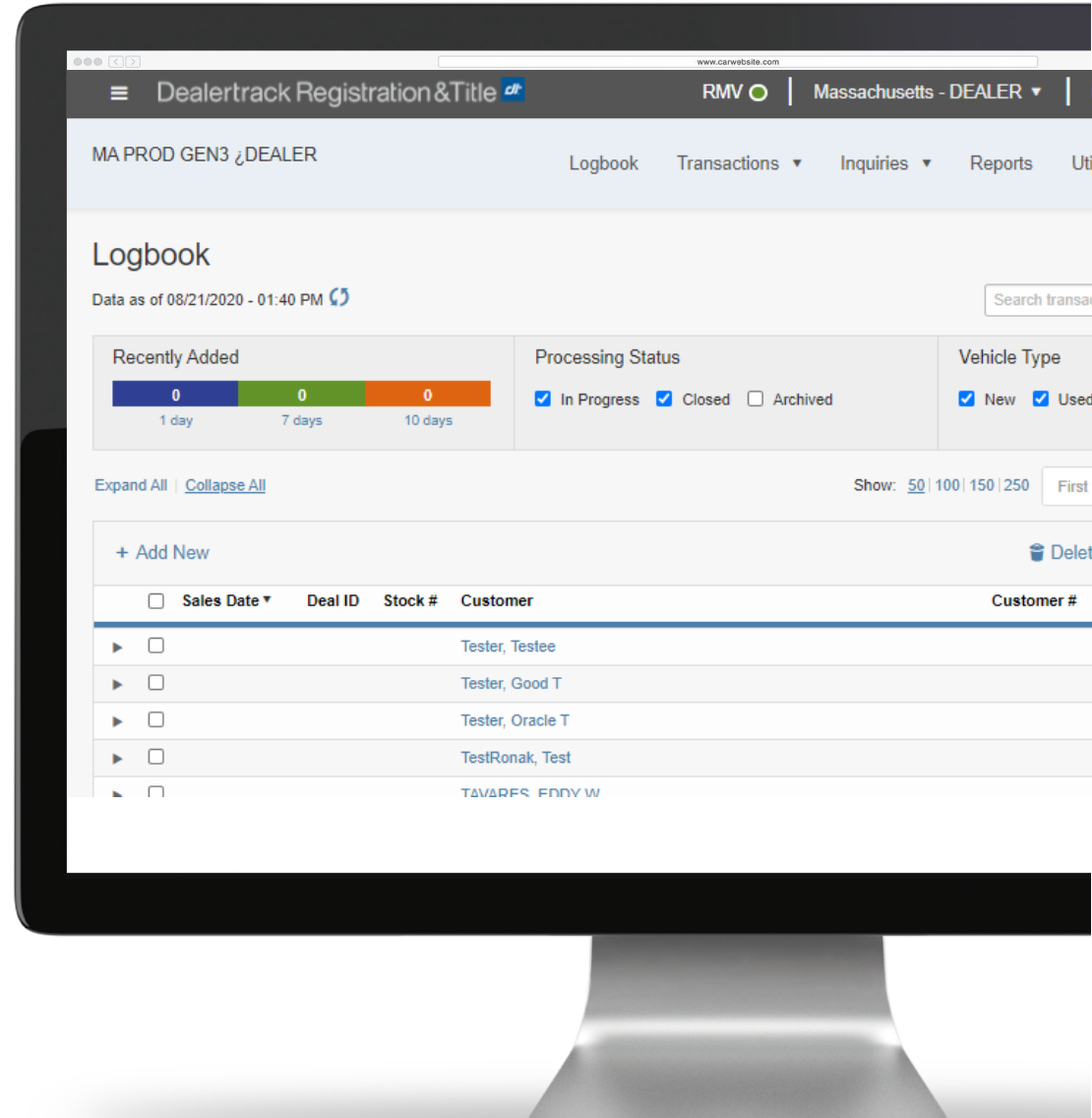


MA Reg & Title: Dealer Scanning Guide

A step-by-step guide on using the dealership scanning functionality.



Section 1 | Folder Setup

FOLDER SETUP

1. Create a folder on your desktop that will be designated for scanned image uploads. Name it with no spaces: (i.e., **MARegTitleScannedImages**)
2. Open the designated upload folder and click the **drop-down** menu to highlight the file path and **copy** it.
3. Navigate to the program and open a transaction.
4. In the Images panel, click **Edit**.
5. Paste the file path into the empty field.



