eSH⬦P
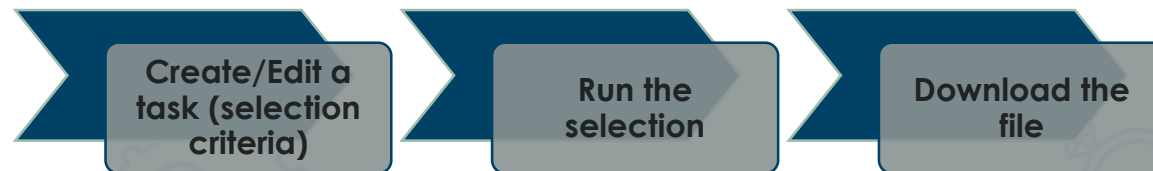
Reports

Last update: 03.06.2021

ACCESS TO REPORTS

⟩ From the **Reports** menu, you can access the list of reports shared with all company's users

⟩ A created report is kept from one connection to the other

⟩ But it is necessary to update the date ranges of the report at each use (***Edit***)

- Give a title to the report
- Select the type of report (only available for Richemont: order, shipping notice)

NB: The Orders report is the one that brings together the most information for Maisons Richemont

- Select the Client "Maisons Richemont"
- Select active orders only
- Set the report date range (6 months only)
- Check on **Include line items information** for details of order confirmations and / or serial numbers and / or deadlines per order line
- Click **Submit**

EDIT A REPORT

- Select the report you want to reuse and click **Edit**
- Give the report a new title
- Then modify the criteria of the old report according to your needs (ex: date of the order)
- Then click on **Submit**

RUN/DOWNLOAD A REPORT