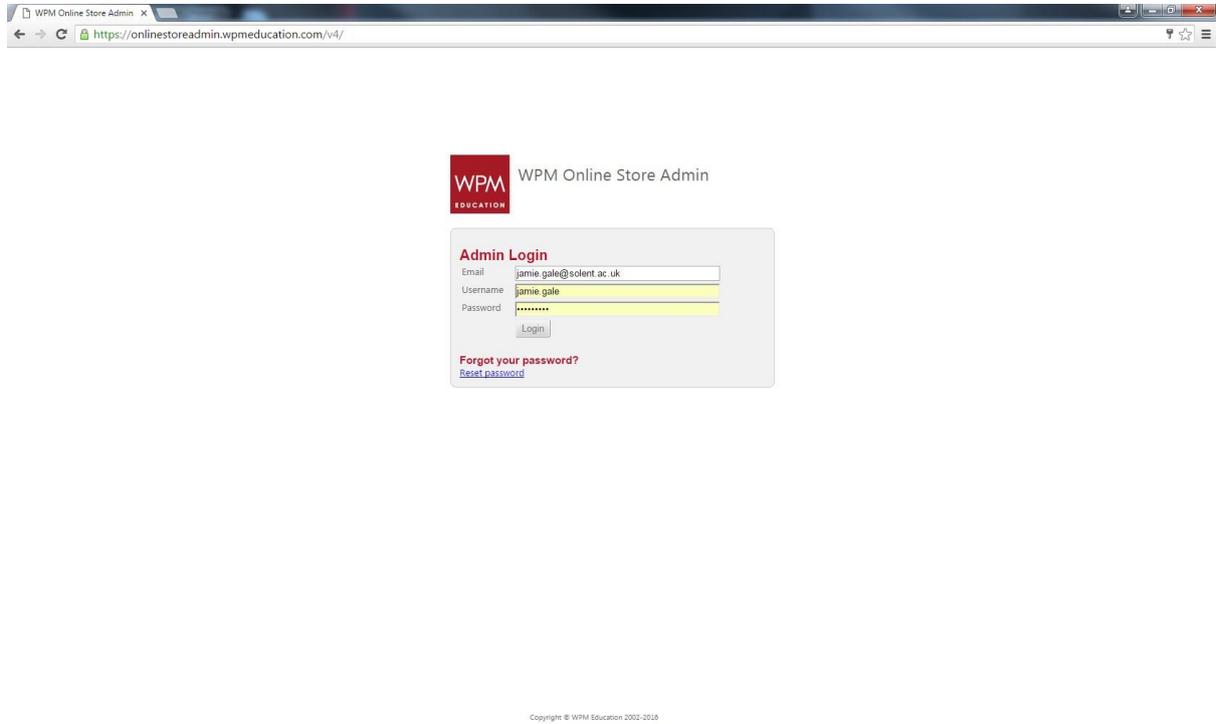


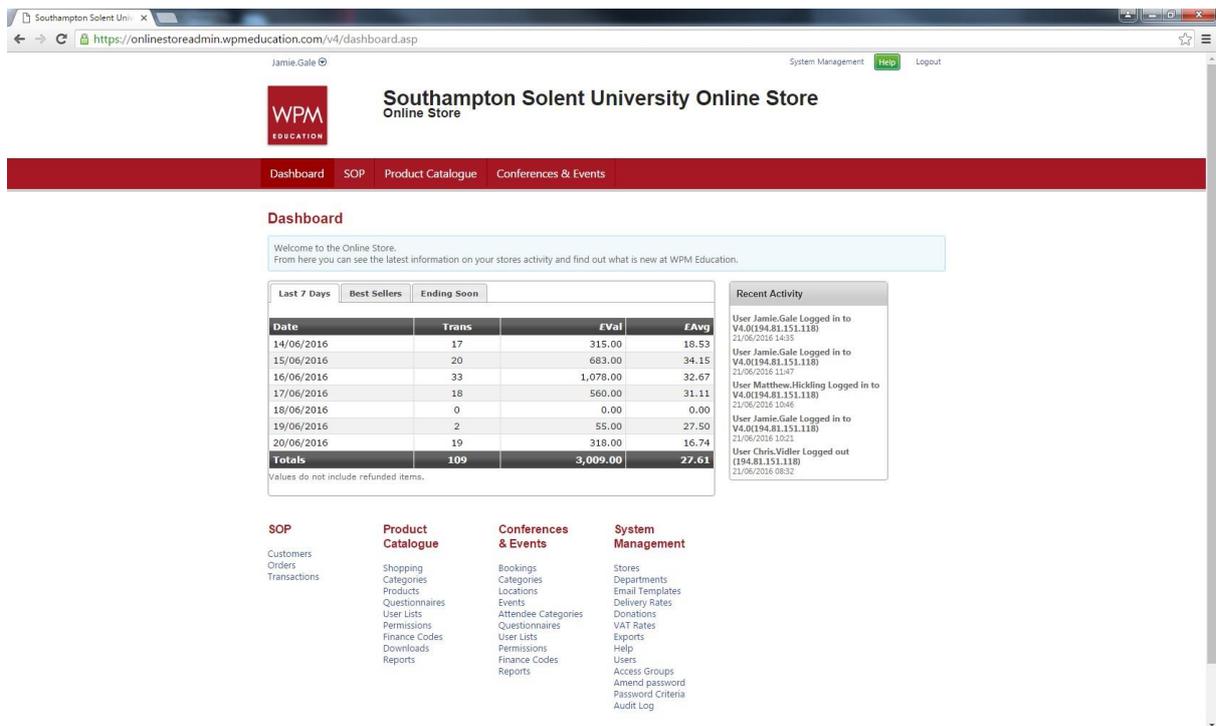
Running reports from the online shop

Logging on

Once you have received an email from Finance Systems providing your log in details, click the attached link to reach the following screen



