

**Reporting Instructions for Powerlink** 

## **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.

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### 3. Click Ad-Hoc Refresh.

File	Ho	me	Insert	Page Layout	Formulas	Data	Review
From Access	From Web	From Text	From Othe Sources * ternal Data	r Existing Connections	Ad-hoc Refresh Refresh	Refresh All *	Connections Properties Edit Links nnections

### 4. Choose the Authentication Method.

Setting		<b>—</b> ×				
Choose Auther	tication Meth	od				
⊙ <u>S</u> tandard Co	nfiguration					
O Power Station Configuration						
Server Address	10.55.49.222					
	<u>R</u> efresh	Cancel				

- 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.

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### Saving the Report

1. In Excel<sup>®</sup>, 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 <u>WheelSpotter.com</u>.

88	
ſ	Login
	Password
	Log in Cancel

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

HEELSPOTTER	PRODUCTS	SUPPORT	CONTACT	SIGN-IN	HOW TO BUY
Please tell us how to	o help you	u with	your a	ccount	
Please select the help you need *					
Forgot password					
Name *					
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2. Hover your mouse over the **Records** dropdown menu and select **Upload**.

Master - Records -	Log off
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.

	Master ~	Records ¥	Helio testUser_201!	Log off
				History Download template
				i
		Drop file borg		i
		Drop file here		-
Either				1 1 1
Or				
¦	Choose File NO file sele	ected	Upload	}
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- 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.



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

8	Master ~	Records ~	Hello testUser_201!	Log off
·				History Download template
		Drop file here		
·	Choose File NO file sel	ected	Upload	
•	'PowerLink R	eport_testEntity - PowerLink Report (a	irtwork).csv' - Success	

## **Need Help?**

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