

FAQ-101-OPPORTUNITIES-How do I add a custom make in OpenFlex?



1 Prerequisites:

Please note that the process described in this document is only valid for used vehicles.

- When you create a custom make, it is valid only once and is not stored by the system. You will therefore need to recreate it each time.

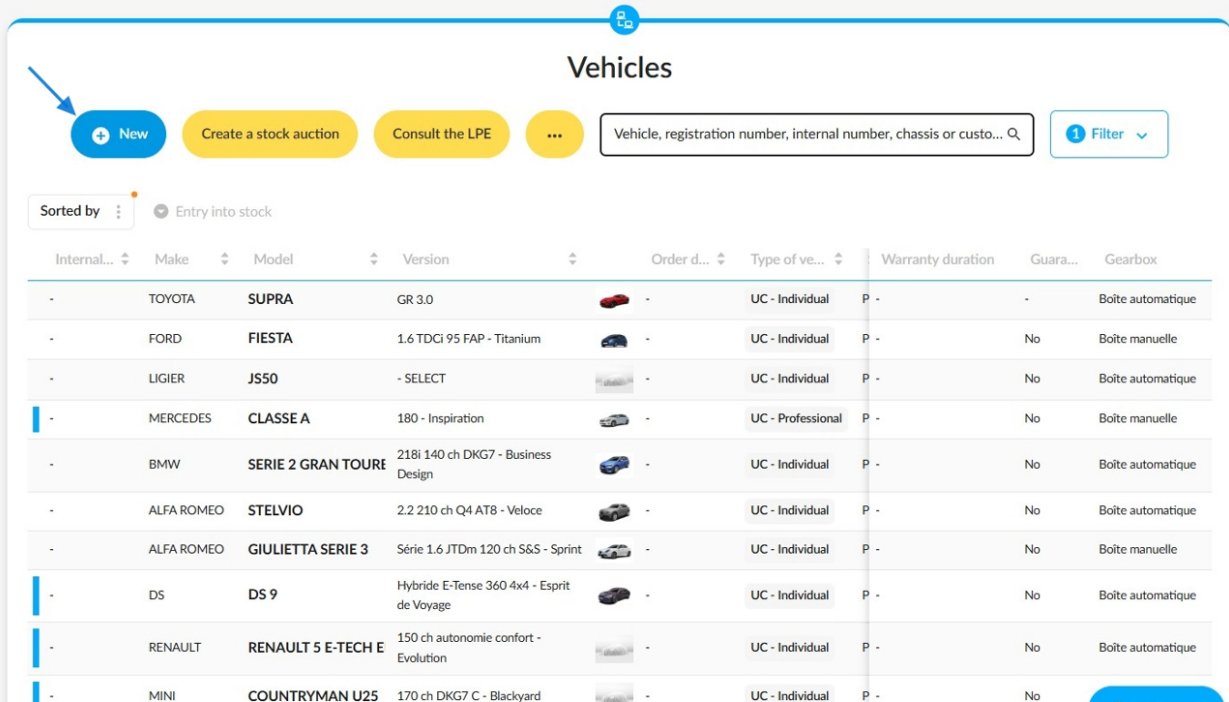
When configuring a new or demo vehicle, please contact our sales department to register a new make.

2 If a vehicle or make is not in the database, for example because it was sold abroad, it can still be added manually in OpenFlex.

First, go to '**Vehicles**' at the top of the home page.

The screenshot shows the OpenFlex dashboard interface. At the top, there is a navigation bar with several menu items: Home, Vehicles (highlighted with a blue box), Leads, Opportunities, Customers, Management, and a user profile section for 'AA' with a notification badge '99+'. Below the navigation bar is a large banner image of a red car. On the left side, there is a 'My shortcuts' section with four cards: '202 BLA', '2776 Couleur', '52 Mes opportunités ...', and '53 Voiture entité Rom...'. A '+ New shortcut' button is located below these cards. On the right side, there is a 'Welcome' panel with two buttons: 'See my schedule' and 'New event'. Below these buttons, there are two status messages: 'No events scheduled this week.' and 'No events scheduled during following weeks.'

