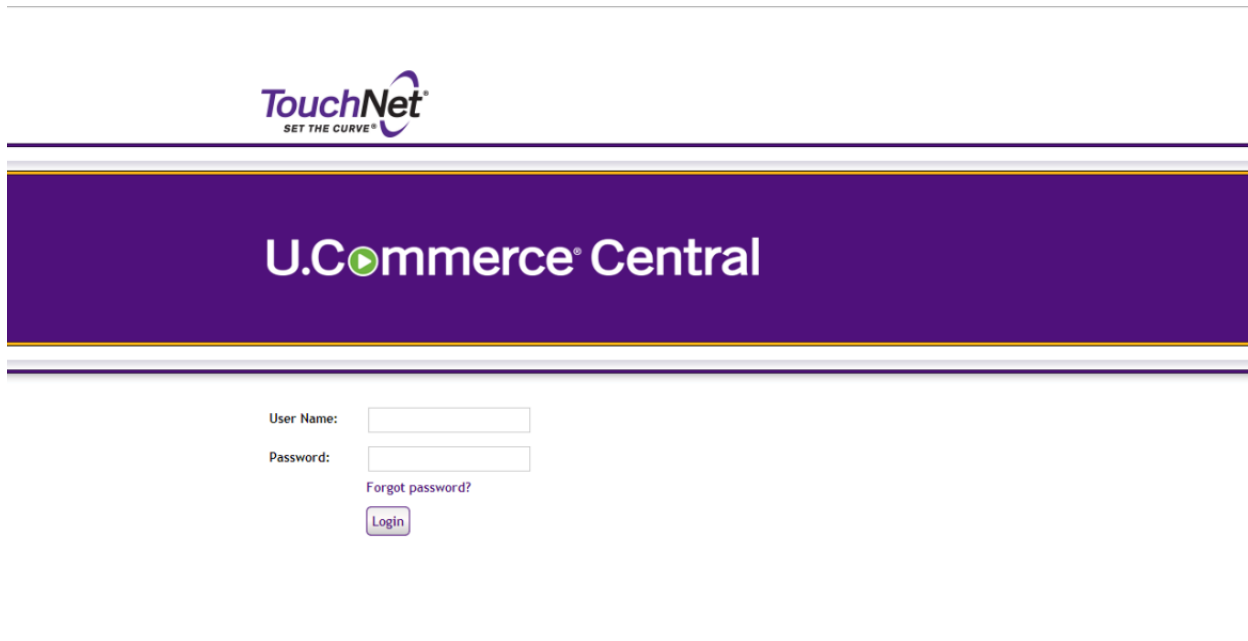
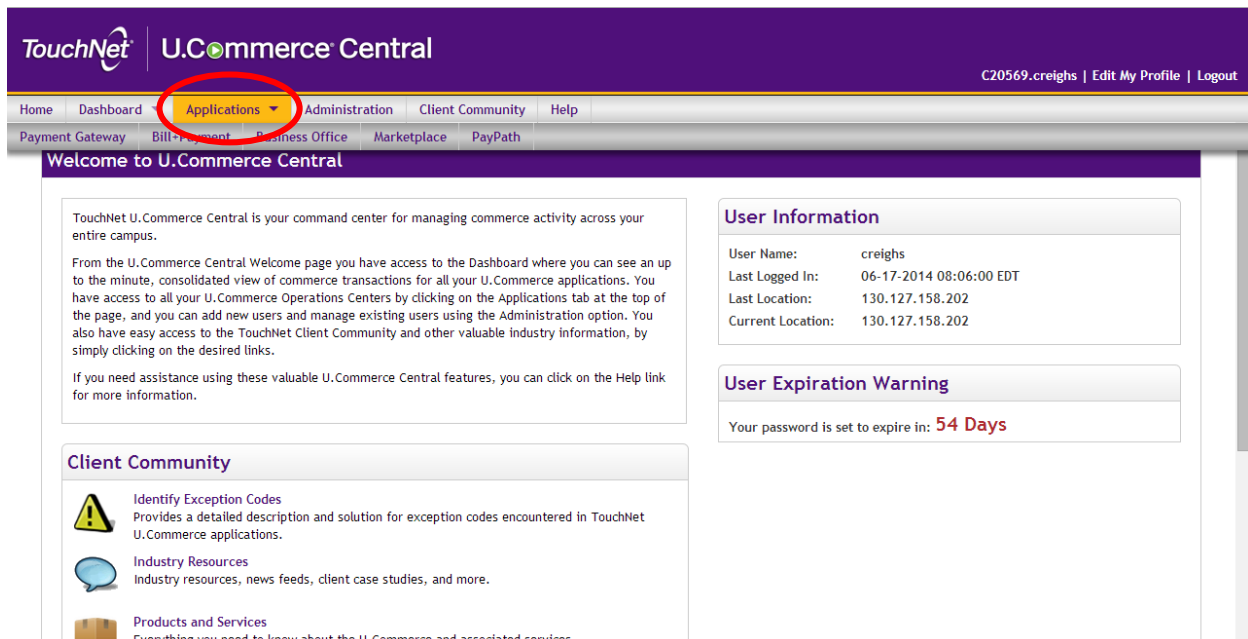


