



MAGIC SQUARE SYSTEMS LIMITED

BTV - CMS v12.2 Guidance Sheet

Create – New Vehicle Model (Used)

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INTRODUCTION

The purpose of this document is to provide guidance to CMS Administrators of how to **Create Used Vehicle (Truck/Van) Model** Option.

VAN/TRUCK MODEL OPTION

The Model Option is used when Creating a New Used Truck or Van. The form and location of the Model option is shown below:

Mercedes-Benz | Bell Truck and Van
Newcastle | Bilingham | Spennymoor | Stockton

Dashboard | New Vans | New Trucks | **Used** | Site Content - | Contact - | Support **new** | Log Out

Create Used Vehicle

Complete the form below and **Submit** to create a new Used Vehicle.

Used Vehicle Details

Vehicle Details

Vehicle Name or Description:

Van

Van Model

Vehicle Description or Features:

Specification

Engine Type:

Engine Description:

GVW or GTW:

GVW/GTW Description:

Body Type:

Van Size:

Vehicle Colour:

Transmission:

Cancel

DEFINITION: Van/Truck Models are part of the Used Vehicle description and have to be created to source the drop-down list.

GUIDANCE

1. Log in to CMS
2. Using Site Vehicles option listing > Select **New Vans** (or New Trucks depending on requirements)

Mercedes-Benz | Bell Truck and Van
Newcastle | Bilingham | Spennymoor | Stockton

Dashboard | **New Vans** | New Trucks | Used | Site Content - | Contact - | Support **new** | Log Out

New Vans

Below are all the new vans created so far. Click **View** to view the record or click **New Van** to create a new one

Make:

#	Van Name	Make	Occurrence	View
1	Citan	Mercedes-Benz	1	View
2	Vito	Mercedes-Benz	2	View
3	Sprinter	Mercedes-Benz	3	View

New Van Applications - Close

3. Select **New Van** (Blue Button bottom left)
4. Observe the Create a Van Form Complete the following steps:
 - A. Select **Make** from drop down Listing



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- B. Enter **Model Name**
- C. Enter **Page Title** (Model Name)
- D. Enter **New** price of vehicle
- E. Enter **Used** price of vehicle
- F. Click on **Create Van**

The screenshot shows the 'Create a Van' form on the Mercedes-Benz website. The form is divided into several sections: 'Model Details', 'Image Details', 'Page Details', and 'Service Costs'. Annotations A through F are placed on the form to indicate the steps described in the list above.

- A**: Points to the 'Make*' dropdown menu.
- B**: Points to the 'Name*' text input field.
- C**: Points to the 'Page Title*' text input field.
- D**: Points to the 'New*' radio button.
- E**: Points to the 'Used*' radio button.
- F**: Points to the 'Create Van' button at the bottom right.

ends.