

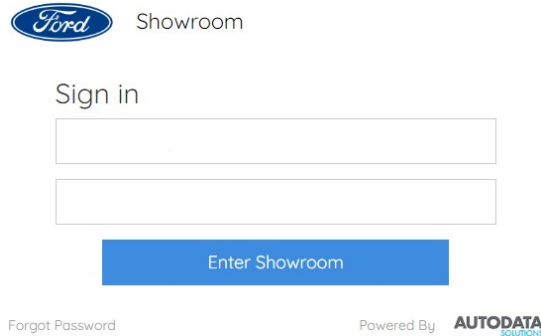
# Selling Accessories using Ford Showroom

Four easy steps to selling accessories; let's get started!

## Step 1

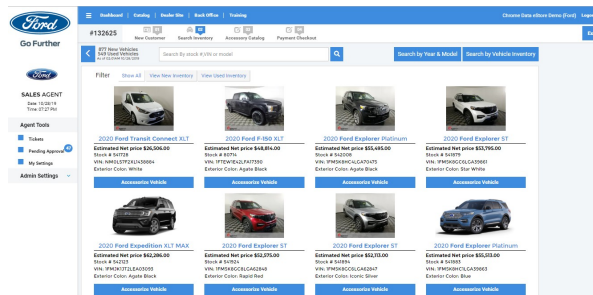
Login & Password

Log into [www.fordshowroom.com](http://www.fordshowroom.com)



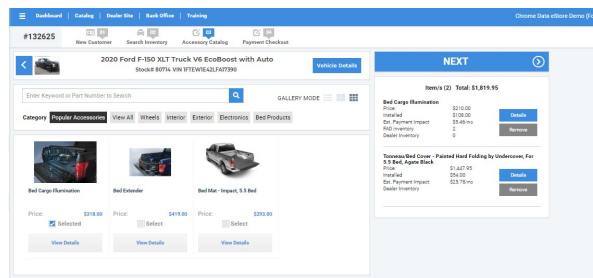
## Step 2

Search your dealerships inventory or search by year & model then click Accessorize Vehicle to proceed



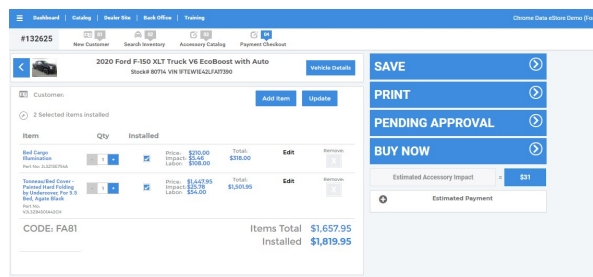
## Step 3

Accessorize the vehicle by clicking the **Select** check box or learn more by clicking View Details. When all accessories needed have been added click **Next** to proceed



## Step 4

The checkout page allows you to make any changes as needed. Once the ticket is complete select **Save, Print, Pending Approval or Buy Now**. Enter the customer's name, phone number, and email and complete ticket.



### LEARN

- Assess their current vehicle for previously bought accessories
- Learn more about the clients lifestyle and hobbies

### SHOW

- Shop with your client to find their must have accessories
- Showcase popular accessories for their new vehicle

### SELL

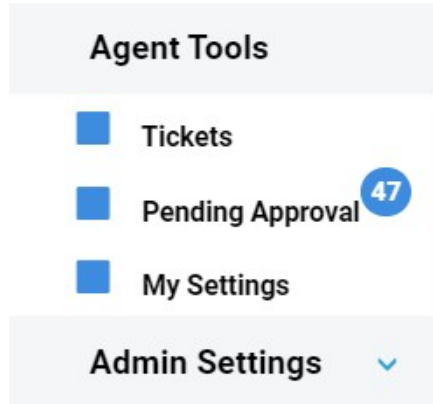
- Use Showroom as a step-by-step process to sell accessories
- Use Showroom to process sold accessories to parts

# Processing Showroom Orders to Parts

Customer has been approved through finance! What is next?

## Step 1

Locate the Navigation pane on the left hand side, click **Agent Tools - Pending Approval**.



