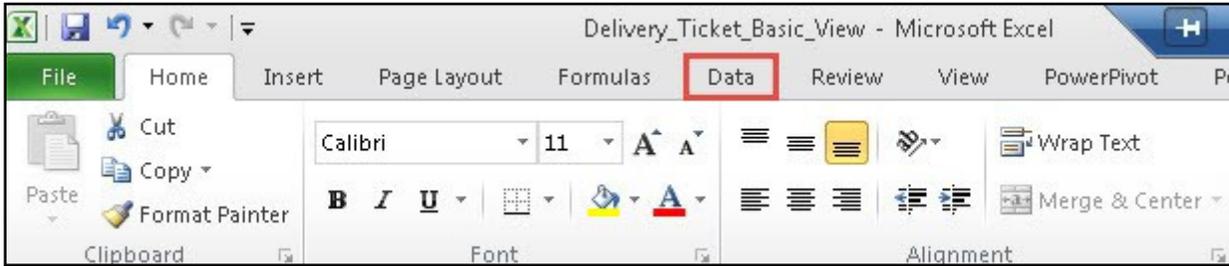
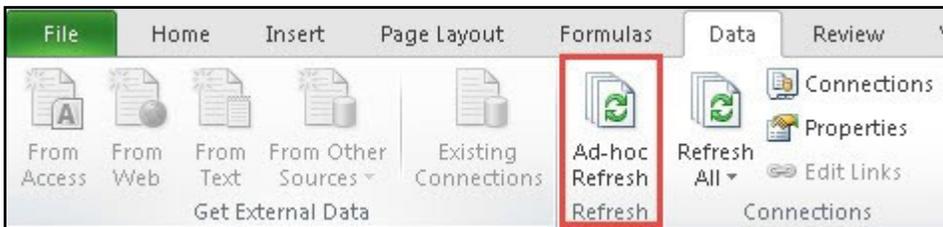


Connect the Report Template to the Data Source

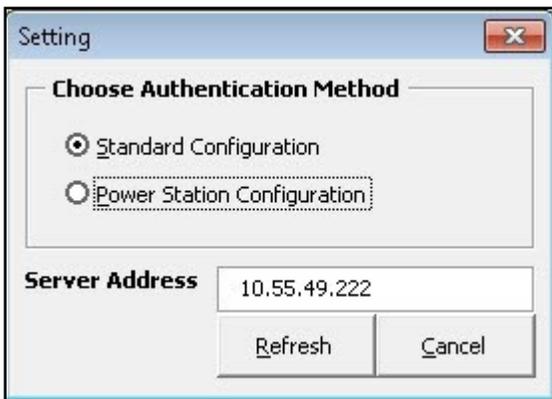
1. Go here [WheelSpotter Inventory activity report.xlsm](#) to open the WheelSpotter App – Wheel Pro edition report template.
2. Click the **Data** tab.



3. Click **Ad-Hoc Refresh**.



4. Choose the **Authentication Method**.



- Select **Standard Configuration** if you are connecting to a server or terminal server.
 - Select **Power Station Configuration** if you are connecting to a PowerStation.
5. Enter your server name or address in the **Server Address** text box. If you select **Power Station Configuration**, the name is automatically entered.
 6. Click **Refresh**.
 7. Click **Done** to close the authentication window.

Saving the Report

1. In Excel®, click the **File** tab, click **Save As**, and then select a location for the report.

Note: Use the following file name format “EDENName_DateTimeStamp.csv”, where:

- EDENName is the unique EDEN name of your salvage yard.
- DateTimeStamp is the date and time the report was run, in the format **YYYYMMDDHHMM**.

