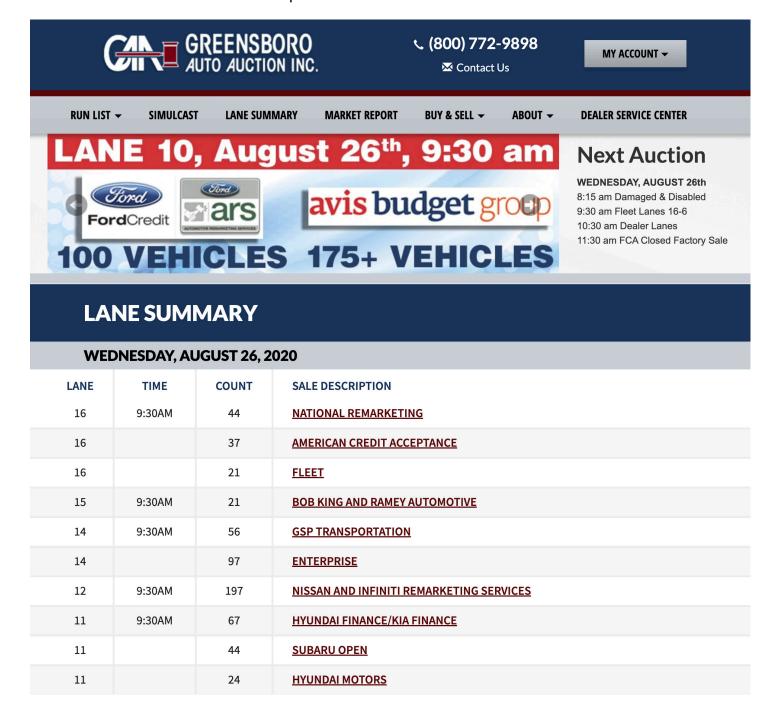


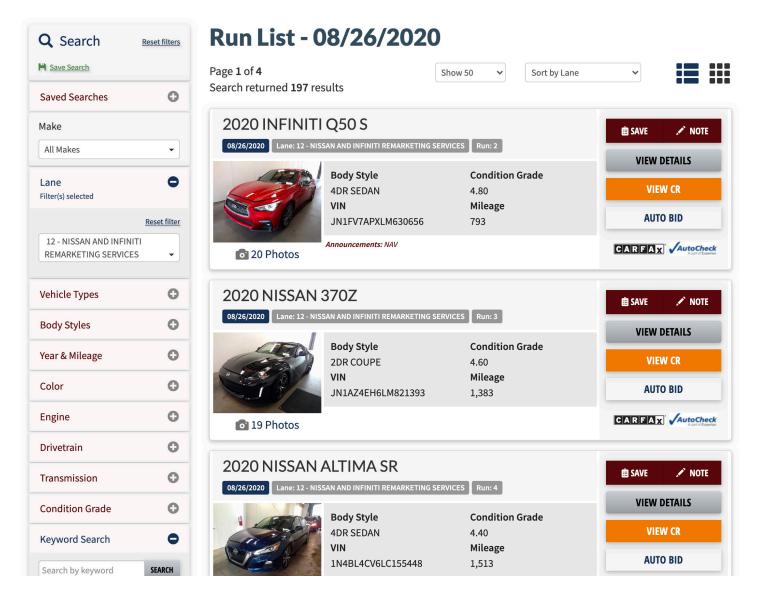
HOW TO USE THE LANE SUMMARY

The easiest way to search inventory on our website is to use the lane summary.

The lane summary appears on our homepage as soon as you log in. Or, you can click on "LANE SUMMARY" in the top menu.



Just click on the lane you wish to view. You will be taken to the run list for that lane.



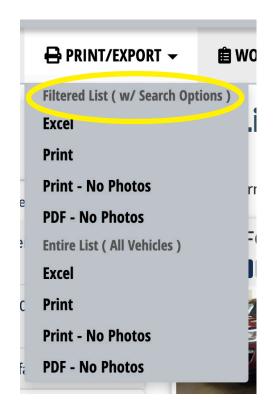
From here, you can browse through the inventory for that lane.

You can also place auto bids, view CRs, save vehicles to your workbook or make notes on each vehicle.

