



## INTRODUCTION

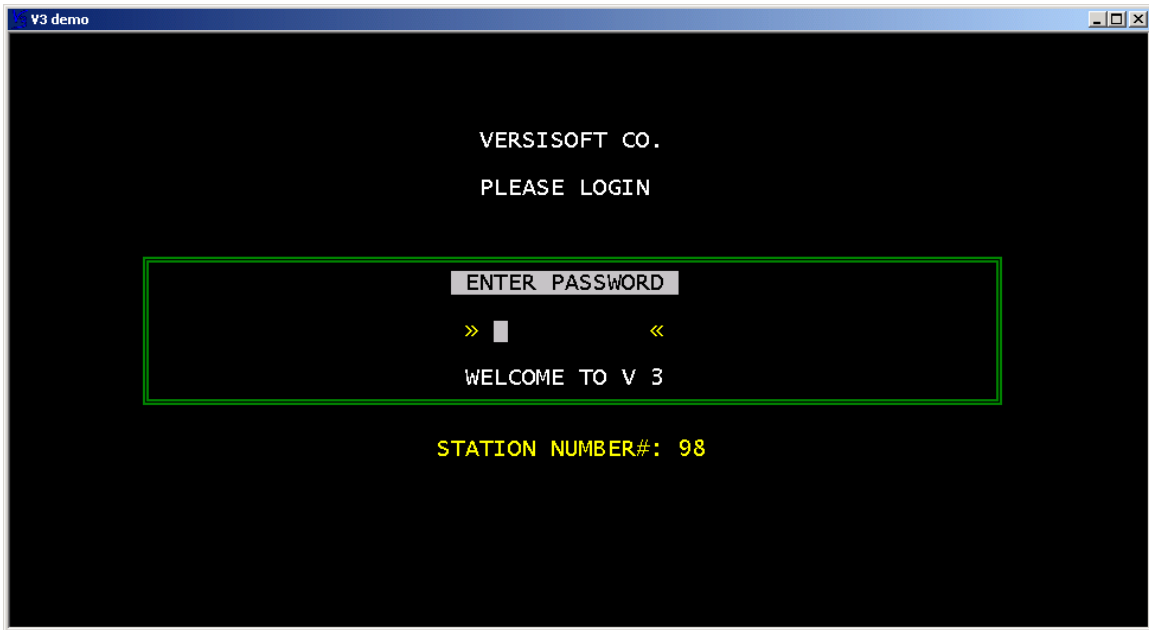
**Welcome to Versisoft's V3 software** the completely intergraded car accounting and operations software to aid you in running your dealership. The software has been written in a "user friendly" environment with well planned out menus to accommodate any level of computer user.



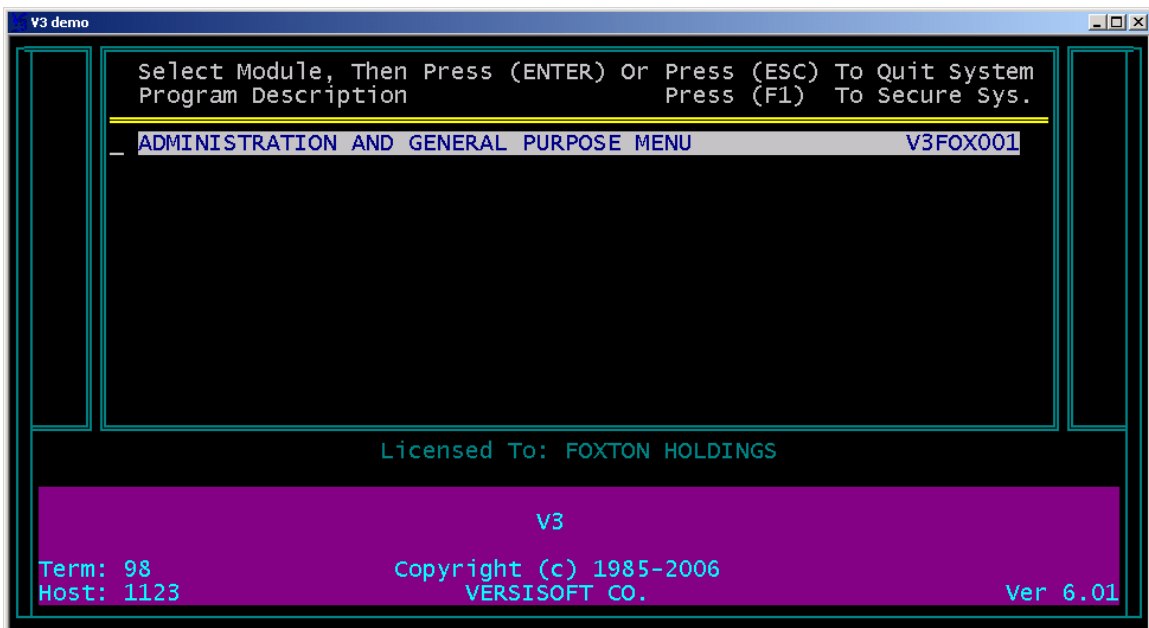
From your Desktop click on the  icon.



