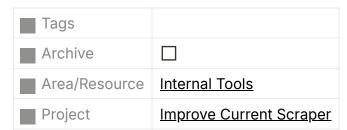
Order Processing Tutorial (1)



▼ Importing Scraper Data



1. Run Scraper

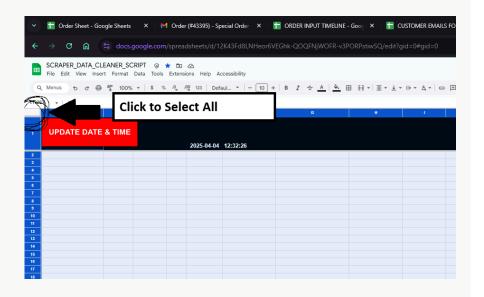


- 2. Open Scraper Data Sheet
 - a. https://docs.google.com/spreadsheets/d/12K43Fd8LNHeor6VEGhk-QOQFNjWOFR-v3PORPstiwSQ/edit?gid=0#gid=0



3. Clear Current Data

a. Click the box in the top left corner to select all

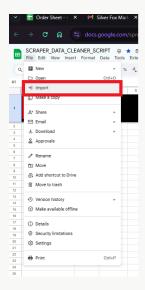


b. Press the Delete key

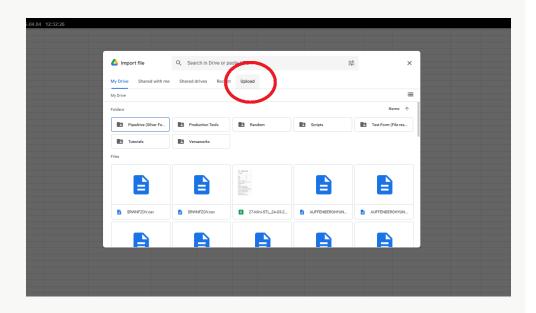


4. Import New Data

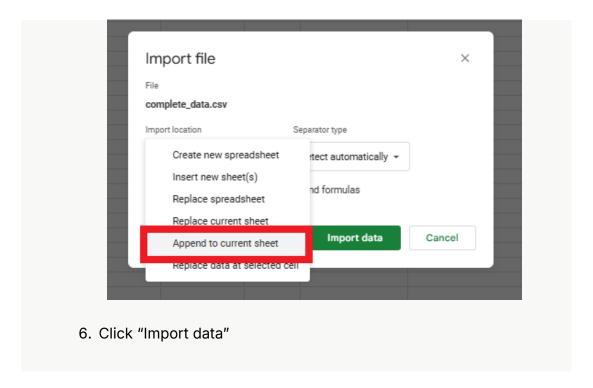
1. Click File > Import



3. Click the "Upload" tab

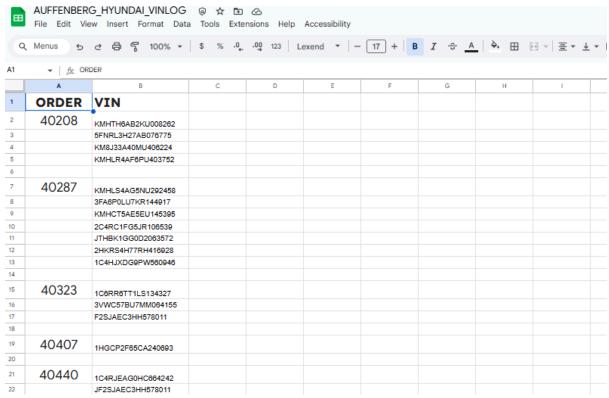


- 4. Click browse, navigate to TODAY'S scraper output folder, select complete_data.csv
- 5. Select "Append to current sheet"



▼ Updating the Vin Logs

- 1. Each account has a document where we keep a list of all of the VINS for vehicles we have printed graphics for. This is what the system uses to determine which graphics are duplicates. This means that before each order is processed, we need to make sure this document is updated with data from the previous order. These logs contain 2 columns: Column A contains the order numbers, Column B contains the VINs.
- 2. Each time you add new data, skip a row after the end of the vin column, and paste your next order number in Column A, then the VINs in column B

