



Address: 24 Luna Close Swindon Wiltshire SN25 2LZ UK
Phone: +44 (0) 7792951549
Email: info@holbi.co.uk
Internet: <http://www.holbi.co.uk>

User's Manual

Project name: TrueLoaded

Module: Reports

Project Leader: Vladislav Malyshev

QA: Eduard Shutenko

Technical Writer: Yana Lovyagina

version 1.2

o s C o m m e r c e m o d u l e s
I n t e g r a t i o n w i t h E R P s y s t e m s
S e r v i c e s
S k i n s

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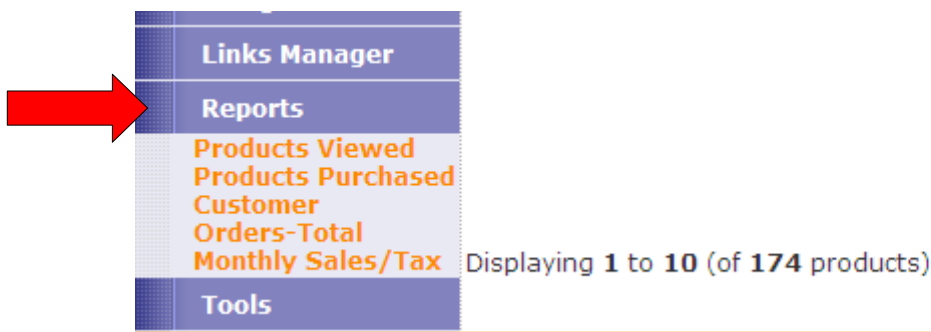
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Introduction

The Reports module allows a store owner to view information relating to what customers are doing on the website. Here you can view Best Viewed Products, Best Products Purchased, Best Customer Orders – Total, and Monthly Sales/Tax Summary. Best Viewed Products, Best Products Purchased, and Best Customer Orders – Total are informative sections.

Products Viewed

1. From the Admin Panel click the **Reports** link.



The Best Viewed Products page demonstrates a list of products mostly viewed by website visitors. The report is used by the store owner to target special offers on products that are most frequently viewed. The page includes the following columns: **No.** (record number), **Products** (products names), and **Viewed** (how many times a product was viewed).

No.	Products	Viewed
01.	Wireless IntelliMouse® Explorer (English)	227
02.	Doom 3 (English)	143
03.	IntelliMouse® Explorer (English)	104
04.	Gift 25 (English)	86
05.	Prince of Persia: The Two Thrones (English)	37
06.	1111 (English)	32
07.	Nokia 3510i (English)	25
08.	Nokia E61 (English)	22
09.	Nokia 9300 (English)	20
10.	The Elder Scrolls IV: Oblivion (English)	19

2. If there are a lot of records in the list, the Navigation Bar appears at the bottom of the page. To find a necessary product, click the *down* arrow and select an appropriate page number. To “list” the pages one by one, use the “<<” (Previous) and “>>” (Next) buttons.

Displaying 1 to 10 (of 174 products)



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Products Purchased

1. From the Admin Panel click the **Reports** link and select the **Products Purchased** section.



The Best Products Purchased page demonstrates a list of bestsellers. This report will tell the store owner which of the products are the most frequently purchased. The report is used by the store owner to target special offers on products that are most frequently bought. The page includes the following columns: **No.** (record number), **Products** (products names), and **Purchased** (how many items a product was purchased).

- If there are a lot of records in the list, the Navigation Bar appears at the bottom of the page. To find a necessary product, click the *down* arrow and select an appropriate page number. To “list” the pages one by one, use the “<<” (Previous) and “>>” (Next) buttons.


Displaying 1 to 10 (of 174 products)

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Customer Orders - Total

- From the Admin Panel click the **Reports** link and select the **Customer Orders – Total** section.



Links Manager
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Displaying 1 to 10 (of 174 products)

The Best Customer Orders -Total report demonstrates a total sum of money a customer has spent in the web-store. It is used by the store owner to target special offers or discounts for customers who purchase often. The page includes the following columns: **No.** (record number), **Customers** (customers names), and **Total Purchased** (total price of all the orders purchased by a customer).

 Reports :: Best Customer Orders-Total osCommerce Catalog Admin Logoff		
No.	Customers	Total Purchased
01.	John Smith	£200.00
02.	Adam Stone	£64.95

- If there are a lot of records in the list, the Navigation Bar appears at the bottom of the page. To find a necessary product, click the *down* arrow and select an appropriate page number. To “list” the pages one by one, use the “<<” (Previous) and “>>” (Next) buttons.

