

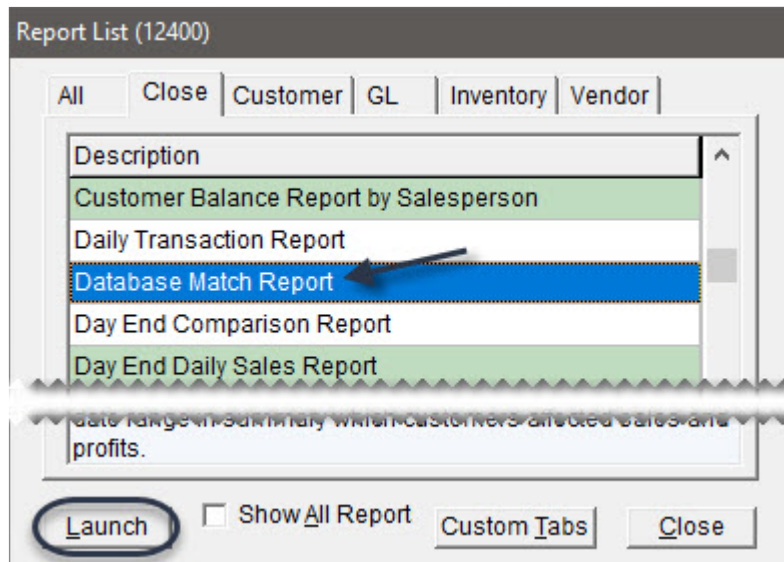
## Bridgestone Database Match Report

The Bridgestone Database Match Report will provide customer name, address, and sales totals for a selected date range. The information can then be exported to an Excel file and emailed to Tyler Entz at [TEntz@mudlick.com](mailto:TEntz@mudlick.com).

The three steps below will walk you through generating the report and emailing the file.


### Step 1: Run the Report

1. Click **Reports** and select the **Close** tab.
2. Select **Database Match Report** and click **Launch**.

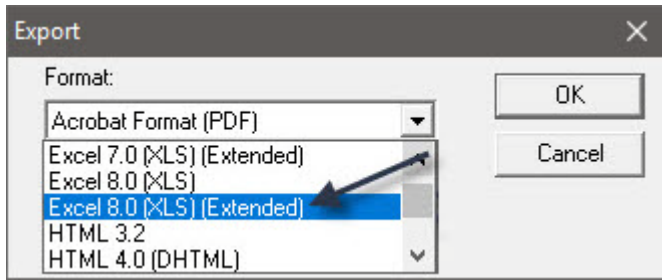


3. Select the date range for the data you want to include on the report:
4. Click **Inventory** to select specific inventory items whose totals you want to see on the report.
5. Click **Non-Inventory** only if you want limit the report to only non-inventory items.
6. Click **Print**. The report window appears.

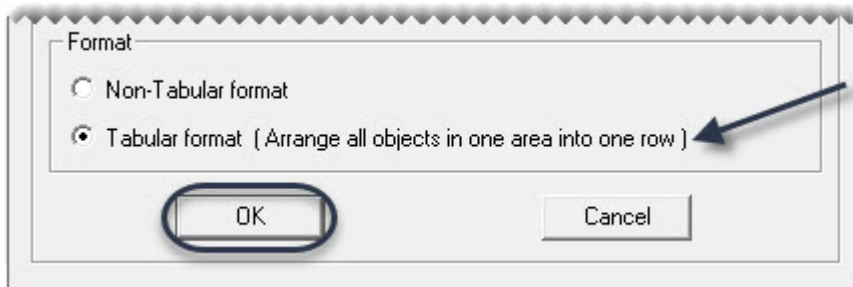
### Step 2: Export to Excel

1. At the top of the report window, click . The Export screen appears.

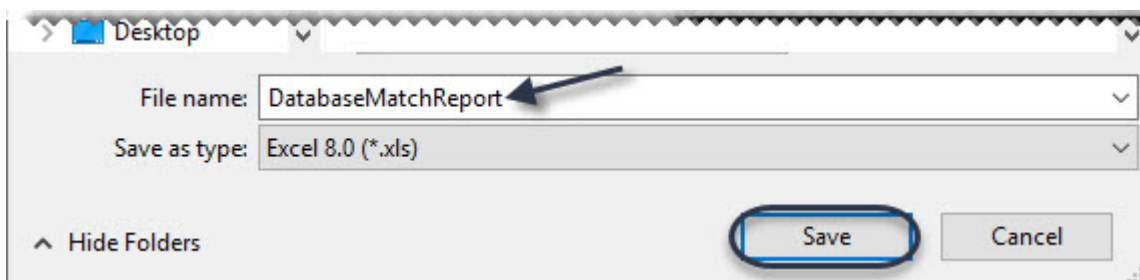
2. Select Excel 8.0 (XLS)(Extended) from the **Format** drop-down list and verify the **Destination** shows Disk file.



3. Click **OK**. The Format Options screen appears.
4. Select **Tabular format (Arrange all objects in one area into one row)** and click **OK**. The Choose Export File screen appears.



5. Select the location where you want to save the file.  
**Note:** Make note of the location where you save the file, because you will need to access it in [Step 3: Email the Excel File](#).
6. Type the file name **DatabaseMatchReport** and click **Save**.



### Step 3: Email the Excel File

1. Open your email program.
2. Compose an email to [TEntz@mudlick.com](mailto:TEntz@mudlick.com)
3. Attach the file you saved in [Step 2: Export to Excel](#).
4. Send the email.