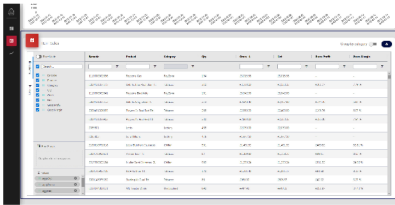


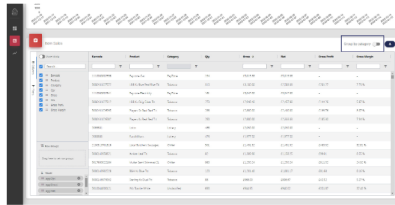
Online Reporting Portal

Getting to grips with the Item Sales table



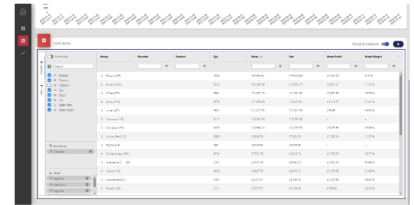
| Name | Brand | Category | No | Date 1 | No | Date 2 | No | Sales |
|------|-------|----------|-----|--------|-----|--------|-----|-------|
| ... | ... | ... | ... | ... | ... | ... | ... | ... |

The Item Sales table is a powerful tool that allows you to dig deep into your item sales and better understand what sells in your business and of course, what doesn't.



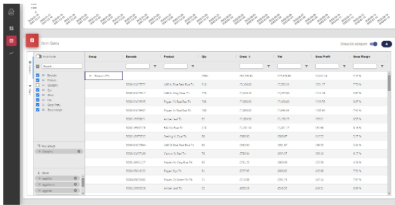
| Name | Brand | Category | No | Date 1 | No | Date 2 | No | Sales |
|------|-------|----------|-----|--------|-----|--------|-----|-------|
| ... | ... | ... | ... | ... | ... | ... | ... | ... |

By default, the item sales table will work on an individual product level, but you can group everything by category instead by clicking on the *Group By Category* toggle button.



| Category | Sales |
|----------|-------|
| ... | ... |

This will display all of your EPOS system's top-level categories and then show you the performance of each category.



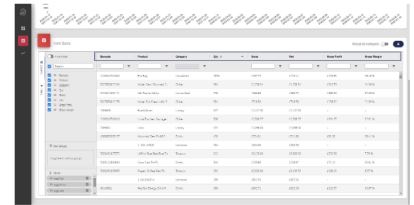
| Name | Brand | Category | No | Date 1 | No | Date 2 | No | Sales |
|------|-------|----------|-----|--------|-----|--------|-----|-------|
| ... | ... | ... | ... | ... | ... | ... | ... | ... |

Clicking on the > Icon on any category will display all of the products currently listed in that category.



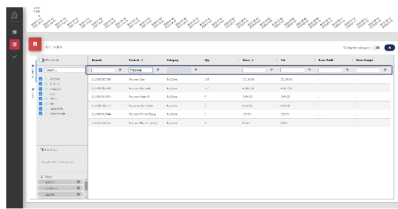
| Name | Brand | Category | No | Date 1 | No | Date 2 | No | Sales |
|------|-------|----------|-----|--------|-----|--------|-----|-------|
| ... | ... | ... | ... | ... | ... | ... | ... | ... |

If you wish to see a tabular version of the Financial Summary data at the top of your report, you can click on the *Pivot Mode* toggle button.

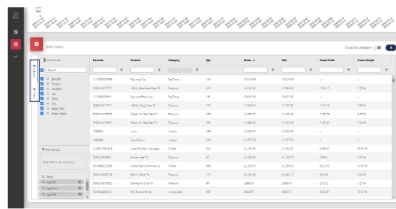


| Name | Brand | Category | No | Date 1 | No | Date 2 | No | Sales |
|------|-------|----------|-----|--------|-----|--------|-----|-------|
| ... | ... | ... | ... | ... | ... | ... | ... | ... |

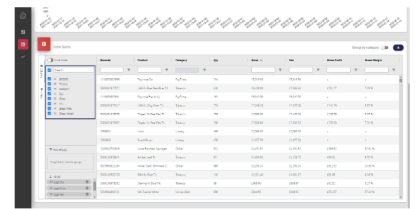
In the top-most bar in the Item Sales table, you can click on any of the fields to arrange them in ascending or descending order. The direction of the arrow will indicate the order that the data is being displayed in.



