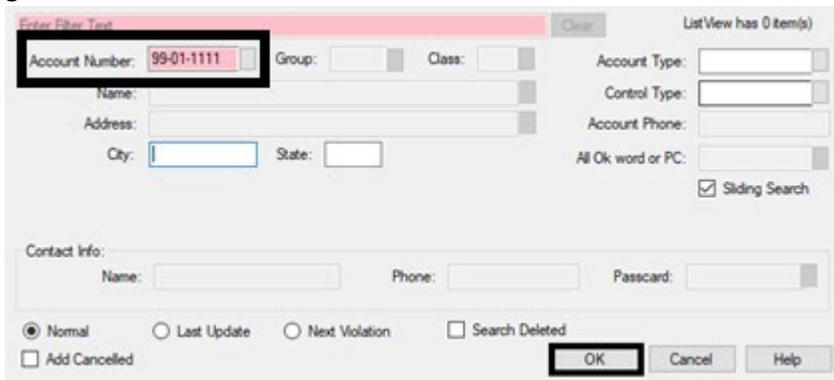


## SIMS III for Windows – Adding a New Dealer

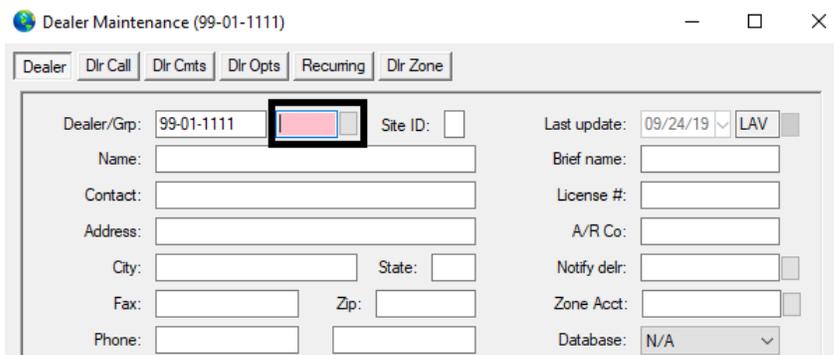
The following details adding a new dealer:

Instructions:

1. Go to Edit>Dealer>Add Dealer.
2. Enter the new Account Number (i.e. 99-01-1111; all Dealer Account Numbers have to start with 99-). (If the account already exists in the database, then an error indicating “Duplicate Record Exists” will generate).



3. Enter a unique Group ID (2-4 characters) into the Group ID field.



4. Enter the name and any other information that needs to be saved initially, then click on OK.
5. After saving the New Dealer Account, it can be searched via Edit to update the account.



Additional Information:

- To add a new account see the SIMS III for Windows – Adding a New Account Quick Reference Guide.