



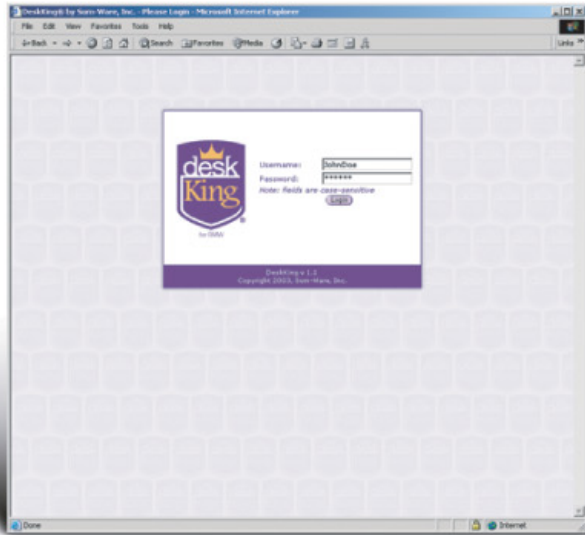
## **DeskKing User Guide**





# DeskKing User Guide

## Logging In



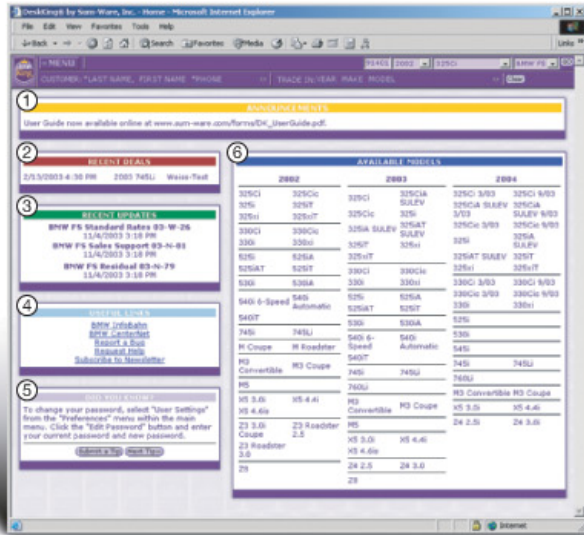
When DeskKing is initially launched, the first screen you will see is the login screen. In order to use the DeskKing application, you will need to sign in with your username and password.

If you have forgotten your password, please ask your administrator to reset it to "password". When your password has been reset you will be prompted to create and verify a new password before logging in.



# DeskKing User Guide

## Home



Each time you successfully log-in to DeskKing, you will see the "Home" screen. This screen shows you important announcements, a list of your most recent deals, recent updates, useful DeskKing and BMW links, Tips for effectively using DeskKing and a list of your dealership's available car models. To return to this screen, click the DeskKing logo in the upper-left area of your screen.

### 1. Announcements

The "Announcements" section will alert you to any important news or changes to DeskKing.

### 2. Recent Deals

The "Recent Deals" section displays your most recent deals. Click on any of the listed deals to be taken directly to the SalesView screen for that deal.

### 3. Recent Updates

The "Recent Updates" section displays the current bulletins.

### 4. Useful Links

The "Useful Links" section displays links to BMW CenterNet and InfoBahn as well as important DeskKing links.

### 5. Did You Know?

The "Did You Know?" section displays a tip to improve efficiency in using DeskKing. Additional tips can be viewed by clicking the "Next Tip" button.

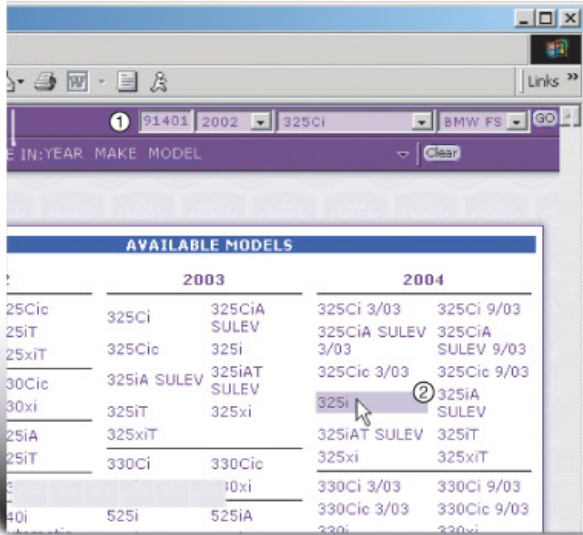
### 6. Available Models

The "Available Models" section displays all for the car models currently available through your dealership. Clicking on a model will start a new deal.



