HOW TO RUN A REPORT

CUSTOM AUCTION REPORTS ON YOUR SCHEDULE

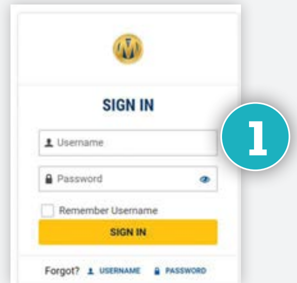
You have better things to do after the sale than call the auction or wait in line for reports. Now you can access the custom reports you need, on your schedule. Create, save and schedule your reports from your PC, laptop or mobile device — it's fast and easy!

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

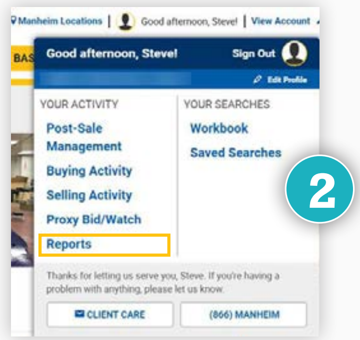
STEP 1: LOG IN TO MANHEIM.COM

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



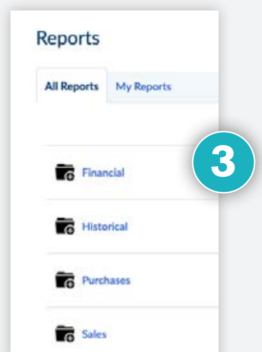
STEP 2: NAVIGATE TO REPORTS PAGE

- 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.



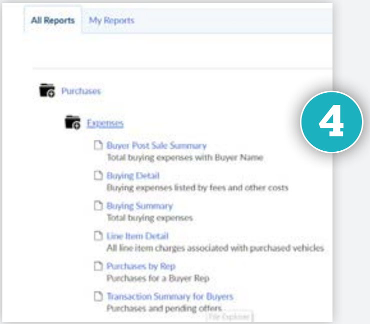
CONTACT YOUR LOCAL AUCTION REPRESENTATIVE OR CLIENT CARE TEAM AT 1-866-MANHEIM, OR VISIT WWW.SIMPLEMANHEIM.COM

Manheim

COX AUTOMOTIVE

STEP 4: SELECT REPORT

» **Select the report** you want to run.



STEP 5: SELECT REPORT OPTIONS

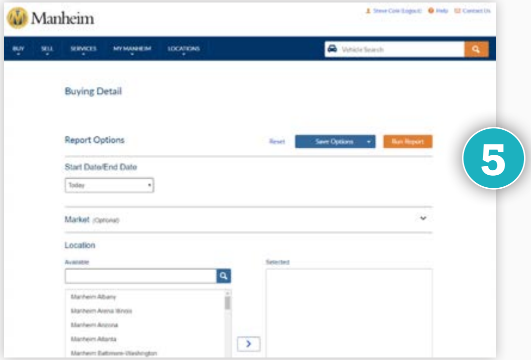
» Options vary based on which report is selected.

» 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.

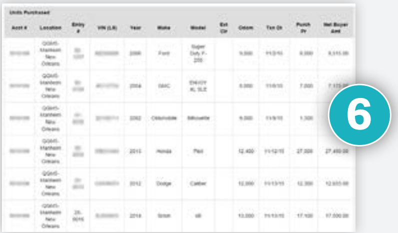
» The more options entered, the quicker the report will run.

» Click **Run Report.**



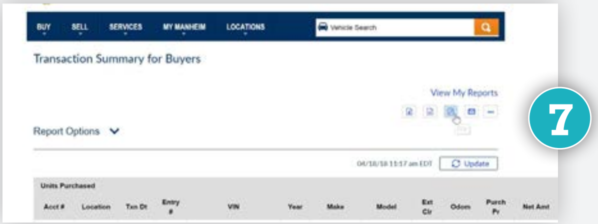
STEP 6: REPORT DISPLAYS

» Report displays.



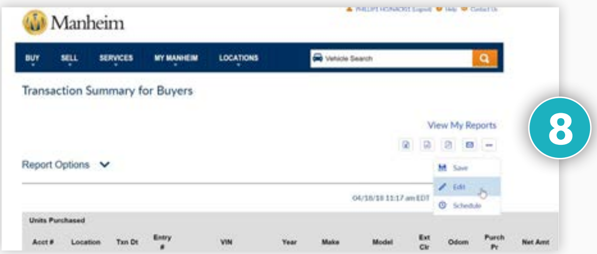
STEP 7: EXPORT REPORT

- **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.



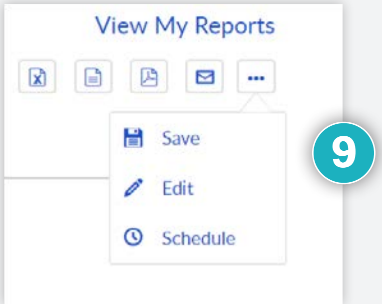
STEP 8: MAKE EDITS/CHANGES

- 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.



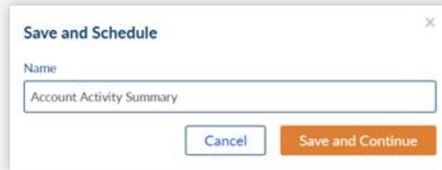
STEP 10: SAVE AND SCHEDULE REPORTS

- 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:

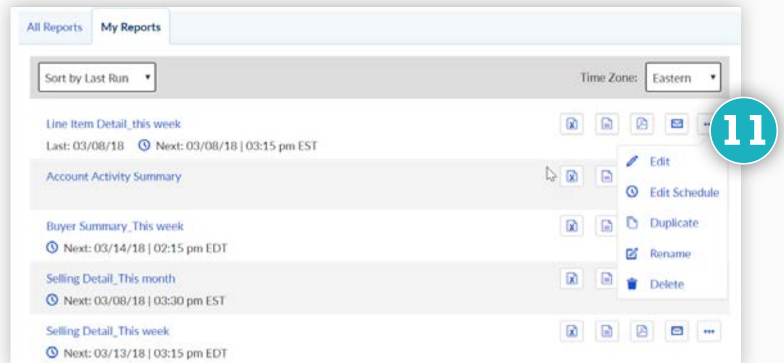
– Each user can schedule up to two reports every 15 minutes

– The "From" line of the email will read: donotreply@Manheim.com



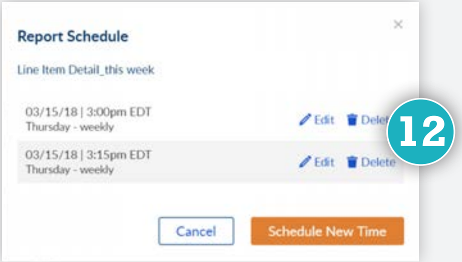
STEP 11: MY REPORTS TAB

- 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.



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.