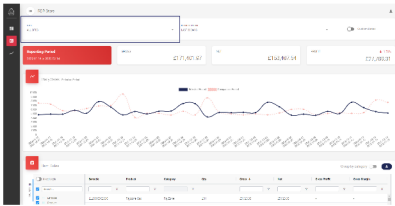
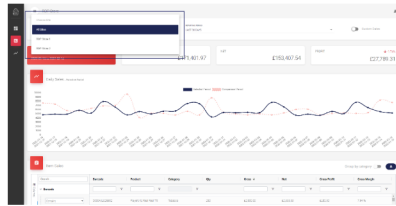


Online Reporting Portal

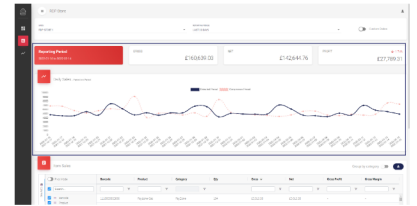
Setting up Date-Ranges and Selecting Sites



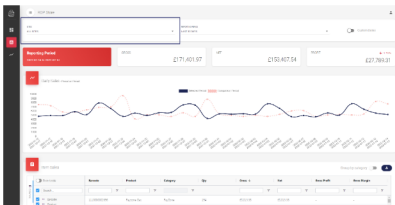
You can either view the data from your entire estate or select a specific site. To do this, first click on the *Sites* dropdown menu.



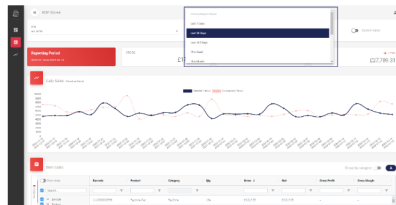
Next, you can select *All Sites* or any one of your currently assigned sites.



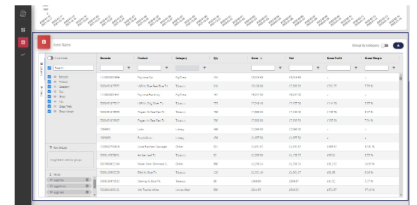
As you can see, your data will automatically update when you select a specific store.



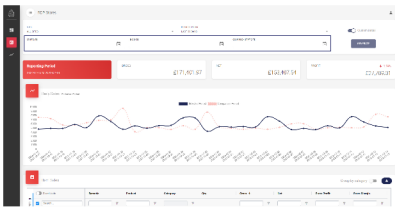
If you wish to reset your view, you can just reload the page within your browser. By default the portal will always display data from all of your sites.



You can also use this menu to define the period of data you wish to view. You can use on our pre-defined periods, which are available in the *Reporting Period* dropdown menu.

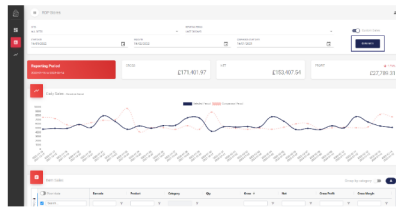


Or, if you would prefer something customised, you can also define your own date range. You do this by clicking on the *Custom Dates* toggle button.

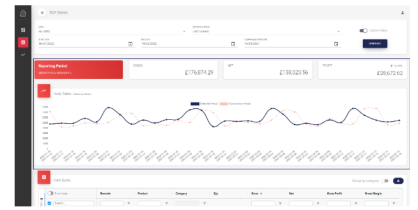


Enter the start of your current period, and then the end. The *Comparison Start Date* is the beginning of the period you wish to compare the current period against.

The online reporting portal will then compare the period you've selected with the same number of days starting with the comparison period you have defined.



When you are happy with your date selection, click *Generate*.



The portal will automatically calculate your Financial Summary, Daily Sales and Item Sales table based on this new date range.