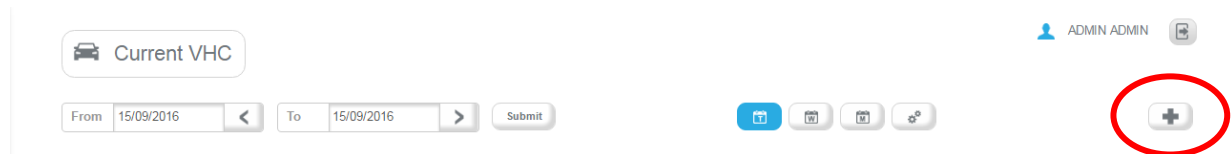


Quick Start Guide – Adding a New VHC

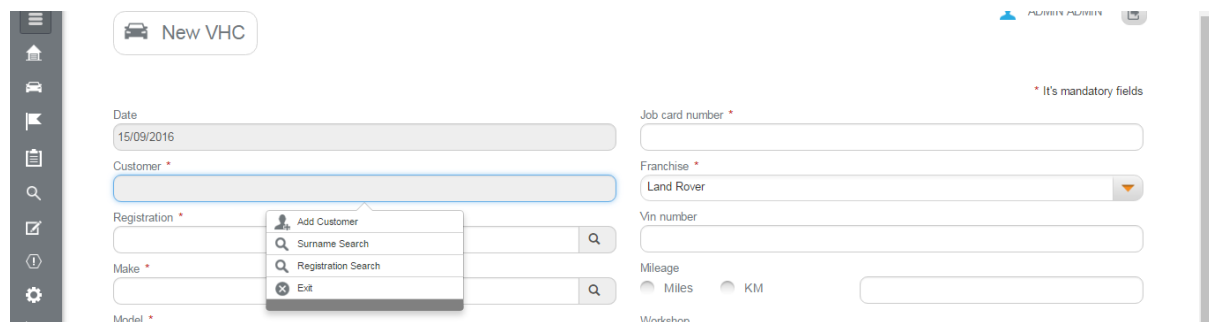
Creating a VHC The following section describes how to manually create a VHC in autoVHC. This method of VHC creation would be used where a dealership's DMS does not have the ability to export an extract of the customer diary in a format that can be imported into autoVHC or in the case of a 'Walk-in' customer.

Instructions

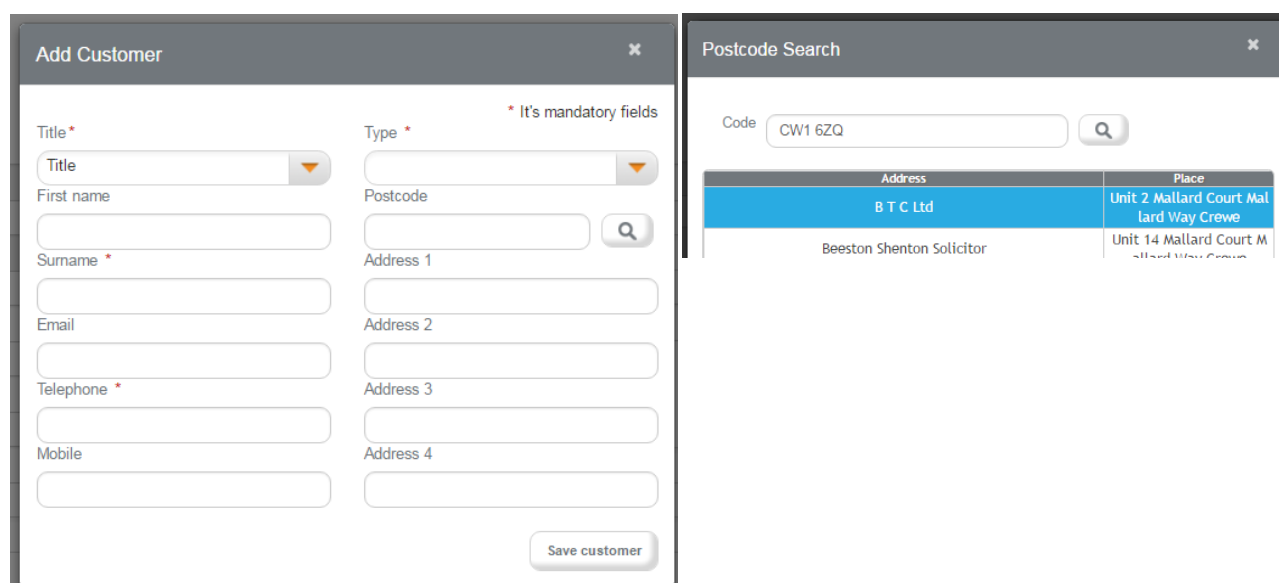
1. From the Current VHC Screen click on the New VHC Icon, this will then load the New VHC Screen



2. First you will need to add the customer's details, left click within the Customer field. There are three options, if the customer has received a VHC through autoVHC, then you can use the Surname or Registration search to find the customers details.

