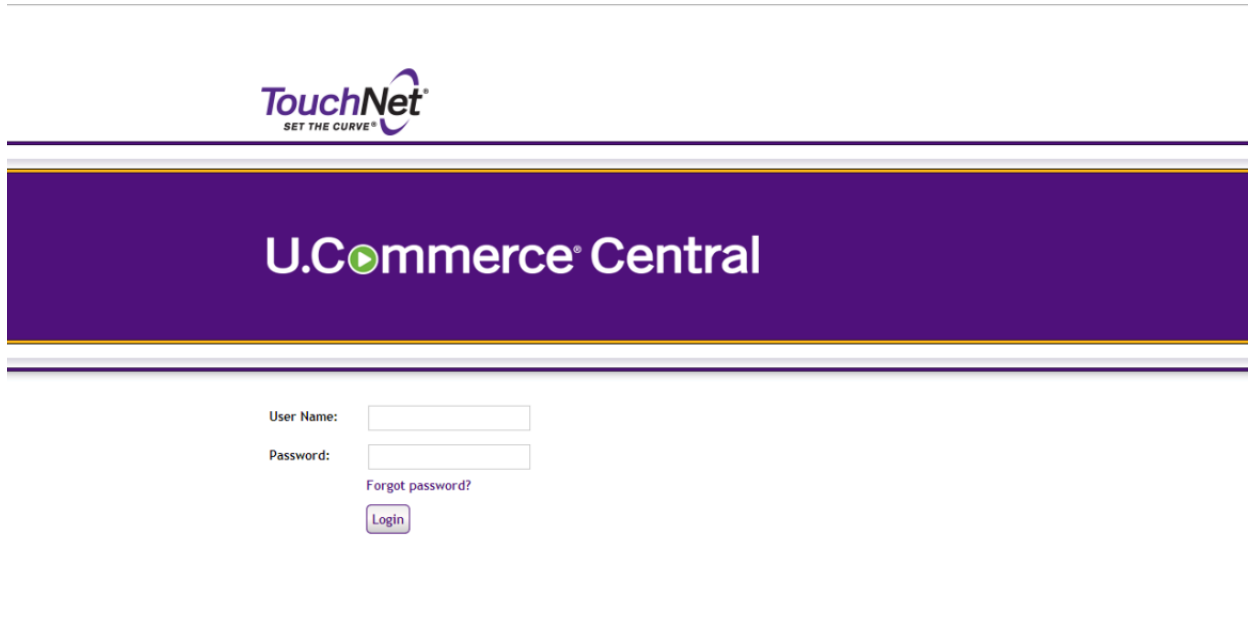
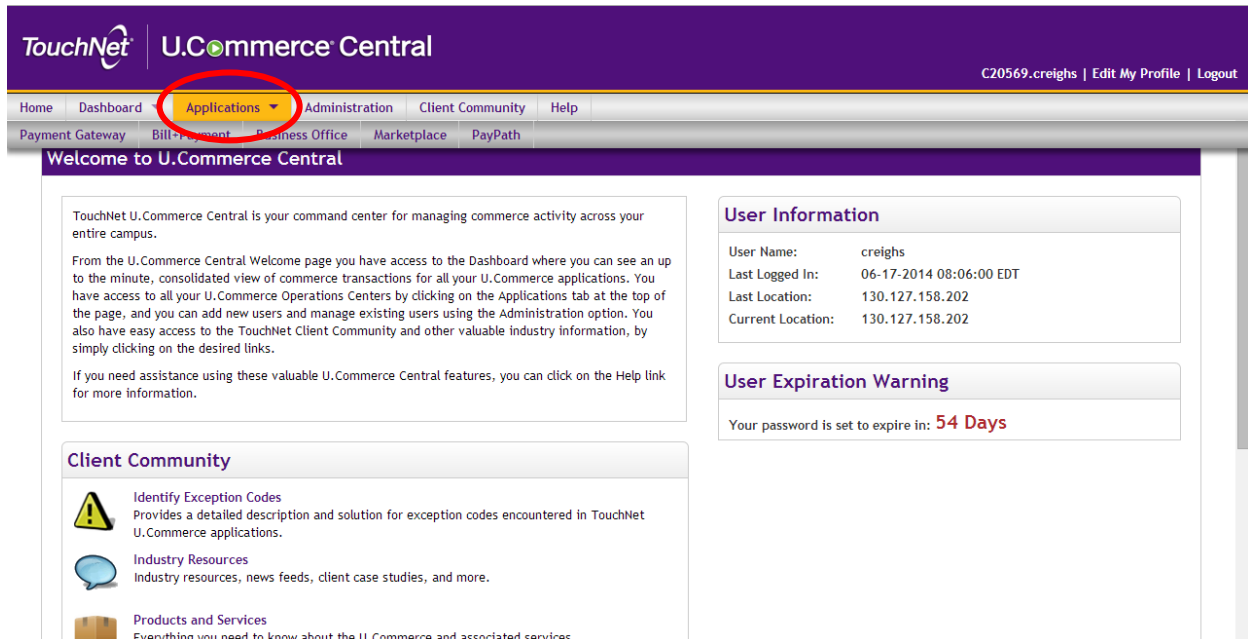


