

Stock Portal Admin User Guide

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1. Introduction

The Stock Portal application has been written to replace the old Partner Reports application.

1.1. URL

The new Stock Portal system can be found at the following link:

<https://stockportal.carshop.co.uk>

1.2. Browser Policy

IE11, Microsoft Edge, Chrome, Safari (not on Windows), Firefox.

Those using Internet Explorer are advised, if possible, to upgrade to the latest version (currently IE11) due to Microsoft no longer supporting old versions as of 12th Jan 2016. For more information see here:

<https://www.microsoft.com/en-gb/WindowsForBusiness/End-of-IE-support>

For the best experience however, we recommend using Chrome.

2. CarShop Single-Sign-On

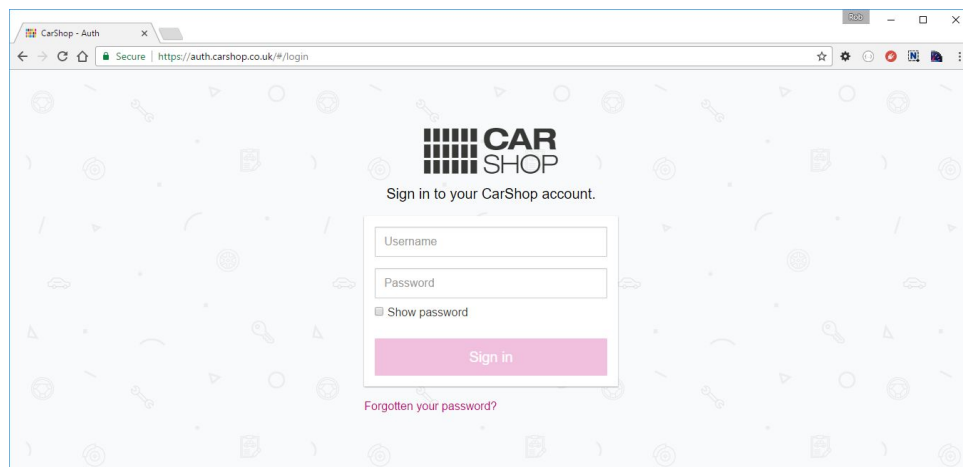
The Stock Portal now uses our in-house single-sign-on called CarShop Auth. This works similar to how a Google account works, once signed in to CarShop Auth, you are automatically signed in to the Stock Portal, and vice versa.

CarShop Auth allows you to now manage your own account and reset your password if forgotten etc.

2.1. URL

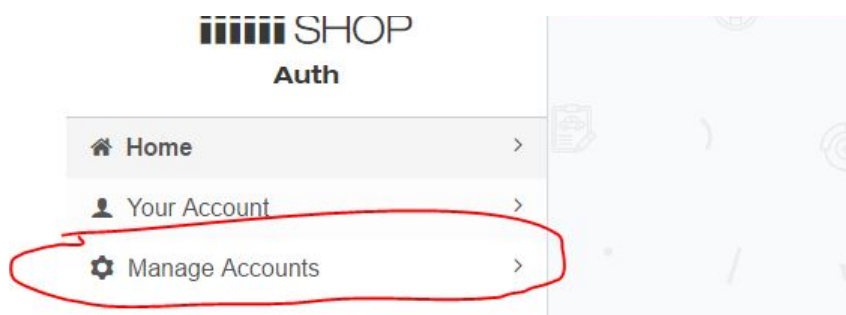
CarShop Auth can be found at the following URL:

<https://auth.carshop.co.uk>

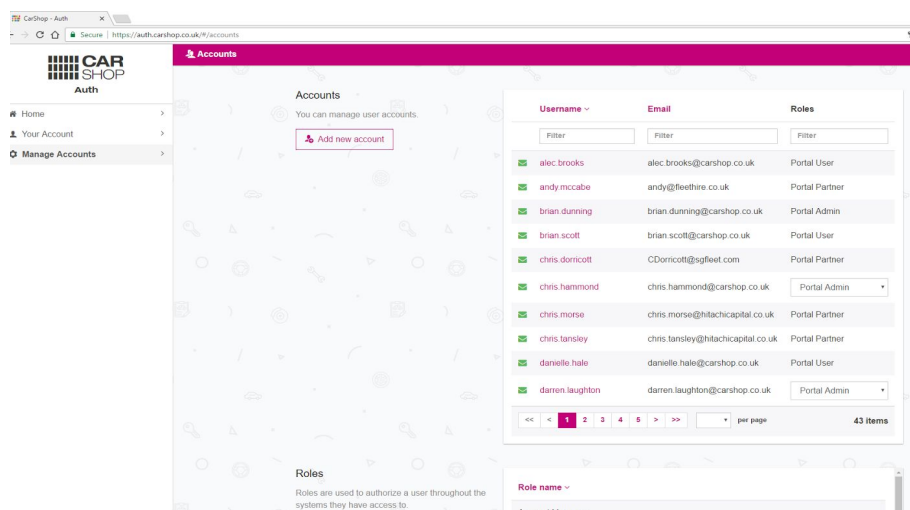


2.2. Manage Accounts

Those with Account Manager permissions will have the 'Manage Accounts' link available on the navigation menu.



The account management screen has a sortable/filterable table of all users that have an account on CarShop Auth. There is also a list of available Roles underneath, these are the levels of permission a user can have.



2.2.1. User Roles

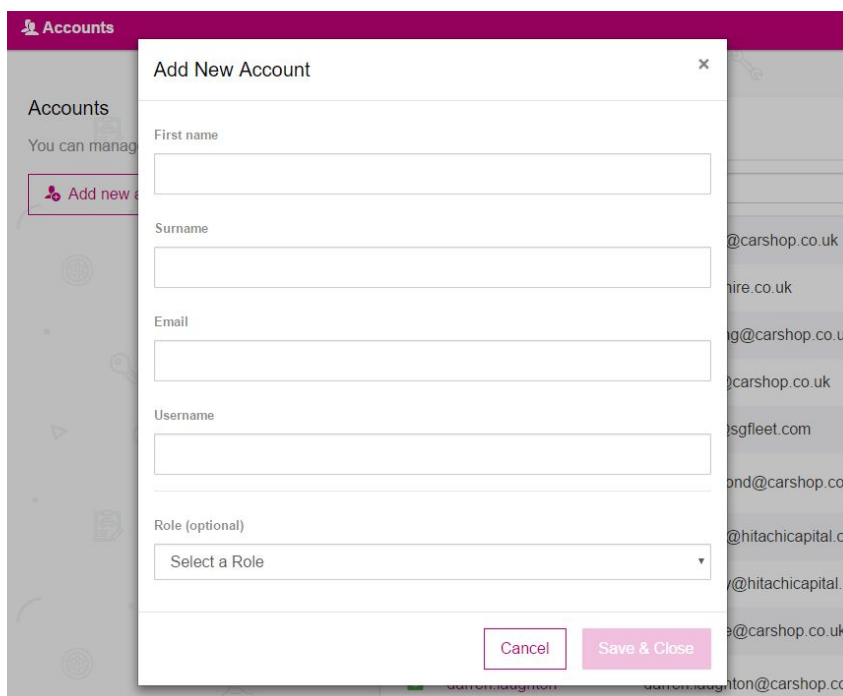
Roles are used to authorize a user throughout the systems they can access with their CarShop Auth account. In relation to the Stock Portal the Roles are:

- **Auth Admin** - Full Auth Access. These users can manage and delete all accounts and roles within Auth.
- **Account Manager** - These users can create user accounts and manage their roles within Auth, they cannot delete accounts or manage what Roles are available. These users also have access to Manage Accounts within the Portal.
- **Portal Admin** - Full Internal Access. These internal users can see all reports and views on the Portal, have access to the Manage screens, can update Adjustments and SIV's, can Submit and Unsubmit vehicles and can chat with a partner. *NOTE: Only Portal Admin users that also have the Account Manager role can access the Manage Accounts area within the Portal.*
- **Portal Admin Read Only** - Read Only Internal Access. These internal users can view all reports in the portal but not make any updates, submit/unsubmit, chat, manage etc.
- **Portal Partner** - Full Partner Access. These users can view all Daily/Monthly/Yearly reports, all Agreement reports and the Extended Stocking report. These can also Approve/Disapprove/Extend vehicles and use the chat.
- **Portal Partner Read Only** - Read Only Partner Access. These users can view the same screens as Portal Partner users only they cannot Approve/Disapprove/Extend or use the chat.

- **Portal User - Reports Only Access.** These users only have read only access to Daily/Monthly/Yearly reports.

2.3. Add New Account

If you need to add a new account, go to the Manage Accounts screen and click the 'Add new account' button, and you will be presented with a modal dialog containing a registration form:



The screenshot shows a modal dialog titled "Add New Account" with the following fields:

- First name
- Surname
- Email
- Username
- Role (optional) - Select a Role

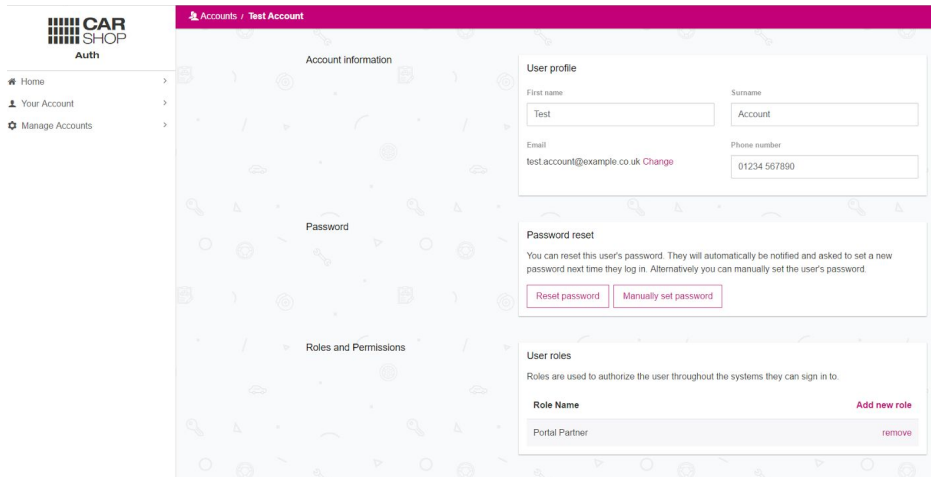
Buttons: Cancel, Save & Close

This should be self explanatory, simply enter the user's name, email and give them a Username (this is auto populated from the email address but can be changed to anything). You can also set an initial Role, which can be added to later.

Once setup the user will receive an email asking them to confirm their email and set their password so you do not need to set a password for them here.

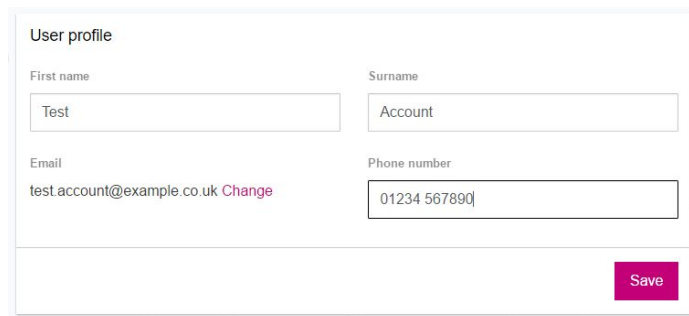
2.4. Update Account

To update a user's account, click their username link on the Manage Accounts screen which will take you to that user's account page.



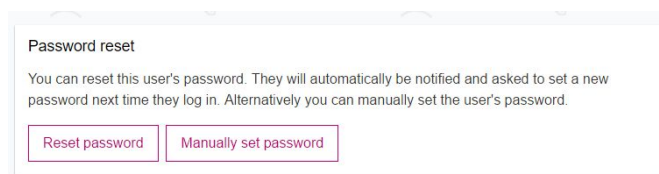
2.4.1 Update User Profile

Changing any field in this section will bring up the Save button, once you have made your changes click Save and the user will be notified that their details have been updated.



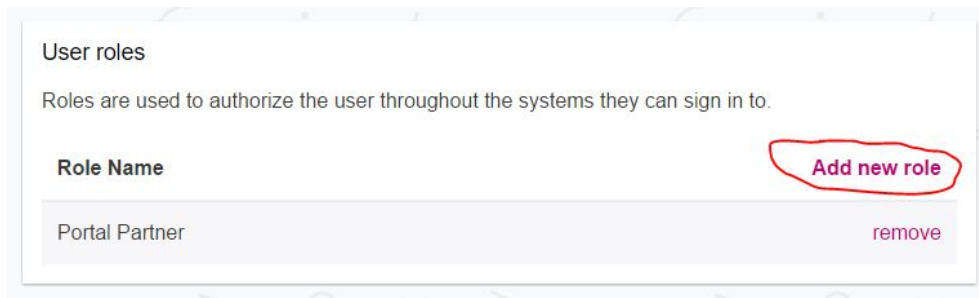
2.4.2 Reset/Change Password

You can simply reset a user's password here, they will then receive an email with a link to reset their own password or you can manually change their password in which case the user will just receive an email containing this new password.

