HOW TO SEARCH INVENTORY

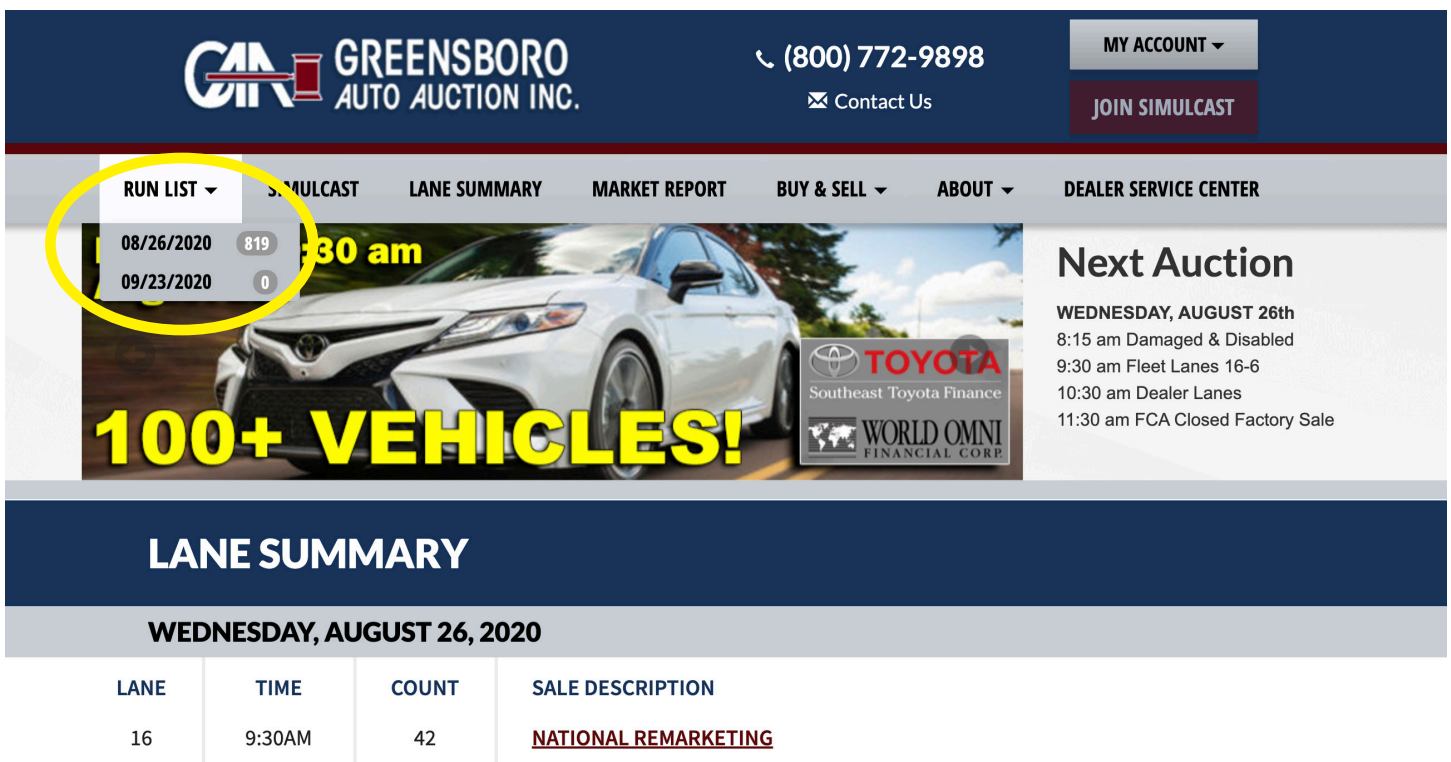First, go to https://greensboroaa.com/ and **log in to your account**.

After you have logged in, **click on "RUN LIST'"** in the upper left corner.

Next, click on the sale date.

Note: if a Tuesday date is listed, this is a CLOSED Ford Factory sale. Only Ford and Lincoln dealers can access this sale.