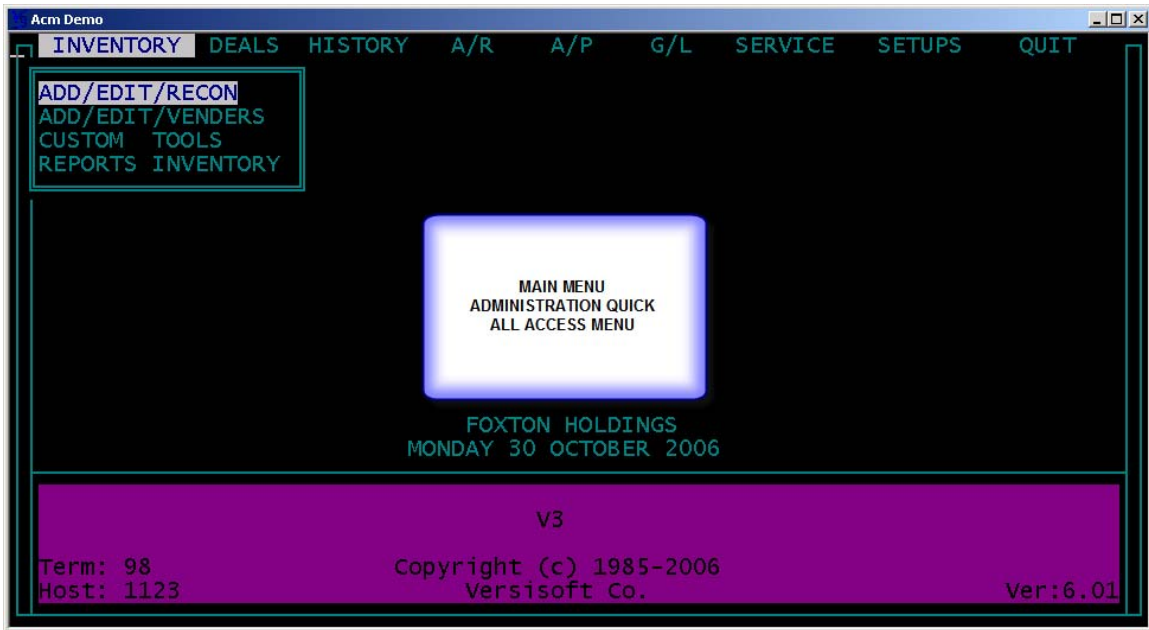
Press any key to continue.



The default password is “VSI”. Enter VSI and press enter.

