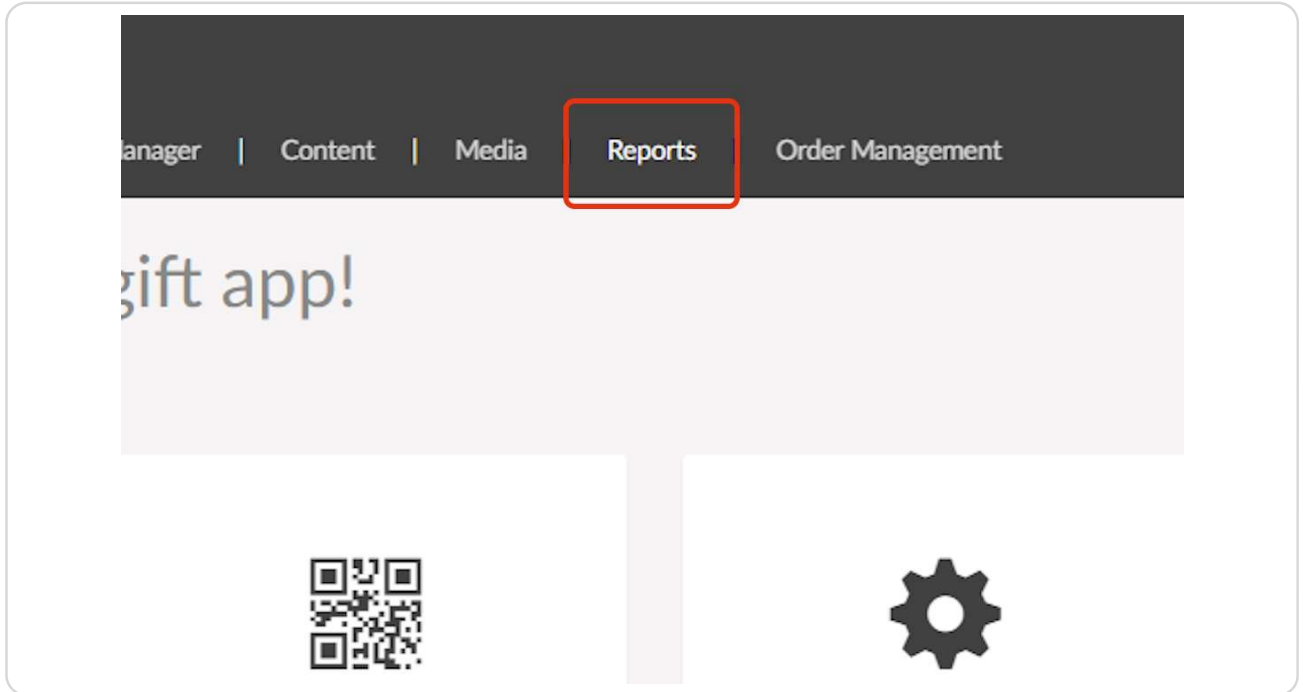


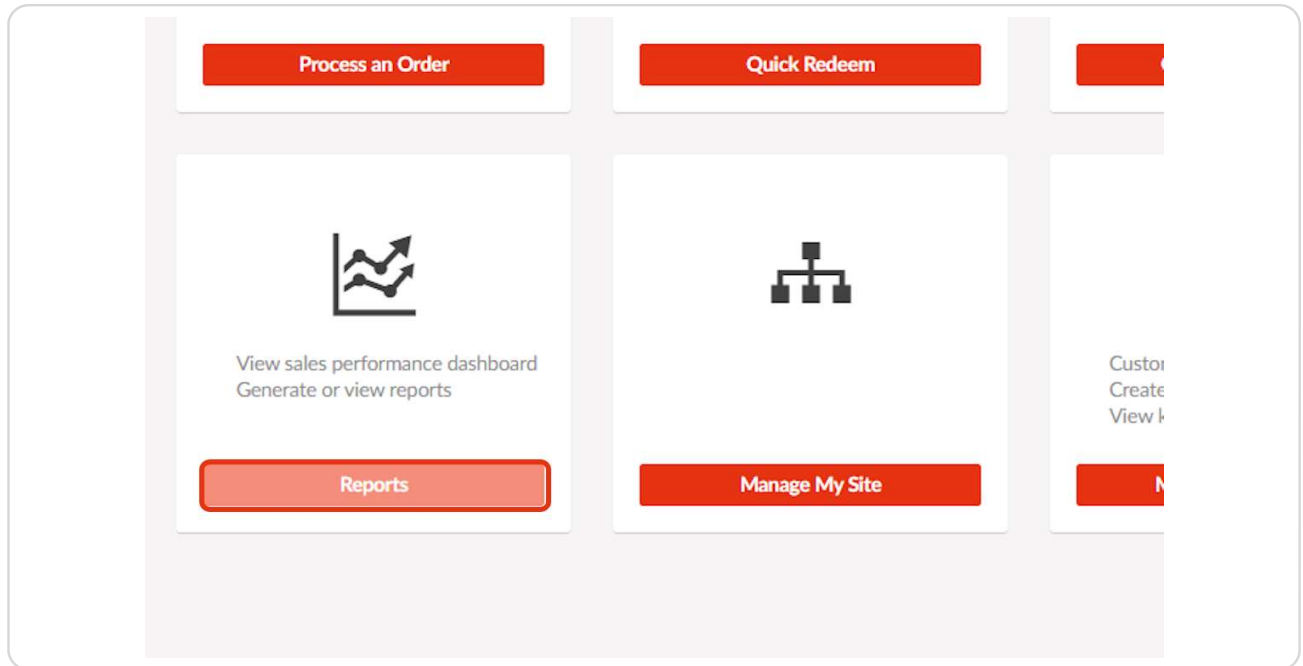
STEP 1

Click on Reports in navigation bar



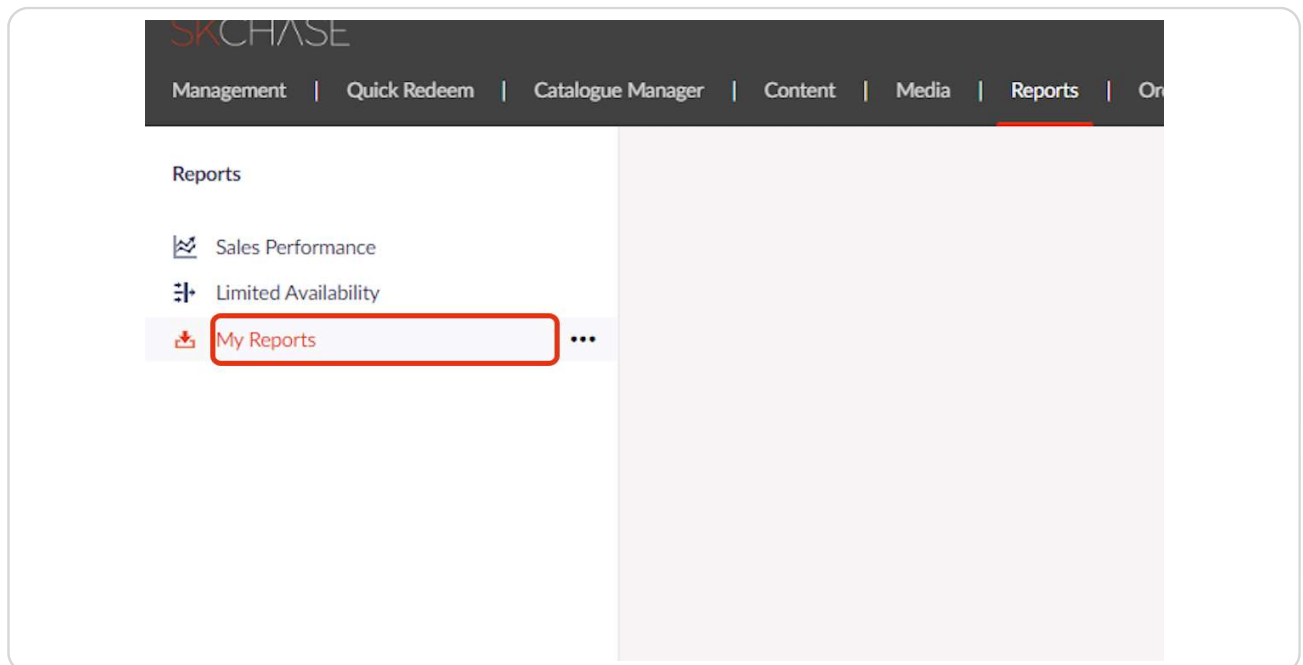