The next screen shows all the search functions available for finding vehicles.

We'll explore each item on this menu now.

Q Search Reset filters

Click "Reset filters" to clear all options and start a new search.

H Save Search

Saved Searches +

How to save searches and retrieve saved searches will be covered in a separate handout

Make

All Makes ▾

Make Reset filter

FORD ▾ DONE

☐ CHRYSLER (19)
☐ DODGE (44)
☐ FISKER (1)
✔ FORD (158)
☐ GMC (11)
☐ HONDA (9)
☐ HYUNDAI (133)
☐ INFINITI (34)
☐ JAGUAR (2)

Color +

Click on "All Makes" to expand the menu and select an option.

When you select a make, two additional menu items will appear. You can select multiple makes from this menu.

Lane +

Vehicle Types +

Body Styles +

Year & Mileage +

Color +

Engine +

Drivetrain +

Transmission +

Condition Grade +

Keyword Search −

Search by keyword **SEARCH**

Make Reset filter

FORD ▾

FORD ✖

All Models ▾

Trims

All Trims ▾

Make	Reset filter
FORD ▾	

FORD	✖
All Models ▾	

Trims	
All Trims ▾	

Here's what the "All Models" and "All Trims" look like expanded.

FORD	✖
All Models	DONE

☐ C MAX TITANIUM (1)

☐ ECOSPORT (3)

☐ EDGE (13)

☐ EDGE SEL (2)

☐ ESCAPE (18)

☐ ESCAPE HYBRID (1)

☐ ESCAPE LTD (1)

☐ ESCAPE S (4)

☐ ESCAPE SE (2)

Color ⊕

Trims	
All Trims	DONE

☐ HYBRID (1)

☐ KING RANCH (1)

☐ KR FX4 (1)

☐ LARIAT (30)

☐ LTD (7)

☐ S (4)

☐ SE (50)

☐ SE HYBRID (1)

☐ SEL (13)

Click the plus sign "+" next to each of the remaining menu items to expand the selection.

You can use "Reset filter" on any of these to clear the selections.

Lane	⊕
Vehicle Types	⊕
Body Styles	⊕
Year & Mileage	⊕
Color	⊕
Engine	⊕
Drivetrain	⊕
Transmission	⊕
Condition Grade	⊕
Keyword Search	⊖

Search by keyword   SEARCH

Lane   ⊖

Lanes (All)   DONE

☐ 1 - HYUNDAI MOTORS (0)
☐ 2 - DAMAGED & DISABLED (4)
☐ 7 - DEALER VEHICLES (4)
☐ 7 - UHAUL (8)
☐ 8 - DEALER VEHICLES (3)
☐ 8 - ALLY (5)
☐ 10 - AVIS BUDGET GROUP (23)
☐ 10 - FORD MOTOR CREDIT (85)
☐ 11 - HYUNDAI MOTORS (0)

Vehicle Types   ⊖
Filter(s) selected

Reset filter

☐ Cargo/Utility (0)
☐ Convertible (0)
☐ Coupe (0)
☐ Hatchback (0)
☐ Passenger/Mini Van (0)
☐ Sedan (0)
☐ SUV (0)
☑ Truck (14)
☐ Wagon (0)
☑ Not Specified (4)

Body Styles	⊕
Year & Mileage	⊕
Color	⊕
Engine	⊕
Drivetrain	⊕
Transmission	⊕
Condition Grade	⊕
Keyword Search	⊖

Search by keyword [SEARCH]

→

Body Styles ⊖

- ☐ 2DR COUPE (17)
- ☐ 2DR/2WD (4)
- ☐ 2DR/4WD (9)
- ☐ 2WD/QUAD (1)
- ☐ 4D CRW CAB (62)
- ☐ 4DHB (19)
- ☐ 4DR SEDAN (388)
- ☐ 4DR WAGON (62)
- ☐ 4DR/2WD (68)
- ☐ 4DR/4WD (61)
- ☐ 4DR/AWD (32)
- ☐ 5DR HATCH (7)
- ☐ 5DR WAGON (5)
- ☐ CARGO VAN (19)
- ☐ CONV 2DR (4)
- ☐ CREW/2WD (3)
- ☐ CREW/4WD (41)
- ☐ HB 3DR (6)
- ☐ PASS VAN (6)
- ☐ QUAD/4WD (1)
- ☐ SPORTS VAN (29)
- ☐ SUV 4 DR (273)
- ☐ XCAB/2WD (2)

