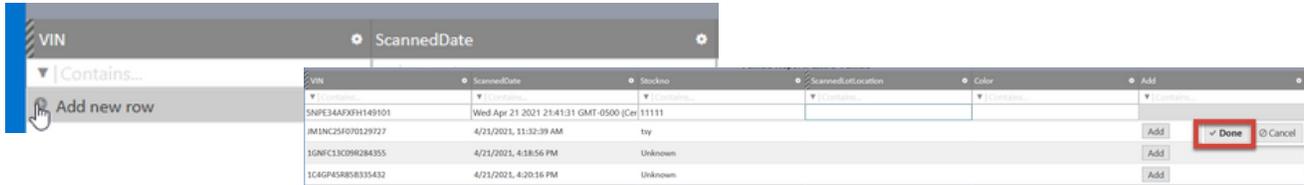


Adding a Vehicle into Inventory in DealerTrack DMS with Vehicle Wizard (Cloud)

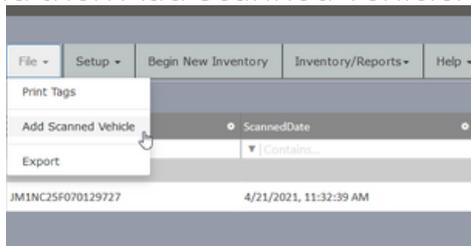
There are three ways to add vehicles to the DMS.

One is to **scan a barcode that does not match anything in the system**, which will then transfer over to the **ExtraVehicles** report.

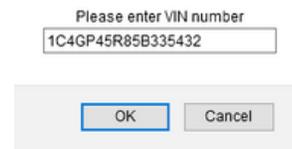
Another method is to navigate to the ExtraVehicles report and **double-click on Add new row**. Then simply input the VIN and other information and click on Done.



Another method is to click on File and then Add Scanned Vehicle.



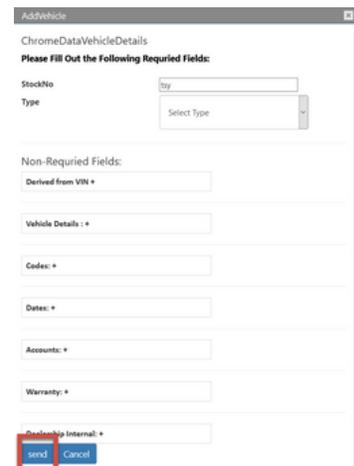
This will bring up a pop-up box for you to input the VIN of the vehicle being added. **Enter the VIN and click OK.** This will bring this VIN to the Extra Vehicles report.



Navigate to the **Extra Vehicles** report. **To add a vehicle, simply click the Add button.**



This will create a window that allows you to input all necessary information about the vehicle. **Each field has several subfields that can be filled out.** For instance, expanding Vehicle Details allows you to edit the color, odometer, body style, etc. Note that **StockNO and Type are required fields.** Fill out all necessary information and click the Send button. **Do this for all vehicles you wish to add to your DMS.**



Next, **click the Update to DMS button.** If successful, a pop-up box will appear with the message **“DMS Updated successfully.”** All added vehicles will now appear in any subsequent inventory downloads.