When you have logged in you will see the following screen (your screen may appear less busy depending on your level of access but it should look broadly the same)



Running the report

Now you're logged in, hover over the "Product catalogue" drop down and click reports, from the drop down, select the report you wish to run.

What report do I want to run?

Products sold report: If you want information including number of products sold, customer name, order date and time, customer email, order value, delivery address and order status (i.e. has it been refunded), run this report.

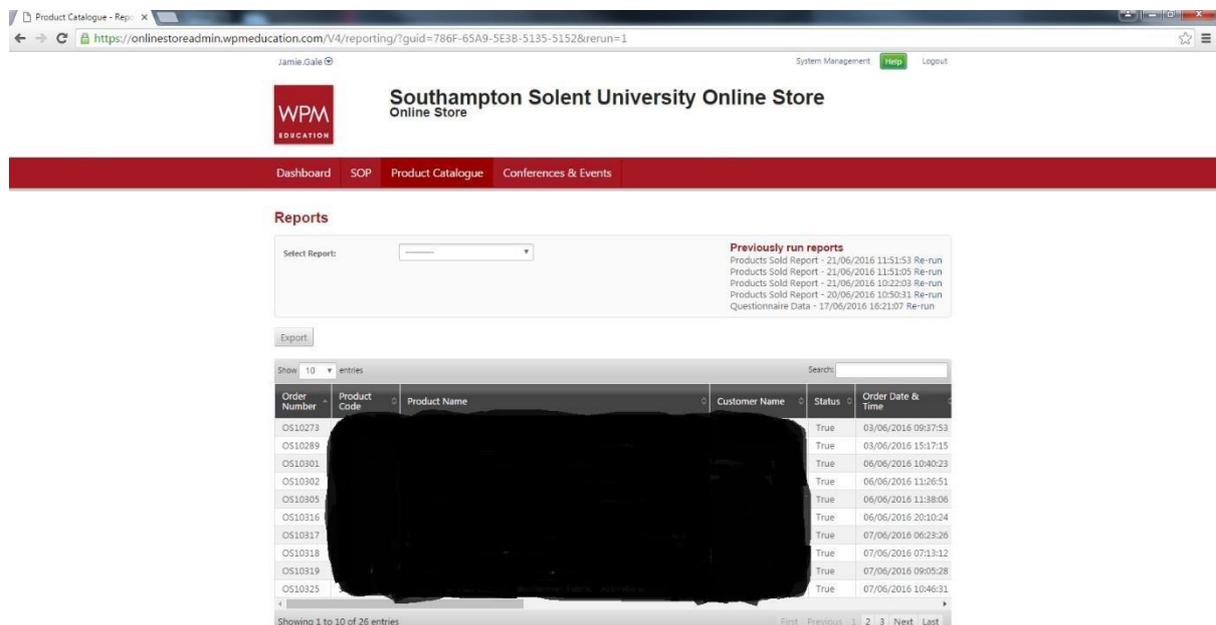
Questionnaire data: If your product has a questionnaire attached and you need the information contained in the questions, run this report.

How to run the report

From the reports screen, work your way through from the top 'department' drop down selecting the section relevant to your product from each (unless you oversee multiple products, the only option available from the drop-down will be the correct one).

Your start date and end date will default to blank, but can be customised if you need to narrow down to orders within a certain date range.

After running the report



The screenshot shows the 'Reports' section of the Southampton Solent University Online Store. It includes a 'Select Report' dropdown menu, an 'Export' button, and a table of 'Previously run reports'. Below this is a table of 'Orders' with columns for Order Number, Product Code, Product Name, Customer Name, Status, and Order Date & Time. The Product Name column is redacted with a black box.

Order Number	Product Code	Product Name	Customer Name	Status	Order Date & Time
OS10273				True	03/06/2016 09:37:53
OS10289				True	03/06/2016 15:17:15
OS10301				True	06/06/2016 10:40:23
OS10302				True	06/06/2016 11:26:51
OS10305				True	06/06/2016 11:38:06
OS10316				True	06/06/2016 20:10:24
OS10317				True	07/06/2016 06:23:26
OS10318				True	07/06/2016 07:13:12
OS10319				True	07/06/2016 09:05:28
OS10325				True	07/06/2016 10:46:31

Once the report is run you will be presented with a screen similar to the above, you can navigate all the information within your browser, or export to excel for a copy you can edit.

Please note, while both reports contain the order number, the questionnaire data result omits the OS prefix which will affect attempts to combine the two for analysis.

You can run these reports as often as you like and the information is up-to-date. For any further queries please contact the Income Team on x3970.