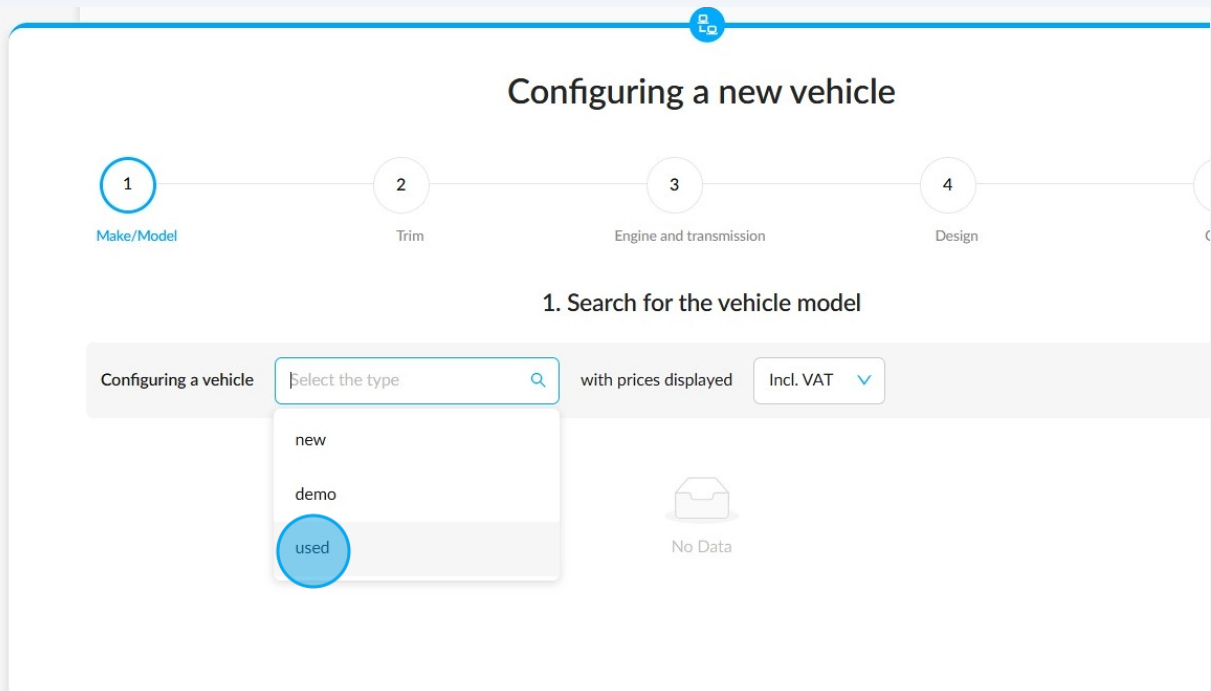
3 Click on 'New'.



The screenshot shows the 'Vehicles' page with a navigation bar at the top. A blue arrow points to a blue button labeled 'New' with a plus icon. Other buttons include 'Create a stock auction', 'Consult the LPE', and a search bar. Below the navigation bar is a table of vehicles with columns for 'Internal...', 'Make', 'Model', 'Version', 'Order d...', 'Type of ve...', 'Warranty duration', 'Guara...', and 'Gearbox'. The table lists various car models like TOYOTA SUPRA, FORD FIESTA, and MERCEDES CLASSE A.

Internal...	Make	Model	Version	Order d...	Type of ve...	Warranty duration	Guara...	Gearbox
-	TOYOTA	SUPRA	GR 3.0	-	UC - Individual	P -	-	Boîte automatique
-	FORD	FIESTA	1.6 TDCI 95 FAP - Titanium	-	UC - Individual	P -	No	Boîte manuelle
-	LIGIER	JS50	- SELECT	-	UC - Individual	P -	No	Boîte automatique
-	MERCEDES	CLASSE A	180 - Inspiration	-	UC - Professional	P -	No	Boîte manuelle
-	BMW	SERIE 2 GRAN TOURE	218i 140 ch DKG7 - Business Design	-	UC - Individual	P -	No	Boîte automatique
-	ALFA ROMEO	STELVIO	2.2 210 ch Q4 AT8 - Veloce	-	UC - Individual	P -	No	Boîte automatique
-	ALFA ROMEO	GIULIETTA SERIE 3	Série 1.6 JTDm 120 ch S&S - Sprint	-	UC - Individual	P -	No	Boîte manuelle
-	DS	DS 9	Hybride E-Tense 360 4x4 - Esprit de Voyage	-	UC - Individual	P -	No	Boîte automatique
-	RENAULT	RENAULT 5 E-TECH E	150 ch autonomie confort - Evolution	-	UC - Individual	P -	No	Boîte automatique
-	MINI	COUNTRYMAN U25	170 ch DKG7 C - Blackyard	-	UC - Individual	P -	No	

4 In the 'Configuring a new vehicle' field, select 'used' from the drop-down menu.



The screenshot shows the 'Configuring a new vehicle' page. At the top, there is a progress bar with four steps: 1. Make/Model, 2. Trim, 3. Engine and transmission, and 4. Design. Below the progress bar, the text '1. Search for the vehicle model' is displayed. A search bar contains the text 'select the type' and has a dropdown menu open with three options: 'new', 'demo', and 'used'. The 'used' option is highlighted with a blue circle. To the right of the search bar, there are checkboxes for 'with prices displayed' and 'Incl. VAT'.

