



## ECOMMERCE MANAGEMENT SYSTEM

### Instruction Guide

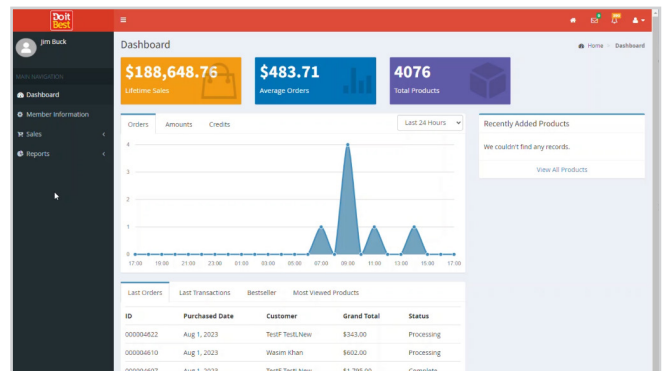
## HOW TO ACCESS SALES AND PROCEEDS REPORTS

These instructions will guide you through accessing and reviewing your online customer sales and proceeds reports using the new ecommerce management system. These useful reporting tools allow you to leverage information from online orders to monitor sales trends and fine tune your store operations.

### ACCESSING YOUR REPORTS

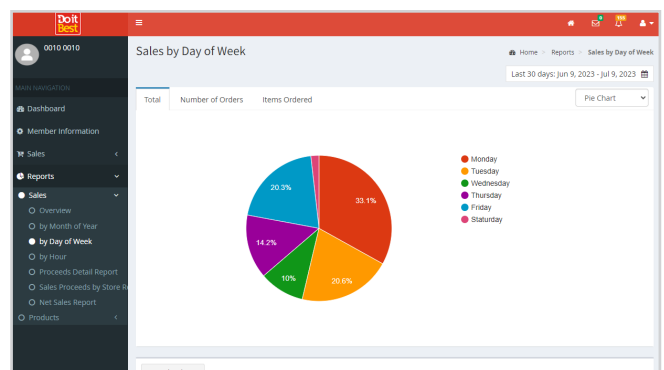
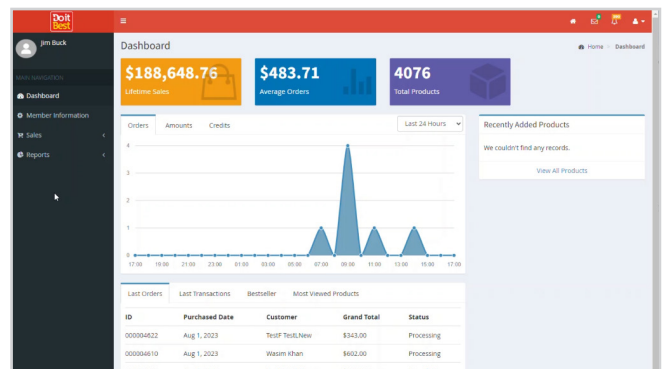
Not all permission levels allow users to view reports. If you need access to sales and proceeds reports but do not see them, reach out to your store's MyAdmin administrator.

- To access the Ecommerce management system, login to my.doitbest.com. Then click Online Tools in the navigation menu, and select Ecommerce Management System.
- Click Reports in the left-hand navigation menu.



### SALES REPORT

- The sales report provides a snapshot of all online purchases.
- It can graphically display the following:
  - Totals
  - Subtotals
  - Number of orders
  - Number of items ordered by month
  - Number of items ordered by day of week
  - Number of items ordered by hour of day
- It can also be downloaded as comma separated values (CSV) file.



**Remember!** You must click Save, or your changes will be lost.



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#### PROCEEDS DETAIL REPORT

- The proceeds detail report allows you to view your distributed proceeds information on your Do it Best statement.

#### SALES PROCEEDS BY STORE REPORT

- The sales proceeds by store report allows you to generate and download a summary of all transactions during a specified time frame for each of your stores.

#### NET SALES REPORT

- The net sales report allows you to view the details of all transactions during a specified time frame.



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