

Astra G2 System AppOne[®] Dealer Portal Interface

Quick-Start Training Guide

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Astra G2 System and AppOne Specialty Dealer Interface Quick Start Training Guide

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Introduction

With the interface from the Astra G2 System to AppOne Dealer Portal, you can enter customer and quick quote information into the G2 Navigator and transfer the information into AppOne with the click of a button. You can then complete your transaction without having to enter customer information again.

These instructions show you how to:

- Enter information in the G2 Navigator or Astra (text based).
- Submit the information to AppOne.
- Continue the transaction in AppOne.
- Find additional information about completing transactions in the Astra G2 System and AppOne.

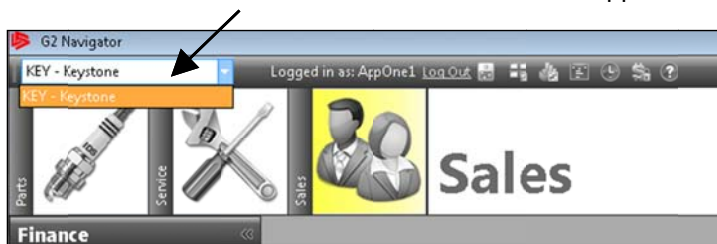
Using the Interface for Astra G2 and AppOne®

Refer to page 9 for instructions for using Astra (Text-based).

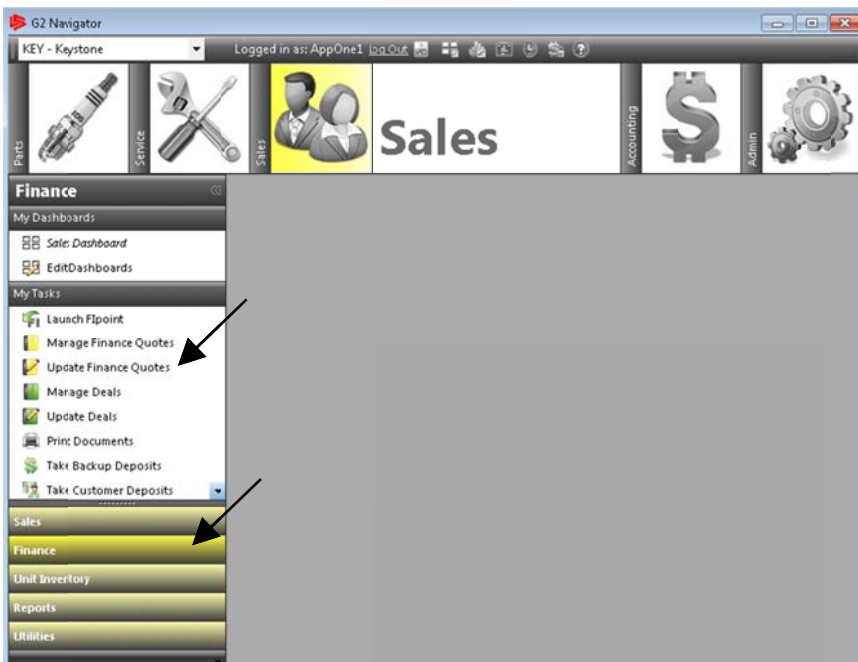
Enter information in the Astra G2 System

1. Open the G2 Navigator.
2. Select the appropriate location in the drop-down list.

Note: This location should match the location in AppOne where you want the data sent.



3. Select **Finance** in the navigator.
4. Select **Update Finance Quotes**.



5. Open an existing quote or create a new one.

- Create a new quote.

Or

- Open an existing quote: Click **Update Finance Quotes** under My Tasks in the navigator. Enter a quote number or search for a quote.

Note

For instructions on how to work with quote, visit the <http://idsacademy.com/g2videos> site.

