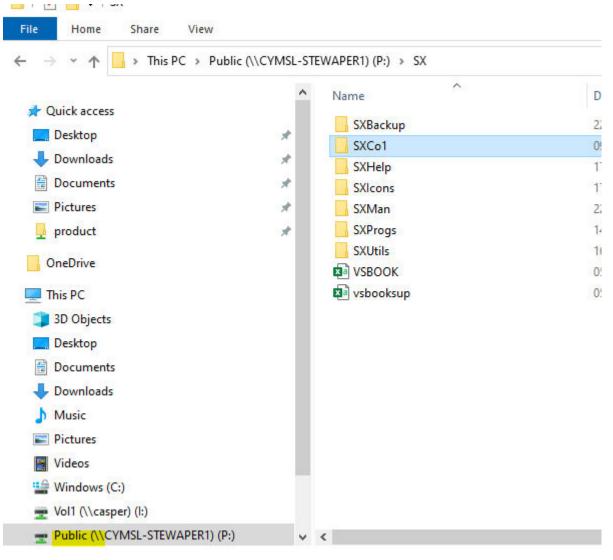


## How to download and import the HMRC vehicle reports.

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.

😏 Exit 👌	Proceed 🕜 💦 🅞						
Filter on:							
Unit Sales reports							
Code	Description						

## And select Import Report.

Functions Available ?						
<f2></f2>	Proceed with Search					
<s-f2></s-f2>	Start Specific Report					
<f3></f3>	List Code Variations					
<f6></f6>	Add Report					
<f7></f7>	File Browser					
<mark><s-f8></s-f8></mark>	Import Report					
<f9></f9>	Advanced Search Range					
	Custom Cancel					



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

🚼 Repor	t Transfer	×
👈 Exit	C Proceed	🕜 🎠? 🚹
Import	report File name:	REPORT.VS
		OK Cancel

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, then they have not been saved to that location.

🚼 File Search						×
Look in:	SXCo2		~	G 🤌	⊳ 📰	
Quick access Desktop Libraries This PC	Browser Docs Export HEADERCO2 Logs New folder Pics Purge SXHelp BV1.VS BV2.VS					
Network	File name: Files of type:	REPORT Import/Export Files			~	OK Cancel
	Action:	Choose the selected file			$\sim$	Help

Repeat the process to import in the second report.