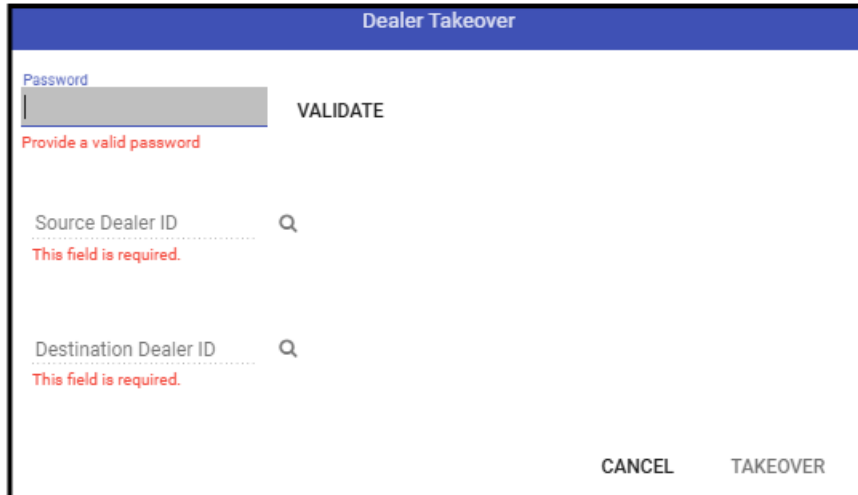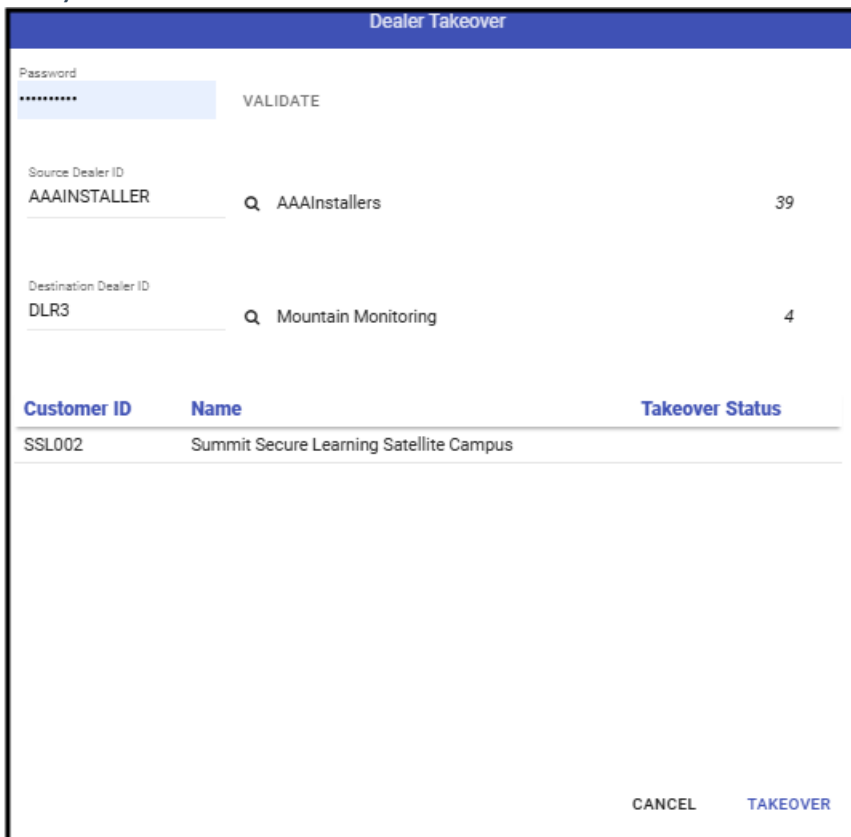# Tools Menu - Dealer Takeover

The **Tools Menu** contains the **Dealer Takeover** option. Dealer Takeover happens when an installing dealer purchases or takes over another dealer's accounts in Manitou.

1. **Validate** the Password authorizing the Dealer Takeover.
2. **Locate** and load the Source Dealer ID
3. **Locate** and load the Destination (takeover) Dealer ID
4. **Verify** the data is correct.

5. Click **Takeover**

6. **Confirm** the "are you sure?" warning.

Please be aware, this is a **permanent** change and cannot be reversed.