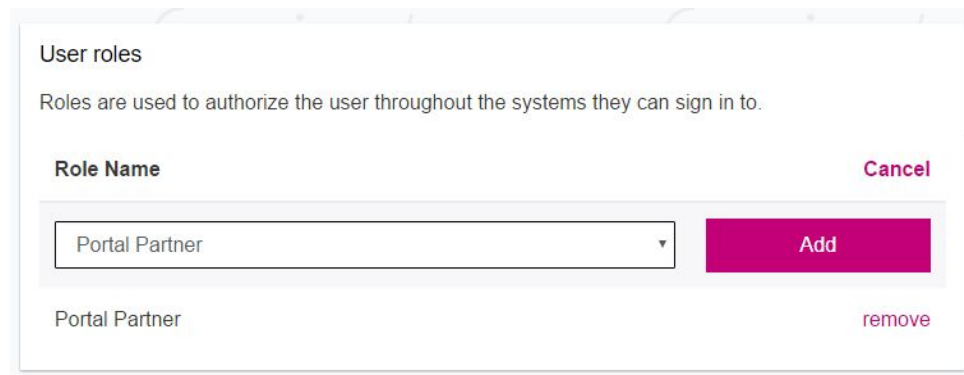


2.4.3. Add New Role

The next section on the user's page is User Roles, here you can assign/remove certain roles to/from a user. To add a new role click the 'Add new role' link on the right:

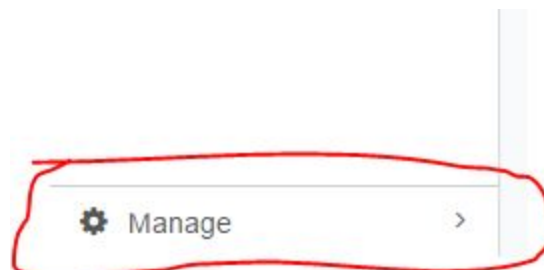


You will then be presented with a list of available Roles, simply select the Role and click Add.



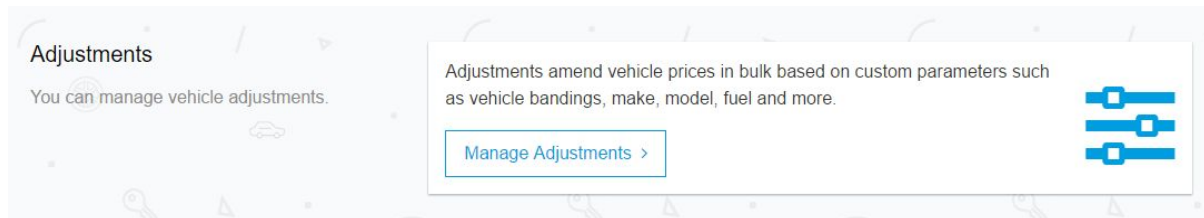
3. Stock Portal Management

Users with the Portal Admin role in CarShop Auth will have access to the 'Manage' link on the sidebar of the Stock Portal:



This links to the new Manage Portal screen where a number of things can be maintained, these are explained below.

3.1 Manage Adjustments



Adjustments can now be added within the Portal. These allow high-level multi-dimensional adjustments to vehicles that meet certain criteria.

3.1.1. Adjustments Table

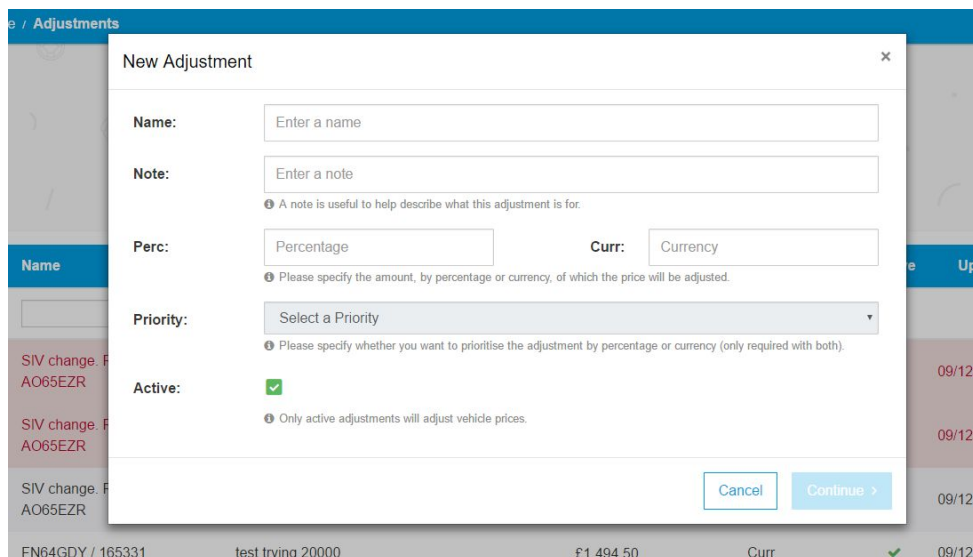
- **Name** - This is a name given to an adjustment, this is free text and should be kept short but should be indicative of what the adjustment is for e.g. 'Age/Mileage'.
Overrides from the vehicle dialog have a generated name of their VRM / Stock ID.
- **Note** - This is free text and should be used to further explain what the adjustment does so at a glance a user can understand what the adjustment is for based on the Name and Note e.g. Name = "Age/Mileage", Note = "0-5 months / 501-10000 miles".
For Overrides, we suggest adding a note as to why you are making that adjustment.
- **Perc** - Short for Percentage - this is the amount, in percent, that you wish to adjust a vehicle's price.
- **Curr** - Short for Currency - this is the amount in currency that you wish to adjust a vehicle's price.
- **Priority** - If an adjustment has both a Percentage and a Currency value, you can set which takes priority, for example if an Adjustment has -2% and -£100 and Priority is set to Percentage the vehicle's price will be deducted by -2% and NOT by -£100.
- **Active** - An adjustment needs to be active in order to affect vehicle prices.
- **Updated** - This is the date that adjustment was last updated.
- **User** - This is the user that last updated the adjustment.

An Adjustment row can be expanded to view the criteria by clicking the down arrow in the first column of the table:

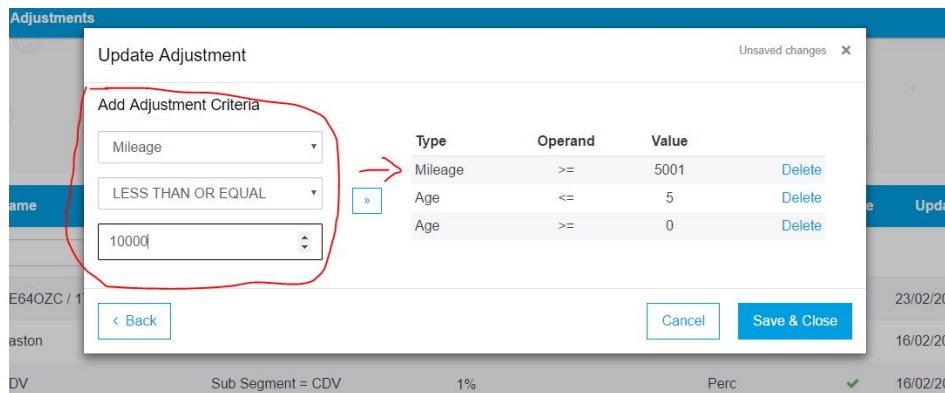
SIV change. Regno : BW64AFE	2016/12/15 SIV changes.	£15,668.65	Curr	✓	09/12/2016 11:35	test.upload	Edit															
Age/Mileage	66-71 months / 90001-95000 ...	-1%	Perc	✓	07/12/2016 17:03	rob.heritage	Edit															
<table border="1"> <thead> <tr> <th>Adjustment Type</th> <th>Operand</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Mileage</td> <td><=</td> <td>95000</td> </tr> <tr> <td>Mileage</td> <td>>=</td> <td>90001</td> </tr> <tr> <td>Age</td> <td><=</td> <td>71</td> </tr> <tr> <td>Age</td> <td>>=</td> <td>66</td> </tr> </tbody> </table>								Adjustment Type	Operand	Value	Mileage	<=	95000	Mileage	>=	90001	Age	<=	71	Age	>=	66
Adjustment Type	Operand	Value																				
Mileage	<=	95000																				
Mileage	>=	90001																				
Age	<=	71																				
Age	>=	66																				
Age/Mileage	0-5 months / 95001-100000 m...		Perc	✓	06/12/2016 13:32	test.admin	Edit															

