



Dealer Station™ DDMS Edition Checklist

To get your Dealer Station DDMS Edition order started:

Have you been sent the Dealer Station DDMS Edition Information Packet?

In this packet there is License Agreement and an Order Form. You need to sign and return both to DDMS with full payment before we can order the product for your company.

Things to do while waiting for Dealer Station:

If you are on a PGD platform, do you have an available port on your I/O pads to use for this product?

If you don't, you will need to contact the DDMS sales office at **800-959-3367** to order additional ports.

Do you have Version 4.M, Version 5.9.3, or a later version loaded on your DDMS system?

If not, you will need to load it on your machine before you will be able to use Dealer Station. If you do not have this version, please call Support at **800-366-4778** and request it.

Do you have an Internet connection with a first tier ISP to your building? Have you obtained a unique routable IP address and subnet mask for your Dealer Station? Do you know the IP address for the gateway to your Internet connection? (This is usually your router.)

If you answered no to any of these questions, see *Getting Started with Dealer Station DDMS Edition* for more information.

Do you have an e-mail address to use for the Dealer Station DDMS Edition product and DDMS communications?

You need an e-mail address for your Dealer Station DDMS Edition web site, so your customers can e-mail you with questions, problems, suggestions or comments. DDMS needs an e-mail address for our Dealer Station DDMS Edition database. We'll use it to keep you up to date on the latest Dealer Station DDMS Edition information. You can use the same e-mail address for both purposes, if you wish.

Things to do after you receive the Dealer Station DDMS Edition product:

- If you are on a PGD platform and received an interpreter machine from us, do you have it set up? If you supplied your own interpreter machine, have you set it up and loaded the TCP/IP PGD Maintenance software?**

If the machine came from us, you need to have it set up before the installation can take place. Please refer to *Setting Up Dealer Station DDMS Edition*. The software is pre-loaded on these machines before we send them out. If you supplied your own machine, you need to set it up and load the software yourself. If you need instructions for this, please refer to *Setting Up Dealer Station DDMS Edition*.

- If you are on a UNIX or Windows platform, have you loaded the TBLNetcom software on your server?**

If not, please refer to *Setting Up Dealer Station DDMS Edition*.

- Have you signed and submitted the license agreement to the DDMS Accounting Department to obtain authorization for Dealer Station DDMS Edition?**

If you haven't, you need to do this before the product will be authorized for use. You should have received a copy of the license agreement in the information package and again with your Dealer Station DDMS Edition product. This needs to be signed and faxed to **682-831-9909**. You will then receive a call from First Level Support to get your authorization.

- Have you filled out and faxed the form for your Dealer Station DDMS Edition installation call?**

You will not receive an installation call for Dealer Station DDMS Edition until you have filled out this form and faxed it to Support at **682-831-9909**. If you did not receive this form with your Dealer Station DDMS Edition package, please call Support at **800-366-4778** to have one faxed to you. Remember, once a technician calls to help install Dealer Station DDMS Edition, there may be additional delays due to networking or Internet issues at your site.

We have provided this checklist to help your Dealer Station DDMS Edition installation go as quickly and smooth as possible. If you have any questions, please call DDMS Support at **800-366-4778**.