

Dealer Admin User Guide Sales Submission

Updated: April 1, 2015

Welcome to the new Mopar Advantage Rewards Program!

To login, enter your SID in the *login* field, and your password in the *password* field.

** If you don't know your password, select the **Forgot Password** link and enter your email address. A temporary password will be emailed to you.



This is the Mopar Advantage Rewards home page. By clicking on the corresponding links you can access the following on the Member view:

- My Account
- Rewards
- News
- Metrics Manager (Promotions)

To access the Admin portion of the site, select **Admin**

From the Mopar Advantage Rewards Admin section, you will have access to the following:

- Member Center
- Reports
- Metrics Manager (Promotions)

This guide will take you through each of those sections in more detail. To return to the member portion of the site, select *Member Home*





From the *Metrics Manager* page you have access to the following:

- Promotions allow you to set up ad hoc promotions. Coming Soon
- Products & Services allows you to set up new products Coming Soon
- Metric Submissions allows you to submit sales for dealership staff
- *Metric Data* gives you the ability to review sales
- *Metadata* (not applicable)



To enter sales click select *Metric Submissions*.

From here you have two options to enter sales. You can manually submit sales by clicking on the **G** Add Metric button at the bottom of the page, or you can prepare an excel file and upload it. First we'll go through the manual submissions.

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trics Manager	Import Metric Data File	👔 Metric Data File Help
mber Home	Max file size is 20.0MB. Approximately 100,000 metrics.	
	Import by PIN	
	Import by Employee ID	
	Only accept import if all entries are valid	8
	Import valid entries and display errors	
	File to Import	۵ ا
	😩 Upload Data File	
	Automatically approve metrics upon imp	port
	Export Metric Data Template File	

Let's start by selecting the member.

In the *Search Value* field, start typing the members name. The *Memeber list* below will start populating all the names that match the search. Select the receipient from the *Member List* drop down.

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Scarch Value	jo D Search C Reset C Advanced Search	
Members List	Gnow, Jon (SAMPLE CI IRYSLER DODGE) Otten, Johenne (SAMPLE CHRYSLER DODCE) Snow, Jon (SAMPLE CHRYSLER DODGE) Messe Seret Intern John	Select a member from the drop-down.
Date*	2015-04-01	
Repair Order #		
Commenta		4
	🔚 Save 🕻 🔚 Save & Approve Metric 🛛 🔇 Cancel	

Next, select the item on the repair order.

- Select the magnifying glass to see a complete list of eligible items.
- Expand the *Mopar Service Products* listing by clicking on the plus sign
- Click on the item from the repair order
- If multiple SKU numbers are available for the product you selected, a list of SKUs will appear on the right hand side. Select the item you wish to add.
- Once you have selected your item, the pop-up will close and you can continue to enter the sale details



To complete the entering the sale.

- Enter the sale *Date* by either typing it in the following format yyyy-mmdd, or select a date by clicking on the calendar icon.
- Enter the *Quantity* on the repair order.
- Enter the *Repair Order #*
- Select Save & Approve Metric to submit the sale

If you accidentally hit *Save* instead of *Save & Approve Metric*, you'll need to click on the

Search Value	p Search CReset Odvanced Search	
Members List	Snow, Jon (SAMPLE CHRYSLER DODGE)	Select a member from the drop-down.
Item*	BF GOODRICH (22001028) 🔎	
Date*	2015-04-01	
Quantity *	4	
Repair Order #	12345	
Comments		h
	🔚 Save 🛛 🔚 Save & Approve Metric 🛛 🔇 Cancel	

Metric Approvals tab from the *Metric Submissions* page.

In order to ensure points are issued for any valid sales, you'll need to approve the submissions.

- Select all the submissions you want to approve
- From the *Action* drop down, select *Approve Selected*
- The select the *Submit* button
- To continue entering sales, select the *Add Metric* button to return to the metric submission screen

w	Submissions Metric Approvals			
	Pending Metrics		Bulk App	provals
	Select All Deselect All			Action
•	Member	Date	Item	Approve Selected Deny Selected
4	Jennifer Cooper (SAMPLE CHRYSLER DODGE)	2015-04-01	Mopar Wiper Blades	Deny All
1	Jon Snow (SAMPLE CHRYSLER DODGE)	2015-04-01	BF GOODRICH	🔊 View 🥖 Edit 🛛 4
•	Submit			

You can also submit sales by importing an excel file containing the Repair Order information. To download a template, select the *Download Data Template File* button.

You can then specify where you would like the file saved.

Below is a copy of the sales import template.

