



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.

[Reset filters](#)

[Save Search](#)

Saved Searches +

Make [Reset filter](#)

FORD ▼

FORD +

F-150 ▼

Trims

All Trims ▼

Lane +

Vehicle Types +

Body Styles +

Year & Mileage −

Filter(s) selected

[Reset filter](#)

2020, 2019, 2018 ▼

Any Miles ▼ to

Any Miles ▼

Color −

Filter(s) selected

[Reset filter](#)

Black (3)

Blue (0)

Brown (0)

Gray (2)

Green (0)

Orange (0)

Red (6)

Silver (4)

Tan (0)

White (6)

Yellow (0)

Not Specified (1)

Engine +

Drivetrain +

Transmission +

Condition Grade +

Keyword Search −

Search by keywo

Run List - 08/26/2020

Page 1 of 1 Show 50 ▼ Sort by Lane ▼

Search returned 6 results

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

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

0 Photos
Announcements: NAV/A2

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

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

0 Photos
Announcements: NAV/A2

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

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

0 Photos
Announcements: NAV

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

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

20 Photos
Announcements: NAV

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

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

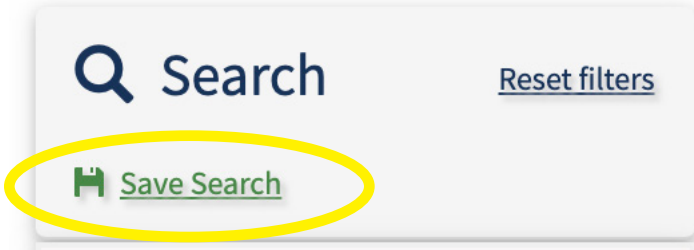
19 Photos
Announcements: NAV:(C/;)

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

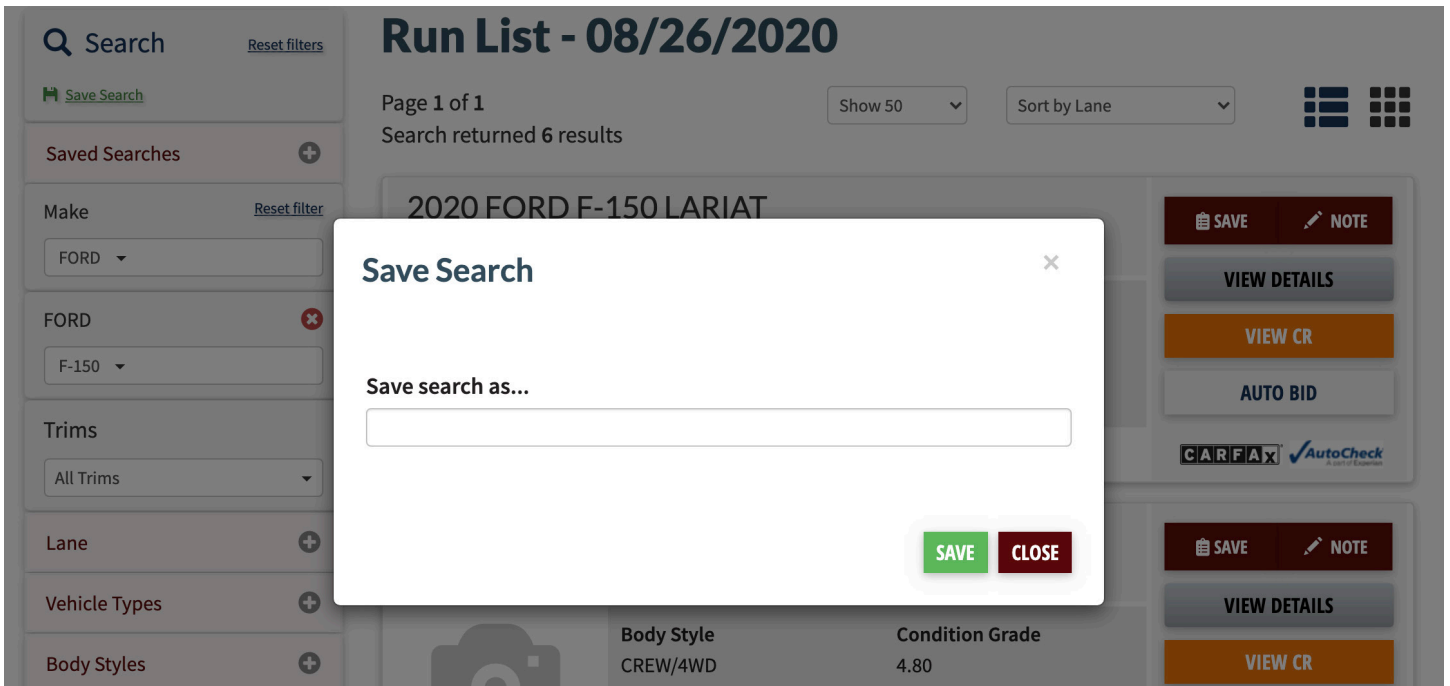
| | | | |
|------------|-------------------|-----------------|-------|
| Body Style | CREW/4WD | Condition Grade | 2.30 |
| VIN | 1FTEW1E53LFB35263 | Mileage | 9,674 |

