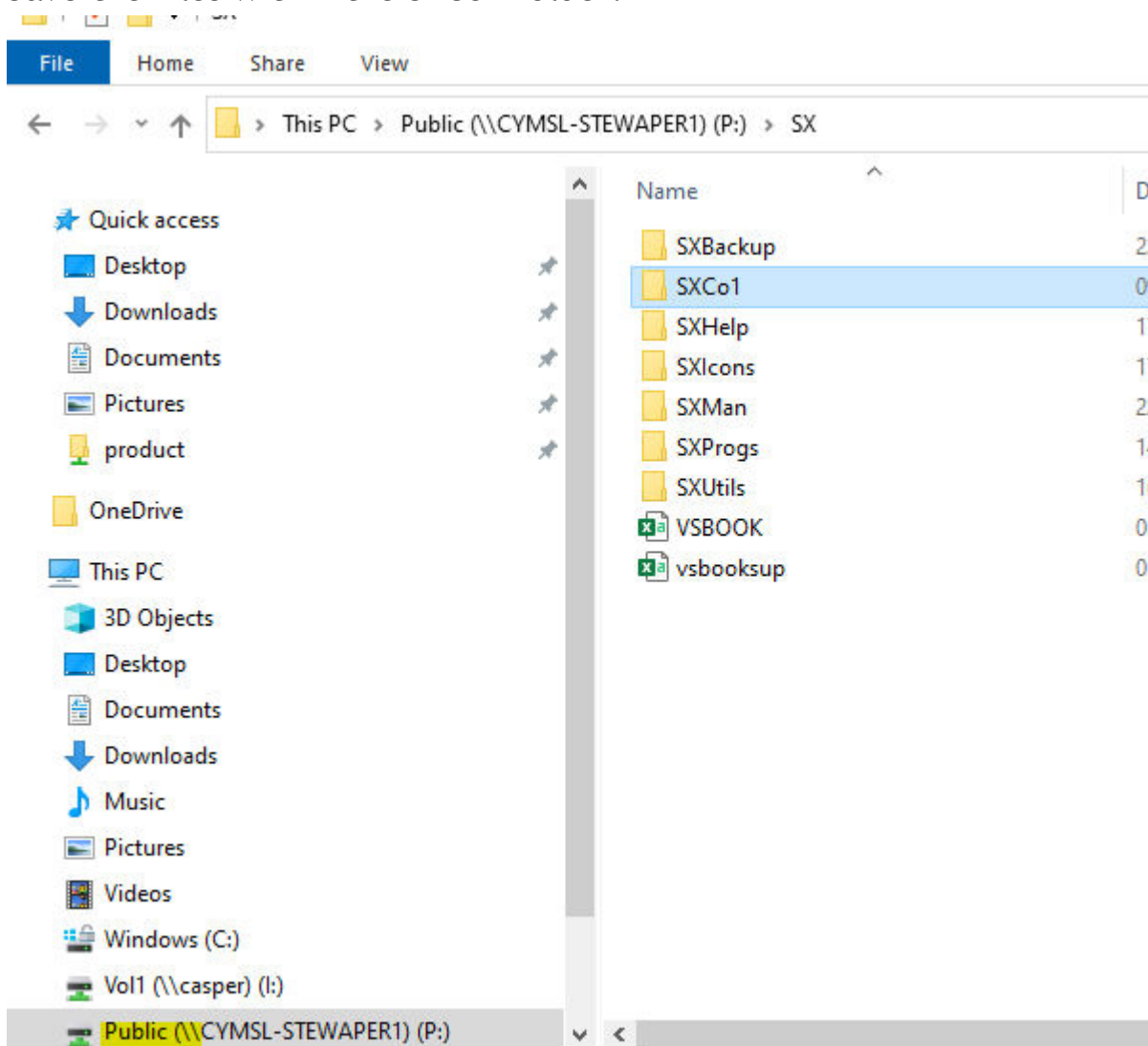




## How to download and import the HMRC vehicle reports.

The reports will need saving into the company data folder. This is typically within P:\SX\SXCo1

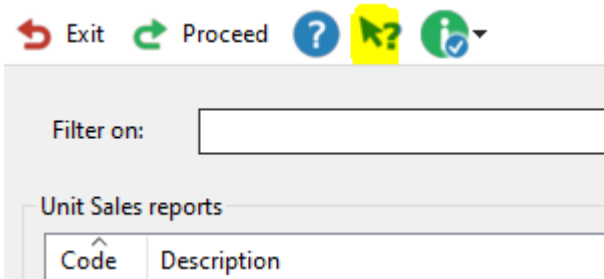
Save the files within the SXCo1 folder.



