INTRODUCTION TO REPORTS

Reports are a necessary and critical component to retail store operations. This document explains briefly show how to access Retail reports.

To begin, start on the Gazette homepage.

There are three ways to navigate to retail reports from the Gazette:

- Click **Reports Center** in the top navigation.
- Under the Goodwill menu, rollover the **Reports** link and click **Reports Center**.
- In the top navigation, click **Retail One-Stop**.

In this example, let's click **Reports Center** from the top navigation menu. The third link goes to the Retail One-Stop main page.
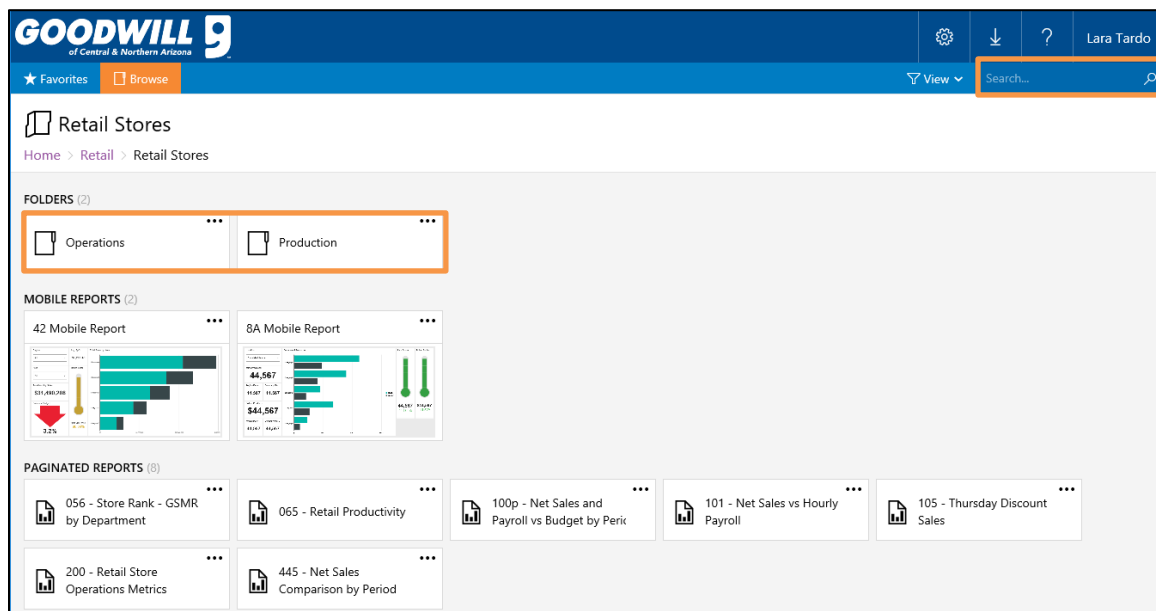

The Reports home page displays. This same page displays when the **Reports Center** link is accessed via the **Reports > Reports Center** path. To return to the Gazette homepage at any point, click the back arrow on the browser.

To access retail reports, click **Retail**.

INTRODUCTION TO REPORTS, CONTINUED
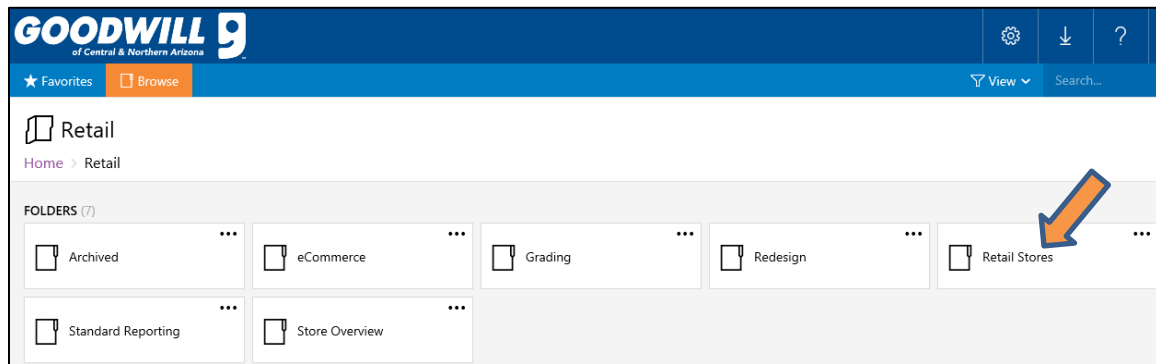
Click **Retail Stores**.

The main reports section for retail stores display. There are two folders within retail stores, they are Operations and Production. In addition, direct links to mobile and paginated reports display below the folders.

To access operations reports, click **Operations** or **Production**.

Tip: To access reports quickly, type the keywords of the report name in the Search field.

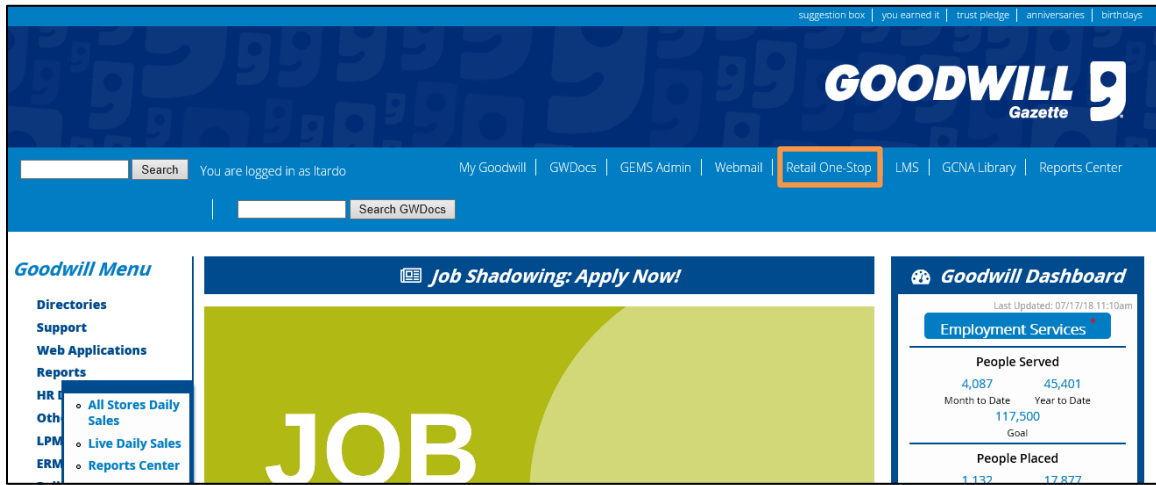## INTRODUCTION TO REPORTS, CONTINUED

Operations Example

Production Reports Example

The reports for the folder category displays. Scroll, if needed, to see all of the reports.

To return to the main retail reports listing, click the **Retail Stores** link or click the back button on the browser.

INTRODUCTION TO REPORTS, CONTINUED

The third way to access retail reports is Retail One-Stop. Navigate to the top navigation and click **Retail One-Stop**.

Retail One-Stop is another way to access reports commonly used on a daily basis.

To navigate to the **Sales** or **Production** folders from Retail One-Stop, click the **Sales Reports** or **Production Reports** links from the Retail One-Stop section. This opens a new tab with the main report listing as discussed earlier in the document.

Other links on Retail One-Stop such as the following go directly to the actual report: **Gaylords Processed**, **Production Summary**, **Quota vs. Actual Graph**, and **Product on Hand Report**. To return to the Gazette from this screen, click the **Gazette** link.

Note: For more information around which reports to use and when, contact your District Manager.