

Dealer Master Report

The Dealer Master can be used as a contact list for the Sales department or saved as a . CSV file for use as a spreadsheet. You may run this report from the **Dealer profile** Application.

The screenshot displays the 'Dealer Profile' application interface. The main header shows 'Clarkville Auto Auction - 1 > Larry Seay - 1'. Below this, there are several sections: 'Address Type' (Business Str...), 'Phone' (325-691-02...), 'Bus ID: Dealer License', 'Orig Reg: 03/21/2011', 'Rep Name' (Larry Seay - 1), and 'Dealer Alert' (ADMIN ONLY; do not use). The 'CONTACT INFORMATION' section includes 'ADDRESS' with fields for 'Address Type*' (Business Street), 'City*' (Clarkville), 'State*' (TN), 'ZIP*' (37040), and 'Country*' (United States). On the right side, there is a 'REPORTS' menu with options like 'Blank Invoice', 'Seller Invoice', 'Condition Report', 'Incoming Condition Rep', 'In Transit Report', 'Inspection Report', 'Gate Pass', 'Block Ticket', and 'Dealer Master' (highlighted with a red box). The 'Dealer Master' option is also highlighted with a red box in the main content area.

- Open the **Dealer Profile** application
- Select the Reports Menu
- Then select the Dealer Master sub-menu.
- You have the option of printing it as a PDF or CSV
- In this example, we'll choose PDF so we select Dealer Master
- This will launch the report wizard.

The screenshot shows the 'Dealer Master' report wizard dialog box. It has a title bar with 'Dealer Master' and a close button. The dialog contains several fields: 'Dealer Type' (All), 'License' (All), and 'Sort' (Dealer). Below these are two checkboxes: 'Active Dealers Only' and 'Inactive Dealers Only'. At the bottom, there is a section titled 'Include Reps?' with 'Yes' and 'No' buttons.

- You may or may not include individual representatives in the report. Sorting options include: Dealer Name
City, State, Zip.
- You may also select the Dealer Type: franchise, Classic Car, Lease, or Used.
- If you wish to list only Active Dealers select the Check box or the Inactive Dealers check box. In this example, we'll not check either since we're running the report for 'All' Dealers.
- When done Click "Yes" to create and print the report.

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