5 On the right side of the page, select a **manual** configuration.

VEHICLES > CONFIGURATION

Configuring a new vehicle

1 Registration 2 Design 3 Options

1. Search for the vehicle model

Configuring a vehicle used with prices displayed Incl. VAT Search by VIN or registration Manual

Search by VIN or registration HF3 5RRJ1H 88709511 / AA 123 AA

Next

6 In the **'Select a make'** field, you can type the name of the make in the search bar to find it more quickly. Tick the **'Expand catalogue'** box just below the search bars to increase the chances of finding what you are looking for.

If no data is recognised, it is not present in the database. The field below the drop-down menu where you select the brand allows you to customise one. Enter it and click on **'Add brand'**.

Configuring a new vehicle

1 Make/Model 2 Trim 3 Engine and transmission 4 Design 5 Options

1. Search for the vehicle model

Configuring a vehicle used with prices displayed Incl. VAT Search by VIN or registration Manual

Manual search 09/07/2024 AIXAM Select a model group

Expand the catalog

No Data

AIXAM Add brand

7

Then, enter the vehicle model on the field available next to the brand name.

Make/Model Design Options

1. Search for the vehicle model

Configuring a vehicle with prices displayed Search by

Manual search

Expand the catalog

The selected brand is not known to the database. Please fill in the information below to finalise the configuration of your vehicle.

Synthesis

Type *

Version *

Trim *

Body *

Number of doors *

[Need help?](#)

8 Special case:

A model that is not listed in the catalogue but belongs to a listed make.

If a model is not listed in the database, you can add it by recreating the make as described above **(1)**. It will appear twice in the drop-down menu, allowing you to enter the model you are looking for **(2)**. The form to be completed will be the same as the one described in the next step.

The screenshot displays a vehicle configuration interface. At the top, a progress indicator shows five steps: 1. Make/Model, 2. Trim, 4. Design, and 5. Options. The 'Make/Model' field is currently set to 'used'. A dropdown menu is open, listing car makes: CHRYSLER, CITROEN (highlighted with a blue arrow and labeled '1'), CITROEN, CORVETTE, CUPRA, and DACIA. Below the dropdown, there is an 'Add a custom brand' button and an 'Add brand' link. The 'Manual search' section shows a date of 09/07/2024 and a search bar containing 'CITROEN' (labeled '2'). Below the search bar, there is a 'Select a model group' dropdown menu. The interface also includes a 'Search by' section with options for 'VIN or registration' and 'Manual', and a 'No Data' message at the bottom. A 'Next' button is located in the bottom right corner.

9

In this case, all data must be entered manually. Fields such as type, version, finish, bodywork, number of doors and gearbox are compulsory.



The selected brand is not known to the database. Please fill in the information below to finalise the configuration of your vehicle.

Synthesis

Type *

Version *

Trim *

Body *

Number of doors *

Engine

Gearbox *

Energy *

Real power *

 ch

Power *

 kW

Battery

10

Then click "Next" at the bottom of the page.

Real power *

 ch

Power *

 kW

Battery

Charging time (domestic)

 h

Charging time (fast terminal)

 h

Dimensions

Total weight

 kg

Curb weight with driver

 kg

Consumptions

CO2 emission (with options)

 g/km

Autonomy

 mi

Mixed

 kWh/100mi

Next

11

After selecting **the interior and exterior colours, paint and upholstery**, press the **'Next'** button.

The screenshot shows a configuration page with two main sections: "Exterior colours" and "Interiors colors".

- Exterior colours:** A grid of color swatches. The second swatch in the top row (a light grey/white) has a blue checkmark. Below the grid is a link "See all colors".
- Interiors colors:** A grid of color swatches. The third swatch in the bottom row (a dark grey/black) has a blue checkmark. Below the grid is a link "See all colors".

Below the color sections is a section titled "Upholstery and benches" with a link "Add an upholstery".

- A checkbox labeled "Standard upholstery" is checked. To its right, the word "Included" is displayed.

At the bottom of the page, there are two buttons: "Previous" on the left and "Next" on the right. A blue arrow points from the "Next" button to a "Need help?" button. The "Next" button has a small upward-pointing arrow icon above it.

