "2015" in the preview area. The "SAMPLE / PREVIEW" area now shows "(2015) Chevrolet Escape T FWD", with "(2015)" circled in blue. A red box highlights the "YEAR" button. A large red arrow points to the "Continue" button. A blue box labeled "C" is centered on the screen.

(Figure 8. Click-and-drag a Field Name to change the order of the combined vehicle data. Example: We have moved the "Year" field from the middle to the front. The Sample/Preview area at the top shows how the data will display. Click "Continue" when complete.)

Step 9. Review Importing Summary and Continue. (Figure 9)

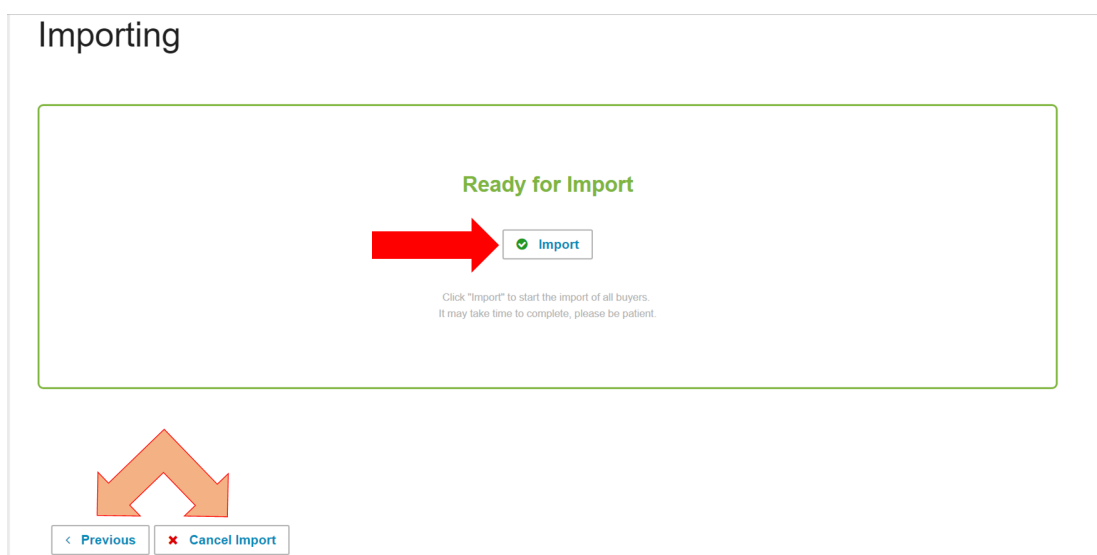
If all buyers in the import file have email addresses and they are formatted correctly (ex: abc@123.com), then you should receive a message stating that your rows (of buyers) are ready to be imported. Otherwise, a message stating how many will not be imported, and the reason (usually due to missing or improperly formatted email addresses). If that occurs, simply complete the Import process with the viable Buyers info. You can return to your original file, correct any errors, and import the remaining contacts starting again at Step 4; the system will provide prompts to allow you to only Import the corrected contacts.



(**Figure 9.** If there are no errors or critical omissions (like missing/improperly formatted email addresses), then simply click “Continue”.)

Step 10. Ready for Import. (Figure 10)

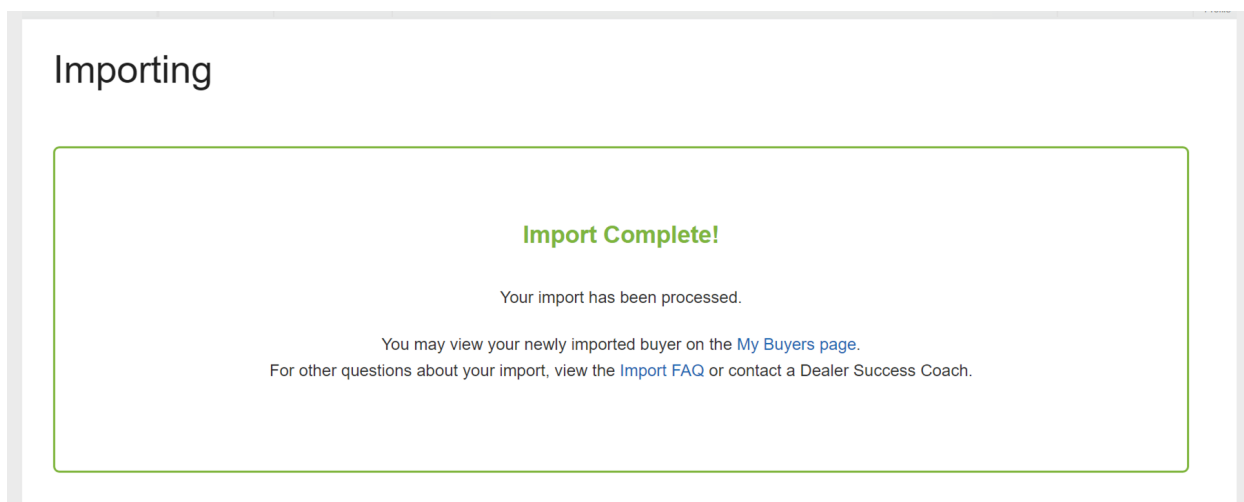
If you are satisfied with the Import Summary (from Step 9), simply click the “Import” button to finalize the process and Import your Buyers. If for any reason you need to return to the previous step, or cancel the process altogether, you may do so with either the “Previous” or “Cancel Import” buttons.



(**Figure 10.** Click the “Import” button to finalize the process and Import your Buyers. Otherwise, you may click on either “Previous” or “Cancel Import” to go back one step or cancel the process altogether.)

Step 11. Import Complete!. (Figure 11)

Congratulations!! You have successfully Imported your Buyers into the “My Buyers” page of your Commercial Inventory Site by Work Truck Solutions.



(**Figure 11.** Import Complete! If you have another file to Import, just repeat the process starting at Step 4. Otherwise, you may now begin to work with your newly imported Buyers by clicking on the “My Buyers page” link.)

This completes the task Importing Contacts into My Buyers.

If you would like to begin Prospecting to your Buyers, please see the tutorials for “[How to do 2-minute Prospecting](#)” (page 37) and “[How to do 3-stage Prospecting](#)” (page 43).

