

Data Management

EcomStor + InterpriStor

Data Management

- Products Export
- Products Import
- Product Options Export
- Product Options Import
- Extra Fields Import/Export
- Customers Export
- Orders Export
- XML Products Export

Database Backup

- Database Backup
- Auto Backup Configuration

Database Editor

- phpMyAdmin

Intelligent Connect™

- Advanced Products Export
- Advanced Products Import
- Advanced Orders Export
- Advanced Orders Import
- Advanced Tables Export
- Advanced Tables Import

Data Conversion

- Talend
- Pervasive
- Boomi
- Magic Software

Site Acceleration

- Akamai

Reports

- Instant Reports
- SuperTracker Site Stats

Report Writers

- Crystal Reports

RSS Program

- RSS Feed Configuration
- Feed on Feeds
- Add This
- HitRSS

EDI

- SPS Commerce
- DiCentral

Shipping	Marketing	Content	SEO	CRM	Data	Tools	Admin
Data Management Products Export Products Import Product Options Export Product Options Import Extra Fields Import/Export Customers Export Orders Export XML Products Export					Intelligent Connect™ Advanced Products Export Advanced Products Import Advanced Orders Export Advanced Orders Import Advanced Tables Export Advanced Tables Import		Reports Instant Reports SuperTracker Site Stats
Database Backup Database Backup Auto Backup Configuration					Data Conversion Talend Pervasive Boomi Magic Software		Report Writers Crystal Reports
Database Editor phpMyAdmin					Site Acceleration Akamai		RSS Program RSS Feed Configuration Feed on Feeds Add This HitRSS
					EDI SPS Commerce DiCentral		

If you bring your mouse on data tab then you will get this pane as shown below.

10.1. Data Management

Data Management | EPA Export

If you click on EPA Export under Data Management tab then you will get a pane as shown below.

Easy Populate Advanced 3.01 Export

Create an export file ⓘ

Select method to save export file ⓘ

Select field set to export ⓘ

Select field for sort order ⓘ

Limit number of products to Export ⓘ

Limit By Category ⓘ

Limit By Manufacturer ⓘ

Limit by Products_ID(s) ⓘ begin: end:

Range Available: 2020 to 2083 Total number of records: 64

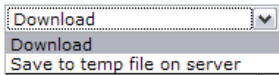
Script timer: 0.158189 seconds.

Select method to use for download Help

Here you can select one of two methods for downloading your export file. "Download" method will create a file to be saved it directly to your local computer. "Save to temp file on server" will save the file to the temp directory you set in the ep configure. Later you can use a FTP program to download the file



You can select method to save export file by clicking the combo box as shown below.

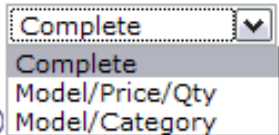


From here you can choose any.

Select field groups to export Help

In this drop down is listed the predefined groups of field that can be downloaded. Please see the documentation for which fields are in which groups.

You can select field set to export by clicking the combo box as shown below.

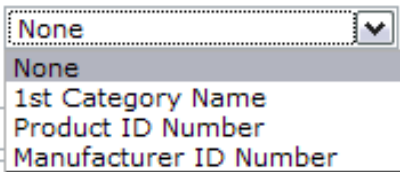


From here you can choose any.

Select sort order for export Help

You can select the order your export rows appears in. This is used to group the rows in your export file so they can be found easily.

You can select field for sort order by clicking the combo box as shown below.



From here you can choose any.