3.1.2. Add/Edit Adjustment

To add a new adjustment click the 'New Adjustment' button at the top of the page. This will open a modal dialog containing a two-step form. The first step is to set the name, note, percentage/currency amount and whether or not the adjustment is active:



Once filled out sufficiently you can then click the 'Continue' button and continue to the next step which is to add the adjustment criteria/dimensions. On the left you have dropdowns for the Adjustment Type e.g. Age/Mileage/Colour/Band/Make/Model etc, an Operand e.g. EQUALS/DOES NOT EQUAL etc and then either a dropdown to select a corresponding option(s), or a free text box to specify an amount. In the below example we are adding an adjustment for all vehicles with Adjustment Type = Mileage, Operand = LESS THAN OR EQUALS and value = 10000. Once you have selected the criteria on the left, click the arrow button in the middle to add it to the Adjustment.



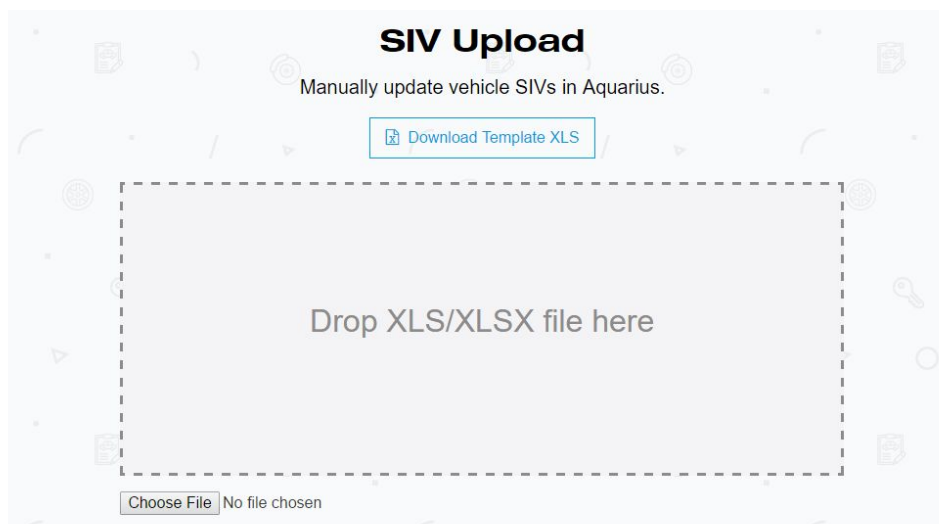
NOTE: To add vehicle Override Adjustments see section [4.1 Vehicle Adjustments](#)

3.2. Upload SIVs



Upload

The SIV Upload tool was added as a way of bulk overriding vehicle SIV's using a spreadsheet template. This is a fairly self explanatory, you can download the template spreadsheet, add vehicle VRM's and their new SIV's to the spreadsheet and then drag-and-drop/upload the filled out spreadsheet to the first step of the upload feature:



Confirm

Once uploaded, the next step will display the VRM's and the New SIV and ask you to confirm that they are correct. If a value is incorrect you can un-check the the Confirm checkbox on the right of the row. Once happy, you can add an upload Note and click the Upload button:

Registration	New SIV	Confirm
WP64EJZ	£5,072.00	<input checked="" type="checkbox"/>
BJ14TTV	£5,709.00	<input checked="" type="checkbox"/>
BJ14XNS	£5,415.00	<input checked="" type="checkbox"/>

Summary

After submitting the uploads, the final step will display a summary of which vehicles were successfully updated, displaying their old SIV against the new SIV, and which failed with a reason for the failure.

SIV Upload - Results
Confirm vehicles and SIV's are correct before uploading.

[< Start Again](#)

Errors: There were some errors. Please review these below and try again.

Registration	Fail Reason	Old SIV	New SIV
RO63YEB	N/A	£5,004.48	£5,000.00
KX64XBB	N/A	£10,497.03	£10,600.00
BW64AEO	N/A	£15,134.10	£15,000.00
WP64EJZ	StockNo could not be found within StockPortal.		
BJ14TTV	StockNo could not be found within StockPortal.		
BJ14XNS	StockNo could not be found within StockPortal.		

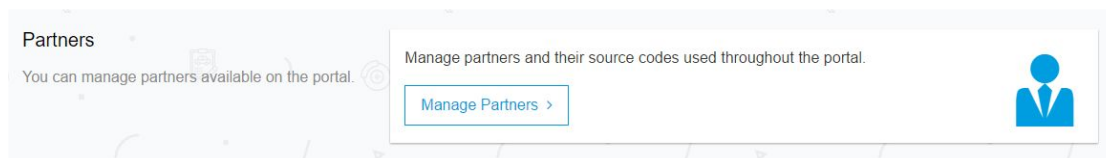
3.3. View Stock

The View Stock screen has no actions associated and is simply a list of all vehicles within the Stock Portal. It is useful as a way to search for a vehicle and view it's Adjustments using the down arrow to expand the row:

165420	42HIT	AE15UXF	MERCEDES-B...	E CLASS DIESEL ESTA...	E300 BlueTEC Hybrid AMG ...	Diesel/Electric Hybrid	Automatic	SILVER	E	K	-
71314	26FHI	AE16VVV	BMW	1 SERIES HATCHBACK	118i [1.5] Sport 5dr [Nav]	Petrol	Manual	BLACK	C	P	-£609.88
Mileage		Location		VIN		V5		Owned			
6,165		Doncaster		WBAlR520X0V553033		Y		Y			
Adjustment Name		Note						Perc		Curr	
Age/Mileage		6-11 months / 5001-10000 miles						-3.00%		-£457.41	
Colour/Band		Colour : BLACK / Band : C						-1.00%		-£152.47	
163428	93AUC	AE63BUA	BMW	1 SERIES DIESEL HAT...	116d EfficientDynamics 5dr	Diesel	Manual	JET BLACK	C	I	-
164887	93AUC	AE63BYF	BMW	1 SERIES DIESEL HAT...	116d EfficientDynamics 5dr	Diesel	Manual	RED	C	A	-
164789	52MFL	AE63CHK	FORD	FOCUS DIESEL HATCH...	1.6 TDCi 115 Titanium 5dr	Diesel	Manual	WHITE	C	R	-
168447	85LPS	AE63FVW	PEUGEOT	208 HATCHBACK	1.2 VTI Active 5dr	Petrol	Manual	BLACK	B	P	-£44.86
179748	69MOR	AE63HJV	NISSAN	LEAF HATCHBACK	Acenta 5dr Auto	Electric	Automatic	SILVER	C	A	-

3.4. Manage Partners

This is where partner source codes are managed and you can set which source codes can use which features throughout the portal.



