



## CAR RETAILERS

### User Manual | Owner

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Version 0.1

Prepared by *movu*

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## 1. Introduction

This document presents a user manual for the owner of an agency. It will explain in detail the path through its views and accesses in the page in view of the specifications of an owner. It will show the steps to follow to create or edit certain necessary attachments, as well as to show the user an intuitive and fluid navigation. The manual has sample images of the actual page for better exemplification.

Let's start with the first steps. In order to create an automotive group it is necessary to have previously generated an account as an owner. This step can be done in the movu home screen.

Locate the "**REGISTER**" button in the upper right corner of the movu home page.

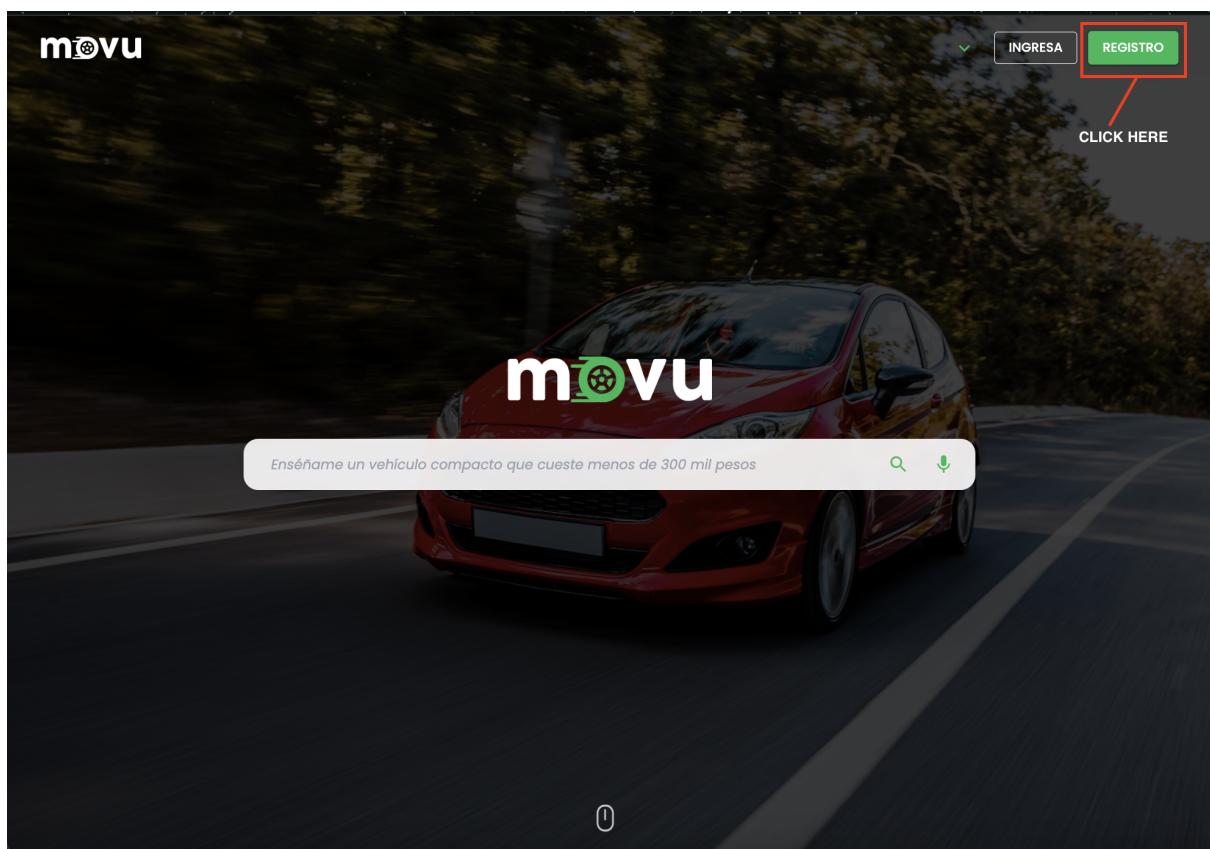


Figure 1: movu home screen

Locate in the lower left corner the link [Register Here](#)

