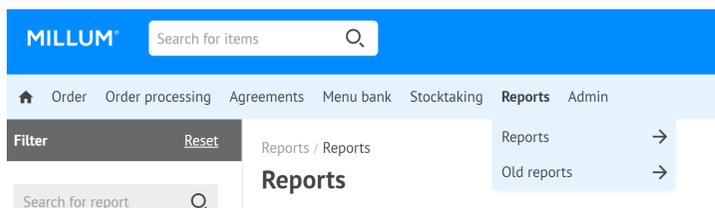


Quick guide reporting module

In this guide you will be shown how to create a report in the reporting module.

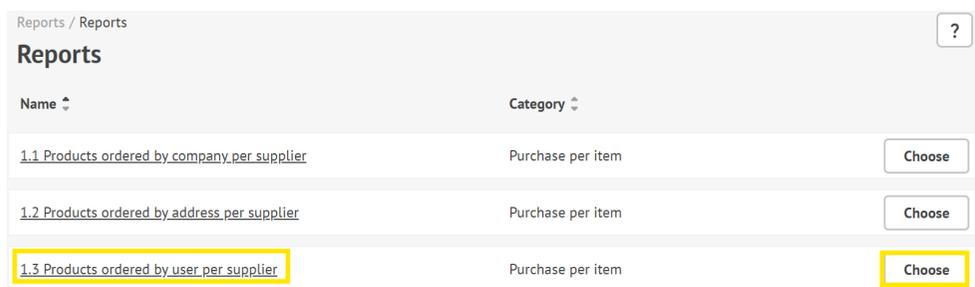
Reports in the menu bar

The report selection is now split in two. You access the most used reports under *Reports* in the new solution, while remaining reports are accessed through the old solution.



Select report in two ways

You can select the desired report by clicking the blue *Choose* button behind the report name or click the actual report name for a preview of the report.



Preview the report

By clicking the report name you are shown a preview of the report, and a description of what the report contains. By clicking the button *Choose* in the preview you will access the report configuration page.

The screenshot shows the 'Reports' section of the interface with a preview window open for '1.3 Products ordered by user per supplier'. The preview window displays a table with columns A through K and rows 1 through 4. The table contains data for various items, including DONUTS, MELK KONDENSERT, and TOMMAT SOLTORKKET.

	A	B	C	D	E	F	G	H	I	J	K
1.	Viksomhet	Braker	Adresse	Leverandør	Varenummer	Varenavn	Produsent/Imp.	Erhetspris	Enhet	Ant.	Sum
2.	Unit	Rekvirent	Gruppen1	Storhusholdning	124669	DONUTS (0.05 kg)	AS	91.45 kg		1	201.2
3.	Unit	Rekvirent	Gruppen1	Storhusholdning	1269786	MELK KONDENSERT (0.39 kg)	GRUPPEN AS	74.03 kg		6	2116.08
4.	Unit	Rekvirent	Gruppen1	Storhusholdning	1002690	TOMMAT SOLTORKKET (1.85 kg)	GRUPPEN AS	82.53 kg		10	4580.4

The preview window also includes a 'Close' button and a 'Select' button.

Selections for the report

Having opened the configuration page, you must configure the report to activate the button *Download as Excel file*. See example from Report 1.3.

- Select from and to dates
- Select supplier(s) from available suppliers in the left box
- Select address(es) from available addresses in the left box
- Discounts (Optional)
- Product brands (Optional)
- Separate unit price (Optional)
- Address key
- Profile

When all mandatory selections have been performed, the *Download as Excel file* button will be clickable. By clicking the button an Excel file will be created and downloaded automatically, or you will be prompted in your browser to approve the download.

1.3 Products ordered by user per supplier
✕

From date

To date

Select additional information *Optional*

Available suppliers

48 hits

- Aftenposten AS >>
- Arne Johannesen Bakeri AS >
- Asko Storhusholdning <
- Assa Abloy Global Solutions (VingCard AS) <<
- Baker Brun AS
- Bakeriet Mo i Rana
- Bama Storkjøkken AS
- Byåsen Bakeri og Konditori AS

Selected suppliers

0 hits

Available users

20 hits

- Anna Hopfer >>
- Bouvet demo >
- Britt Strand <
- Dag Hesmyr <<
- Fredrik Demo
- Hasse Tester
- Hasse Tester
- Horecamarket Administrator

Selected users

0 hits