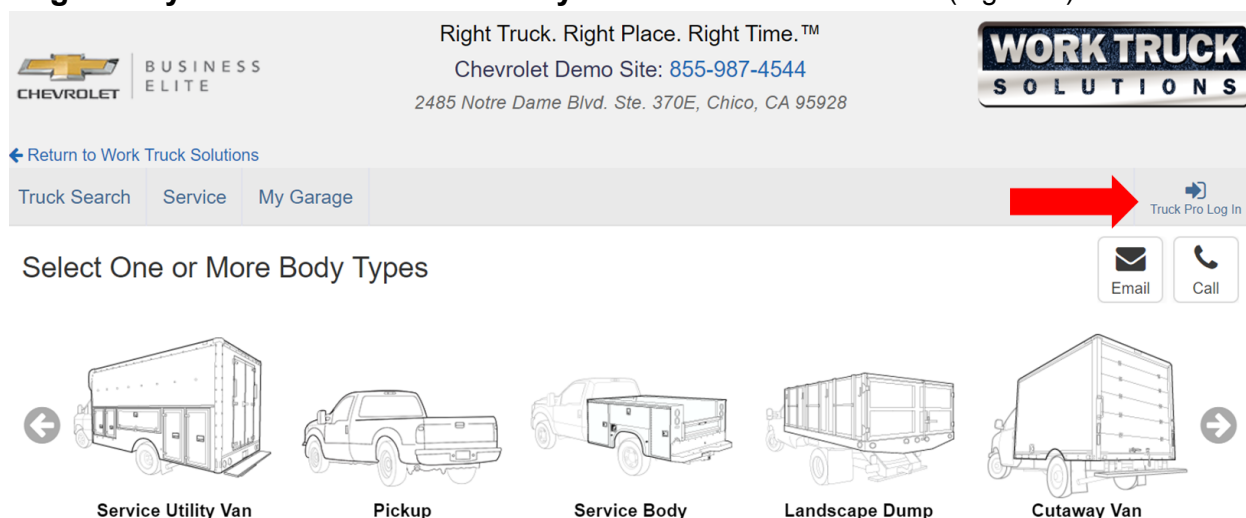
A video walkthrough is available for this function. [Click here](#), or go to <https://bit.ly/2tfTN7Z> to view.

For more information, please contact your Dealer Success Coach at 855-987-4544 or go to: <http://www.worktrucksolutions.com/dealer-success-coaches>

Managing Email Templates (All Access)

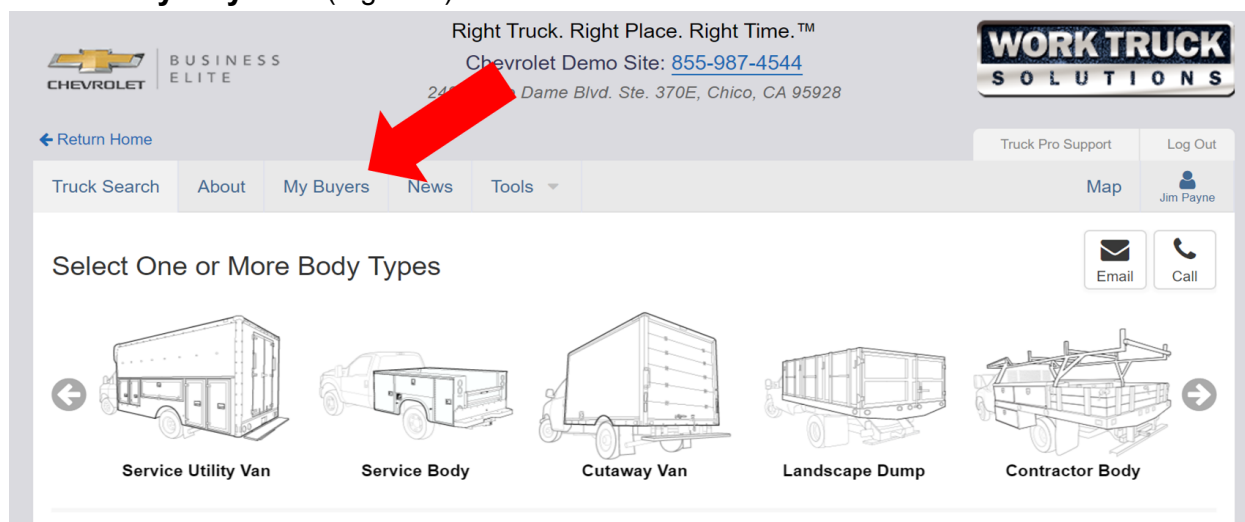
Canned messages can be quite beneficial for high-volume prospecting in limited time. The Manage Templates area allows you to quickly and easily create as many different pre-written messages as you like. After creating a few templates, take a moment to review the instructions for [“2-Minute Prospecting”](#) (page 37) and [“How to do 3-Stage Prospecting”](#) (page 43) and start reaching out!

Step 1. Sign into your commercial inventory website as a Truck Pro. (Figure 1)

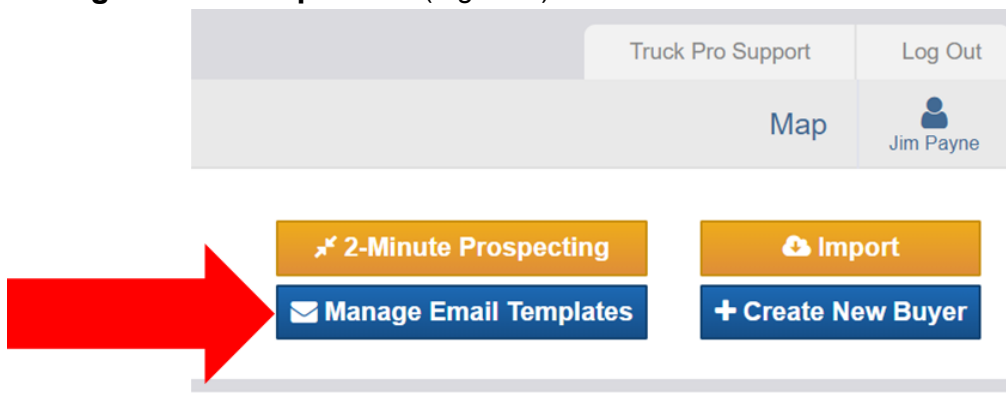


(Figure 1. Truck Pro Login button for the commercial inventory website.)

