

Exporting Dealer Station Contracts

What It Does

Customers who use Dealer Station™ DDMS Edition frequently ask for a list of their contract items. These are the items they order most frequently. (Contract items in Dealer Station are the same as a laundry list in DDMS order entry.)

You can do this by printing the Indentured Parts Report to a file printer, and exporting it to your Windows system.

Here we'll explain how to print this report, and limit it so that have just the contract information.

You will also need another document, FAQ File 71: Exporting Reports from a Windows System. You can download this from our *Windows Platform FAQs* page of our website:

www.ddms.com/support/faq/nt.htm

When you get to the *Windows Platform FAQs* page, click **General Information**, scroll down to **Exporting Reports from a DDMS Windows System**, and right-click it.

How to Do It

Follow these steps to export a customer's list of contract items from Dealer Station DDMS Edition:

- 1 Set up a generic file printer and add it to your TBL Server. To do this, follow **Steps 1–14** in FAQ File 71: Exporting Reports from a Windows System.

- 2 Go to the (RB) screen.

On eNsite and eNsite Pro graphical systems, do this by following these steps:

- In the eNsite or eNsite Pro window, double-click **Reports Menu**.
- In the Report Menu window, double-click **Standard Inventory**. The system will display the (RR) Inventory Reports screen.
- In the Type field, type **B**

- 3 In the Report Type field, select the Indentured Parts Report by typing **A**

- 4 At Level, press ENTER.

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- 5 At Item Number, specify the item number of the contract (laundry list) you want to export. Press ENTER.
- 6 At Correct Item, enter the appropriate response:
Y (default) Yes, this is the correct item.
N No, display the next item.
ESC No, go back to the Item Number field so you can specify another.
- 7 At Customer Name, specify part or all of the customer name, and press ENTER. (You can also tab to the Number # field and specify the customer's account number.)
- 8 At Correct Customer, enter the appropriate response:
Y (default) Yes, this is the correct item.
N No, display the next item.
ESC No, go back to the Customer Name field so you can specify another.
- 9 At Quantities, press ENTER.
- 10 At Location, enter the appropriate response:
 - To include all locations, press TAB.
 - To limit to one location, specify it.

- To include all locations, with a subtotal for each location, type **00**

- 11 At Printer, **specify the generic file printer you created**. If your file printer is P5, for example, type P5, as shown here.

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14: 47: 25      (RB) BILL OF MATERIALS REPORT SCREEN  REV (05/05/00)      04/24/02
=====
A. INDENTURED PARTS REPORT.      LEVEL ? (T=TOP DOWN, 1=ONE LEVEL)
B. PRICING ESTIMATES
C. WHERE USED REPORT.

ITEM NUMBER : ABCL              :          DESC : LAUNDRY LIST FOR ABC
CUSTOMER NAME : ABC COMPANY      :          NUMBER #      10006
STREET : 1709 MAIN ST          :          CITY : KELLER          STATE : TX

          QUANTITIES  1.#      % .
          INCLUDE COMPONENT LISTING ?  Y/N/O
          COSTING ON REPORT          ?  Y/N

=====
REPORT TYPE [A]  LOCATION ? 1 (TAB = ALL)  PRINTER [P5]  COPIES [ 1]
```

- 12 At Are You Sure, type **Y**
- 13 Complete the procedure by going to back to FAQ File 71: Exporting Reports from a Windows System, starting with **Step 16**.