GREENSBORO AUTO AUCTION INC.

HOW TO SAVE A SEARCH

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

This handout will explain how to save this (or any other) search.

Once you have completed your search and want to save it, click on "Save Search" at the top of the search menu.
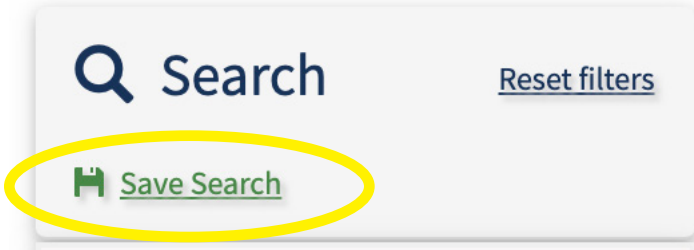
A pop-up box will appear in the middle of the page asking for a name for the search.
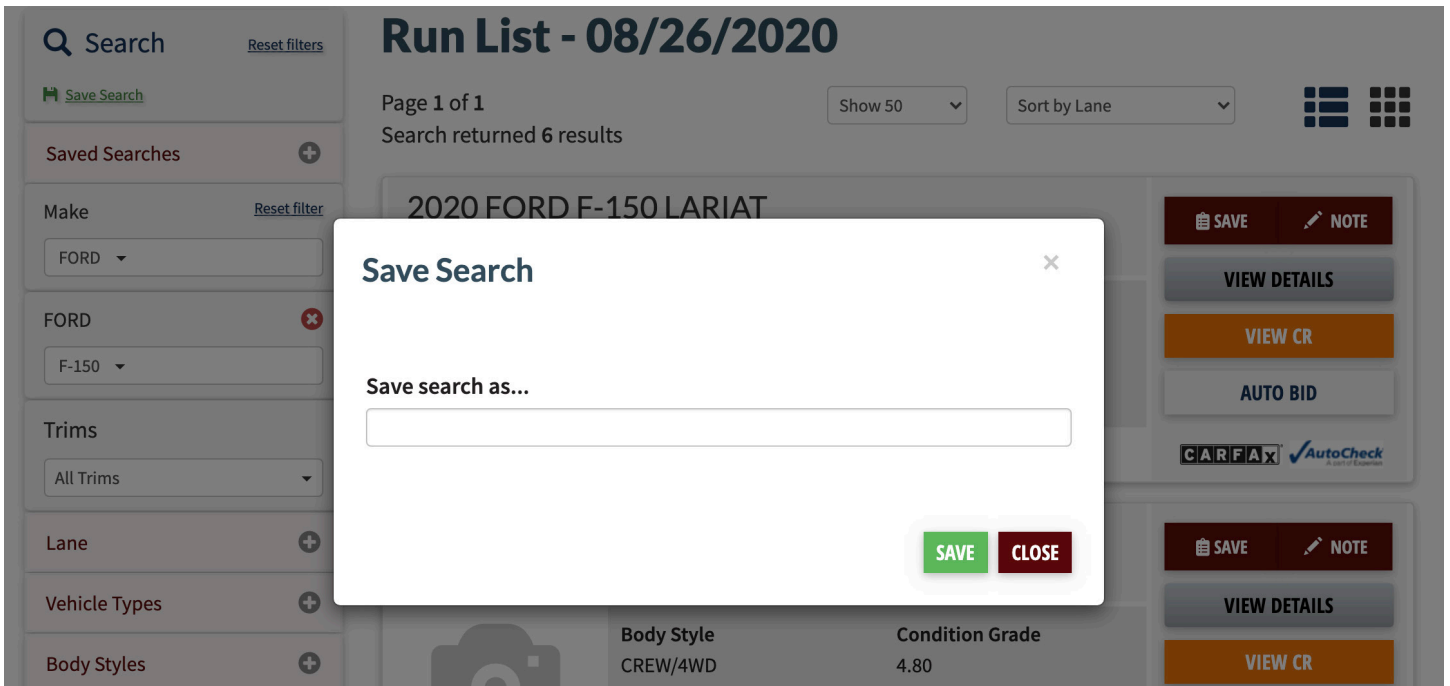
Type in a descriptive name for the search and click "SAVE."

A message will pop up at the top of the webpage.

You can now navigate around the website or perform other searches. To retrieve your search, just click on the plus sign "+" next to "Saved Searches" and click on the search you want to view.