Step 2. Go to “My Buyers”. (Figure 2)



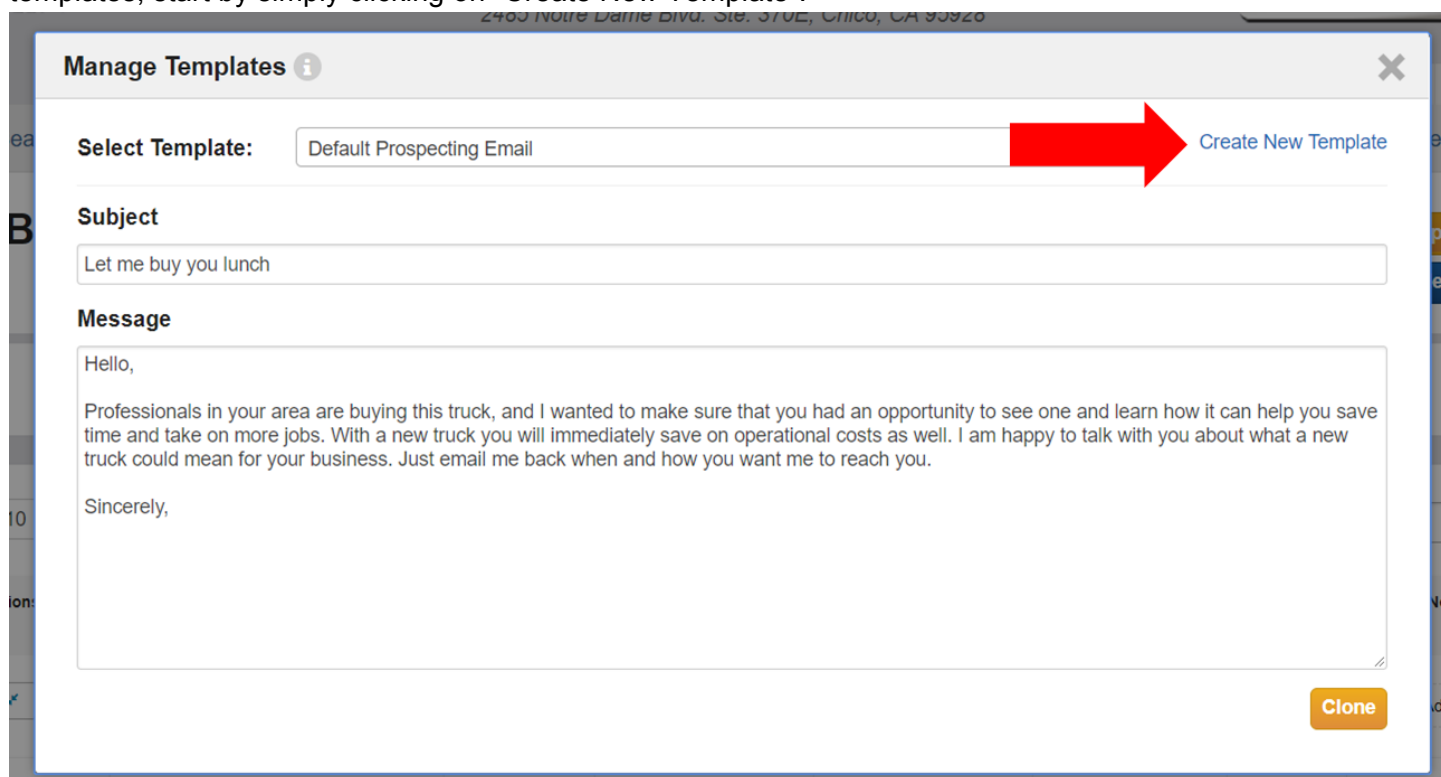
(Figure 2. Click the “My Buyers” button.)

Step 3. Click “Manage Email Templates”. (Figure 3)

(Figure 3. Click the “Manage Email Templates” button.)

Step 4. Click “Create New Template”. (Figure 4)

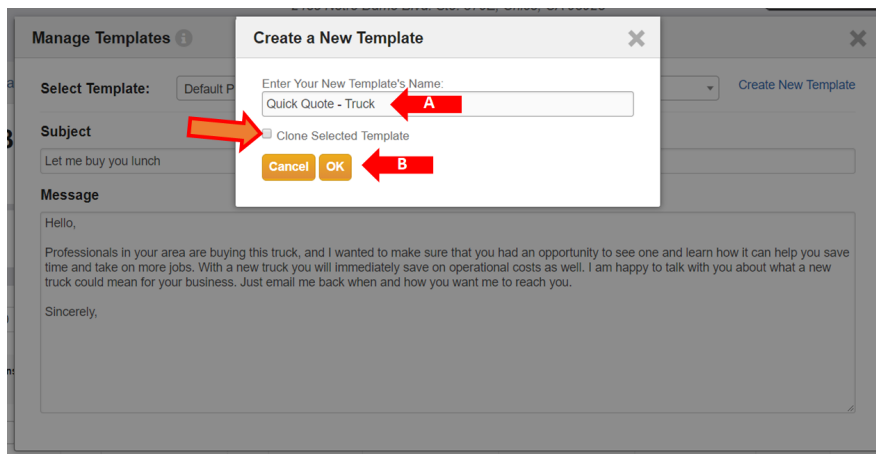
You will notice that a Default Prospecting Email auto-populate this page. In order to create your own templates, start by simply clicking on “Create New Template”.



(Figure 4. Click the “Create New Template” button.)

Step 5. Enter your new template name. (Figure 5)

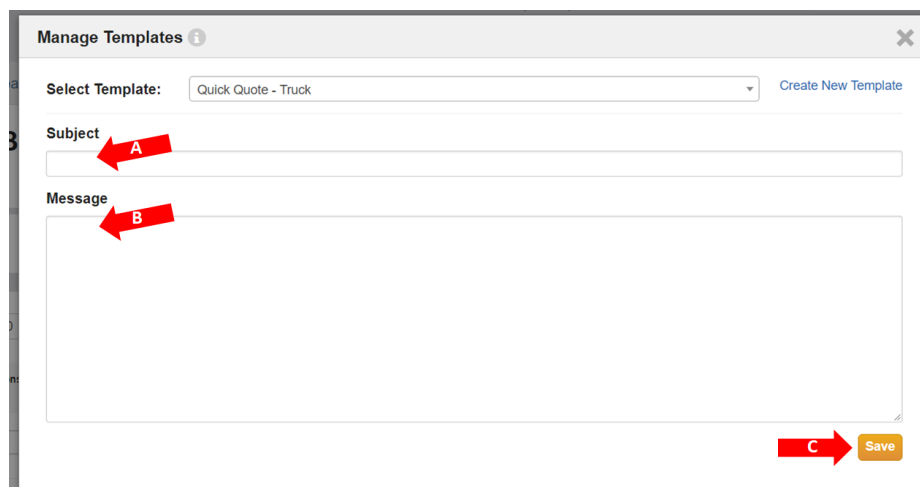
You can create as many templates as you like. Enter the name of your new template and be sure to pick a name that helps to quickly define if this should be used as a Quick Quote (for the buyer on the phone) or as a Prospecting Message.