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## Creating a Deal



There are two ways to create a new deal. You may use the dropdown menus located in the upper right-hand corner of the screen or select a vehicle from the "Available Models" window. To use the dropdown menus, begin by entering the customer's ZIP code, then select a model year, model and lender. To use the "Available Models" window, simply click on a vehicle. Either option will take you to the Sales View window.



# DeskKing User Guide

## SalesView

The screenshot displays the DeskKing SalesView application running in a Microsoft Internet Explorer browser. The interface is divided into three main sections:

- CarBuilder (2004 - 545):** A list of vehicle options with checkboxes, MSRP, and Cost. The total price is \$54,993 and the total cost is \$30,765.
- Financial:** A section for entering financing or lease details, including Selling Price, Ret Cap, Drive Off, Cash Required, Payment, Term & Mileage, Residual Factor, Security Deposit(s), and Money Factor.
- Availability (2003-11-07 05:05:57.0):** A table showing vehicle availability for various VINs, CLAs, and UPRs, including options, BN, LOT, DATE, and CUSTOMER.

VIN	CLA	UPR	OPTIONS	BN	LOT	DATE	CUSTOMER
0101222	0475	UCSW	02CW	4		Inv: 2003-11-03	
0101201	0480	UCSW	02CW 0693	10		Inv: 2003-10-08	
0101212	0954	LCAD	0255 02PS 0416 021A	7		Inv: 2003-10-31	BB/SURR (ND)
0101212	0489	UCSW	0255 02PS 021A	5		Inv: 2003-11-06	BB/SURR (ND)
0101212	0480	UCSW	0255 0693 021A	18		ETA: 2003-11-05	
0101212	0480	UCSW	0255 02PS 02CW 0445 0693	18		ETA: 2003-11-05	OT/NARPTIA
0101212	0480	UCSW	0255 02PS 0416 0693 021A	14		ETA: 2003-11-03	BB/SURR (ND)
0101212	0017	LCRW	0255 02PS	1			ARK/SURR (ND)
0101212	0487	LCBA	0255 0416 0693	1			ARK/SURR (ND)
0101212	0480	LCAD	0255 02PS 02CW 0416 0416 0416 0558 0693	1			ARK/SURR (ND)
0101212	0954	LCAD	0416 0693	1			ARK/SURR (ND)
0101212	0954	UCSW	0255 02PS 0693	1			BB/SURR (ND)

"SalesView" is the primary module of DeskKing. In this window, you select all of your vehicle options as well as financing or lease information and vehicle availability. This window is divided into three sections; the "CarBuilder" window, the "Financial" window and the "Availability" window.



# DeskKing User Guide

## CarBuilder Window

The screenshot shows the CarBuilder window with the following elements:

- Buttons:** 1. Reset, 2. Exact Match, 3. MSRP, 4. Quick Print.
- Table:** A table with columns for Code, Description, and MSRP. It lists various vehicle options and their prices.
- Summary:** A section showing the total price of \$54,995.
- Dropdowns:** 5. Select exterior color, 6. Select upholstery.
- Table:** A table with columns for Tax, Description, Residual, Price, and Cost. It shows a single row with a checkbox and an 'Add' button.
- Total Price:** \$54,995.

Code	Description	MSRP
	Base	\$54,300
<input type="checkbox"/>	0206 Sequential Manual Gearbox (SMG) 6-Speed	0
<input type="checkbox"/>	02SP Sport Package	3,300
<input type="checkbox"/>	02SS Sport Package	3,300
<input type="checkbox"/>	0496 Rear Seat Heating	350
<input type="checkbox"/>	0508 Park Distance Control W/ Display (F,R)	700
<input type="checkbox"/>	0541 Active Cruise Control	2,200
<input type="checkbox"/>	0609 On-Board Navigation System	1,800
<input type="checkbox"/>	0610 Head Up Display	1,000
<input type="checkbox"/>	0693 Satellite Radio Preparation	75
<input type="checkbox"/>	021A Anthracite Trim	0
	Destination and Handling	695
	MACO Fee	
	<b>Total</b>	<b>\$54,995</b>

Tax	Description	Residual	Price	Cost
<input checked="" type="checkbox"/>	6			

The "CarBuilder" window is located in the upper left area of the "Sales View" page. In this module you are able to select options and add-ons as well as interior/exterior colors to customize the vehicle model you have previously selected.

### 1. Reset Button

Clicking the "Reset" button will clear all selections in the CarBuilder window

### 2 Exact Match Button

Clicking the "Exact Match" button indicates that you wish to only see vehicles with the exact options selected.