Year & Mileage	⊕

Color	⊕

Engine	⊕

Drivetrain	⊕

Transmission	⊕

Condition Grade	⊕

Keyword Search	⊖

Search by keyword   **SEARCH**

➡️

Year & Mileage ⊖

Years (Any) ▾

Any Miles ▾ to Any Miles ▾

Clicking "Years (Any)" opens the menu below. Note that some menu items require you to click "DONE" after you have made your selections.

Year & Mileage ⊖

Years (Any)   **DONE**

☐ 2020 (132)
☐ 2019 (431)
☐ 2018 (89)
☐ 2017 (282)
☐ 2016 (57)
☐ 2015 (29)
☐ 2014 (18)
☐ 2013 (21)
☐ 2012 (18)

Clicking "Any Miles" opens the menu below.

Year & Mileage ⊖

Years (Any) ▾

✓ Any Miles   to Any Miles ▾
0
2,000
4,000
6,000
8,000
10,000
15,000
20,000
25,000
30,000
35,000
40,000
45,000
50,000
60,000
70,000
80,000
90,000
100,000
110,000
120,000
130,000
140,000
150,000

The remaining menu items: Color; Engine; Drivetrain; Transmission; and Condition Grade expand to the corresponding menus below.

Color ⊖

- ☐ ◼ Black (302)
- ☐ ◼ Blue (109)
- ☐ ◼ Brown (15)
- ☐ ◼ Gray (67)
- ☐ ◼ Green (12)
- ☐ ◼ Orange (6)
- ☐ ◼ Red (131)
- ☐ ◼ Silver (185)
- ☐ ◼ Tan (12)
- ☐ ◯ White (278)
- ☐ ◼ Yellow (2)
- ☐ Not Specified (15)

Engine ⊖

- ✓ Engine (Any)
- 3 Cyl 1.5L
- 3 Cyl 1L
- 4 Cyl 1.4L
- 4 Cyl 1.5L
- 4 Cyl 1.6L
- 4 Cyl 1.8L
- 4 Cyl 2.3L
- 4 Cyl 2.4L
- 4 Cyl 2.5L
- 4 Cyl 25L
- 4 Cyl 2L
- 4 Cyl 3.3L
- 6 Cyl 2.5L
- 6 Cyl 2.7L
- 6 Cyl 3.2L
- 6 Cyl 3.3L
- 6 Cyl 3.5L
- 6 Cyl 3.6L
- 6 Cyl 3.7L
- 6 Cyl 3.8L
- 6 Cyl 3L
- 6 Cyl 4L
- 6 Cyl 5.9L
- 6 Cyl 6.7L
- 8 Cyl 4.7L
- 8 Cyl 5.3L
- 8 Cyl 5.5L
- 8 Cyl 5.6L
- 8 Cyl 5.7L
- 8 Cyl 5L
- 8 Cyl 6.2L
- 8 Cyl 6.4L
- 8 Cyl 6.6L
- 8 Cyl 6.7L
- 8 Cyl 6L
- Not Specified

Drivetrain ⊖

- ☐ 2W (663)
- ☐ 4W (197)
- ☐ AW (274)

Transmission ⊖

- ☐ 5 Speed (3)
- ☐ 6 Speed (8)
- ☐ Automatic (1123)

Condition Grade ⊖

✓ All   to   All ⌄

- ✓ All
- 0.0
- 0.5
- 1.0
- 1.5
- 2.0
- 2.5
- 3.0
- 3.5
- 4.0
- 4.5
- 5.0

d Search ⊖

by keyword   **SEARCH**

Keyword Search ⊖

Search by keyword   **SEARCH**

You can also search by keyword as shown at the bottom of the menu. However, results may not be as accurate as using the menu options we have already looked at.

