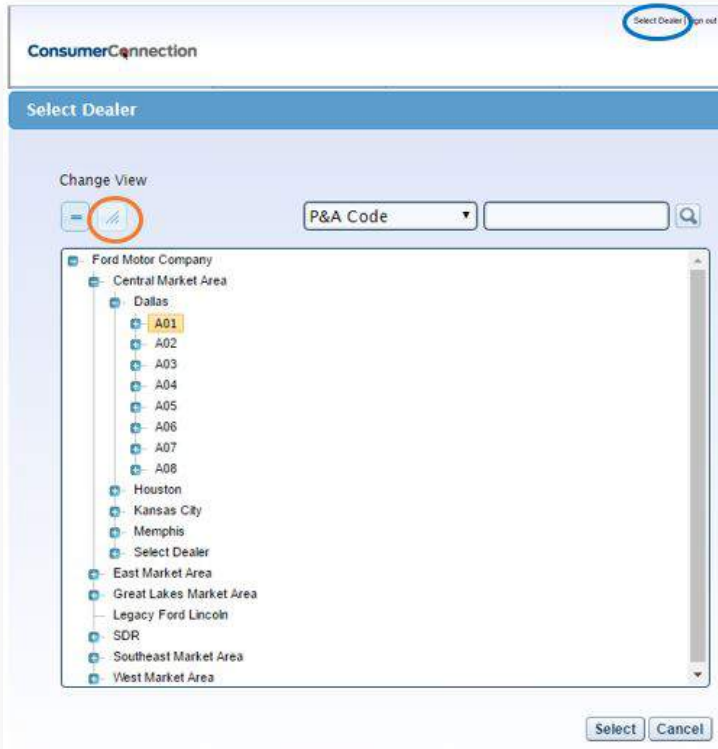




Ford and Lincoln Field Support How-to Guide

The Campaign Download Report and the Downloaded Report show you which Dealers in your zone have downloaded their ConsumerConnection customer lists. Log in to the ConsumerConnection Dealer Portal and follow these steps to access both reports.

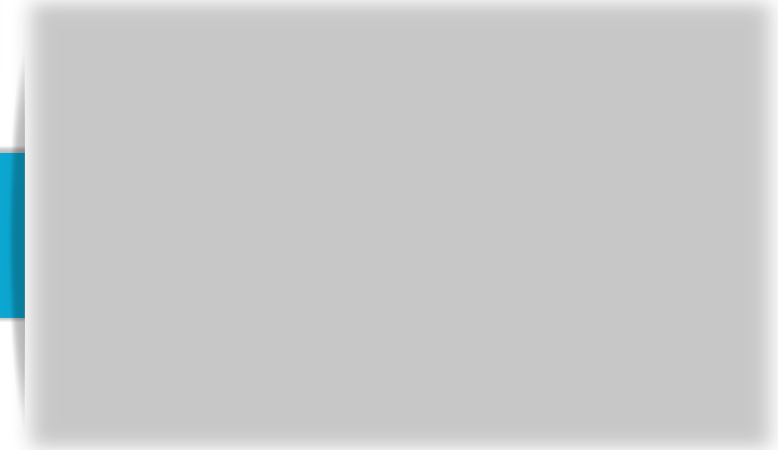


1

Click "Select Dealer" at the top of the Dealer Portal, which is circled in blue. Once you see the text box for "P&A Code" appear, change the view by clicking the icon circled in orange. From there, dropdown selections are available by clicking on the "+" next to "Ford Motor Company," and then for your appropriate market area, region and zone. Once the desired market area, region and zone are selected, click "Select" at the bottom-right of the page.

After selecting your zone, you will land on the page shown here. Click on "Service" to access the Program Activity reports.

2



3

The Campaign Download Report and the Downloaded Report are available at the bottom of the page, along with a description of each report. Click the "View" icon to see the report you wish to review.

Notes about the Campaign Download Report

The Campaign Download Report reflects the 30 most recent campaigns. If a Dealer has downloaded their report, a "Y" will appear in the download column of the report. If the report was not downloaded, an "N" will appear in the download column. **Please note: Only campaigns posted after Jan. 18, 2017 will be available on the Campaign Download Report.**

Campaign Download Report					1ST EVENT SPECIAL REPAIR OFFER (2017)		
Report Generated: 02/06/2017 Data As Of: 02/06/2017							
Last 90 Days: From Date: 11/08/2016 To Date: 02/06/2017							
Reports reflect downloads after 1/18/2017							
Campaign Name: All							
Market Area	Region	Zone	P&A Code	Dealer Name	Download	CampaignCap	Offer Expiration
Central Market Area	Dallas	A01	02405	Park Cities Ford Lincoln	N	N/A	N/A
Central Market Area	Dallas	A01	02459	Sam Pack'S Five Star Ford	N	N/A	N/A
Central Market Area	Dallas	A01	02463	Bill Utter Ford Inc.	N	N/A	N/A
Central Market Area	Dallas	A01	02486	Five Star Ford - North Richland Hills	N	N/A	N/A
Central Market Area	Dallas	A01	02524	Randall Noe Ford	N	N/A	N/A
Central Market Area	Dallas	A01	02531	Bob Tomes Ford	N	N/A	N/A
Central Market Area	Dallas	A01	02586	Westway Ford	N	N/A	N/A
Central Market Area	Dallas	A01	03567	Rockwall Ford	N	N/A	N/A
Central Market Area	Dallas	A01	04212	North Central Ford	N	N/A	N/A
Central Market Area	Dallas	A01	05427	McDavid Ford Ft. Worth	N	N/A	N/A
Central Market Area	Dallas	A01	06192	Town East Ford	N	N/A	N/A
Central Market Area	Dallas	A01	07444	Five Star Ford Of Plano	N	N/A	N/A
Central Market Area	Dallas	A01	07967	Sam Pack'S Five Star Ford Of Lewisville	N	N/A	N/A
Central Market Area	Dallas	A01	09469	Randall Reed'S Prestige Ford	N	N/A	N/A
Central Market Area	Dallas	A01	11442	David McDavid'S Plano Lincoln	N	N/A	N/A
		Total A01			0 out of 15		
		Total Dallas			0 out of 104		
		Total Central Market Area			0 out of 762		
		Total Corporate			0 out of 3239		

The Downloaded Report includes specific details, such as which campaigns were downloaded, as well as who and when the reports were downloaded at the dealerships.

ConsumerConnection					A01
Download Details					
Report Generated: 01/29/2017 Data As Of: 01/29/2017					
Last 90 Days: From Date: 10/31/2016 To Date: 01/29/2017					
Campaign Name: All					
P&A Code	Dealer Name	Campaign Name	Extract Date	Username	
09045	Jannell Motors Inc - Ford	2016 FLM DAILY HOT LEADS	01/23/2017	NxGenFord-s-ternu1	
09045	Jannell Motors Inc - Ford	2016 FLM DAILY WARM LEADS	01/23/2017	NxGenFord-s-ternu1	

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For questions please contact Program Headquarters at (866) 777-0389

The Campaign Download Report and Downloaded Report are not available at the Dealer level. Dealers are able to determine if their customer lists were ordered or downloaded by the color of the buttons on their Customer Lists page within the Dealer Portal, and they can view the corresponding metrics by opening their Sales Summary and Service Summary reports.

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