## STEP 2

Or click on Reports in panel



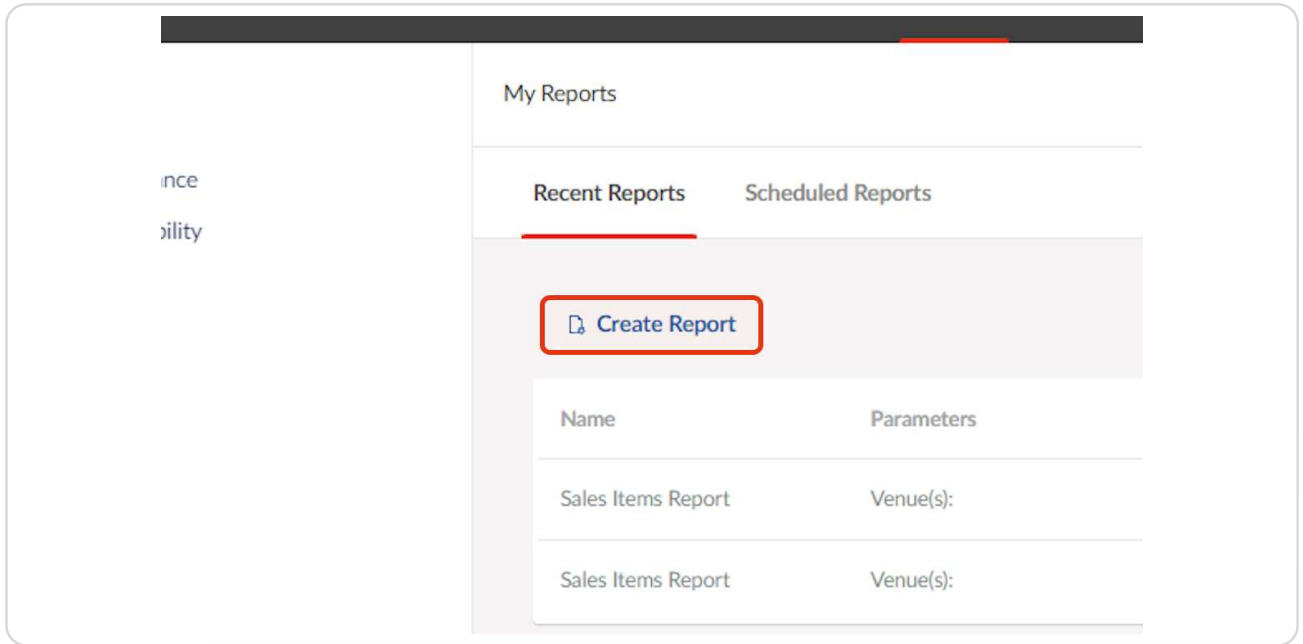
## STEP 3

Click on My Reports



## STEP 4

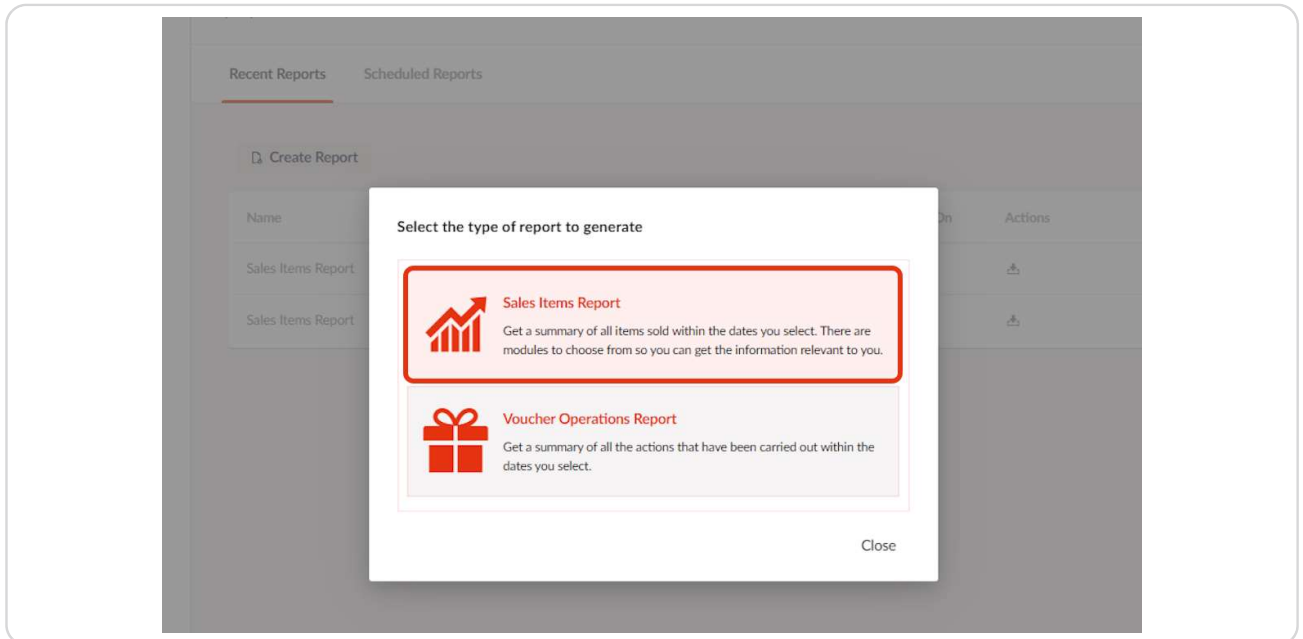