0 Photos
Announcements: HAS KEY:NAV:(Ov100K;)

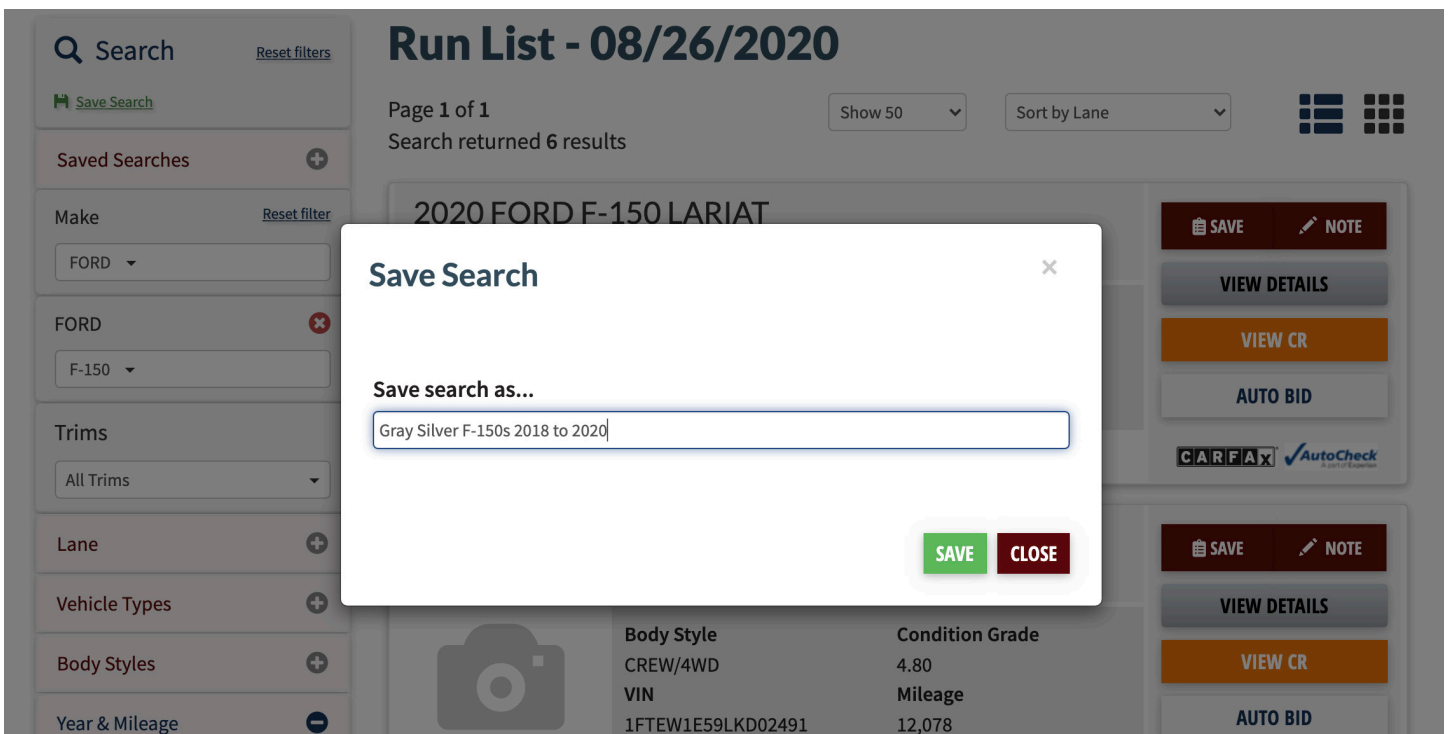
Once you have completed your search and want to save it, click on “Save Search” at the top of the search menu.



