VEHICLE WIZARD WEB

INSTALLER GUIDE

Complete System Reference for VWW Installation & Configuration

INTERNAL USE ONLY

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1. Feedback Form

NAVIGATING TO THE FEEDBACK FORM

> *The Feedback Form sends submissions directly to your email, allowing you to collect product feedback and track any complaints from users.*

The feedback prompt appears automatically on a user's first login. Users can also access it manually at any time:

1. Log in and click the Account button on the top right of the screen.
2. Click Feedback in the drop-down menu.
3. Rate the product out of 5 stars and input any feedback.
4. Click Submit.

Expected Results:

Feedback Submitted pop up in green displays on the top right. Form is submitted to our email.

2. Creating a Dealership

DEALERSHIP SETUP

2.1 Add the Dealership

1. Login on your superuser account.
2. Navigate to the Dealership Management table under the Management menu (top left).
3. Click the Add Dealer button.
4. Fill in the following information:
    a. Dealership Name
    b. Email
    c. Address
    d. Phone Number
    e. Dealer Code
    f. Enable the following checkboxes: Enable and Enable GPS
5. If the dealership is a VWW Plus user, enable App Connect for their license (Five, Ten, or Unlimited).
6. Click the Save button icon on the far right of the row.

2.2 Setup DMS Connectivity

Configure DMS connectivity for DealerTrack, CDK, Dominion, or File-Based DMS systems.

1. Find the newly created dealership and click their Connectivity button.
2. Select the proper radial for their DMS type.
3. Enter their Company ID, Enterprise ID, and verify the Dealer Code and Host Address.

DMS Configuration Reference

DMS Type	Fields Required	Host / Integration URL
CDK	Company ID: 1 3PA Number as Enterprise	`3pa.dmotorworks.com/pip-extract/inventoryvehicleext/extract`
DealerTrack	Company ID, Enterprise Number	`ot.dms.dealertrack.com/vehicleapi.asmx`
Dominion	Dealer Number ID, Sender Name Code, Destination Name Code	`vueintegration.dominiondms.com` `vueauthentication.dominiondms.com`
File Based	Company ID (from INI map)	*See Confluence: File Based Setup*

4. Enable the Last Lot Location and Last Scanned checkboxes.
5. Click Save.

Expected Results:

Dealer Management grid shows your newly created dealership and you can search for it successfully.

3. Creating Users

USER ACCOUNT SETUP

3.1 Superuser Method

1. Navigate to Settings > User List.
2. Click Add Row.
3. Enter a username.
4. Enter an email (used for forgot password links).
5. Select a Role:

Role	Permissions
Dealer Manager	Full website & scanner access. Can create users, save grid settings, change preferences, and begin new inventory.
Director	Full website & scanner access. Can select between multiple dealerships.
User	Website & scanner access. Cannot change preferences or save grid settings. Can begin new inventory and view reports.
Scanning Agent	Scanner login access only. Can only scan. Cannot view reports.

6. Select the dealership this user belongs to.
7. Enter a phone number (required for Plus subscription device registration — must match username).
8. Enter a password.
9. Set Vehicle Scanned (allows the user to click ‘Set’ for their last scanned date on the scanner).
10. Click the Enable checkbox to activate the user.
11. If Director, select additional dealerships the user belongs to.
12. Click Save.

3.2 Dealer Manager Method

1. Navigate to Settings > Users.
2. Click Add Row.
3. Type in the username.
4. Select a role from the drop-down menu.
5. Type in a password.

6. Click the Enable checkbox to activate them.
7. Set Vehicle Scanned (allows the user to click ‘Set’ for last scanned date).
8. Enter an email (for forgot password links).
9. Enter a phone number (for Plus subscription device registration).
10. Click Save.

Expected Results:

User List shows the newly created user and that user remains in the grid when you refresh the page.

4. Device Registration

ADDING & REGISTERING DEVICES

4.1 Scanners (XT30, XT40, XG200)

1. Launch the application on the scanner.
2. Click Register on the bottom of the screen.
    a. Type in the username.
    b. Type in the device name (XT40, XT30, XG200).
3. Click Register.

