WIN Portal User Manual

WIRELESS IMAGING NETWORK

Capital Automotive Reconditioning Services

The WIN Portal
Computer Control Center

The WIN Portal is the control center. **Access it online at win.capautorecon.com.** As the local *"Client Administrator"* of your WIN account, you've been provided with a unique *User Name* and *Password*. With your credentials, you'll be able to add *"Users"* from your own organization— people you trust, train, and manage. Though *"Users"* will be able to snap and upload photos to WIN, The *"Client Administrator"* is the only individual able to work "inside" the WIN portal.

The *"Client Administrator"* has access to all files pertaining to his or her own company. No one outside of your company will be able to enter your account. You can build custom image sets (more on these later), download images, and generate XL spreadsheet reports. You'll also be able to perform "progressive" searches for vehicle make, model, year, stock #, and VIN. And there's much more.

This manual will guide you through the basics. We know you'll want to poke around and experiment a bit. Not a problem. In fact— we encourage it! It's the best way to learn. Let's get started....
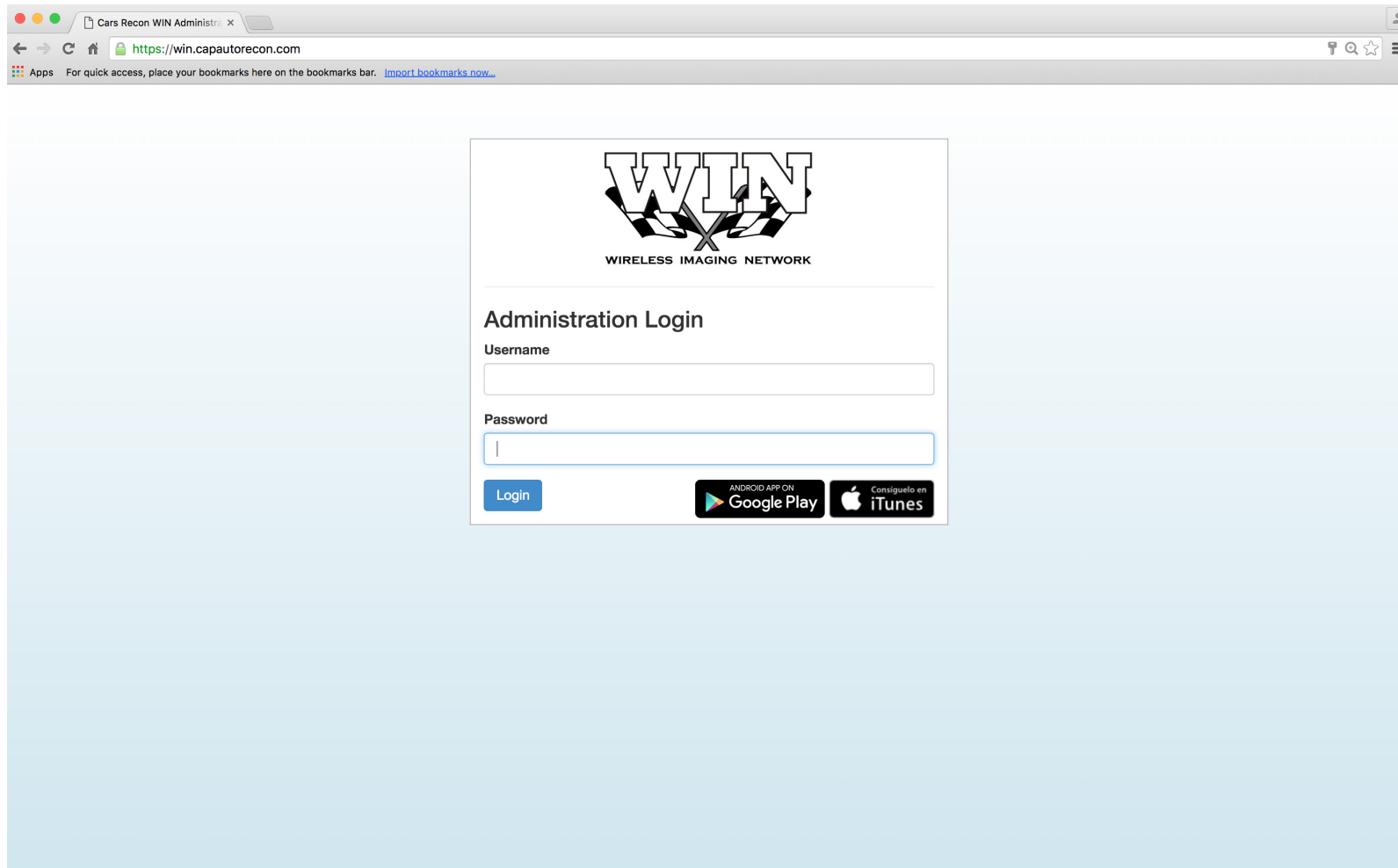
Login to WIN— This is the "login" screen. All you need is your *User Name* and *Password*. As the "Client Administrator," you are the only person who will be given, or need, login credentials. You are the keeper of the keys for your company. If, ever, you feel someone is messin' with yuh... we can spoil their party in a hurry. Let us know right away and we'll assign you a new user name and password.
