

# DealerScan VIN



**DealerBuilt®**

*#TheDifferentDMS*

## User Guide

# Contents

At this point your your IT/Network Administrator has already added your Scan Gun(s) and Label Printer(s) to your Virtual Private Network (VPN), which has access to The LightYear DMS server. DealerBuilt IT/Network Support is available if assistance is needed.

#	Description
3	DealerScan Desktop Icon – where to find it, and how to add it to your desktop: server and local
4	DealerScan, Desktop Application – how to log-in
5	Printing VIN Labels
6	Scan Gun, Setting Date/Time – affects your vehicle scan audit dates and times
9	Scan Gun, DealerScan Application – where to find it; how to sign-in
10	Scan Gun, Vehicle Scanning
11	Scan Gun, Signing-out
13	Audit Report – where to find it; how to read it
16	Lot Locations – creating and deleting
17	Last Lot Location, Viewing from The LightYear DMS – where to find it; how to automatically and manually update it
19	Trouble-shooting & Support – Scan Gun reset and contact list

DealerBuilt®  
#TheDifferentDMS

## Adding the DealerScan Icon to your desktop:

Step 1 – from the LightYear server, open the Folder Icon in task Bar

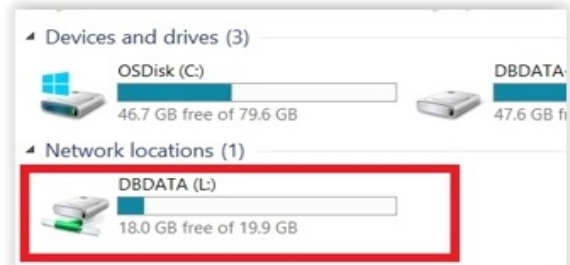
Step 2 – open the L: Drive

Step 3 – find the DealerScan VIN link and drag and drop it to your server desktop. If you prefer you can also copy and paste it to your local pc desktop. Drag and drop will not work to send it to your local desktop; you must copy/paste it there. Also, keep in mind this method ONLY gives you access to the DealerScan feature, not LightYear. You will have to log into the LightYear server as normal to access The LightYear DMS and its contents.

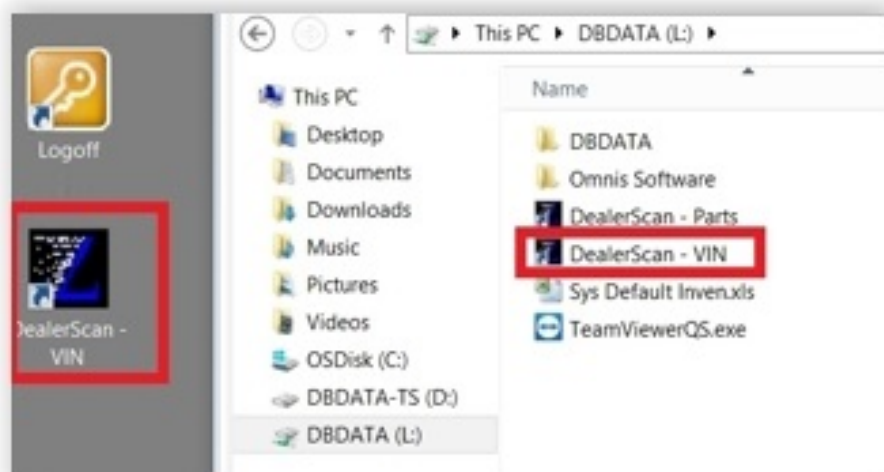
Step 1



Step 2



Step 3

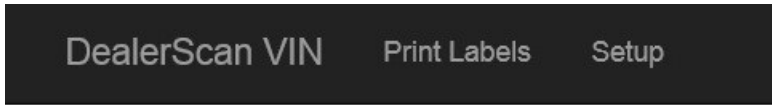


**Logging into the DealerScan App – to view Audit Reports and Print VIN Labels:**

Step 1 – open the link by double clicking the DealerScan Icon


Your login credentials are the same as what you use for LightYear

Step 1



## Log in.

Use your LightYear account to log in.



**User name** support.te

**Password** ●●●●●●●●

Remember me?

Log in



## Printing VIN Labels:

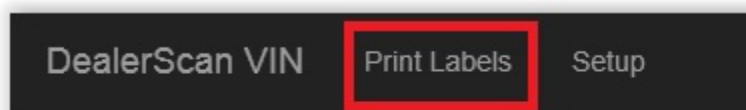
Step 1 – click the *Print Labels* link near the top of the page

Step 2 – select the correct printer, identify how you will enter the stock numbers.

I highly recommend *Enter stock number(s)*, over *Search Inventory*. Search inventory will print all of your In Stock inventory by transit type. This could become an issue if there is a printer jam several stock numbers into printing.