The screenshot displays the IDS Academy Learning Center website. The header includes the IDS Academy logo, the tagline "BRINGING YOUR BUSINESS TOGETHER", and navigation links: "IDS Home Page :: Terms & Conditions :: Privacy Policy :: Contact Us :: Help". The main content area is titled "G2 Videos" and contains introductory text about Flash-based and WebEx Hosted Videos. Below this, there are three columns of video links categorized by "Parts", "Sales", and "Service". A legend indicates that a red square icon represents a "Flash-based Video" and a globe icon represents a "WebEx Hosted Video". The "Sales" column includes a sub-section for "Sales Quote/FI Quote" with a link "Creating a Sales Quote from CRM" highlighted by a black arrow. The left sidebar contains a "DRC Home Learning Center" menu with links like "Initial Data Entry", "Web Training Account", "Finance", "Parts", "Prospect Management", "Rentals", "Sales", "Service", and "Unit Inventory". It also lists "Core Skills" (Exercises, G2 Videos, Quizzes, IDS Contacts) and "Downloads" (Tech Support, IDS Tech Notes, Online Training, Regional Training, Newsletter Archives, FAQs). A login status bar shows "Logged in as: e.mckobben" with a "logout" link. The right sidebar has a "Print This Page" link.

IDS ACADEMY
learning center

BRINGING YOUR BUSINESS TOGETHER

IDS Home Page :: Terms & Conditions :: Privacy Policy :: Contact Us :: Help

Learning Center > G2 Videos

G2 Videos

Our Flash-based training videos are short instructional sessions (each around 5-10 minutes or so), focusing on one or two key functions of the G2 system.

Our WebEx Hosted Videos are archives of our longer Online Training classes (5 to 1.5 hours), which contain detailed instructions on entire G2 modules.

[Click Here](#) to bookmark this page so you can quickly return whenever you like.

■ = Flash-based Video 🌐 = WebEx Hosted Video

Parts	Sales	Service
Parts	CRM	Scheduler
■ Parts Manager	■ CRM Navigation & Home Screen	■ Service Scheduler
■ Adding Parts to Work Orders	■ CRM Manager View	■ Appt Calendar & Delivery Appts
■ Attaching Photos to Units & Parts	■ Working With Leads	■ Using the Appointment Calendar
■ Parts Point of Sale	■ Follow Up Activities for Leads	■ Adding Appt Calendar Appts
■ Conducting a Parts Count	■ Converting Leads	
■ Transfer Approval Process (TAP)	■ Working With Contacts	Service
	■ Follow Up Activities for Contacts	■ Work Order Manager
Purchasing	■ Creating a Sales Quote from CRM	■ Estimates
■ Purchase Order Manager	■ Creating an FI Quote from CRM	■ Adding Parts to Work Orders
■ Special Order Manager	Sales Quote/FI Quote	■ Adding EXTW Deductibles to WOs
■ Purchase Order - Creation	■ Creating a Sales Quote from CRM	Warranty
■ Adding a New Part to a PO	■ Creating an FI Quote	■ Unclaimed Warranty Manager
■ Purchase Order - Receiving		

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[logout](#)

[Print This Page](#)

- After opening an existing quote or creating a new quote, verify all information is complete and accurate on each tab.

Quote No: 1031

FI Quote

Customer: Jones, Bill (Home: 444-333-4444)
1234 Main Street Current City, CA 90211
Stock: 1036 - 2012 KEYSTONE RV MONTANA 3750FL VIN: 4YDF37522C4700763

Main | Customer / Unit | Quote Details | Quote History | DO / WO Comp | Finalize FI Quote | Financing | FI Package | Salespeople:

Customer: Customer No: 1015 * Jones, Bill

Unit: Stock No: 1036 Unit Build: 2012 KEYSTONE RV MONTANA 3750FL *

GL Post Date: FI Status: None

Lender	Term / Amort	Rate	Monthly Pay
UB	0 / 0	0.00%	36,248.55

Trade: Description: Net Value:

Sales Tax: Code: EXE - EXEMPT *

Override/View

Details:

Code	Description	Quantity	Amount
GC	GIFT CERTIFICATE	1.00	0.00

Base Price: 36,248.55 Tax: 0.00

Freight: 0.00

Mfg. Options: 0.00

Dealer Options: 0.00

Sale Extras: 0.00

Parts with Deal: 0.00

Total List: 36,248.55

Discount: 0.00

Selling Amount: 36,248.55

P.D.I.: 0.00

Delivery, Setup: 0.00

Document Fee: 0.00

FL TIRE FEE: 0.00

FL BATTERY FEE: 0.00

FREIGHT: 0.00

Net Sale: 36,248.55

Non-Taxable: License: 0.00 DOCFEE: 0.00 UCCFEE: 0.00 TAG AND TITLE FE: 0.00

Insurance Premiums: Insurances: 0.00 Extended Warranty: 0.00 Other: 0.00 Total Premiums: 0.00

Deal Total: 36,248.55

Down Payments: 0.00

Trade Allowance: 0.00

Trade Payout: 0.00

Final Balance: 36,248.55

Note

To add a co-buyer, alternate click in the Customer box and select **Customer Edit (Buyer/Co-Buyer)**. Complete the information for the co-buyer.

