

# QuickStart Guide

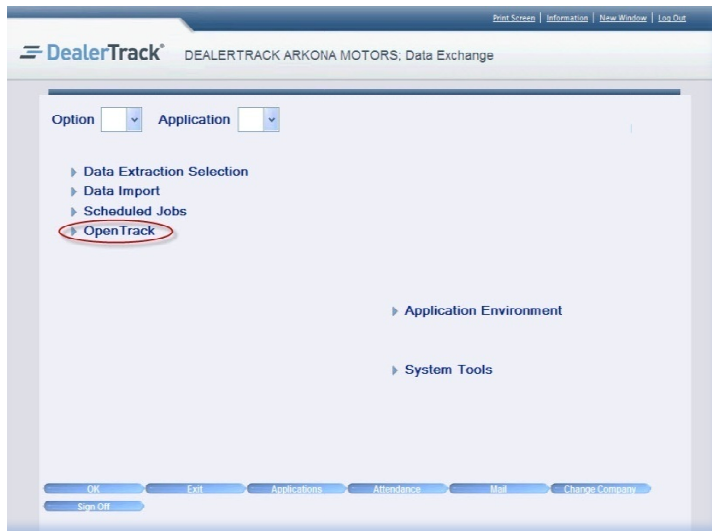
## OpenTrack – Setting up an API Method

Use this QuickStart Guide to learn how to set up a vendor on OpenTrack

- OpenTrack is a Data Exchange application that allows outside vendors to access your information for data services
- This document will walk you through the setups for allowing a vendor to access your data via OpenTrack
- In order for a vendor access your data, an authorized user will need to define the vendor's settings for each API they intend to access

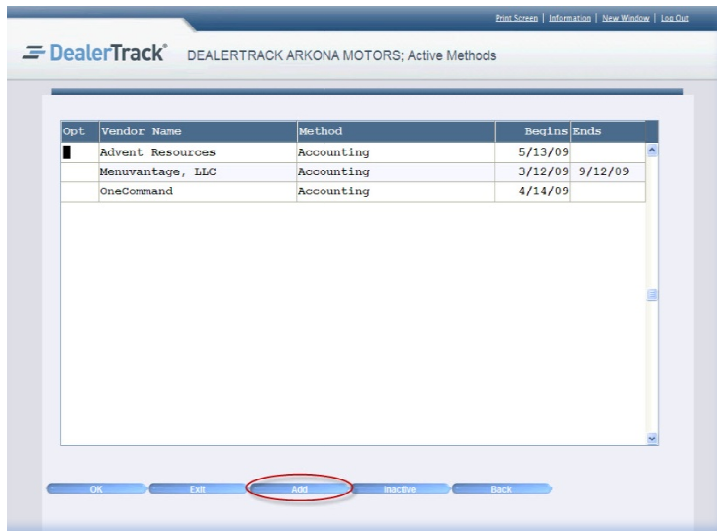
To authorize a vendor to your data using OpenTrack , take the following steps:

1. From the **Data Exchange** application menu, take menu option **OpenTrack**. The Active Methods list screen will display.

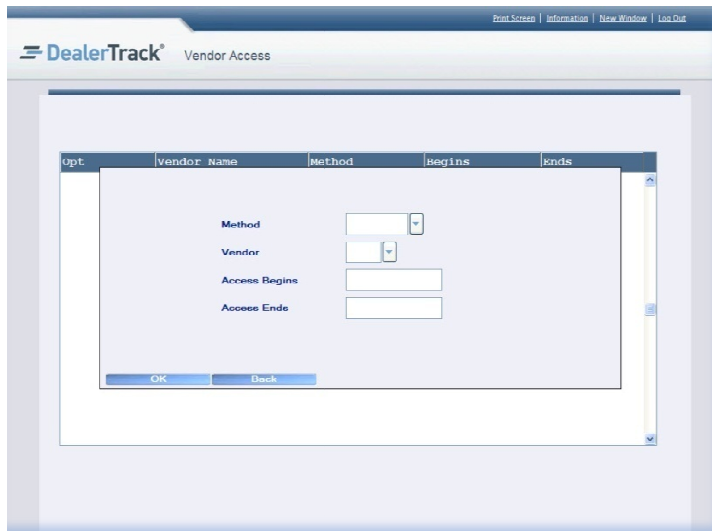


- a. If the **OpenTrack** menu option does not appear on the **Data Exchange** application menu, the user security will need to be adjusted.
  - i. The “Authorize to OpenTrack” prompt can be found in the **Data Extraction** section of the **User Security**.
2. Use function **Add** on the Active Methods list screen. The Vendor Access definition screen will display.