### 3. MSRP Column

This column displays the manufacturer's suggested retail price for the vehicle and options.

### 4. Cost Column

This column displays the actual dealer cost for the vehicle and options. Clicking the arrow at the top of the column will hide this column. Clicking it again will display this column.

### 5. Color & Upholstery

These drop down lists allow you to select the exterior and interior color of the vehicle. By selecting these you automatically limit the vehicles in the availability window to match the selected color or upholstery.

### 6. Dealer Adds

This area allows you to enter additional options to the vehicle. Select the tax setting, enter the description, residual value, price and cost of the added option and click the "Add" button to add the option.





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## Financial Window

Financial	
① LEASE    FINANCE ②	
③ Detail View	
Stock#	0
Selling Price	\$54,995.00
Net Cap	\$54,995.00
Drive Off	\$2,816.43
Cash Required	\$2,816.43
Payment	\$829.96
Payment with Tax	\$898.43
Term & Mileage	36 15,000
Residual Factor	62.0%
Security Deposit(s)	0 <input type="checkbox"/> Loyalty
Money Factor	2.8000

The "Financial" window is located in the upper right area of the View Model window. In this module you are able to enter and calculate all financial aspects of a prospective automobile sale or lease.

### 1. Lease Tab

The calculation section displays all of the financial information regarding a vehicle lease.

### 2. Finance Tab

The calculation section displays all of the financial information regarding a vehicle purchase.

### 3. Detail View Button

Clicking the button will display additional information in each of the tabbed sections.



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## Availability Window

Availability [2003-11-07 05:05:47.0]

VIN	CLR	UPH	OPTIONS	ON LOT	DATE	CUSTOMER
B107122	0475	LCSW	02CW	4	Inv: 2003-11-03	
B107310	0A08	LCSW	02CW 0693	10	Inv: 2003-10-28	
B107632	0354	LCAD	02SS 02PS 0416 021A	7	Inv: 2003-10-31	BB/SURRIND
B107462	0A09	LCSW	02SS 02PS 021A	1	Inv: 2003-11-06	BBB/HENRY
B107695	0668	LCSW	02SS 0693 021A	-18	ETA: 2003-11-25	
B108008	0668	LCSW	02SS 02PS 02CW 0465 0693	-18	ETA: 2003-11-25	DT/KARPTIA
B107954	0A08	LCSW	02SS 02PS 0416 0488 0693 021A	-14	ETA: 2003-11-21	JB/DENNIS
B087277	0317	LCRK	02SP 02PS	-1		ARKIN/RAY
B087163	0A07	LCBA	02SP 0416 0693	-1		AMIEL/MN
B108331	0A08	LCAD	02SS 02PS 02CW 0416 0456 0465 0508 0693	-1		RI/PUKSMAN
B108238	0354	LCAD	0488 0693	-1		
B108473	0354	LCSW	02SS 02PS 0693	-1		BB/MONENPO
N/A	0300	LCRK	0508	-1		BEVERLYFN/
N/A	0668	LCSW	02SS 02PS 0693 021A	-1		BBB/COLLIN
N/A	0A08	LCAD	02SS 0465 0508	-1		SM/FINCI
N/A	0668	LCSW	02PS 0416 0488 0693 021A	-1		

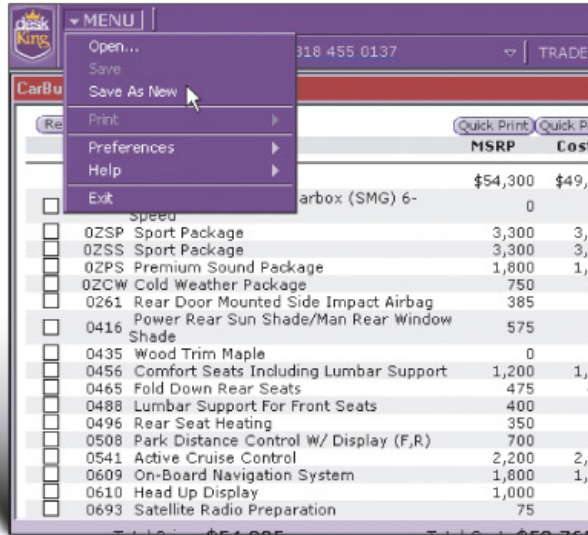
The "Availability" window is located in the bottom of the View Model window. This module displays all of the matching vehicles in the area of the dealership. The vehicles are listed in order of availability and each is color coated to indicate the vehicle's status. Depending on the user's settings, a color key may or may not be displayed at the bottom of this window.