- Select **Loan Processing** in the **Functions** menu.

FI Quote - KEY - Keystone

File Edit Functions Help

Quote No: 1031

Main | Customer / Unit | Quote Details | Quote History | DO / WO Comp | Finalize FI Quote | Financing | FI Package | Salespeople:

Customer: Customer No: 1015 * Jones, Bill

Unit: Stock No: 1036 Unit Build: 2012 KEYSTONE RV MONTANA 3750FL *

GL Post Date: FI Status: None

Lender: UB Term / Amort: 0 / 0 Rate: 0.00% Monthly Pay: 36,248.55

Trade: Description: Net Value:

Sales Tax: Code: EXE - EXEMPT *

Override/View

Details:

Code	Description	Quantity	Amount
GC	GIFT CERTIFICATE	1.00	0.00

Base Price: 36,248.55 Tax: 0.00

Freight: 0.00

Mfg. Options: 0.00

Dealer Options: 0.00

Sale Extras: 0.00

Parts with Deal: 0.00

Total List: 36,248.55

Discount: 0.00

Selling Amount: 36,248.55

P.D.I.: 0.00

Delivery, Setup: 0.00

Document Fee: 0.00

FL TIRE FEE: 0.00

FL BATTERY FEE: 0.00

FREIGHT: 0.00

Net Sale: 36,248.55

Non-Taxable: License: 0.00 DOCFEE: 0.00 UCCFEE: 0.00 TAG AND TITLE FE: 0.00

Insurance Premiums: Insurances: 0.00 Extended Warranty: 0.00 Other: 0.00 Total Premiums: 0.00

Deal Total: 36,248.55

Down Payments: 0.00

Trade Allowance: 0.00

Trade Payout: 0.00

Final Balance: 36,248.55

Functions menu:

- Create Dealer Options Work Order
- Customer AR History
- GL Transaction History
- GL Summary
- Lock License Fee Calc
- Payment Calculator
- Print Payment Schedule
- Update Product Registrations
- Launch FI Point
- Credit Reporting
- Loan Processing**

8. If you missed required information, the AppOne Error Summary List will display. Close the window. Complete the missing information. Select **Loan Processing** from the Functions menu again.

The screenshot shows the 'App One Loan Processing - KEY - Keystone' window. The 'Loan Processing' tab is active, and the 'Configuration' sub-tab is selected. The 'Quote No' is 1068 and the 'Location' is KEY. The 'Submit New Loan Application' section has a 'Collateral Type' dropdown set to 'RV' and a 'Submit' button. Below this, the 'APPONE ERROR SUMMARY LIST' is displayed, indicating that several customer information fields are missing. An arrow points to the error list.

App One Loan Processing - KEY - Keystone

File Edit Help

Loan Processing Configuration

Quote No 1068

Location KEY

Submit New Loan Application

Collateral Type RV Submit

APPONE ERROR SUMMARY LIST

The following fields are required before submission to AppOne is allowed.

- Customer information missing! (home phone)
- Customer information missing! (current residence street no)
- Customer information missing! (current residence street name)
- Customer information missing! (current residence city)
- Customer information missing! (current residence state)

Note

- The application checks for all fields required to submit the application.
- If you want the application to check for all fields required in the AppOne application, complete the following:
 - Select the **Configuration** tab.
 - Select the **Enforce Validation on all AppOne required fields** option and click the **Save** button.

The screenshot shows the 'AppOne Configuration' window. The 'AppOne' section contains fields for 'User ID' (idsastra) and 'Dealer ID' (7746). The checkbox 'Enforce Validation on all AppOne required fields' is checked. A 'Save' button is at the bottom. An arrow points to the checkbox.

Loan Processing Configuration

AppOne

User ID idsastra

Dealer ID 7746

☒ Enforce Validation on all AppOne required fields

Save

- Click **OK** on the Configuration save box.
- Return to the FI Quote window and select **Loan Processing** from the Functions menu to activate the change.