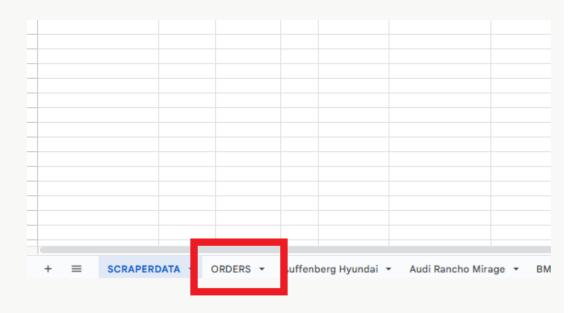


▼ Processing a List Order

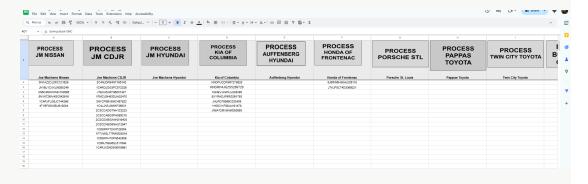


1. In the Scraper Data Sheet, navigate to the ORDERS worksheet

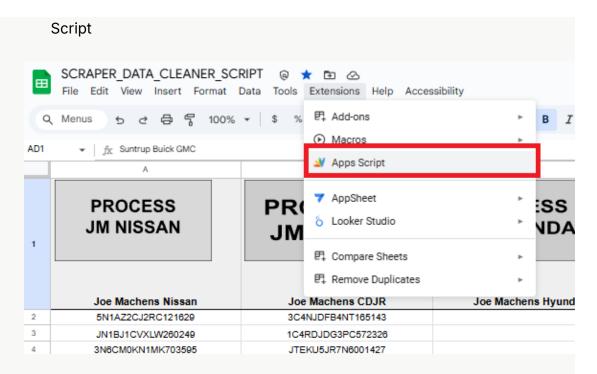
https://docs.google.com/spreadsheets/d/12K43Fd8LNHeor6VEGhk-QOQFNjWOFR-v3PORPstiwSQ/edit?gid=0#gid=0



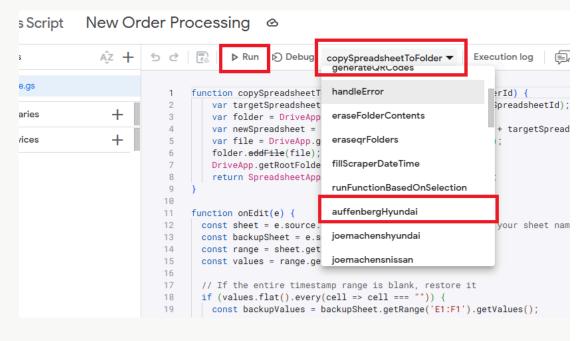
- 2. Find the column for the correct account, and this is where you will paste your list.
- 3. Some accounts have a button at the top of their column which will run their script, but I prefer running them from the editor, as described in the next steps.



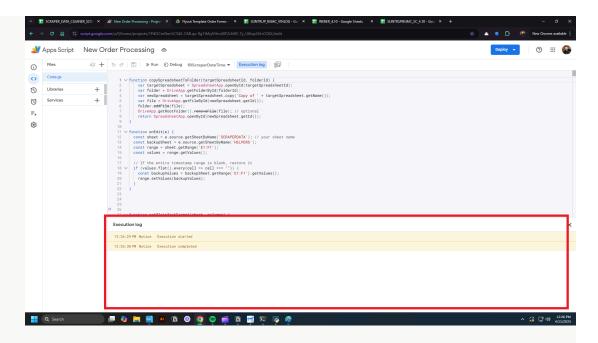
4. For accounts that are missing the button, you need to open the Apps Script Editor. In the menu bar at the top of the page, click on Extensions > Apps



5. Click on the dropdown at the top of the editor and select the appropriate account, then click the "Run" button to the left of the dropdown



6. The Execution Log at the bottom of the page will update as the script runs and tell you when its finished



7. The output will be contained in the "OUTPUT" folder, linked here. There is a folder inside of this one for the QR Codes, where each account has its own folder.

https://drive.google.com/drive/folders/1HvX8V2u4GZBzdypjKxz2jlsRvK0PHnaF

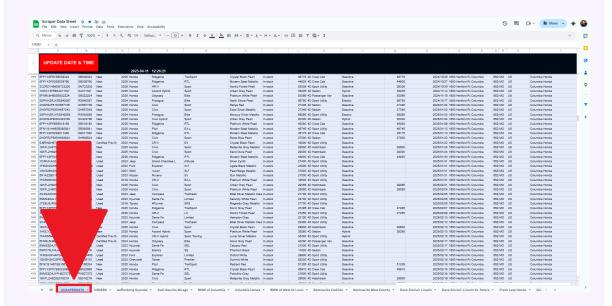
▼ Processing a Comparative Order



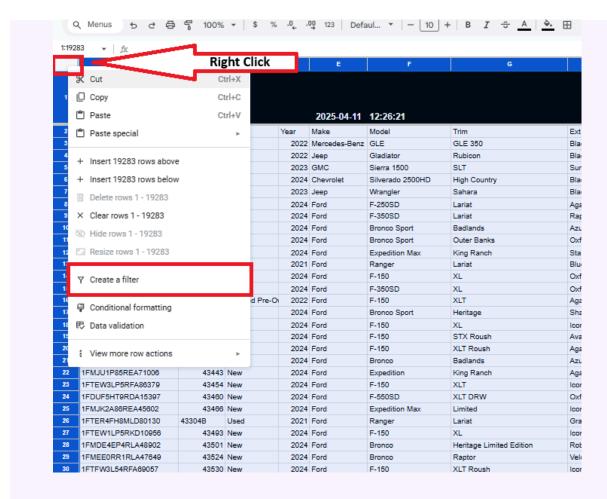
A comparative order follows the same steps as a list order but differs in how the list is created. Rather than walking the lot to gather a list, we compare the current inventory (from scraper data) against the VIN log to identify vehicles on the lot that haven't been printed yet. Before this comparison, we need to filter the raw data to remove vehicles we don't want to print—for instance, filtering out new cars for accounts that only cover used vehicles.

