

Vehicle - Vehicle Merge
AV Ref # 576

About:

On occasion, vehicle tags can get duplicated due to employees keying the information in differently (ex. ABC123 vs. ABC-123). However, BPOS has a merge feature that allows you to select your duplicate vehicles when you see them on the Vehicle Lookup screen and merge them into one record.

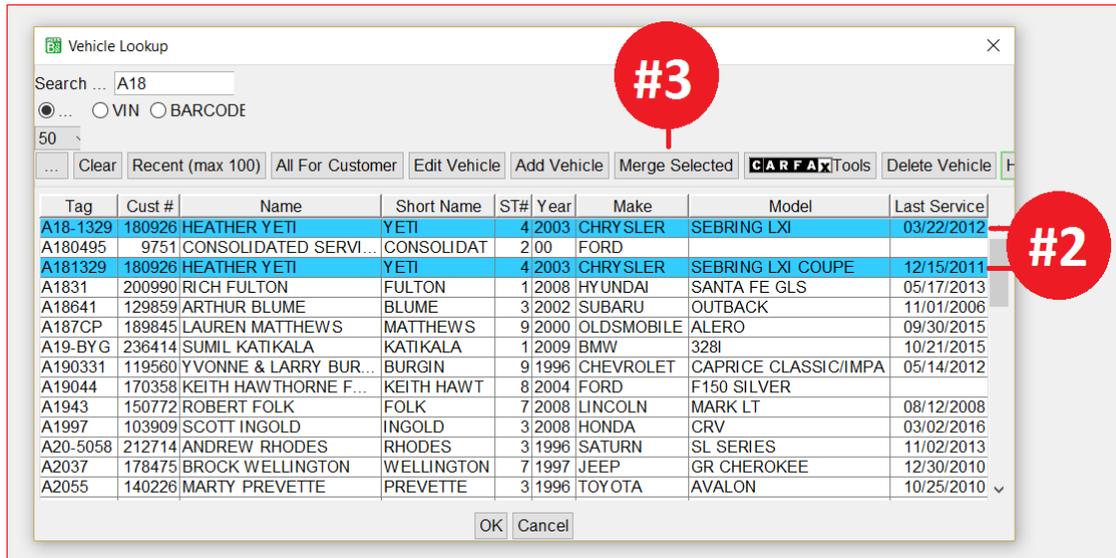
How:

1. Merging vehicles will be accessed via the **Vehicle Lookup**. Go to **Views** → **Sales Counter** → Click on the **Vehicle Lookup** button on your toolbar:



2. If you had an active customer already, their vehicles will display. Otherwise, you can perform a search for the vehicle. When you see you have duplicates, you can either highlight the duplicates or hold down your **CTRL key** while using your mouse to select each duplicate:

3. Click on the **Merge Selected** button:



4. You will need to identify which tag is the Master and which one(s) is the Duplicate by clicking on the **Status** of each and making your selection from the drop-down menu that appears:
5. Click on **Merge Vehicles** button at the bottom and you are finished:

Merge Vehicles

Status	Tag	Make	Model	Year	
Duplicate	A18-1329	CHRYSLER	SEBRING LXI	2003	^
Master	A181329	CHRYSLER	SEBRING LXI COUPE	2003	



Select/DeSelect Vehicles for MERGE by clicking the STATUS of the desired vehicle.
"Master" is the vehicle that will be retained.
"Duplicate(s)" will be deleted and their transactions merged with the "Master".



6. When the tag merge is finished, a complete list of the customer's tag will appear.

Options:

You can also merge duplicate cash customer accounts (see AV #577).

****Note** –You can only merge tags from the same account. If you have a situation with a duplicate tag on separate accounts, you will need to move the duplicate tag to the correct account and then merge the tags.