Limit number of products to Export

Limit rows in your Export file Help

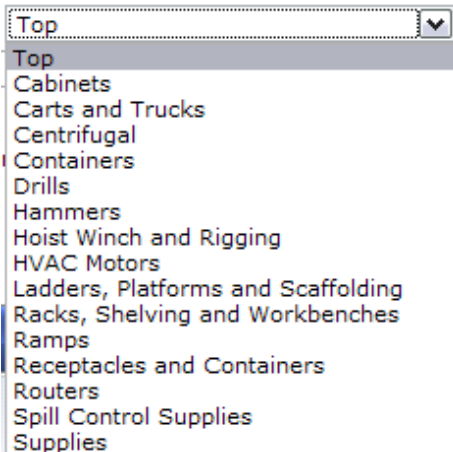
This group of settings can be used to limit the size of your export file. This is done if your import file is to large or you need to target certain record to be edited.

Limit By Category

Limit rows in your Export file by Categories Help

This will limit the contents of the export file to a specific Category. When set to "Top" all manufactures will be in the export file. When set to a specific category all sub categories will be included.

You can Limit By Category by clicking the combo box as shown below.



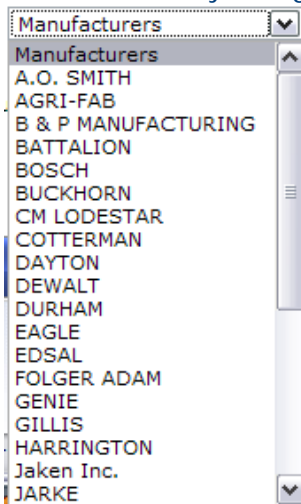
From here you can choose any.

Limit By Manufacturer

Limit rows in your Export file by Manufacture Help

This will limit the contents of the export file to a specific manufacture. When set to "Manufactures" all manufacture will be in the export file.

You can Limit By Category by clicking the combo box as shown below.



From here you can choose any.

Limit by Products_ID(s)

Limit rows in your Export file by Product_id Help

This will limit the contents of the export file to a range of product_id's. 1. If no product_id's are enter all of the product are in the export file 2. If the begin product_id and no end product_id is entered. Products from the first product id to the end are in the export file 3. If no beginning product_id's and only and ending product_ID. From the first id to ending the products are in the export file 4. If the begin product_id and ending product_id is enter then this range of products are in the export file.

After filling the all field click on **Start File Creation** button for sure.

If you click on EPA Import under Data Management item then you will get a pane as shown below.

Easy Populate Advanced 3.01 Import

Upload EP File for Import ⓘ

Upload and Split a EP File ⓘ

Split a EP File on the server ⓘ

Import Data from file in temp/ ⓘ

Upload EP File for Import

File Up Load Help

This allows you to upload the edited EPA file so it can be inputted in to your database. There is a limit to the size of file you can upload. Usually this limit is 2mb. This is because of how PHP is usually installed. If this is a problem then try to limit the files size by using the Limit number of products to Download options to make your file smaller. If the number of records in the file is more then 300 use the Upload and Split.

Browse your EP file by clicking browse button. Then click on button to insert.

Upload and Split a EP File

File Up Load and Split Help

This allows you to upload the edited EPA file and split it into smaller parts so it can be inputted into your database. As with the regular upload there is a limit on the file size of 2mb. Once you have uploaded and Split the EPA file. Use the " Import Data from file in temp/ " to insert each file into the database. The number or records you set in the epconfigure will limit the records in the spilt files. This is done so the program will not time out.

Browse your EP file by clicking browse button. Then click on button to split.

Split a EP File on the server

This allows you to split the edited EPA file it into smaller parts, after it has been uploaded to the server, so it can be inputted into your database. Once you have "Split a EP File on the server" the EPA file. Use the " Import Data from file in temp/ " to insert each file into the database. The number or records you set in the admin/epconfigure.php will limit the records in the spilt files. The current limit is 1,000 records but EPA can handle well over 2,000 records, this should take 3 to 4 minutes to insert. This is done so the program will not time out.

Choose your file from the combo box then click on to split.

Import Data from file in temp

File Insert a File Help



Select a file in the drop down box. This is a list the files that have been uploaded or split in the directory You can chosen to store your EPA file on line. The number of records in each split is set in the ep configuration.

