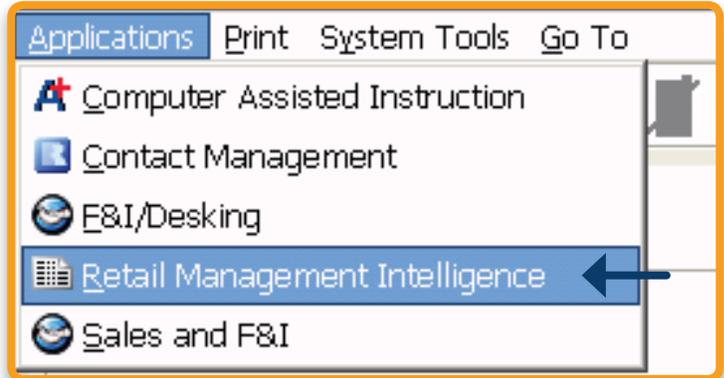


R&R - Dynamic Reporting Extraction Guide

- Using a computer that has DV Connect installed, please sign into ERA-Ignite from the profile that the DealerVault reports are assigned to.
- After clicking “Applications” in the top left, navigate to “Retail Management Intelligence.”



- Under “Search Dynamic Reporting,” select the “Completed Reports” tab in the middle.

Note: If “Search Dynamic Reporting” does not populate, click “Dynamic Reporting” on the left side of ERA-Ignite.

- Search for “DVD” in the “Report Title” section and select today’s date in the left “Run Date” box. Nothing will need to be populated in the right “Run Date” field.

Search Dynamic Reporting

Available Reports **Completed Reports** Scheduled

Search Criteria

Owner: DEALERVault Report #

Report Title: dvd

Run Date: 04/01/19 to

Note: If you have several stores setup on DealerVault, make sure to click “More” to ensure all the reports are available. The “Results Found” value will have no “+” sign when all reports are shown.

- Click the 1st report so it is highlighted in blue. Then hold down [Ctrl] + [Shift] + [End] simultaneously to highlight all reports – they should all appear blue once selected.

Results Found - 15

Search Results

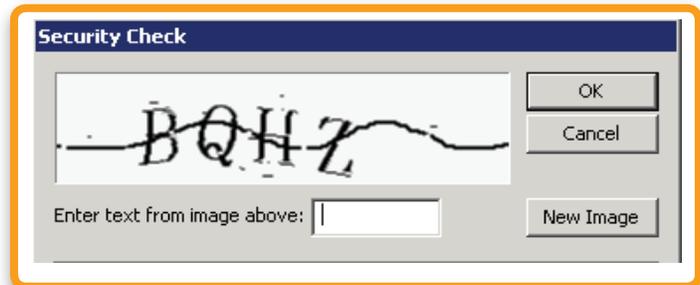
Report #	Title	Owner	Run Date
38	DLRVLT_DVD1111#_EMP_DLRVLT_1	DEALERVault	04/01/19
39	DLRVLT_DVD1111#_NI_DLRVLT_1	DEALERVault	04/01/19
40	DLRVLT_DVD1111#_OPENRO_DLRVLT_1	DEALERVault	04/01/19
41	DLRVLT_DVD1111#_PTINV_DLRVLT_1	DEALERVault	04/01/19
51	DLRVLT_DVD1111#_SL_DLRVLT_1	DEALERVault	04/01/19
52	DLRVLT_DVD1111#_SL_DLRVLT_2	DEALERVault	04/01/19
53	DLRVLT_DVD1111#_SL_DLRVLT_3	DEALERVault	04/01/19
54	DLRVLT_DVD1111#_SL_DLRVLT_4	DEALERVault	04/01/19
44	DLRVLT_DVD1111#_SOP_DLRVLT_1	DEALERVault	04/01/19
45	DLRVLT_DVD1111#_SV_DLRVLT_1	DEALERVault	04/01/19
46	DLRVLT_DVD1111#_SV_DLRVLT_2	DEALERVault	04/01/19
47	DLRVLT_DVD1111#_SV_DLRVLT_3	DEALERVault	04/01/19
48	DLRVLT_DVD1111#_SVAPPT_DLRVLT_1	DEALERVault	04/01/19
49	DLRVLT_DVD1111#_SVAPPT_DLRVLT_2	DEALERVault	04/01/19
50	DLRVLT_DVD1111#_UIT_DLRVLT_1	DEALERVault	04/01/19

6. In the bottom left of the “Retail Management Intelligence” screen, click the “[F7] Export” button to start the extraction.

F1 Help

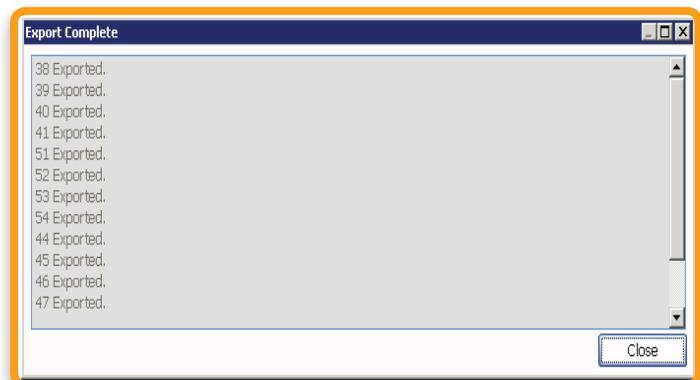
F7 Export

6a. Enter in the four letter captcha and click “OK.”



7. The processing window will appear. Please verify there are the same number of reports being exported as results found in the search. The export typically takes 1-2 minutes per store to complete.

8. Once finished, the “Export Complete” box will show the status of each report. Please check here for any errors that may have occurred; otherwise, if all reports show “Exported,” the FTP push has completed!



If you have any questions or concerns, please feel free to contact our Support Team at support@authenticom.com or (866) 289-3283. Thank you!"