



QuickStart Guide

Retrieving a Deal by Customer Name

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Retrieving a Deal by Customer Name

ARKONA QuickStart Guide

Use this QuickStart Guide to learn how to retrieve a deal by customer name.

- 1. Take option 1=Deals from the Business Office menu.**
- 2. Use function F1=Position to Function to move the cursor to the Function* line.**
- 3. Use function 20=Retrieve to display a list of previously worked deals by customer last name.**
- 4. Position to the last name of the customer whose deal you are looking for.**
 - a. You can narrow the search by entering LAST NAME, FIRST NAME or first initial.
 - b. **If you are unsure of the spelling**, enter fewer letters of the last name to widen the scope of the search.
 - c. You may have to page down through several screens of customers with the same last name.
 - d. If the customer has more than 1 deal, you can probably select the correct deal by looking at the vehicle year.
- 5. Take option 1=Select by the customer's deal and press [ENTER] to display the deal.**