3.4.1. Partner Table

- **Source** - The Source Code for the partner e.g. 42HIT, 93AUC etc
- **Name** - The name of the Partner e.g. Hitachi
- **Sub/Agree** - Whether or not the source code appears on Submission and Agreement reports, for example you would want to see 42HIT in the submission and agreement reports but not 93AUC.
- **Overage** - Whether or not the source code uses Overage
- **Internal** - Is the source code internal to CarShop
- **Extended** - Whether or not the source code can use the Extended Stocking report.
- **SGS Ins** - Whether or not the source code can see SGS Inspection counts on the Dashboard
- **Damage Report** - Whether or not the source code has access to the Damage Report tab on a vehicle dialog allowing them to view damage images and download the Job Card.
- **Active** - You can set a source code as Active or not.
- **Last Updated** - When the source code was last updated.
- **User** - Who last updated the source code.

Manage Partners
Use this page to add or amend available partners.

[+ New Partner](#)

Source	Name	Sub/Agree	Overage	Internal	Extended	SGS Ins	Damage Report	Active	Last Updated	User
09BBU	CARSHOP	x	x	x	x	x	x	✓	06/10/2016 12:10	ramunas.galievicius Edit
13JU	Johnson & Johnson	✓	✓	x	x	x	✓	✓	24/02/2017 08:30	paul.christodoulou Edit
26FHI	Fleethire	✓	✓	x	x	x	✓	✓	24/02/2017 08:24	paul.christodoulou Edit
27CIT	Citroen	x	✓	✓	x	x	x	✓	24/02/2017 14:03	paul.christodoulou Edit
27CIV	Citroen	x	✓	x	x	x	x	✓	27/02/2017 10:19	paul.christodoulou Edit
39TD	Tusker Direct	✓	✓	x	x	x	x	✓	24/02/2017 08:24	paul.christodoulou Edit
42HT	Hitachi	✓	✓	x	✓	x	✓	✓	23/02/2017 09:28	paul.christodoulou Edit
52MFI	Motability	x	x	✓	x	x	x	✓	06/10/2016 12:10	ramunas.galievicius Edit
52MFL	Motability	x	x	✓	x	x	x	✓	24/02/2017 09:09	ramunas.galievicius Edit
68DIC	Hitachi	✓	✓	x	x	✓	x	✓	27/01/2017 10:09	rob.heritage Edit

32 Items

3.4.2. Add/Edit Partner

To add a new Source Code to the portal click the 'New Partner' button, this will open a modal dialog containing a form to fill out. Most of this is self explanatory, you add the source code, give the partner a name and check the relevant feature checkboxes. The values in the middle of the form though need some explanation:

- **Starting Point** - The percentage of CAP Live to start vehicle pricing from (defaults to 98% and cannot be zero).
- **Days to Own** - How many days until the vehicle is classed as Overage (add zero if not applicable)
- **Net Curr** - Net amount in £ added to SIV
- **Premium Perc** - Premium percentage added to SIV
- **Overage SIV Method** - The method of which the SIV is calculated for different partners.
 - **NO PREMIUM** - For most cases. CAP live * starting point % + or - adjustments + or - Net £
 - **Day 1 SIV** - Day 1 SIV - (Premium + Net)

Manage / Partners

Add Partner ×

Source Code:

Partner Name:

Start Point (%): ✓ Days to Own: ✓

Net Curr: ✓ Premium Perc: ✓

Overage SIV Method:

Submission/Agreement:

Specify whether this partner can be used on Submission and Agreement reports.

Overage:

Specify whether this partner can be used on Overage reports.

Source

- 27CIV
- 84EUC
- 93A4C
- 93ATO
- 27CIT

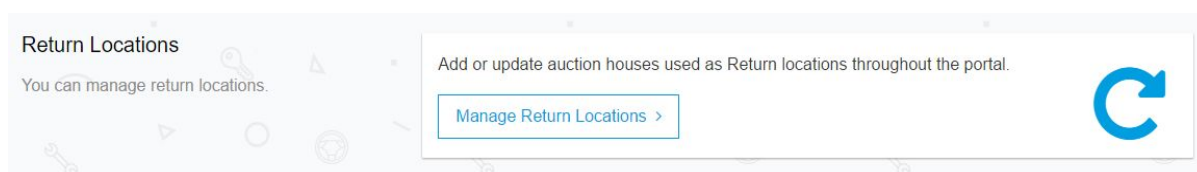
Last Updated ^

- 27/02/2017 10:19
- 27/02/2017 10:18
- 27/02/2017 10:18
- 24/02/2017 14:39
- 24/02/2017 14:03

NOTE: Once a new Partner Source Code has been added, you will then need to assign this Source Code to any user accounts, including your own, so that it appears in any Reports. This is explained in section [3.6.2. Assign Source Codes](#)

3.5. Manage Return Locations

Return Locations are used on the Overage Agreement report and are used for vehicles that have been set to be Returned to the Partner. The Partner can specify a location that the vehicle should be returned to (usually an auction house).



3.5.1. Add/Edit Return Location

To add a new Return Location to the dropdown in the Overage Agreement report, go to the Manage Return Locations page and click the 'New Return Location' button at the top of the screen.

A modal dialog will appear containing a form to fill out. Select a company name from the dropdown, should the company name you require not exist in the dropdown, click the New

link beside it which will change the dropdown to a free text box, you can now enter the new company name. Then fill out the rest of the form and click 'Save & Close'.