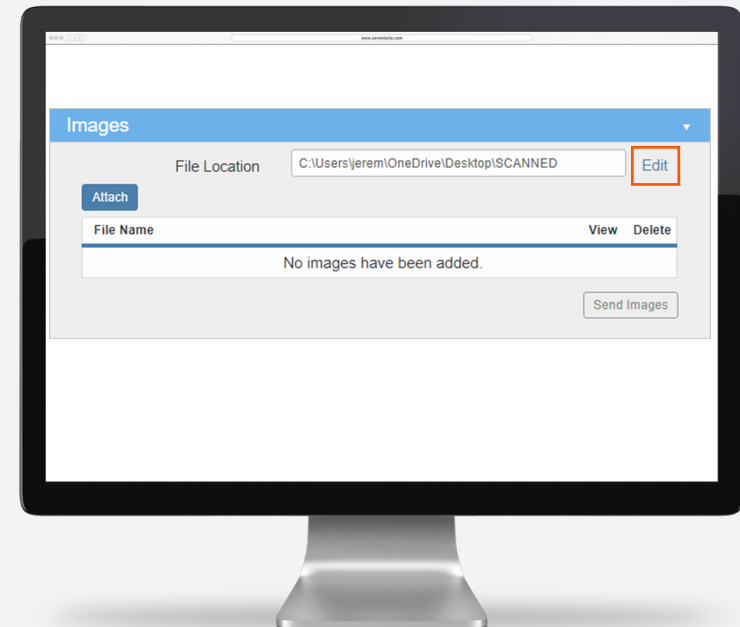
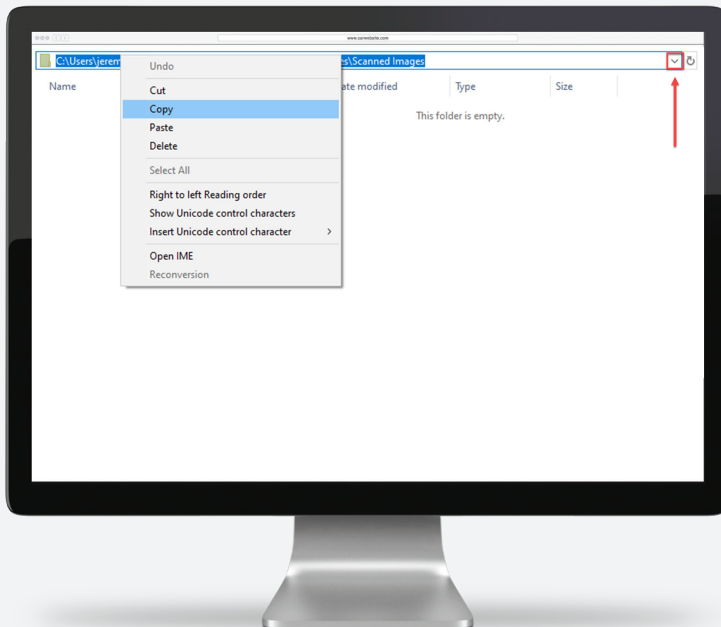
DID YOU KNOW?

You will only have to paste the file path once, after this step is completed the system will pull all images from the specified folder.



IMPORTANT

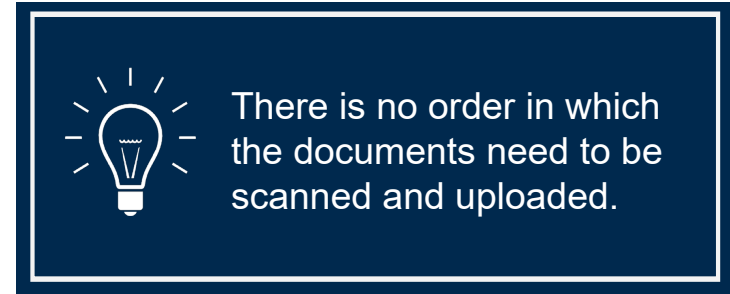
- It is recommended that the file folder be saved on the C: drive of the PC.
- The file path cannot contain spaces.