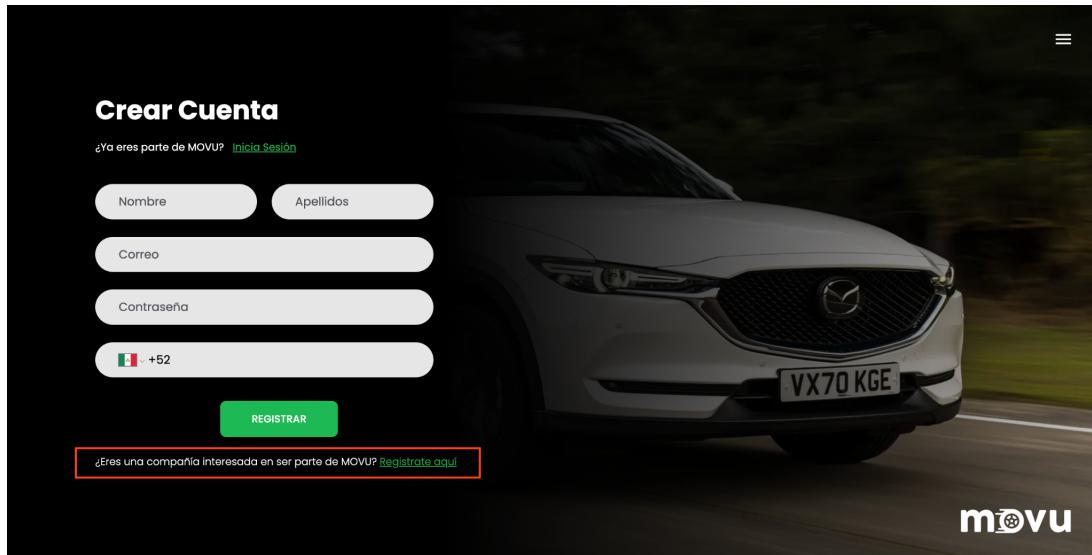


Figure 2: "Create movu account" screen

You will be redirected to this page, where you can create your profile and click on the "[REGISTER](#)" button.

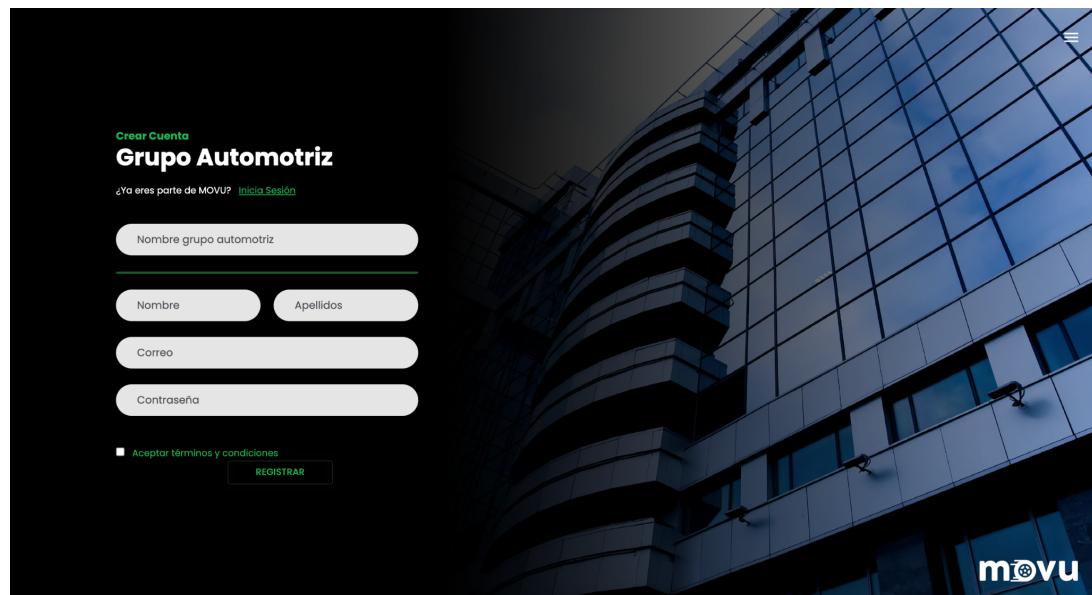


Figure 3: "Create automotive group account" screen

## 2. Creation of automotive group application

Once you have your account, you must log in. You will be taken directly to the application form. The following information must be provided on this form.

