

Overview

The Web Report System is used to display, print and download Mazda reports. All reports that were previously available through the MDCS Report Distribution System (RDS) are now available through the Web Report System.





Using the Web Report System Help Pages

These pages will help you get started with the Mazda Web Report System. Use the following options to find the information you need:

- **Bookmarks**

The navigation pane at the left side of the window contains bookmarks to the topics included in the help pages. Click a bookmark to display the corresponding information.

- **Navigation Buttons**

Click the page navigation buttons on the Acrobat toolbar to go to the **First Page** , **Previous Page** , **Next Page**  or **Last Page**  of the manual.


- **Find tool**

Click the Find button  on the Acrobat toolbar to display the Find tool:



Type in the word or phrase you want to find, use the checkboxes to specify search options as necessary, then click the **Find** button to locate the first occurrence of the word or phrase. Click **Find** again to locate the next occurrence and so on.

To print one or more of the help pages:

1. Click the **Print**  button on the Acrobat toolbar. The **Print** dialog displays.
2. (Optional) Specify the page or range of pages you wish to print. If you don't specify pages to print, all pages will be printed.
3. Click the **OK** button to print the selected pages.

Contact Information

If you need assistance, please contact the Mazda Systems Help Center at **(800) 421-6507** Monday through Friday between 5:00 am and 5:00 pm Pacific Time.

Access the System

To access the Web Report System:

1. Access the Mazda Dealer Home page (<http://dealers.mazdausa.com/>).
2. Click the **Web Reports** heading on the main menu at the left-hand side of the page.
3. The WSL screen displays. Enter your WSL username and password, then click the **Logon** button.

Print driver installation:

Before you print reports through the Web Report System for the first time, you should follow these steps to download and install the Web Report print driver:

1. Paste the following URL into your web browser and press the **Enter** key to begin downloading the driver:
http://dealers.mazdausa.com/web_reporting/xnetpr.exe
2. If the **File Download** window appears, Select **Save this program to disk** and click the **OK** button.
3. When the **Save As** box displays, accept the default location of **Desktop** (select **Desktop** from the **Save In** menu if a different location is displayed) and click the **Save** button.
4. Click on the icon on your desktop named **xnetpr.exe** to open the printer driver setup application.
5. Click through the setup according to the instructions on the screen. Accept all defaults.

Note: You should repeat this procedure on each computer from which you plan to print web reports.

View a List of Reports

When you access the Web Reports system, one or more of the following headings displays at the top of the page.

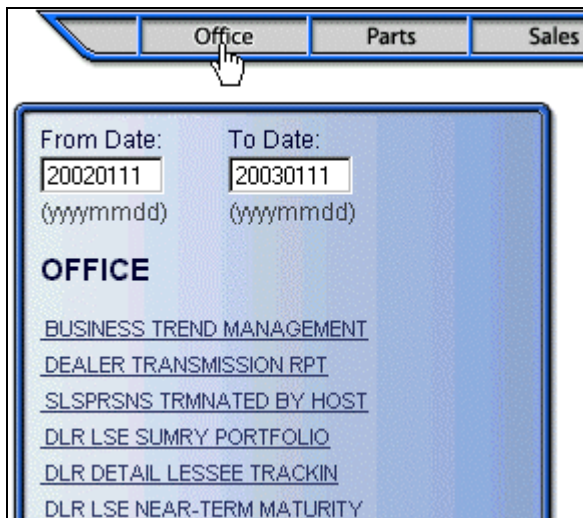
- Office
- Parts
- Sales
- Service
- Business

Note: The available headings are determined by the User Access Group(s) to which you are assigned. Please contact the WSL Security Administrator at your dealership for more information or to request additional access.

Click on one of the headings listed above to view the list of reports that correspond to it. The list displays on the left-hand side of the page. You may need to scroll down to view all the reports in the list.

For Example:

Click the **Office** heading to display a list of all reports in the **Office** category.



View Report Versions

Available versions of a report display in the right-hand side of the screen when you click the title of a report.

From Date and To Date fields:

You can use the **From Date** and **To Date** fields to display report versions from within a range of dates.