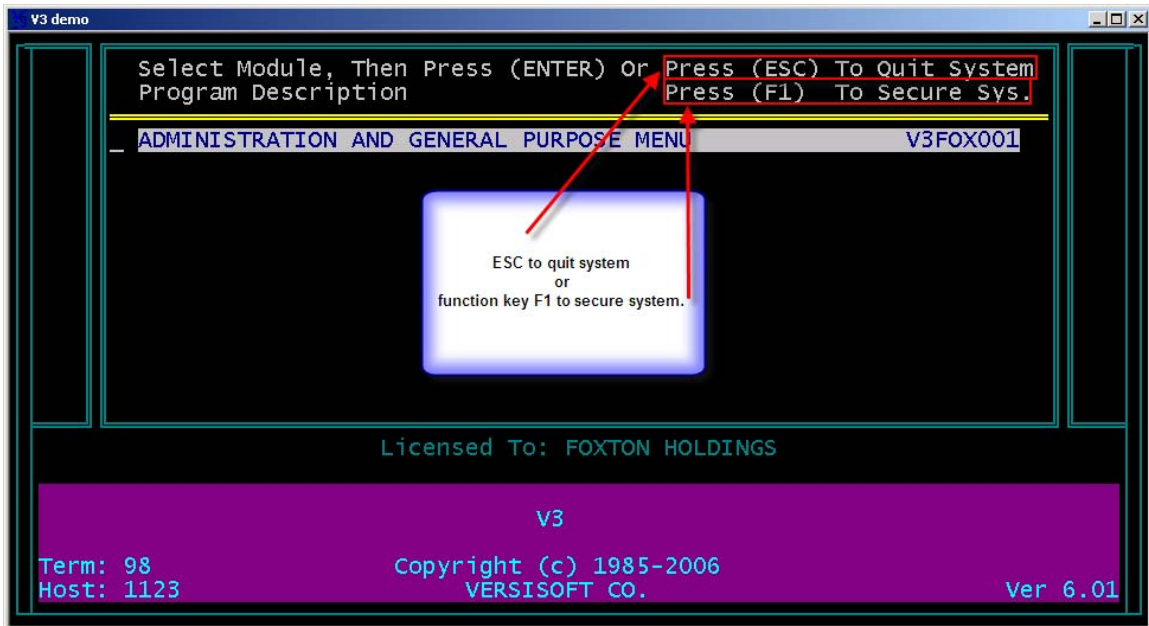


Highlight the **ADMINISTRATION AND GENERAL PURPOSE MENU** and press enter.

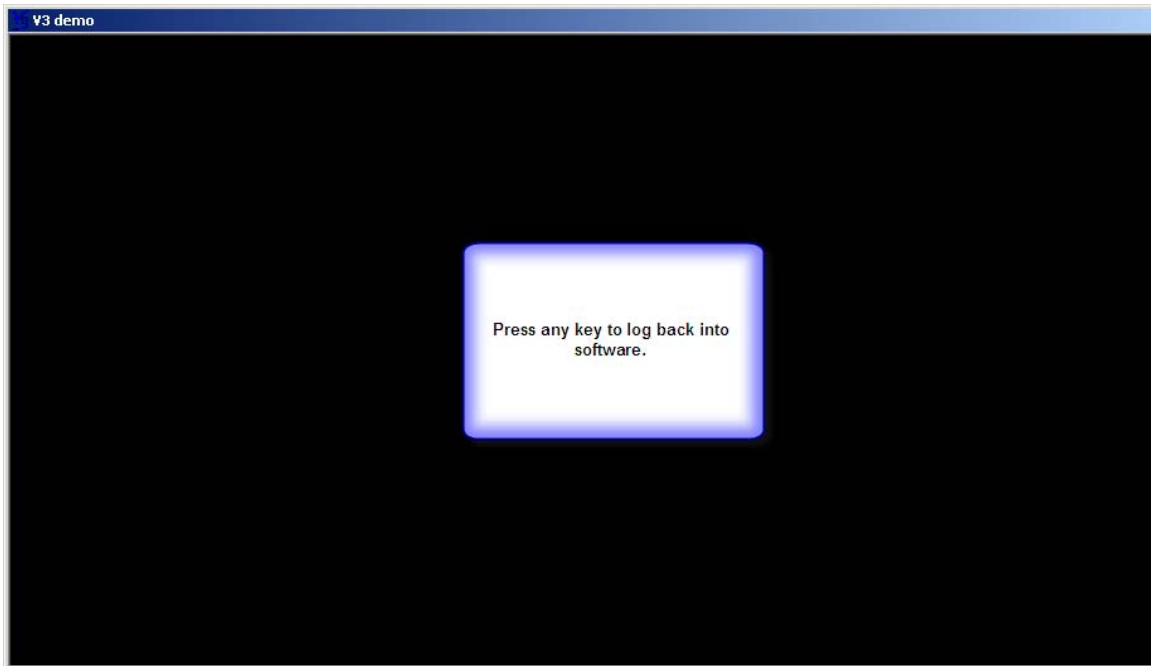


This is the **MAIN MENU** of the software. This menu has been designed for ease of use and is an **ALL ACCESS** security level menu.