### Click on Create Report



## STEP 5

### Click on Sales Items Report...

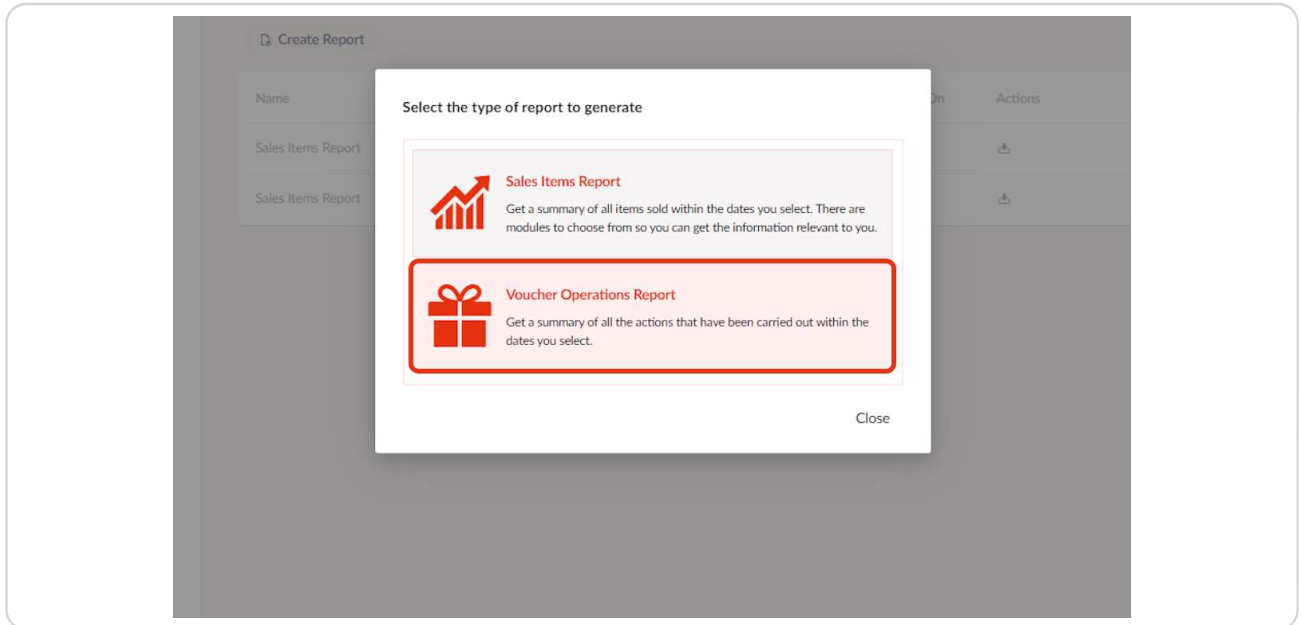
This report gives a summary of all vouchers sold within a specific date range