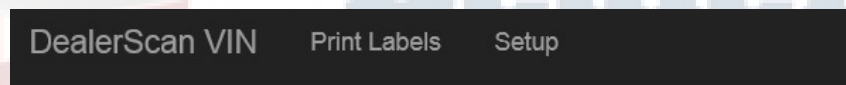
Enter stock numbers one at a time, separated by a [space] and comma (copy/paste, also works here, select the number of copies needed and click *Print*.

Step 1



# Audit History

Step 2



## Print VIN Labels

<b>Printer</b>	<input type="text" value="Honda Label Printer VIN"/> <input type="text" value="Toyota Label Printer VIN"/>
<b>Labels</b>	<input type="text" value="Enter stock number(s)"/>
<b>Stock Number(s)</b>	<input type="text" value="Example: A77533, R31101"/>
<b>Copies</b>	<input type="text" value="- 1 +"/> <input type="button" value="Print"/>

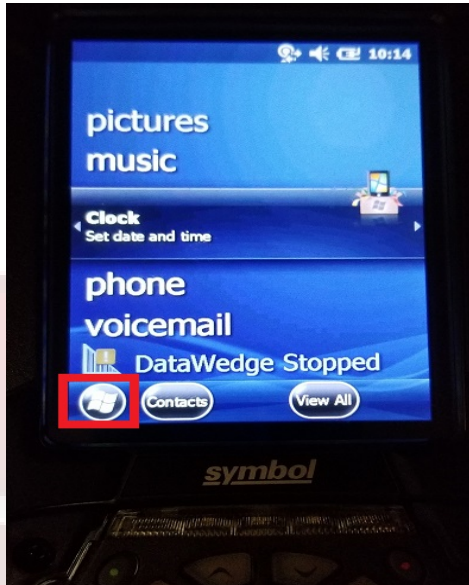
**Set Date/Time on Scan Gun – affects what Date/Time is documented for vehicle scans:**

Step 1 – click on the Windows Icon in the lower left-hand corner of the screen

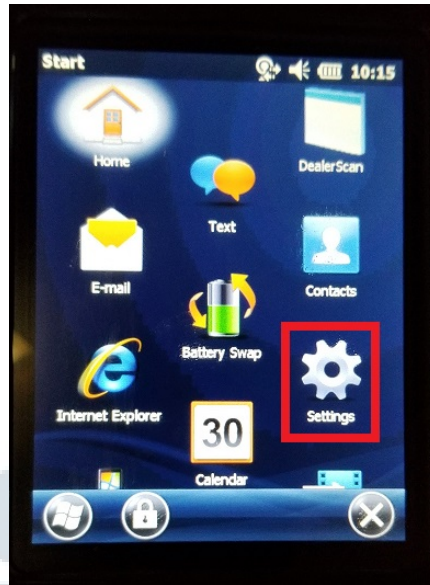
Step 2 – find and click on the *Settings* Icon

Step 3 – then *Clock & Alarms*; you'll see the selections for **Time Zone**, **Date**, and **Time**.

Step 1



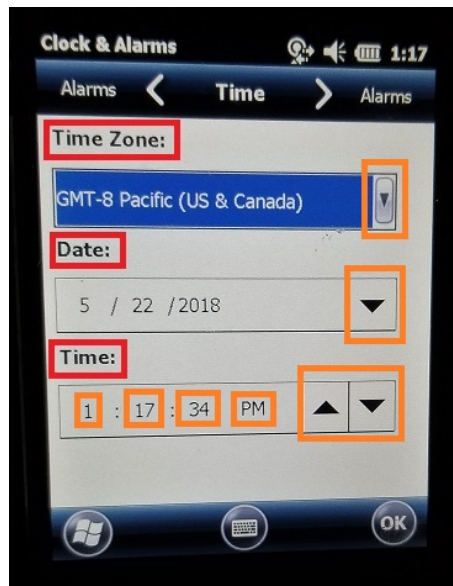
Step 2



Step 3a



Step 3b

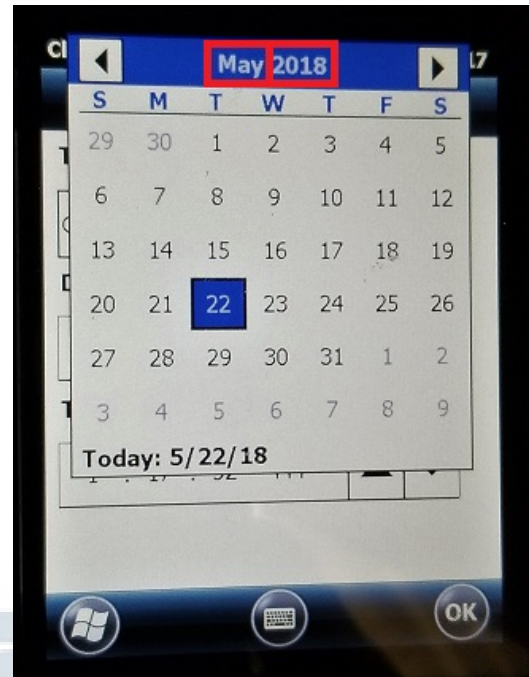


By tapping on the drop-down arrows or numbers for each field, you'll be able to adjust them as necessary.

