

# Vendor Reports

**USER MANUAL VER. 1.0.0**

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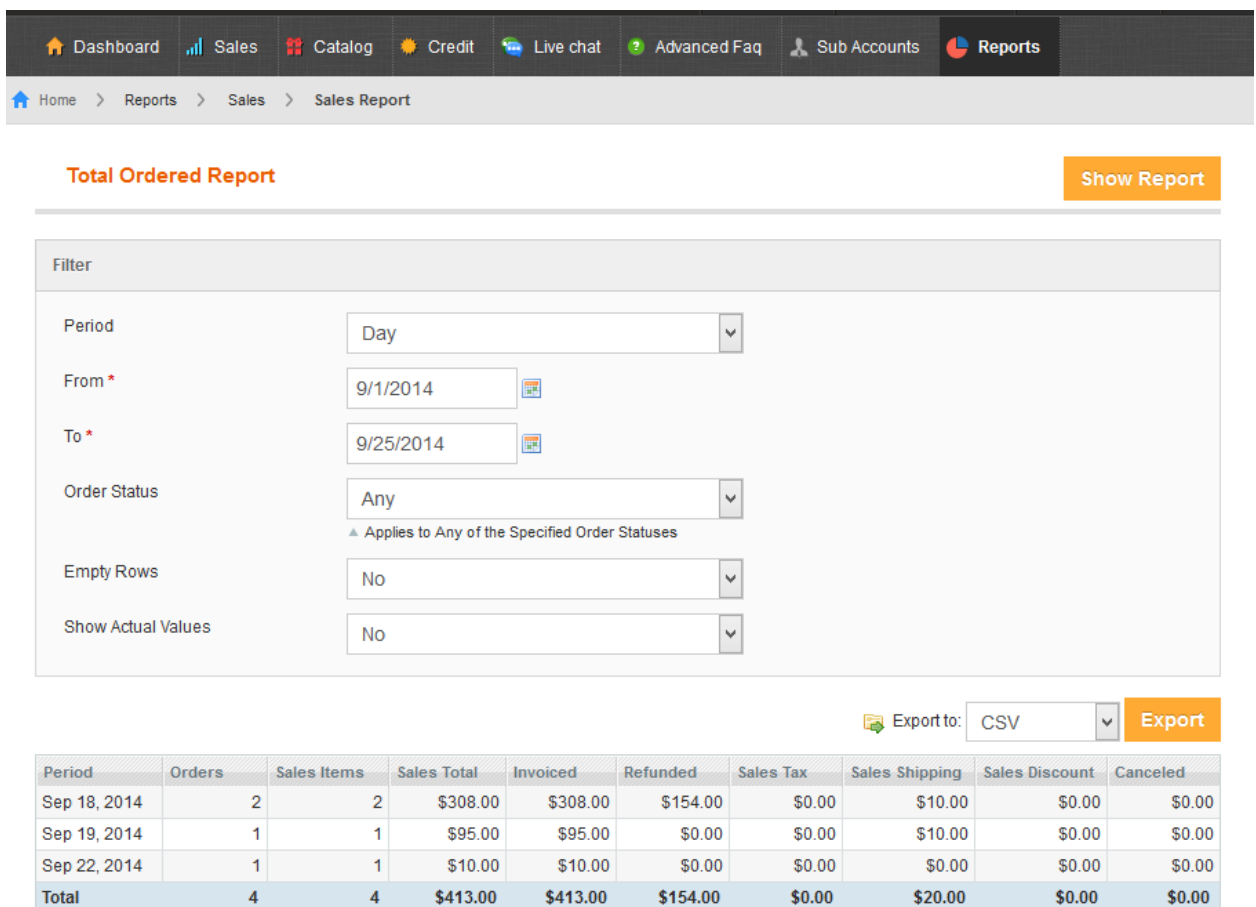
## I. Overview.

Vendor Reports plugin allows vendor to obtain sales information. This is very helpful tool for vendor to conclusions about the status of vendor store..

## II. Sales Report

This report type allows vendor to see number of orders, sales items, sales total, invoiced, refunded per period time.

From vendor cpanel go to Reports -> Sales -> Orders



**Total Ordered Report** [Show Report](#)

Filter

Period: Day

From: 9/1/2014

To: 9/25/2014

Order Status: Any  
▲ Applies to Any of the Specified Order Statuses

Empty Rows: No

Show Actual Values: No

Export to: CSV [Export](#)

Period	Orders	Sales Items	Sales Total	Invoiced	Refunded	Sales Tax	Sales Shipping	Sales Discount	Canceled
Sep 18, 2014	2	2	\$308.00	\$308.00	\$154.00	\$0.00	\$10.00	\$0.00	\$0.00
Sep 19, 2014	1	1	\$95.00	\$95.00	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00
Sep 22, 2014	1	1	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>4</b>	<b>4</b>	<b>\$413.00</b>	<b>\$413.00</b>	<b>\$154.00</b>	<b>\$0.00</b>	<b>\$20.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