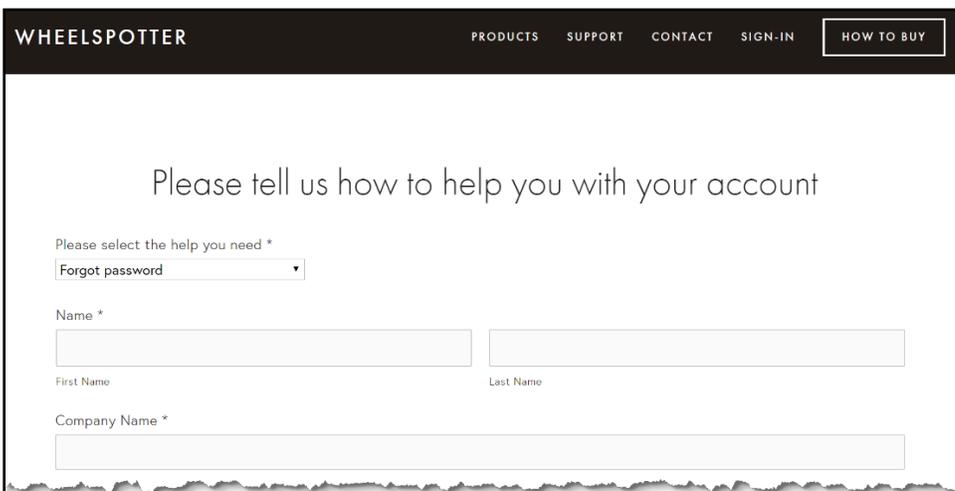
2. Save the file as a CSV file type.

Uploading the Report

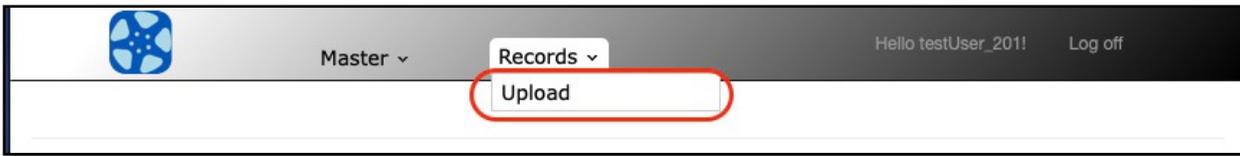
1. Sign in to your WheelSpotter Admin account at [WheelSpotter.com](https://www.wheelspotter.com).



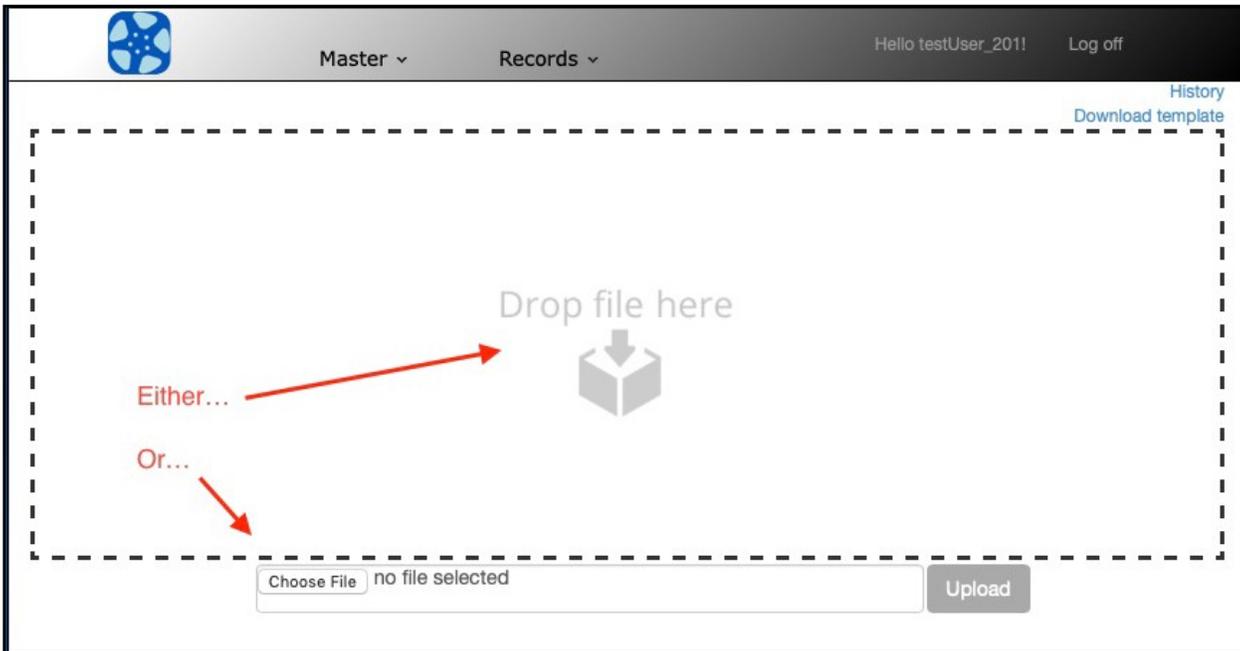
- Your login and password are the same as your WheelSpotter app credentials.
- If you forgot your login or password, go to <https://www.wheelspotter.com/userid> to contact Support.