(Figure 5. Enter your new template name (A). Click “OK” when done (B). Please note that “Clone Selected Template” is checked by default, and will create a copy of the first existing template in the list; uncheck this box if you wish to start with the template completely blank.)

Step 6. Create your template. (Figure 6)

Enter your subject and message text in the available fields and click save..



(Figure 5. Enter the Subject heading (A). Enter the Message body (B). Click “Save” when done (C).

NOTE: Clicking “Save” will not close the window. Instead, you can choose to either Create New Template or close the window using the icon in the upper right corner.)

This completes the Managing Email Templates walkthrough.

A video walkthrough is available for this function. [Click here](#), or go to <https://bit.ly/2sXzBZ4> to view.

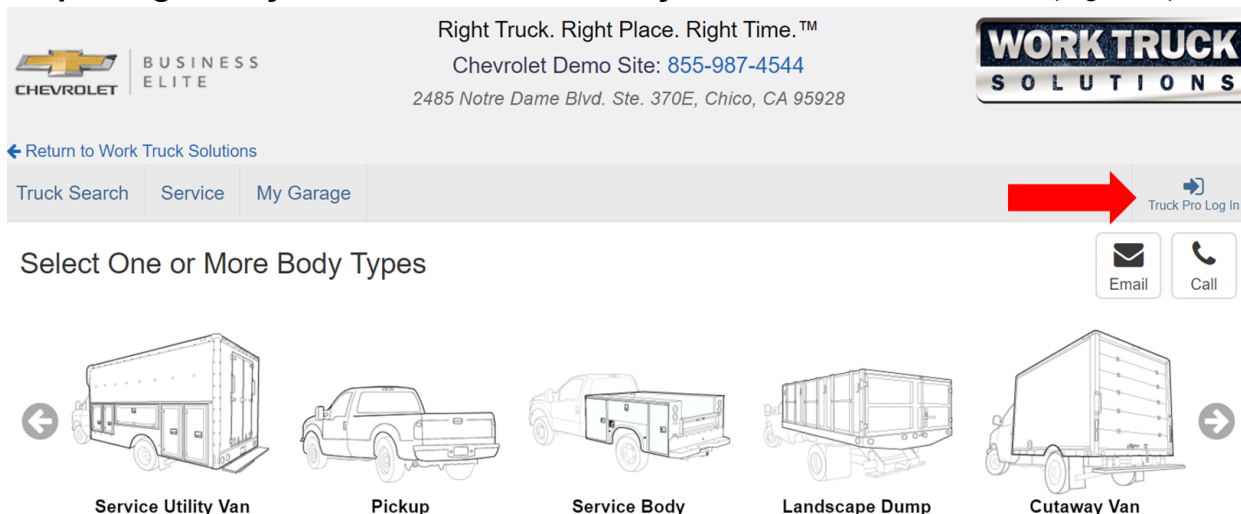
For more information, please contact your Dealer Success Coach at 855-987-4544 or go to:

<http://www.worktrucksolutions.com/dealer-success-coaches>

Global Search (All Access)

Depending on stocking levels, a search for a particular truck may not pull up any (or enough) results, limiting the inventory options. Use the Global Search to expand your search (from the defaulted search radius), showing now all available inventory through Work Truck Solutions dealerships nationwide.

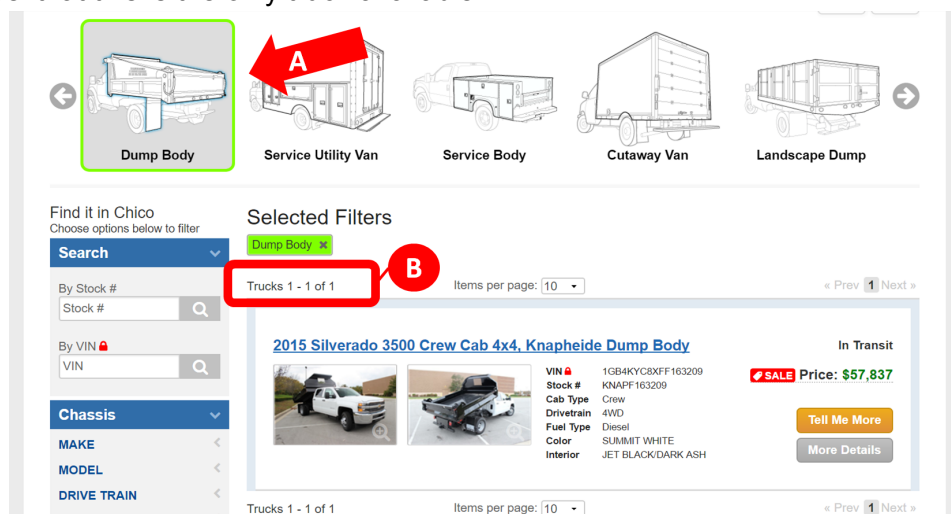
Step 1. Sign into your commercial inventory website as a Truck Pro. (Figure 1)



(Figure 1. Truck Pro Log in button for the commercial inventory website.)

Step 2. Using the Vocational Carousel, select a Body Type. (Figure 2)

- Note the results for this search is only 1 truck, and it is marked as **In Transit**. At this point, the Truck Pro may feel that this is the only truck available...

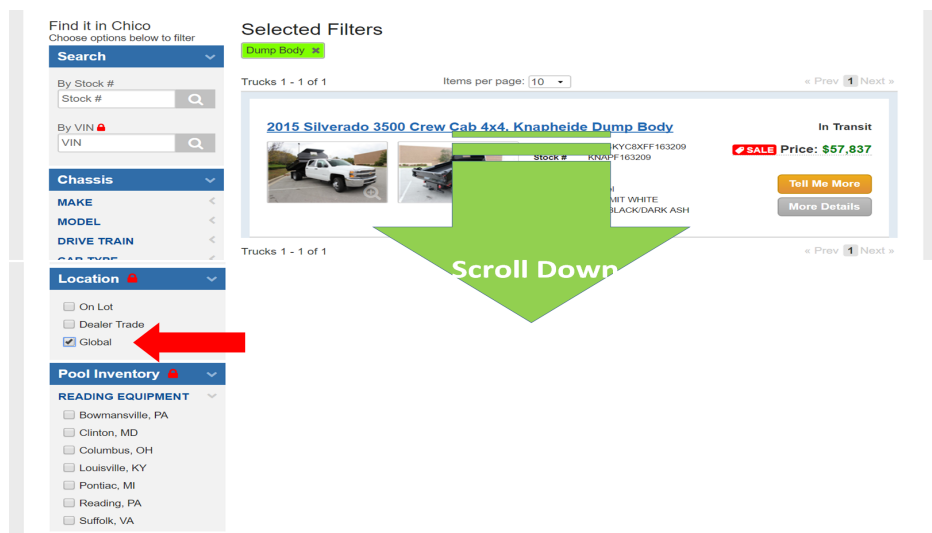


(Figure 2. Select the Truck Body from the Vocation Carousel (A). Only 1 truck is provided in the Search Results (B).)