## OpenTrack – Setting up an API Method (Continued)

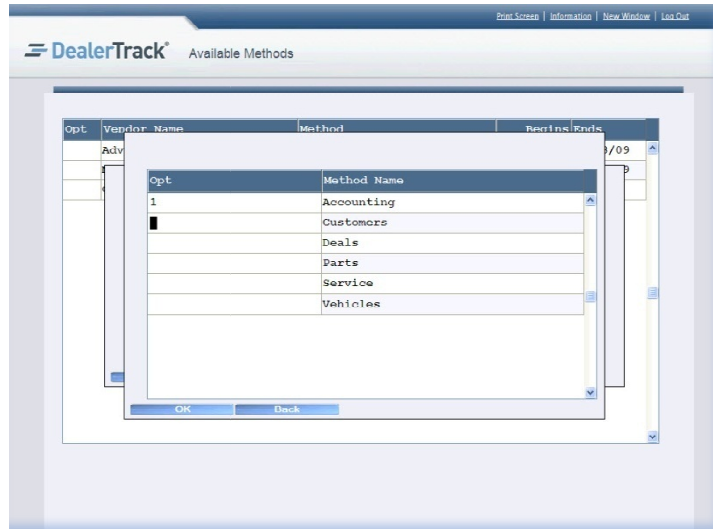


### 3. Define the vendor specifications:

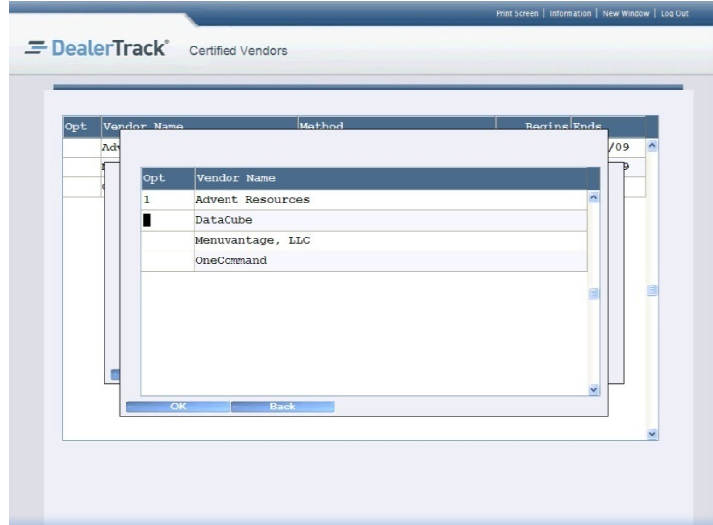


- a. **Method** – Select the desired method from the Available Methods list screen.
  - i. Available Methods are defined by the DealerTrack DMS.

## OpenTrack – Setting up an API Method (Continued)

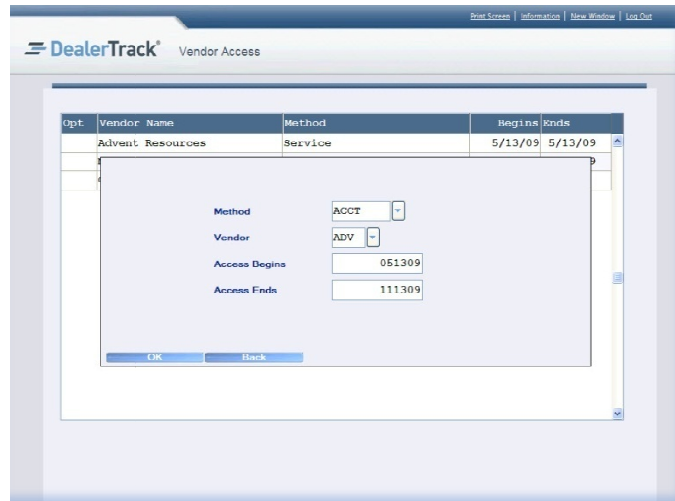


- b. **Vendor** – Select the desired vendor from the Certified Vendors list screen.
  - i. Vendors must be OpenTrack certified through the DealerTrack DMS before they appear on this list

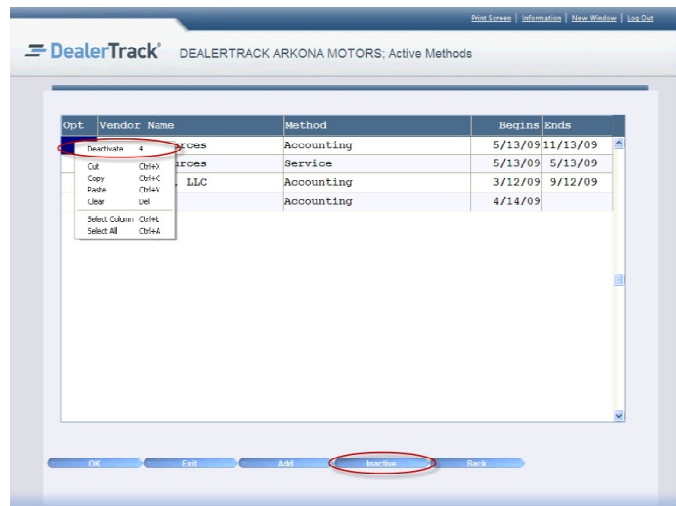


- c. **Access Begins** – Key in the date for vendor access to begin in the mmddyy format, without dashes or slashes.
- d. **Access Ends** – Key in the date for vendor access to end in the mmddyy format, without dashes or slashes.
  - i. Only use this field if you wish the vendor's access to be stopped at a future date.
  - ii. This field can be left blank.

## OpenTrack – Setting up an API Method (Continued)



4. Press [ENTER]. Your vendor will be added to the list of API Methods.
  - a. If your **Access Begins** date is set later than the current date, you will need to use function Inactive to toggle between your Active and Inactive methods.
  - b. If you need to change the vendor specifications, use option **Deactivate** on the vendor line.
    - i. You can change the **Access Begins** or **Access Ends** date.
    - ii. You cannot change the **Method** or the **Vendor**. Changing the **Method** or **Vendor** requires setting up a new API Method.
    - iii. If you wish to remove an API Method, simply key in the **Access Ends** date for the appropriate date. The method will be moved from your Active Methods list to your Inactive Methods list. If at a later date you wish to reactive the method, you can just key in a new **Access Begins** date and the method will be moved to the Active Methods list.



5. Repeat this process for each API method.