



## **Chapter 6 Reporting**

The **Reporting** option allows you to generate reports for your dashboard activities, inventory, traffic, and sales. The preformatted reports that come preloaded in the program provide a quick analysis of key areas of interest to track your traffic. They also ensure you have crucial inventory information available when you need it.

Dealer Management System	ABC Motors				Sales Tools   My Account   Admin		Logout
	Dashboard	Customers	Deals	Inventory	Reporting		
Dashboard							
		Name				PDF	
Lost Summary	Lost Summary					PDF	
Prospect Sum	Prospect Summary					POP	
Sales Ranking	Sales Ranking						
Sales Summar	у						

## **Generating Reports**

- 1. Click the **Reporting** option in the blue toolbar at the top of the screen.
- 2. Use the drop-down menu at the top of the screen to select the type of reports you would like to generate. You can choose from dashboard, inventory, traffic, and sales reporting. The system defaults to dashboard reports.
- 3. Once the list of reports opens for the category you've selected, click the name of the report you wish to generate, or click the report's corresponding PDF symbol.

Inventory						
Name	PDF					
Authenticom Report						
Available Inventory by Model Year						
Borrowing Base Certificate - Cars						
Borrowing Base Certificate - MC						
Borrowing Base Certificate - PAUL51	PDF					
Custom Inventory Report FLAN12	PDF					

- 4. The report opens in a new Web browser tab.
- 5. Use the report toolbar to view and print the report as needed.