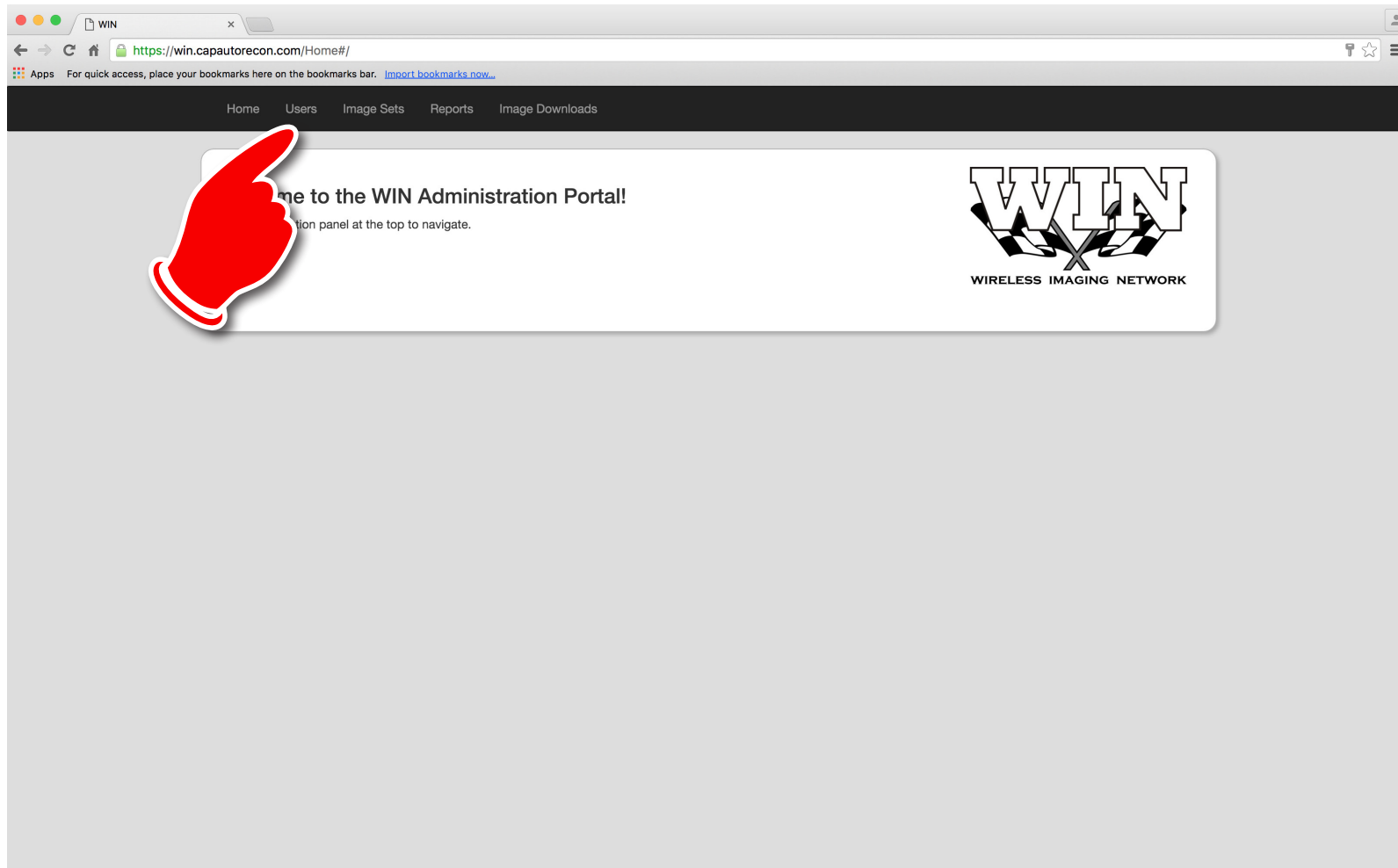
The login worked! That's a good sign. Do you see any smoke or sparks? Are any strange, spooky, secret service, kinda dudes with dark sunglasses peeking through your window? If you can answer, "NO!" to at least two of these questions, it's safe to go forward. If not, lock your doors and scream for Barney Fife! Click on "Users" at the top of the page!