Step 3. Select “Global” to search again, outside your standard Dealer Trade mileage settings.

(Figure 3)

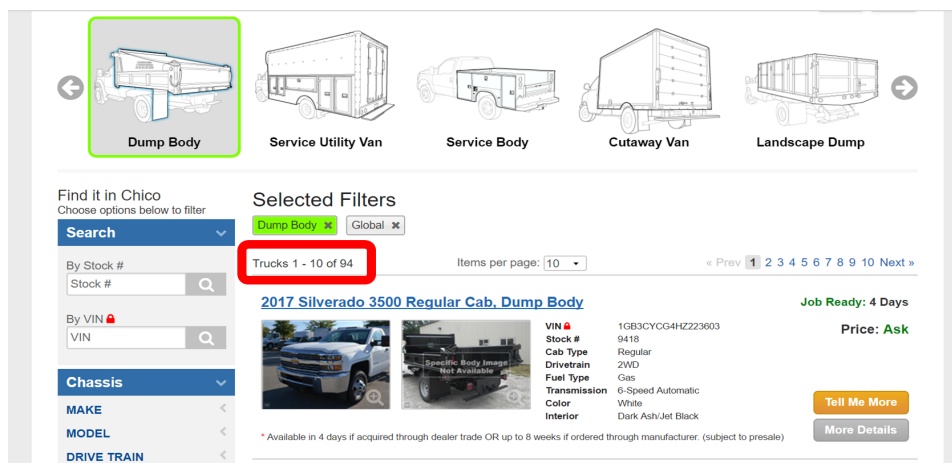
- Scroll down the page and check the “Global” box under Location. This will open up the search results to view search results **outside** of your defaulted Dealer Trade radius.



(Figure 3. Scroll down the page and check the “Global” box to include search results from the entire Dealer Trade Network nationwide.)

Step 4. View the new list of available trucks through the Global Dealer Trade Network. (Figure 4)

As you can see from this example, the results originally were 1 truck only; once the Global search function was used, 94 trucks became available!!



(Figure 4. View the new list of available trucks through the Global Dealer Trade network)

This completes the Global Search walkthrough.

For more information, please contact your Dealer Success Coach at 855-987-4544 or go to:

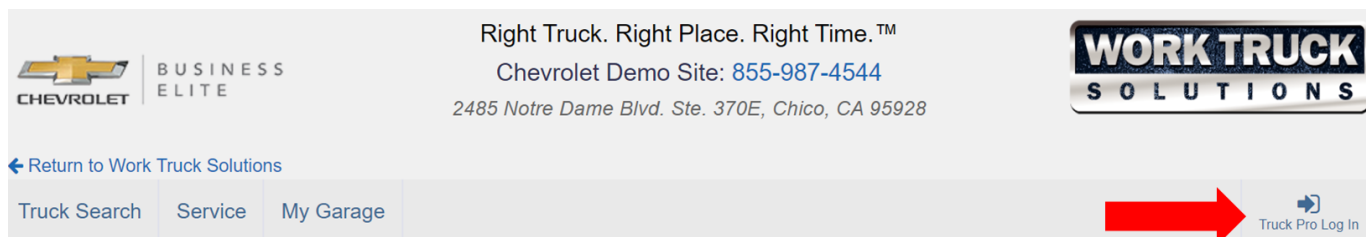
<http://www.worktrucksolutions.com/dealer-success-coaches>

Post a Work Truck to Facebook (All Access)

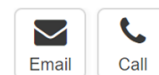
Keep your buyers updated on Facebook to your inventory, and provide them a quick route right back to your site, all in just under 2 minutes!

NOTE: It is recommended to login to your dealership's facebook account before beginning. Truck Pros given permission from management are also encouraged to post onto their own personal Facebook accounts.

Step 1. Sign into your commercial inventory website as a Truck Pro. (Figure 1)

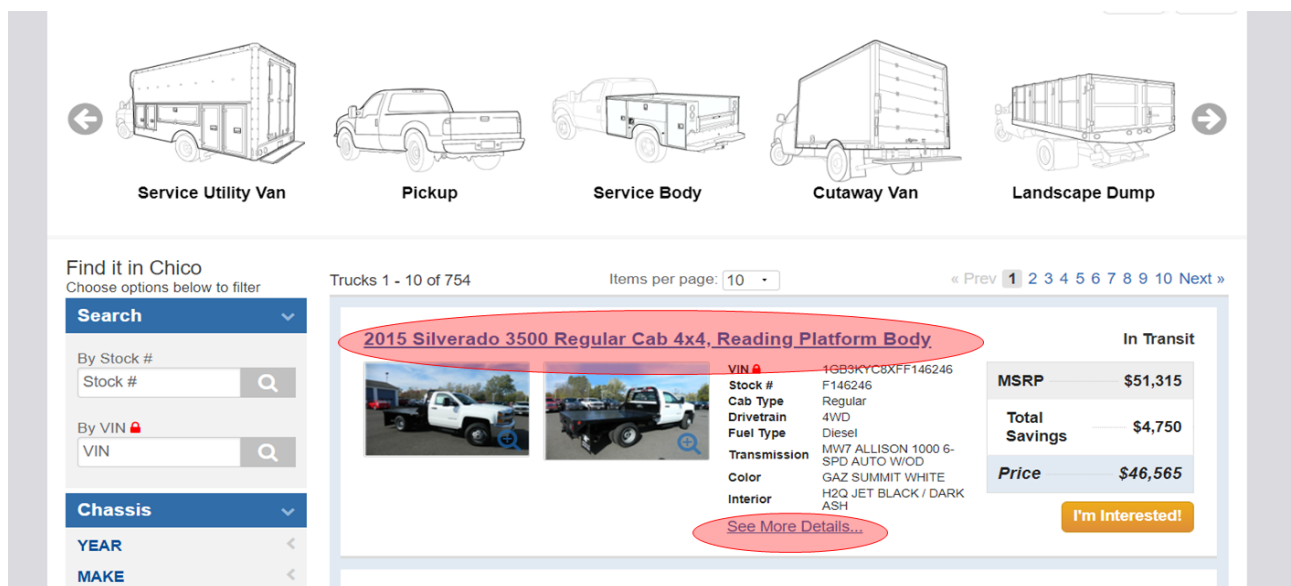


Select One or More Body Types



(Figure 1. Login tab for the commercial inventory website.)