Time Zone

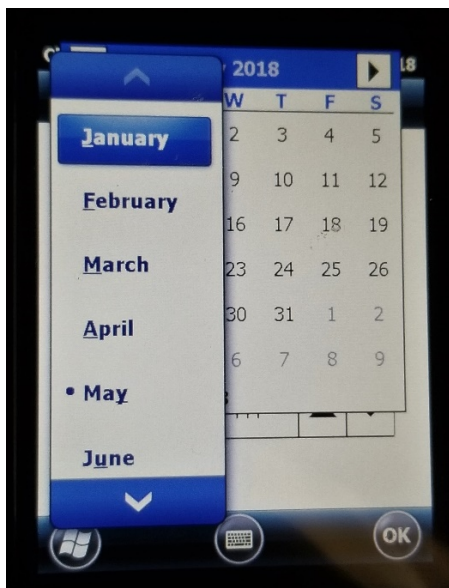


Date

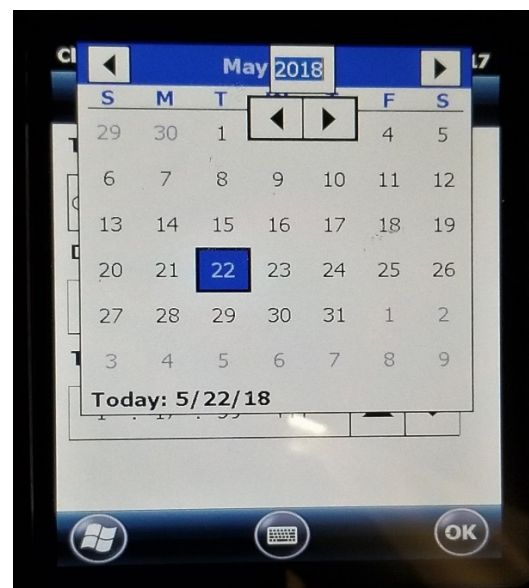


On the Calendar you can quickly navigate to a specific month or year by tapping the shown month/year to open a scrolling list.

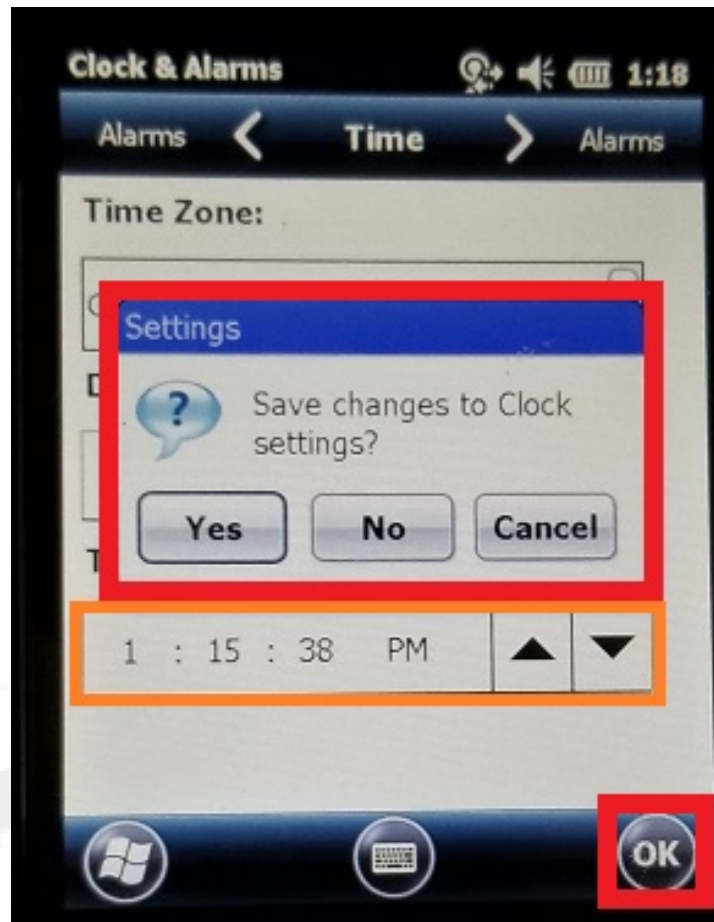
Month



Year



Finally adjust Time; click *OK* when done and Save Changes



Once set, the Date/Time settings should stay.

