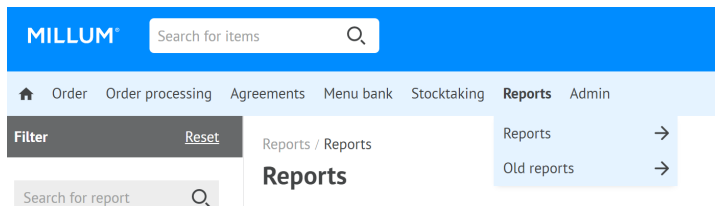


## Quick guide reporting module

In this guide you will be shown how to create a report in the **new** reporting module.

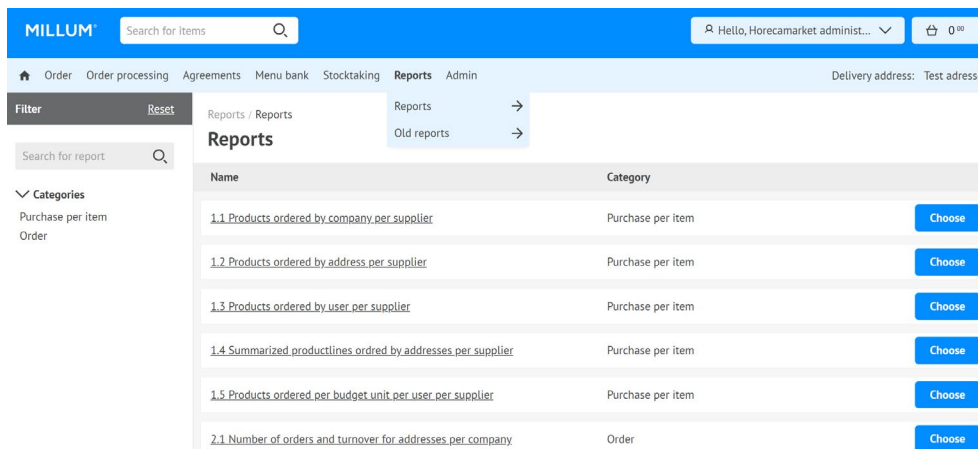
### 1. Reports in the menu bar

The report selection is now split in two. You access the most used reports under *Reports* in the new solution, while remaining reports are accessed through the old solution.



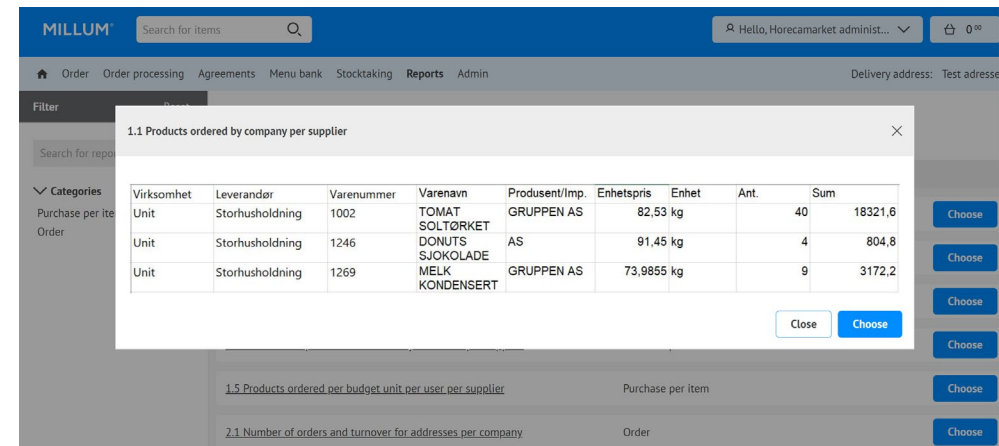
### 2. Select report in two ways

You can select the desired report by clicking the blue *Choose* button behind the report name or click the actual report name for a preview of the report.



### 3. Preview the report

By clicking the report name you are shown a preview of the report, and a description of what the report contains. By clicking the blue button *Choose* in the preview you will access the report configuration page.



#### 4. Selections for the report

Having opened the configuration page, you have to configure the report to activate the button *Download as Excel* file. See example from Report 1.3.

- Select from and to dates
- Select supplier(s) from available suppliers in the left hand box
- Select address(s) from available addresses in the left hand box
- Discounts (Optional)
- Product markings (Optional)
- Seperate unit price (Optional)
- Adresskey
- Profile

When all mandatory selections have been performed, the *Download as Excel file* button will be clickable. By clicking the button an Excel file will be created and downloaded automatically, or you will be prompted in your browser to approve the download.

✕
**1.3 Products ordered by user per supplier**

**From date** **To date**

05/01/2022 📅 05/31/2022 📅

**Select additional information** Optional

**Available suppliers**

48 hits

- Aftenposten AS »
- Arne Johannesen Bakeri AS >
- Asko Storhusholdning >
- Assa Abloy Global Solutions (VingCard AS) <
- Baker Brun AS <
- Bakeriet Mo i Rana «
- Bama Storkjøkken AS «
- Byåsen Bakeri og Konditori AS «

**Selected suppliers**

0 hits

**Available users**

20 hits

- Anna Hopfer »
- Bouvet demo >
- Britt Strand >
- Dag Hesmyr <
- Fredrik Demo <
- Hasse Tester «
- Hasse Tester «
- Horecamarket Administrator «

**Selected users**

0 hits