Step 2. Select the Truck to Post to Facebook. (Figure 2)



(Figure 2. Click either the Title or "See More Details" to open the Vehicle Details Page.)

Step 3. Select the “Post to FB” option. (Figure 3)

2015 Silverado 3500 Regular Cab 4x4, Reading Redi-Dek Platform Body (Stock #F146246)





[More Photos](#)

Photos shown may be library images.




Photos shown may be library images.

[Redi-Dek Literature](#)
[Watch Video](#)

[Manage Vehicle](#)

[Back To Search Results](#)
[Email](#)
[Save](#)
[Print](#)

MSRP	\$51,315
Dealer Discount	- \$4,750
Price	\$46,565
Total Savings	\$4,750

Price Does not include Tax, License or Doc Fees

[I'm Interested!](#)

Contact Chevrolet Demo Site for more info.
855-987-4544

Available in Chico, CA

Chassis Details

Stock Number	F146246
Stock Type	NEW
Make	Chevrolet

Body Details

Manufacturer	READING — NO BODY BETTER —
Body Type	Platform Body
Body Line	Redi-Dek



Only Truck Pros Can See Information in this Listing

VIN:
1GB3KYC8XFF146246

Days On Lot:
566

[Prospect](#)
[Post to FB](#)
[Pricing](#)
[Unfeature](#)
[Hide](#)
[Invoices](#)

Admin Actions
[Dealer Info](#)

Body Manufacturer



Reading

800-458-2226

Reading Truck Group was established in 1955, introducing the service/utility truck body concept to the construction industry. From our headquarters in...
[Read More...](#)

[Reading Products](#)
[Contact Reading Truck Body](#)

(Figure 3. Scroll to the bottom of the page and click “Post to FB”.)

Step 4. Post to Facebook. (Figure 4)

Enter a brief teaser to excite and interest your buyers, then click “Post to Facebook”.

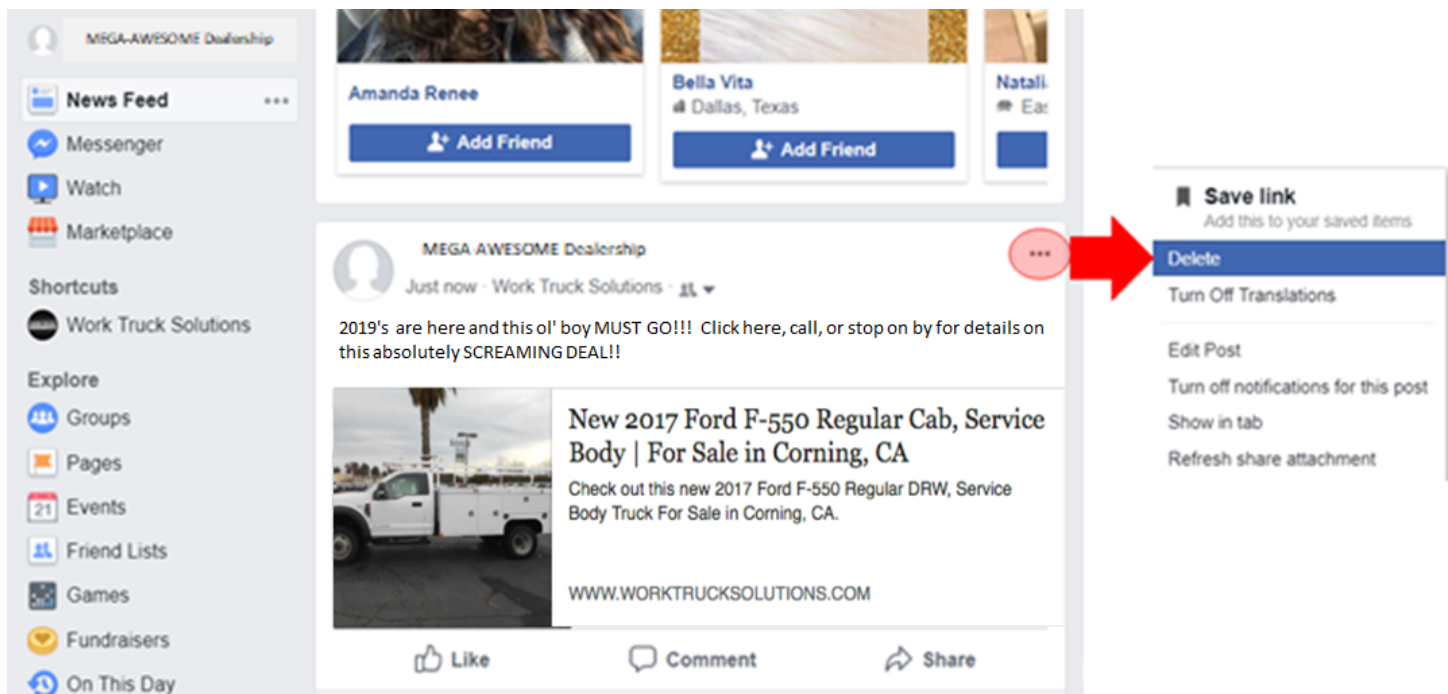


(**Figure 4.** Write the ad-content at the top of the post (A), then click “Post to FB” (B).

NOTE: If your login provides access to multiple Facebook accounts, click the “Share on Your Timeline” dropdown. This provides the option “Share on a Page You Manage”, which will then allow you to pick a page to post to and who you are posting as... Talk to your managers - you may be allowed or even encouraged to post on the dealership Facebook, as well as your own!)

Step 5. Review! (Figure 5)

Review your post. If necessary, delete and repost, and you are done!.



(**Figure 5.** Review your post. If all is well, then you are done! If not, click the “...” in the upper right corner of the post, select delete, and repeat Step 4. Any click-throughs on this ad will take the buyer directly to the Vehicle Details Page for this truck on your WTS Site.)

This completes the Post a Work Truck to Facebook walkthrough.