# Pulling a Product Report

1. Log in to [U.Commerce Central](#)



2. Hover over the Applications tab



### 3. Navigate to Marketplace

The screenshot shows the U.Commerce Central dashboard. The top navigation bar includes 'Home', 'Dashboard', 'Applications', 'Administration', 'Client Community', and 'Help'. Below this, a secondary navigation bar contains 'Payment Gateway', 'Bill+Payment', 'Business Office', 'Marketplace', and 'PayPath'. The 'Marketplace' link is circled in red. The main content area is titled 'Welcome to U.Commerce Central' and contains a welcome message, user information, a user expiration warning, and a client community section with links to 'Identify Exception Codes', 'Industry Resources', and 'Products and Services'.

### 4. Click "Marketplace Reports" on the left side of your screen

The screenshot shows the 'Marketplace Operations Center Home' page. The top navigation bar includes 'Home', 'Dashboard', 'Applications', 'Administration', 'Client Community', and 'Help'. The main content area is titled 'Marketplace Operations Center Home' and contains a search bar, a 'Print Page' button, and a 'Stores' section. The 'Stores' section displays a table with columns for Name, Id, Type, Merchant Name, Web, Mobile, Fulfillments Pending, and Links. The table contains one entry: 'Reading Recovery' with Id 29, Type General, Merchant Name Reading Recovery, Web Yes, Mobile No, and Fulfillments Pending 0. The left sidebar contains a menu with 'Marketplace Home', 'Reading Recovery', 'Marketplace Reports', 'Edit My Profile', and 'Help'. The 'Marketplace Reports' link is circled in red.

Name	Id	Type	Merchant Name	Web	Mobile	Fulfillments Pending	Links
Reading Recovery	29	General	Reading Recovery	Yes	No	0	View Store   View Mobile

5. Click "Stores"

The screenshot shows the TouchNet U.Commerce Central TEST interface. The top navigation bar includes 'Home', 'Dashboard', 'Applications', 'Administration', 'Client Community', and 'Help'. The left sidebar menu has 'Marketplace Home', 'Reading Recovery', 'Marketplace Reports', 'Stores', 'Edit My Profile', and 'Help'. The 'Stores' item is circled in red. The main content area is titled 'Marketplace Operations Center Home' and contains a table of store entries.

Name	Id	Type	Merchant Name	Web	Mobile	Fulfillments Pending	Links
Reading Recovery	29	General	Reading Recovery	Yes	No	0	View Store   View Mobile

6. Select your store

The screenshot shows the TouchNet U.Commerce Central TEST interface. The top navigation bar includes 'Home', 'Dashboard', 'Applications', 'Administration', 'Client Community', and 'Help'. The left sidebar menu has 'Marketplace Home', 'Reading Recovery', 'Marketplace Reports', 'Stores', 'Reading Recovery', 'Edit My Profile', and 'Help'. The 'Reading Recovery' item is circled in red. The main content area is titled 'Marketplace Operations Center Home' and contains a table of store entries.

Name	Id	Type	Merchant Name	Web	Mobile	Fulfillments Pending	Links
Reading Recovery	29	General	Reading Recovery	Yes	No	0	View Store   View Mobile

7. Click “By Product”

The screenshot shows the TouchNet U.Commerce Central TEST interface. The top navigation bar includes the logo and user information (C20569.test | Edit My Profile | Logout). Below the navigation bar, there are tabs for Home, Dashboard, Applications, Administration, Client Community, and Help. The left sidebar contains a menu with the following items: Marketplace Home, Reading Recovery, Marketplace Reports, Stores, Reading Recovery (expanded), By Product (circled in red), By Stock No., By Product Type, Totals, Taxes, Buyer Information, Recurring Payment, Edit My Profile, and Help. The main content area is titled "Marketplace Operations Center Home" and contains a "Stores" section with a table of store entries. The table has columns for Name, Id, Type, Merchant Name, Web, Mobile, Fulfillments Pending, and Links. One entry is visible: Reading Recovery (Id: 29, Type: General, Merchant Name: Reading Recovery, Web: Yes, Mobile: No, Fulfillments Pending: 0). The table also includes a search bar and pagination controls.

8. Change the date range to the desired state

The screenshot shows the TouchNet U.Commerce Central TEST interface. The top navigation bar includes the logo and user information (C20569.test | Edit My Profile | Logout). Below the navigation bar, there are tabs for Home, Dashboard, Applications, Administration, Client Community, and Help. The left sidebar contains a menu with the following items: Marketplace Home, Reading Recovery, Marketplace Reports, Stores, Reading Recovery (expanded), By Product (selected), By Stock No., By Product Type, Totals, Taxes, Buyer Information, Recurring Payment, Edit My Profile, and Help. The main content area is titled "Store Revenue Report" and contains a form for generating a report. The form includes an "Export To CSV" button, a date range selector (From: 3/2/14 To: 6/18/14, circled in red), a "Report Type" dropdown menu (set to Product), and a "View" button. Below the form, there is a section for "Application Type" with checkboxes for "Stores" and "Mobile", both of which are checked.