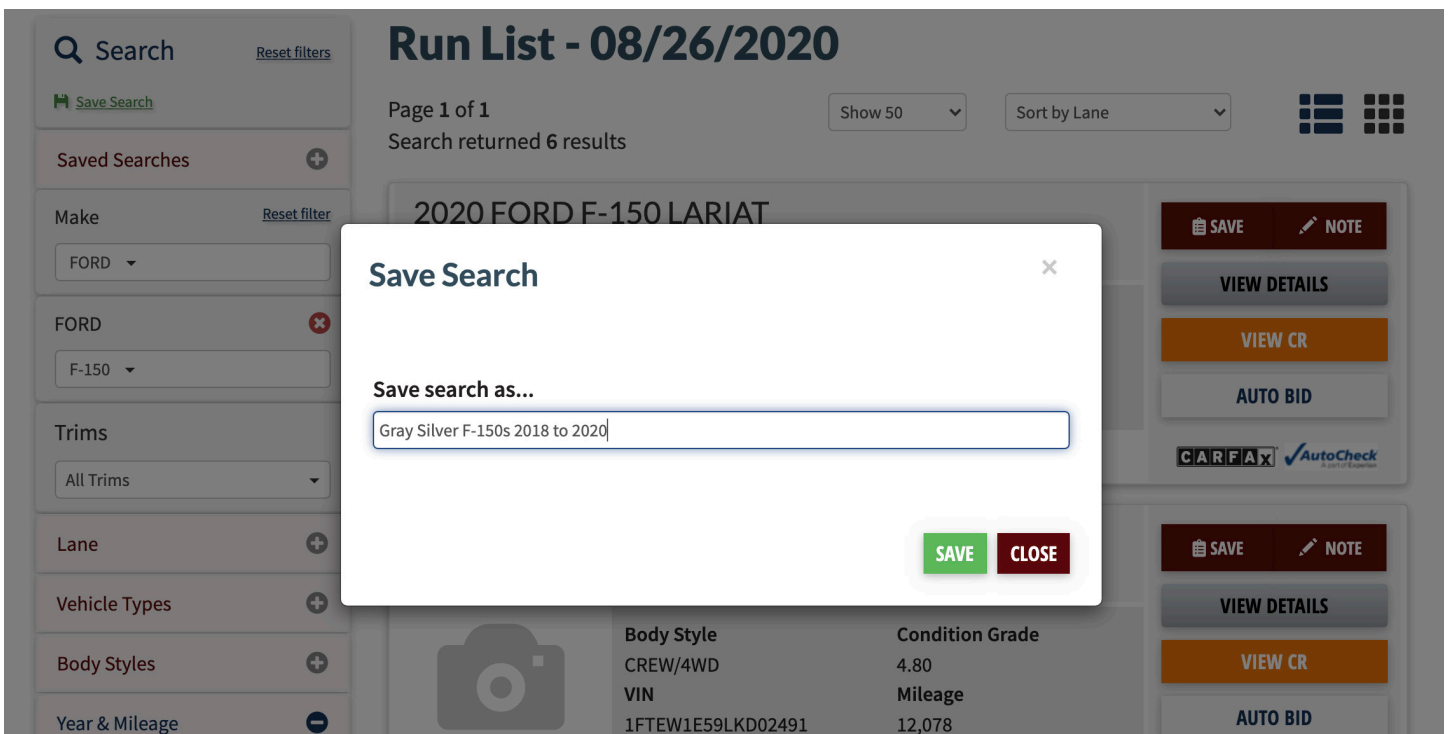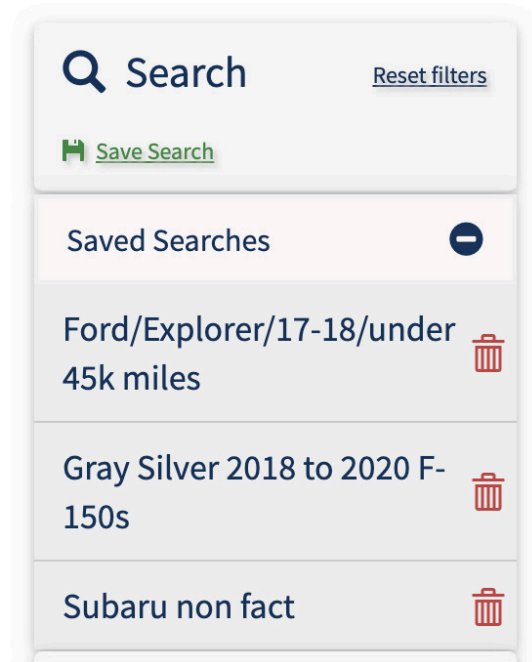The menu expands to show your saved searches. Click on the search name to open it. You can also delete searches you no longer need by clicking on the trash can icon.
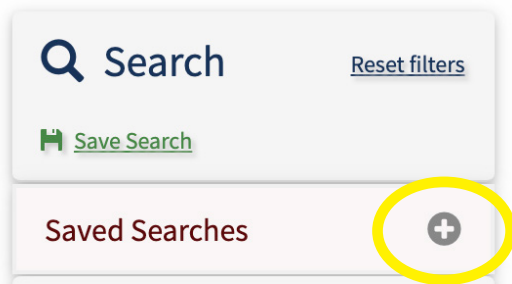
Your saved searches will carry over from sale to sale. So if you have a vehicle type you buy often, just save that search.