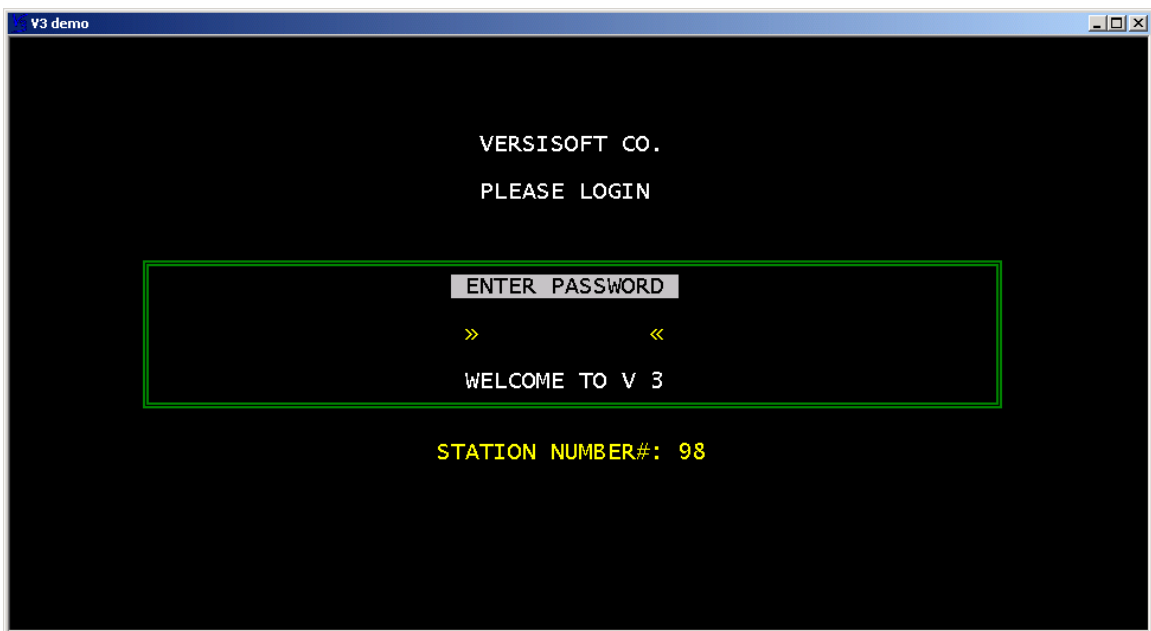
To properly exit the software highlight **QUIT** and press enter or press **ESC** to go back to previous menu.



Securing the system clears the screen without exiting the software.



The password screen will appear.




When leaving your desk for short periods this option keeps unauthorized staff out of critical areas of the software.

## MEDICAL BAG

If software was not exited properly and you are unable to login it may be necessary to use



the MEDICAL BAG. From your Desktop click on the  icon and then re-log into the V3 software.

## MOVING AROUND THE SOFTWARE



**To move around** in your software you will use the **arrow keys** to move up, down and from left to right.



**Press the Enter key** to choose a highlighted menu selection.



**Page Down** key takes you to the next page. **End** key takes you to the end of the page.



**ESC** key escapes you out of the current menu.

**Setting up your new V3 software** will go smoothly if you take the time now to properly setup your system. To properly setup your software you will need to set up your **VENDOR FILE, EMPLOYEE FILE, INVENTORY SETUPS, WORKBENCH SETUPS AND YOUR CHECKBOOK SETUPS**. For detail instructions go to **SETUP** section of manual. Once you have completed setting up your V3 software you are ready to add vehicles to your inventory and work car deals out of the workbench.

Thank you for choosing Versisoft's V3 completed integrated dealer management software.

