## Adding a Vehicle into Inventory in <u>ACADEMY-</u> DealerTrack DMS with Vehicle Wizard (Cloud)

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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.

VIN		ScannedDate		۰				
▼   Contains	VIN	•	ScannedDate 0	Stockno	<ul> <li>ScannedLotLocation</li> </ul>	• Color	Add	0
R Add new row	V Contains	49101	Ved Apr 21 2021 21:41:31 GMT-0500 (Ce	▼  Contains	▼  Contains	♥  Contains	▼  Contains	
0	JM1NC25F07012	9727	4/21/2021, 11:32:39 AM	tsy			Add 🗸 Do	ne Ø Cancel
	1GNFC13C09R28	4355	4/21/2021, 4:18:56 PM	Unknown			Add	
	1C4GP45R85833	5432	4/21/2021, 4:20:16 PM	Unknown			Add	

## 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.

1C4GP45R85	B335432	2

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.** 

ChromeDataVehiclel Please Fill Out the Folic	Details wing Reguried Fields:	
StockNo	lay	
Туре	Select Type	~
Non-Requried Fields	c	
Derived from VIN +		
Vehicle Details : +		
Codes: +		
Dates: +		
Accounts: *		
Warranty: *		

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.