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## Saving a Deal

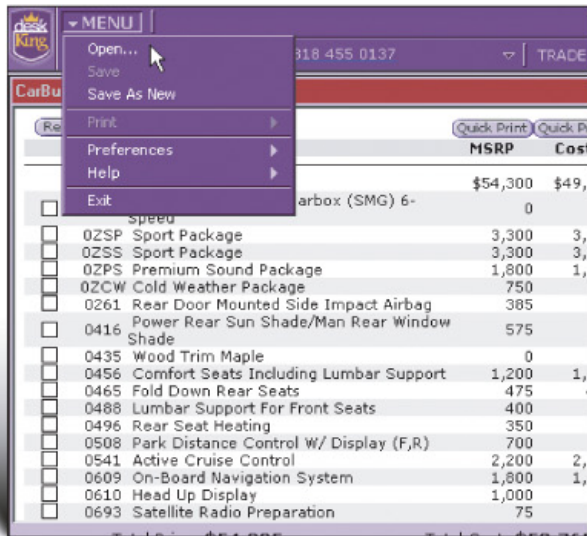


To save a deal, click the "Menu" button located in the top section of your screen. A list of navigation options will become visible. Select "Save as New" if you are saving a deal for the first time or if you would like to create a new record for an existing deal. If you are updating a previously saved deal, click the "Save" button. If any required information has not been completed, you will be prompted to enter the information before the deal is saved.

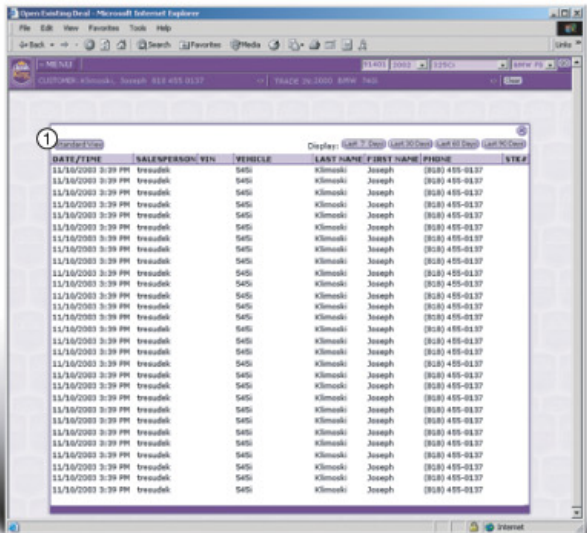


# DeskKing User Guide

## Opening a Deal



To open a previously saved deal, click the "Menu" button located in the top section of your screen. Select "Open" from the menu options.



A list of saved deals will be displayed in chronological order. To sort this list by other parameters, click the header of the column by which you would like to sort. To select a deal to open, place your cursor over the item and click.

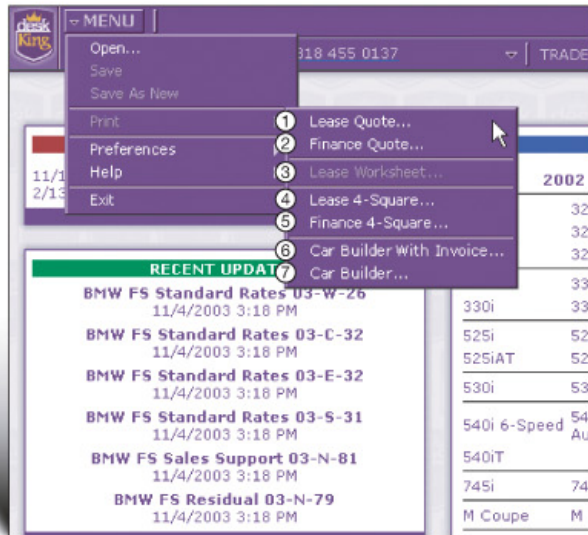
### 1. Standard View Button

By default, this list displays a "detail view" of the saved deals. If you do not require all of the information in this view, you can reduce the information by clicking the "Standard View" button.



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## Printing a Deal



To view the print options, click the "Menu" button located at the top of your screen and place your cursor over the "Print" button. An additional list will be displayed which offers you the following printing formats:

### 1. Lease Quote

This format offers you the most common information needed for a customer interested in leasing a vehicle.

### 2. Finance Quote

This format offers you the most common information needed for a customer interested in financing a vehicle.

### 3. Lease Worksheet

This view will be available for use in future versions of DeskKing.

### 4. Lease 4-Square

This format offers you basic information about a deal and is displayed with a classic "4-Square" worksheet format for a customer interested in leasing a vehicle.