4.2 Smartphones

1. Search for Vehicle Wizard on the App Store or Play Store.
2. Download and launch the application.
3. Enter the username and phone number (must match a real account).
4. Click Register.
5. Enter the verification code sent via SMS and click Continue.

Expected Results:

Devices can login with their username and password. Their username also displays in the user devices grid within reports.

5. Label Configuration

LABEL CONFIG & TEMPLATES

5.1 Templates

> *Templates control how vehicle stock number labels are printed to sticky labels. Templates can be customized to display different information per dealership request.*

1. Navigate to Settings > Label Config.
2. Click Templates.
3. Click Upload File.
4. Select the new template file for printing VWW Stock # labels.
5. Click Open.
6. Click Return to Dashboard.

Expected Results:

The template displays in the label template grid. When you click print on a vehicle label in a vehicle report, you get a dialogue popup asking to select a label template and you should see the label template you added as an option.

5.2 Preference Setup

> *Preferences allow you to select the VWW printer, print manager, and printer model type. You can also enable Support Lot Location, Support Stock Number, and Support Color for extra vehicle data entry.*

1. Navigate to Settings > Preferences (ensure JSPM is running in the background).
2. Select the Print Manager: JSPM.
3. Select the Printer Model type: Zebra or TSC.
4. Select the vehicle printer from the Default Printer drop-down.
5. Enable Support Lot Location, Support Stock Number, and Support Color.
6. Click Save.

Expected Results:

Preference shows dealership information, selected printer, printer type and print manager.

5.3 JSPM Download & Setup

> *JavaScript Print Manager (JSPM) enables communication between the VWW website and printers installed on Windows or Mac. Without JSPM, stock number label printing will not function.*

1. Navigate to Settings.
2. Click Download Label Print Support.
3. Open your downloads folder and run the JSPM installer.

4. Return to Preferences. On the browser pop-up, check the box for “Always Allow” and allow JSPM to connect.

Expected Results:

JSPM should be running and you see it in the task manager, and the preference window should open.

6. Physical Inventory (PI) Mode

PI MODE OPERATIONS

> *PI Mode controls how scans transfer from the scanner to the Scanned Vehicle Report. Without PI Mode enabled, scans will NOT appear in the Scanned Vehicle Report. However, scans outside PI Mode still reflect in the All-Vehicle Report and update vehicle details (lot location, status changes, etc.).*

6.1 Turn On PI Mode

1. Click Begin New Inventory.
2. Select the user(s) who will be performing the inventory and logging into the scanner.

> *Note: The user list mirrors the User Devices list located in Reports > User Devices.*

6.2 Enable Additional Users During a PI

1. Click the PI In Progress button.
2. Check the box for additional users not currently enabled.
3. Click Apply.

6.3 Turn Off PI Mode

1. Click the PI In Progress button.
2. Select the user you want to disable PI Mode for (must have a check mark).
3. Click End PI.

> *Important: If a user is still logged in on the scanner, you must enter their username and password to remove them from PI Mode. Otherwise, they will remain in PI Mode.*

Expected Results:

Turning on PI mode displays a banner on the top of the scanner stating, ‘Physical Inventory Enabled’ and scans show up in the All Scanned Report, as well as the Begin New Inventory button turns into ‘PI in progress’. Turning off PI mode shows no banner on the top of the scanner, and scans do not show up in the All Scanned Report. Any changes made on the Vehicle Details page instead display in the All Vehicles Report.

7. Daily Operations

CORE WORKFLOW ACTIONS

7.1 Refresh Inventory

> *The Refresh button performs a DMS inventory lookup and updates VWW with newly added or updated vehicle information including lot changes, last scanned dates, and colors.*

1. Click the Refresh button in the top navigation bar.

Expected Results:

The web browser gives a popup showing what got updated and new cars downloaded. The All Vehicles Report showcases that.

7.2 Logging Into the Scanner App

1. Launch the scanner application.
2. Type in the username and password.

Expected Results:

User is logged into the scanner and see the home page showcasing their New, Used, and Other vehicles.

7.3 Updating the Scanner App

1. Launch the scanner application.
2. Log in with username and password.
3. Click OK on the update message after logging in.
4. Click Install Update.