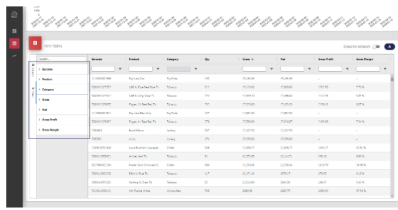
Below that bar is a selection of text input fields. You can use these to quickly search for items that include the search term you have entered. In our example, we entered 'Payzone' into the text input and the Item Table loaded all products which have Payzone somewhere in their name/description.



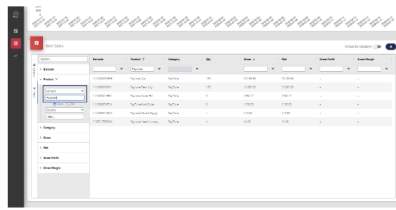
To the far left of the Item Sales table, you'll see two tabs, One labelled *Columns* and another labelled *Filter*. These relate to the section to the right of the two tabs. By default, the Online Reporting Portal will be displaying Column options whenever you load it. First, we'll look at columns and how you can add, remove and rearrange your view using the Column menu.



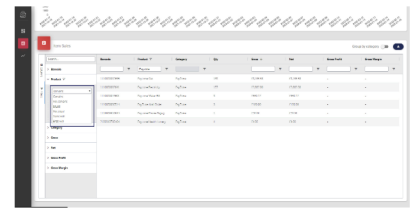
To the left of the Item table and to the right of the tabs mentioned previously is a list of fields. This is the column menu. By default, the Online Reporting Portal will display all available fields. You can use the checkboxes to add or remove fields to your table and the icon to the right, the 9 small dots, to reorder the fields. Giving you maximum control over the layout and data included in your Item Sales table.



Clicking on the *Filters* tab will load up the advanced filter menu. We've already covered how to search and arrange your data above, but this menu allowed you to isolate very specific products based on your own preferences.



In this menu, you can click on any of the available fields and apply specific filters to them, limiting the data set to what you specifically want to see. In the example above, we have once again filtered Product names/descriptions by the word Payzone. As you can see, this returns the same results as the previous search we did using the text input fields above the table.



Clicking on the dropdown menu above the input text field allows you to select what kind of query you wish to carry out. These allow you to search for products which include, do not include, is equal to (in the case of numbers), is not equal to (also in the case of numbers) and starts or ends with a given term.

| Name | Category | Price | Qty | Total |
|----------|----------|-------|-----|--------|
| Gasoline | Gasoline | 1.50 | 100 | 150.00 |
| Gasoline | Gasoline | 1.50 | 100 | 150.00 |
| Gasoline | Gasoline | 1.50 | 100 | 150.00 |
| Gasoline | Gasoline | 1.50 | 100 | 150.00 |
| Gasoline | Gasoline | 1.50 | 100 | 150.00 |
| Gasoline | Gasoline | 1.50 | 100 | 150.00 |
| Gasoline | Gasoline | 1.50 | 100 | 150.00 |
| Gasoline | Gasoline | 1.50 | 100 | 150.00 |
| Gasoline | Gasoline | 1.50 | 100 | 150.00 |
| Gasoline | Gasoline | 1.50 | 100 | 150.00 |

You can go even further using these filters, by searching by multiple different metrics. In the example above, we have drilled down further into our original 'Payzone' filter by requesting that all products with 'Gas' in the name/description are omitted. This returns all of the Payzone products which do not include the word 'Gas' in their name/description.

| Name | Category | Price | Qty | Total |
|----------|----------|-------|-----|--------|
| Gasoline | Gasoline | 1.50 | 100 | 150.00 |
| Gasoline | Gasoline | 1.50 | 100 | 150.00 |
| Gasoline | Gasoline | 1.50 | 100 | 150.00 |
| Gasoline | Gasoline | 1.50 | 100 | 150.00 |
| Gasoline | Gasoline | 1.50 | 100 | 150.00 |
| Gasoline | Gasoline | 1.50 | 100 | 150.00 |
| Gasoline | Gasoline | 1.50 | 100 | 150.00 |
| Gasoline | Gasoline | 1.50 | 100 | 150.00 |
| Gasoline | Gasoline | 1.50 | 100 | 150.00 |
| Gasoline | Gasoline | 1.50 | 100 | 150.00 |

If you wish to export your Item Sales table as a CSV, you can do this by pressing on the blue export button at the top right of the Item Sales table. The download will automatically start.