From Date:	To Date:
<input type="text" value="20020111"/>	<input type="text" value="20030111"/>
(yyyymmdd)	(yyyymmdd)

1. Enter the beginning date in the **From Date** field and the end date in the **To Date** field. Enter dates in the format **YYYYMMDD** with no spaces or dashes.

Report versions from the last year display by default.

2. Click the title of a report to view the versions of that report from the range of dates you specified.

Note: The system can display up to 500 versions of a report. If the version you need is not in the list, it may be because more than 500 versions of the report exist for the time frame you specified. In this case you should narrow the range of dates to display fewer versions.

The report versions list:




To view versions of a report

Click a title displayed in the list at the left-hand side of the page.


A list of available versions of the report displays to the right. Only versions of the report that contain data for your dealership display. If no versions display, it means that no data is available for your dealership in the selected report for the range of dates specified.

To print or download a report version

The following functions are available from the **Action** column in the report versions list:

- Click the **Print** button  to [print a copy](#) of the report.
- Click the **Download** button  to [download the report](#) to your computer.
- The **Index** button  is used to search indexed information within the report (this option is not currently available to dealers).



To restore an archived version

Some versions display the Tape Backup icon . These have been archived and are not available for immediate viewing online. Click the icon to restore an archived version.

Note: Restoring an archived version may take several minutes.

To open a report

Click the link in the **Title** column for the version of the report that you wish to view to [display it](#).

VEHICLE REQUEST GUIDE			
<< previous 1		next >>	
Actions	Title	Date/Time	
  	VEHICLE REQUEST GUIDE	01/06/2003 18:14	
  	VEHICLE REQUEST GUIDE	12/04/2002 18:10	

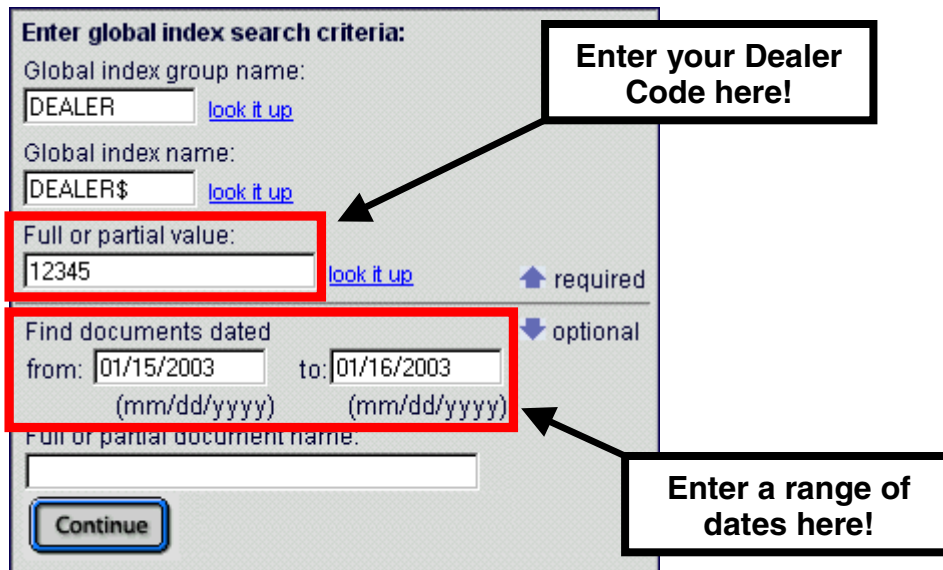
Search for New Reports

You can use the **Search** function to locate new versions of reports from all categories to which you have access.

To search for new reports:

1. Click the **Search** heading in the upper right-hand corner of the screen to access the *Search* function.
2. Enter the following in the **Search Criteria** fields, as pictured below:
 - Global index group name = **DEALER**
 - Global index name = **DEALER\$**
 - Full or partial value = the **Dealer Code** for your dealership


Note: These values will be retained by the system and will display automatically the next time you access the *Search* function.




