# Chapter 6 Reporting

The **Reporting** option allows you to generate reports for your dashboard activities, inventory, traffic, and sales. The preformatted reports that come preloaded in the program provide a quick analysis of key areas of interest to track your traffic. They also ensure you have crucial inventory information available when you need it.



## Generating Reports

1.  Click the **Reporting** option in the blue toolbar at the top of the screen.

2.  Use the drop-down menu at the top of the screen to select the type of reports you would like to generate. You can choose from dashboard, inventory, traffic, and sales reporting. The system defaults to dashboard reports.

3.  Once the list of reports opens for the category you've selected, click the name of the report you wish to generate, or click the report's corresponding PDF symbol.



4.  The report opens in a new Web browser tab.

5.  Use the report toolbar to view and print the report as needed.