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.”

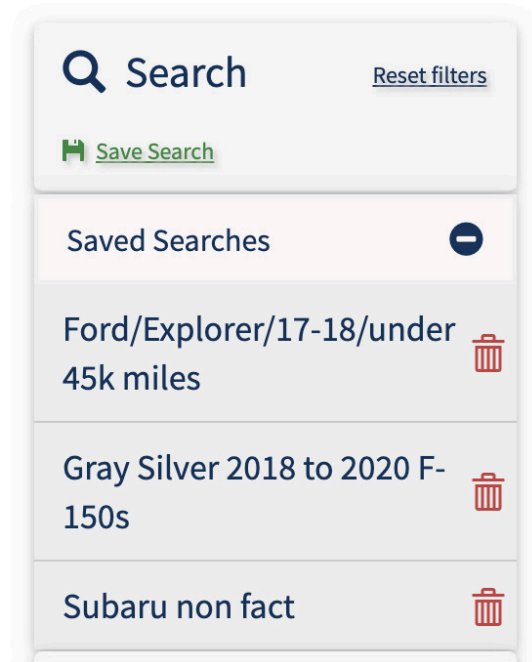
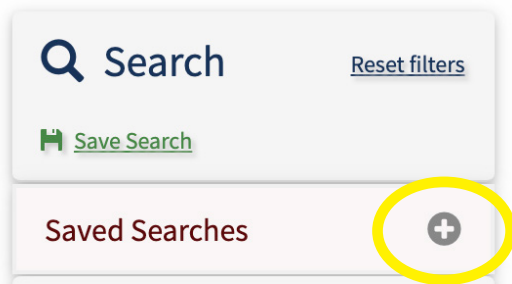


A message will pop up at the top of the webpage.

The screenshot shows the website header with the logo for Greensboro Auto Auction Inc. and a phone number 772-9898. A notification bubble says "Search has been saved...". Below the header is a navigation menu with items like "RUN LIST", "SIMULCAST", "LANE SUMMARY", "MARKET REPORT", "BUY & SELL", "ABOUT", and "DEALER SERVICE CENTER". A secondary menu includes "SALES", "PRINT/EXPORT", "WORKBOOK", "AUTO BIDS", "JOIN SIMULCAST", and "MY ACCOUNT". The main content area displays a search for "2020 FORD F-150 LARIAT" with 6 results. A sidebar on the left shows a search bar, a "Save Search" button, and a list of saved searches including "Ford/Explorer/17-18/under 45k miles".

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.

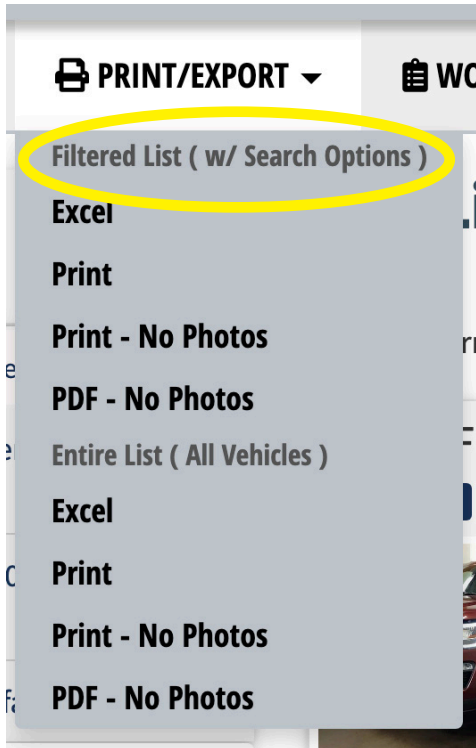


Your saved searches will carry over from sale to sale. So if you have a vehicle type you buy often, just save that search.