Section 2 | Uploading Scanned Images

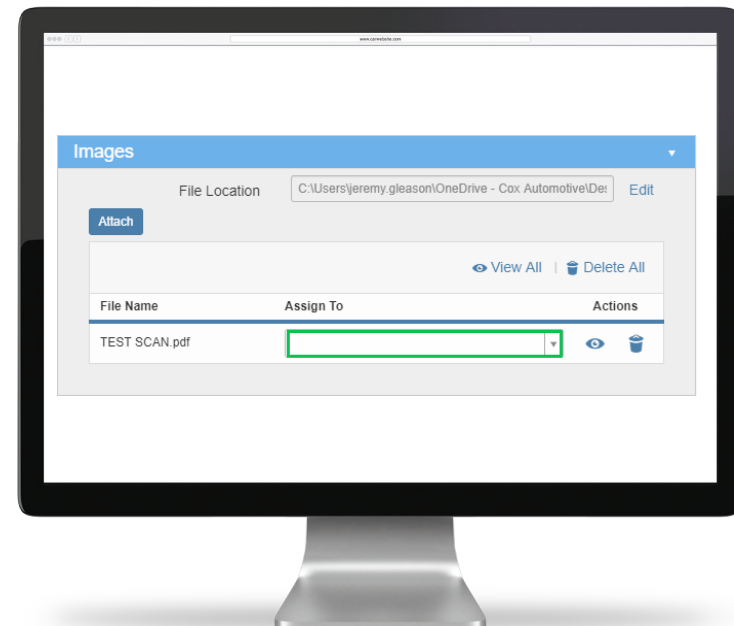
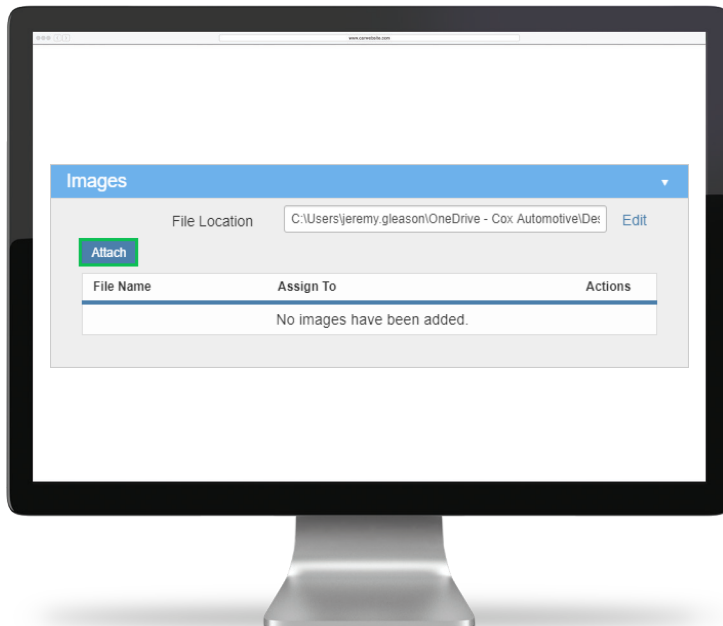
UPLOAD THE IMAGES

1. Scan the documents for each transaction, and save them to the designated MA folder.
2. Before Finalizing the transaction, click **Attach**.
3. Once all the images are attached, you need to select the document type in the drop down **Assign To** next to each uploaded document.
4. After assigning categories, click **Finalize** at the bottom of the screen.
5. Once finalized the images will be sent to the RMV



NOTE:

Once images are attached, they will be removed from the scanned folder on the PC. It is important to only scan and save the documents for 1 transaction at a time. This is to reduce accidental uploads in future transactions.



Section 3 | FAQ

FAQ

Q: Do I need to attach my documents in a certain order?

A: No

Q: What file location should I use for images?

A: We recommend creating a folder on your computer's desktop (C: drive) for all scans with a recognizable name, e.g., DealertrackReg&TitleScans / MARegTitleScannedImages. The folder name and file path must not contain spaces. For example:

OKAY: C:\Desktop\MARegTitleScannedImages

NOT OKAY: C:\Desktop\MA Reg Title Scanned Images

All deal documents can be scanned into this folder and then easily accessed via our application.

Q: Do I need to use a specific scanner to take advantage of this new feature?

A: You need to have a desktop scanner. Any make or model of scanner will work but some examples are Xerox Documate 3125, Fujitsu fi760.

Q: What file types are supported?

A: Documents must be two sided PDF.

Q: What are the file requirements?

A: The documents must be scanned in color and 300 DPI. Max file size is 5MB

MA Reg & Title: Dealer Scanning Guide

Questions?

Call Client services at
800.211.3641 or
email at rts-cs-ma@coxautoinc.com