2. Hover your mouse over the **Records** dropdown menu and select **Upload**.

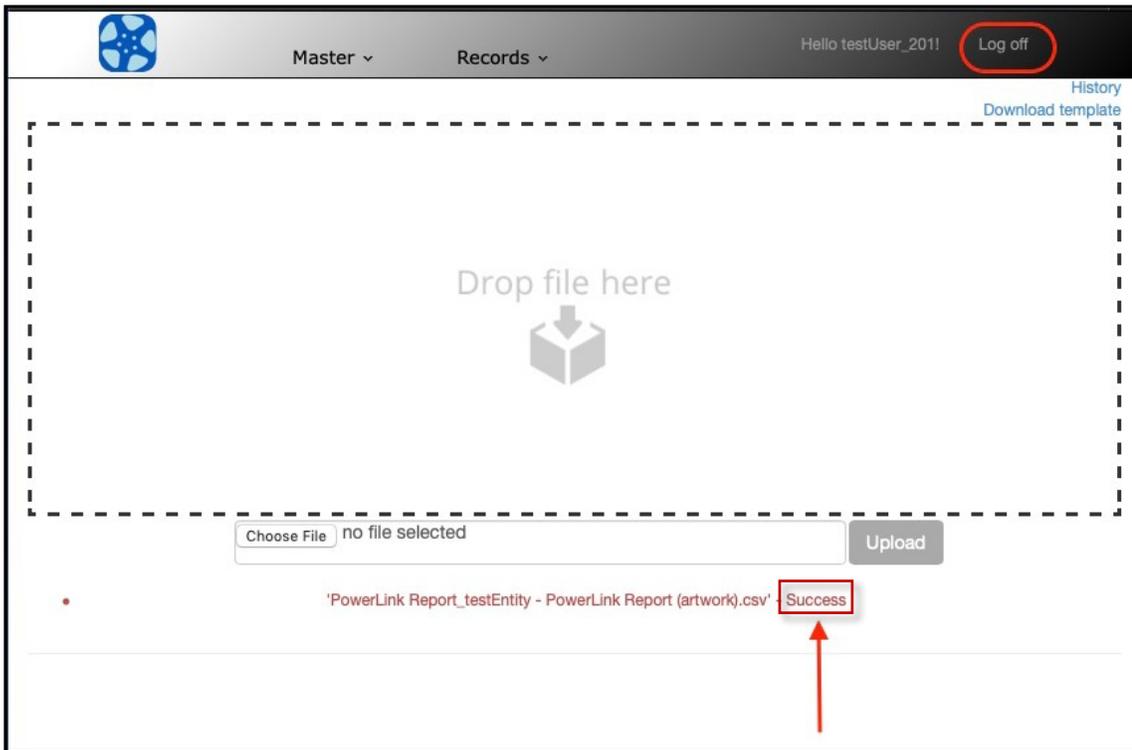


3. Drag and drop the saved file from your documents to **WheelSpotter.com** or click the **Choose File** button to select the file from your documents.



4. The file will upload automatically, and you will receive confirmation of the successful upload.
 - Data to a user's Wheel Pro edition app is refreshed when a network is available, the user is still logged in, and the last refresh was 24 hours ago upon launching the app.
 - To trigger an immediate refresh, a Wheel Pro edition user can sign out, and then immediately sign in.
 - You can upload new files as often as you wish.

5. Click **Log off** to log out of WheelSpotter.com



Need Help?

1. WheelSpotter's knowledge base: <https://www.wheelspotter.com/support>.
2. Phone: Call Buddy Automotive Innovations LLC at 866-337-1177 x203
3. Online: <https://www.wheelspotter.com/contact>.