### 5. Finance 4-Square

This format offers you basic information about a deal and is displayed with a classic "4-Square" worksheet format for a customer interested in financing a vehicle.

### 6. Car BuilderWith Invoice

This format offers you the customer information and a detailed list of all of the selected and available options for the vehicle. All options are displayed with a short description, MSRP and invoice pricing.

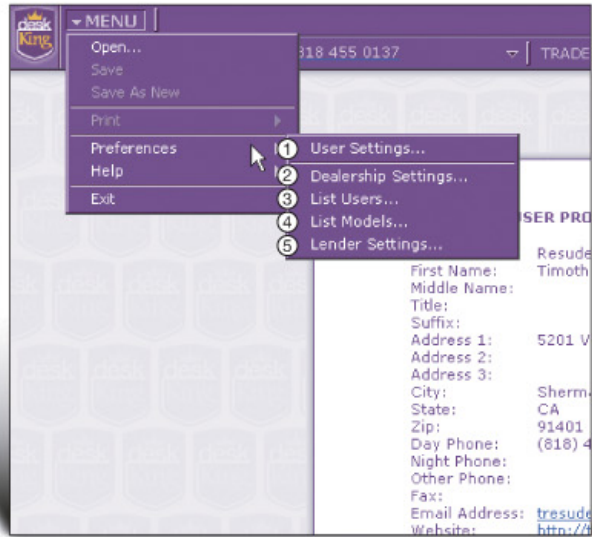
### 7. Car Builder

This format offers you the customer information and a detailed list of all of the selected and available options for the vehicle. All options are displayed with a short description and MSRP.



# DeskKing User Guide

## Preferences



To change your preferences, click the "Menu" button at the top of your screen. Place your cursor over the "Preferences" button to display a list of options. Dealers and users can change their password, contact information and other settings by selecting an option under this menu.

### 1. User Settings

A user can change his/her profile and password at any time by selecting this menu option.

### 2. Dealership Settings

Users with administrator access can change the dealership profile at any time by selecting this menu option.

### 3. List Users

Users with administrator access can change the profile or reset the password for the users at his/her dealership by selecting this menu option and then choosing a user from the displayed list. This option is also used to add a user.

### 4. List Models

Users with administration authority can view all of the vehicles currently available in the dealer inventory or add a new vehicle.

### 5. Lender Settings

Users with administration authority can view all of the Lenders currently available through the dealership.





# DeskKing User Guide

## Navigation

The screenshot shows the DeskKing software interface. At the top is a purple navigation bar with a 'MENU' button (labeled 1) and a customer input field (labeled 3) with the text 'CUSTOMER: \*LAST NAME, FIRST NAME \*PHONE'. Below the navigation bar is a trade-in input area (labeled 4) with fields for VIN (91401), Year (2004), Mileage (7451), Make (BMW), and Model (FS), along with a 'GO' button. Below the trade-in area is a table titled 'AVAILABLE MODELS' with columns for 2003 and 2004 models. The table lists various car models and their specifications.

2003		2004	
325Ci	325CiA SULEV	325Ci 3/03	325Ci 9/03
325CiC	325i	325CiA SULEV 3/03	325CiA SULEV 9/03
325iA SULEV	325iAT SULEV	325CiC 3/03	325CiC 9/03
325iT	325xi	325i	325iA SULEV
325xiT		325iAT SULEV	325iT
330Ci	330CiC	325xi	325xiT
330i	330xi	330Ci 3/03	330Ci 9/03
525i	525iA	330CiC 3/03	330CiC 9/03
525iAT	525iT	330i	330xi

Most navigation in DeskKing is initiated using the tools in the primary navigation bar located in the top section of your screen.

### 1. Menu

A menu section is displayed on the left-hand side of the screen when the "Menu" button is clicked. In this section you have buttons to open an existing deal, save a deal, print a deal, change your user/dealership preferences, view DeskKing update information, view this help menu and exit the software.

### 2. Selections

The ZIP input is located in the navigation bar and is required to create accurate tax information. Additionally, there are three lists located on the right-hand side of the navigation bar. Year selection, Model selection and Lender selection. After a selection is made, click the "GO" button to proceed.

### 3. Customer

Below the "Menu" button is the customer input area. This area allows you to enter the name, phone number, complete address, date of birth and any notes you may need. The customer name and phone number is required when saving a deal.

### 4. Trade-In

Beside the customer input area is the trade-in input area. This area allows you to enter the year, make, model, VIN, mileage, allowance, pay-off, cash value and any notes you may need.

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