Click on the small arrows. You should see your own credentials listed.   We alredy "hot wired" you to WIN and assigned you a user name and password. You are now the official "Client Administrator" for your company.
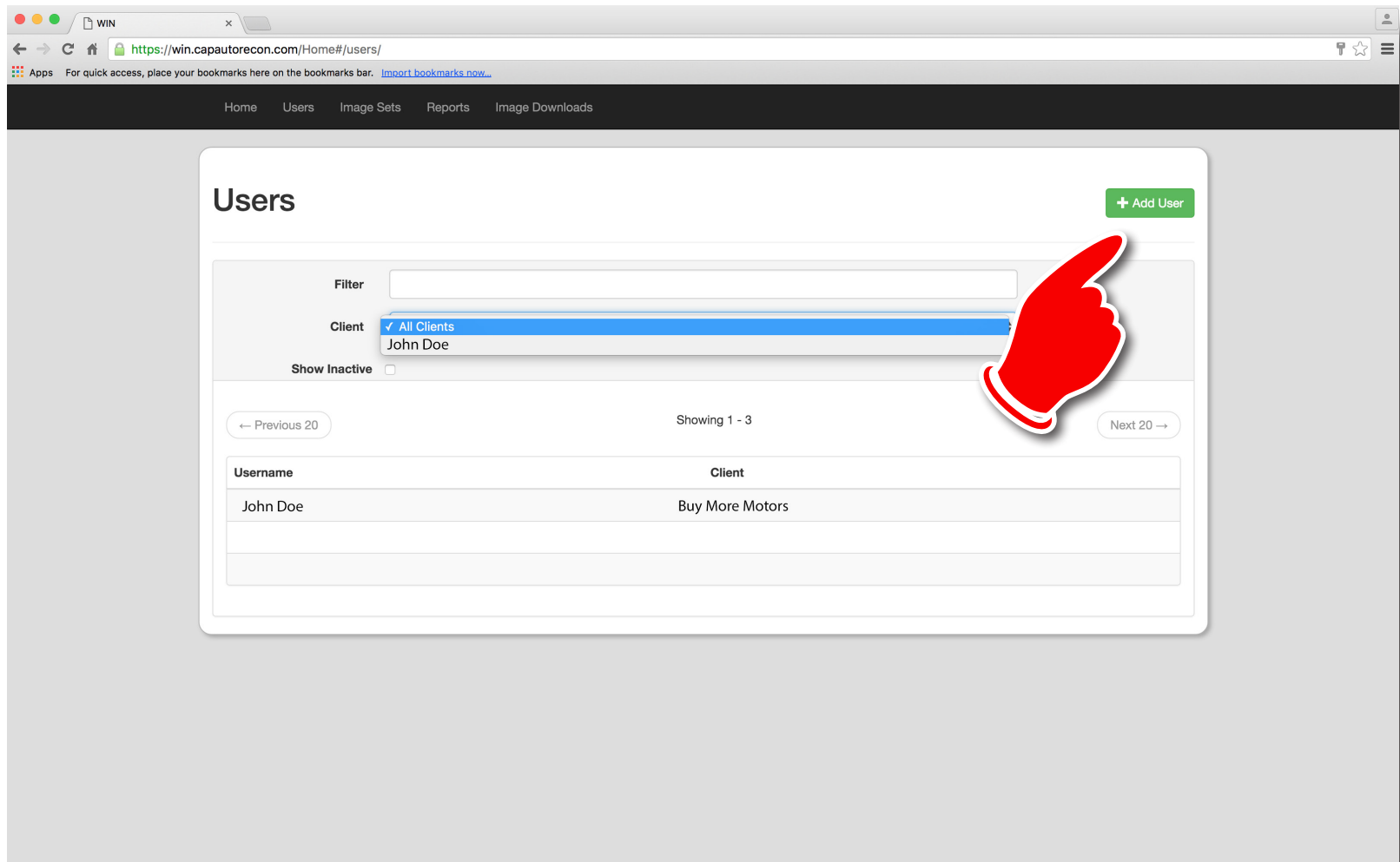
Adding More Users— If needed, you can add additional "Users" to the system. If others in your organization will be snapping photos, they WILL need to be added as "Users" so the system will regonize them as legit. To add a user or two (or as many as you desire), just click on the green box in the upper right hand corner of the page.