Enter global index search criteria:



Global index group name:
 [look it up](#)









Global index name:
 [look it up](#)

Full or partial value:
 [look it up](#)  required

Find documents dated
 from: to:
(mm/dd/yyyy) (mm/dd/yyyy)  optional

Full or partial document name:

3. Specify the range of dates for the report versions you wish to retrieve in the **Find documents dated** fields. Enter the beginning date of the range in the **from** field and the end date in the **to** field. Enter dates in the format **mm/dd/yyyy** (**note:** the forward slash must be included in between each number).
For example: To retrieve all reports that have been updated in the last 24 hours, enter yesterday's date in the **from** field and today's date in the **to** field.
Note: To retrieve reports run over a weekend, enter Friday's date in the **From** field and Monday's date in the **To** field.
4. Click the **Continue** button to retrieve a list of the report versions created during the specified time frame (pictured below). The versions are sorted by date, beginning with the most recent. The date that each version was run displays in the **Date/Time** column.
5. (Optional) Click the **Print** button  beside the title of a report to [print a copy](#) of it. Click the **Download** button  to [download a copy](#) of the report to your PC.
6. Click the **Title** of a report to [display it](#).

Actions	Title	Date/Time	
  	ASSIGNMENT RUN DETAIL DLR	01/16/2003 10:38	
  	INVOICE	01/16/2003 00:15	
  	MRA EDIT REPORT	01/16/2003 00:01	

Display and Navigate a Report

To locate information in a report

Page Navigation – Use the following options to view different pages within the report:



Enter a page number in the **Go To Page** field and click the button to display the page. The page number must be within the range of pages containing information for your dealership.



Click the **First Page** button to display the first page of the report.



Click the **Previous** button to view the previous page.

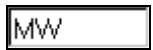


Click the **Next** button to view the next page.



Click the **Last Page** button to view the final page of the report.

The Find Function – To locate a specific word, phrase or number in the report:



Enter all or part of the text you want to locate in the text field.



Click the **Find** button to locate the first occurrence of the specified text, which displays in red.



Click the **Find Next** button to locate the next occurrence of the text.



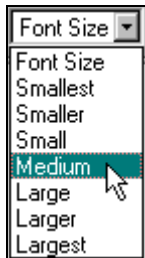
Click the **Find Previous** button to locate the previous occurrence of the text.



Click the **Find Reset** button to clear the information and start a new search.

To change the appearance of a report

Font Size – Click an option in the **Font Size** menu to change the display size of the report:



Style – Use the options in the **Style** menu to turn the background shading on or off:

- Select **Shading** to display the shaded guide lines
- Select **Plain** to turn off all shading

Report Options

The following functions are available from the **Options** drop-down menu:

- **Print** lets you specify print options and print the report (requires installation of the [print driver](#)).
- **Download** lets you download the report to a specific location on your computer.

Note: The **List Indexes**, **Display Active Indexes** and **Remove Indexes** items are currently only available to MNAO field and corporate users.


To return to the previous screen

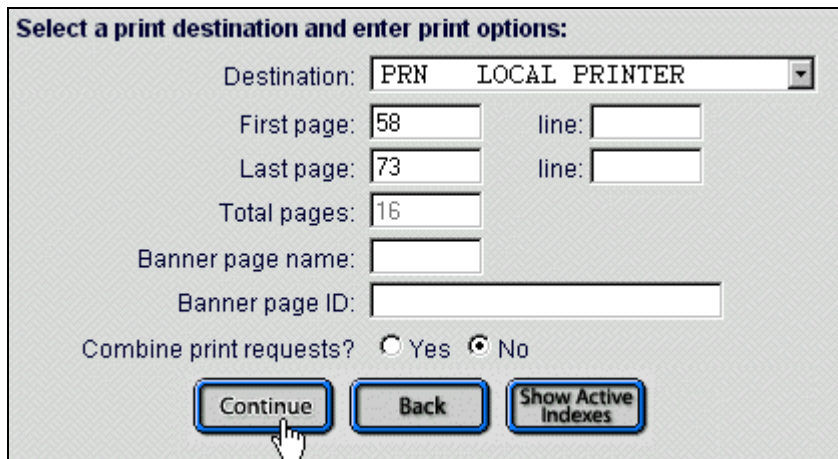
Click the **Back** button  to return to the list of report versions.

Print a Report

Note: Before you print reports through the Web Report System for the first time, you should download and install the [Web Report print driver](#).