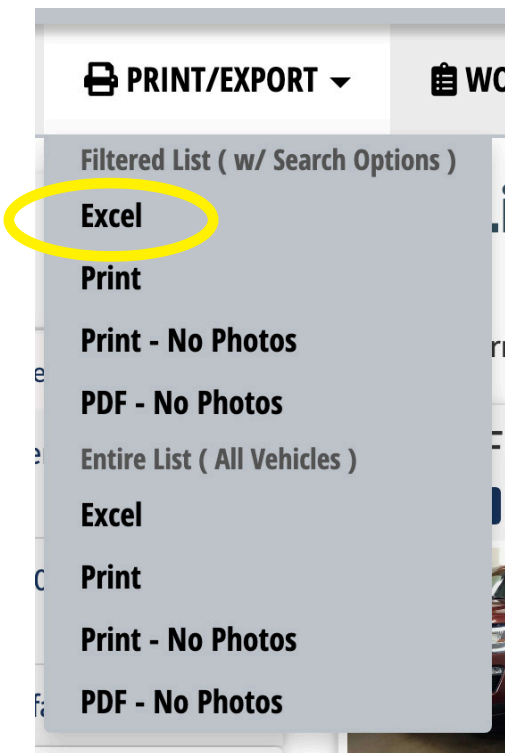
HOW TO PRINT

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.

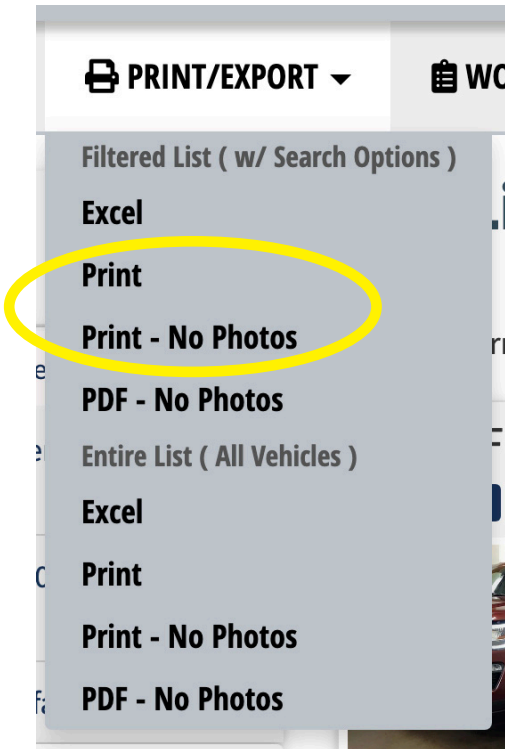
Below that, you have the print options for "Entire List (All Vehicles)." This will print all the vehicles listed for that sale day, so be careful.



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.

GAA Run List - August 26th, 2020

| Lot# | Run | Year | Make | Model/Trim | Miles | Grade | Color | Body | Engine | Equipment |
|------|-----|------|--------|----------------------|-------|-------|----------------|------------|------------|-------------------------------|
| 14 | 1 | 2020 | DOODGE | CHARGER DAYTONA | 8847 | 4.60 | Red | 4DR SEDAN | 3 Cyl 5.7L | 2ATWCCWSPSPBPLFM |
| | | | VIN | 2C3CDXCT1LH129739 | T/S | | Workbook Notes | Comments | | Good CR |
| 14 | 12 | 2020 | FORD | F-150 LARIAT | 12078 | 4.80 | Silver | CREW4WD | 3 Cyl 5.7L | 2ALTWCCWES4WSPBPLFM |
| | | | VIN | 1JTFW1E59LKD02491 | T/S | | Workbook Notes | Comments | | NAV/A2 |
| 14 | 32 | 2019 | RAM | 1500 CLASSIC WARLOCK | 7988 | 4.70 | White | 4D CRW CAB | 3 Cyl 5.7L | ACTWCCW4WSPBPLFM |
| | | | VIN | 1C8RR7L8K5715639 | T/S | | Workbook Notes | Comments | | REPLACED AIRBAGS PER TOM T... |
| 14 | 108 | 2019 | FORD | FIESTA SE | 24394 | 4.60 | White | 4DR SEDAN | 4 Cyl 1.8L | ACTWCCWCDSPBPLFM |
| | | | VIN | 3EADP838KM150713 | T/S | | Workbook Notes | Comments | | |
| 14 | 110 | 2019 | NISSAN | SENTRA S | 18929 | 3.90 | Blue | 4DR SEDAN | 4 Cyl 1.8L | ACTWCCWSPSPBPLFM |
| | | | VIN | 3N1AB7APXKY361363 | T/S | | Workbook Notes | Comments | | |
| 16 | 2 | 2018 | KIA | FORTE LX | 60178 | 3.50 | Red | 4DR SEDAN | 4 Cyl 2L | ACTWCCWSPSPBPLFM |
| | | | VIN | 3KPFLA477JE255743 | T/S | | Workbook Notes | Comments | | AS IS OVR100K |
| | | | VIN | 3KPFLA477JE255743 | T/S | | Workbook Notes | Comments | | AS IS OVR100K |