Application documents:

- INE
- Current proof of address
- Current proof of income

Information about applicant:

- Name of automotive group
- Employee's full name with last name
- Employee's email address
- Company address
- Add image is optional

The employee cannot navigate anywhere else but to his profile in the navigation bar.

Ariadne Alvarez

Documentos de Solicitud

INE

Comprobante de Domicilio

Comprobante de Ingresos

Nombre de grupo automotriz:

Nombre:  Apellido:

Correo:

Dirección

country  state

0  addressLine2

Enviar Solicitud

Figure 4: Employee Request view

**Enviar Solicitud**

Once clicked, you can wait for the superadmin to see the status of your request and accept it or reject it.

The superadmin is in charge of accepting or rejecting requests from automotive groups. You must be aware of the status of your request.

Estado de Solicitud  <span style="background-color: #2e9f3b; color: white; padding: 5px 10px;">Aceptado</span>	When this status is displayed it means that your application has been <b>accepted</b> and you can now have the corresponding permissions.
Estado de Solicitud  <span style="background-color: #fbc02d; color: black; padding: 5px 10px;">Acción faltante</span>	The status "Action missing" means that there is a <u>document pending</u> to be uploaded or that the required fields in the form have not been completed.
Estado de Solicitud  <span style="background-color: #fbc02d; color: black; padding: 5px 10px;">En Progreso</span>	The "In Progress" status appears when your application has been successfully submitted and is awaiting review.
Estado de Solicitud  <span style="background-color: #c0392b; color: white; padding: 5px 10px;">Rechazado</span>	<p>The "Rejected" status appears when your application was rejected for any reason.</p> <p><b>Check the comments box to correct your data if necessary.</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">           Comentarios            Solicitud Aprobada         </div>

Once the application is accepted you will be able to navigate through the different tabs to which you have access as an owner.

The screenshot shows the movu application interface. On the left, a sidebar menu is visible with options: Agencias, Solicitud Grupo Automotriz (which is highlighted in green), Empleados, Dueños, Planes de financiamiento, Listados, and Mi Perfil. A red box highlights the 'Solicitud Grupo Automotriz' option. A red arrow points from this box to a callout bubble that says 'Only owner has access to these sections'. To the right of the sidebar, the main content area displays the following information:

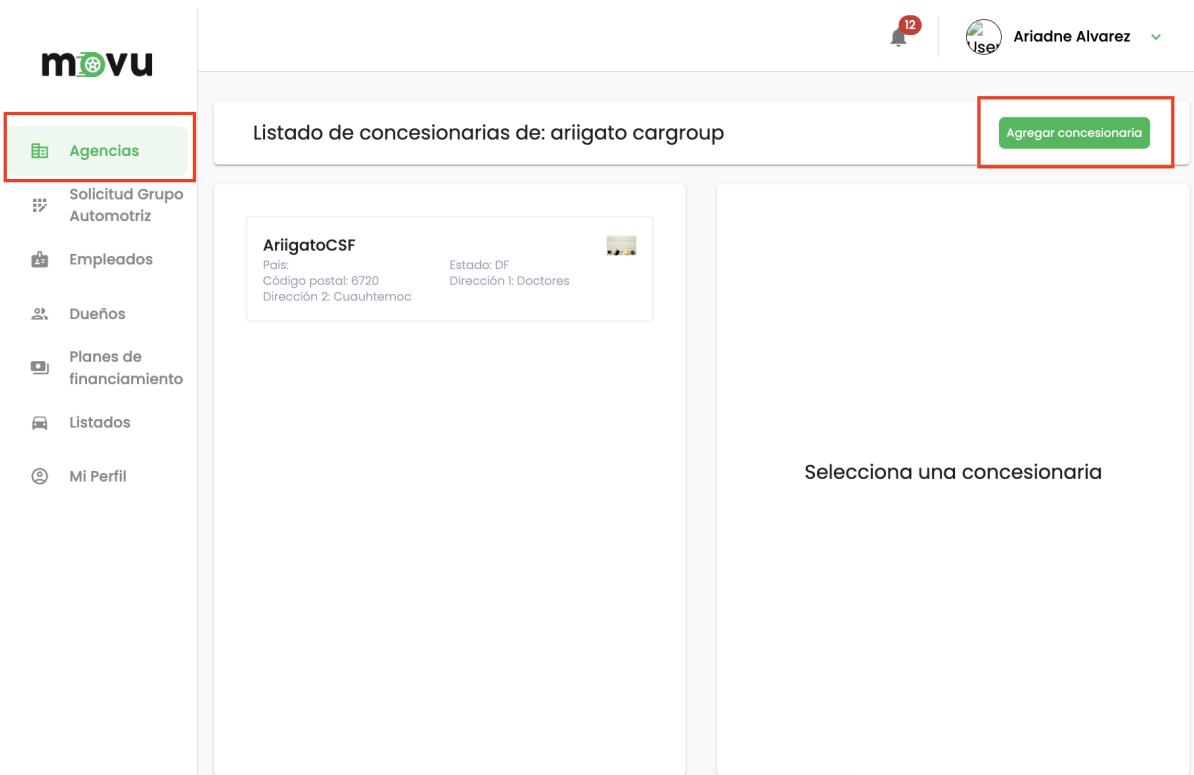
- Estado de Solicitud:** Aceptado (Accepted) - This is highlighted with a red box.
- Documentos de Solicitud:** Three document icons: INE, Comprobante de domicilio, and Comprobante de ingresos.
- Comentarios:** A text input field containing 'Apobada'.
- User Profile:** A circular profile picture placeholder with 'AA' initials.
- Form Fields:**
  - Nombre de grupo automotriz: ariagato cargroup
  - Nombre: Ariadne
  - Apellido: Alvarez
  - Correo: A01652080@tec.mx
  - Dirección: Mexico, DF, 6720, Doctores, Cuauhtemoc
- Buttons:** An 'Editar Solicitud' button at the bottom right.

Figure 5: View of accepted application

### 3. Registering agencies within an automotive group

Select the button  located in the left side navigation bar.

Then click  located at the top right of your car group's list.



The screenshot shows the movu application interface. On the left, there is a vertical navigation bar with several options: Agencias (highlighted with a red box), Solicitud Grupo Automotriz, Empleados, Dueños, Planes de financiamiento, Listados, and Mi Perfil. In the center, there is a main content area titled "Listado de concesionarias de: ariagato cargroup". Below the title, there is a card for "AriagatoCSF" with details: País: México, Código postal: 6720, Dirección 1: Doctores, Estado: DF, Dirección 2: Cuauhtémoc. To the right of the card, there is a green button labeled "Agregar concesionaria" which is also highlighted with a red box. At the bottom right of the main content area, there is a placeholder text "Selecciona una concesionaria". At the very top of the screen, there is a user profile bar with a notification icon (12), a globe icon, and the name "Ariadne Alvarez".

Figure 6: View of Agencies

Now you will be shown another form to fill in your dealer's data.

Be sure to **save** your changes in the  button.

Then click in the  button

Crear concesionaria

Datos

Nombre:

Sitio web:

Logo

Dirección

País:

Estado:

Código Postal:  0

Dirección 1:

Dirección 2:

**Guardar**

**Crear**

Figure 7: View of create a concessionaire

Now you will see your new concessionaire created in the list.

Listado de concesionarias de: arigato cargroup

ArigatoCSF

País: México  
Código postal: 6720  
Dirección 2: Cuauhtémoc

Estado: DF  
Dirección 1: Doctores

Información de la concesionaria

Nombre: ArigatoCSF

Gerente: Miguel Arriaga

Página: arigato.com

Dirección 1: Doctores

Dirección 2: Cuauhtémoc

Agregar concesionario

Figure 8: View of concessionaire list

If you click on it, you'll be able to edit your information, but most importantly **create a Stripe account**.

