

## **Quick-start Guide DMS 2.0**

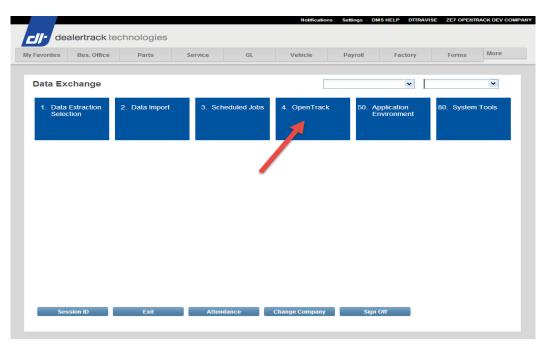
**Opentrack – Setting up an API Method** (the process should be followed for all API's to which the partner requires access)

Use This Quick-start Guide to learn how to set up Opentrack access for a certified partner

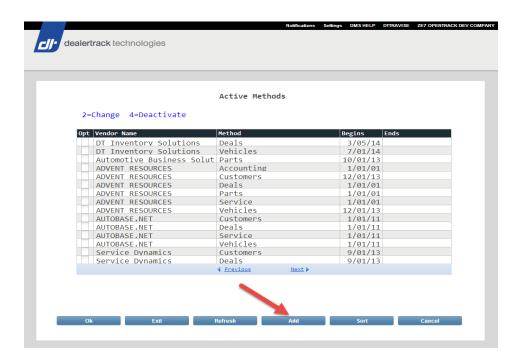
- Opentrack is a web service that allows third parties read and write access to dealership data
- This document will provide instructions for setting up access for a Certified Opentrack Partner to dealership data
- An authorized user will need to provide the Opentrack Partner access to each API

To provide Opentrack access to a certified partner, take the following steps:

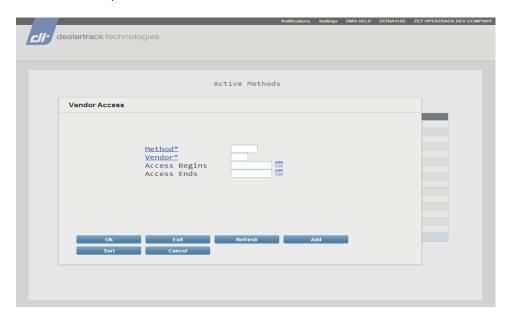
- 1. From the Data Exchange menu, select the Opentrack option(4). This will display the Active Methods list screen.
  - a. If the Opentrack option does not appear on the Data Exchange menu the user security will need to be adjusted.
    - i. The 'Authorize Opentrack' prompt can be found in the Data Extraction section of User Security.



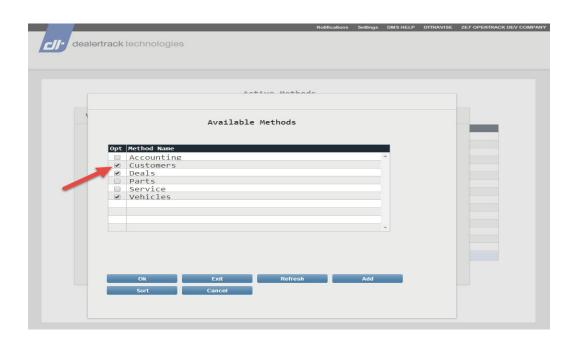
Use function Add on the Active Methods screen. The Vendor Access definition screen will display.



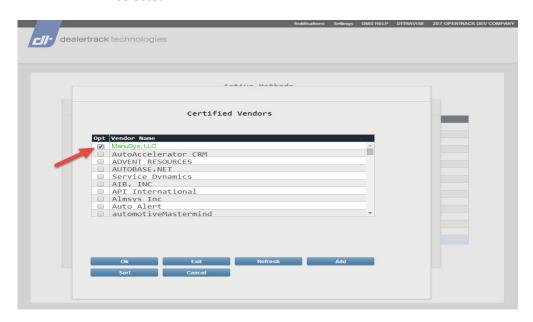
3. Define the Vendor specifications



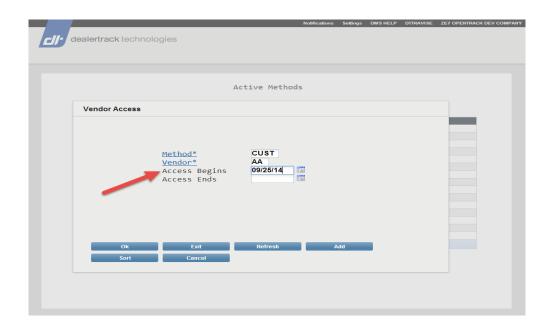
a. Method – Select the desired method from the Available Methods list screen



- b. **Vendor** Select the desired vendor from the Certified Partners list screen
  - Vendors will only appear in the list when a method in which they are certified is selected



- c. Access Begins Key in the date for Opentrack access to begin
  - i. Format is MMDDYY without dashes or slashes
  - ii. Can select the date from the month icon as well



- 4. Press Enter or click the OK button
  - a. If the Access Begins date is set later than the current date the access will show in the Inactive Methods screen until the access date is met
- 5. Repeat for each required API
- 6. If access needs to be changed you can type a '2' or a '4' next to the vendor in the Active or Inactive Methods screen
  - a. Typing a '4' will enter the cursor in the Access Ends box when the Vendor Access screen is shown
  - b. Access will end at the end of the day on the date entered in the Access Ends box.

