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Forum for Fixed Operations Management

Use these instructions to create the Ford report. You will create the report using the ASI Report Generator. If you have any questions about this report, please call AutoSoft International at (800) 473-4630 extension 1116.

CREATING THE REPORT

1. Click **Reports** on the Parts Inventory main menu.
2. Click **Report Generator** on the Inventory Reports menu. The Report Generator opens.
3. Click to select the inventory source you want to use for the report, and click **Next**.
4. A list of available fields for the selected report is displayed in the middle of the screen.
5. Select the following fields. A check mark will appear in the box next to the field to indicate you selected it.
 - Part number
 - Current In Stock
 - Last Sale Date
 - Bin Location 1
 - Bin Location 2
 - Stock Status
6. Click **Next** to continue
7. Click **Build Report**.
8. Click to select **View on Screen**, and click **OK**.
9. Verify the information on the report looks correct. If the report is correct, close the report-viewing screen.
10. Click **Save**.
11. In **Report Name**, type **Ford Parts Return**, and click **Save**.
12. Click **OK** when prompted. The report has been saved.
13. Click **Build Report** again, and this time, click to select **Save as CSV**.
 - a. This will save the report as Report CSV in the C:\ASIP folder.
 - b. From there, you can extract it; attach it to an email message
 - c. send it to cnuoffer@admi-usa.com