

# Vision POS - Manually Adding a Vehicle

## Purpose and Overview

How to add a vehicle that you do not have a license plate or VIN for.

## Steps

Step	Application	Action
1	GK OMNI	Click on 'Customer / Vehicle'
2	Customer / Vehicle	Input the customer phone number
3	Customer / Vehicle	Click the 'SEARCH BY CUSTOMER' button
4	Customer / Vehicle	Select the customer record
5	Customer / Vehicle	Click the 'SELECT CUSTOMER' button
6	Customer / Vehicle	Click the 'ADD NEW VEHICLE'
7	Customer / Vehicle	Verify - Can you search by plate or VIN?
8	Customer / Vehicle	If not, click the 'ADD NEW VEHICLE' link
9	Customer / Vehicle	Select the Year, Make, Model, and Trim from the dropdowns
10	Customer / Vehicle	Select original tire size for vehicle
11	Customer / Vehicle	Click 'ADD ADDITIONAL VEHICLE INFO'
12	Customer / Vehicle	Enter/select any additional vehicle info
13	Customer / Vehicle	Click 'ADD VEHICLE TO CUSTOMER'

## Contact

If you have any questions, please contact [VisionStoreExperienceTeam@discounttire.com](mailto:VisionStoreExperienceTeam@discounttire.com).