You can further narrow your search by using the menu along the left side of the page. These options are fully explained in a separate handout.

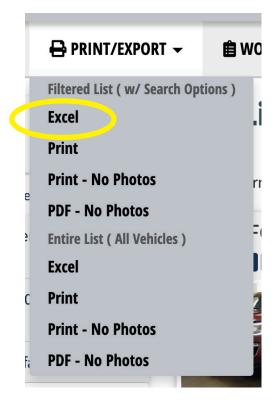
These search options will only return vehicles that match your criteria in the lane you have chosen.

HOW TO PRINT

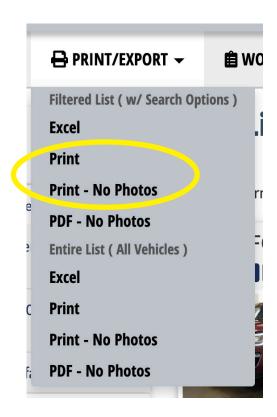


At the top, you can print your filtered list. This would be your search results, your workbook, or a lane if that's what you have selected.

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.

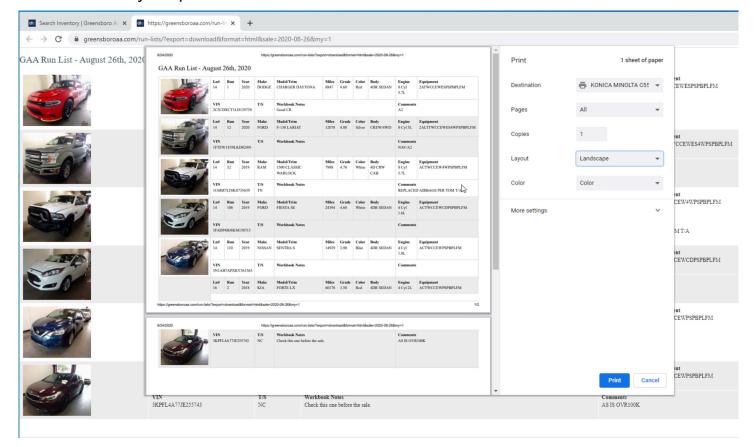


The first item on the menu will allow you to download your list as an Excell spreadsheet. When you click this button, you might not see anything happening. Look in the "download" folder on your computer to find the spreadsheet. If you don't have Excel or don't use spreadsheets, don't worry about this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

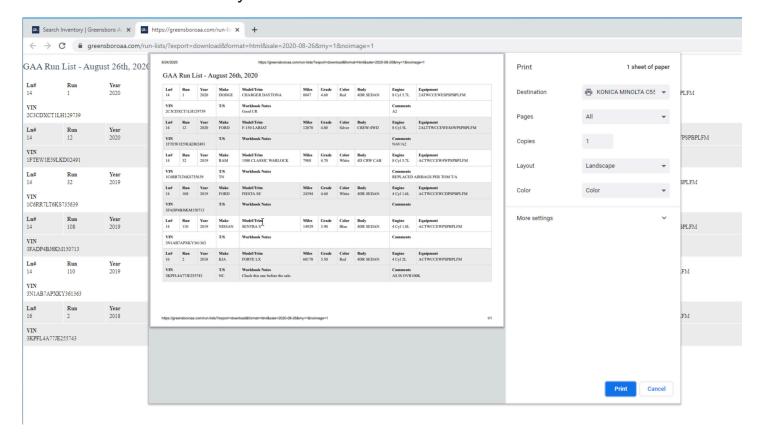


The next 2 menu items will open a separate tab in your web browser and open the print menu for your printer. (See below.)

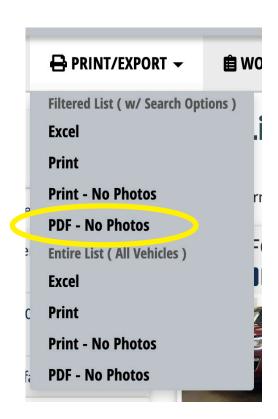
Select your destination printer. Select "Landscape" or "Portrait." Click the small arrow next to "More settings" to see more of your printer settings. These will be different for every printer. When you have all your selections made, just click "Print" and your list will be sent to your printer.



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.