For more information, please contact your Dealer Success Coach at 855-987-4544 or go to:
<http://www.worktrucksolutions.com/dealer-success-coaches>

Call Tracking (Manager/Admin Access only)

All phone calls to the Tracking Number (at the top of the site) are logged and recorded. On this page, Manager(s)/Admin(s) can easily sort and track all of the inbound calls by time-period and by call duration.

To access this page, just login and go to Call Tracking under the Setup Menu.

TRACKING NUMBER: Can be set to ring through to the dealership on any desk line (including extension) or cell phone.

Filter Calls from the last 30, 60, 90, 180, 365 Days or All Time. Use Minimum Call Duration to filter by calls that are over/under your selected minimum.

Unique Calls define how many calls through the tracking number you have received from different phone numbers, versus repeat calls.

Full Caller ID details are displayed here, along with the date/time the call was placed.

Call Duration, and the ability to listen to or download the conversations for future review, upon activation of Advanced Call Tracking Metrics.

Call Summary and Tracking

Your dealership has had 1 unanswered call in the last 30 days.

Filter Activity in the last 30 days

Minimum Call Duration 10

Calls via Threshold	Calls	Unique Calls	Average Ring Time	Average Talk Time
Under 10 Seconds	5	4	0:03	0:01
10 Seconds Or Over	22	15	0:05	3:29
Total	27	18	0:04	2:50

Advanced Call Tracking Metrics is Not Activated

Call Log from the last 30 days

Date	Caller Name	Phone	Location	Details	Audio
06/08/2018 9:32AM	Confidential information withheld on this document			RING TIME: 0:06 TALK TIME: 2:01	0:00 / 02:01
06/07/2018 4:01PM	Confidential			Advanced Call Tracking Metrics is not activated. Activate by contacting your Dealer Success Coach. After activating you can sort and listen to calls using the Call Log.	0:00 / 0:19
06/07/2018 8:46AM	Confidential information withheld on this document			TALK TIME: 5:37 HOLD TIME: 0:00 TOTAL TIME: 5:42	0:00 / 05:36
06/07/2018 6:40AM	Confidential information withheld on this document			RING TIME: 0:05 TALK TIME: 13:06 HOLD TIME: 0:00 TOTAL TIME: 13:11	0:00 / 13:05
06/07/2018 5:12AM	Confidential information withheld on this document			RING TIME: 0:07 TALK TIME: 1:21 HOLD TIME: 0:00 TOTAL TIME: 1:28	0:00 / 01:21

If Advanced Call Tracking Metrics is Not Activated (as shown here), contact your Dealer Success Coach (DSC). For a nominal monthly fee (usually co-opable), these recorded calls will be immediately accessible, with real-time updates!

Additionally, activating Advanced Call Tracking Metrics will allow the Tracking Number to ring through to the dealership in a number of ways, including call blasts (to multiple desk/cell phones at once, first to answer gets it) and round-robin (calls bounce from one specified desk/cell to the next, after a predetermined number of rings).

This completes the Call Tracking walkthrough.

For more information, please contact your Dealer Success Coach at 855-987-4544 or go to:

<http://www.worktrucksolutions.com/dealer-success-coaches>

Dashboard (Manager/Admin Access only)

The Dashboard gives an at-a-glance, holistic overview of your site: Inventory (missing data, average days on-lot, body types and manufacturers), Truck Pro activity (total number of Truck Pro's, accepted and unaccepted Buyers, prospecting emails sent, viewed trucks, and Buyers created), Call Tracking Overview, and Upfitter information, and Dealer Trade Requests.

NOTE: This function is defaulted to those with Manager and/or Admin-level permissions. They can then provide their Truck Pros access through the Preferences menu.



Call Tracking Overview

Total number of inbound calls to the Tracking Number.

Click here to view the Call Details and listen to the recorded calls (if Advanced Call Tracking Management has been turned on).

CALL HISTORY 0 CALLS IN THE LAST 90 DAYS

Review the details of any inbound calls and sort by Total Calls vs Calls Over 10 Seconds.

Inventory By Body Type

Click to enter Inventory Management screen.

Manage Inventory

View additional details for your Inventory by Body Type. Blue items are clickable to manage the details further.

Body Type	Vehicles	Missing Photos	Missing Invoices	Unknown if Upfit	On Sale	Hidden	Featured	Average Days on Lot
Cab Chassis	2	0	0	0	1	0	0	337
Cargo Van	1	0	0	0	0	0	0	326
Combo Body	1	0	0	0	1	0	1	363
Contractor Body	1	0	0	0	0	0	0	326
Cutaway	1	0	0	0	0	0	0	334
Step Van / Walk-in	1	0	0	0	0	0	0	361
Welder Body	1	0	0	0	0	0	0	357
Total	29	0	0	0	10	0	5	342

Inventory By Body Manufacturer

Manufacturer	Count
Dejana	1
Harbor	3
Hercules	1
Knapheide	6
Reading	4
Royal	2
Supreme	3
Unknown	1

Inventory By Distributor

Quickly view the count of vehicles by Body Manufacturers for your current, on-lot inventory.

Quickly view the count of vehicles by Distributor for your current, on-lot inventory.

Dealer Trade Requests

Review any current or pending Dealer Trade Requests.

Activity in the last 30 days

Dealership	Name	Vehicle	Message Type	Message	Date
No data available in table					

This completes the Dashboard walkthrough.

For more information, please contact your Dealer Success Coach at 855-987-4544 or go to:

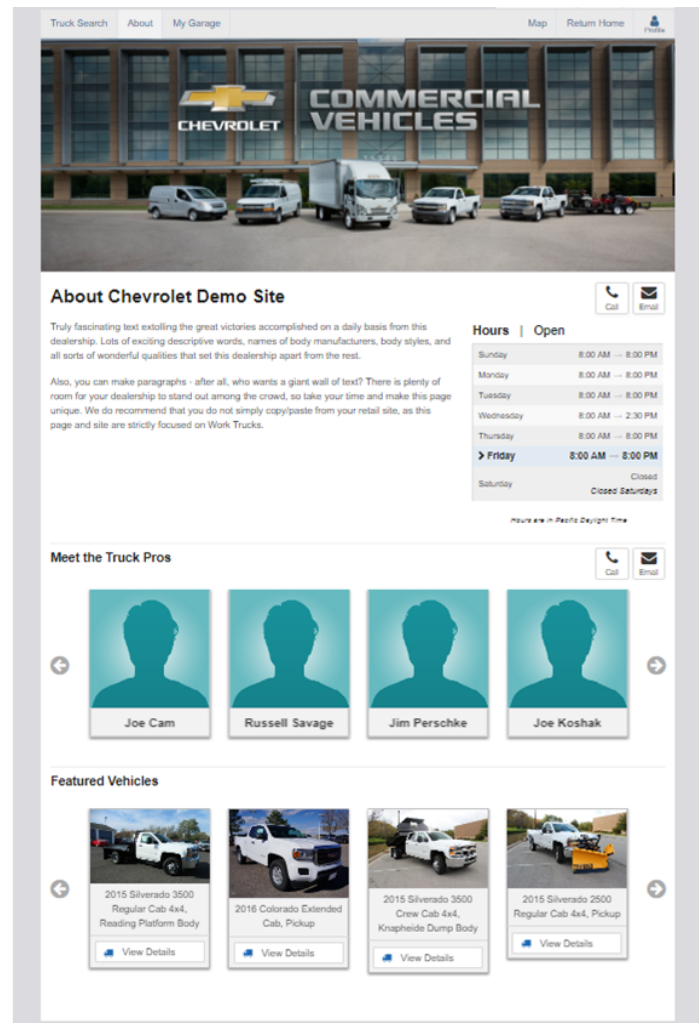
<http://www.worktrucksolutions.com/dealer-success-coaches>