## STEP 6

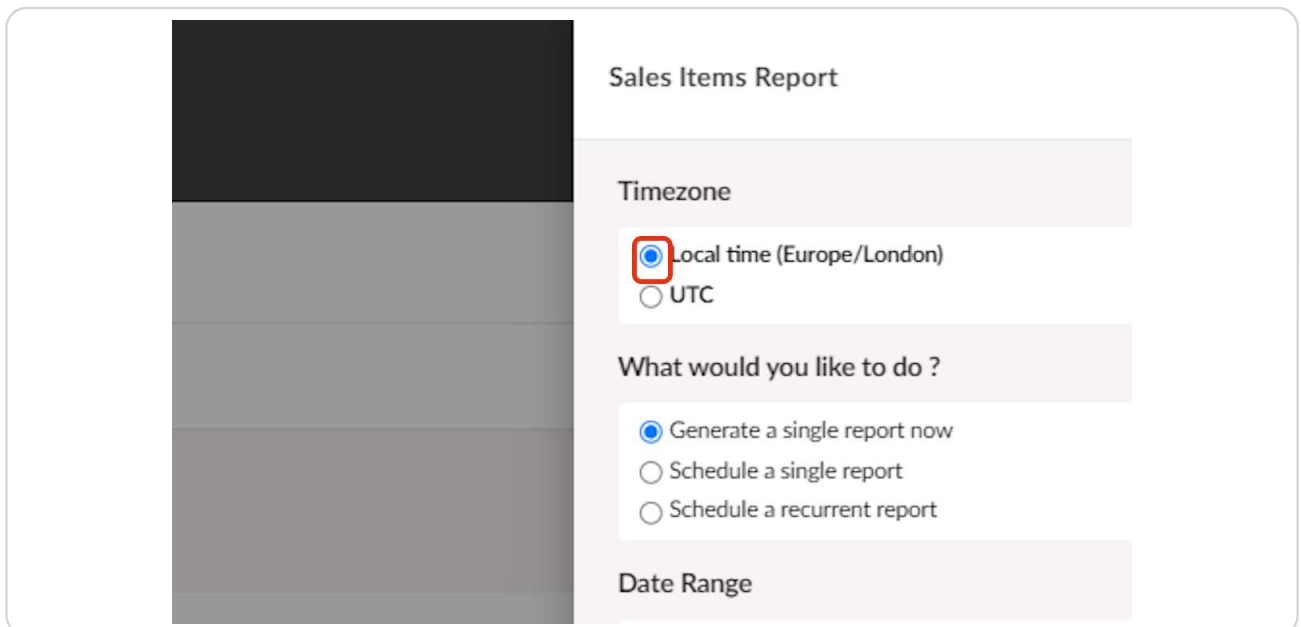
### OR click on Voucher Operations Report...

This report gives a summary of all actions carried out per voucher within a specific date range



## STEP 7

### Choose Timezone



STEP 8

Choose to Generate a single report now

The screenshot shows a sidebar on the left with a 'Generated On' section containing a date '02/2024'. The main panel has three sections: 'Timezone' with radio buttons for 'Local time (Europe/London)' (selected) and 'UTC'; 'What would you like to do?' with radio buttons for 'Generate a single report now' (selected and highlighted with a red box), 'Schedule a single report', and 'Schedule a recurrent report'; and 'Date Range' with radio buttons for 'Today up until 09:37', 'Yesterday: Mon, 4 Mar 2024', and 'This Week: Mon, 4 Mar 2024 up until today at'.

STEP 9

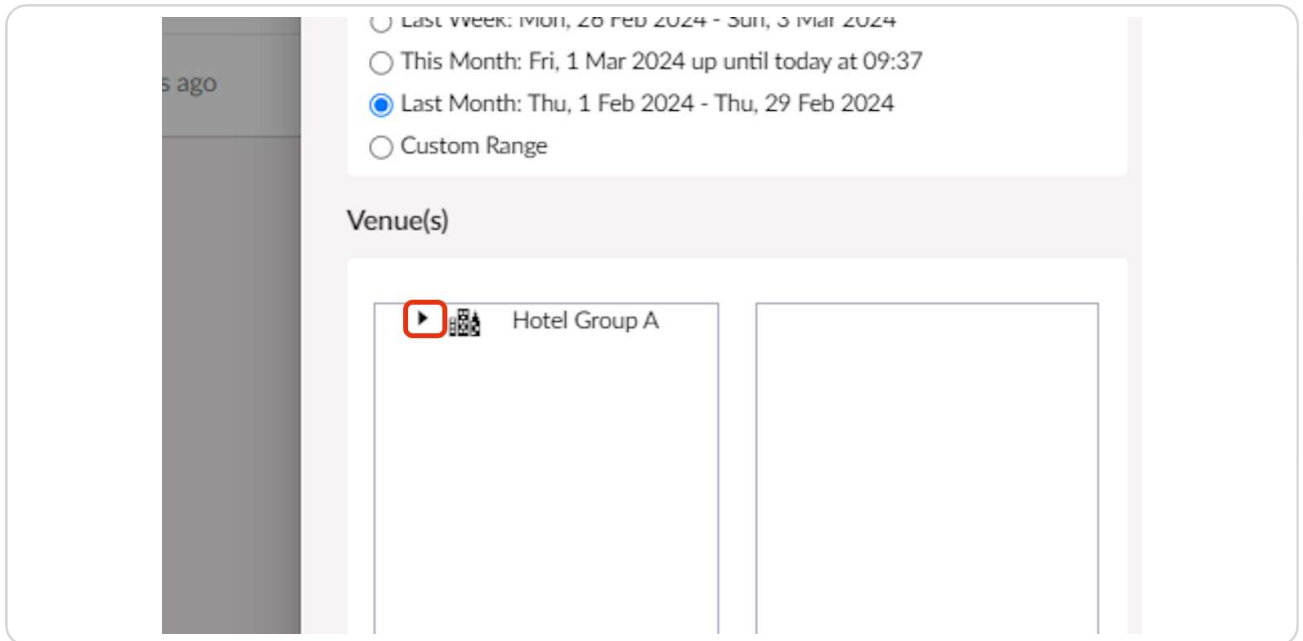
Select a Date Range

The screenshot shows the same sidebar as in Step 8. The main panel has two sections: 'Date Range' with radio buttons for 'Today up until 09:37', 'Yesterday: Mon, 4 Mar 2024', 'This Week: Mon, 4 Mar 2024 up until today at', 'Last Week: Mon, 26 Feb 2024 - Sun, 3 Mar 20', 'This Month: Fri, 1 Mar 2024 up until today at', 'Last Month: Thu, 1 Feb 2024 - Thu, 29 Feb 20' (selected and highlighted with a red box), and 'Custom Range'; and 'Venue(s)' with a dropdown menu showing 'Hotel Group A'.