Occasionally a system update may reset the Date and/or Time.

Please follow the beforementioned instructions to easily go into your Scan Gun settings and make necessary adjustments. You should then be good to go.

## Signing into DealerScan on the Scan Gun:

Step 1 – click on the Windows Icon in the lower left-hand corner of the screen

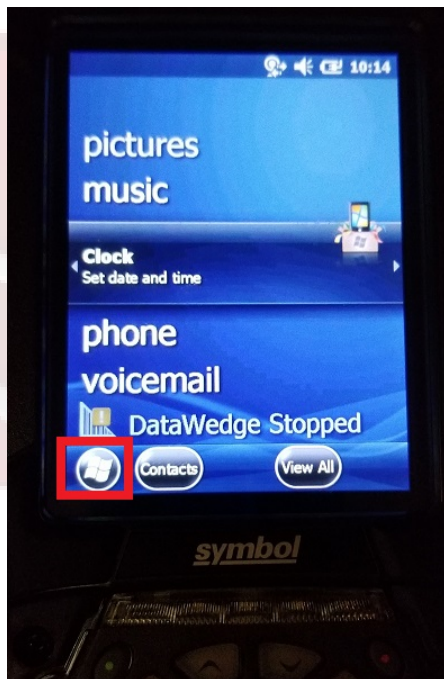
Step 2 – find and click on the DealerScan Icon

Step 3 – log-in: using the same credentials you use to access The LightYear DMS application, not the server

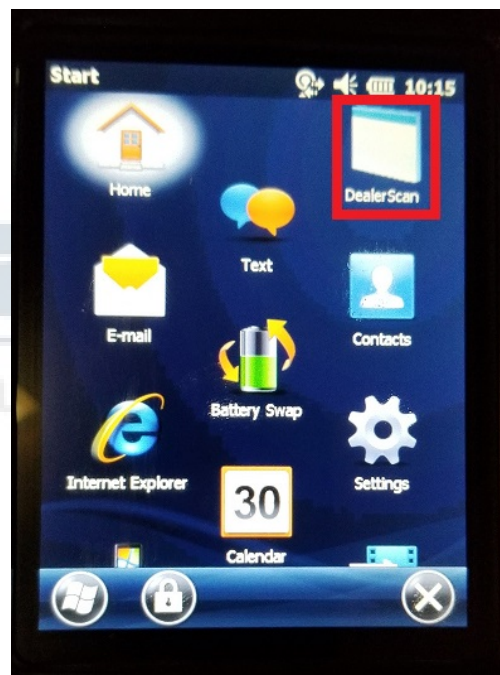
**SPECIAL CHARACTERS:** if your password includes special characters, the format for them is the same as the number layout on a standard pc keyboard. Simply hold down the SHIFT key on the Scan Gun keypad and type the corresponding number to populate the applicable special character:

**1 = !, 2 = @, 3 = #, 4 = \$, 5 = %, 6 = ^, 7 = &, 8 = \*, 9 = (, 0 = )**

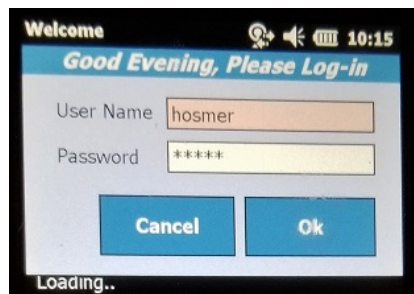
Step 1



Step 2



Step 3



## Vehicle Scanning:

Step 1 – once logged-in, identify your scanning Lot Location by taping on your selection; you'll be taken into Audit Mode. You're now ready to scan.

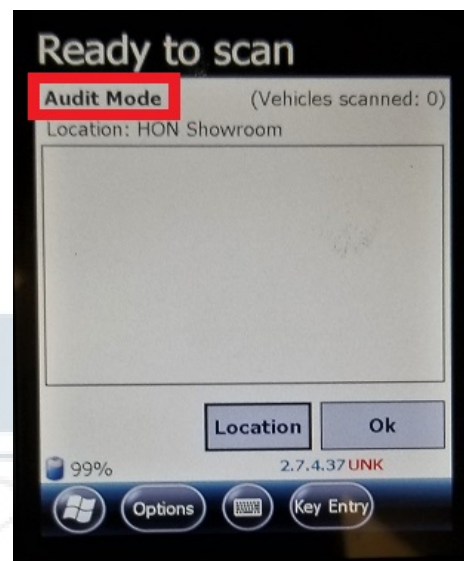
Step 2 – aim the Scan Gun at the barcode label and pull the trigger to project the scanning laser across the entire width of all bars on the label. You will hear a beep and the VIN will immediately show up in the Audit Mode window of the Gun.