We've filled out this form for you (all ficticious). It's pretty much self-explanatory. Select "User" for the role choice. **Note: The password is case sensitive.** It's up to you to keep it secure. You can change it at any time. A legitimate email address is required by the system. Use your own, if you'd like. There is a little check box in the upper left for "deactivating" those folks you no longer want lurking around in the system. They can always be "re-activated" with the click of that same box. **<u>Before you move on... ALWAYS "Save" your info.</u>**
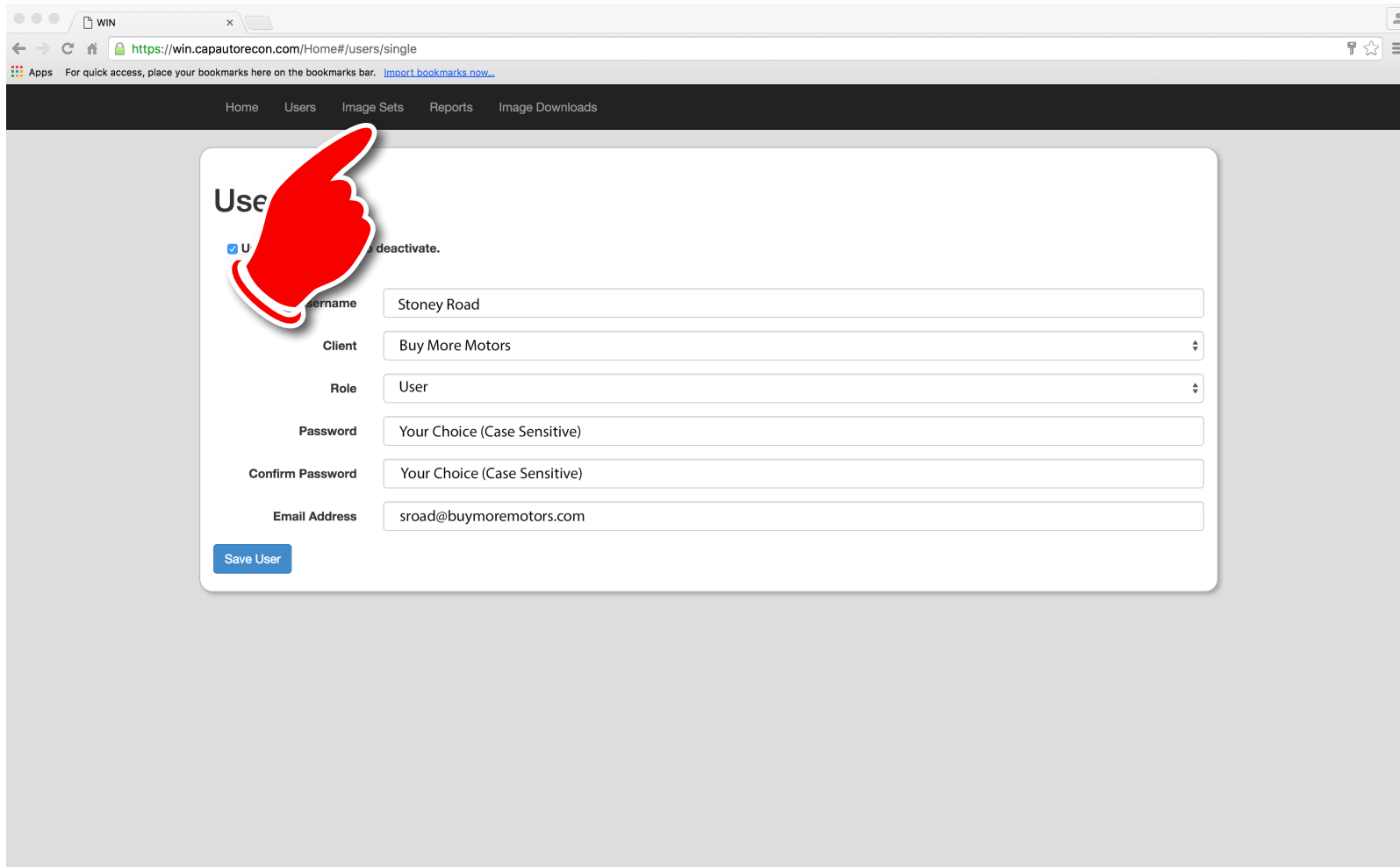
Your "User" accounts are now set up. As a Client Admin, you can go back into the "Users" section to make needed changes any time you'd like. For now, we're outta there. Let's move on to some fun stuff. Let's design a custom image set! Click on *Image Sets* located on the control strip.
