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## Downloading Inventory

**Click on the plus sign to begin the “inventory process”.** You will get a new window asking if you want to clear any scanned vehicles. **Click okay.**



**Note:** This will clear all current scans and reports from your system. Please be sure any current reports are printed or saved as needed.

**Note:** If a person is currently scanning vehicles, it will notify you as such. Have the scanning agent log out of the application prior to beginning the inventory process, or previously scanned vehicles will remain on the scanner.

VehicleWizardWeb will now pull your inventory from the DMS. You are now ready to log into the scanner and begin inventory.

## Starting VehicleWizardWeb on the scanner.

Swipe up to unlock the scanner. Tap on **SSI VehicleWizardWeb** to launch the app. It will require you to log in. Simply input your username and password and tap okay. Upon logging in, the app will automatically download vehicles from the system.



## Scanning Your Vehicles

With the app launched, you are ready to begin scanning vehicles. The scanner will recognize all labels printed from Vehicle Wizard as well as any barcode that contains the full VIN number. Do this for all the vehicles you would like to inventory.

**Note:** To scan a vehicle that does not have a label, find it on the scanner, then tap and hold. Select "Set Vehicle as Scanned."

As you scan, the scanner will automatically upload scanned vehicles to the PC, provided it has a wireless connection. If the scanner becomes disconnected from the network (which is likely, if the lot is big enough), then it will continue to upload scans when it connects again.

**Note:** If you need to clear scanned vehicles on the scanner, simply place it on the charging cradle. This will clear scans.

## Viewing Your Reports

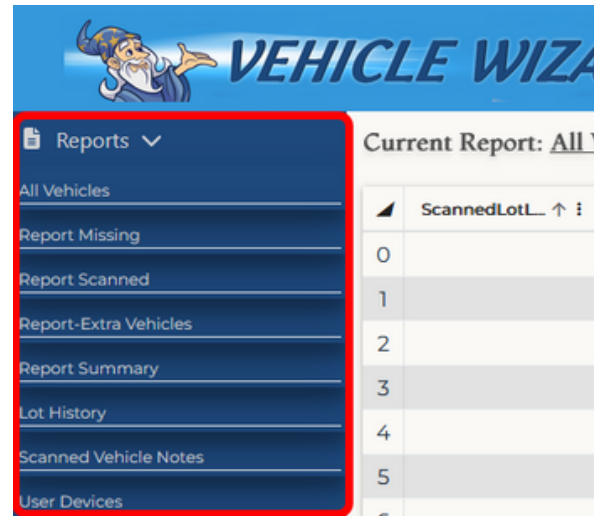
After scanning, to view your scanning reports, click on the Inventory/Reports button. A drop-down menu will appear, giving you various options for reviewing your reports. A description of the various reports is as follows:

**-All Vehicles:** Shows your entire inventory, including vehicles that have and have not been scanned. Scanned vehicles will have a check mark in the Scanned column.

**-Report Missing:** Shows the vehicles that have not been scanned by the scanner.

**-Report Scanned:** Shows all vehicles that the scanner was able to scan.

**-Report Extra Vehicles:** Cars not found from your DMS will show up here.



**To upload your DMS** with any lot changes or added vehicles, **click on the Upload DMS** button. A pop-up box will appear with the message **“Success.”**