If you're having trouble scanning a VIN, it is possible to enter the VIN manually by selecting *Key Entry*. In this mode, you will be able to use the Scan Gun keypad to enter the entire VIN by hand. Click *OK* when done typing to add it to your scanned list of VINs.

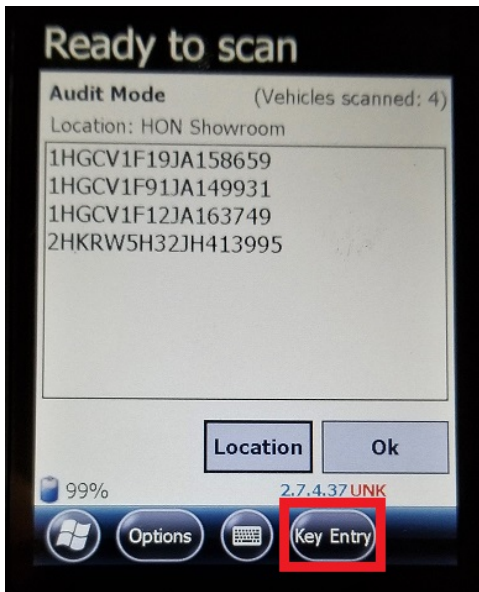
Step 1a



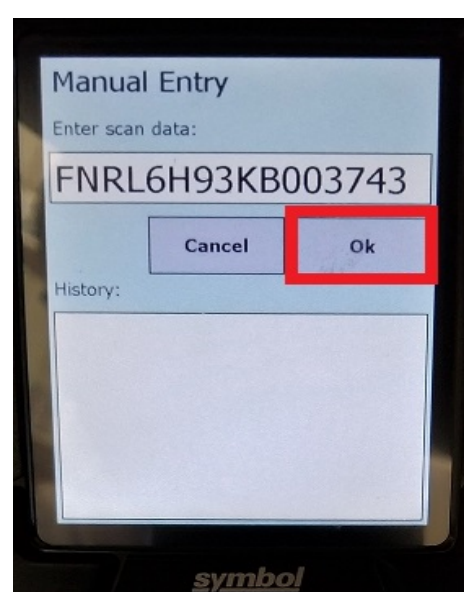
Step 1b



Step 2a



Step 2b

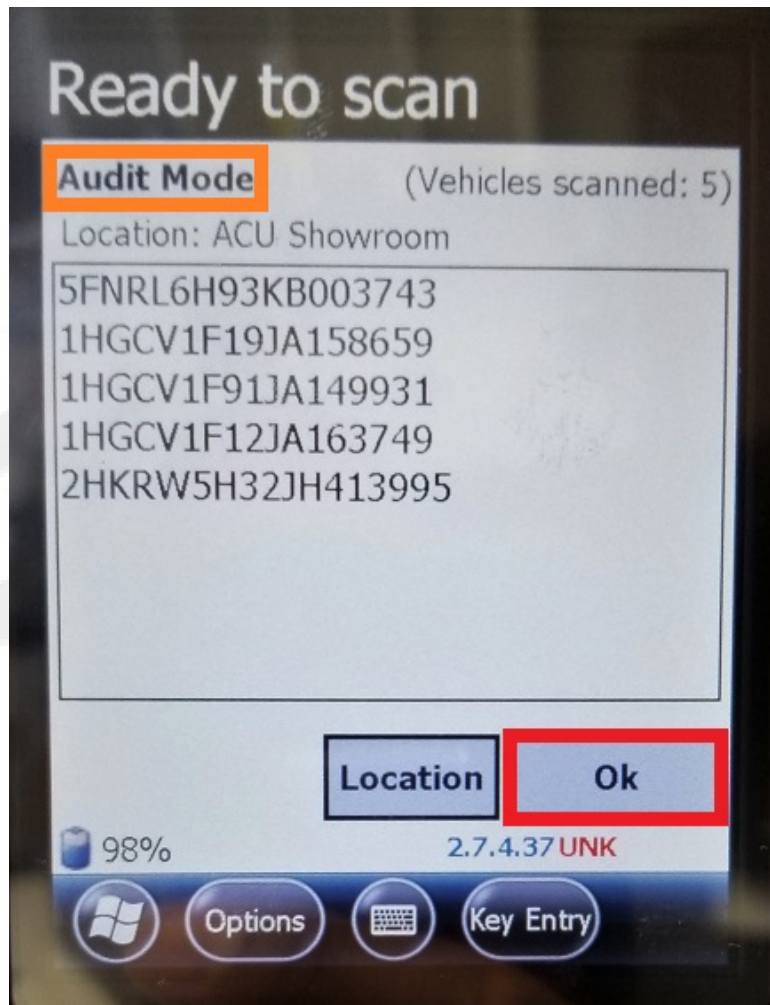


**Vehicle Scanning (cont.):**

Step 3 – when scanning is complete for that Lot Location, get within the VPN Wi-Fi coverage area of the dealership and hit *OK* from the Audit Mode screen to generate an Audit Report for that location on the LightYear integrated DealerScan Website

At this point, you can select another Lot Location and continue scanning, or sign-out of DealerScan on your Scan Gun before redocking it to charge.