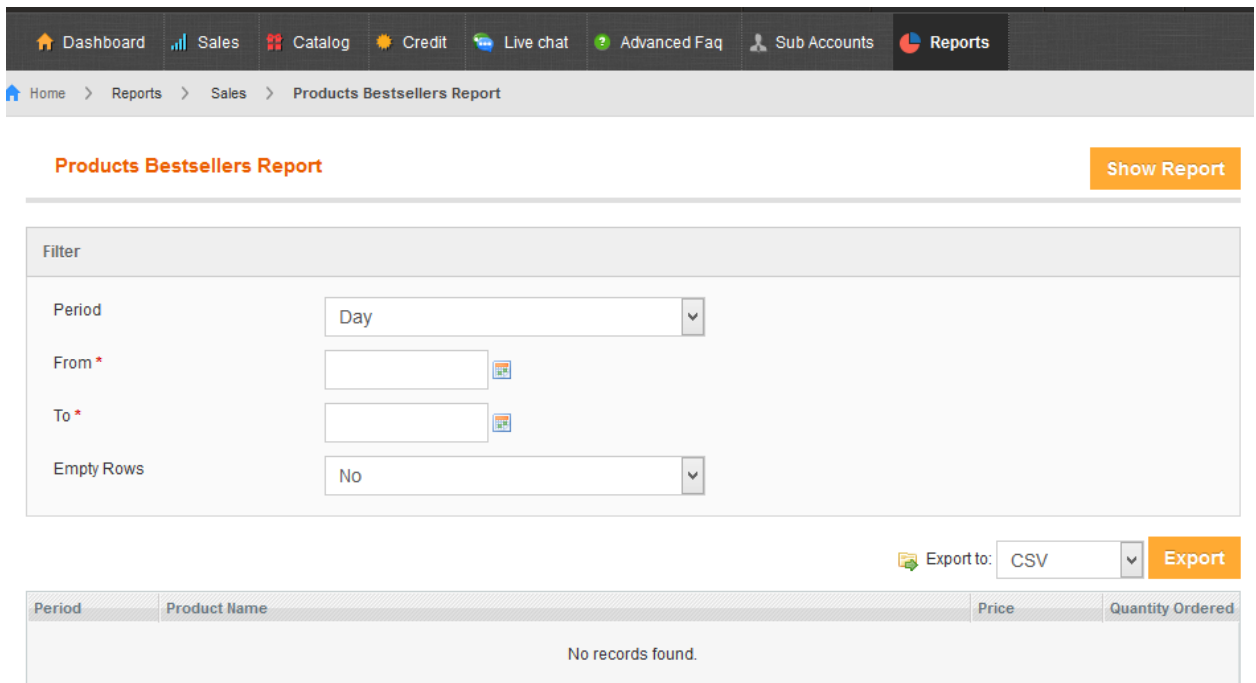
- Period: You can choose the period to view report per day, month, year.
- From: View report from this day.
- To: View report to this day.

- Order Status: You can filter report by specialized order status.
- Empty Rows: You can hide rows that do not have data.
- Show Actual Values: You can show revenue and profit column using this option.

### III. Best Seller Report

This report displays information about the products your customers most frequently purchased over a period of time.

From vendor cpanel go to Reports -> Products -> Bestseller



**Products Bestsellers Report** [Show Report](#)

Filter

Period: Day

From \*

To \*

Empty Rows: No

Export to: CSV [Export](#)

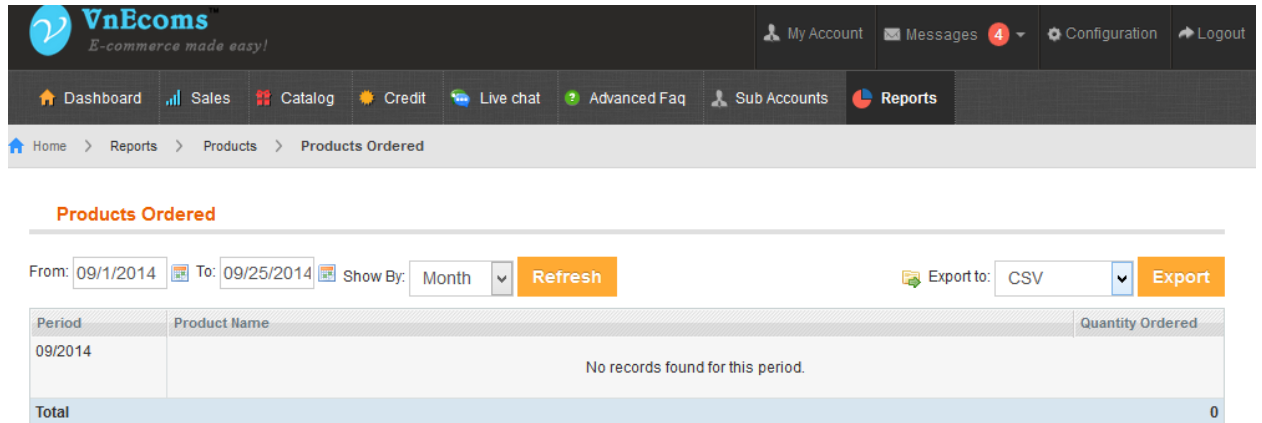
Period	Product Name	Price	Quantity Ordered
No records found.			

