

How to Load AutoBook Orders Using Quick Order in Order Workbench

You must first create an order in GM Autobook and save the file by going to **Vehicle> Create GM Order**. This will create a file that can be seen in Autobook by going to **File>Manage GM Orders**. See example of created GM Order below:

The screenshot shows the 'Manage GM Orders' window. At the top, there is a section for 'Instructions' with the following text:

- TO FILTER BY A COLUMN: Right-click anywhere in the column except the column header. An asterisk (*) will appear on columns with filters applied.
- TO SORT BY A COLUMN: Left-click on the column header.
- TO REORDER A COLUMN: Click and drag the column header to its new position.
- TO SHOW/HIDE A COLUMN: Right-click on the column headers.
- TO SELECT MULTIPLE ORDERS (ROWS) FOR DELETION: Hold down CTRL and click on the orders to be selected for deletion.

Below the instructions, a note states: 'MSRP Price shown reflects the price of the vehicle when the order was created.'

FAN	Charge to BAC	Charge to BFC	Ship to BAC	Ship to BFC	Config. Desc.	File Name	File Path
0000	11111	11111	00000112112	11111	GMAB-NEW TRUCK	00000001.DMC	c:\gm_apps\data\WDMShareV

At the bottom of the window, there are several buttons: 'Reset Columns', 'Show All Records', 'Print Order Grid', 'Delete Order(s)', and 'Review Order(s)'. Two red arrows point to the 'File Name' and 'File Path' columns in the table.

It is important that you make note of the File Name and File Path as shown before you go to OWB to order the vehicle. This will make it easier to find once you are in Order Workbench. The example only shows one vehicle but you can create multiple orders for different vehicles and they would all be shown in this same screen. As a reminder you can create a GM Order in GM Autobook that does not actually order a vehicle and you must go to OWB to do that. When using Create GM Order, you are merely creating a stored file that contains the vehicle information for a particular vehicle you have

created. This stored file is in a format that Order Workbench can use to create a Quick Order.

After the Autobook file is created, you will then need to go to **Order Workbench>Order Vehicles>Load Autobook Order**. You will then see the screen below and will need to click on the link: Load Autobook Order

GlobalConnect Frank Gibson Administration

ORDERWorkbench | Main > Order Vehicles > Quick Order

REPORTS & TOOLS

Quick Order

Enter BAC or Select BAC and Enter BFC GO

BAC: 112112 BFC: 1 Name: CHASE CHEVROLET CO., INC.

This page will allow you to quickly create and submit a preliminary order, request for order or stored configuration.

→ Load Autobook Order → Manage My Default Settings

Select Model Criteria * indicates required field

Model Year*: 2008 Division*: Select Division Distribution Entity*:
Allocation Group*: Order Type*:
Model*:
Charge To BAC*: 112112 Charge To BFC*: 1 Quick Order Interactive mode: ON OFF
Ship to BAC*: 112112 Ship to BFC*: 1 > Verify B.C.

RELATED LINKS

- View My Preliminary Orders
- Request for Order List
- View My Stored Configurations
- View My Allocation and Constraints

START QUICK ORDER

You will then see the screen below:

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ORDER Workbench | Main > Order Vehicles > Quick Order

PLAN & FORECAST ORDER VEHICLES MANAGE INVENTORY LOCATE VEHICLES DELIVER VEHICLES REPORTS & TOOLS

Quick Order- Load AutoBook Order

BAC: 112112 BFC: 1 Name: CHASE CHEVROLET CO., INC.

This page will allow you to quickly create and submit a preliminary order, request for order or stored configuration from an AutoBook file you have selected.

Load Autobook Order

This page allows the user to select and load an Autobook order configuration file. Autobook files should be located under the path C:\gm_apps\data\VOMShare\... on the users PC. Use the Browser button to select the file, then click "LOAD ORDER" to perform the load. Clicking "CANCEL" at any time will close this window and cancel any Autobook file load.

Select AutoBook File to Load:

[Browse...](#)

You will then need to click on the **Browse** link and search for the path shown in Autobook.

The normal paths will be:

Normal file paths for U.S. Dealers

- C:\gm_apps\data\VOMShare\11004\2008 for Buick
- C:\gm_apps\data\VOMShare\12006\2008 for Cadillac
- C:\gm_apps\data\VOMShare\13001\2008 for Chevrolet
- C:\gm_apps\data\VOMShare\16002\2008 for Pontiac
- C:\gm_apps\data\VOMShare\48012\2008 for GMC
- C:\gm_apps\data\VOMShare\69007\2008 for Hummer

Note: There are two (2) files are saved for each order. The "WCX" file is used by AutoBook to store all pertinent information for AutoBook to pull the order detail. The "OMC" file is the file that is pulled into OWB Quick Order.

Once you have selected the correct path and order number the screen will then look like this:

The screenshot shows the 'GlobalConnect' interface. At the top, there's a navigation bar with 'ORDERWorkbench' and 'Main > Order Vehicles > Quick Order'. Below that are several menu items: 'PLAN & FORECAST', 'ORDER VEHICLES', 'MANAGE INVENTORY', 'LOCATE VEHICLES', 'DELIVER VEHICLES', and 'REPORTS & TOOLS'. The main heading is 'Quick Order- Load AutoBook Order'. Below this, there's a summary bar with 'BAC: 112112', 'BFC: 1', and 'Name: CHASE CHEVROLET CO., INC.'. A small text block below the summary bar reads: 'This page will allow you to quickly create and submit a preliminary order, request for order or stored configuration from an AutoBook file you have selected.' The main content area is a window titled 'Load AutoBook Order'. Inside this window, there's a text box labeled 'Select AutoBook File to Load:' containing the path 'C:\gm_apps\data\VOMShare\48012\2008\00000001.OMC'. To the right of the text box is a 'Browse' button. Below the text box and 'Browse' button are two buttons: 'CANCEL' and 'LOAD ORDER'. Two red arrows are drawn on the screen: one points from the bottom left towards the text box, and the other points from the bottom right towards the 'LOAD ORDER' button.

You will then need to click on **Load Order** button and your stored information from Autobook will be loaded into Quick Order. You can then proceed as usual with Quick Order.

Note: This process will not automatically save the configuration into Order Workbench Stored Configurations. Once the Autobook file is loaded into Quick Order, you will need to click on the link to save stored configuration.