VISTA 2 QUICK REFERENCE GUIDE

NAVIGATING THE HOMEPAGE

The Homepage can be broken down into four sections:

1. HEADER BAR

Includes the following information and functionality:

**Current Identity**

![SAL - P4038 R0104 GCR05BY2 Land Rover Entrance - USA](image)

Displays your current identity including: Brand, Distributor, Partner and User Identity.

**Quick Search Box**

Allows you to search for an order (live or archived) using the order number, VIN or short VIN.

It is also possible to search by a Customer’s name. This will return any order(s) belonging to that Customer.

2. LEFT NAVIGATION MENU

Hover over each icon to see where it will take you. Alternatively click the toggle to change the view of the left navigation menu:

- ![Home](image)
- ![My Orders](image)

Click each icon to:

- ![Home](image)
  - Return to the Homepage
- ![My Orders](image)
  - Open a list of your confirmed orders
- ![List](image)
  - Open a list of your unconfirmed orders
- ![Configure](image)
  - Configure single or multiple orders. Locator and pricing will appear in some Markets as you configure your order.
- ![Locate](image)
  - Locate vehicles belonging to other Partners within your Market
- ![Search](image)
  - Search for an existing Customer’s details
- ![Record](image)
  - Record a new Customer’s details
- ![Amend](image)
  - Amend your user specific settings and preferences

If any of the above functionality is not configured for your Market you will not see the icon.
3. COMMUNICATIONS

This includes Notifications and the Notice Board.

Notifications

Displays how many notifications you have, sorted by category:

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specification Changes</td>
<td>221</td>
</tr>
<tr>
<td>Date Changes (Build/Delivery Changes)</td>
<td>553</td>
</tr>
<tr>
<td>Other</td>
<td>17</td>
</tr>
</tbody>
</table>

Click the Notifications icon  to open an overlay of all notifications. Alternatively click on the count next to the notification category to open an overlay of just those notifications:

Tick the box to the left of the notifications you wish to acknowledge and click the Acknowledge button.

It is possible to filter and order your list of notifications by some column headings.

Once acknowledged, notifications will disappear from the list and the Notifications section of the Homepage.

Click the count next to the Incomplete Carts category to open the Unconfirmed Orders screen where you can retry orders.

Notice Board

Displays messages posted by your NSC, Central users or system messages.

LR4 032DR Wood/Leather Steering Whi
ONLY AVAILABLE WITH 088EX Black Lacquer Veneer

Click the left and right facing arrows to scroll through the messages or click the Notice Board icon  to open an overlay of all messages.
4. DASHBOARD

Is made up of the following elements:

Estimated Last Date for Specification Change

Displays how many estimated days you have remaining to make specification changes to your orders.

Click any number or bar to view the full list of vehicles.

Other cars being delivered to your current identity are included in the graph and represented as blue bars.

Summary Overview

Displays the count of your orders by status.

The view defaults to show all models, use the drop down menu to select a specific model.

Retails

Displays the current total of Retails (handovers) within a specific time period.

Select the necessary Retail Period and click on the Retail count to view the full Retail Order List.

Deliveries by Week Ending

Depending on your Market this will display the deliveries to Port, Compound or Retailer.
Click the Sold or Stock bar or total figure relating to a specific model to view a list of the associated vehicles.

Any status that is blue can be clicked to view the detailed status information:

Click the icon to the left of a status to view the associated ageing analysis.

**Allocation Summary**

Displays how many vehicles, by model, you have allocated with a specific Ordering Period.

You can change the Ordering Period by clicking on the relevant tab. Ordering Periods coloured orange have Available allocations remaining. Ordering Periods coloured grey have no allocations remaining.

Any model that is blue can be clicked to see a lower level allocations:

Use the back button to return to the previous Summary Overview.
Click the Used count or bar to see a list of the orders and click the Available count or bar to configure an order.

Markets not using Allocations will still see this section of the Homepage but it will include a message stating that allocations are not used.