Step 3



### Signing-out of DealerScan on the Scan Gun:

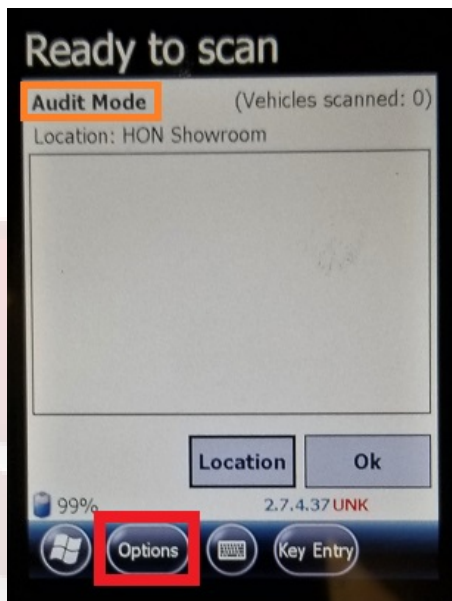
Step 1 – from the Audit Mode screen, click *Options*

Step 2 – click on your username icon

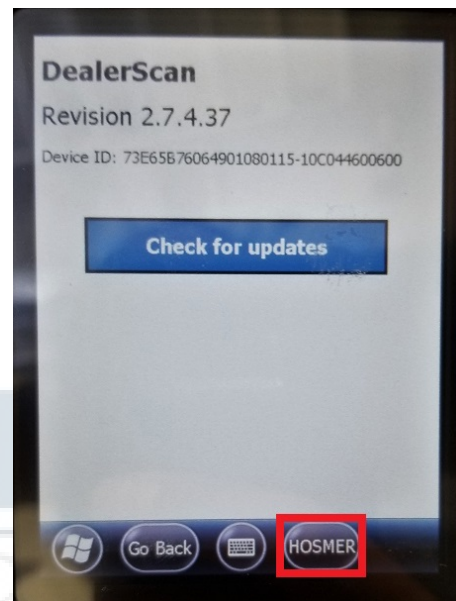
Step 3 – click *Exit System*

You're then free to dock the Scan Gun

Step 1



Step 2



Step 3



## Vehicle Audit Report:

Step 1 – once you’ve completed a vehicle scanning session, return to the DealerScan application on your desktop to review the audit report. If you have not yet, sign-in to the application

Step 2 – select a report to view by clicking the applicable report ID number, then define report parameters

### Step 1

DealerScan VIN    Print Labels    Setup

## Log in.

Use your LightYear account to log in.

**User name**    support.te

**Password**    ●●●●●●●●

Remember me?

Log in

### Step 2a

DealerScan VIN    Print Labels    Setup

## Audit History

ID	Auditor	Scan Count	Completed
45	Jones, Mike	47	6/3/2018 12:19:48 PM
44	Skeyewalker, Luke	257	6/1/2018 4:31:53 PM
43	Campbell, Luther	0	6/1/2018 3:56:53 PM
10	Wright, Eric	306	6/1/2018 2:26:43 PM
9	Cole, J.	69	6/1/2018 10:31:27 AM
8	Keys, Alicia	0	5/22/2018 2:43:14 PM
7	Quill, Peter	1	5/22/2018 2:43:08 PM
5	Stark, Tony	5	5/18/2018 1:24:57 PM
4	Lipps, Matthew	0	5/18/2018 12:36:20 PM

Step 2b – define the report parameters

DealerScan VIN    Print Labels    Setup

## Audit Scope

Vehicle Type

- All
- New Only
- Used Only

Which locations where scanned?

- 1 - DeathStar Motors
- 2 - Millenium Falcon Used Cars

Go Back    Continue

The report breaks down as follows:

- **Vehicles NOT Scanned** – These are your need to search and account for exceptions

DealerScan VIN    Print Labels    Setup    Hello SUPPORT.TE!

