

FEATURE UPDATE | OCTOBER 2018

Version 2.13 Update

Effective October 2nd, 2018, the Dealer Admin site (DMPDealerAdmin.com) is updated to Version 2.13. The following feature is available.

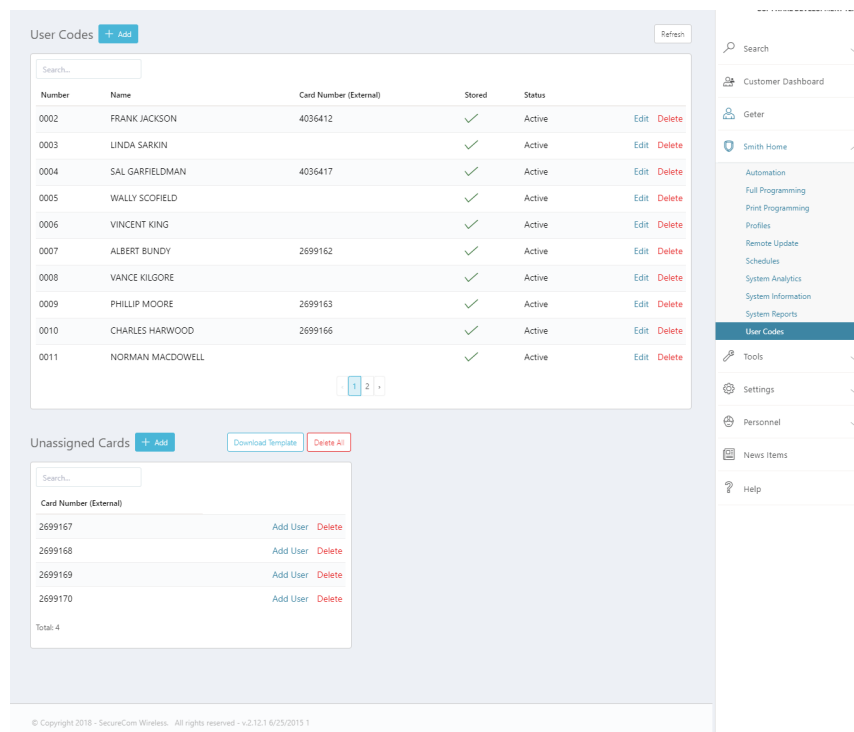
Feature

Batch Card Import

With Dealer Admin Version 2.13, dealers now have the ability to import multiple card numbers to a specific system that can later be assigned to users.

Follow the directions below to enable this feature:

1. Click the **User Codes** tab.
2. To import your card numbers, your data must be in a CSV file with a specific format. You can download a template by clicking **Download Template**. Currently, up to 6 digit internal codes are supported.
3. Click the **Add** button in the **Unassigned Cards** section. This will open up a file explorer for you to choose the file with the template that was just created.
4. Click **Open**. This will open a window that will show you the codes were added successfully by highlighting the numbers green. If a number was not added, it will appear in red with the reason for the failure.
5. The Unassigned Cards section will populate with the numbers from the file that has been imported. Only external numbers will be visible. From here, users can select **Add User** or **Delete**.
6. Click **Add User**. Once a card is assigned to a user, the number moves from the Unassigned Cards section to the User Codes section and can be managed as a normal user code.



The screenshot displays the Dealer Admin interface. The top section is titled 'User Codes' and includes a search bar, a '+ Add' button, and a 'Refresh' button. Below this is a table with columns: Number, Name, Card Number (External), Stored, Status, and actions (Edit, Delete). The table lists 11 user codes, all with a status of 'Active' and a 'Stored' checkmark. The bottom section is titled 'Unassigned Cards' and includes a search bar, a '+ Add' button, a 'Download Template' button, and a 'Delete All' button. Below this is a table with columns: Card Number (External), Add User, and Delete. The table lists 4 unassigned card numbers, each with an 'Add User' and 'Delete' button. A 'Total: 4' is shown at the bottom of the table.

| Number | Name | Card Number (External) | Stored | Status | Actions |
|--------|------------------|------------------------|--------|--------|-------------|
| 0002 | FRANK JACKSON | 4036412 | ✓ | Active | Edit Delete |
| 0003 | LINDA SARKIN | | ✓ | Active | Edit Delete |
| 0004 | SAL GARFIELDMAN | 4036417 | ✓ | Active | Edit Delete |
| 0005 | WALLY SCOFIELD | | ✓ | Active | Edit Delete |
| 0006 | VINCENT KING | | ✓ | Active | Edit Delete |
| 0007 | ALBERT BUNDY | 2699162 | ✓ | Active | Edit Delete |
| 0008 | VANCE KILGORE | | ✓ | Active | Edit Delete |
| 0009 | PHILLIP MOORE | 2699163 | ✓ | Active | Edit Delete |
| 0010 | CHARLES HARWOOD | 2699166 | ✓ | Active | Edit Delete |
| 0011 | NORMAN MACDOWELL | | ✓ | Active | Edit Delete |

| Card Number (External) | Add User | Delete |
|------------------------|----------|--------|
| 2699167 | Add User | Delete |
| 2699168 | Add User | Delete |
| 2699169 | Add User | Delete |
| 2699170 | Add User | Delete |

Total: 4

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Hide Map Button

You will now have the option to click the **Hide Button** to hide the map in Dealer Admin for the current session. Click **Show Map** to bring the map back into view.