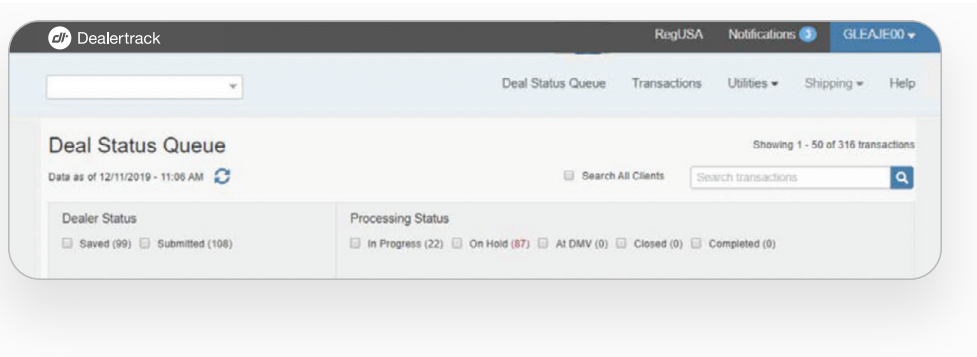# How Deal Status
helps you keep tabs on deals

Step 1: Search for a Deal

Finding deals in your dealership or across all your dealership clients is easy when using the Search function to search by:

- Primary contact First or Last name
- VIN
- Tran ID
- Registration State

Step 2: Filter & View Deals

Check the Dealer Status and or Processing Status in the Dealer Status Queue to filter your deals. The number of deals in each category are displayed to the right.

You can also filter Status within the deal Status column. All columns in the Dealer Status Queue can also be sorted.

- **Dealer Status**
  Filter for a quick and helpful view of which deals have been saved and submitted.

- **Processing Status**
  View all deals in a particular status such as in process, on hold, at DMV, or complete to help you address deals in need of attention category by category as well as those recently complete.

- **Within Deal Column**
  Filter by Status and sort by any of the other columns such as Primary Contact, Tran ID or Reg State to find specific deal details, history, and or checklists.