## Audit Results

### New Vehicles In Stock Not Scanned

Stock #	VIN	Year	Make	Model	Color	Location	Availability
EL073219	5J6RM4H50EL079219	2014	Honda	CR-V	Bu Gr		N
JA042565	1HGCV2F32JA042565	2018	HOND	ACCO	White		A
JA171299	1HGCV1F97JA171299	2018	Honda	Accord	Black		A
"	"	"	"	"	"	"	"

- **Vehicles In Stock Scanned**

#### New Vehicles In Stock Scanned

Stock #	VIN	Year	Make	Model	Color	Location	Availability
STK123	1HGCV2F31JA040547	2018	HOND	Accord	Black	HON Back Lot 6/4/18	A
STK1973	1HGCV2F97JA000400	2018	Honda	Accord	BV	HON Back Lot 6/4/18	A
STK6452	1HGCV3F59JA001857	2018	Honda	ACCXYB	BLACK	HON Back Lot 6/4/18	A
STK321	1HGCV2F56JA003429	2018	Honda	Accord	GRAY	HON Back Lot 6/4/18	A
"	"	"	"	"	"	"	"

- **Unexpected Vehicles Scanned** – These are vehicles now physically on-site but still in a *Coming* (or in transit) status in LightYear

#### Unexpected New Vehicles Scanned (Coming status)

Stock #	VIN	Year	Make	Model	Color	Location	Availability
JA171012	1HGCV1F95JA171012	2018	Honda	ACCORD 1.5T		HON Back Lot 1/17/00	O
JH563996	2HGFC2F57JH563996	2018	Honda	Civic	Gray	HON Back Lot 1/17/00	O
"	"	"	"	"	"	"	"

#TheDifferentDMS

- **Unknown Items Scanned** – any items LightYear does not recognize, as an In Stock unit: cars not yet stocked in, barcodes for items that really are not vehicles, partial reading of barcodes, etc.

#### Unknown Items Scanned

Stock #	VIN	Year	Make	Model	Color	Location	Availability
	0					HON Back Lot	
	2HGFC2F53JJ562831					HON Back Lot	
	"					"	

Notice the Lot Location, and Date/Time Stamp of each unit. It is also possible to manually enter a temporary location in The LightYear DMS Vehicle Entry screen that will be displayed on this report for vehicles that are not on-site but accounted for: off-site repair facility, momentary storage, etc.

**New** and/or **Used** are displayed depending on parameters selected when report is initially run.

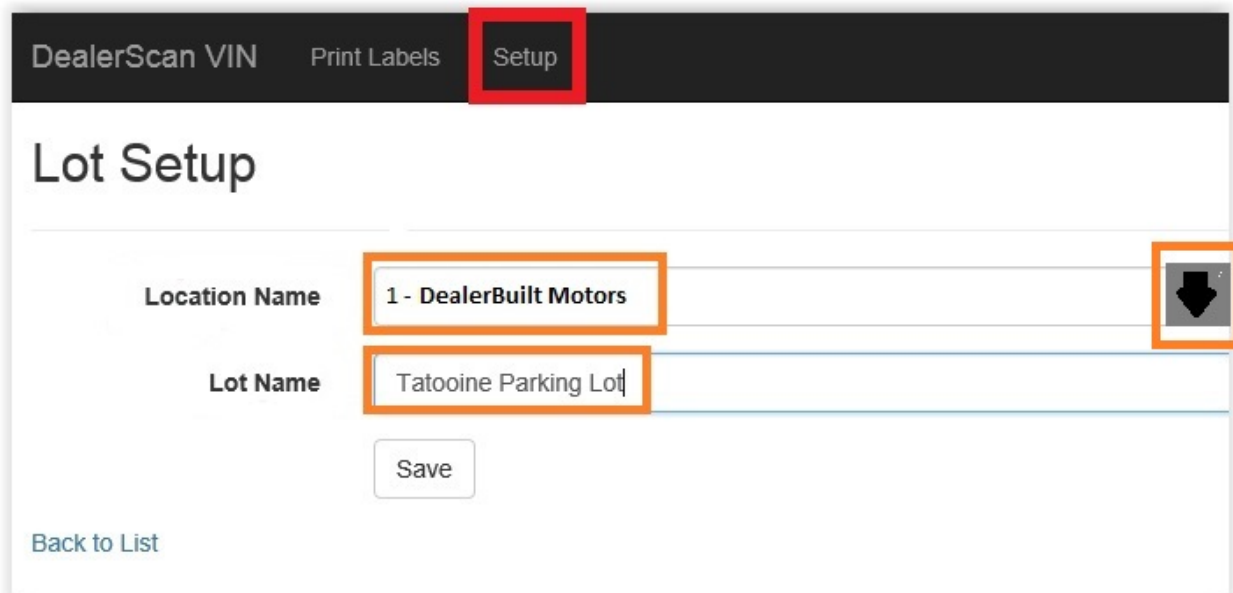
## Lot Locations – Creating and Deleting:

Step 1 – while logged into the DealerScan desktop application, click *Setup* near the top of the page

Step 2 – you'll see a list of your current printers and lot locations, there is a *Delete* link to the right of each location. Here you can delete lots no longer in use.