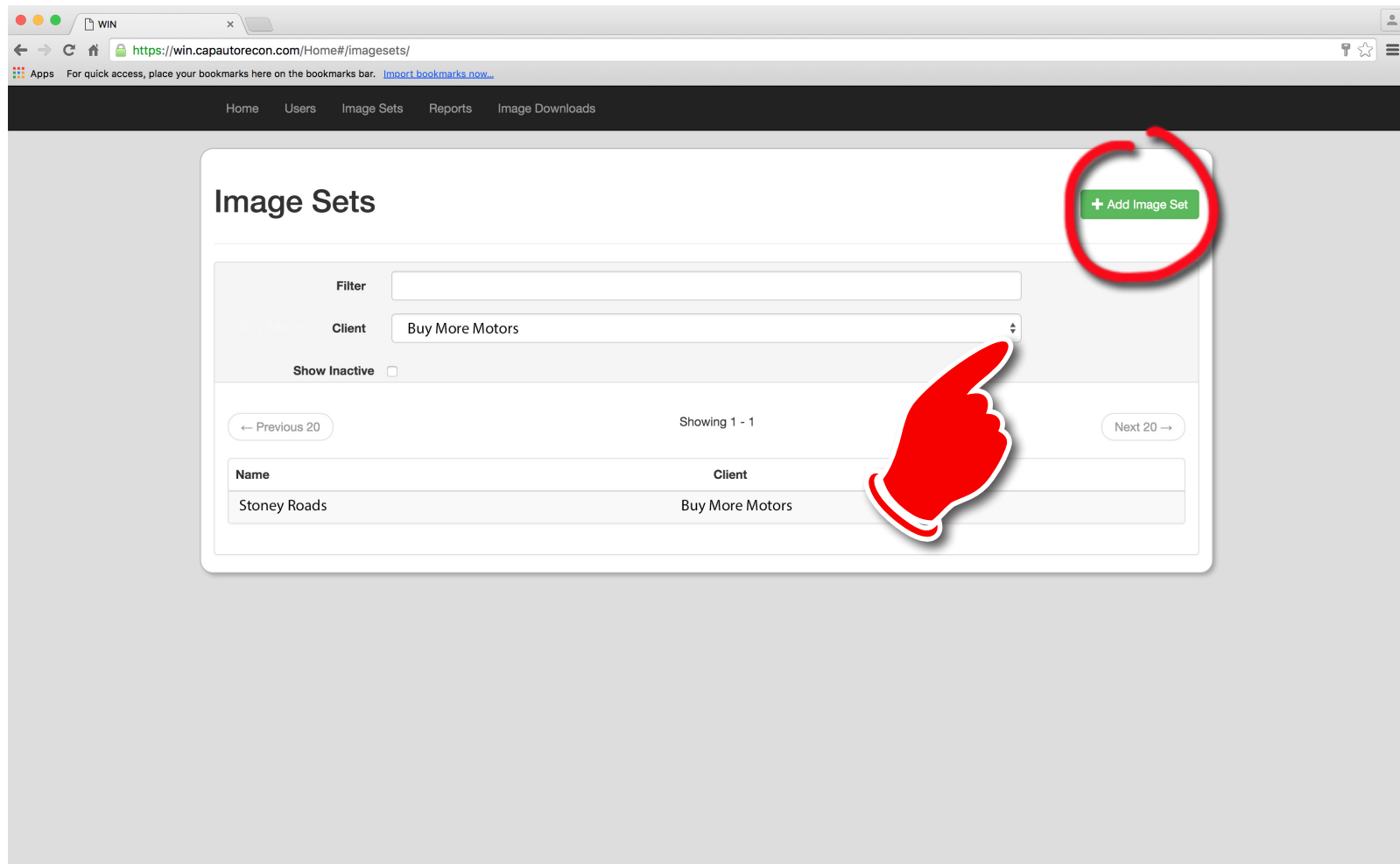
Building Custom Image Sets— Click on the indicated triangles. Your operation will be the only business listed. You can't get into any other account and no one can get into yours!   Now click on the green *"Add Image Set"* button. You have arrived!— and you're ready to customize your first image set.
