Running a TouchNet Registration Report
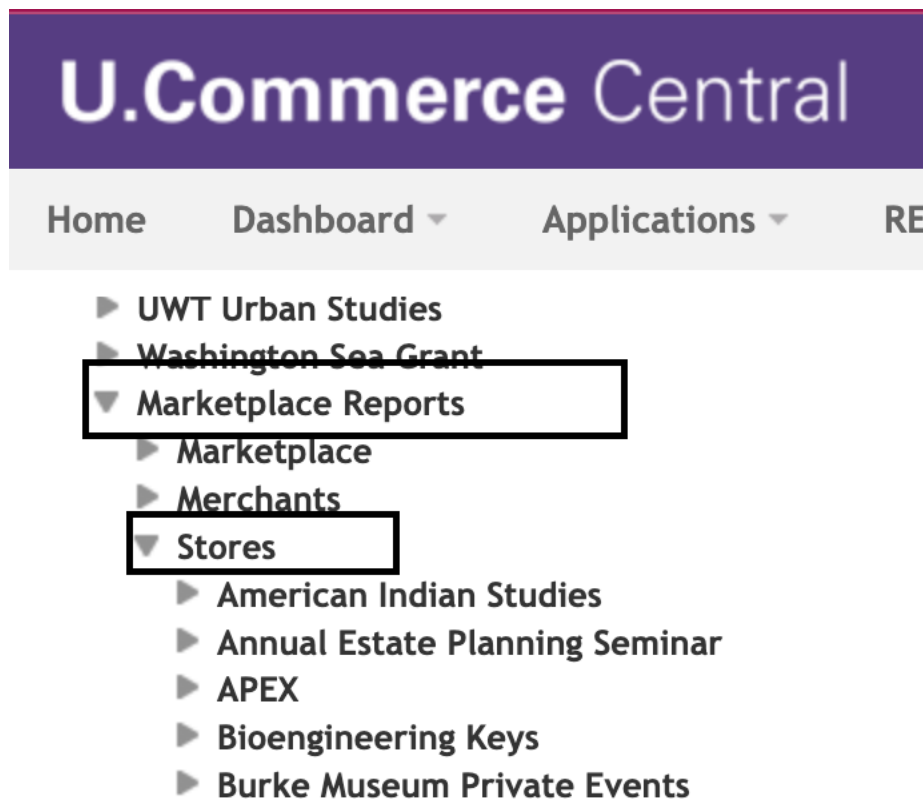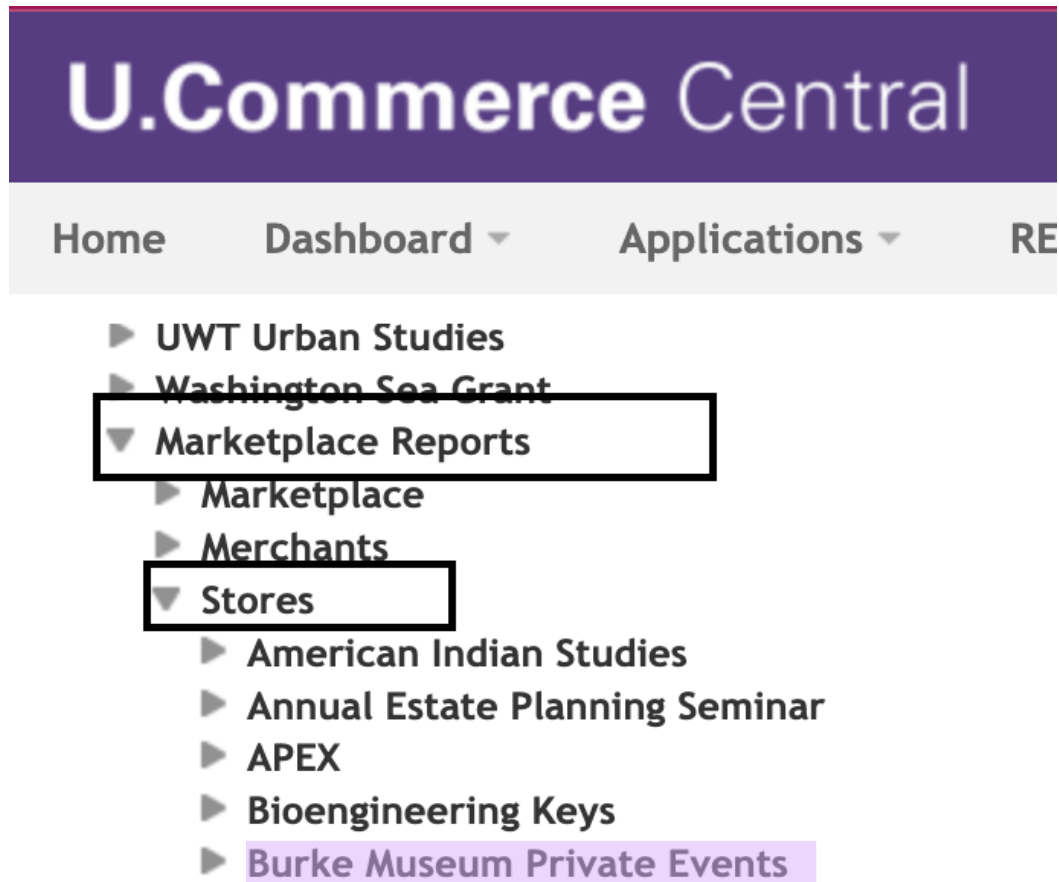
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To get started running a registration report...

1. Go to Marketplace Home.
2. Scroll down to Marketplace reports.

In "Stores," Select the name of your store.

Within your store, select "By Product."

▼ Burke Museum Private Events
    Revenue By Payment Type
    By Product
    By Stock No.
    By Product Type
    Totals
    Taxes
    Buyer Information
    Recurring Payment
    User Roles
    Transaction Details

By choosing "By Product" you will be able to see all registrations/purchases for your store offerings.

Store Revenue Report

`> **To run a report by product:**

From the Store Revenue Report page, select date parameters and choose "Product" from the dropdown menu.

Select the checkbox next to each product you would like to view and proceed to Product Detail Report

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Make sure to adjust the time interval for your report, since the system defaults to the present day.

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.

Export To CSV

From: 1/1/22 12:00 am 📅 🕐   To: 7/28/22 11:59 pm 📅 🕐   Report Type: Product ⌄   View

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View

<	January 2022					>
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Product Detail Report

The Product Detail Report has details on each purchase including information collected from customers (modifiers), presented in columns.

Stock Number	Product Name	Order Id	Dev Info	Purchaser	Date Ordered	Date Fulfilled	Qty Fulfilled	Transaction Type	Payment Method	Total Amount Paid

Export Detailed Report

Product Detail Report

The default report shows current day information using the default of all application types.

[Back To Store Revenue Report]

[Export to CSV] ← Make desired selections and "Export to CSV". Be sure to uncheck "Show columns with a zero dollar price adjustment."

☐ Show columns with a zero dollar price adjustment
◉ Include all modifiers
◯ Select modifiers to export

From: 01/01/20 12:00 AM 📅 To: 05/14/20 11:59 PM 📅 [View]

Application Type:

☑ uStores
☑ uStores Mobile
☑ uStores Point of Sale