Choose your file from the combo box then click on **Insert into DB** to insert into database.

Data Management | Options Export

If you click on Options Export under Data Management item then you will get a pane as shown below.

Easy Populate Options 3.01 Export

Create an export file

Select method to save export file

Select field for sort order

Start File Creation

Easy Populate Values 3.01 Export

Create an export file

Select method to save export file

Select field for sort order

Start File Creation

Easy Populate Attributes 3.01 Export

Create an export file

Select method to save export file

Select field for sort order

Start File Creation

How to create an export file?

Export a file to edit Help

In this section you can create a export file to be edited in a spread sheet program. If the export file or resulting edited file is over 2mb in size you can use the export controls to limit the the size by limiting the data you export.

Easy Populate Options 3.01 Export

Select method to save export file

Select method to use for download Help

Here you can select one of two methods for downloading your export file. "Download" method will create a file to be saved it directly to your local computer. "Save to temp file on server" will save the file to the temp directory you set in the ep configure. Later you can use a FTP program to download the file.

Select field for sort order

Select sort order for export Help

You can select the order your export rows appears in. This is used to group the rows in your export file so they can be found easily.

After choosing the options click on **Start File Creation** to create file.

Easy Populate Values 3.01 Export

Select method to save export file



Select method to use for download Help

Here you can select one of two methods for downloading your export file. "Download" method will create a file to be saved it directly to your local computer. "Save to temp file on server" will save the file to the temp directory you set in the ep configure. Later you can use a FTP program to download the file

Select field for sort order

Select sort order for export Help

You can select the order your export rows appears in. This is used to group the rows in your export file so they can be found easily.

After choosing the options click on **Start File Creation** to create file.

Easy Populate Attributes 3.01 Export

Select method to save export file

Select method to use for download Help

Here you can select one of two methods for downloading your export file. "Download" method will create a file to be saved it directly to your local computer. "Save to temp file on server" will save the file to the temp directory you set in the ep configure. Later you can use a FTP program to download the file

Select field for sort order

Select sort order for export Help

You can select the order your export rows appears in. This is used to group the rows in your export file so they can be found easily.

After choosing the options click on **Start File Creation** to create file.

Data Management | Options Import

If you click on Options Import under Data Management item then you will get a pane as shown below.

Easy Populate Options 3.01 Import

Upload EP File for Import
Import Data from file in temp/ Select a EP Option File for Import

Easy Populate Values 3.01 Import

Upload EP File for Import
Import Data from file in temp/ Select a EP Values File for Import

Easy Populate Attributes 3.01 Import

Upload EP File for Import
Import Data from file in temp/ Select a EP Attributes File for Import

Easy Populate Options 3.01 Import Upload EP File for Import



File Up Load Help

This allows you to upload the edited EPA file so it can be inputted in to your database. There is a limit to the size of file you can upload. Usually this limit is 2mb. This is because of how PHP is usually installed. If this is a problem then try to limit the files size by using the Limit number of products to Download options to make your file smaller. If the number of records in the file is more then 300 use the Upload and Split.

Click on to verify.

Import Data from file in temp

File Insert a File Help

Select a file in the drop down box. This is a list the files that have been uploaded or split in the directory you can choose to store your EPA file on line. The number of records in each split is set in the ep configuration.

Click on to verify.

Easy Populate Values 3.01 Import

Upload EP File for Import

File Up Load Help

This allows you to upload the edited EPA file so it can be inputted in to your database. There is a limit to the size of file you can upload. Usually this limit is 2mb. This is because of how PHP is usually installed. If this is a problem then try to limit the files size by using the Limit number of products to Download options to make your file smaller. If the number of records in the file is more then 300 use the Upload and Split.

Click on to verify.

Import Data from file in temp

File Insert a File Help

Select a file in the drop down box. This is a list the files that have been uploaded or split in the directory you can choose to store your EPA file on line. The number of records in each split is set in the ep configuration.

Click on to verify.