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

The screenshot shows a web browser window displaying a vehicle run list for August 26th, 2020. The main content is a table with columns: Ln#, Run, Year, Make, Model/Trim, Miles, Grade, Color, Body, Engine, and Equipment. The table lists several vehicles, including a Dodge Charger Daytona, a Ford F-150 Lariat, a Ram 1500 Classic Warlock, a Ford Fiesta SE, a Nissan Sentra S, and a Kia Forte LX. A print settings overlay is visible on the right side of the screen, showing options for destination (KONICA MINOLTA C55), pages (All), copies (1), layout (Landscape), and color (Color). The overlay also includes a 'Print' button and a 'Cancel' button.

| Ln# | Run | Year | Make | Model/Trim | Miles | Grade | Color | Body | Engine | Equipment |
|-----|-----|------|-----------------------|----------------------|-------|-------|---|------------|--|-----------------------|
| 14 | 1 | 2020 | DODGE | CHARGER DAYTONA | 8847 | 4.60 | Red | 4DR SEDAN | 8 Cyl 5.7L | 2ATWCCWESPSBPFLFM |
| | | | VIN 2C3CDXCT1LH129739 | | TS | | Workbook Notes Good CR | | Comments A2 | |
| 14 | 12 | 2020 | FORD | F-150 LARIAT | 12078 | 4.80 | Silver | CREW-4WD | 8 Cyl 5L | 2ALTTWCCWES4WSPBPFLFM |
| | | | VIN 1FTFW1E59LKD02491 | | TS | | Workbook Notes | | Comments NAV/A2 | |
| 14 | 32 | 2019 | RAM | 1500 CLASSIC WARLOCK | 7988 | 4.70 | White | 4D CRW CAB | 8 Cyl 5.7L | ACTWCCW4WSPBPFLFM |
| | | | VIN 1C6RR7L6K8735639 | | TS | | Workbook Notes | | Comments REPLACED AIRBAGS PER TOM T/A | |
| 14 | 108 | 2019 | FORD | FIESTA SE | 24394 | 4.60 | White | 4DR SEDAN | 8 Cyl 1.6L | ACTWCCW4WSPBPFLFM |
| | | | VIN 3FADP4B6KM150713 | | TS | | Workbook Notes | | Comments | |
| 14 | 110 | 2019 | NISSAN | SENTRA S | 14929 | 3.90 | Blue | 4DR SEDAN | 4 Cyl 1.8L | ACTWCCW4WSPBPFLFM |
| | | | VIN 3N1AB7APXKY361363 | | TS | | Workbook Notes | | Comments | |
| 14 | 110 | 2019 | NISSAN | SENTRA S | 14929 | 3.90 | Blue | 4DR SEDAN | 4 Cyl 1.8L | ACTWCCW4WSPBPFLFM |
| | | | VIN 3KPFLL4A77E255743 | | NC | | Workbook Notes Check this one before the sale. | | Comments AS IS OVR100K | |

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

The screenshot shows a dropdown menu for 'PRINT/EXPORT' options. The menu is titled 'Filtered List (w/ Search Options)' and contains the following items: Excel, Print, Print - No Photos, PDF - No Photos (highlighted with a yellow circle), Entire List (All Vehicles), Excel, Print, Print - No Photos, and PDF - No Photos.

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.