9. After you complete all required information, the AppOne Summary displays.
- Review the information to verify the information is correct.
 - If the application has a co-borrower, complete the following:
 - Select an applicant relation.
 - Check the **Business application** box if applicable. The summary information will change if you check this box.
 - The Applicant Relation and Business Application options only appear if the application has a co-borrower.

App One Loan Processing - KEY - Keystone

File Edit Help

Loan Processing Configuration

Quote No 1065

Location KEY

Submit New Loan Application

Collateral Type RV

Applicant Relation Joint

Submit

☐ Business Application

10. Click the **Submit** button.

App One Loan Processing - KEY - Keystone

File Edit Help

Loan Processing Configuration

Quote No 1065

Location KEY

Submit New Loan Application

Collateral Type RV

Submit

View Existing Loan Application

No loan application for this quote has yet been submitted to AppOne.

View

APPONE SUMMARY

The following information is a summary of the fields that will be submitted to AppOne.

Dealer Information

Sender ID: A018765

AppOne ID: 7746

Type: Recreational

Name: KEYSTONE SERVICE CENTER

Address1: 10901 ROOSEVELT BLVD

Address2:

City: ST PETERSBURG

State: FL

Zip: 33716

Phone: 800-962-7872

Fax: 727-568-9380

Customer Information

First Name: Mary

Middle Name:

11. Click Yes to confirm the submission.

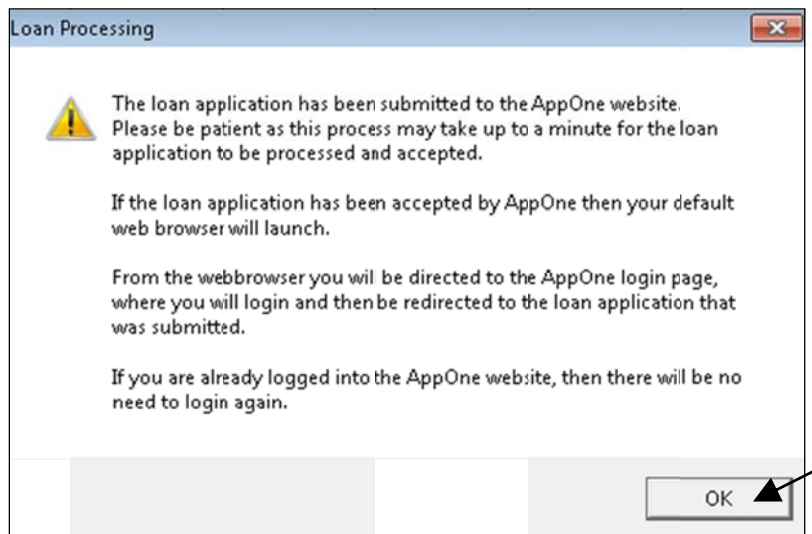
Submit Loan Application

Are you sure you would like to submit a loan application?