Página: prueba.com

Dirección 1: DOC      Dirección 2: CUAH

Estado: DF      Código Postal: 6720

Documentos

Archivo	Status	Borrar
<b>Stripe</b>		

**Crear cuenta**

Editar

Scroll down

Figure 9: Edit data and create stripe account

You will be redirected to this page, where you have to fill the necessary fields.

Movu

### Movu trabaja con Stripe para ofrecer servicios financieros y pagos seguros.

[← Volver a Movu](#)

Powered by **Stripe** ⓘ

[Contactar](#)

[Condiciones](#)

[Privacidad](#)

[Español \(LATAM\) ⚡](#)

### Recibe pagos de Movu

Completa algunos datos para poder empezar a recibir pagos.

Correo electrónico

No es necesario enviar un correo electrónico en modo de prueba.

Teléfono móvil

Envaremos un mensaje de texto a este número para verificar tu cuenta. Pueden aplicarse tarifas de mensajes y datos. Al continuar, aceptas nuestras [Condiciones de uso](#) y nuestra [Política de privacidad](#). En modo de prueba, puedes omitirlo al ingresar el [número de teléfono de prueba](#).

**Continuar →**

Este sitio está protegido por reCAPTCHA y se aplican la [Política de privacidad](#) y las [Condiciones de uso](#) de Google.

Figure 10: Stripe payments with movu

## 4. Creation of accounts for employees

Locate the **Empleados** button in the left side navigation bar.

Select your new creation and click on the **Ver Empleados** button.

ID	Agencia	Página Web	Ver empleados
1326	Prueba	prueba.com	
1325	AriagatoCSF	ariagato.com	

**Figure 11: Employees of concessionaires**

Once you are on this screen, click on the **+ AÑADIR** button located in the upper right corner

No	Nombre	Correo	Role	Estado	Detalles
----	--------	--------	------	--------	----------

**Figure 12: List of employees**

Fill the gaps of your new employees data.

**Nuevo Empleado**

Ingresa los datos del nuevo empleado. Se enviará una contraseña temporal a el correo ingresado para ingresar por primera vez.

Rol	
Nombre	Apellidos
Correo	Teléfono
<span style="color: green;">CREAR EMPLEADO</span>	

Figure 13: New employee form

Once you completed the previous step, your new employee will be shown in your list of employees.

The screenshot shows the movu software interface. On the left is a sidebar with the following menu items:

- Agencias
- Solicitud Grupo Automotriz
- Empleados** (highlighted in green)
- Dueños
- Planes de financiamiento
- Listados
- Mi Perfil

The main area displays a table titled "Lista de empleados". The table has columns: No, Nombre, Correo, Rol, Estado, and Detalles. One row is visible, showing:

No	Nombre	Correo	Rol	Estado	Detalles
1	Miguel Arriaga	mariagav3+@gmail.com	Vendedor	Activo	

At the top right of the main area, there is a user profile for "Ariadne Alvarez" and a notification bell icon with a red "12". A green button labeled "+ AÑADIR" is located at the top right of the table header.

Figure 14: List of new employees

The same steps are used to add owners.

**Lista de dueños**

No	Nombre	Correo	Rol	Estado	Detalles
1	Ariadne Alvarez	A01652080@tec.mx	Dueño	Activo	

Figure 15: List of owners

## 5. Adding cars within the agency

To add cars to your agency, it is necessary to have a listing. To do this we must create one, containing the required models and their respective variants.

Identify the **Listados** section in the left navigation bar.

Now identify the dealership to which you want to add a listing and click on the **Ver Listados** button.

**Listados de concesionarias de: ariigato cargroup**

Id	Agencia	Página Web	Ver listados
1326	Prueba	prueba.com	<b>Ver Listados</b>
1325	AriigatoCSF	ariigato.com	<b>Ver Listados</b>

Figure 16: List of concessionaires

Then you will see your screen where the corresponding listings will be displayed. To add a new one click on the **Agregar listado** button located in the upper right corner.