Easy Populate Attributes 3.01 Import

Upload EP File for Import

File Up Load Help

This allows you to upload the edited EPA file so it can be inputted in to your database. There is a limit to the size of file you can upload. Usually this limit is 2mb. This is because of how PHP is usually installed. If this is a problem then try to limit the files size by using the Limit number of products to Download options to make your file smaller. If the number of records in the file is more then 300 use the Upload and Split.

Click on to verify.

Import Data from file in temp

File Insert a File Help

Select a file in the drop down box. This is a list the files that have been uploaded or split in the directory you can choose to store your EPA file on line. The number of records in each split is set in the ep configuration.

Click on to verify.

Data Management | Data Help

If you click on Data Help under Data Management item then you will get a pane as shown below.

Data Import/Export system

Welcome to the Data Export/Import system

Please use the menu box to the left to select your task.

For in depth help use one of the links below

Introduction to Data Export/Import system

Easy Populate:

- EP Advance Import
- EP Advance Export
- EP Basic Import
- EP Basic Export
- Editing the export file

Data Feeder:

- Introduction to data feed
- 7 Steps to your First Froogle Feed
- Configure a Feed
- Run a Feed

Click on items to get help.

10.3. Database Backup

Database Backup | Database Backup

If you click on Database Backup under Database Backup item then you will get a pane as shown below.

Database Backup Manager

Title	Date	Size	Action	05/02/2008 16:38:38
.htaccess	05/02/2008 16:38:38	49 bytes		<input type="button" value="restore"/> <input type="button" value="delete"/>
db_ecombiz_ecomstor-20080522045742.sql	05/22/2008 04:58:01	13,205,103 bytes		Date: 05/02/2008 16:38:38 Size: 49 bytes Compression: None
db_ecombiz_ecomstor-20080522065433.sql	05/22/2008 06:54:51	13,205,103 bytes		
db_ecombiz_ecomstor-20080602043703.sql	06/02/2008 04:37:22	13,341,683 bytes		
db_ecomrinf_ecomstor-20071008133909.sql	05/02/2008 16:43:12	10,731,550 bytes		
db_ecomrinf_ecomstor-20071022124856.sql	05/02/2008 16:47:44	10,732,560 bytes		
db_ecomrinf_ecomstor-20071105173240.sql	05/02/2008 16:52:12	10,734,099 bytes		
db_ecomrinf_ecomstor-20071201145915.sql.gz	05/02/2008 16:52:41	1,144,015 bytes		
db_ecomrinf_ecomstor-20080114125248.sql.gz	05/02/2008 16:53:10	1,155,614 bytes		
db_ecomrinf_ecomstor-20080404133926.sql.gz	05/02/2008 16:53:42	1,194,984 bytes		
delete_me_for_zip_only.txt	05/02/2008 16:53:42	0 bytes		

Backup Directory: /home/ecombiz/public_html/admin/backups/

If you click on the restore button your selected backup file will be restored.

To take the backup simply choose the row to take the backup then click on backup. After clicking on backup you get a pane on your right hand side as shown below.

New Backup

Do not interrupt the backup process which might take a couple of minutes.

No Compression (Pure SQL)

Use GZIP

Download only (do not store server side)*

*Best through a HTTPS connection

backup cancel

Choose your option then click on backup to take the backup.
If you want to save your backup in server side then do not click on the check box.

Download only (do not store server side)*

Click on 'cancel' to terminate the process.

10.6. Database Editor

Database Editor | phpMyAdmin

Perfect Mysql management

phpMyAdmin is a web interface to the popular database MySQL, and is written in PHP. phpMyAdmin comes installed with many web hosting accounts, but can be installed yourself if not.

phpMyAdmin allows you to login to an administration section and manage your databases, browse their data, run SQL commands, and backup the structure and data stored in your MySQL databases.

Because of its power (including the ability to drop SQL tables and delete databases), you need to ensure the password is set correctly. You might also want to protect the directory using htaccess files.