Step 3 – you'll also see a link that says *Add Lot*; here you can select a dealership location from the drop-down list and create a Lot Name of your choosing for that location.

Step 4 – you will have to log out of DealerScan on the Scan Gun and sign back in before you see the updated lots in the Gun



The screenshot shows the DealerScan VIN application interface. At the top, there is a navigation bar with three options: "DealerScan VIN", "Print Labels", and "Setup". The "Setup" option is highlighted with a red box. Below the navigation bar, the page title "Lot Setup" is displayed. The main content area contains a form with two input fields: "Location Name" and "Lot Name". The "Location Name" field contains the text "1 - DealerBuilt Motors" and has a dropdown arrow icon on its right side, which is highlighted with an orange box. The "Lot Name" field contains the text "Tatooine Parking Lot" and is also highlighted with an orange box. Below the input fields, there is a "Save" button. At the bottom left of the form, there is a link labeled "Back to List".

**Viewing Last Scan Location in The LightYear DMS:**

Step 1 – log-in to LightYear

Step 2 – when viewing vehicle information in the *Vehicle Entry* screen, look for the *Last Lot Loc* field

Stock Number	170167	
New/Used	New	Pending: <b>N</b>
Ground/Coming	Ground	<input type="checkbox"/> Processed
VIN	5TDDY5G14 HS148411	Clone
Year	2017	Order Info
Make	Toyota	Decode VIN
Model Number	7933	Mfg Web Sites
Model	Sequoia	
Body Style		
Series		
Engine		
Transmission		
Generic Ext. Color	Black	
Current Miles	7249	<input type="checkbox"/> Not Actual
Stocked-in Miles	0	<input type="checkbox"/> Exceeded
		<input type="checkbox"/> Exempt
Vehicle Type	Sport Utility	SUU
Sub Type		
Location	01 - LightYear Motors	1
Status	Available	A
Vehicle Status	07-DEMO	7
DMV Body Types		
DMV Proc Date		
Memo 1		
Memo 2		
DMV Return Date		
Title Mail Date		
<b>Last Lot Loc</b>	<b>ARD Floor Showroom</b>	<b>11/2/17</b>

Here, you can view the last location and date the vehicle was scanned into.

Also, if you have a vehicle that will spend an extended period of time in another location under extenuating circumstances (machine shop, body shop, and so on), you can manually enter a description here that will also populate on your Audit Report.

City, St. Zip:	
Definable #5	
Last Lot Loc	LIGHTYEARS PAINT AND BODY

Any concerns over misleading information in this field is addressed with the Show Field Log feature in LightYear.

While not in Edit Mode, right-click on the Last Lot Location field, the *Show Field Log* link will appear; click on this to show detailed changes on a particular field. This actually works almost everywhere in The LightYear DMS.

Definable #5	
Last Lot Loc	HON BACK LOT 1/17/00

Right-click 

Show Field Log

You're able to identify the date/time the change took place, the original value before the alteration, what the information in the field was changed to, and under whose username it happened, among other details.

Current Record Deal: 0 Stk: 1JA040547 2018 HOND Accord Load Highlighted Time Range Print

Table Name: ly.lystock

Column Name: dealerdefine6

Date Modified	Column Name	Original Value	New Value	Event	Changed By	Record ID	IP Address	Table
06/01/2018 16:31:53	dealerdefine6		HON Back Lot 1/17/00	UPDATE	lyadmin	34148	10.13.143.24	lystock
06/04/2018 16:24:46	dealerdefine6	HON Back Lot 1/17/00	LIGHTYEARS PAINT AND I	UPDATE	SUPPORT.TE	34148	10.13.143.24	lystock
06/04/2018 16:24:56	dealerdefine6	LIGHTYEARS PAINT AND I	HON BACK LOT 1/17/00	UPDATE	SUPPORT.TE	34148	10.13.143.24	lystock

### **Trouble shooting:**

If for whatever reason the Scan Gun freezes or you for no obvious reason lose connectivity you can hard power down the Gun by disengaging the battery (push in tabs on both sides of the battery and sliding it out about a half an inch: there is a built in secondary stop to prevent the battery from just falling out), then holding the power button and trigger simultaneously for approximately 5 seconds.

This drains any residual power and memory, forcing the Gun to recalibrate itself once powered back on.

Power it up, and you should be good to go.

### **LightYear Support:**

For questions about application usage

Sales/F&I: [support.fni@dealerbuilt.com](mailto:support.fni@dealerbuilt.com)

For issues with connectivity (after you've first checked with your dealership IT/Network Administrator)

IT/Network: [support.it@dealerbuilt.com](mailto:support.it@dealerbuilt.com)

General Inquiries: (800) 499-1914