Add Return Location ×

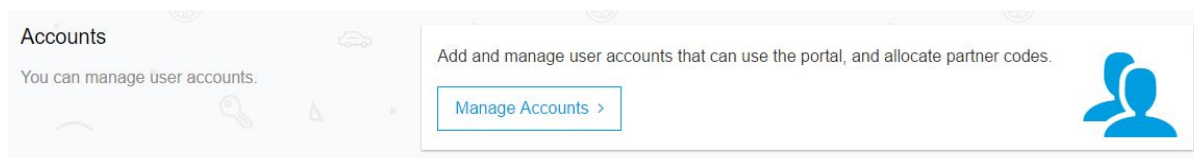
Company Name: New

Name:

Address:

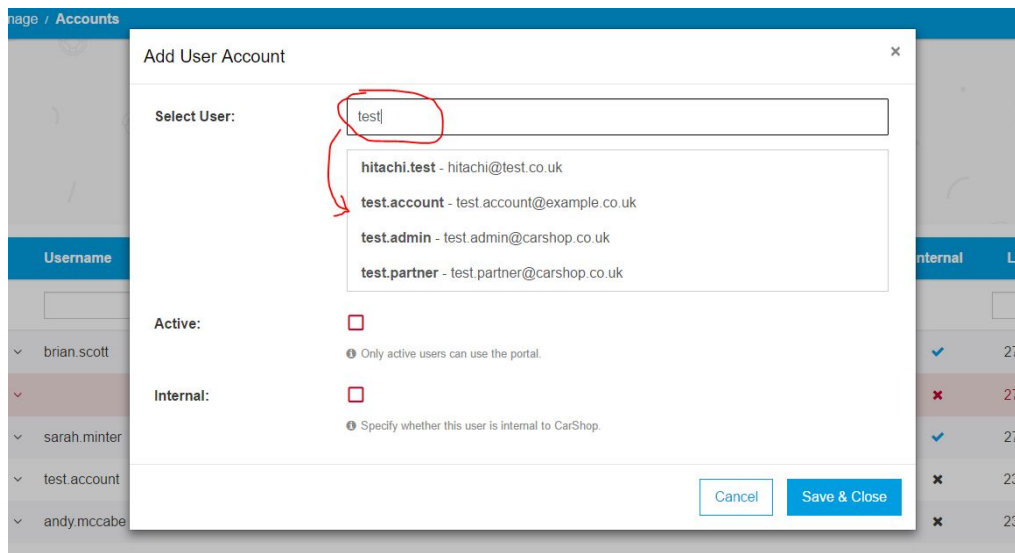
3.6. Manage Accounts

Even though users are given access to the portal via CarShop Auth, they still need setting up within the Portal. This is because CarShop Auth has no concept of Source Codes due to just being an account management system, so we need to be able to assign Source Codes to a user from CarShop Auth.



3.6.1. Add/Edit User Account

To add a new User Account click the 'Add Account' button at the top of the screen. A modal dialog will appear containing a list of accounts from CarShop Auth, this will get quite long as more users are added to CarShop Auth, so there is a filter above the list where you can start typing a user's username or email and it will filter the list down making it easier to find the person you are looking for:



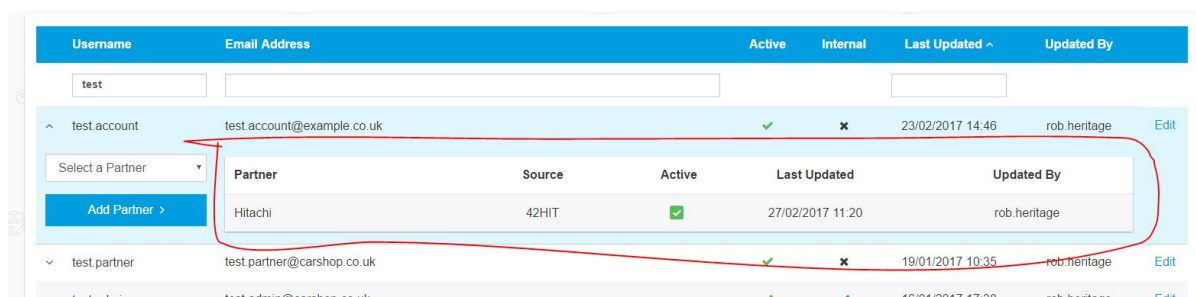
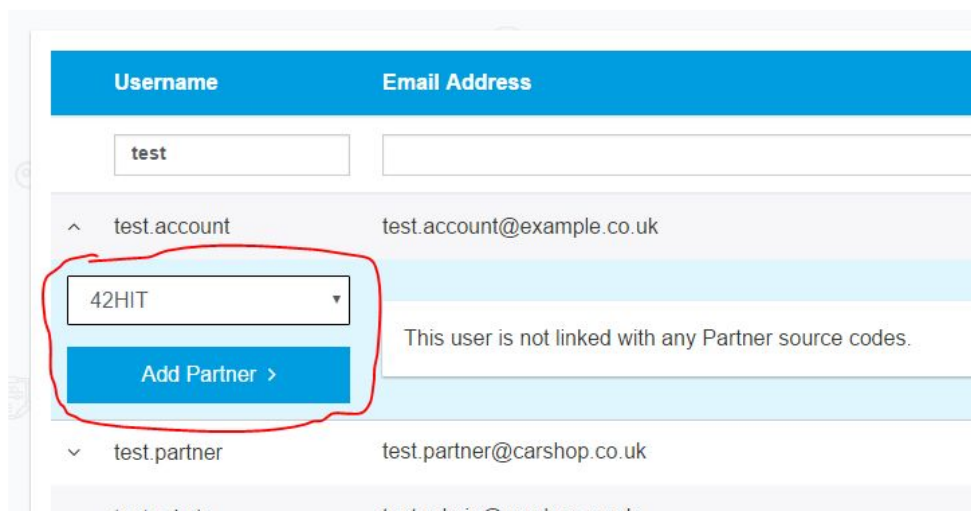
Once found, select the user and it will auto-populate their Username and Email. Then select Active and whether or not they are an Internal user. Finally click 'Save & Close'.

3.6.2. Assign Source Codes

Now you have added the user account, they will not see any data until you have specified which Source Codes they have access to i.e. a user from Hitachi should only see Hitachi source codes.

Find your new added user in the user table (should be at the top, if not use the filters at the top of the table to find them). Once found, click the down arrow on the far left of the grid to expand the user row. It will say that the user is not linked with any source codes yet. To link

source codes, simply select them from the 'Select a Partner' drop down on the left and click 'Add Partner', the selected source code should now appear on the right:



Repeat this process until all source codes are assigned for that user.

NOTE: Remember that any new Partner Source Code added via Manage Partners in section [3.4.2. Add/Edit Partner](#) will need assigning to all relevant users using the method above.

4. Price Submission

The Price Submission report lists all vehicles waiting to have their SIV submitted for Partner approval.

4.1 Vehicle Adjustments

On the Price Submission report click a vehicle's VRM link or Adj £ / Adj % links to open the Vehicle Adjustments modal dialog.

The Vehicle Adjustments dialog contains the vehicle image (click to view all images), the vehicle's details, a breakdown of how the SIV is calculated and then a minimum of two tabs to show Adjustments and Options. A third tab is available for selected Source Codes to show the Damage Report images and Job Card PDF.

4.1.1. Vehicle Override Adjustment

To add an adjustment to a vehicle's SIV, expand the Override section by clicking 'Add Override':

Adjustments (-£52.40)		Options (£300.00)	Damage Contribution
Adjustment Name	Note	Perc	Curr
Colour/Band	Colour : BLACK / Band : C	-1.00%	-£117.47
Age/Mileage	24-29 months / 5001-10000 miles	-2.00%	-£234.93
Add Override			

Once expanded, add a Note for the override to explain the reason for future reference. Then you can either increase/decrease the vehicle's SIV by a certain amount in £ by setting a value in the **Curr** input, or you can enter an overall price in the **New Base** input which will calculate how much to increase or decrease the value by. *NOTE: This adjusts the base price of the vehicle NOT the overall SIV.*

Override Name	Override Note	Curr	New Base
YG64ZZR / 170682	<input type="text" value="Example override for Docs"/>	<input type="text" value="-104.1"/>	<input type="text" value="11590"/>

[Save](#)

Click Save and the new adjustment will appear in the list above.