The screenshot shows the movu platform interface. On the left is a sidebar with icons for Agencias, Solicitud Grupo Automotriz, Empleados, Dueños, Planes de financiamiento, and Listados (which is selected and highlighted with a green box). At the top right, there is a user profile for Ariadne Alvarez with a notification badge (12) and a globe icon. The main area is titled 'Listados' and contains a table with columns: Id, Producto, Precio Base, Fecha de Publicación, Editar, and Eliminar. There is also a search bar labeled 'Buscar listado' and a 'Rows per page' dropdown set to 5. A green 'Agregar listado' button is located in the top right corner of the 'Listados' section.

**Figure 17: List of selected concessionaire**

In this section you can visualize and create your listings by choosing a method to do so.

The screenshot shows the 'Crear Listados' (Create Listings) page. The sidebar on the left has 'Listados' selected and highlighted with a green box. The main area is titled 'Crear Listados' and shows four steps in a dashed box: 'Seleccionar Método' (highlighted with a red box), 'Seleccionar Modelo', 'Seleccionar Variante', and 'Crear Listado'. Below these steps are two options: 'Subir Archivo .csv' (with a green file icon) and 'Llenar Formato' (with a green clipboard icon). A red arrow points from the 'Seleccionar Método' step to the 'Subir Archivo .csv' option. Below the 'Subir Archivo .csv' option, it says 'You can upload several files at once'. Below the 'Llenar Formato' option, it says 'Here is for uploading a single listing.'

**Figure 18: Chose method to upload listing**

1. Upload one or more files that you have already prepared. Make sure they are in the requested format.



ID Model	ID Variant	Basic Price	Test Drive
			YES / NO

Figure 19: Upload listing files

Table 1: Listings Template

2. Fill out a form provided by movu (You can only upload one listing).

If you clicked on the second option of “Llenar formato”, this will take you to the second step of our process, to select models or add more.

## 5.1 How to add models to the platform

As mentioned above, in the listings section you can select or add models. To do so,

click on the **Agregar modelo** button located in the upper right corner of your screen.

Figure 19: Models view

When clicked, a pop-up screen with a small form will appear. Here you must fill in the necessary data to add your new model, in addition to uploading the file with its respective technical data sheet.

**Crear un nuevo modelo**

Nombre del modelo:  
modelo

Año:  
año

Carrocería:  
carrocería

Marca

Ficha técnica

Crear

Figure 20: Create new model forms

Once created, we will move on to the third step of our process, select variants.

## 5.2 How to add variants to the platform

As we create a new model, it is necessary to add its variant(s). The instructions are similar to the one we just completed in adding models. If you have chosen the model, you must choose one or more variants of it. In case you do not find the required variant, you can add it manually.

Click on the **Agregar Variante** button located in the upper right corner of your screen.

Agencias

Solicitud Grupo Automotriz

Empleados

Dueños

Planes de financiamiento

**Listados**

Mi Perfil

12 Ariadne Alvarez

Selecciona una variante

Agregar Variante

Seleccionar Método

Seleccionar Modelo

Seleccionar Variante

Crear Listado

Buscar variante

Id	Variante	Caballos de Fuerza	Transmisión	Combustible	Seleccionar
----	----------	--------------------	-------------	-------------	-------------

Figure 21: Variants view

When clicked, a pop-up screen with a small form will appear. As you may have noticed there is a 3-step process to add a variant, we are in the **first step: enter the variant data**.

1 Ingrese los datos de la variante      2 Suba colores y fotografías      3 Verifique los datos ingresados

**Figure 22: Process to create a variant**

Here you must fill in the necessary data to add the variant. Then click the button

1 Ingrese los datos de la variante      2 Suba colores y fotografías      3 Verifique los datos ingresados

Ingres los datos de la variante

Nombre completo	Nombre de variante
<input type="checkbox"/> ¿Es nuevo?	Kilometraje
Descripción escrita	Descripción completa
Tipo de combustible	Caballaje
Pasajeros	Tracción
Transmisión	Consumo de aceite
Litros	Número de puertas
Material de rin	Rin
<input type="checkbox"/> Aire acondicionado	<input type="checkbox"/> ABS
<input type="checkbox"/> Bolsas de aire traseras	<input type="checkbox"/> Bolsas de aire delanteras

Siguiente

**Figure 23: Variant / Ingress data of the variant**

After filling out the first form, we move on to step 2, where we upload the color and photographs of the vehicle.