9. Click "View"

The screenshot shows the 'Store Revenue Report' page in the UCommerce Central TEST application. The page title is 'Store Revenue Report'. Below the title, there is a note: 'The default report shows current day information using the default of all application types.. The report is a summary of the total revenue.' There is a 'Print Page' icon on the right. Below this, there is an 'Export To CSV' button. The main form contains fields for 'From:' (3/2/14), 'To:' (6/18/14), and 'Report Type:' (Product). A 'View' button is circled in red. Below the form, there is an 'Application Type:' section with checkboxes for 'Stores' and 'Mobile', both of which are checked. A left-hand navigation menu is visible, listing various options like 'Marketplace Home', 'Reading Recovery', 'Marketplace Reports', 'Stores', 'Reading Recovery', 'By Product', 'By Stock No.', 'By Product Type', 'Totals', 'Taxes', 'Buyer Information', 'Recurring Payment', 'Edit My Profile', and 'Help'.

10. Click on a listed product for more detailed information
- This option will show all of the information the customer entered

The screenshot shows a detailed view of a product listing in the UCommerce Central TEST application. The page title is 'Store Revenue Report'. Below the title, there is a note: 'The default report shows current day information using the default of all application types.. The report is a summary of the total revenue.' There is a 'Print Page' icon on the right. Below this, there is an 'Export To CSV' button. The main form contains fields for 'From:' (3/2/14), 'To:' (6/18/14), and 'Report Type:' (Product). A 'View' button is circled in red. Below the form, there is an 'Application Type:' section with checkboxes for 'Stores' and 'Mobile', both of which are checked. Below this, there is a 'Hide Detail' button. The main content area displays a table with columns: Product Name, Order Id, Purchaser, Date Ordered, Date Fulfilled, Qty Fulfilled, Payment Method, Pay By Check Payment Status, and Total Amount Paid. The table contains one row of data for '2013 Summer Institute - Participant Registration'. Below the table, there is a 'Shipping Information' section with the email 'troye@clemson.edu'. Below that, there is a 'Product Modifiers' section with a table of modifiers. The table has columns for 'Prompt', 'Answer', and 'Price'. The modifiers are: 'Participant Name' (Kayne Evans, \$50.00), 'Phone Number' (864-940-6830, \$50.00), and 'If you are interested in having a Tiger Executive Meal for lunch, please check one of the following' (Chicken Salad on Croissant, \$50.00). Below the modifiers, there is another table with columns: Product Name, Order Id, Purchaser, Date Ordered, Date Fulfilled, Qty Fulfilled, Payment Method, Pay By Check Payment Status, and Total Amount Paid. The table contains one row of data for '2013 Summer Institute -'.

Product Name	Order Id	Purchaser	Date Ordered	Date Fulfilled	Qty Fulfilled	Payment Method	Pay By Check Payment Status	Total Amount Paid
2013 Summer Institute - Participant Registration	1287	Kayne Evans	04/01/2014 02:40:16 PM CDT	04/01/2014 02:40:19 PM CDT	1	MasterCard		\$70.00

Prompt	Answer	Price
Participant Name	Kayne Evans	\$50.00
Phone Number	864-940-6830	\$50.00
If you are interested in having a Tiger Executive Meal for lunch, please check one of the following	Chicken Salad on Croissant	\$50.00

Product Name	Order Id	Purchaser	Date Ordered	Date Fulfilled	Qty Fulfilled	Payment Method	Pay By Check Payment Status	Total Amount Paid
2013 Summer Institute -	1267	Kayne Evans	03/24/2014 02:16:40 PM	03/24/2014 02:28:28 PM	-1	MasterCard		-\$35.00

11. Click “Export to CSV”

The screenshot displays the U.Commerce Central TEST interface. At the top, the header includes the TouchNet logo, the text "U.Commerce Central TEST", and the user ID "C20569.test" with links for "Edit My Profile" and "Logout". Below the header is a navigation bar with links for "Home", "Dashboard", "Applications", "Administration", "Client Community", and "Help".

On the left side, there is a sidebar menu with the following items: "Marketplace Home", "Reading Recovery", "Marketplace Reports", "Stores", "Reading Recovery" (with a sub-menu: "By Product", "By Stock No.", "By Product Type", "Totals", "Taxes", "Buyer Information", "Recurring Payment", "Edit My Profile", "Help").

The main content area is titled "Product Detail Report". It contains the following elements:

- A sub-header: "The default report shows current day information using the default of all application types."
- A "Print Page" button with a printer icon.
- A "Back To Store Revenue Report" button.
- An "Export to CSV" button, which is circled in red.
- A list of report options with radio buttons:
  - Show columns with a zero dollar price adjustment
  - Include all modifiers
  - Select modifiers to export
- A date range selector with "From: 3/2/14" and "To: 6/18/14" fields, and a "View" button.
- An "Application Type:" section with checked options for "Stores" and "Mobile".
- A "Hide Detail" button at the bottom.