



KELLEY

ADDING A VEHICLE TO THE CUSTOMER'S GARAGE



ADDING A VEHICLE

- ▶ A vehicle is automatically added to customers' garage when a vehicle is delivered in DriveCentric
- ▶ This tutorial, however, will demonstrate how to add a vehicle that was not purchased from Kelley Automotive Group
- ▶ Having this information is extremely helpful for service and future sales

BoF

JLR

KAM

KC

StK

TKB

TKC

TKV

11

5

1

2

↑

Sales Pipeline

+ Add Filter

5

118

Engaged

35

9

111

Visit

85

1

7

160

Proposal

136

3

49

Sold

39

20

Snooze

0

Snaps

1

Videos

7

Hit List

3. Search the customer (Name, Telephone Number, or E-Mail address)



Thomas Dent

TD

Thomas Dent

Tom Kelley Buick GMC



4. Click the customer

BoF

JLR

KAM

KC

StK

TKB

TKC

TKV

6

11

6

5

Sales Pipeline

+ Add Filter

5. Select the Customer Card Icon



TD

Thomas Dent

Tom Kelley Buick GMC

(260) 417-0034

thomaswdent@gmail.com

Activity

Conversation

Deals

Value

NOTE

CALL

EMAIL

TEXT

VIDEO

TASK

APPT

Type your note here. Use @Name to mention a coworker

SAVE

PLANNED

You have no upcoming tasks.

+ SCHEDULE TASK

PAST

ALL 44

TASKS 3

APPTS 0

NOTES 4

SERVICE 0

PROPOSALS 0

3RD PARTY 0

LOGS 59

BoF

JLR

KAM

KC

StK

TKB

TKC

TKV

Sales Pipeline

+ Add Filter

Thomas Dent

Tom Kelley Buick GMC

ContactCust. NotesDetails

Salesperson

Reece Neuenschwander

Primary Salesperson

BDC

Maya Gordon

BDC

Service BDC

Garage

2021 GMC Yukon

Owned since October 12, 2021

2016 GMC Acadia

Owned since December 27, 2018

Customer Number

233492

Thomas Dent

Tom Kelley Buick GMC

(260) 417-0034thomaswdent@gmail.com

6. Select Details

ActivityConversationDealsValue

NOTE

CALL

EMAIL

TEXT

VIDEO

TASK

APPT

Type your note here. Use @Name to mention a coworker

SAVE

PLANNED

You have no upcoming tasks.