1 Ingrese los datos de la variante      2 Suba colores y fotografías      3 Verifique los datos ingresados

Suba colores y fotografías

Valor Hexadecimal:  
#722F37

Nombre:  
Ej: Blanco

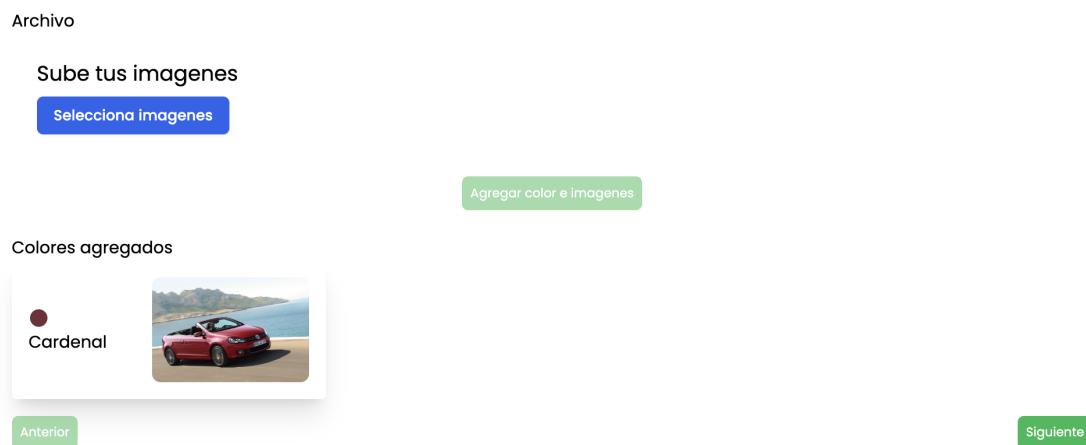
Archivo

Sube tus imágenes

Selecciona imágenes

**Figure 24: Variant / Ingress colors and photos**

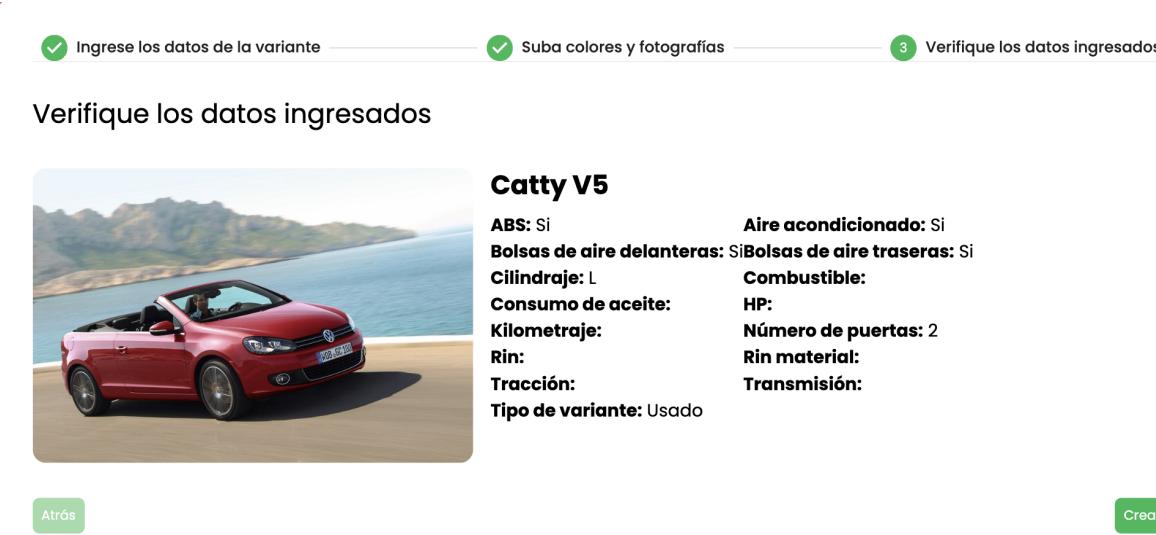
Once completed, you should see a container with the image, name and color you uploaded.



