


www.classicdriver.com

Maintaining your stock on Classic Driver + Photo Upload Guidelines

Maintaining your showroom is an easy process with us. By doing this you can ensure your latest stock position is covered, as well as viewing up to the minute statistical information on all your cars for sale. Remember the latest 50 uploaded cars appear on our homepage – it's a proven fact that buyers look at this to see what's new every day. Dealers using our stock 'plug-in' will be able to use this simple, user-friendly system to update their own site as well. The following step-by-step guide will assist you:

1.0 To reach your stock listing for amendment –

- 1.1. Go to www.classicdriver.com/uk/extranet



The screenshot shows the 'Classic Driver VIP-Room' interface. At the top, there is a navigation bar with links: 'Dealer extranet', 'List of your published cars', 'Add a car', 'Your dealer page', 'Dealerstatistic', and '[Log out]'. Below this is a banner for 'Classic Driver VIP-Room' with an image of a car interior and text explaining the passwording feature. A link below the banner reads 'Yes, i want to upload my stock to mobile.'. Below the banner is a section titled 'your published cars' with a 'Show page 1 of 1' indicator. The main content is a table listing published cars with columns for Cars, Year, Submit date, Colour, Sales Price, VIP Stock, Photo, Status, and Actions.

Cars	Year	Submit date	Colour	Sales Price	VIP Stock	Photo	Status	Actions
Aston Martin DB9 Volante	2005	8/12/2006	Black	GBP 102000.00			✓	
Aston Martin Vanquish	2003	9/21/2006	Tungsten Silver	GBP 89950.00			✓	
Bentley Continental Flying Spur	2006	1/27/2007	Metallic Black	GBP 85000.00			✓	
Ferrari 360 Modena F1	1999	12/1/2006	Rosso Corsa	GBP 59950.00			✓	

- 1.2. Log in using your username and password supplied by us. Lost passwords can be retrieved by emailing contact@classicdriver.com or calling the UK office.
- 1.3. You will now see a list of your advertised cars. To delete a car simply click on the red cross icon. A pop-up will ask you to confirm this deletion.
- 1.4. You can also access statistics per month/per car/year by clicking on the pie chart icon.
- 1.5. 'Your dealer page' gives a preview of how your page on ClassicDriver.com will look to visitors.
- 1.6. 'Dealerstatistic' gives you an overview of how many people have looked at your cars, how many prints and requests, how many views of ALL your stock list, and how many referrals to your own site. This can be copied and pasted into a 'Word' document for safe-keeping and future records.
- 1.7. 'Status' means you make a car instantly off/online without deleting or re-uploading.
- 1.8. 'Log-out' to exit the update area.