Pulling a Product Report

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 for '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 left sidebar contains a dropdown menu with 'Marketplace Home', 'Reading Recovery', 'Marketplace Reports', 'Edit My Profile', and 'Help'. The 'Marketplace Reports' link is circled in red. The main content area is titled 'Marketplace Operations Center Home' and contains a search bar, a 'Print Page' button, and a table of stores.

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”

TouchNet U.Commerce Central TEST C20569.test | Edit My Profile | Logout

Home Dashboard Applications Administration Client Community Help

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
Help

Marketplace Operations Center Home

Click on links to access Mall, Store, Mobile and uPay sites. Search for Order Id or System Tracking Id. Status can be changed on store and upay sites.

Print Page

Stores

Show 10 entries Search:

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

Showing 1 to 1 of 1 entries First Previous 1 Next Last

8. Change the date range to the desired state

TouchNet U.Commerce Central TEST C20569.test | Edit My Profile | Logout

Home Dashboard Applications Administration Client Community Help

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
Help

Store Revenue Report

The default report shows current day information using the default of all application types.. The report is a summary of the total revenue.

Print Page

Export To CSV

From: 3/2/14 To: 6/18/14 Report Type: Product View

Application Type:
 Stores
 Mobile

9. Click "View"

The screenshot shows the UCommerce Central TEST interface. The top navigation bar includes the TouchNet logo, the text "UCommerce Central TEST", and user information "C20569.test | Edit My Profile | Logout". Below this is a secondary navigation bar with links for Home, Dashboard, Applications, Administration, Client Community, and Help. A left-hand sidebar contains a tree view of navigation options, including 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. The main content area is titled "Store Revenue Report" and contains a sub-header: "The default report shows current day information using the default of all application types.. The report is a summary of the total revenue." Below this is an "Export To CSV" button and a "Print Page" icon. A form section includes "From:" (3/2/14), "To:" (6/18/14), and "Report Type:" (Product). A "View" button is circled in red. Below the form, the "Application Type:" section has checkboxes for "Stores" and "Mobile", both of which are checked.

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

The screenshot shows the UCommerce Central TEST interface with the "View" button from the previous screenshot circled in red. The main content area displays the "Application Type:" section with "Stores" and "Mobile" checked. Below this is a "Hide Detail" button. A table lists product details for "2013 Summer Institute - Participant Registration".

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

Below the table, there are sections for "Shipping Information" (troye@clemsn.edu), "Product Modifiers", and a table of modifiers:

Prompt	Answer	Price
Participant Name	Kayne Evans	\$0.00
Phone Number	864-940-6830	\$0.00
If you are interested in having a Tiger Executive Meal for lunch, please check one of the following	Chicken Salad on Croissant	\$0.00

At the bottom, another row of the product table is visible:

2013 Summer Institute -	1267	Kayne Evans	03/24/2014 02:16:40 PM	03/24/2014 02:28:28 PM	-1	MasterCard		-\$35.00
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11. Click “Export to CSV”

The screenshot displays the U.Commerce Central TEST web application interface. At the top, the header includes the TouchNet logo, the text "U.Commerce Central TEST", and user information "C20569.test | Edit My Profile | Logout". Below the header is a navigation menu with links for Home, Dashboard, Applications, Administration, Client Community, and Help. On the left side, there is a sidebar menu with categories such as Marketplace Home, Reading Recovery, Marketplace Reports, Stores, and Reading Recovery, with sub-items like By Product, By Stock No., By Product Type, Totals, Taxes, Buyer Information, and Recurring Payment. The main content area is titled "Product Detail Report" and contains a sub-header "The default report shows current day information using the default of all application types." Below this, there is a "Print Page" button and a "Back To Store Revenue Report" button. The "Export to CSV" button is highlighted with a red circle. Below the buttons, there are three radio button options: "Show columns with a zero dollar price adjustment" (checked), "Include all modifiers" (selected), and "Select modifiers to export". There is also a date range selector with "From: 3/2/14" and "To: 6/18/14" and a "View" button. At the bottom, there is an "Application Type" section with checked options for "Stores" and "Mobile", and a "Hide Detail" button.