+ SCHEDULE TASK

PAST

ALL 44TASKS 3APPTS 0NOTES 4SERVICE 0PROPOSALS 03RD PARTY 0LOGS 59

Add

New Deal

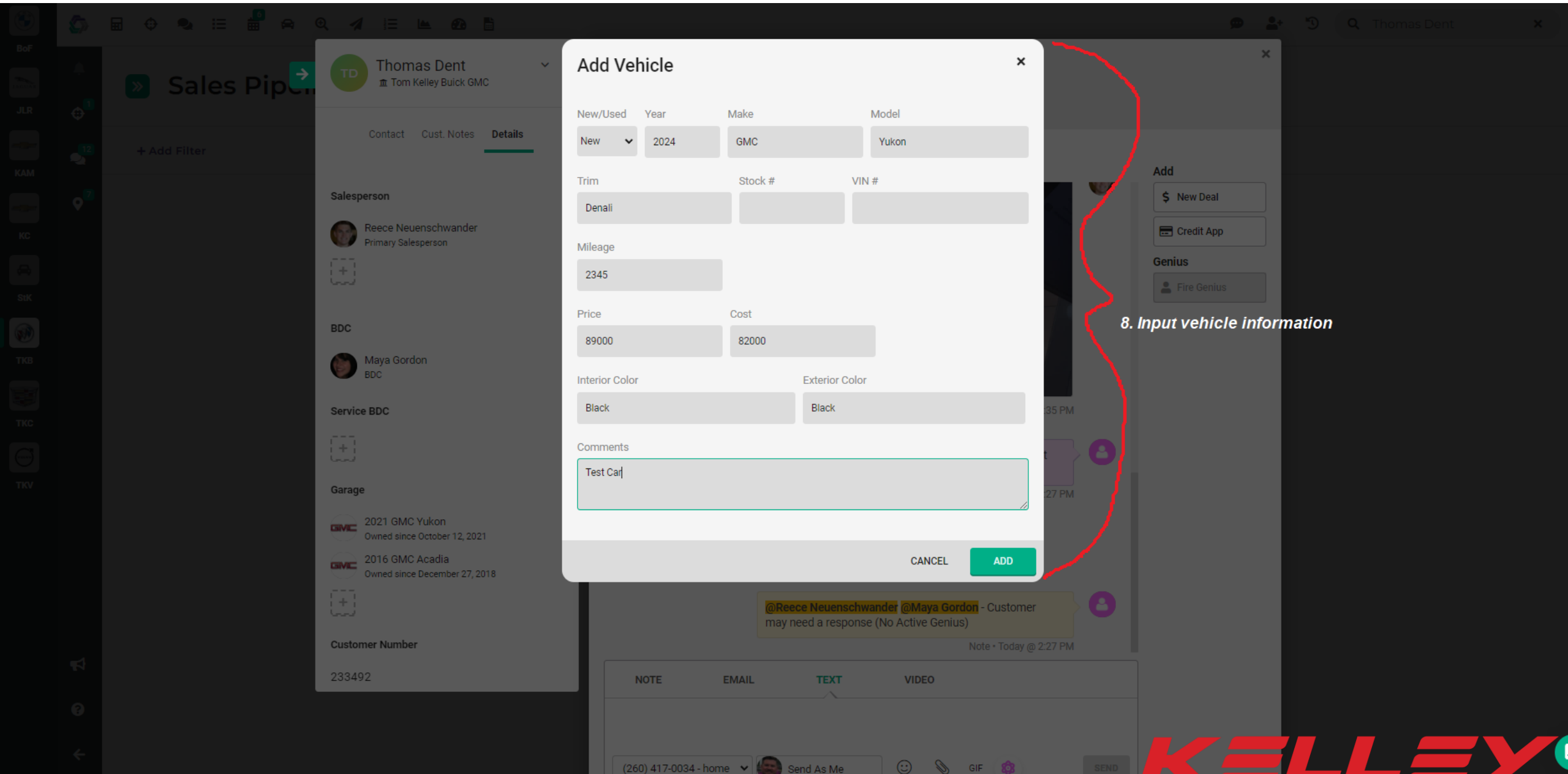
Credit App

Genius

Fire Genius

Thomas Dent

Tom Kelley Buick GMC



8. Input vehicle information

BoF

JLR

KAM

KC

StK

TKB

TKC

TKV

Sales Pipeline

+ Add Filter

TD

Thomas Dent

Tom Kelley Buick GMC

Contact

Cust. Notes

Details

Salesperson

Reece Neuenschwander

Primary Salesperson

+

BDC

Maya Gordon

BDC

+

Service BDC

+

Garage

2021 GMC Yukon

Owned since October 12, 2021

2016 GMC Acadia

Owned since December 27, 2018

2024 GMC Yukon

Added June 22, 2023

+

Customer Number

233492

TD

Thomas Dent

Tom Kelley Buick GMC

(260) 417-0034

thomaswdent@gmail.com

Activity

Conversation

Deals

Value

NOTE

CALL

EMAIL

TEXT

VIDEO

TASK

APPT

Type your note here. Use @Name to mention a coworker

SAVE

PLANNED

You have no upcoming tasks.

+ SCHEDULE TASK

PAST

ALL 47

TASKS 3

APPTS 0

NOTES 5

SERVICE 0

PROPOSALS 0

3RD PARTY 0

LOGS 63

NOTE: To remove a vehicle, hover over the appropriate vehicle and click the "X"

KELLEY

AUTOMOTIVE GROUP

Questions?

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- ▶ Tdent@KelleyAuto.com