

How to change the customer on a vehicle card (new owner)

1. Look up the correct vehicle card
2. Click on the History Tab

The screenshot shows a software window titled "2E3HD66F0TH234140 EAGLE VISION - Vehicle Card". It has several tabs: "General", "Codes", "Engine", "History", "Prices", and "Misc". The "History" tab is selected and circled in red. Below the tabs, there are several input fields. The "Customer No. / Name" field contains the number "116527" and the name "Kelly Fredrich". Other fields include "License Plate", "In-Service Date", "Last Service Date", "Last Sale Date" (set to 11/13/10), "Open Repair Orders" (set to 0), "Vehicle Is Rental", "Wholesale", "Factory Invoice Loaded", "Emission Certificate No.", "Emission Expiration Date", "Inspection Expiration", "Vehicle Title No.", "Title Type", "Title State / Country", "Last Title Scan Date", "Title Has Been Scanned", and "Title Attached". At the bottom, there are buttons for "Functions", "Vehicle", "Pictures", and "Help".

3. Open the vehicle card for editing (ctrl E)
4. Drill down on the customer number
5. Search and find the correct customer card –
 - a. If there is a existing correct customer card just double click on the correct name from the customer list and that will change the customer on the vehicle card
 - b. if it is a new customer click customer tab on the bottom and then click “new”,

The screenshot shows a "Customer List" window with a table of customer records. The table has columns for Customer No., Name, Address, City, State, ZIP Code, Work Phone No., and Cell Phone. The row for Customer No. 116527, Kelly Fredrich, is selected. A context menu is open over this row, with options like "New Card", "Ledge Entries", "Comments", "Dimensions", "Supplemental Address", "Statistics", "Entry Statistics", "Sales", "Vehicles", and "Service History". The "New Card" option is circled in red.

Customer No.	Name	Address	City	State	ZIP Code	Work Phone No.	Cell Phone
128931	Kelly Diane Wilson	3551 Haystack Dr	Carson City	NV	89705-8016	775.336.6000	
64127	Kelly E Brown	623 Kelly Ct	Gardnerville	NV	89460-8427		
103696	Kelly E Clark	1371 Westgate Ln	Reiningrove	CA	94951-9637		
110402	Kelly Engels	2358 Eastridge Ln	Carson City	NV	89706-2370	775.687.4218	
Z6427	Kelly Fernando	1093 Round House Ln ...	Carson City	NV	89701-8361		
118335	Kelly Fisher	40 Chinoak Cir	Carson City	NV	89701-1930		
116527	Kelly Fredrich	1335 Dunbar Cir	Carson City	NV	89704-9186		
Z5406	Kelly Frenking	2785 Forebay Rd	Pollock Pines	CA	95726-9717		
52288	Kelly G Watson	934 Jennifer St	Incline Village	NV	89451-8612		
128249	Kelly Gene Watson	934 Jennifer St	Incline Village	NV	89451-8612		
109973	Kelly Goodman	4739 S Carson St Apt 6	Carson City	NV	89701-8513		
123199	Kelly Grace Mckoon	400 Willow Way Ste 2108	Fernley	NV	89408-2503		
120684	Kelly Hackler	320 Wagon Wheel Way	Dayton	NV	89403-9767		
122243	Kelly Hackler	320 Wagon Wheel Way	Dayton	NV	89403-9767	775.552.1442	
111862	Kelly Hatfield	Po Box 2756	Olympic Valley	CA	96146-2756	530.587.8598	
20035	Kelly Hodgins	5910 Panther Dr	Repton	NV	89505-8680		
123617	Kelly Hogan	1217 Jacobs Way	CA	New	F3		
Z2473	Kelly Hyde	3920 Sandstone Dr	WV	Card	Shift+F5		
67282	Kelly J Bird	107 Rancho Rd	Da	Ledge Entries	Ctrl+F5		
30193	Kelly J Burton	7325 Panama Ct	Sp	Comments		702.356.3737	
69397	Kelly J Dube	9301 Wilshire Blvd Ste ...	Be	Dimensions		310.205.9010	
104387	Kelly Jenkins	5503 N 83rd Dr	Gl	Supplemental Address		602.227.6399	
115737	Kelly Johnson	2848 Hot Springs Rd	Mi	Statistics	F9	775.690.8666	
118856	Kelly Key	2930 Eagle St	Ca	Entry Statistics		775.842.7386	
123396	Kelly Kinne	1845 Temple Hill Rd	Re	Sales		775.852.4089	
123588	Kelly Kite	Po Box 2251	Mi	Vehicles		775.450.6962	
				Service History			

complete the new customer card and close it by clicking “x” in upper right corner. Find this new customer in the list and double click on the correct customer and that will change the customer on the vehicle card.

6. If you know the correct customer number – you can skip the look up process – just open the vehicle card for editing , click history tab and type in the correct customer number in the customer box.
7. Close the vehicle card by clicking “x” and you are done.