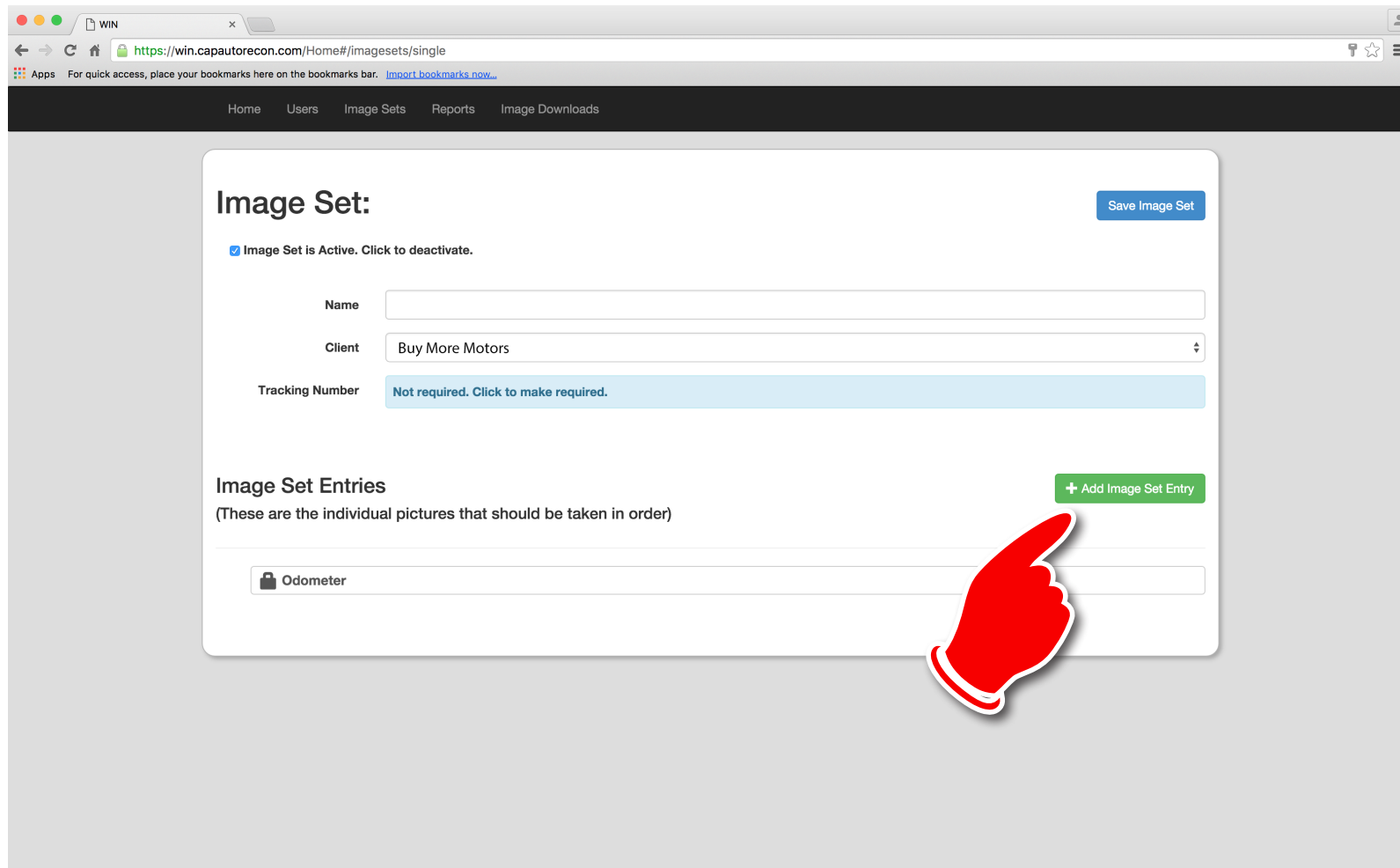
Click on the green *"Add Image Set Entry"* button. Click it three more times! Each time you click another entry line is added to the page. Each line represents a photo that you will snap every time you use this particular image set. You may want to design separate "custom" image sets for a Ford, a Chevy, an SUV, or – whatever ...

I've arbitrarily assigned the name "SUVs" to your set. You get to decide which sets you want and what you'd like to name them– as many sets as you want. You also decide the number of photos, and the labels for the photos, that you want to include in each set– with no limit on the number of photos. You can rebuild or activate / deactivate an image set at any time. **Please be sure to SAVE your changes**.