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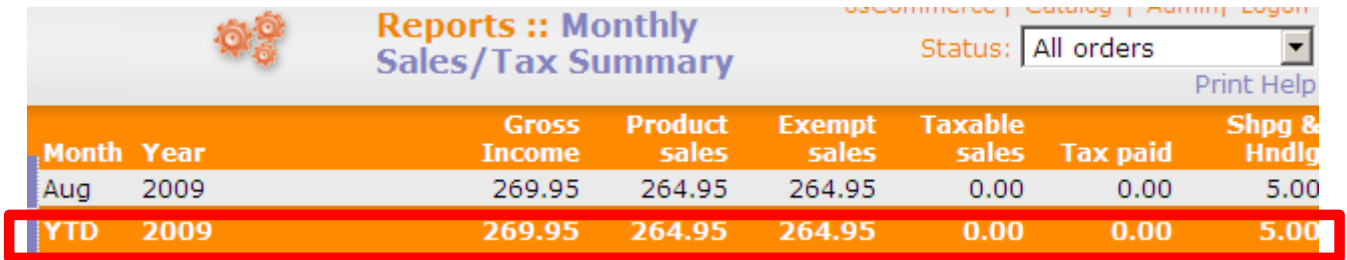
Monthly Sales/Tax Summary

- From the Admin Panel click the **Reports** link and select the **Monthly Sales/Tax Summary** section. This page demonstrates a monthly report of sales and taxes.

This report displays a financial summary of all orders in the store database. Each month of the store's history is summarized in a row, showing all store's income and its components, divided into taxable and exempt sales, and listing an amounts of taxes, shipping and handling charges, low order fees and gift vouchers. (If a store does not have low order fees or gift vouchers enabled, these columns are removed from the report). The top row is the current month, and the rows below summarize each month of the store's order history.

Month Year		Gross Income	Product sales	Exempt sales	Taxable sales	Tax paid	Shpg & Hndlg
Aug	2009	269.95	264.95	264.95	0.00	0.00	5.00
YTD	2009	269.95	264.95	264.95	0.00	0.00	5.00

Below the rows of each calendar year, there is a footer line summarizing the year's totals in each column of the report.



Month	Year	Gross Income	Product sales	Exempt sales	Taxable sales	Tax paid	Shpg & Hndlg
Aug	2009	269.95	264.95	264.95	0.00	0.00	5.00
YTD	2009	269.95	264.95	264.95	0.00	0.00	5.00

The page includes the following columns:

On the left, the **Month** and **Year** of the row are displayed. The other columns are, left to right:

- **Gross Income** – a total sum of all sales, taxes and other charges accumulated from the orders made during a month
- **Product Sales** – a total amount of products sales during a month

Then, the products sales are divided into two categories:

- **Exempt Sales** – the products sales shipped outside the store's zone (exempt from sales tax)
- **Taxable Sales** – the products sales shipped within the store's zone (subject to sales tax)
- **Taxes Paid** – an amount charged to customers and included into their orders amount for taxes
- **Shipping & Handling** - the total shipping and handling charges for the orders
- **Low order fees** and **Gift Vouchers** - if the store has low order fees and/or gift vouchers enabled, the totals of these are shown in separate columns

Selecting Report Summary By Status

To show the monthly summary information for a certain Order Status, select an item in the **Status** dropdown. Depending on the store's settings for these values, there can be the "Pending" or "Delivered" status, for example. Change this status, and a report will be recalculated and newly displayed.

osCommerce | Catalog | Admin | Logoff

Status:

Tax paid	Shpg & Hndl	
0.00	0.00	
0.00	0.00	
96.85	30.00	124.27
0.00	69.47	10.00
96.85	99.47	134.27

Printing A Report

- To show a report in the printer-friendly window, click the **Print** link in the right top corner.

osCommerce | Catalog | Admin | Logoff

Reports :: Monthly Sales/Tax Summary

Status:

[Print Help](#)

Month	Year	Gross Income	Product sales	Exempt sales	Taxable sales	Tax paid	Shpg & Hndl
Aug	2009	269.95	264.95	264.95	0.00	0.00	5.00
YTD	2009	269.95	264.95	264.95	0.00	0.00	5.00

- Use your browser's print command in the **File** menu. The store name and headers are added to show what orders were selected, and when the report was generated.

Saving Report Values To A File

If the 'File' link does not appear between 'Print' and 'Help' on your system, this feature has been disabled by your system administrator, whom you should consult for further information with.

To save the values of the report to a file, click on the **File** link between the Print and Help links in the right top corner. The report values will be sent to your browser in a text file, and you will be prompted with the **Save File** dialog box to choose where to save the file.

Contents of the file are in Comma Separated Value (CSV) format, with a line for each row of the report beginning with the header line, and each value in the row is separated by commas. This file can be conveniently and accurately imported to common spreadsheet financial and statistical tools, such as Excel and QuattroPro. The file is provided to your browser with a suggested file name consisting of the report name, status selected, and date/time.