Adjustment Name	Note	Perc	Curr
Colour/Band	Colour : BLACK / Band : C	-1.00%	-£117.47
Age/Mileage	24-29 months / 5001-10000 miles	-2.00%	-£234.93
YG64ZZR / 170682	Example override for Docs	-0.89%	-£104.10

[Edit](#)

To Edit the adjustment amount or to remove it completely, click the Edit link to the right of the adjustment in the table which will now allow you to edit the Curr or add a New Base, or Remove the adjustment:

Adjustment Name	Note	Perc	Curr
Colour/Band	Colour : BLACK / Band : C	-1.00%	-£117.47
Age/Mileage	24-29 months / 5001-10000 miles	-2.00%	-£234.93

Adjustment Name	Note	Curr	New Base	Save Cancel Remove
YG64ZZR / 170682	<input type="text" value="Example override for Docs"/>	<input type="text" value="-104.1"/>	<input type="text" value="11590"/>	

4.1.2. Vehicle Option Adjustment

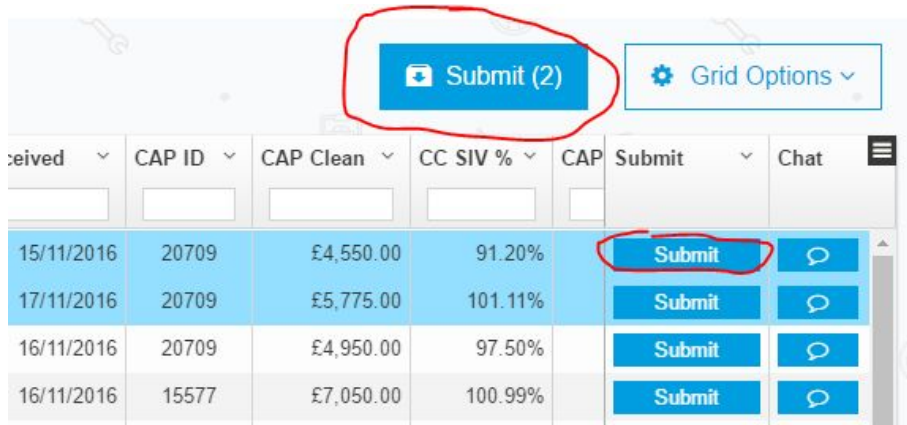
To add adjustments based on a vehicle's Options, go to the Options tab and make any monetary adjustments via the inputs under the **Adj (£)** column, these are auto-saving:

Adjustments (-£156.50)		Options (£300.00)	Damage Contribution
Type	Spec	Adj (£)	
Air conditioning - 2Zone electronic climate control with automatic air recirculation	CFC free automatic air conditioning with fully automated climate control and two climate control zones. Ventilation system with digital display. Secondary ventilation controls with digital display for front passenger	<input type="text" value="0"/>	
Black Non-metallic	External colour: black	<input type="text" value="0"/>	
Parking sensors, front and rear	Front and rear radar-type parking distance sensors	<input type="text" value="0"/>	
Special paint - Metallic	Metallic paint	<input type="text" value="0"/>	
Steering wheel - multifunction leather trimmed	Leather covered multi-function steering wheel, Transmission: paddle-shift featuring gear lever mounted on the steering wheel	<input type="text" value="300"/>	

Once finished making adjustments to a vehicle, close the dialog and the report will reload data to reflect the changes made.

4.2. Submit Vehicle for Approval

This works in the same way as the original Partner Reports application. You can either submit vehicles individually by clicking the Submit button pinned to the far right of the grid, or select multiple rows and then click the Submit button at the top right of the screen above the grid.

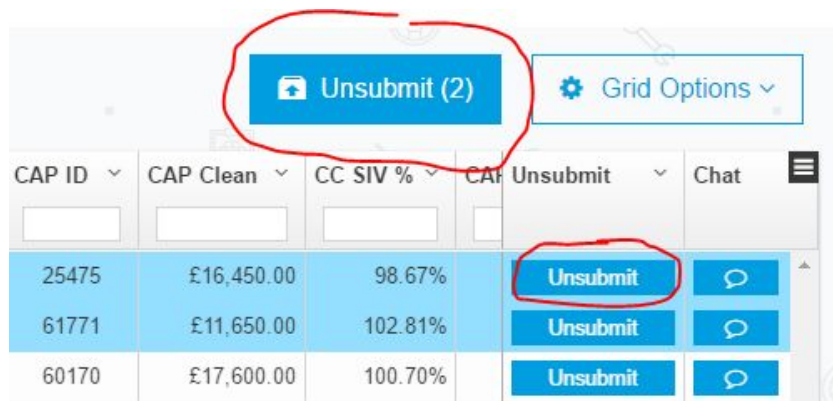


received	CAP ID	CAP Clean	CC SIV %	CAP	Submit	Chat
15/11/2016	20709	£4,550.00	91.20%		Submit	
17/11/2016	20709	£5,775.00	101.11%		Submit	
16/11/2016	20709	£4,950.00	97.50%		Submit	
16/11/2016	15577	£7,050.00	100.99%		Submit	

4.3. Unsubmit Vehicle from Price Agreement

If a Partner does not approve a vehicle's price, then you need to unsubmit it from the Price Agreement report to move the vehicle back to Price Submission where you can repeat the above steps to adjust the vehicle's SIV and submit for approval until the partner approves the price.

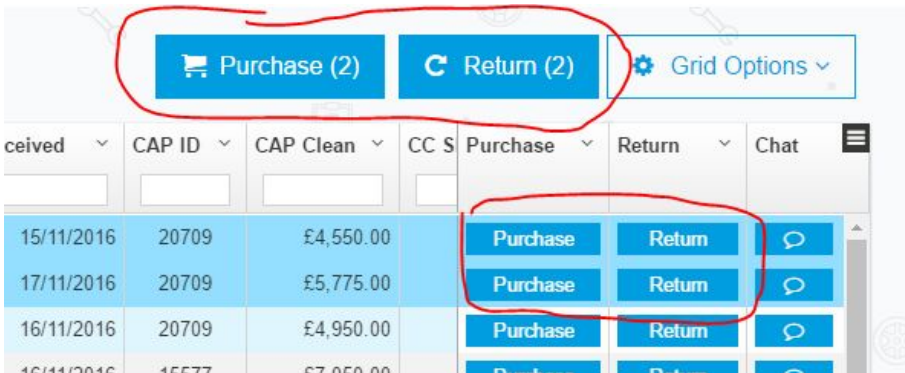
To unsubmit, either click an individual 'Unsubmit' button pinned to the far right of the grid, or select multiple vehicles and click the Unsubmit button at the top right of the screen above the grid:



