Seller Dashboard

Import User Guide

Contents

OVERVIEW

The Seller Dashboard Import feature allows clients to update specific fields on multiple vehicles all at once. It saves you time and reduces errors.

- Any field that can be updated on the screen of the Seller Dashboard may also be imported.
- The import is lane agnostic, any vehicles associated to your accounts may be updated at one time regardless of lane or auction location.
- It does not allow for new inventory items to be created.
- Currently, updates are only available for registered vehicles. Sold vehicles and vehicles that are not numbered are not eligible for import at this time.

How to get started

Use a CSV file from a spreadsheet application like Microsoft Excel. The CSV must have the first row as a "Header" row. Each column in the header row must <u>exactly</u> match the name of the fields as displayed on the template on the Import page<u>. The CSV file does not have to contain all of the headers, only the VIN and the fields that are being imported</u>.
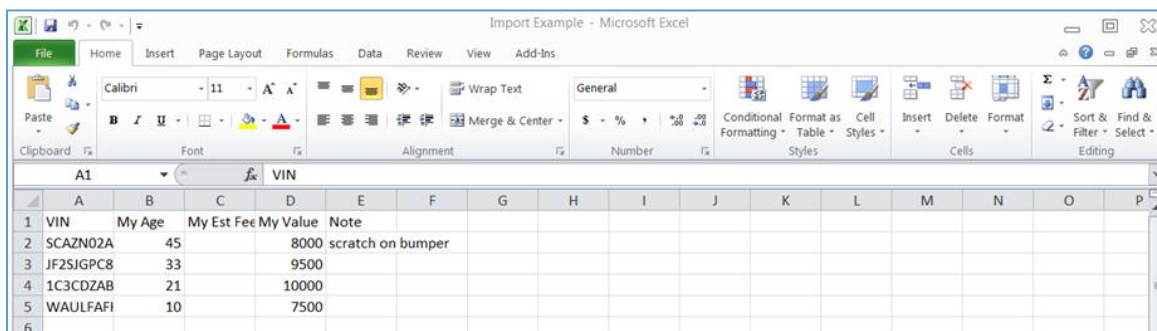
Step 1: Prepare a CSV file

Create a new CSV file, use a template or use an existing CSV file to import into the Seller Dashboard.

Create a new CSV File

- Open a new spreadsheet in Microsoft Excel.
- Enter all of the "Headers" in the first row of the spreadsheet. These are the names of the data fields to be imported. It is important that the title of each column exactly matches one of the column header names on the Import screen.
 - Example of the header labels

CSV file headers must match the specified labels below:					
VIN	Floor	My Age	My Est Fees	My Value	Note

  - **Note: Your view of headers may be different, so follow what is on the Import screen, not what is in this document.**
- Enter the data for each vehicle on its own row. Each field should correspond to the column header in the first row.

- From the File menu, select "Save As" which will bring up the screen shown below. Save the file as type "CSV (comma delimited)". Note: The name of the file is not relevant.
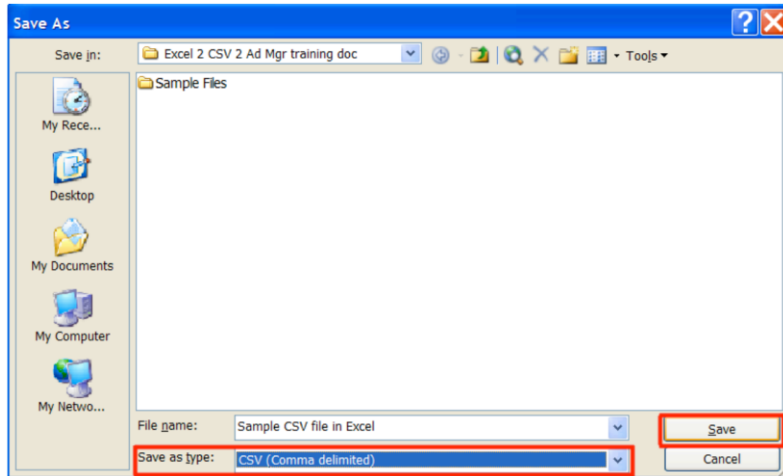
Use a template

- Download the CSV template from the Import screen.
- Notice the "Headers" are filled in the first row of the spreadsheet. These are the names of the data fields to be imported.
- Enter the data for each vehicle on its own row. Each field should correspond to the column header in the first row.
- Save the file as type "CSV (Comma delimited)".

Use an existing file

If you have an existing excel spreadsheet you would like to use for import:

- Open the file and update the Header row so that the name of each column you want to import and the VIN column exactly matches one of the column header names on the screen.
  - *Pro Tip: You do not need to remove extra columns. The import will ignore them as long as they do not have headers that match the required headers.*
- Save the file as type "CSV (Comma delimited)".

Step 2: Import a CSV file into the Seller Dashboard

- On the Import page, select Choose File.
- Select the CSV you wish to upload.
- Upon selecting a CSV, the filename will display beside the Choose File button and the information in the file will display on screen for review.

Import

Add details to an existing vehicle using a comma-separated file (CSV).
*Currently only applies to Registered vehicles

CHOOSE FILE   Import Example.csv

CSV file headers must match the specified labels below:

VIN	My Age	My Est Fees	My Value	Note
SCAZN02A0KC604475	45		8000	scratch on bumper
JF2SJGPC8EH604476	33		9500	
1C3CDZAB0EN604477	21		10000	
WAULFAFH4CN604478	10		7500	

*VIN is required

CANCEL   **Continue**

- Click Continue for the file to begin processing.
  a. Stay on the page while the file processes.
  b. Once complete the updated information will display for each value along with any errors that may be present.

VIN	My Age	My Est Fees	My Value	Note
SCAZN02A0KC604475	45 Updated		8000 Updated	scratch on bumper Updated
JF2SJGPC8EH604476	33 Updated		9500 Updated	
1C3CDZAB0EN604477	21 Updated		10000 Updated	
WAULFAFH4CN604478	10 Updated		7500 Updated	
WAULFAFH4CN604477			1000 Sold vehicles may not be modified	

Notes

- For all fields, if you leave the contents of a field blank it will be ignored; existing content will not be erased.
- For the Notes field, notes will be appended to any existing notes, it will not overwrite notes you already have written.