Instructions for printing LETTERS from 10n1

First, make sure that you log into ERA, then go into the <u>F&I area</u> for the appropriate dealership, but do <u>not</u> go into any of the deal screens (the screen must say SELECTION at the bottom-left of ERA).

Next, click RUN, then QUERY BUILDER, then OPEN. Double-click on "10n1fi.wis" (or "10n1fi....something.wis").

Look in the white box that says "ITEMS" and make sure that the date shown is BEFORE the Deal Date that you want to use for the letters (ex: if today is 01/01/2007, and you want to send a 1-year anniversary letter, then the date shown should be before 01/01/2006).

Click the "OK" button to begin the download.

Minimize ERA.

Open the "1on1 Sales Reports" icon (on your desktop) Click "<u>Yes, I Agree</u>" to agree to the license agreement, then follow the on-screen prompts

The following screen should open up. Click on the "LETTERS" tab.

lit View Tools Program Window Help		
1		-
Date Sales Overview Sales Person Sale	s Mgr F+I Mgr New Veh SIs Used Veh SIs Other Rpts Letters Specs	
Demo	Version: call One-on-One @ 800-847-3111 to license software	
	Vehicle Sales Summary	
	Vehicle Sales Detail	
	Daily Deal Lea (hy Dirabia & Data)	
	Daily Deal Eog (by Dirship & Date)	
	Monthly Deal Log (by Dirship & Date)	
	Deal Log (by New-Used, Make, Desk Mgr)	
	Browse All Deals in a Spreadsheet Format	
	Son-Your-Own Report	
RNR One on One Consulting		
800-847-3111	06/01/2006 to 06/15/2006: Change dates? Instructions	Exit

The following screen should open up. Click on the letter or labels that you want to print. Another screen should display asking "What options do you want?"

Follow the on-screen prompts that subsequently appear

Click "Export Data Now",

Excel should open with your customer mailing data

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Date Sales Overview Sales Person Sales M	Igr F+I Mgr New Veh Sis Use	Veh Sis Other Rpts Let	ters Specs	
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Demo versi	on: call One-on-One @ 80	-847-3111 to lic	<u> </u>	
	Latter from Lon Der		What options do ye	ou want?
	Letter from thes Per	son (cuon)	ia	
	Letter from Sales Man	ager (Ltr11)	Enter starting date:	06/21/2006
	Letter (Ltr31		Enter ending date:	06/22/2006
	Letter for 1 Year Appive	rsary (Ltr41)		
	Letter for T real Anniversary (Eli41)		O New Vehicles	
	Letter (Ltr51)		O Used Vehicles	icles
	Sample Letter (I	tr99)	 Both New and Used Vehicles 	
	Print Labels (Avery 5160	3x10 format)		
	Instructions for printing lette	rs to customers		
One-on-One Consulting		Change data 2	Export Data	Now
010 800-847-3111 www.1on1co.com	06/01/2006 to 06/22/2006: Change dates?		Exit	
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Word should open. There should be a "Mail Merge" icon at the top of the document. Click that icon and follow the on-screen prompts. If there is no "Mail Merge" icon, then right-click on an open area next to the icons, and select the "Mail Merge" set of icons and commands.