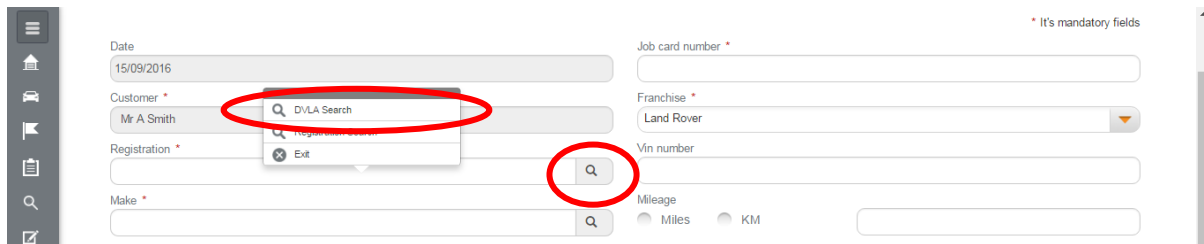


To add a new customer click on Add Customer and complete the fields with the customer's details and click Save Customer. To save time there is now a postcode lookup, click the search icon to open the postcode lookup.



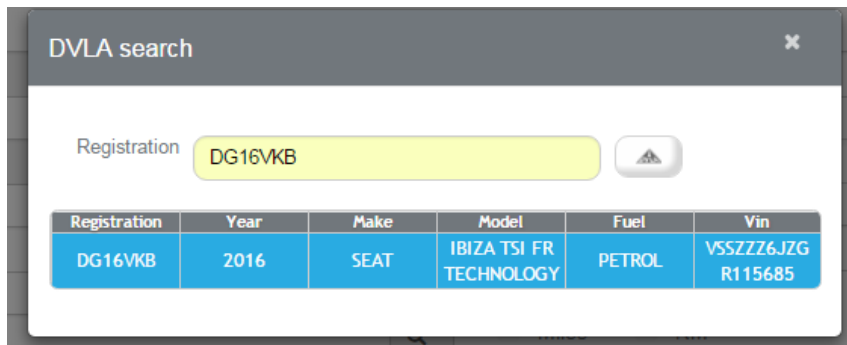
Address	Place
B T C Ltd	Unit 2 Mallard Court Mal lard Way Crewe
Beeston Shenton Solicitor	Unit 14 Mallard Court M allard Way Crewe

3. You will then need to add the vehicle details, these can be added manually or you can use the DVLA search, left click on the search icon next to the registration field and click DVLA Search.



The screenshot shows a web form for vehicle registration. A dropdown menu is open over the 'Registration' field, showing options: 'DVLA Search', 'Registration Search', and 'Exit'. The 'DVLA Search' option is highlighted with a red circle. Another red circle highlights the search icon (a magnifying glass) next to the 'Registration' field. The form includes fields for Date (15/09/2016), Customer (Mr A Smith), Job card number, Franchise (Land Rover), Vin number, Make, and Mileage (Miles/KM). A note at the top right says '* It's mandatory fields'.

Then enter the registration and click on the vehicle to confirm.



The screenshot shows a 'DVLA search' window. At the top, the 'Registration' field is filled with 'DG16VKB'. Below this is a table with vehicle details:

Registration	Year	Make	Model	Fuel	Vin
DG16VKB	2016	SEAT	IBIZA TSI FR TECHNOLOGY	PETROL	V55ZZZ6JZG R115685

4. Make sure the fields Make, Model, Job Card Number, VIN and Registration are completed and ensure the right template is selected for the VHC. Also take note of the additional boxes such as Work Required and Agreed Estimate, these are not mandatory but may help further down the VHC process.

5. Once all information about the VHC has been entered click Save.



The screenshot shows a horizontal toolbar with four buttons: a magnifying glass (search), a floppy disk (save), a circular arrow (refresh), and an 'X' (close). The 'save' button, represented by a floppy disk icon, is highlighted with a red circle.