'About' Page Preferences

(Manager/Admin Access only)

The About Page is an optional page that highlights:

- The Dealership
- Truck Pro's
- Featured Vehicles
- Hours of Operation



About Page Preferences

The About Page is currently disabled on your site.

Display About Page: [No](#)

About Page Link Text: [About](#)

About Page Title: [About Chevrolet Demo Site](#)

A Yes/No setting for enabling the page.
Currently set to "No", the About Page is disabled on the site and will need to be switched to "Yes" for this page to be visible to Buyers.

This setting defines the text that will be used on the tab at the top of the page.

This setting determines the Page Title, which is primarily for SEO purposes. Should be something unique and descriptive about what the page is all about.

Banner Images

Upload Banner Images to Display at the top of your About Page. You can upload two different images for large and small screens or use one image for all screen sizes. Images need to be smaller than 10mb.

Large Image

For larger screens. Must be at least 1080 pixels wide.

No Image Selected

Upload

Small Image

For small tablets and phones. Must be at least 640 pixels wide.

No Image Selected

Upload

Upload Banner Image(s) to Display at the top of your About Page. You can upload two different images for large and small screens or use one image for all screen sizes. Images need to be smaller than 10mb.

Mobile View

About Chevrolet Demo Site

Truly fascinating text extolling the great victories accomplished on a daily basis from this dealership. Lots of exciting descriptive words, names of body manufacturers, body styles, and all sorts of wonderful qualities that set this dealership apart from the rest.

Large Screen

About Chevrolet Demo Site

83

This is the header text will be displayed at the top of the page.

Text Content

About Page Header: [About Chevrolet Demo Site](#)

About Page Description:

[Empty](#)

About Chevrolet Demo Site

Truly fascinating text extolling the great victories accomplished on a daily basis from this dealership. Lots of exciting descriptive words, names of body manufacturers, body styles, and all sorts of wonderful qualities that set this dealership apart from the rest.

Also, you can make paragraphs - after all, who wants a giant wall of text? There is plenty of room for your dealership to stand out among the crowd, so take your time and make this page unique. We do recommend that you do not simply copy/paste from your retail site, as this page and site are strictly focused on Work Trucks.

This is the body of text that will show below the "About Page Header". Add unique content about the Commercial Department (i.e., specializing in certain manufacturers, body types, incentives, etc.)

Meet The Truck Pros

Display Truck Pros On About Page: [Yes](#)

Truck Pros Header: [Meet the Truck Pros](#)

A Yes/No setting for enabling "Meet the Truck Pros".

Customize the header of the section for displaying the Truck Pros.

Meet the Truck Pros

Call Email

Joe Cam

Russell Savage

Jim Perschke

Joe Koshak

Featured Vehicles

Display Featured Vehicles On About Page: [Yes](#)

Only Display Featured Vehicles When There Are At Least: [2](#)

Featured Vehicles Header: [Featured Vehicles](#)

A Yes/No setting for enabling "Featured Vehicles" on About Page.

This setting lets a dealership set a minimum threshold for how many current on-lot vehicles would need to be featured (through Inventory Management) to have this section display on the About Page.

Customize the title of the section displaying your Featured Vehicles.

Featured Vehicles

2015 Silverado 3500 Regular Cab 4x4, Reading Platform Body

View Details

2016 Colorado Extended Cab, Pickup

View Details

2015 Silverado 3500 Crew Cab 4x4, Knapheide Dump Body

View Details

2015 Silverado 2500 Regular Cab 4x4, Pickup

View Details

A Yes/No setting for enabling "Hours" on the About Page

Each day can be set to Yes or No, to determine if the dealership is open or not.

NOTE: Holidays are not currently an option. These settings are used for year round purposes. If a dealer closes for a specific day, they will need to adjust settings.

Dealers are defaulted to 8am - 8pm, but each day can be set individually.

Notes on the screenshot to the right: The current day will be highlighted. Will dynamically say "Open" or "Closed".

Hours

Display Hours: Yes

Hours Header: Hours

Customize the title of the section displaying Hours.

Day	Open:	Hours	Custom Message
Sunday	<u>Yes</u>	8:00 AM → 8:00 PM	<u>None</u>
Monday	<u>Yes</u>	8:00 AM → 8:00 PM	<u>None</u>
Tuesday	<u>Yes</u>	8:00 AM → 8:00 PM	<u>None</u>
Wednesday	<u>Yes</u>	8:00 AM → 2:30 PM	<u>None</u>
Thursday	<u>Yes</u>	8:00 AM → 8:00 PM	<u>None</u>
Friday	<u>Yes</u>	8:00 AM → 8:00 PM	<u>None</u>
Saturday	<u>No</u>	8:00 AM → 8:00 PM	<u>Closed Every Saturday</u>

Hours | Open

Sunday	8:00 AM → 8:00 PM
Monday	8:00 AM → 8:00 PM
➤ Tuesday	8:00 AM → 8:00 PM
Wednesday	8:00 AM → 2:30 PM
Thursday	8:00 AM → 8:00 PM
Friday	8:00 AM → 8:00 PM
Saturday	Closed
	Closed Every Saturday

Hours are in Pacific Daylight Time

Each day can have some custom text.
Example: Saturday = "Closed Every Saturday"
This should be kept short for best display purposes.

This completes the About Page Preferences walkthrough.

For more information, please contact your Dealer Success Coach at 855-987-4544 or go to:
<http://www.worktrucksolutions.com/dealer-success-coaches>