## 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).

Enter Filter Text					Clear	1	Jst Vew ha	as 0 item(s)
Account Number:	99-01-1111	Group:	0	lass:	Accou	nt Type:		
Name:					Cont	ol Type:		
Address:					Account	Phone:		
City:	State:				All Ok word or PC:			
							Side	ng Search
Contact Info:								
Name:			Phone:		Pas	scard:		
Normal	O Last Update	O Next Vic	olation	Search Delet	ed	_		
Add Cancelled					OK	Ca	ncel	Help



Dealer Dir Call Dir Onts Dir Opts Recurring Dir Zone								
Dealer/Grp:	99-01-1111 Site ID:	Last update:	09/24/19 V LAV					
Name:		Brief name:						
Contact:		License #:						
Address:		A/R Co:						
City:	State:	Notify delr:						
Fax:	Zip:	Zone Acct:						
Phone:		Database:	N/A ~					

- 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:

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