



HOW TO RUN A REPORT



CUSTOM AUCTION REPORTS ON YOUR SCHEDULE

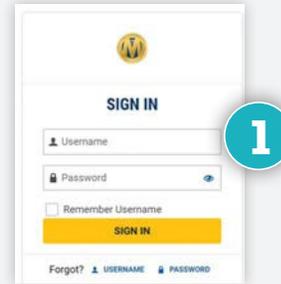
You have better things to do after the sale than call the auction or wait in line for reports. Now you can access the custom reports you need, on your schedule. Create, save and schedule your reports from your PC, laptop or mobile device — it's fast and easy!

Run expenses, payments, performance and sales reports when, where and how you want. Go to your Account in Manheim.com, select the report(s) you want and go.

SEE HOW AT SIMPLEMANHEIM.COM

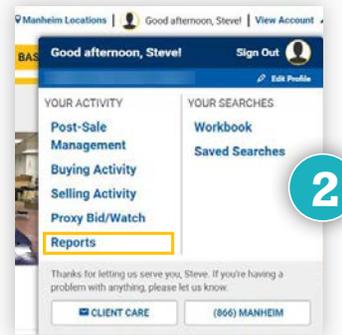
STEP 1: LOG IN TO MANHEIM.COM

- » Go to **Manheim.com**.
- » Select **Sign In** from the top navigation.
- » Enter your **username** and **password**.
- » Click the **Sign In** button.



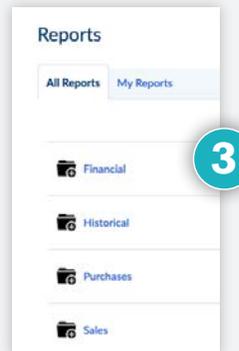
STEP 2: NAVIGATE TO REPORTS PAGE

- » From the **View Account** menu, click on the **Reports** link.



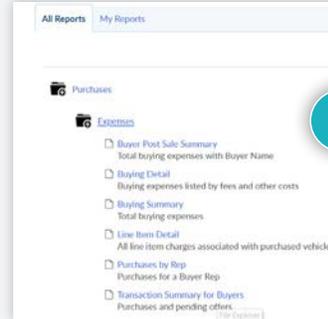
STEP 3: ACCESS REPORT CATEGORY

- » **Select the category** of report you want to run.
- » Within each report type, reports are separated into categories.



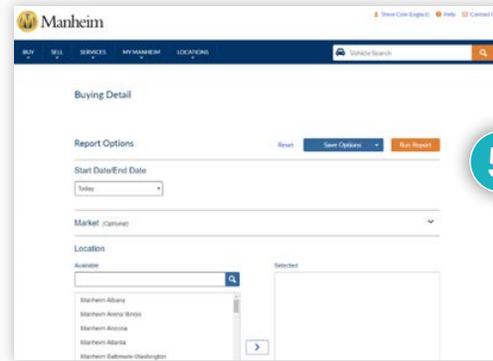
STEP 4: SELECT REPORT

» Select the report you want to run.



STEP 5: SELECT REPORT OPTIONS

- » Options vary based on which report is selected.
- » Select a dynamic date as start/end time to have data returned based on relevancy to current time.
- » All items are required, unless otherwise noted as optional.
- » The more options entered, the quicker the report will run.
- » Click **Run Report**.



STEP 6: REPORT DISPLAYS

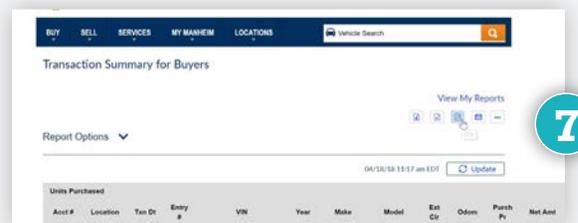
» Report displays.

The screenshot shows a table of vehicle purchase data. The table has the following columns: 'Auct #', 'Location', 'Buy #', 'VIN #', 'Year', 'Make', 'Model', 'Est. MSRP', 'Actual', 'Top Dr.', 'Purch. #', and 'Net Buyer Amt'. The data rows show various vehicle purchases with their respective details. A red circle with the number '6' is overlaid on the right side of the table.

