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1. Log in

- Use the following link to login to the production environment of Marketplace using the U.Commerce single sign-in:

  https://secure.touchnet.com/ucommercecentral

  - Enter your Username and Password that have been provided to you.
  - Once you are logged-in, select Applications, then Marketplace. You will now be at the Marketplace Home page.

You will only view or access the store you manage.

2. uStores Reports-Activity

Marketplace provides a selection of reports to pull activity happening in your uStore both daily or within a date range. These reports are real-time.

To view and run reports for your store(s):

- Select Marketplace Reports in the left navigation menu.
- Click Stores submenu, and then select your uStore. You will only see those ustores for which you have access.
- Select a date range you want to see the activity.

All reports are exportable to excel.
Report by product

Report by Product shows the total amount and the quantity of each product sold in your uStore within the date range specified.

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Quantity Sold</th>
<th>Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>1</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Early Registration</td>
<td>1</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Total:</td>
<td>2</td>
<td>$3,500.00</td>
</tr>
</tbody>
</table>

If you want to view more detail on individual products, you can click on the product name link (1) and a detail report will come up. To view multiple products at the same time, select the corresponding checkbox for each product that you want to display. Then, select the View Multiple Product Detail Report button (2).

You will see information listed below:

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Order Id</th>
<th>Purchaser</th>
<th>Date Ordered</th>
<th>Date Fulfilled</th>
<th>Qty Fulfilled</th>
<th>Payment Method</th>
<th>Total Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>1155</td>
<td>Mickey Mouse</td>
<td>09/30/2014 03:55:29 PM EST</td>
<td>09/30/2014 03:55:32 PM EST</td>
<td>1</td>
<td>MasterCard</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

Shipping Information
marketplace@gsu.edu

| Early Registration | 1154 | Mickey Mouse | 09/30/2014 03:53:39 PM EST | 09/30/2014 03:53:42 PM EST | 1 | MasterCard | $1,500.00 |

Shipping Information
marketplace@gsu.edu
Report by Stock Number

Report by Stock number shows the total amount and the quantity sold by stock number within the date range specified.

<table>
<thead>
<tr>
<th>Stock No.</th>
<th>Item Name</th>
<th>Quantity Sold</th>
<th>Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRJUNE2014</td>
<td>Registration</td>
<td>1</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>ERJUNE2014</td>
<td>Early Registration</td>
<td>1</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td>2</td>
<td>$3,500.00</td>
</tr>
</tbody>
</table>

If you want to view more detail on individual stock number, you can click on the product name link (1) and a detail report will come up. To view multiple stock numbers at the same time, select the corresponding checkbox for each stock number that you want to display. Then, select the View Multiple Product Detail Report button (2).

Report by Totals

Report by totals shows total amount collected for fulfillments and items sold by the uStore. It includes number of fulfillments, quantity sold and the shipping amount by the uStore.

Export To CSV
Report by Product Type

Report by Product Type shows the total amount paid and the quantity sold for a specific type of product(s) in your uStore.

To export the report to CSV (Excel)

All reports are exportable to Excel.
- Click on the Export to CSV button. Note: You need to uncheck the “Show columns with a zero dollar price adjustment” when exporting.

If you want to include the information gathered from the product modifiers, check include all modifiers or select modifiers to export options.
- Click on Open or Save button.
- An excel report will generate with the following information:
  - Product Name
  - Order ID
  - Purchaser’s Name
  - Order/Fulfilled Date
  - Quantity Fulfilled or refunded
  - Payment Type
Georgia State University
Office of Revenue, Receivable, & Cashiering Services

- Total amount
- Email address
- All selected modifiers

Marketplace Contact Information
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Phone: 404-413-3267