To create this filter:

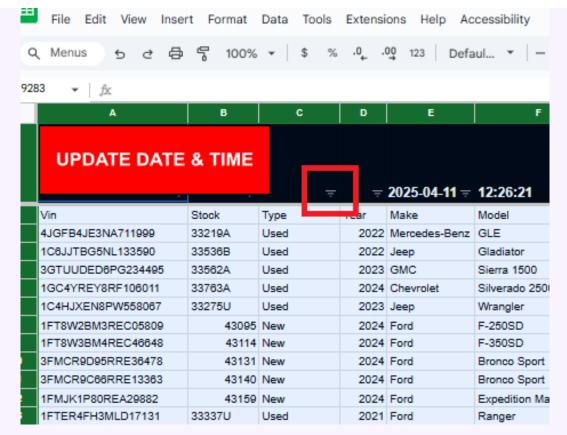
1. Navigate to the "SCRAPERDATA" tab in the Scraper Data Sheet



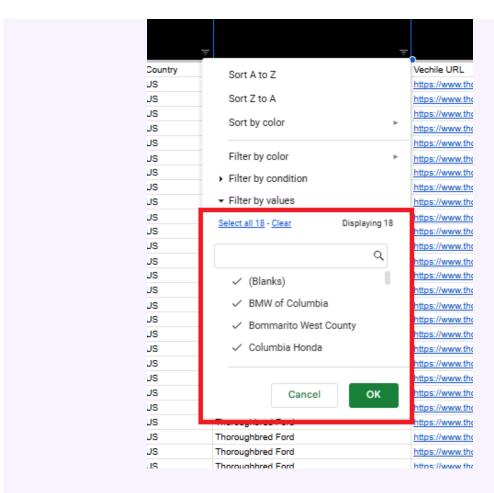
2. Right click in the top left corner of the grid, and select "Create Filter"



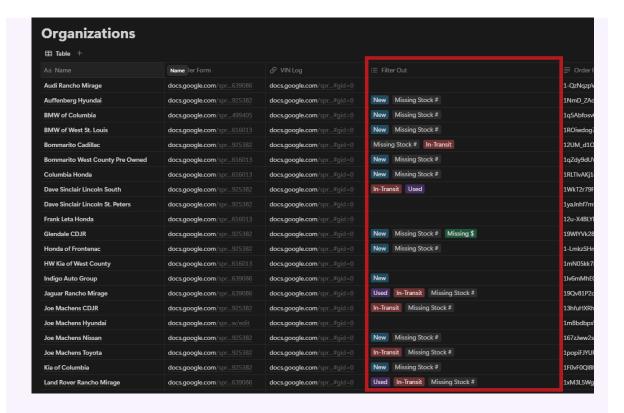
3. You will see "Slicers" appear at the top of each column



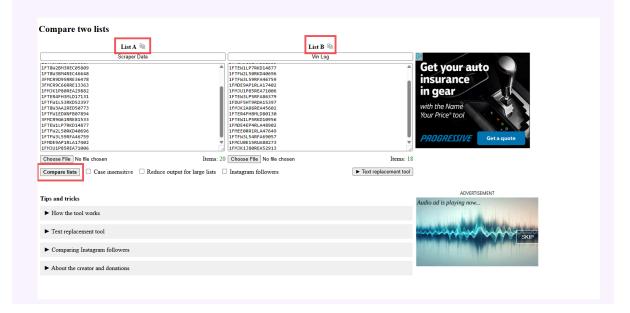
- 4. When you click on a slicer, you get a menu with different options for sorting/filtering. At the bottom of this menu, you can select the individual values that you want to show/hide.
- 5. In the "Location" Column (Column T), Click "Clear" and then select the appropriate account. This will give us only that account's data.



6. Do the same for all relevant columns based on the "Filter Out" column in the <u>account database</u>. The types of vehicles in this columns are the ones you want to DESELECT here.



- 7. Once you have the filters in place, highlight the entire VIN column, except for the header rows, and COPY (Ctrl + C)
- 8. Go to the Compare Two Lists tool. Paste your list in the "List A" Section.
- 9. Open the relevant VIN Log, and select the entire VINs column. Paste this list in the "List B" section.
- 10. Click "Compare Lists"



11. Once you get the results, You want to copy the list from the "Only in List A" section and that will be your order. It contains all the vehicles from the scraper data that both match the filters and have not already been produced. Now you can follow the same steps from the "List Order" section.