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Import Metric Data Fil	c	👷 Favorites	Name	Date modified	Туре	Stee		
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1 P	IN En	nployee ID	First Name	Last Name	- Orgnode Name	Orgnode Code	Date Of Submission	Repair Order #	Item Name	Item SKU	Quantity	- Comments	Submission ID	Purchase Amount	
2															
3															_
4															
5															
6															
													1		_

To complete the import file, you'll need to enter the following information.

- SID in the *Employee ID* field (column B)
- Sale Date in the *Date of Submission* Field (column G)
- The *Repair Order #* (column H)
- The item in the Item SKU field (column J)
- The *Quantity* (colum K)
- All other columns are optional

A few things to note.

- Do not delete any empty columns. The file must be imported in the same format it is exported.
- Save the file as .csv (comma separated values).

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1	PIN	Employee ID	First Name	Last Name	Orgnode Name	Orgnode Code	Date Of Submission	Repair Order #	Item Name	Item SKU	Quantity	Comments	Submission ID	Purchase Amount
2		s12345n	Λdam	Clegg			2015-03-30			Wipers	2			
3		s45678c	Jennifer	Cooper			2015-03-30			Batteries	1			
4		s32656e	lon	Snow			2015-03-30			Tires	4			
5														
6		s12345n	Adam	Clegg			2015-03-30			23067025	2			
7		s45678c	Jennifer	Cooper			2015-03-30			01083001	1			
8		s32656e	Jon	Snow			2015-03-30			22018020	4			
ч														

To import your file, follow these steps.

- Select Import by Employee ID
- Select Import valid entries and display errors
- Upload your file by clicking on the magnifying glass and selecting your file
- Select Automatically approve metrics upon import
- Once all those options are selected. Click on Upload Data File

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Import Metric Data F	ile		😰 Metric Data File Help	
Max file size is 20.0MB.	Approximately 100,000 metrics.			
	Import by PIN			
	Import by Employee ID			
	Only accept import if all entries are valid			
	 Import valid entries and display errors 			
File to Import	C:\fakepath\Dealer1234_MarchSales.csv	Open		
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Export Metric Data 1	Upload Data File Automatically approve metrics upon import Femplate File	Organize New folder Favorites Desktop Downloads SkyOrive	Name Solution 234, JanSales.cov Solution 234, JanSales.cov Solution 234, JanSales.cov Solution 234, MarchSales.cov	III • IIII • IIII • III • IIII
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Once the sales have been submitted, you will be presented with a confirmation screen indicating which sales have been uploaded and which have errors.

Any records with errors will be indicated by row number, and include a reason for error.

Based on this information, you can update the records that contain errors and re-import the file using the same steps above.

ew Me	tric Submissions	
pload New	Metrics	
submissions	queued.	
submissions	automatically approved.	
submissions	with errors.	
rrors were d	etected in your upload file.	
lease check	the following:	
Column hea	ldings	
. Column hea . File type otal errors : 2	idings	
. Column hea . File type otal errors: 2	idings	
. Column hea . File type otal errors: 2 Error #	Idings Row - Reason for Error	
Column hea File type otal errors: 2 Error # error 1	ndings Row - Reason for Error row 5 = Item SKU = Item with SKU (10830001) does not exist.	
Column hea File type otal errors: 2 Error # error 1 error 2	Indings Row - Reason for Error row 5 = (tem SKU = Item with SKU (10830001) does not exist. row 6 = (tem SKU = Item with SKU (22012050) does not exist.	
Column hea File type otal errors: 2 Error # error 1 error 2	Idings Row - Reason for Error row 5 = Item SKU = Item with SKU (10830001) does not exist. row 6 = Item SKU = Item with SKU (22012050) does not exist. Total errors: 2	

Below are the two rows that contained errors, the Item SKU has been updated with the correct sku number and saved as .csv file

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1	PIN	Employee ID	First Name	Last Name	Orgnode Name	Orgnode Code	Date Of Submission	Repair Order #	Item Name	Item SKU	Quantity	Comments	Submission	ID Purchas	e Amount
2		s45678c	Jennifer	Cooper			2015-03-30			01083001	1	L			
3		s32656e	Jon	Snow			2015-03-30			22018020	4	<u>t</u>			
4															
5															

Confirmation message stating the 2 updated sales were approved and no errors remain in the file.

New Metric Submissions

Upload New Metrics

2 submissions queued. 2 submissions automatically approved. 0 submissions with errors.

🔶 Back

If you have any questions regarding sales submission for the Mopar Advantage Rewards program, you may contact the Mopar Advantage Rewards help desk at <u>help@moparadvantage.ca</u> or by contacting the number below.

North America: 1-866-808-0337 Hours of Operation: 08:30 - 18:00 (EST)