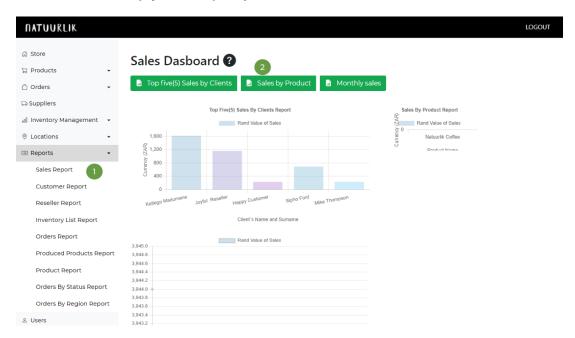


Admin Help Document

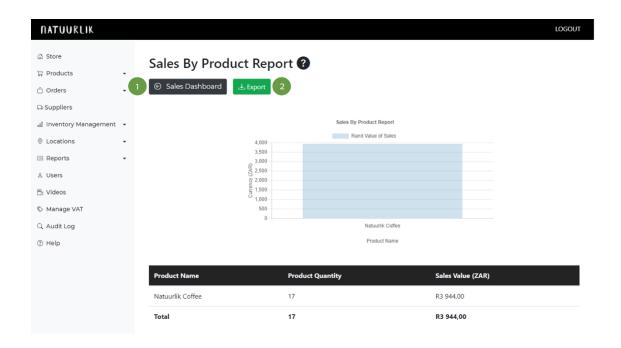
Reporting Subsystem

Generate Sales (by Month) Report



Step 1 – Click on the "Sales Report" nav item (1) under the Reports dropdown

Step 2 – Click the "Sales by Products" button (2)



Step 3 – You can click on the "Sales Dashboard" button (1) to be redirected to the Sales Dashboard screen

Step 4 – Click the "Export" button (2) to download the pdf file of the Sales By Products Report