## Step 2

On the Pending tab, locate the order and under the Ticket ID column, click a link.

Ticket ID	Created	Customer Name	Stock #	Amount	Created By	Last Updated
132450	10/27/2019	Test 4	#542079	\$2,859.09	Sales Agent	10/27/2019 12:31 PM
132444	10/27/2019	Test 3	#541898	\$648.04	Sales Agent	10/27/2019 12:38 PM
132381	10/25/2019	TEST	#80352	\$552.92	Chris DeHayes	10/25/2019 03:27 PM
132287	10/25/2019	Test Customer	#542107	\$2,423.38	Brenda McNeelley	10/25/2019 03:58 PM
132215	10/25/2019	TEST	#80352	\$494.62	Chris DeHayes	10/25/2019 09:27 AM
132211	10/24/2019	SAWGRASS FORD JANDOS SZAJKA	#80630	\$452.61	Chris DeHayes	10/24/2019 02:36 PM
132021	10/23/2019		#80630	\$1,562.38	Sales Agent	10/23/2019 09:56 AM
131997	10/23/2019	Test varum	#	\$1,274.31	Sales Agent	10/23/2019 09:19 AM
131920	10/23/2019	Test	#541897	\$363.89	Sales Agent	10/23/2019 09:06 AM
131885	10/23/2019	Test	#541540	\$1,793.75	Sales Agent	10/23/2019 08:53 AM
131877	10/23/2019	Anna	#80683	\$810.76	Sales Agent	10/23/2019 08:37 AM

## Step 3

Once in the ticket, select **Order Type** then click **Send to Parts**. The ticket moves over to parts to be fulfilled.

**Ticket #132450** (PA in progress)

Vehicle: 2019 Ford Expedition R2 Hybrid SUV Base 18 Engine with Active Drive Pro

Branch: 83271

Vehicle Stock Code: 161712

Name: Test 4

Phone: 1831 5

Email: 1831 4

Assign To: Sales Agent

Order Type: Please Select

**Estimated Payment: \$1117**

**Accessory Impact: \$48**

**New Est. Payment: \$1165**

Accessories Total: \$2,601.85

Est. Vehicle Value: \$62,465.00

Installation: \$205.20

Dealer Fees: \$649.00

Tax: \$52.04

Item	Qty	Installed	Price	Impact	Total
Radio and Carriers by Tru-It - Hitch Mount Blue CarKit 2 Blue	1	<input checked="" type="checkbox"/>	\$277.50	\$6.32	\$309.50
Radio and Carriers by Tru-It - Cargo Box 85 x 28 x 12	1	<input checked="" type="checkbox"/>	\$320.36	\$6.81	\$385.16
Onix Bar - 2 Phase 70"	1	<input checked="" type="checkbox"/>	\$160.00	\$1.60	\$204.50
Hood Deflector - Smoke	1	<input checked="" type="checkbox"/>	\$99.99	\$2.84	\$153.39
Tailer Hitch - 1 1/2 Ball, 1 Inch Shank	1	<input checked="" type="checkbox"/>	\$110.00	\$6.42	\$126.00
Tailer Hitch Ball Mount - 2 1/4 Inch Rise x 4 Inch Drop x 1 Inch Dia. HSK	1	<input checked="" type="checkbox"/>	\$30.00	\$0.32	\$30.00
LEATHER	1	<input checked="" type="checkbox"/>	\$1,899.00	\$25.77	\$1,899.00
			\$2,807.05 + \$2.04(Tax) =		\$2,859.09

Buttons: Print, Send to Parts, Mark As Deleted, Open

### What do I do if I do not see Pending Approval under Agent Tools?

- Please ask an Admin to fulfill the order.
- If you believe you should have access to this setting, ask your Admin to change your permissions

### How do I make changes to a ticket before sending it over to parts?

- Go to the ticket and click **Open**.

### What do I do if I forget my password?

- Contact your system admin or contact us at fordaccessories@autodatasolutions.com or call 1.800.869.2662

### Where can I call or email Support with Issues?

- fordaccessories@autodatasolution.com or call 1.800.869.2662