Features :

- can create and drop databases
- can create/drop/alter tables
- can delete/edit/add fields
- can execute any SQL statement
- can manage keys on fields
- can manage manage, privileges and export data into various formats.
- available in 55 languages
- It's totally free

11.3. Site Statistics

Site Statistics | SuperTracker

If you click on SuperTracker under Site Statistics item then you will get a pane as shown below.

Supertracker

Database Info: the Supertracker database currently holds **2864** rows (oldest record : **12/29/2007**)

To delete oldest data, enter the number of rows to remove:

Please select a report to view:

To delete the rows from Supertracker database enter the number of database then click on for sure. You can also view the report by clicking the combo box.

Click Here!

- Click Here!
- Top Referrers
- Top Sales Generating Referrers
- Visitors Countries Stats
- Search Keywords Used - Total
- Search Keywords Used in last 24h
- Search Keywords Used in last 3 Days
- Search Keywords Used in last Week
- Search Keywords Used in last Month
- Top Exit Pages (No Sale)
- Top Exit Pages (No Sale, but added to cart)
- Average Clicks on Site by referrer
- Average Time Spent on Site by referrer
- Products Viewed Report
- Last Ten Visitors

11.4. Instant Reports

Instant Reports | Products Viewed

If you click on Products Viewed under Instant Reports item then you will get a pane as shown below.

Best Viewed Products

No.	Products	Viewed
01.	Overhead Storage Cabinet (English)	3
02.	Assembled Locker (English)	3
03.	Storage Cabinet (English)	3
04.	Unassembled Storage Cabinet (English)	3
05.	Mobile Waste Collector (English)	1
06.	Pallet Truck (English)	1
07.	Booster Pump (1/2 HP) (English)	1
08.	Tractor Cart (English)	1
09.	3-Step Electric Chain Hoist (English)	1
10.	SDS Rotary Hammer Drill (English)	1
11.	Mobile Work Center (English)	1
12.	Mobile Storage Cabinet (English)	1
13.	Davit Crane (English)	1
14.	Modular Parts Cabinet (English)	0
15.	Roll Out Container (English)	0
16.	Waste Receptacle (English)	0
17.	Plastic Waste Containers (English)	0
18.	Round Plastic Receptacle Base (English)	0
19.	Plunge Router (English)	0
20.	Router(1 3/4 HP) (English)	0
21.	Booster Pump (English)	0
22.	Unit Bearing Motor (English)	0
23.	Waste Container (English)	0
24.	Container (English)	0

Instant Reports | Products Purchased

If you click on Products Purchased under Instant Reports item then you will get a pane as shown below.

Best Products Purchased

No.	Products	Purchased
Displaying 0 to 0 (of 0 products)		
Page 0 of		

Instant Reports | Prod Notifications

If you click on Prod Notifications under Instant Reports item then you will get a pane as shown below.

Products Notifications

Allows you to see the number of customer notifications per product. Click on product name to see details.

No.	Products	Notifications Count
Displaying 0 to 0 (of 0 products)		

Page 0 of 0

Instant Reports | Daily Products Report

If you click on Daily Products Report under Instant Reports item then you will get a pane as shown below.

Daily products sales report for 2008-06-13

Display another report for this date:

No.	Order Quantity	Product Name	Product Model	Unit Price	Product Quantity	Total Purchased
Daily Value: \$0.00						
<input type="button" value="Save CSV"/>						
Displaying 0 to 0 (of 1 products)						

Page 1 of 1

Here you can choose date to view the report.

Instant Reports | Articles Viewed

If you click on Articles Viewed under Instant Reports item then you will get a pane as shown below.