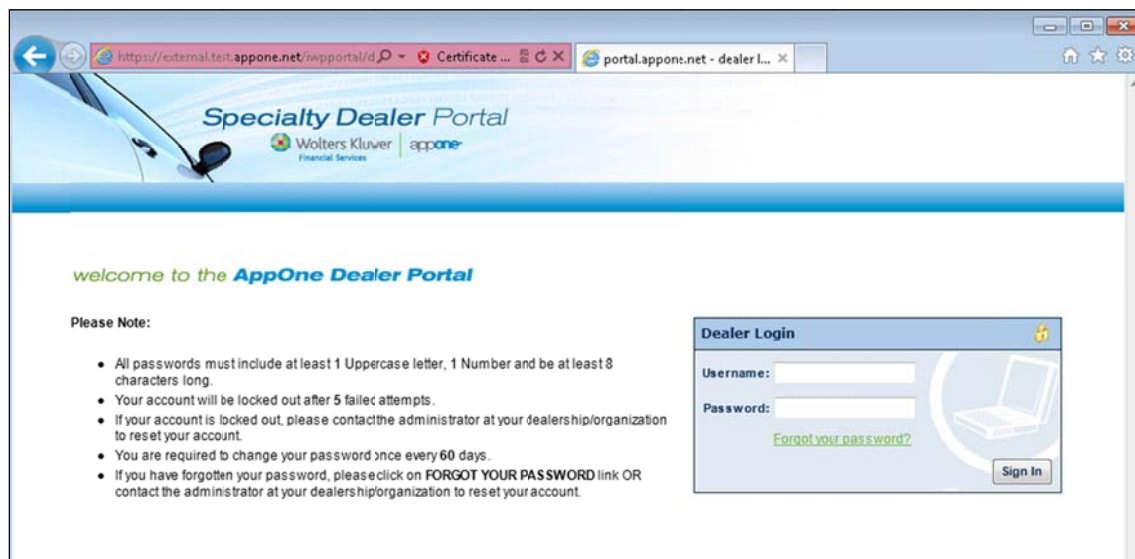
Yes No

Complete the transaction in AppOne®

1. Click **OK** on the Loan Processing confirmation window that displays after clicking the Submit button.



2. Log into AppOne if you are not logged in.



3. Process the application in AppOne.

The screenshot displays the 'Specialty Dealer Portal' web application. The browser address bar shows 'http://external.test.appone.net/rwpportal/dealer/app.aspx?paç'. The page header includes the 'Wolters Kluwer Financial Services' logo and 'appone' branding. A navigation menu at the top contains links for HOME, CREDIT REPORTS, APPLICATIONS, DEALS, LENDERS, ADMIN CONSOLE, SUPPORT, and FIND APP. A search bar labeled 'Enter AppID OR Last Name' is positioned to the right of the menu. On the far right, contact information for Tech Support (877.404.6788) and a welcome message for Elizabeth (DO NOT TOUCH IWP SALES NC Lot ID#: 7746) are visible, along with 'Quick Quote' and 'Logout' links.

The main content area is titled 'Applicant #1 - Personal Information'. It features a green header bar with 'Applicant' and 'Collateral / Trade-In / Deal Structure' tabs, and a dropdown menu for 'Application Type' set to '1 Individual'. The form fields are organized as follows:

- Personal Information:**
 - FName: BILL, MI: [blank], LName: JONES, Suffix: [blank]
 - SSN: 123 - 45 - 3333
 - DOB: 6 / 1 / 1968
 - Home Phone: 444 - 333 - 4444
 - Cell Phone: [blank] - [blank] - [blank]
 - DL No: 3424242 (with a note: (leave blank if no drivers license OR non-US drivers license))
 - Email: [blank]
- Current Residence Information:**
 - Address #: 1, Street: CURRENT ST, Apt #: [blank]
 - Zip/City/State: 90211, CURRENT CITY, CA
 - County: COUNTY
 - How Long? 4 years 5 months
 - Status: other
 - Rent/Mortgage Pmt: \$0

Note

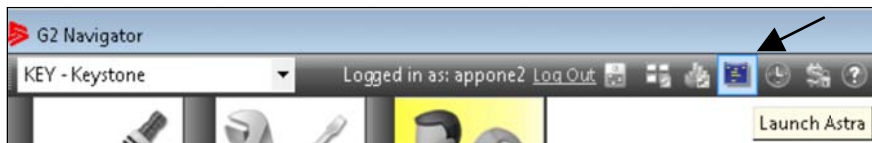
You can search for existing applications that were sent from the Astra G2 system by clicking the Applications tab.

Using the Interface for Astra (Text-based) and AppOne

Enter information in Astra

1. Open the G2 Navigator.
2. Click the Astra icon at the top to open Astra.

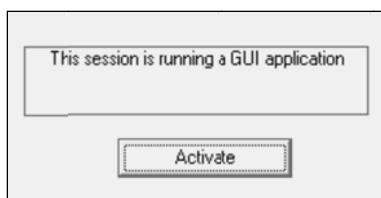
Note: You must start Astra in G2.



3. Enter 14 on the Main Menu and press **Enter**. (14) Finance and Insurance Menu)
4. Enter 1 on the Finance and Insurance Menu and press **Enter**. (1) Customer Quotes)
5. Enter 1 on the F&I Quotes Menu and press **Enter**. (1) F & I Quote Update)
6. Enter or search for the customer.
7. Enter LP and press **Enter** on the F & I Quote Update/Deal Details page.

