

Running a TouchNet Registration Report

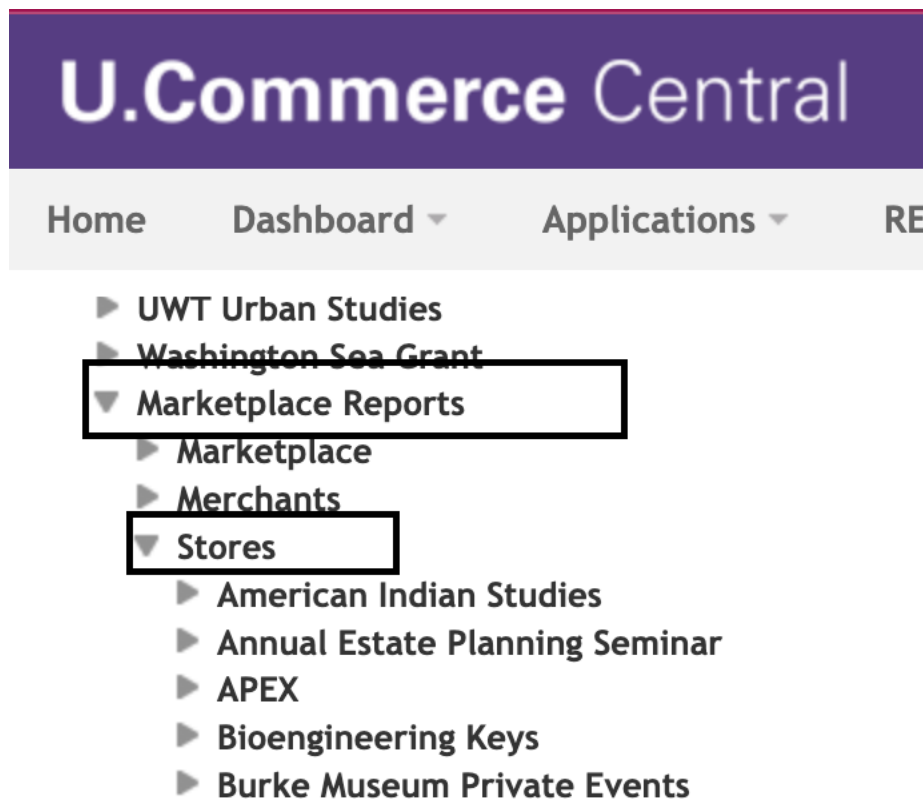


BE BOUNDLESS

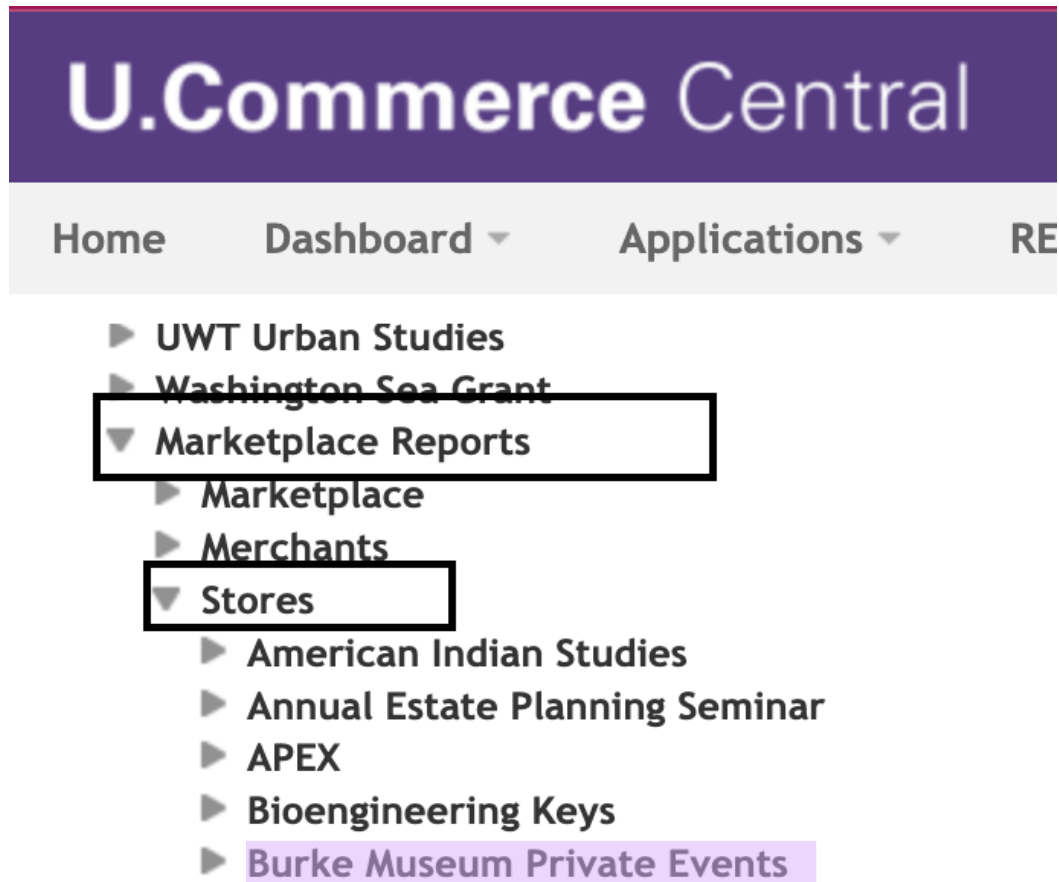


To get started running a registration report...

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



In “Stores,” Select the name of your store.



The image shows a screenshot of the U.Commerce Central interface. At the top, there is a dark purple header with the text "U.Commerce Central" in white. Below the header is a light gray navigation bar with the following items: "Home", "Dashboard" (with a downward arrow), "Applications" (with a downward arrow), and "RE". Below the navigation bar is a list of menu items, each preceded by a right-pointing triangle icon. The items are: "UWT Urban Studies", "Washington Sea Grant", "Marketplace Reports" (with a downward arrow and a black rectangular box around it), "Marketplace", "Merchants", "Stores" (with a downward arrow and a black rectangular box around it), "American Indian Studies", "Annual Estate Planning Seminar", "APEX", "Bioengineering Keys", and "Burke Museum Private Events" (with a light purple highlight behind the text).

- ▶ UWT Urban Studies
- ▶ ~~Washington Sea Grant~~
- ▼ Marketplace Reports
- ▶ Marketplace
- ▶ Merchants
- ▼ Stores
- ▶ American Indian Studies
- ▶ Annual Estate Planning Seminar
- ▶ APEX
- ▶ Bioengineering Keys
- ▶ Burke Museum Private Events

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:

Store Revenue Report

Print Page 

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: 03/27/18 12:00 AM To: 03/27/18 11:59 PM Report Type: Product View

Application Type:

uStores
 uStores Mobile

View Multiple Product Detail Report

<input type="checkbox"/>	Product Name	Quantity Sold	Sales
<input checked="" type="checkbox"/>	Magazine Subscription	3	\$89.97
	Total:	3	\$89.97

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**

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

Applicat < January 2022 >

	Su	Mo	Tu	We	Th	Fr	Sa
<input checked="" type="checkbox"/> uStor							
<input checked="" type="checkbox"/> uStor	26	27	28	29	30	31	01
<input checked="" type="checkbox"/> uStor	02	03	04	05	06	07	08
	09	10	11	12	13	14	15
View	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
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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:



To:



[View](#)

Application Type:

- uStores
- uStores Mobile
- uStores Point of Sale