HOW TO PRINT

PRINT/EXPORT ▾   📋 WO
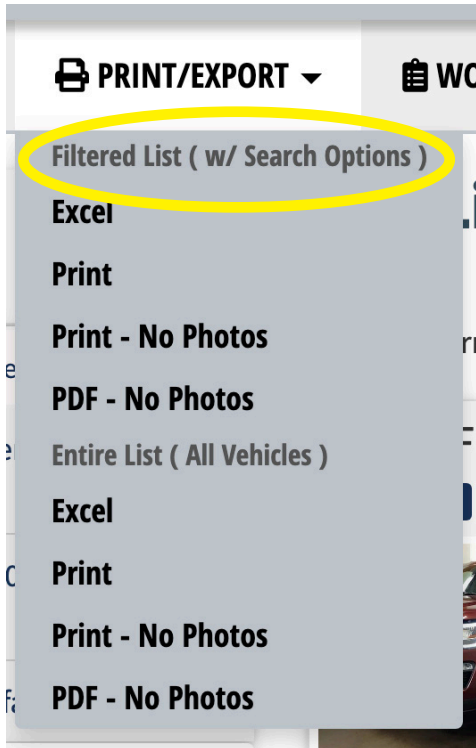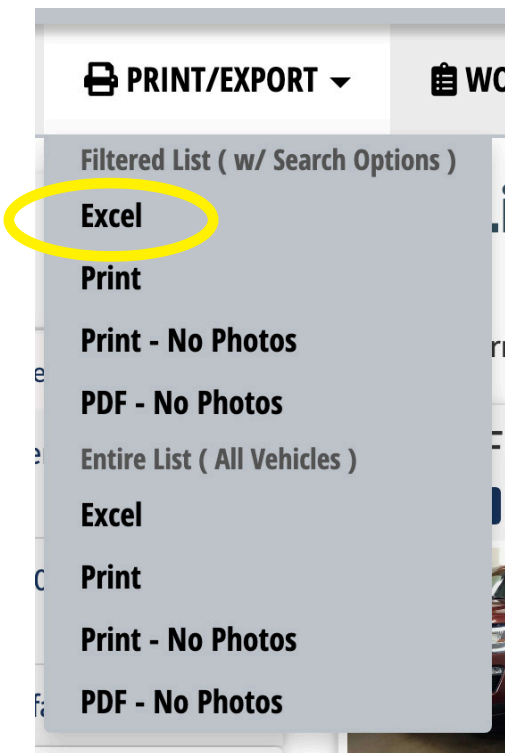
Filtered List (w/ Search Options)

Excel

Print

Print - No Photos

PDF - No Photos

Entire List (All Vehicles)

Excel

Print

Print - No Photos

PDF - No Photos

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.

PRINT/EXPORT ▾   📋 WO

Filtered List (w/ Search Options)

Excel

Print

Print - No Photos

PDF - No Photos

Entire List (All Vehicles)

Excel

Print

Print - No Photos

PDF - No Photos

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.

PRINT/EXPORT ▼   **WO**

Filtered List (w/ Search Options)

Excel

Print

Print - No Photos

PDF - No Photos

Entire List (All Vehicles)

Excel

Print

Print - No Photos

PDF - No Photos

The next 2 menu items will open a separate tab in your web browser and open the print menu for your printer. (See below.)
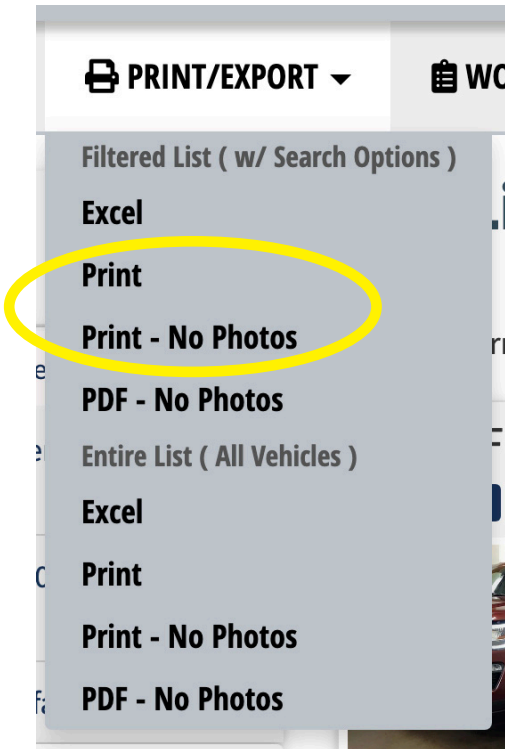
Select your destination printer. Select "Landscape" or "Portrait." Click the small arrow next to "More settings" to see more of your printer settings. These will be different for every printer. When you have all your selections made, just click "Print" and your list will be sent to your printer.

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.