

1. Upon Purchase

- Complete Subscription Verification Forms
- Review learning materials
 - Watch quick start videos
 - Read user guides

2. One Week Prior to Syndication

- Clean inventory (Accounting vs. Sales and F&I)
- Setup defaults:
 - Permissions/Roles
 - Inventory Management: Acquisition Sources, Appraisals, Reconditioning
 - Costs, Auctions, Description Templates, Vehicle Image Overlay uploads
 - Bookout, Max Advance
- Confirm ALL integration partners will accept new inventory data feed

3. Three Days Prior to Syndication (Inventory Management)

- Upload new and/or used inventory photos
- Input prices if applicable
- Upload selected overlay set and apply overlays to photos
- Add descriptions to inventory records

4. One Day Prior to Syndication

- Bookout and complete Autosoft Market Analysis on used inventory to be retailed
- Inventory Management:
 - Confirm New and Used vehicle pricing/price changes
 - Decode any VINs that have not previously been decoded and add any equipment to be displayed in listings
 - Confirm wholesale/retail dispositions are accurate
 - Denote Y/N for export
 - Begin using Appraisal tool for all units with Worksheet, Autosoft Market Analysis and book providers

5. Post Syndication

- Continue Appraisal/Bookout on all incoming units
- Inventory Management:
 - Bookout updates
 - Inventory Pricing Review
 - Ongoing photos, overlays, descriptions

6. Utilization

- Inventory Dashboard and Health Reports
- Process conformity; i.e.
 - Appraisals: Complete vs. In-Progress
 - Autosoft Market Analysis & Worksheets (every time)
- Key metric monitoring
 - Days to Turn, Water Report, Price changes, aging buckets, % to Market, Look-to-Book, etc.