## STEP 10

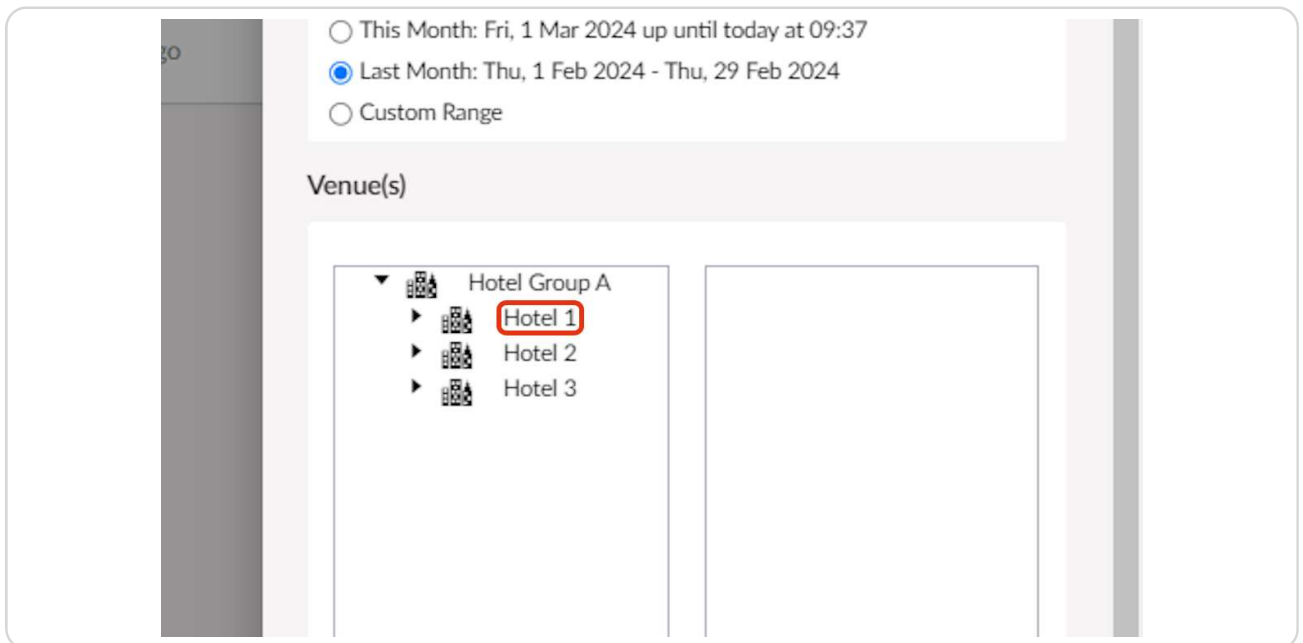
### Select Venue(s) you would like to run the report for