> *If “Install Update” is not visible, click Settings and toggle “Enable updates from unknown sources.”*

5. Click Open Vehicle Wizard.
6. Log back in.

7.4 Upload Scanned Data to DMS

> *Uploading pushes newly recorded Last Scanned dates and Lot Location changes back to the dealership’s DMS.*

1. Click the Upload DMS button on the top navigation bar.

Expected Results:

DMS is updated with the vehicle data sent over, i.e last scanned date updated and lot changes updated. Verify either through DMS, or clicking the refresh button on the top navigation bar and verifying the vehicle downloaded with the correct information.

8. Scanning Vehicles

VEHICLE SCANNING PROCEDURES

> *Scans performed outside PI Mode will navigate to the vehicle details page for the scanned stock number. When PI Mode is enabled, a “PI Mode Enabled” message appears at the top of the home screen.*

8.1 Scanners (XT30, XT40, XG200)

1. Scan a vehicle from the home screen.
2. Select a lot location (if Lot Location is enabled in Preferences).
3. Continue scanning.

> *To change lot location mid-scan: navigate to Home > Scanned Vehicles Card, tap the Lot Location icon, and select a new lot. All subsequent scans will use the new lot location.*

8.2 Smartphones

1. Tap the Scan button on the bottom left.
2. Scan the barcode.
3. Select a lot location (only on the initial scan — change manually afterward by tapping the lot location icon).

Expected Results:

If PI Mode is enabled, then every scan will transfer from the scanner or phone, to the website. You will be able to view and see those scans in the All Scanned Report. If done outside of PI mode then the scanner’s will take you to the vehicle detail scan. Any changes done on the vehicle details page will reflect in the All Vehicles Report, but not the All Scanned Report.

9. Reports & Data

REPORTING & DATA EXPORT

9.1 Printing Reports

Available reports for printing: All Vehicles, Missing, Scanned, Extra Vehicles, and Summary.

1. Navigate to the report you want to print.
2. Click the Print Report button in the top nav bar, or find it under Tools.
3. Setup the printer to print in landscape mode and scale set to fit to paper

Expected Results:

A report printout from the selected printer with grid fully legible and no column cut off.

9.2 Export Report Data

Export data saves the selected report in CSV (Comma-Separated Value) format.

1. Navigate to the desired report (All Vehicles, Missing, Scanned, or Extra Vehicles).
2. Click Export Data under the Tools section.

Expected Results:

A csv file is downloaded into the PC's download folder, full of vehicle data for the report selected.

9.3 Filtering Reports

Filters allow users to narrow down the grid to relevant information. Almost every column supports filtering.

1. Type in the blank input field below any column header (Stock No, VIN, Type, etc.).
2. Alternatively, click the filter icon (▽) next to the column header for a predefined list.
3. Apply filters across multiple columns as needed.
4. To clear all filters, click the Clear Filter icon in the top nav bar.

Expected Results:

Grid is filtered so that only the items selected, or typed in are displaying on the grid, or not displaying on the grid depending on the rules selected. (Does not contain versus Does Contain filters)

9.4 Global Search

Global search queries all columns simultaneously, regardless of the column selected.

1. Navigate to a report (All Vehicles, Missing, Scanned, or Extra Vehicles).
2. Click inside the search bar on the top right of the grid.
3. Type your search criteria.
4. Press Enter.

Expected Results:

Grid only displays vehicles that contain the search criteria given.

10. Advanced Right-Click Options

CONTEXT MENU FEATURES

When the webpage is in focus, an advanced set of right-click options is available to streamline installer and user workflows:

Expected Results:

Option	Description
Copy VIN	Copies the VIN number for the selected row.
Copy Stock Number	Copies the stock number for the selected row.
Change Lot Location	Displays a popup with available lot locations to reassign the vehicle.
Lot History	Navigates to the lot history for the selected vehicle.
VIN Notes	Shows the vehicle note for the selected row.
Clear QR Scans	Clears QR scan records for the selected vehicle.
Clear Print Records	Clears the print flag for the selected row (stock number label print status).
Scan History	Navigates to the Lot History page for the selected row.
Forms	Shows printable forms (e.g., Buyer’s Guide, Addendum Stickers if applicable).