To print a report:

1. Access the *Print* function. This function may be accessed in one of two ways, depending on which page is displayed:
 - If the list of report versions is displayed, click the **Print** button  in the **Action** column.
 - If a report is displayed, select **Print** from the **Options** drop-down menu.
2. On the *Print* screen, select the **Local Printer** option from the **Destination** field.



Select a print destination and enter print options:

Destination: PRN LOCAL PRINTER

First page: 58 line:

Last page: 73 line:

Total pages: 16

Banner page name:

Banner page ID:

Combine print requests? Yes No


Continue **Back** **Show Active Indexes**


3. (Optional) To select a range of pages to print, enter the first and last page in the **First Page** and **Last Page** fields. The number of pages selected displays in the **Total Pages** field.
4. Make sure that the **No** button is selected beside the **Combine Print Requests?** heading.
5. Click the **Continue** button. The Windows **Print** dialog displays. Click **OK** to print the report.

Download a Report

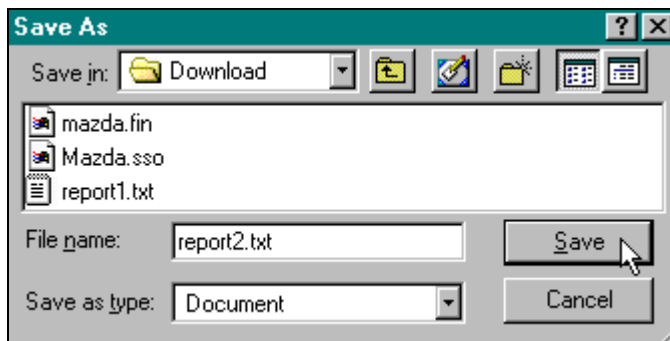
You can save web reports to your computer using the Download function. Once downloaded, reports can be [imported into Microsoft Excel](#) for viewing and modification.

To download a report:

1. Access the *Download* function. This function may be accessed in one of two ways, depending on which page is displayed:
 - If the list of report versions is displayed, click the **Download** button  in the **Action** column.
 - If a report is displayed, select **Download** from the **Options** drop-down menu.
2. If the **File Download** dialog displays, select the **Save this file to disk** option, then click the **OK** button.
3. When the **Save As** window displays (see below) use the **Save in** drop-down menu to select the location on your computer to save the file to. The **C:\Download** directory is recommended.


Note: You may need to create a **Download** directory the first time you download a report. Click the **Create New Folder** button  on the **Save as** window to create the directory.

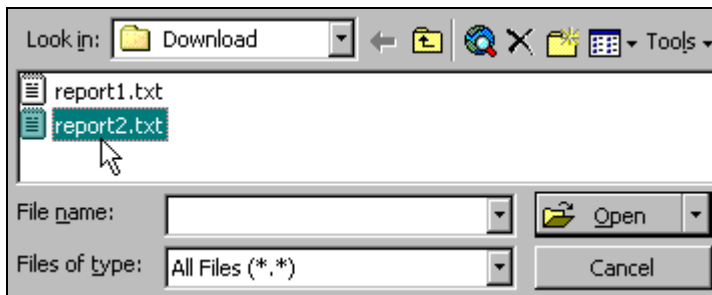
4. Enter a descriptive name in the **File name** field. Add the extension **.txt** so the file can easily be identified as a text file.
5. Click the **Save** button to save the file to the selected location.



Import a Downloaded Report into Excel

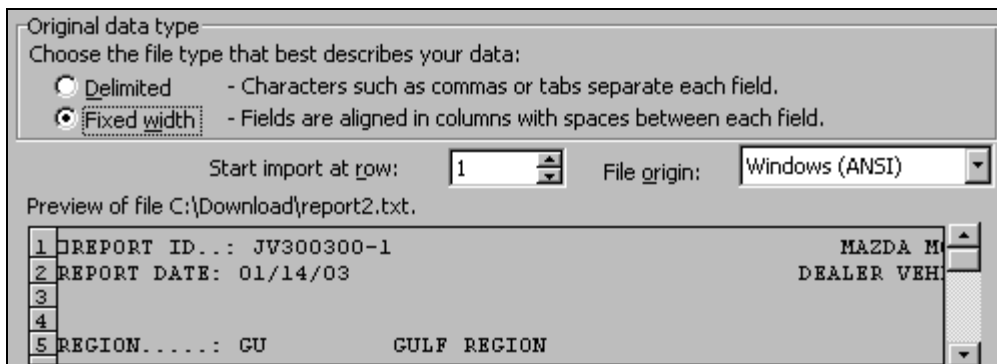
[Downloaded reports](#) can be imported into Microsoft Excel using the following steps:

1. Launch Microsoft Excel from the **Start** menu of your computer (Excel will not open automatically when you click the file name of the report because the report is in text format).
2. Use the following steps to select the downloaded report:
 - a. Click the **Open** button  on the Excel toolbar or select the **Open** option from the **File** menu.
 - b. When the **Open** window displays, use the **Look in** drop-down menu to select the location where you saved the report (the **C:\Download** directory is recommended) and select the **All files (*.*)** option from the **Files of type** menu.
 - c. Highlight the name of the downloaded file and click the **Open** button.

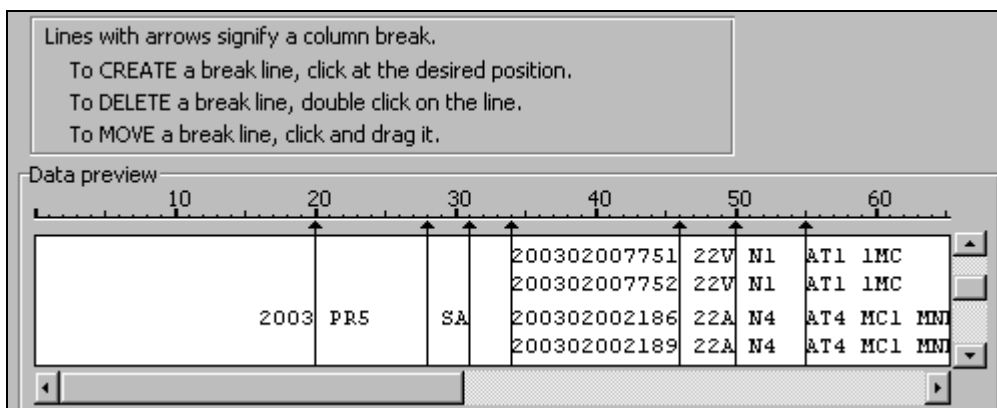


Note: At this point you may see a message that begins **This file is not in a recognizable format**. Click the **OK** button to continue.

3. The Excel Import Wizard should open automatically. Use the following steps to import the report:
 - a. Click the **Fixed Width** radio button, then click the **Next** button to continue.



- b. The report is automatically formatted into columns, which are indicated by black lines (see below). You can adjust, add or remove columns as necessary using the instructions displayed on the screen (you may need to use the scroll bars to view all columns):



- c. (Optional) Click the **Next** button to select the data format for each column. Click a column to highlight it, then select an option in the **Column data format** field.

This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Column data format:

- General
- Text
- Date: MDY
- Do not import column (skip)

Data preview

General	General	Gen	Gen	General	Gene	Gener	General			
TYPE	CHG	YR	MODEL	CODE	ORD	REF	NO.	EXT	INT	OPTIONS/AC
FINAL		2003	PRO	DX	P	200302001626	18J	N3		AC1

- d. Click the **Finish** button to view the report in a spreadsheet.
4. When you have finished manipulating the data, select the **Save As** option from the **File** menu to save the file as an Excel spreadsheet in a different directory.
 - a. Use the **Save in** menu to select the directory where you want to save the file.
 - b. Use the **Save as type** menu to select the **Microsoft Excel Workbook (*.xls)** option.
 - c. Click the **Save** button to save the report as an Excel file in the location you selected.

Save in: My Documents

report0.xls
report1.xls

File name: report2.xls

Save as type: Microsoft Excel Workbook (*.xls)

For more information about the Import Wizard and other Excel functions, please refer to the Microsoft Excel online help, which is accessed by selecting the **Microsoft Excel Help** option from the **Help** menu in Excel.