CAP ID	CAP Clean	CC SIV %	CAP	Unsubmit	Chat
25475	£16,450.00	98.67%		Unsubmit	
61771	£11,650.00	102.81%		Unsubmit	
60170	£17,600.00	100.70%		Unsubmit	

4.4. Return/Purchase Overage Vehicle

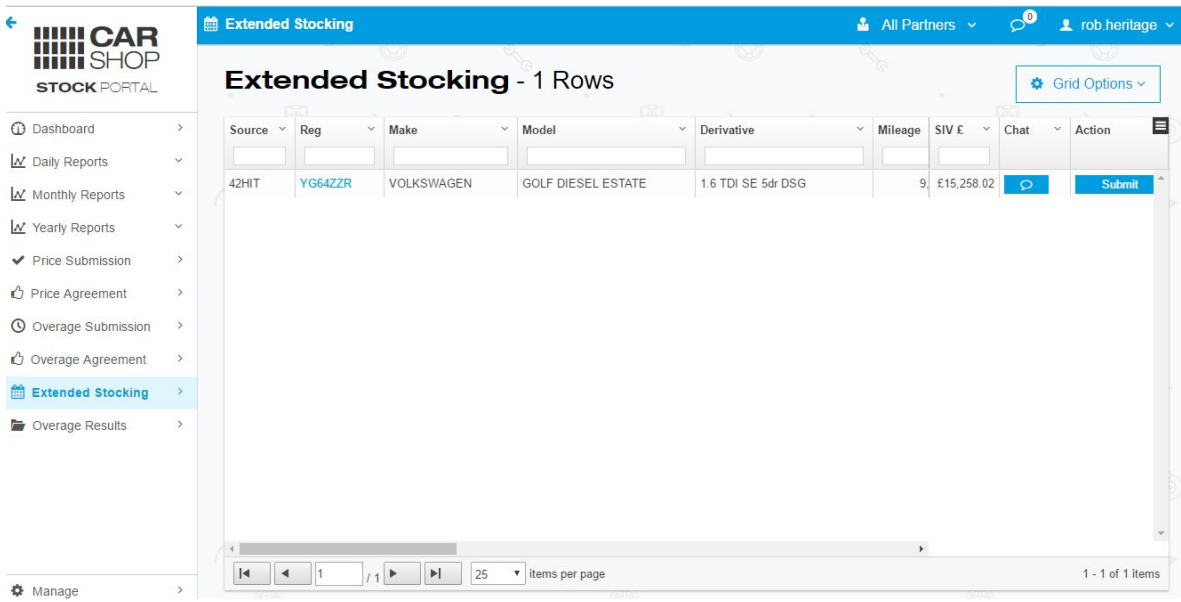
On the Overage Submission report there are two options for vehicles, Return or Purchase. These can be done singularly or in bulk like on other reports.



Received	CAP ID	CAP Clean	CC S	Purchase	Return	Chat
15/11/2016	20709	£4,550.00		Purchase	Return	
17/11/2016	20709	£5,775.00		Purchase	Return	
16/11/2016	20709	£4,950.00		Purchase	Return	
16/11/2016	15577	£7,050.00		Purchase	Return	

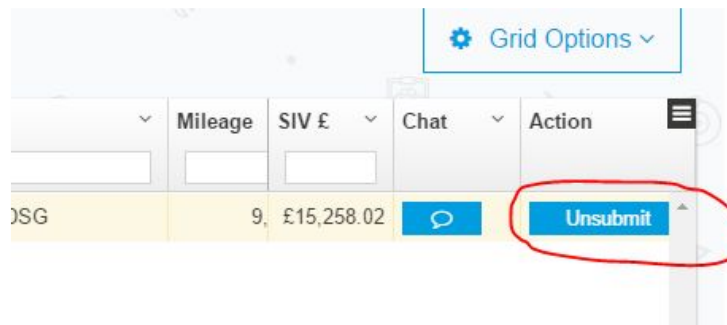
4.5. Extended Stocking

When a vehicle is submitted on Overage Submission to be Returned, certain Partners (see [section 3.4. Manage Partners](#)) can ask for CarShop to keep the vehicle in stock until sold, this is known as Extended Stocking and these vehicles will appear in the new Extended Stocking report:



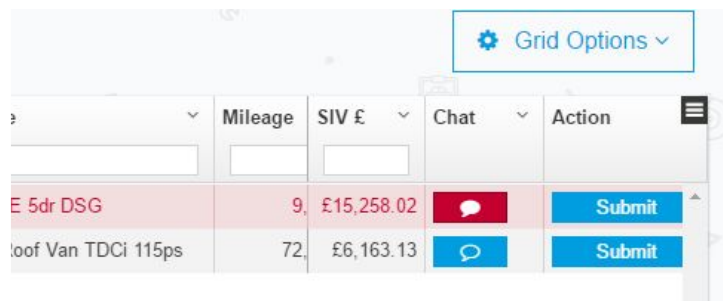
Source	Reg	Make	Model	Derivative	Mileage	SIV £	Chat	Action
42HIT	YG64ZZR	VOLKSWAGEN	GOLF DIESEL ESTATE	1.6 TDI SE 5dr DSG	9	£15,258.02		Submit

On this report an Admin user can adjust the vehicle SIV as normal via the Vehicle Adjustments modal dialog and when Submit the new SIV for approval to the Partner. Once submitted the row will turn yellow and the Submit button will be replaced by an Unsubmit button:



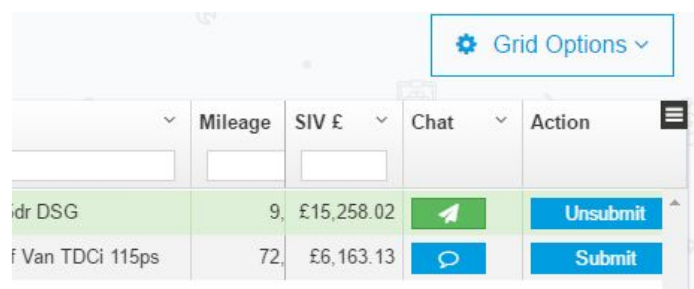
	Mileage	SIV £	Chat	Action
DSG	9	£15,258.02		Unsubmit

The Partner can then see this and will be able to Approve or Disapprove the SIV. If they disapprove, the row will turn Red:



	Mileage	SIV £	Chat	Action
E 5dr DSG	9	£15,258.02		Submit
loof Van TDCi 115ps	72	£6,163.13		Submit

In this case you will need to chat with the Partner to reach an agreed SIV, then once adjusted re-submit the vehicle for approval until the Partner approves. Once approved the row will turn green:



	Mileage	SIV £	Chat	Action
dr DSG	9	£15,258.02		Unsubmit
f Van TDCi 115ps	72	£6,163.13		Submit

If at any point you need to adjust the SIV, you can unsubmit the vehicle, adjust the SIV and repeat the process above.