2.0 To add a car –

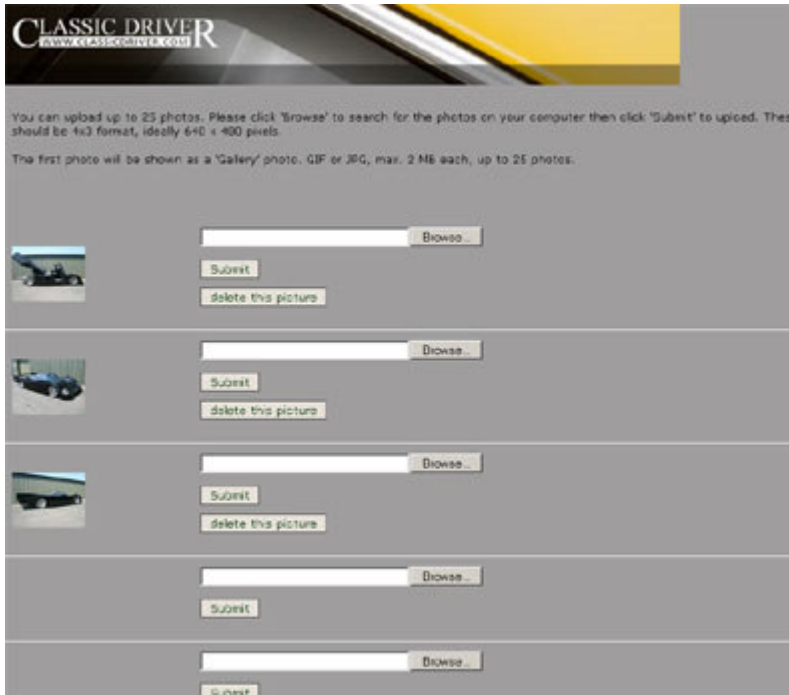
- 2.1. Log in as above and click on 'Add a car'.
- 2.2. Use the drop down boxes to choose a marque and model. If your chosen car is not found please contact us to update this. It is important for the search processes on the site to **only** use cars on the drop down list. You will see all the models you have added before (this saves time in adding new ones). To add a new one, click on 'show all models', this will then bring all the marques up, you then select the respective model.
- 2.3. Enter a variant such as 'Volante', or 'GT3'.
- 2.4. Enter a colour. **This is mandatory.**
- 2.5. Enter a 'Type' to aid customer searches. **This is mandatory.**
- 2.6. Check 'type', 'RHD' and 'new' boxes as necessary. Note default is LHD so be careful! If your car is a competition car please check this box for it to be included in the separate 'Competition Cars' listing.
- 2.7. Enter mileage as necessary. Remember to check 'miles' box – or 'kilometres'.
- 2.8. Enter 'month' 'year' 'currency' and 'price'. **'Year' is mandatory.** For "P.O.R." leave boxes blank.
- 2.9. Enter chassis and engine number – or leave blank.
- 2.10. 'VAT'. Leave this blank as this is not an issue in the UK. Also leave rate as 'select from list'.
- 2.11. 'Net price' this should now be blank if 'VAT' is not checked.
- 2.12. For export to mobile.de you **must** enter a net price and check UK VAT otherwise they will not display car as 'VAT Qualifying'.
- 2.13. 'Extras' check as many relevant boxes; remember these are translated to 3 other languages.
- 2.14. Extras box for anything not in #2.12. This will be in your language only. You can copy and paste.
- 2.15. 'Free text' copy and paste a full description of the car from your records. For example, condition, history, special owners, bills, engine performance etc.
- 2.16. 'Information for internal use only' is a new category to allow dealers to administer their stock via PC with details **that only they can see – not online!** Enter information as required and this can be accessed by clicking magnifying glass icon on 'Your advertised cars'.
- 2.17. Password. This is to make a car secret to viewers unless they have the password. This function needs to be set up by us and can be used for models officially 'unavailable' or delicate sales on commission that you wish to remain confidential – contact us for more details.
- 2.18. Click on 'add new car'.
- 2.19. Check details are correct and click 'OK'. The car will be online immediately.

3.0 To edit an existing car –

- 3.1 Click on the car to be modified from the main 'List of your advertised cars'.
- 3.2 Modify car details, e.g. price and then click on 'update car'
- 3.3 Check car details are now OK by clicking preview. If not repeat step 3.1. Remember to press 'F5' or 'Refresh' the page after any changes to see the amendments online.

4.0 To upload photos –

- 4.1 Click on the camera icon on car you want to upload photos in 'List of your advertised cars'.



4.2 A Pop-up box will appear giving you up to 25 photos to load. Use 'browse' to locate photo in your file on your PC.

Remember to save Photos as '.jpg' files, in 4 x 3 format (see below), and try and keep size to a minimum (we suggest 640x480 pixels, no smaller) to ensure swift uploading. Our software will resize automatically and works 24/7, 365 days a year.

4.3 You add one photo at a time. The system will now accept quite large photos. Once one has been added you are then asked 'add more'. Click on this and you will then return to the main screen with the new photo you have just added appearing in its box. So repeat the above process and one-by-one up to 25 pictures can be added. You can also delete photos (without needing to replace with others).



We use and recommend **Adobe PhotoShop Elements** and can give ad hoc support and help on this if required.

Remember to press f5 'refresh' to see your stock listing live on Classic Driver after any amendments have been made.

For any question please do not hesitate to call the UK office –

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