You can expand groups of Venues by clicking on the arrow



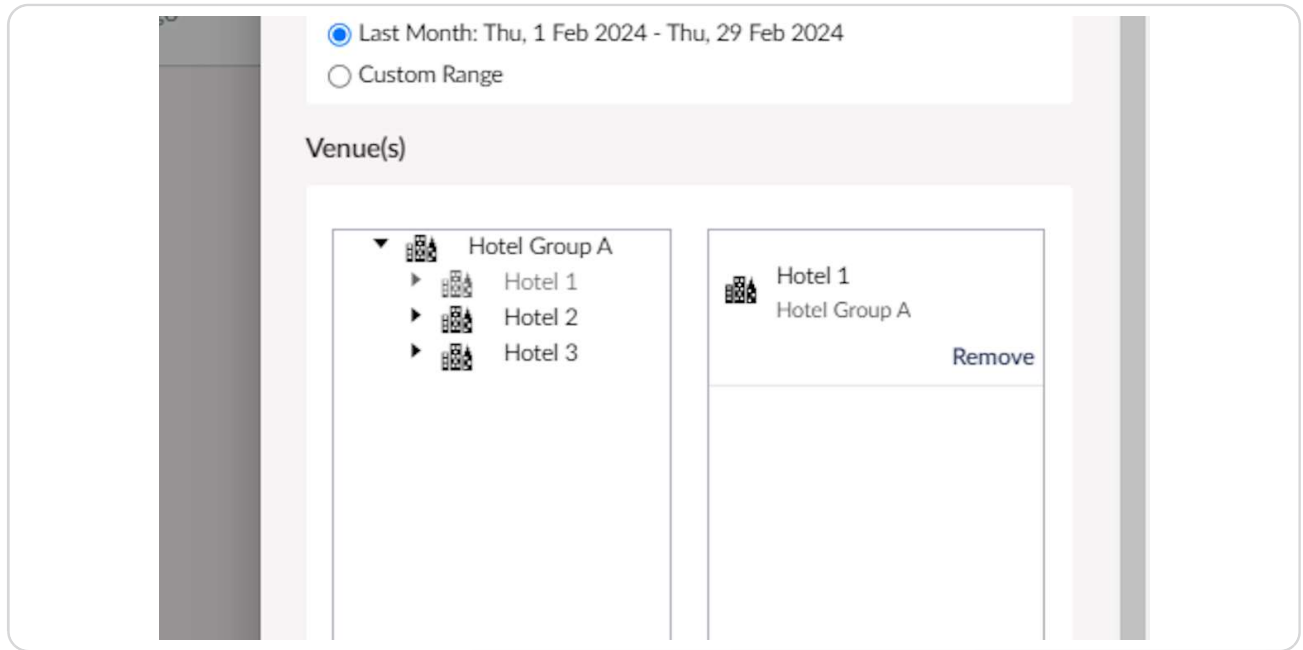
## STEP 11

### Click on the Venue Name to select it



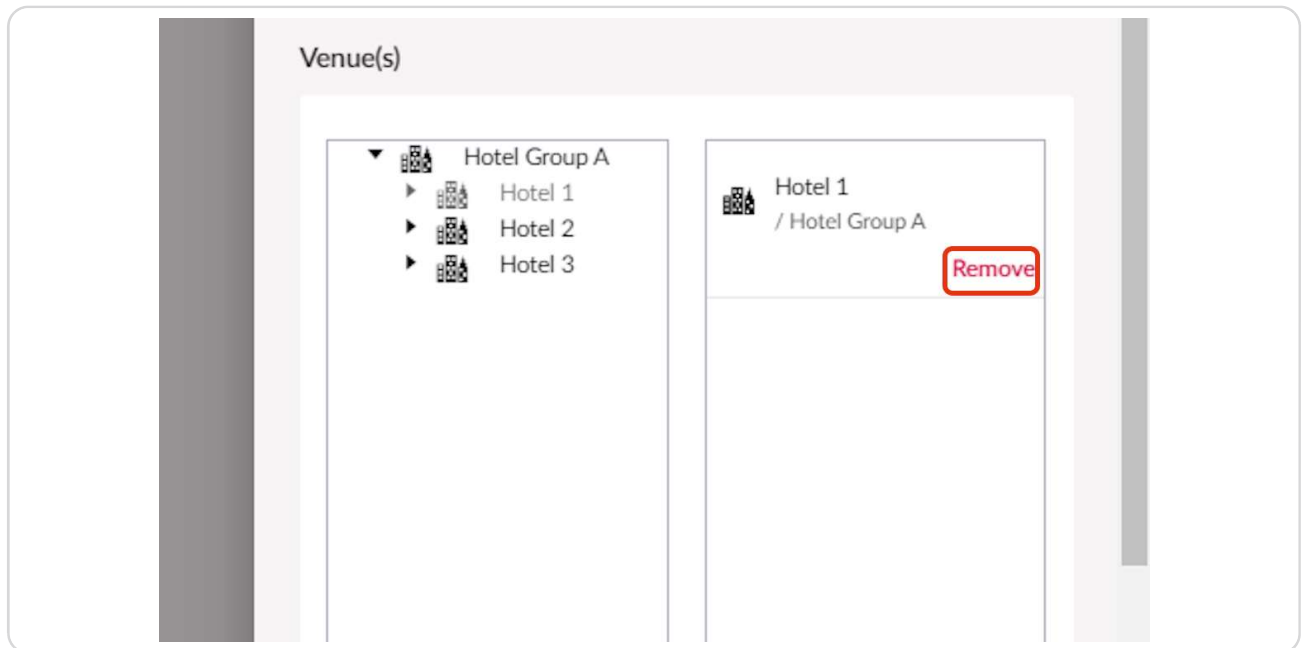
## STEP 12

The venue will then move into the right-hand side column



## STEP 13

You can remove Venue(s) from the right-hand side column by clicking on Remove



STEP 14

When running a Sales Report there is optional data you can include

Optional Data to include

- Financial Data (Type of payment, refund and discount information)
- Buyer Data
- Recipient Data
- Voucher Data (Current balance and validity of vouchers)
- Marketing Data (Marketing question responses)

STEP 15

Tick any additional info you would like to include

Optional Data to include

- Financial Data (Type of payment, refund and discount information)
- Buyer Data
- Recipient Data
- Voucher Data (Current balance and validity of vouchers)
- Marketing Data (Marketing question responses)



STEP 16

When running a Sales Report there are also Optional Filters you can apply to exclude data

Optional Data to include

- Financial Data (Type of payment, refund and discount information)
- Buyer Data
- Recipient Data
- Voucher Data (Current balance and validity of vouchers)
- Marketing Data (Marketing question responses)

Optional Filters

- Exclude fully refunded vouchers
- Exclude complimentary vouchers

Cancel Generate

STEP 17

Tick any filters you would like to apply

Optional Data to include

- Financial Data (Type of payment, refund and discount information)
- Buyer Data
- Recipient Data
- Voucher Data (Current balance and validity of vouchers)
- Marketing Data (Marketing question responses)