- Period: You can choose the period to view report per day, month, year.
- From: View report from this day.
- To: View report to this day.
- Empty Rows: You can hide rows that do not have data.

#### IV. Products Ordered

This report displays number of products is sold per period time.

From vendor panel go to Reports -> Products -> Products Ordered



**Products Ordered**

From: 09/1/2014 To: 09/25/2014 Show By: Month Refresh Export to: CSV Export

Period	Product Name	Quantity Ordered
09/2014	No records found for this period.	
<b>Total</b>		<b>0</b>

- From: View report from this day.
- To: View report to this day.
- Show By: You can choose the period to view report per day, month, year.

## V. Most Viewed

This report type allows vendor to see number of views of each product per period time.


From vendor cpanel go to Reports -> Products -> Most Viewed


**Most Viewed** Show Report

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Filter

Period:

From \*:  

To \*:  

Empty Rows:

 Export to:  Export

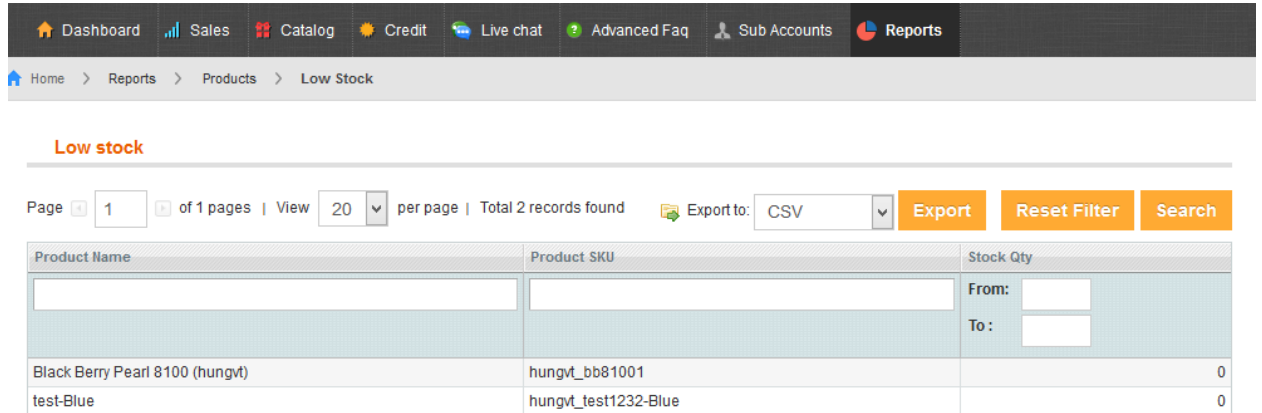
Period	Product Name	Price	Number of Views
6/2014	Samsung MM-A900M Ace (hungvt)	\$149.00	14
	Black Berry Pearl 8100 (hungvt)	\$85.00	9
7/2014	Black Berry Pearl 8100 (hungvt)	\$85.00	7
	Samsung MM-A900M Ace (hungvt)	\$149.00	5
	Test Grouped	\$0.00	2
	Test downloadable	\$10.00	1
8/2014	Black Berry Pearl 8100 (hungvt)	\$85.00	15
	Test downloadable	\$10.00	2
9/2014	Test downloadable	\$10.00	2
	Samsung MM-A900M Ace (hungvt)	\$149.00	1
	Black Berry Pearl 8100 (hungvt)	\$85.00	1
<b>Total</b>			<b>59</b>

- Period: You can choose the period to view report per day, month, year.
- From: View report from this day.
- To: View report to this day.
- Empty Rows: You can hide rows that do not have data.

## VI. Low Stock

This report displays all products that have low stock of vendor.

From vendor cpanel go to Reports -> Products -> Low Stock



**Low stock**

Page 1 of 1 pages | View 20 per page | Total 2 records found | Export to: CSV | Export | Reset Filter | Search

Product Name	Product SKU	Stock Qty
Black Berry Pearl 8100 (hungvt)	hungvt_bb81001	0
test-Blue	hungvt_test1232-Blue	0

## VII. Support.

If you need support or have questions directly related to Marketplace extension, please use our Online Message Form to contact our support team or send us an email at: [support@vnecoms.com](mailto:support@vnecoms.com).

Best Regards,  
**VnEcoms Team**