Best Viewed Articles

No.	Articles	Viewed
01.	02 - Video Downloads (English)	6
02.	01 - Literature Downloads (English)	5
03.	05 - Gaylord Pallet 296 Gallon Containers (English)	5
04.	03 - Hauler Series - 35, 65 and 96 Gallon Carts (English)	4
05.	04 - Progressive Litter Receptacles - 40 & 58 Gallon Containers (English)	4

Displaying 1 to 5 (of 5 products) Page 1 of 1

After clicking on any item you will get a pane as shown below.

Categories / Products

Search:

Go To:

Categories / Products	Status	Sort Order	Action
Cabinets		0	
Carts and Trucks		0	
Centrifugal		0	
Containers		0	
Drills		0	
Hammers		0	
Hoist Winch and Rigging		0	
HVAC Motors		0	
Ladders, Platforms and Scaffolding		0	
Racks, Shelving and Workbenches		0	
Ramps		0	
Receptacles and Containers		0	
Routers		0	
Spill Control Supplies		0	
Supplies		0	

Categories: 15
Products: 0

From here you can view products under the categories. You can insert new product or new categories from here.

Instant Reports | Customer Zip/State Mismatch

If you click on Customer Zip/State Mismatch under Instant Reports item then you will get a pane as shown below.

Customer Zip Code Validator [Send Email to All] v2.2

Mismatched State and Zipcode	Address Book ID	Customer ID	Customer	Remove
FL »» 12323	61	44	sfgdfgsd sdgdsfgdf	Remove
KS »» 23423	50	37	ewrwrw erwerwre	Remove
KY »» ewrve	48	35	tase etewer	Remove
LA »» erewr	49	36	dsefwerw rwerwerw	Remove
ME »» 24323	43	30	Test2 Tester2	Remove
ME »» etret	45	32	werr werwerw	Remove

You will get all essential information here.

Instant Reports | Customer Wishlist

If you click on Customer Wishlist under Instant Reports item then you will get a pane as shown below.

Wishlist Report

Customer	Products in List
01 Billy Bob Thornton	2
02 Mary Murray	1
03 John Doe	1

Displaying 1 to 4 (of 4 customers) Page 1 of 1

Instant Reports | Customer Orders-Total

If you click on Customer Orders-Total under Instant Reports item then you will get a pane as shown below.

Best Customer Orders-Total

No.	Customers	Total Purchased
01.	Mark Rangel	\$9,268.67
02.	John Doe	\$2,351.81
03.	James Smith	\$1,067.97
04.	Raul Rangel	\$454.99
05.	Elizabeth Taylor	\$448.96
06.	Billy Bob Thornton	\$437.99
07.	Tom Williams	\$434.96
08.	werr werwerw	\$412.99
09.	Steven Spielberg	\$356.96
10.	Martha Stewart	\$294.97
11.	Test2 Tester2	\$217.98
12.	Trixie LaRue	\$79.99
13.	scott parker	\$79.99

Displaying 1 to 16 (of 16 customers) Page 1 of 1

From here you can view the best customers and there total purchase record.
If you click on any row then you will get a pane as shown below.

Customers

Search:

Company Name	Last Name	First Name	Customer Group	Email Address	Account Created	RA	Action
Jaycox Disposal	Rangel	Raul	Retail	test02@rotoind.biz	03/06/2007		edit delete orders
Toto Hater Indus	Rangel	Mark	Retail	test01@rotoind.biz	03/06/2007		email create order
Roto Industries	Rangel	Jim	Retail	jamesl@rotoind.com	03/03/2007		

Displaying 1 to 3 (of 3 customers)

Page 1 of 1
[reset](#)

Account Created: 03/06/2007

Last Modified: 03/19/2007

Last Logon: 08/03/2007

Number of Logons: 3

Country: United States

Number of Reviews: 0

From here you can edit company name, last name, first name, customer group, email address etc By clicking 'edit' button.

Customers

Your Personal Details

Gender: Male Female

First Name: * Required

Last Name: * Required

E-Mail Address: * Required

Options

Newsletter:

Customer Group:

Email Validated: Require E-mail confirmation on account creation is set off.