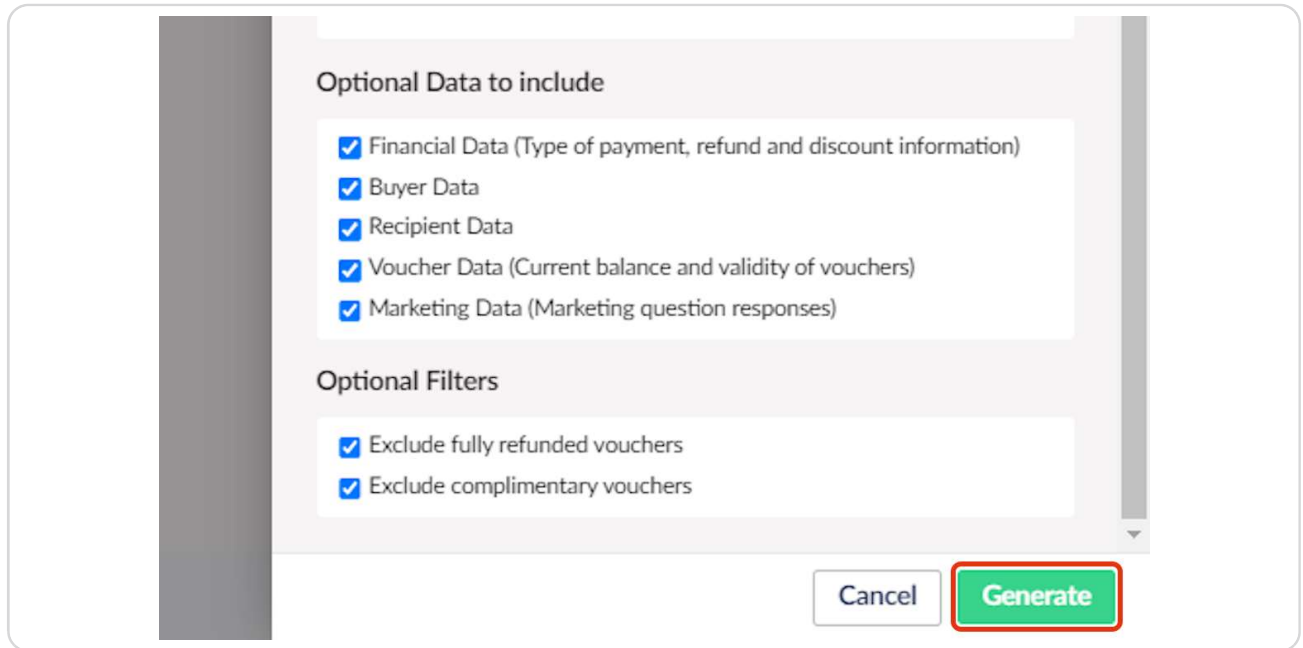
Optional Filters

- Exclude fully refunded vouchers
- Exclude complimentary vouchers

Cancel Generate

## STEP 18

### Click Generate



Optional Data to include

- Financial Data (Type of payment, refund and discount information)
- Buyer Data
- Recipient Data
- Voucher Data (Current balance and validity of vouchers)
- Marketing Data (Marketing question responses)

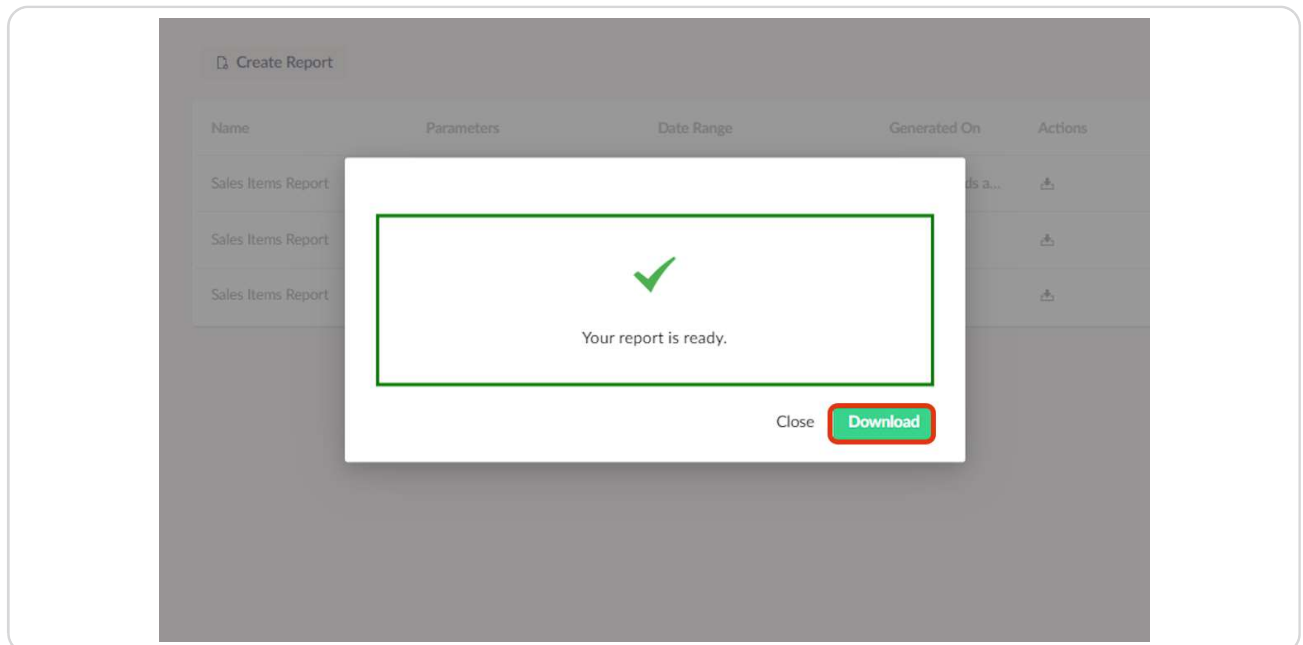
Optional Filters

- Exclude fully refunded vouchers
- Exclude complimentary vouchers

Cancel **Generate**

## STEP 19

A pop up message will appear once your report is ready to download, click on Download



