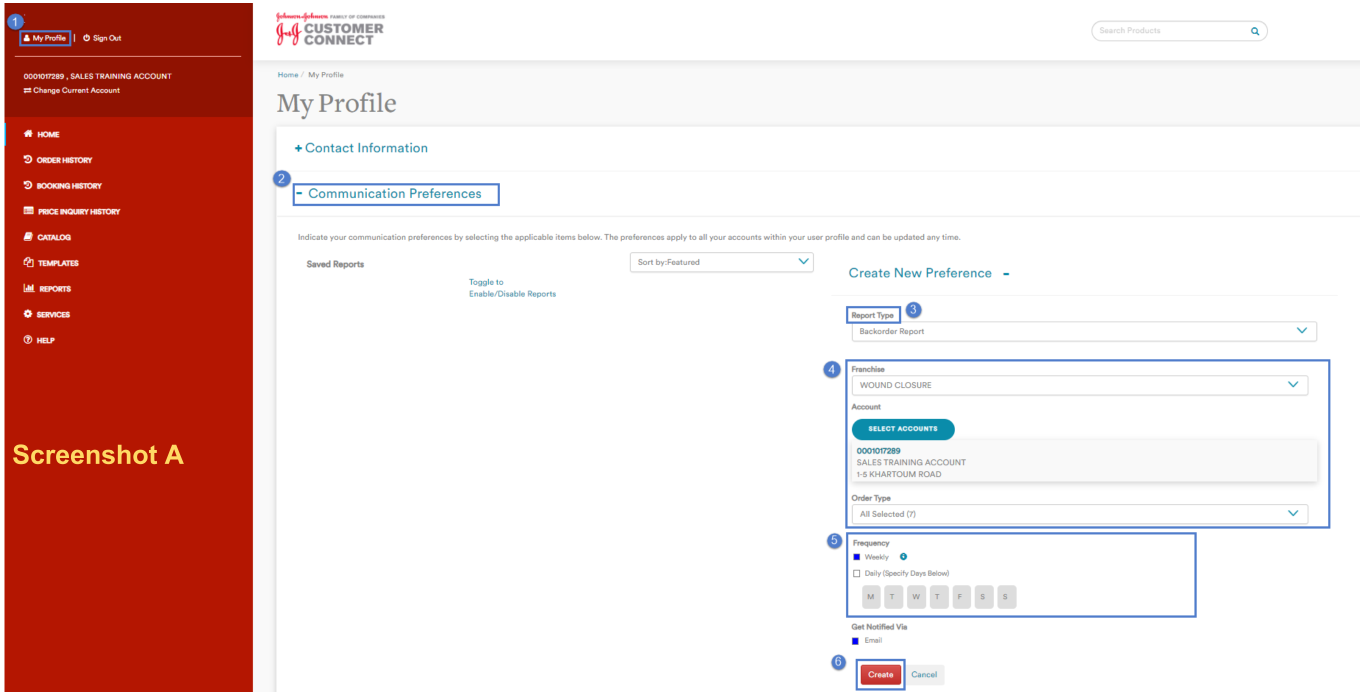
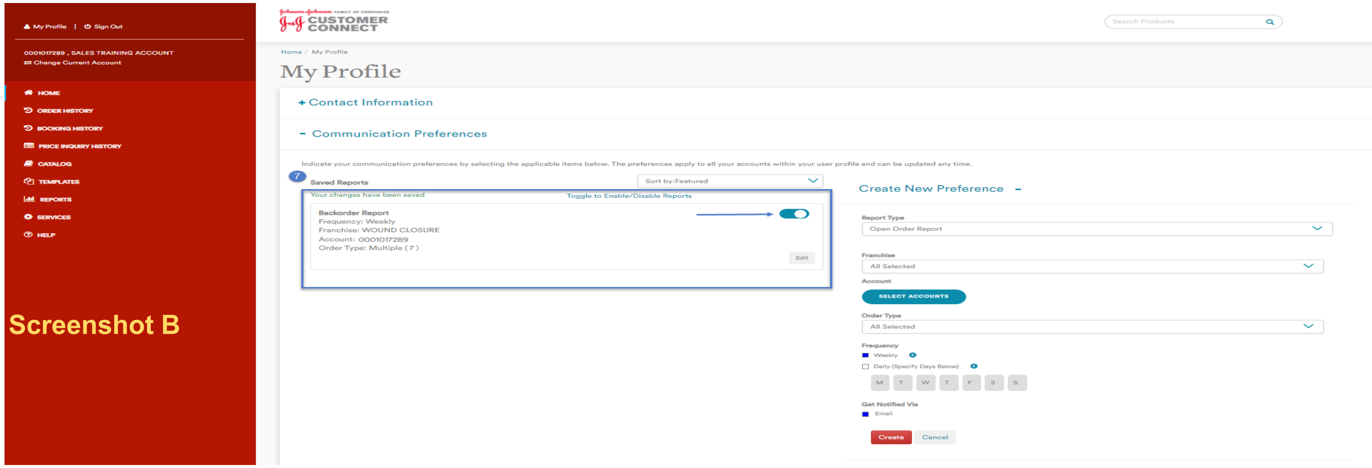
Reports: A Quick Reference Guide

This is a guide to configuring automated reports.

1. Click on “My Profile”.
2. Select “Communication Preferences”.
3. Choose the reports or notifications that you would like to receive from the “Report Type” dropdown. Note that “Backorder” reports don’t include products on a manual allocation hold, but “Open Order” reports do. *Screenshot A*
4. Optional: Apply filters if you want your reports to include only specific Franchises, Accounts or Order Types.
5. Choose the frequency of your report. Select “Weekly” for once a week reports, or select “Daily” to choose specific days.
6. Scroll down and click “Create”.
7. Your preferences will be shown under “Saved Reports” on the left hand side. You will now be able to toggle to enable or disable your reports. *Screenshot B*





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