Account Validate: Require Account confirmation on account creation is set off.

Company Details

Company Name:

Company's tax id number:

Switch off alert for authentication: Alert off Alert on

Payment Modules

Set payment modules for the customer Use settings from Group or Configuration

Echeck

Fax/phone your Credit Card Info

Check/Money Order

PayPal

Bank Transfer or Deposit

If you choose **Set payment modules for the customer** but do not check any of the boxes, default settings (Group settings or Configuration) will still be used.

Your Address

Street Address: * Required

Suite/Apt:

Zip Code: * Required

City: * Required

State/Province:

Country:

Shipping Modules

Set shipping modules for the customer Use settings from Group or Configuration

Federal Express

FREE SHIPPING!

United Parcel Service

If you choose **Set shipping modules for the customer** but do not check any of the boxes, default settings (Group settings or Configuration) will still be used.

Your Contact Information

Telephone Number: * Required

Fax Number:

[update](#) [cancel](#)

Replace your desired data here then click on update for sure.

To delete the row simply click on delete button then you will get a pane in your right hand side as shown below.

Delete Customer

Are you sure you want to delete this customer?

Raul Rangel

[delete](#) [cancel](#)

Click on delete for sure.

To get the view of order details simply click on order. After clicking on order button you will get a pane in your right hand site as shown below.

[117] 08/03/2007 08:46:40

Last Modified: 08/03/2007

[Export this order to Readyshipper](#)

Date Created: 08/03/2007

Payment Method: Check/Money Order

Order Sent to Roto-LTL-Anaheim, CA: no

Order Sent to Roto-UPS-Anaheim, CA: no

If you want to edit the status of the order then click on .

To delete the order click on for sure.

If you want to edit the order then simply click on .

To get the invoice simply click on .

For packing slip click on .

You can send email to customer by clicking button.

To create new orders simply click on .

After clicking on then you will get a window as shown below.

STEP 1 - Choose a customer & check their details

Select a Customer:

Rangel , Raul

or Customer ID:

Check Customer Details

If this is the right customer, press the Confirm button below.

ID:	<input type="text" value="16"/> <small>required</small>
First Name:	<input type="text" value="Raul"/> *
Last Name:	<input type="text" value="Rangel"/> *
E-Mail Address:	<input type="text" value="test02@rotoind.biz"/> *

Your Address	
Street Address:	<input type="text" value="1251 N Main St"/> *
Suite/Apt:	<input type="text"/>
Zip Code:	<input type="text" value="30303"/> *
City:	<input type="text" value="Atlanta"/> *
State/Province:	<input type="text" value="Georgia"/> *
Country:	<input type="text" value="United States"/> *

Company Details	
Company Name:	<input type="text" value="Jaycox Disposal"/> *

Your Contact Information	
Telephone Number:	<input type="text" value="714-630-0272"/> *

After clicking on next you will get a new window as shown below.

STEP 2 - Add Products

1:

- Top
- Cabinets
- Carts and Trucks
- Centrifugal
- Containers
- Drills
- Hammers
- Hoist Winch and Rigging
- HVAC Motors
- Ladders, Platforms and Scaffolding
- Racks, Shelving and Workbenches
- Ramps
- Receptacles and Containers
- Routers
- Spill Control Supplies
- Supplies

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Instant Reports | Recovered Sales Results

If you click on Recovered Sales Results under Instant Reports item then you will get a pane as shown below.

Recover Cart Sales Report

Show for last days

Examined Records: 0
 Recovered Sales: 0 (Possible sales from customers who abandoned carts & were notified via RCS)

SCard ID	Date Added	Customer Name	Order Date	Status	Amount
Total Recovered: 0%					\$0.00

Instant Reports | Order Listing

If you click on Order Listing under Instant Reports item then you will get a pane as shown below.

