

USER GUIDE



Bring your dealership into the 21st century

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Before you get started

This user guide assumes you've already signed up and paid for a web site with VehicleHost. You've already gotten an email from VehicleHost that contains a temporary link to your new site. If this isn't the case, you'll need to get this done before you can start using your web site.

Do I have to install any software to use VehicleHost?

Unlike some of our competitors, you will not have to install anything special on your computer to enter your inventory into your web site. Everything you do with your site is done through the web. This means you can maintain your dealership's inventory from anywhere at anytime.

What the customer will see?

Let's first talk about what the customer will see when they visit your site, because this will make the administration of your web site easier to understand. When a customer visits your site, they'll see a professional looking banner with your business's name and a slogan of you're choosing (*See Image1*). Under the banner, the customer will find featured vehicles that you've designated to be highlighted from your inventory. Under the featured vehicles, you'll find all of your inventory separated into categories (ex. Cars, trucks, SUV's, vans, etc...) Listing all of your inventory on one easy to navigate web page helps your customers quickly find and compare vehicles. Each vehicle will list the year, make, model and price. Menu buttons at the top of every web page will help the customer find the information they're looking for.

The customer can click on the picture of the vehicle or the button near its information labeled, "Read More". They will then be taken to a web page containing more details about that particular vehicle (*See Image2*). This page contains all the pictures you've shown for your vehicle. You and your customers will be able to click a link and pull up a document mimicking a window sticker. This window sticker will be in an Adobe PDF format which is defacto standard for web documents these days. The customer can also click on an enquiry link that opens an email for them to begin typing in. This email will be sent to the email address you provide in your VehicleHost Admin site.



Image1



Image2

Clicking on any of the images will popup an image viewer where the customer can view all the pictures you've provided (See Image3). Navigation buttons allow them to move back and forth through all of them.



Image3

Administration

VehicleHost gives you an easy-to-use online tool for uploading and updating your inventory. When you signed up for your web site, VehicleHost should have sent you an email with a temporary link to access the VehicleHost Admin Tool (ex. <http://temp.vehiclehost.com/login.aspx?clientid=123>). Until your domain name can be registered and pointed to your new VehicleHost site, you'll use this temporary link. Please remember it can sometimes take up to two weeks for domain names to start pointing to your new web site due to issues outside VehicleHost's control.

Logging In

The URL to your VehicleHost Admin Tool is either something like <http://temp.vehiclehost.com/login.aspx?clientid=123> if you've just signed up or <http://yourdomainname.com/login.aspx> if the domain name has already been setup. You'll be shown a login screen like the one below (See Image4).

A screenshot of a login form. It features two input fields: "Username:" and "Password:". Below these fields is a blue "Login" button.

Image4

The first time you login to the VehicleHost Admin Tool, you'll use the username and password that PayPal gives you during the signup process. You can keep this username and password if you like or change it by clicking the 'Edit Site Info' button (*See Image 5*) and setting it on the subsequent page (*See Image6*).



Image5

Edit Site Information

The first thing you'll want to do is modify your site information. This is a variety of information that's needed for your customers to understand your business better (*See Image6*). The first you will see on this page is where you can modify your username and password. These will only change if you modify them, so don't change them if you're happy with the current settings. The contact name and email will be displayed to your customers on the 'Contact Us' page. The business name is what will be displayed in the banner at the top of every page in your web site. For example, in Image1 the business name is 'VehicleHost Auto Sales'. The business phone, fax and address information will also be displayed on the 'Contact Us' page. The address information you enter will also be used to locate your business on the 'Find Us' link to MapQuest.com. The PayPal address specified is the account that VehicleHost will use to bill you for this service. New vehicles added to your site will display 'NEW' next to them for the number of days in the 'New Days' box. You can choose from a number of different templates in the template drop-down box. The will change your site to look like the example shown under the drop-down box. The business slogan is what's displayed in the banner. If you don't want one, just leave this field blank. The About Us and Financing fields are for the content you want displayed on those perspective pages. You can use HTML if you you're familiar with it. The Links field is displayed on the Home page for the site. You will want to use HTML in this field to create links your customers can use. When finished, just click the Save button or Close to exit without saving.

USERNAME Username (30 char. max)

PASSWORD New Password (10 char. max)
Only enter if you want a new password

CONTACT NAME Contact Name

CONTACT EMAIL Contact Email

BUSINESS NAME Business Name


BUSINESS PHONE/FAX Business Phone (xxx-xxx-xxxx)
Business Fax (xxx-xxx-xxxx)

BUSINESS ADDRESS Address 1
Address 2
City
State
Zip Code

PAYPAL ACCOUNT PayPal Email (Used by VehicleHost.com for billing)

NEW DAYS New Days

TEMPLATE NAME Template:

TEMPLATE EXAMPLE 

BUSINESS SLOGAN Slogan

ABOUT US About Us Verbage
(Note: You can use HTML tags to format your text)

FINANCING Financing Verbage
(Note: You can use HTML tags to format your text) http://www.motorsalesofmissouri.com/Pub/fin/fin.html where you'll be treated right."/>

LINKS Home Page Links
(Note: You can use HTML tags to format your text)

Image6

Add/Update Vehicles

Since VehicleHost's Admin Tool is used through the web, you can update your inventory from anywhere that has an internet connection twenty-four hours a day seven days a week. This also means your changes are immediately updated on your site.

For each vehicle, you can enter the year, make, model, category, mileage, options, VIN number, exterior and interior colors, 16 pictures and a large free-text description for anything else you want the customer to know about. The icon next to the VIN number does a very rudimentary VIN decoding to find the year, make, model and engine type if the information can be found. VehicleHost hopes it will help you enter vehicles quickly, but we do not troubleshoot issues arising from its use. When you're ready to remove a vehicle from your site, just change the Status drop-down box to Inactive and the click the Save button. The vehicle will no longer display on your site.

We allow you to mark your vehicles as sold and keep them displayed on your site for as long as you like. This is an especially useful feature if you are a broker or don't carry a large inventory. Clicking the Save button commits the changes you've made. If you make changes to a vehicle but then decide that you don't want to save them, just click the Close button and nothing will change.

YEAR Year* (4-digit) **Price***

MAKE Vehicle Type* **Category***

CATEGORY Make* **Model***

MODEL Transmission: **Air & Heat**

OPTIONS Cruise Control? Tilt Steering?
 Power Windows? Power Locks?
 Power Seats? Anti-lock Brakes?
 Airbags?

MILEAGE Mileage*: **VIN***

VIN Exterior*:

COLORS Interior:

Extra 1: Extra 2:

Extra 3: Extra 4:

Extra 5:

EXTRA OPTIONS Image 1:
Image 2:
Image 3:
Image 4:
Image 5:
Image 6:
Image 7:
Image 8:
Image 9:
Image 10:
Image 11:
Image 12:
Image 13:
Image 14:
Image 15:
Image 16:

UPLOAD UP TO 16 PICTURES

FREE-TEXT DESCRIPTION Description*:

FEATURED Featured?

SOLD Sold?

Image7

More Information

If you don't find the information you're looking for in this user guide, you can also browse our FAQ on the VehicleHost website.

<http://www.vehiclehost.com/faq.aspx>