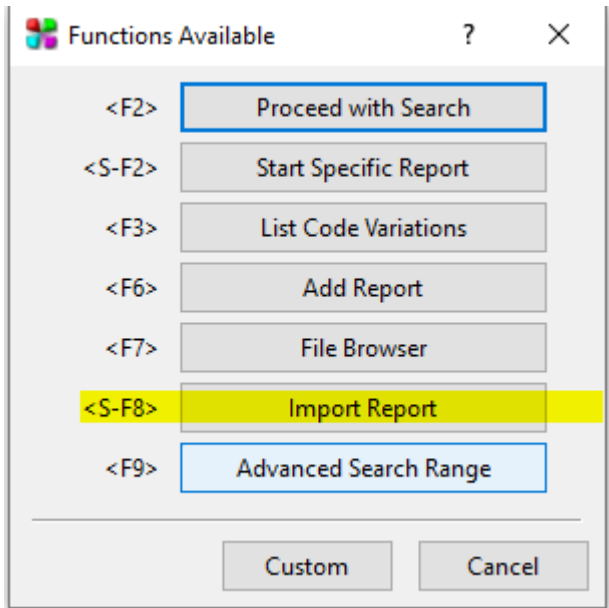


Once these have been saved, you'll now need to open and log in to Platinum. Head over to Systems > Unit Sales > Unit Reports > Unit Sales Reports Generator.

Press the highlighted button.

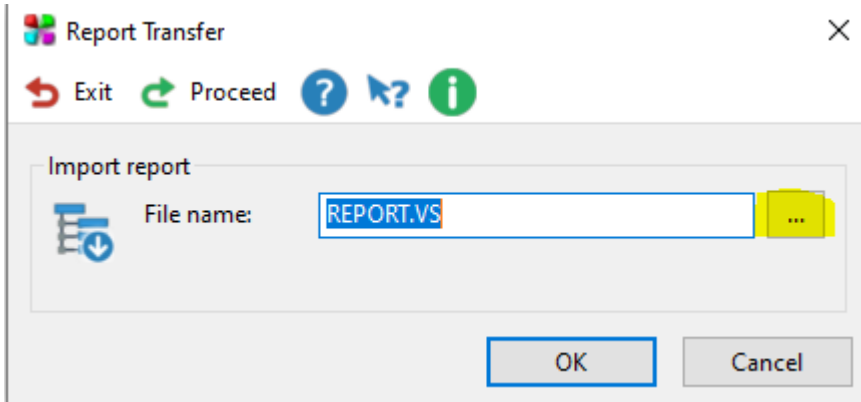


And select Import Report.

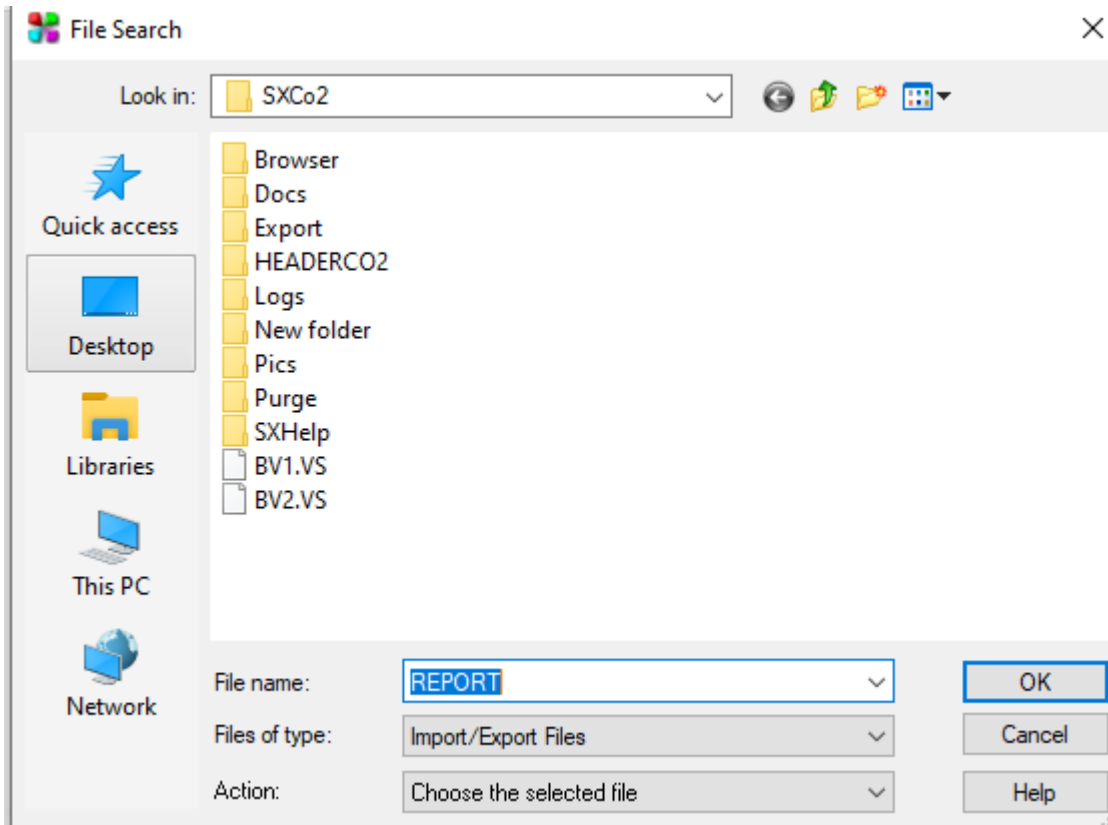




Press on the dotted lines to select where the reports are.



You should see both reports of “BV1 and “BV2”. If not, then change “files of type” to “all” and scroll for the reports within the list. If they are not there, then they have not been saved to that location.



Double click on the BV1.VS file and this will return back to the Platinum screen. The report will be imported.

Repeat the process to import in the second report of BV2.