**Figure 25: Final result of variant process**

Click on the **Siguiente** button

Verify all the data provided, once they are correct, it is time to create our variant.



**Figure 25: Verification of variant process**

Once we have models and variants, we can complete our list. Finally, add the base price of your new vehicle and if it will be available for test drive.

Click on the **CREAR LISTADO** button.

### 5.3 How to add agency listings

Then, to finish creating the listing, it is necessary to provide the base price and whether the product will be available for test drive. The Model and Variant sections are saved and locked for editing in this final step.

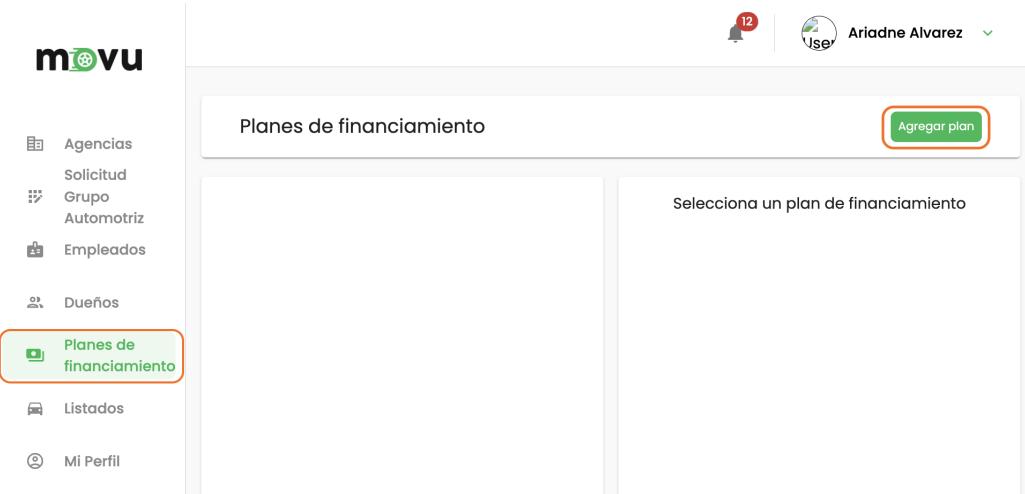
Figure 26: Final data to create a listing

Once created, you will return to the Listings screen. Where your new product listing will appear:

Figure 27: Display of new listing

### 6. How to upload financing plans

For the financing plans part you need to manually add your own. To do this locate the **Agregar plan** button in the upper right corner and click on it.



**Figure 28: Add financing plan**

To create your financing plan you will need to fill out the form provided. Select the agency to which it will be attributed, and then manually enter the down payment, months and interests for your selected agency.

The screenshot shows the 'Crear plan de financiamiento' form. The sidebar on the left is identical to Figure 28. The main form has a title 'Crear plan de financiamiento' and a section titled 'Datos'. Inside 'Datos', there's a dropdown menu labeled 'Agencia'. Below it are three input fields: 'Enganche:' with value '0', 'Meses:' with value '0', and 'Interes:' with value '0'. At the bottom right of the form is a green 'Crear' button.

**Figure 28: Financing plan forms**

Once finished, click on the **Crear** button.

## 6.1 How to manage financing plans

Now that you have learned how to create financing plans, your can manage them in the general view of financing plans on your account.

Planes de financiamiento

AriigatoCSF 1000%

Tasa de interés: 1000% Enganche: \$200000

Meses: 6 meses

AriigatoCSF 1000%

Tasa de interés: 1000% Enganche: \$200000

Meses: 6 meses

Agregar plan

Editar

Figure 28: Financing plan view

## 7. How to view information about sales made or in process

Each registered employee will be able to access to see the information about cars sold, or in the process of being sold.

For this requirement you will need to have a seller account, which has the necessary permissions to check sales information and status. You will be able to see active, in process or rejected status about sales.