

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 <u>TEntz@mudlick.com</u>.

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.

Des	scription	
Dail	ly Transaction Report	
Dat	abase Match Report	
Day	End Comparison Report	
Day	End Daily Sales Report	

- 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

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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.

Non-Tabular format	
Tabular format (Arrange all object:	s in one area into one row) 🖊
	Cancel

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**.

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Step 3: Email the Excel File

- 1. Open your email program.
- 2. Compose an email to <u>TEntz@mudlick.com</u>
- 3. Attach the file you saved in Step 2: Export to Excel.
- 4. Send the email.