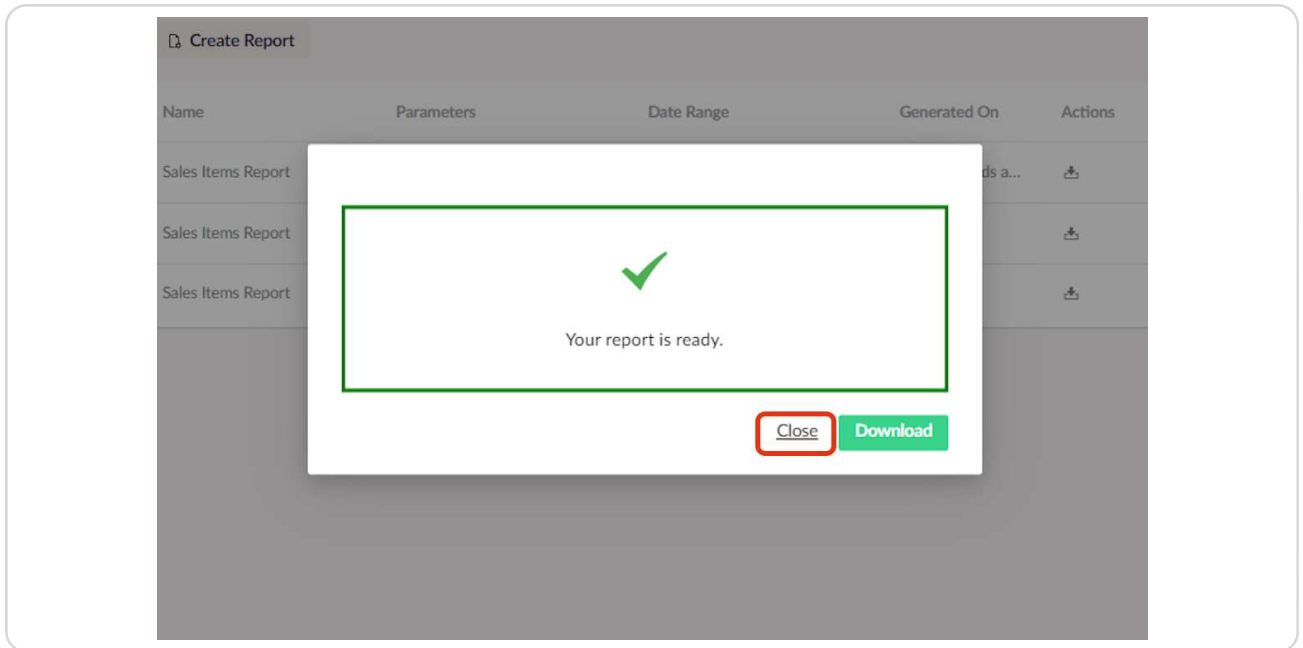
Create Report

Name	Parameters	Date Range	Generated On	Actions
Sales Items Report				is a...
Sales Items Report				
Sales Items Report				

Close **Download**

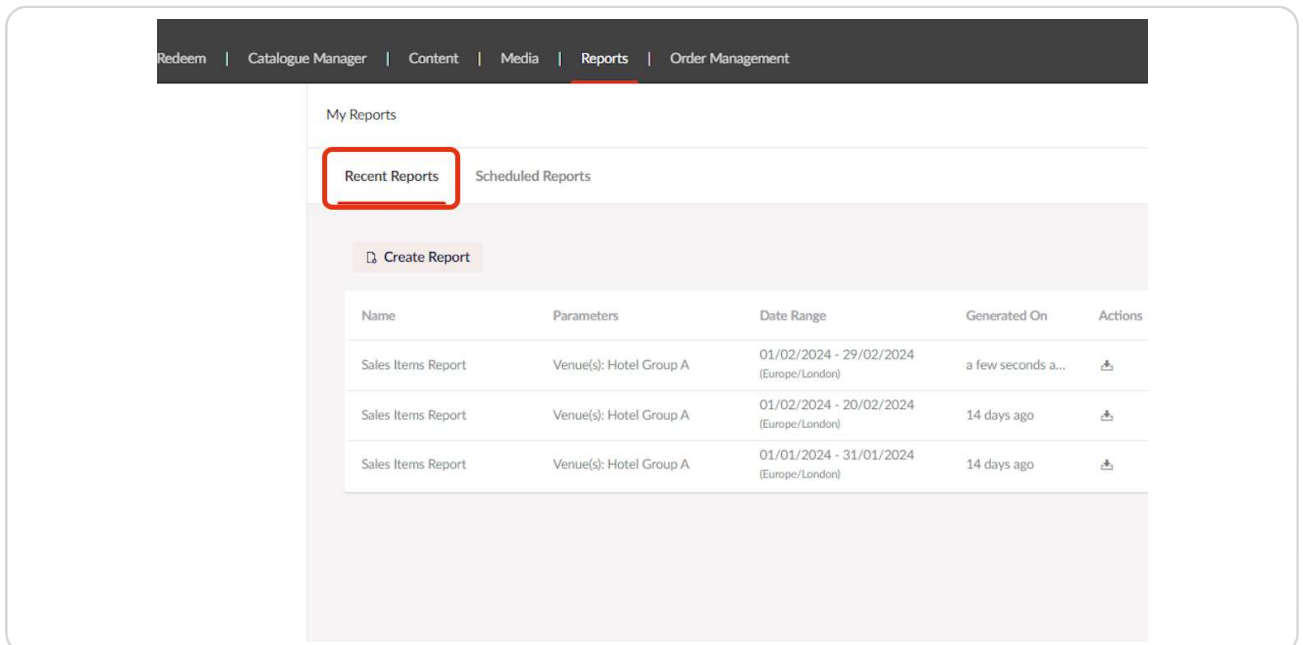
## STEP 20

Your report will download into your device's Downloads folder, once the report is downloaded click Close to close the box



## STEP 21




You can view your recently downloaded reports in the Recent Reports tab



## STEP 22

You can download a recent report again by clicking on the Download button under the Actions column

Included Reports

Parameters	Date Range	Generated On	Actions
Venue(s): Hotel Group A	01/02/2024 - 29/02/2024 (Europe/London)	a few seconds a...	
Venue(s): Hotel Group A	01/02/2024 - 20/02/2024 (Europe/London)	14 days ago	
Venue(s): Hotel Group A	01/01/2024 - 31/01/2024 (Europe/London)	14 days ago	

## STEP 23




Reports will remain available in the Recent Reports tab for 45 days after download

Recent Reports

My Reports

Recent Reports | Scheduled Reports

Create Report

Name	Parameters	Date Range	Generated On	Actions
Sales Items Report	Venue(s): Hotel Group A	01/02/2024 - 29/02/2024 (Europe/London)	a few seconds a...	
Sales Items Report	Venue(s): Hotel Group A	01/02/2024 - 20/02/2024 (Europe/London)	14 days ago	
Sales Items Report	Venue(s): Hotel Group A	01/01/2024 - 31/01/2024 (Europe/London)	14 days ago	

SKCHASE