12

Here you can integrate customised equipment.

The screenshot shows a configuration page titled "Configuring a new vehicle".

At the top, there is a breadcrumb "VEHICLES > CONFIGURATION" and a blue circular icon with a white 'E'.

A progress bar is visible with three steps:

1. Make/Model (checked)
2. Design (checked)
3. Options (active, highlighted with a blue circle)

Below the progress bar, the text "3.1. Choose the vehicle options" is displayed.

On the left, there is a blue button labeled "Add an equipment".

On the right, there is a search input field with the placeholder text "Code, name of the equipment or of the pack" and a magnifying glass icon.

At the bottom, there are two buttons: "Previous" on the left and "Next" on the right.

In the center, there is a folder icon with the text "No Data" below it.

13

When you click on '**Add equipment**', a window titled '**Add custom equipment**' will appear, containing a form that you need to complete. You will need to enter the name, category and price. Then click '**Save**' at the bottom of the page.

×

Add a custom equipment

Equipment label *

Equipment category *

Factory code

Save Cancel

- 14 Once you have entered all the equipment, click '**Next**'.

VEHICLES > CONFIGURATION

Configuring a new vehicle

Make/Model Design Options

3.1. Choose the vehicle options

Add an equipment

Code, name of the equipment or of the pack

No Data

Previous Next

- 15 You can add a service contract in the same way as you add equipment. Finally, click on '**Complete the configuration**'. Your vehicle will be in pre-entry mode.

VEHICLES > CONFIGURATION

Configuring a new vehicle

Make/Model Design Options

3.2. Choose the service agreements

Add a service agreement

Code, name of the service agreement

Service agreements

No service agreement

Previous Complete the configuration

16

You will arrive at a page divided into two tabs. The '**Synthesis**' tab allows you to enter general information about the vehicle, such as its type, engine and mileage. All of these fields are optional. You can also register the vehicle at this stage.

The screenshot shows the 'AIXAM E city Edition' registration page. At the top, there is a blue header with the text 'AIXAM E city Edition' and a 'Pré-rentée' button. Below the header are two buttons: 'Save' (blue) and 'Cancel' (yellow). The page is divided into two tabs: 'SYNTHESIS' (active) and 'TECHNICAL CHARACTERISTICS'. The 'SYNTHESIS' tab contains the following fields:

- AIXAM**
- E CITY**
- e city [↗](#)
- Pack [↗](#)
- Type
- Private vehicle
- All-terrain vehicle
- Commercial vehicle
- Private vehicle
- Select a value

A blue button with a question mark icon and the text 'Need help?' is located in the bottom right corner of the form area.

17

Drop-down menus allow you to select the type and destination.

The screenshot shows the 'AIXAM E city Edition' registration page, focusing on the 'SYNTHESIS' tab. The fields are:

- AIXAM**
- E CITY**
- e city [↗](#)
- Pack [↗](#)
- Type
- Private vehicle
- Destination
- Individual
- Individual
- Professional
- Scrapyard

18

Examples of fields that can be completed to enhance the vehicle record:

AIXAM
E CITY
[e city](#)
[Pack](#)

Type
Private vehicle

Destination
Individual

Used car origin
Select a value

Energy
Electric

Power
8 ch 5,44 kW

Number of doors
3

Body
Unlicensed car

CO2 emission (with options)

19

The **'Technical specifications'** tab allows you to enter additional technical information. These fields are optional.

SYNTHESIS TECHNICAL CHARACTERISTICS

Save Cancel

Consumptions

Minimum WLTP CO2 emission class: Select a class

Maximum WLTP CO2 emission class: Select a class

Minimum WLTP CO2 emissions: g/km

Maximum WLTP CO2 emissions: g/km

Autonomy: 75 mi

Minimum WLTP autonomy: mi

Maximum WLTP autonomy: mi

Mixed: kWh/100mi

Mixed WLTP minimum: kWh/100mi

Mixed WLTP maximum: kWh/100mi

20

When you have finished filling in the fields, click **'Save'** at the top of the page to finish.

SYNTHESIS TECHNICAL CHARACTERISTICS

Save Cancel

Consumptions

Minimum WLTP CO2 emission class: Select a class

Maximum WLTP CO2 emission class: Select a class

Minimum WLTP CO2 emissions: g/km

Maximum WLTP CO2 emissions: g/km

Autonomy: 75 mi

Minimum WLTP autonomy: mi

Maximum WLTP autonomy: mi

Mixed: kWh/100mi

Mixed WLTP minimum: kWh/100mi

Mixed WLTP maximum: kWh/100mi