Shown below are the results of a search for 2018, 2019, and 2020, Gray and Silver Ford F-150s.

Run List - 08/26/2020

Page **1** of **1**
Search returned **6** results

Show 50 ▾   Sort by Lane ▾

2020 FORD F-150 LARIAT
08/26/2020 | Lane: 14 - GSP TRANSPORTATION | Run: 7

Body Style	Condition Grade
CREW/4WD	4.40
VIN	Mileage
1FTEW1E58LFB35310	12,172

📷 0 Photos   *Announcements: NAV/A2*

SAVE / NOTE
VIEW DETAILS
VIEW CR
AUTO BID
CARFAX / AutoCheck

2020 FORD F-150 LARIAT
08/26/2020 | Lane: 14 - GSP TRANSPORTATION | Run: 12

Body Style	Condition Grade
CREW/4WD	4.80
VIN	Mileage
1FTEW1E59LKD02491	12,078

📷 0 Photos   *Announcements: NAV/A2*

SAVE / NOTE
VIEW DETAILS
VIEW CR
AUTO BID
CARFAX / AutoCheck

2020 FORD F-150 LARIAT
08/26/2020 | Lane: 14 - GSP TRANSPORTATION | Run: 19

Body Style	Condition Grade
CREW/4WD	N/A
VIN	Mileage
1FTEW1E52LFB20320	13,937

📷 0 Photos   *Announcements: NAV*

SAVE / NOTE
VIEW DETAILS
AUTO BID
CARFAX / AutoCheck

2020 FORD F-150 XLT
08/26/2020 | Lane: 14 - ENTERPRISE | Run: 125

Body Style	Condition Grade
CREW/4WD	4.50
VIN	Mileage
1FTEW1E41LFA63860	14,927

📷 20 Photos

SAVE / NOTE
VIEW DETAILS
VIEW CR
AUTO BID
CARFAX / AutoCheck

2018 FORD F-150 XLT SPORT
08/26/2020 | Lane: 10 - FORD MOTOR CREDIT | Run: 30
WS

Body Style	Condition Grade
CREW/4WD	4.40
VIN	Mileage
1FTEW1EP6JFD51171	17,760

📷 19 Photos   *Announcements: NAV:(C/):)*

SAVE / NOTE
VIEW DETAILS
VIEW CR
AUTO BID
CARFAX / AutoCheck

2020 FORD F-150 LARIAT
08/26/2020 | Lane: 2 - DAMAGED & DISABLED | Run: 1184

Body Style	Condition Grade
CREW/4WD	2.30
VIN	Mileage
1FTEW1E53LFB35263	9,674

📷 0 Photos   *Announcements: HAS KEY:NAV:(Ov100K):)*
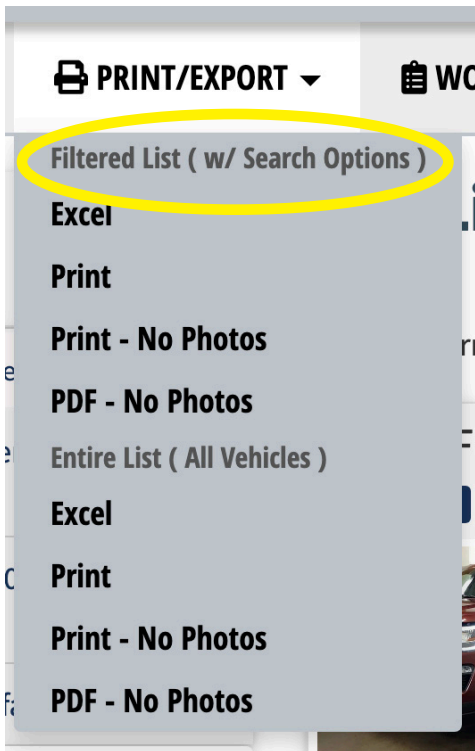
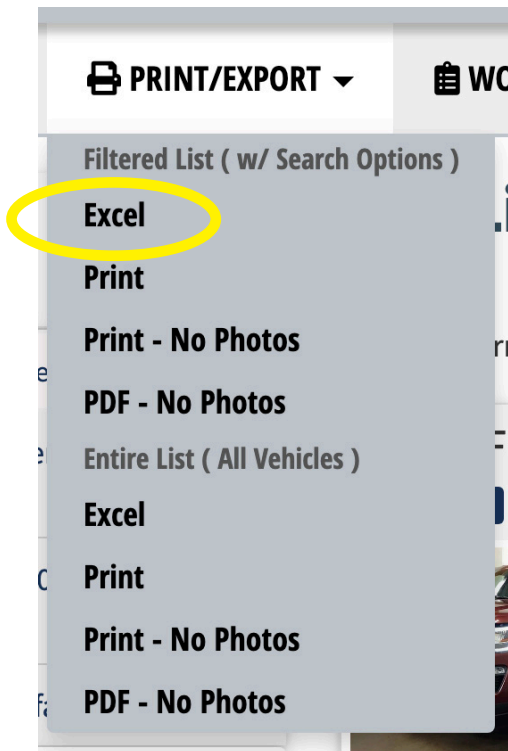SAVE / NOTE
