

# DEALER

# PORTAL

# USER

# GUIDE



**FIND A FORK.COM**

Right equipment. First time.

# Welcome

Your Findafork.com dealer portal is where you control what forklift models you want visible to the public when they search.

The portal immediately updates upon your changes, and gives you full flexibility to manage your fleet offering, from one location, to a network of national dealers.



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# Getting started

## Logging In

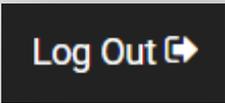
1. Open your web browser (usually a program like Internet Explorer, Safari, Google Chrome, Mozilla Firefox, etc.)



2. Go to our website [www.findafork.com](http://www.findafork.com)
3. Select **Dealer Log In** at the top right of the home page.
4. Enter your dealer portal username and password as provided to you by Findafork.
5. Not a subscriber yet? Select **Not a subscriber? Sign Up Here** in the bottom left corner to have Findafork send you your log in details.
6. Select **Log In**
7. The Findafork dealer portal will be displayed with the **Site Actions** available on the left.

## Logging Out

1. Whilst logged in, at any time in your dealer portal, select the **Log Out** option in the top right of the portal screen, as shown below:



Log Out →

# Managing your account

## Forgotten password

1. If you forget your password, simply select **Dealer Log In** from the home page.
2. On the bottom right, select the option **Reset My Password**.
3. Input your email address that is registered with Findafork and select **Reset Password**.

Reset My password



FINDAFORK.COM Log In - Findafork  
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Email

Reset Password

Back to Log In. Not a subscriber? Sign Up Here

## Managing your Account

1. Your Log In will give you access to one dealership location at a time. Depending on your company size & structure, you may have access to multiple dealership locations.
2. If you need to increase or change your access on your dealers, please contact us via the **Contact Us** link on the website, or email us at **info@findafork.com**.

# Managing your fleet

## Add a forklift

*If you have more than 30 forklifts to input, and have all the specifications in data format, contact Findafork to have them loaded for you in bulk.*

1. To add a new forklift to your Findafork listing, select **Add a New Forklift** from the dealer portal menu on the left.
2. The **Forklift Add** screen is displayed.
3. Select your dealership from the **Choose Dealer** drop down list.
4. Enter the model name into the **Model** field.
5. Select the make from the **Make** drop down list – contact us if your brand isn't here and we'll happily add it in for you.
6. Select the green **+** to add up to 5 photos of your forklift.

### ***Need better images?***

If your forklift condition is 'new' we can provide you stock images of standard models in most cases.

In addition, Findafork can also 'touch up' your images of new & used forklifts if required, to enhance the colour, brightness or even remove picture components (small fee applicable).



7. Select the **Type** of the Forklift.

# Managing your fleet

## Add a forklift (continued)

8. Enter **Capacity** and then **Lift Height** in the unit of measures stated. These should be as per manufacturer standards for new forklifts, and exact specifications for used forklifts.
9. In the **Aisle** field, specify the width of the aisle that this forklift can operate in (e.g. can load/unload via a turn). If unknown, consult the manufacturer specifications.
10. Select **Fuel Type** of the forklift using the drop down list.
11. In the **Sales Offer** field, you can specify if this particular forklift has any current promotions, for instance “3 year warranty” or “12 month free servicing”. Putting in a sales offer will insert a ‘flag’ over the forklift image and also allow people to see the offer text the search results screen.
12. Select the **Country & State** that this forklift will be available to, e.g. if your dealership is located in California, then you should select USA > California.

### If your forklift is available from this dealership to all states

When adding your forklift, leave the state field blank & submit.

### If your forklift is available from this dealership to one state

When adding your forklift, select the country & state & submit.

### If your forklift is available from this dealership to multiple states

When adding your forklift, select the country & first state, then to add another state, select the  to add another line.

13. Select **Submit** once completed.

# Managing your fleet

## Edit a forklift

1. To edit an existing forklift, select **Forklift Listing** from the Dealer Page
2. Select the forklift you wish to edit by clicking on the name in the listing.  
**Hint:** *use the Search box to find a model quicker if you have a lot listed.*
3. In the details form, make any changes as required.
4. Select **Submit** to save your changes.

A blue rectangular button with the word "Submit" in white text.

## Remove a forklift

1. To remove an existing forklift, select **Forklift Listing** from the Dealer Page
2. Select the forklift you wish to remove by clicking on the name in the listing.  
**Hint:** *use the Search box to find a model quicker if you have a lot listed.*
3. At the bottom of the screen, select **Delete** to remove the forklift.

A red rectangular button with the word "Delete" in white text.

## Support

If you require any support using any features of your dealer portal, please don't hesitate to contact Findafork who are happy to help.

You may contact us via the **Contact Us** link on the website, or email us at [info@findafork.com](mailto:info@findafork.com).



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