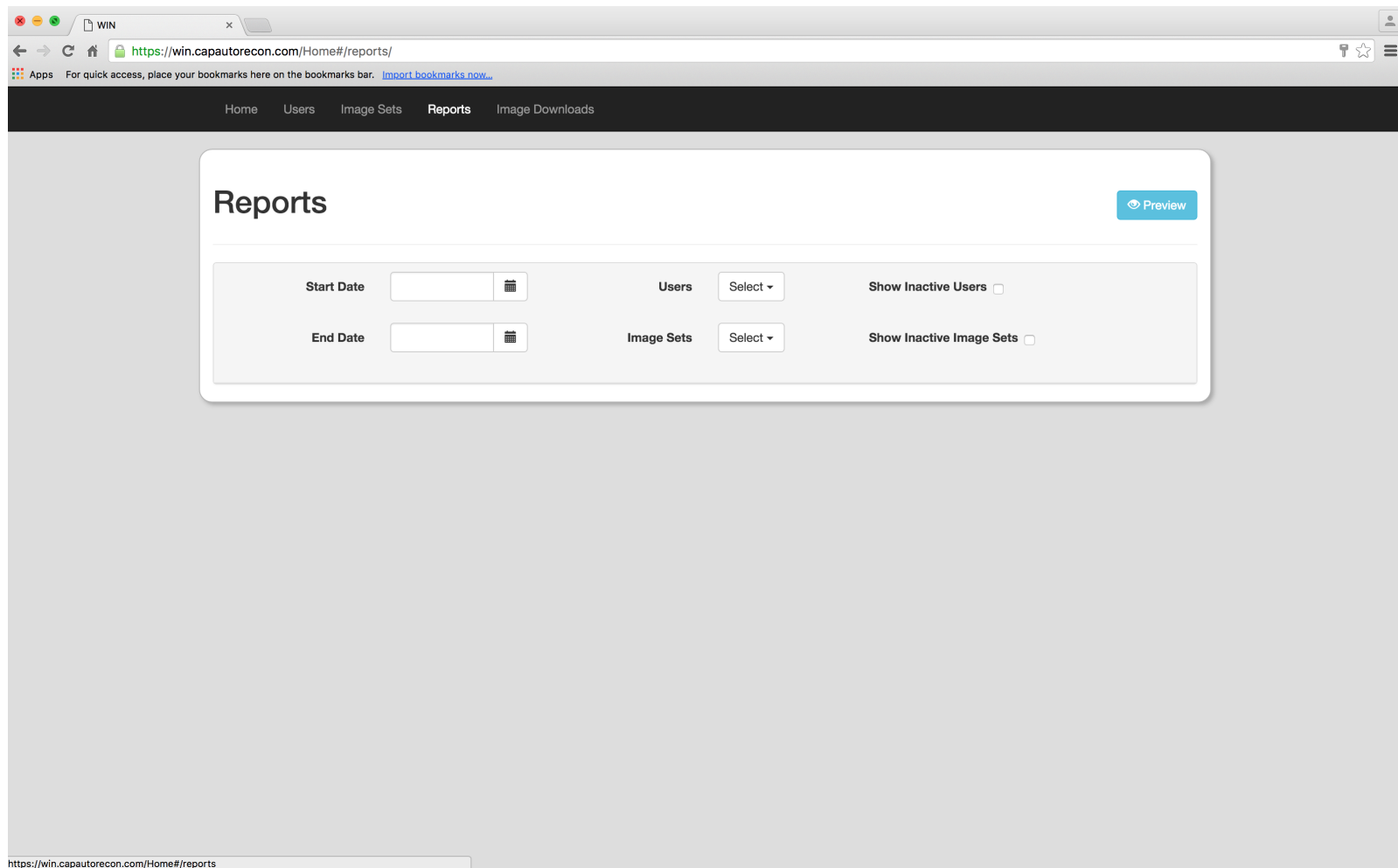
Creating Reports— WIN allows you to generate XL spreadsheet reports. As your list of vehicles grows larger, over time, you may find it helpful to review or categorize vehicle info. The start and end date settings allow you to define a time period for which you want the report generated. Just fiddle around a bit and it'll make sense. That's what we do in this digial age, right? Have fun pokin' around!

By now, you understand how to use the "Users"and "Image Sets" boxes. What you see on the screen is the info you requsted in your search. To make something useful of the data you need to "download" it into an actual report. To do so, click the green button. The report will be generated immediately!