VIEW DETAILS
VIEW CR
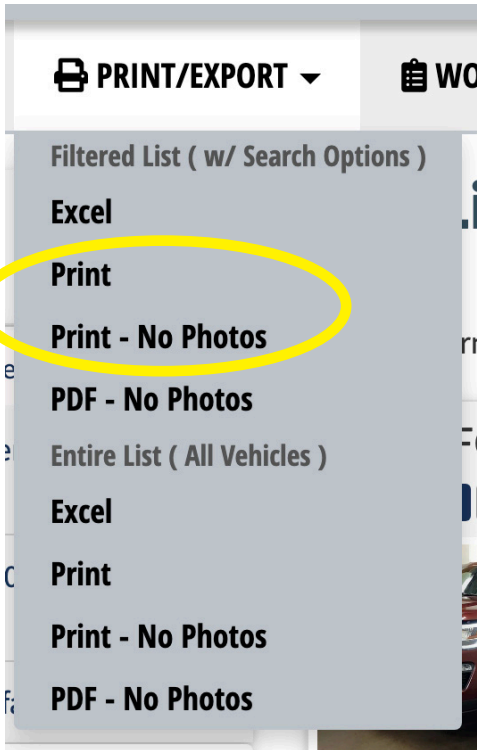AUTO BID
CARFAX / AutoCheck

HOW TO PRINT

At the top, you can print your filtered list. This would be your search results, your workbook, or a lane if that's what you have selected.

Below that, you have the print options for "Entire List (All Vehicles)." This will print all the vehicles listed for that sale day, so be careful.

The first item on the menu will allow you to download your list as an Excell spreadsheet. When you click this button, you might not see anything happening. Look in the "download" folder on your computer to find the spreadsheet. If you don't have Excel or don't use spreadsheets, don't worry about this menu item -- just ignore it.

The next 2 menu items will open a separate tab in your web browser and open the print menu for your printer. (See below.)

Select your destination printer. Select "Landscape" or "Portrait." Click the small arrow next to "More settings" to see more of your printer settings. These will be different for every printer. When you have all your selections made, just click "Print" and your list will be sent to your printer.

Here's what it looks like if you click on "Print - No Photos."

"PDF - No Photos" will download the list as a PDF file. It will look the same as the image above.

Depending on your settings and whether you are using a Mac or a PC, the file will either be saved directly to your downloads folder; or the file will download and open in a separate window; or you may get a pop-up with a menu asking you to select where you want to save the file. (See below.)

If you get the pop-up, just navigate to where you want to save the PDF. Otherwise, look in your downloads folder for the file.