Auct #	Location	Buy #	VIN #	Year	Make	Model	Est. MSRP	Actual	Top Dr.	Purch. #	Net Buyer Amt
000000	Manheim Area West	00	000000	2008	Ford	Super Duty F-250	9,999	11,010	8,999	0	0,000.00
000000	Manheim Area West	00	000000	2004	Dodge	RAM 1500	9,999	11,010	7,999	1	1,000.00
000000	Manheim Area West	00	000000	2002	Oldsmobile	Aurora	9,999	11,010	1,999	0	0.00
000000	Manheim Area West	00	000000	2010	Honda	Pilot	32,400	11,021.00	27,399	0	0.00
000000	Manheim Area West	00	000000	2012	Jeep	Compass	12,999	11,010	12,999	0	0.00
000000	Manheim Area West	00	000000	2014	Subaru	WRX	13,999	11,010	17,100	0	0.00

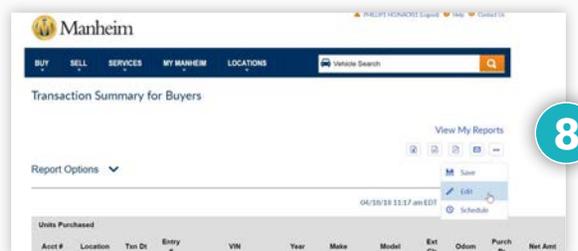
STEP 7: EXPORT REPORT

- » **Export Options** – Select a format to export your report.
 - PDF, CSV, XLS
- » **PDF** formats are opened in Adobe Acrobat and cannot be modified.
- » **CSV** formats can be used for importing into other software.
- » **XLS** formats open into Excel; columns can be removed, added, sorted and filtered.



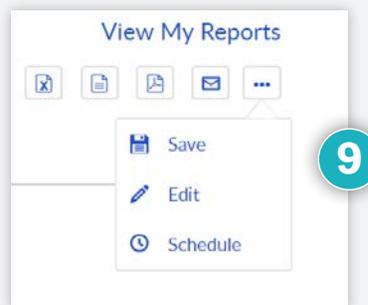
STEP 8: MAKE EDITS/CHANGES

- » Select the  icon.
- » Click **Edit** to change the input criteria.
- » Options vary based on which report is selected.



STEP 9: SAVE AND SCHEDULE REPORTS

- » Select the  icon.
- » Select **Save** to keep options used for report available to run future reports.
- » Select **Schedule** for automated email delivery of report at given time each week.



STEP 10: SAVE AND SCHEDULE REPORTS

- » Provide a name for the report to **Save** or **Save and Schedule**.
- » To schedule, select the time you wish to send.
- » Add email subject and email addresses you wish to receive reports.
- » Select attachment type: PDF, XLS or CSV.

NOTES:

- Each user can schedule up to two reports every 15 minutes
- The "From" line of the email will read: donotreply@Manheim.com

The image shows two overlapping dialog boxes. The 'Save and Schedule' dialog box is in the foreground, with a text input field containing 'Account Activity Summary' and two buttons: 'Cancel' and 'Save and Continue'. The 'Schedule New Time' dialog box is partially visible behind it, showing options for 'Report Frequency' (Once a week), 'Time Zone' (Eastern), a 'Day' selector (W), and a grid of 'Available Time Slots' with '1:00PM - 2:00PM' selected. It also includes fields for 'Email Subject' (Account Activity Summary), 'Distribution List' (myname@coxautoinc.com), and 'Attachment Type' (PDF). A red circle with the number '10' is overlaid on the right side of the 'Schedule New Time' dialog.

STEP 11: MY REPORTS TAB

- » View all saved and scheduled reports with the **My Reports** tab.
- » See last time report was run and next time the report is scheduled.
- » Edit report parameters or schedule, copy, rename or delete report as desired.
- » Sort reports by last run, scheduled run or name.
- » Choose to export to XLS, CSV, PDF and email as needed.

The image shows a screenshot of the 'My Reports' tab in a web application. At the top, there are tabs for 'All Reports' and 'My Reports'. Below the tabs, there is a 'Sort by Last Run' dropdown and a 'Time Zone: Eastern' dropdown. A list of reports is displayed, including 'Line Item Detail_this week', 'Account Activity Summary', 'Buyer Summary_This week', 'Selling Detail_This month', and 'Selling Detail_This week'. Each report entry shows its last run date and next scheduled run date. To the right of each report, there are icons for actions like 'Edit', 'Edit Schedule', 'Duplicate', 'Rename', and 'Delete'. A red circle with the number '11' is overlaid on the right side of the report list.

STEP 12: EDITING SCHEDULE

- » Select the  icon.
- » Select **Edit Schedule**.
- » Change an existing schedule by clicking **Edit** or add a new schedule by clicking **Schedule New Time**.
- » **Delete** any existing schedules you want to delete.

NOTES:

– Any report can have multiple schedules associated with it.