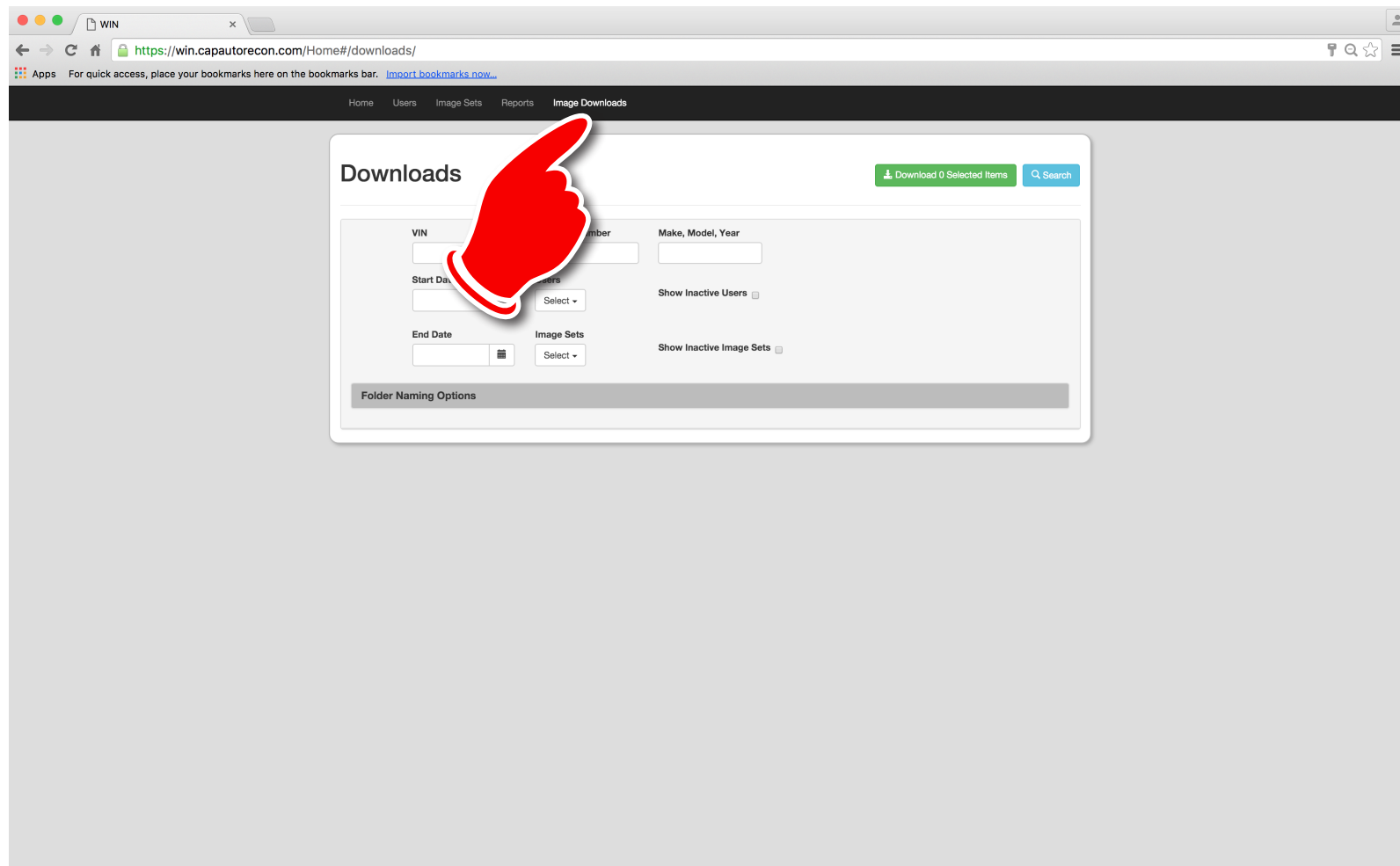
Downloading Your Photos— So how do you get your photos out of WIN? Great question. Click the "Image Downloads" tab on the control strip at the top of the screen. You'll land on this page. It serves two VERY IMPORTANT functions. **#1)** It allows for a progressive search of all vehicle data by make, model, year, stock #, or VIN. **#2)** Once the files you were seeking are up on the screeen, you can download your images. Experiment!

As you enter search parameters, your photo info will appear on the screen. Now you can download the files/photos. <u>The most recent images you uploaded to the WIN server will display at the top of the list</u>. Please note the small boxes on the left side of each vehicle record. Click on one, or more, of these boxes to define which files you'd like to download. Click on the green button to begin downloading. You'll find the photos (image sets) wherever you have programed your computer to drop its downloads. I use a MAC and have mine dropped on my desktop.