A screenshot of the Astra text-based interface. The screen has a dark blue background with yellow text. At the top, it says "KEY-PC3-5820" on the left, "F & I QUOTE UPDATE" in the center, and "09 MAR 12" on the right. Below this, there's a list of fields and values: (1) Quote#: 1032, Customer: 1017 AppOne, Test, (10) CL: 0.00, (2) Cash Price: 41494.80, (6) Amort Mths: 120, (11) ARH: 0.00, (3) Cust Equity: 0.00, (7) Term Mths: 120, (12) Coll: 0.00, (4) Amt Financed: 41494.80, (8) Int Rate: 5.29, (13) Extr: 0.00, (5) Mthly Payment: 406.00, (9) Days To 1st: 30, (14) Dpts: 0.00, (15) Extr: 0.00. Below this, there's a section for "Sale Date:" and "1st Pay Date:". Then, there's a list of fees and charges: 21) Selling Amount: 41008.55, 29) Sales Tax: 0.00, Code: EXE, 22) PDI: 10.00, 30) Total Premiums: 0.00, 23) Del. Setup: 15.00, 31) License: 21.00, 24) Doc Fee: 55.00, 32) DOC FEE: 145.25, 25) FL TIRE FEE: 25.00, 33) UCC FEE: 22.00, 26) FL BATTERY FEE: 35.00, 34) TAG AND TITLE FE: 23.00, 27) FREIGHT: 45.00, Total: 41494.80, 28) Net Sale: 41283.55, Discount: 5544.45, Bank: UB. At the bottom, there's a prompt: "BACK UP \"V\" DELETE \"-\" SET TO NULL \"X\" TO EXIT" and "Enter Field#: LP_".

The box below will display for a few seconds. You **do not** have to click Activate.



8. If you missed required information, the AppOne Error Summary List will display. Close the window. Return and complete the missing information.

The screenshot shows a window titled "App One Loan Processing - KEY - Keystone". It has a menu bar with "File", "Edit", and "Help". Below the menu bar are icons for a folder, a green circle with a white 'S', and a red circle with a white 'X'. The window has two tabs: "Loan Processing" and "Configuration". The "Loan Processing" tab is active, showing fields for "Quote No" (1068) and "Location" (KEY). To the right is a "Submit New Loan Application" section with a "Collateral Type" dropdown menu (set to "RV") and a "Submit" button. Below the tabs is a section titled "APPONE ERROR SUMMARY LIST" with a dashed line separator. The text inside reads: "The following fields are required before submission to AppOne is allowed." followed by five lines of error messages: "Customer information missing! (home phone)", "Customer information missing! (current residence street no)", "Customer information missing! (current residence street name)", "Customer information missing! (current residence city)", and "Customer information missing! (current residence state)".

9. Enter LP and press Enter on the F & I Quote Update/Deal Details page again.

Note

- The application checks for all fields required to submit the application.
- If you want the application to check for all fields required in the AppOne application, complete the following:
 - Select the **Configuration** tab.
 - Select the **Enforce Validation on all AppOne required fields** option and click the **Save** button.

The screenshot shows the "Configuration" tab of the "App One Loan Processing - KEY - Keystone" window. The "AppOne" section contains fields for "User ID" (idsastra) and "Dealer ID" (7746). Below these fields is a checkbox labeled "Enforce Validation on all AppOne required fields", which is checked. A "Save" button is at the bottom right. An arrow points to the "Configuration" tab.

- Click **OK** on the Configuration save box.
- Return to the FI Quote window and select **Loan Processing** from the Functions menu to activate the change.

10. After you complete all required information, the AppOne Summary displays.

- Review the information to verify the information is correct.
- If the application has a co-borrower, complete the following:
 - Select an applicant relation.
 - Check the **Business application** box if applicable. The summary information will change if you check this box.
 - The Applicant Relation and Business Application options only appear if the application has a co-borrower.

App One Loan Processing - KEY - Keystone

File Edit Help

Loan Processing Configuration

Quote No: 1065

Location: KEY

Submit New Loan Application

Collateral Type: RV

Applicant Relation: Joint

Submit

☐ Business Application

11. Click the **Submit** button.

App One Loan Processing - KEY - Keystone

File Edit Help

Loan Processing Configuration

Quote No: 1065

Location: KEY

Submit New Loan Application

Collateral Type: RV

Submit

View Existing Loan Application

No loan application for this quote has yet been submitted to AppOne.

View

APPONE SUMMARY

The following information is a summary of the fields that will be submitted to AppOne.