Order Listing

From: To:

Search:

No Available Records or or

Invoice #	Date / Time	Status	Client Details	Orders Details
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Displaying 0 to 0 (of 0 order records)

Page 0 of 0

Instant Reports | Customers Not Validated

If you click on Customers Not Validated under Instant Reports item then you will get a pane as shown below.

Customers Not Validated

Customer ID	Username	Email	Account Created	Last login	Delete
17	Trixie LaRue	test03@rotoind.biz	03/11/2007		<input type="button" value="delete"/>
21	Martha Stewart	test04@rotoind.biz	03/21/2007		<input type="button" value="delete"/>
24	Mary Murray	mmurray@ubproperties.com	04/26/2007		<input type="button" value="delete"/>
25	James Bond	james@ecomstor.com	04/27/2007		<input type="button" value="delete"/>
26	James Bond	sales@ecomstor.com	04/27/2007	07/27/2007	<input type="button" value="delete"/>
27	Rick Miller	james@ecomstor.us	04/30/2007		<input type="button" value="delete"/>
28	Elizabeth Taylor	james01@rotoind.com	05/08/2007	05/08/2007	<input type="button" value="delete"/>
29	James Smith	james@rotoind.us	05/08/2007		<input type="button" value="delete"/>
30	Test2 Tester2	test@hotmail.com	05/14/2007		<input type="button" value="delete"/>
31	James Farentino	james@rotoind.info	05/15/2007		<input type="button" value="delete"/>
32	werr wenwerwe	wenwer@vfer.com	05/18/2007		<input type="button" value="delete"/>
33	Sarah Maertens	purchasing@compleware.com	05/21/2007		<input type="button" value="delete"/>
34	Brad Pitt	james@warehousestor.info	05/21/2007		<input type="button" value="delete"/>
35	tese etewer	test@oscommerce4you.com	05/22/2007		<input type="button" value="delete"/>

Click on delete button to delete the record.

Instant Reports | SalesReport2

If you click on SalesReport2 under Instant Reports item then you will get a pane as shown below.

Sales Report

Yearly
 Monthly
 Weekly
 Daily

from date: 1 June 2008
 to date (inclusive): 14 June 2008

detail: no details
 show top: all

Status: all
 Vendor: all

export: normal
 sort: #Items desc

Date	#Orders	#Items	Revenue	Shipping
06/01/2008 - 06/14/2008			\$0.00	\$0.00

Instant Reports | Monthly Sales/Tax

If you click on Monthly Sales/Tax under Instant Reports item then you will get a pane as shown below.

Monthly Sales/Tax Summary

Status: All orders

Print Invert Help

Month	Year	Gross Income	Product Sales	Nontaxed Sales	Taxed Sales	Taxes Collected	Shipping & Handling	Tax on Shipping	Gift Vouchers
Jun	2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May	2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr	2008	930.61	547.97	0.00	547.97	41.10	341.54	0.00	0.00
Mar	2008	3,554.73	2,705.93	377.99	2,327.94	174.60	674.20	0.00	0.00
Feb	2008	617.30	582.95	124.99	457.96	34.35	0.00	0.00	0.00
Jan	2008	107.49	99.99	0.00	99.99	7.50	0.00	0.00	0.00
YEAR	2008	5,210.12	3,936.84	502.98	3,433.86	257.55	1,015.74	0.00	0.00
Dec	2007	622.52	527.98	412.99	114.99	8.62	85.92	0.00	0.00
Nov	2007	10,492.98	6,734.78	1,089.96	5,644.82	423.36	3,334.84	0.00	0.00
Oct	2007	1,735.54	1,325.92	0.00	1,325.92	99.44	310.18	0.00	0.00
Aug	2007	4,853.95	3,382.71	2,414.82	967.89	72.59	1,398.65	0.00	0.00
YEAR	2007	17,705.00	11,971.39	3,917.77	8,053.62	604.01	5,129.59	0.00	0.00

From her you can get the view of Monthly Sales/Tax Summary