Dealer Information

Sender ID: A018765

AppOne ID: 7746

Type: Recreational

Name: KEYSTONE SERVICE CENTER

Address1: 10901 ROOSEVELT BLVD

Address2:

City: ST PETERSBURG

State: FL

Zip: 33716

Phone: 800-962-7872

Fax: 727-568-9380

Customer Information

12. Click Yes to confirm the submission.

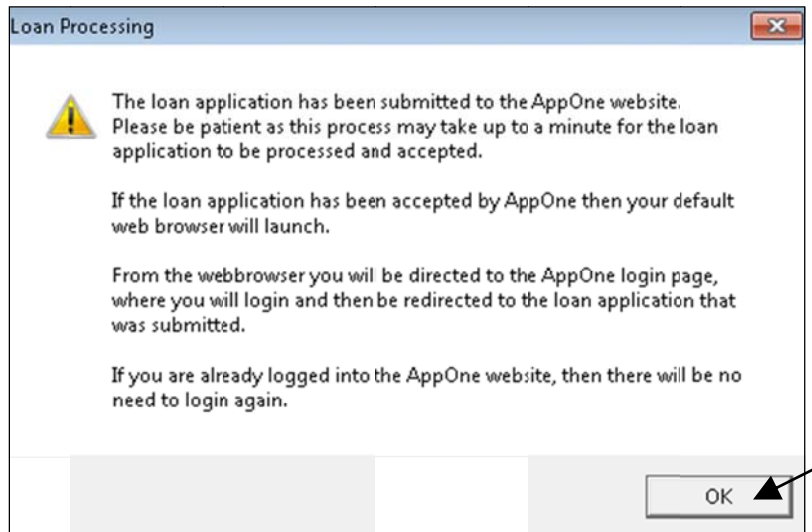
Submit Loan Application

Are you sure you would like to submit a loan application?

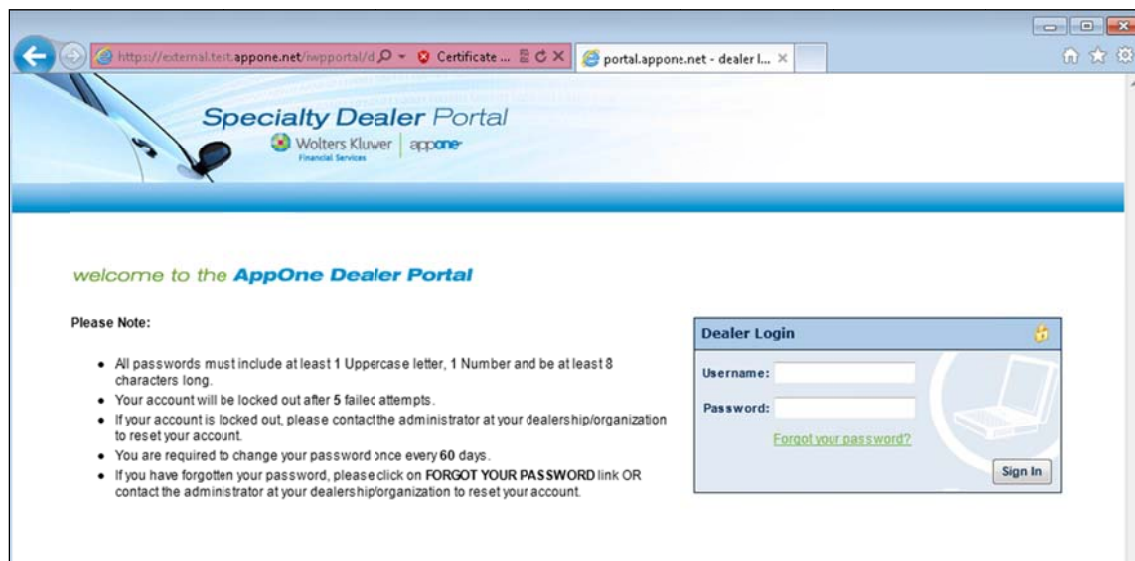
Yes No

Complete the transaction in AppOne®

1. Click **OK** on the Loan Processing confirmation window that displays after clicking the Submit button.



2. Log into AppOne if you are not logged in.



3. Process the application in AppOne.

The screenshot displays the AppOne Specialty Dealer Portal interface. The browser address bar shows the URL: <http://external.test.appone.net/iwportal/dealer/app.aspx?pac>. The page header includes the "Specialty Dealer Portal" logo, Wolters Kluwer Financial Services branding, and a user welcome message: "Welcome Back Elizabeth (DO NOT TOUCH IWP SALES NC Lot ID#: 7746)". A navigation menu at the top contains links for HOME, CREDIT REPORTS, APPLICATIONS, DEALS, LENDERS, ADMIN CONSOLE, SUPPORT, and FIND APP. A search bar labeled "Enter AppID OR Last Name" is located next to the FIND APP link. Below the navigation menu, a green bar indicates the "Applicant" tab is selected, with sub-tabs for "Collateral / Trade-In / Deal Structure". The "Application Type" is set to "1 Individual". The main form area is titled "Applicant #1 - Personal Information" and contains the following fields:

- FName: BILL, MI: , LName: JONES, Suffix: (dropdown)
- SSN: 123 - 45 - 3333
- DOB: 6 / 1 / 1968
- Home Phone: 444 - 333 - 4444
- Cell Phone: - -
- DL No: 3424242 (dropdown), (leave blank if no drivers license OR non-US drivers license)
- Email:

Below the personal information section is the "Current Residence Information" section with the following fields:

- Address #: 1, Street: CURRENT ST, Apt #:
- Zip/City/State: 90211, CURRENT CITY, CA (dropdown)
- County: COUNTY
- How Long? 4 years 5 months
- Status: other (dropdown)
- Rent/Mortgage Pmt: \$0

Note

You can search for existing applications that were sent from the Astra G2 system by clicking the Applications tab.

Additional Help Resources

Astra G2 System Help Resources

IDS Academy Learning Center

Location: <http://idsacademy.com/>

Resources

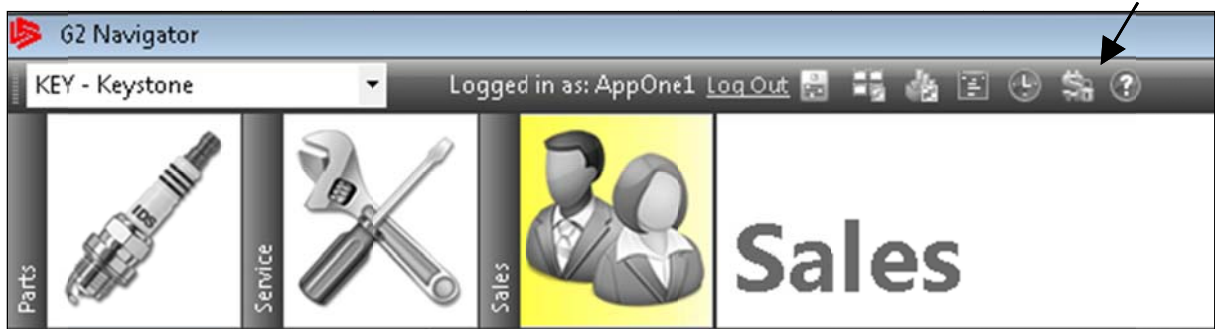
- Downloads
- Tech Support
- IDS Tech Notes
- Online Training
- Regional Training
- Newsletter Archives
- FAQs

Help within Astra G2 System

Location: Click the ? (question mark) in the toolbar.

Resources

- Help on this page
- Help Contents
- IDS Dealer Resource Center
- IDS Support
- About Astra G2



AppOne® Specialty Dealer Portal Help Resources

Training Videos

Location: Click the **Support** link in the menu bar or

Click the **Training Videos** button under the menu bar in the application

Resources

- Frequently Asked Questions
- Online Training Videos
- System Manuals and Training Guides

Specialty Dealer Portal
Wolters Kluwer Financial Services | appone

HOME | CREDIT REPORTS | APPLICATIONS | DEALS | LENDERS | ADMIN CONSOLE | SUPPORT

Find App: Enter AppID OR Last Name GO

Submit New Application Refresh Training Videos

Active Deals (217) Contracts In Transit (1) Declined/Dead Funded (0)

Name	Amount	Submit	Lenders
GRASS O GREEN	\$36,375.95	INCOMPLETE	-
GRASS O GREEN	\$36,375.95	INCOMPLETE	-
GRASS O GREEN	\$36,375.95	INCOMPLETE	-
GRASS O GREEN	\$36,248.55	INCOMPLETE	-
bill jones	\$36,248.55	INCOMPLETE	-
bill jones	\$36,248.55	INCOMPLETE	-
BILL JONES	\$32,448.55	1/13/2012 9:45 AM	BOL-R
BILL JONES	\$36,248.55	INCOMPLETE	-