



relevant ecommerce™

# ZNODE MARKETPLACE 8.1.1 USER MANUAL

---

October 2015



# Znode 8.1.1 Reports Manual

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<b>Author:</b>	Znode
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<b>Last Updated:</b>	10/20/2015

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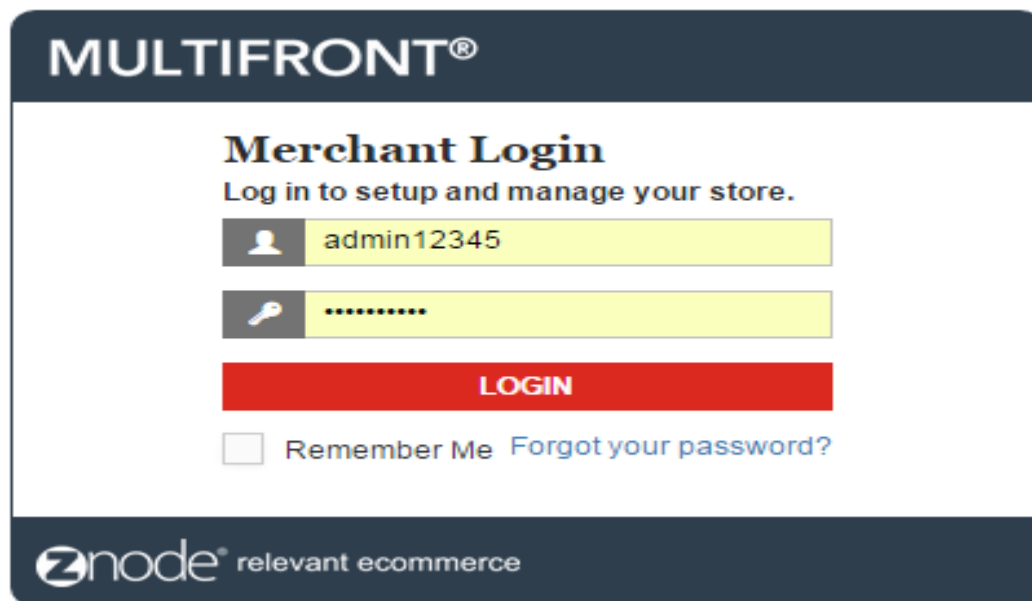
## 2 LOGIN TO THE MARKETPLACE ADMIN SITE

Users with Administrator access can login to the Marketplace administration website to manage every aspect of the Marketplace:

- Access the following web address in your browser:


Go to the URL **http://www.yourdomain.com/siteadmin** where **www.yourdomain.com** should be replaced with your storefront's domain name. Note that if the website is installed in your local machine the domain name will be "localhost"

- The **Marketplace Management Login** page is displayed.




- Type your administrator user name and password. When the Marketplace is first installed the default user name is "admin" and the password is "admin".
- Click **Login**.
- Upon successful login, the **Dashboard** page is displayed.

## Welcome




### Setup

Create new stores, and configure shipping, payments and taxes.




### Inventory

Manage your products and inventory.




### Marketing

Manage promotions and optimize your store's search engine.



### Orders

Manage your orders, RMA, service requests, and reviews.



### Reports

Generate reports on sales, customers, and other metrics.

#### Alerts

- 5 products have low inventory.  
[Manage Inventory](#)
- 0 Failed login attempts  
[View Activity Log](#)

Create and manage multiple storefronts for your business. [Click Here](#).

Download and upload data to your store including inventory. [Click Here](#).

#### Quick Statistics

\$100002364.80

Total Sales YTD


85

Orders YTD

107

Accounts Created YTD

RUN REPORTS



## 3 REPORTS

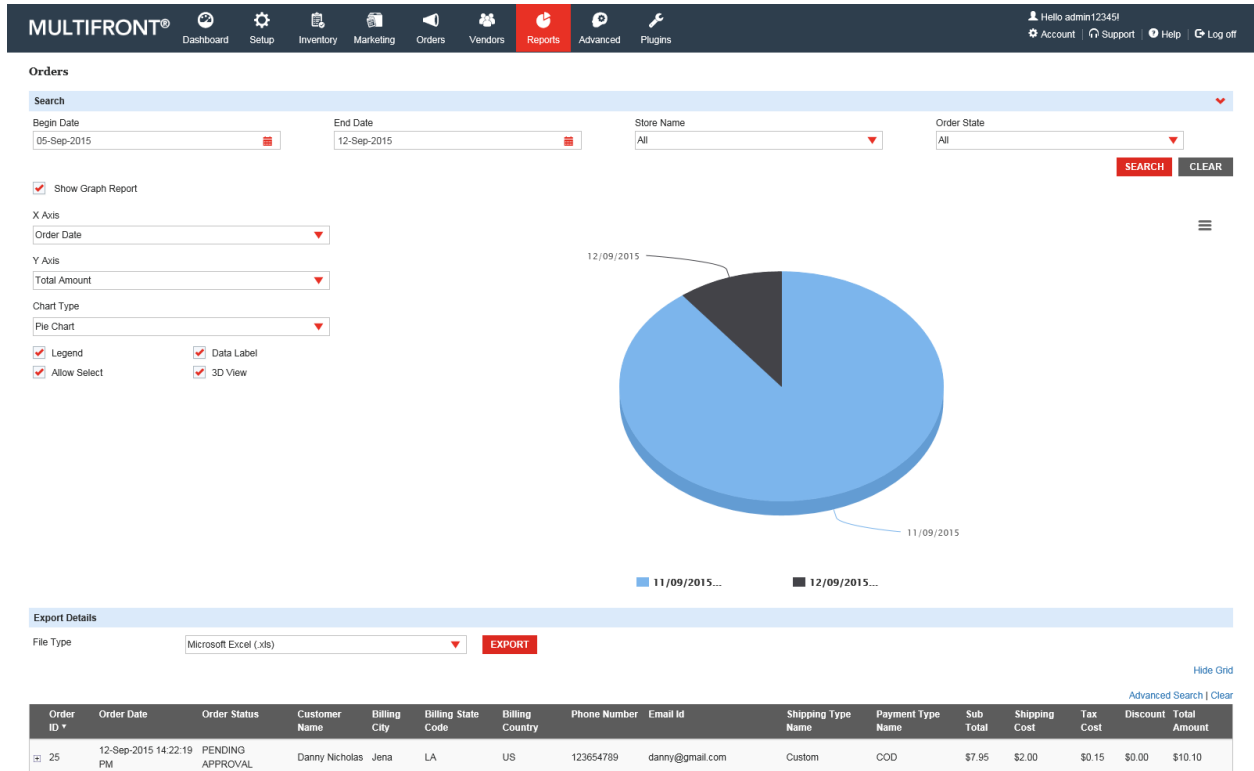
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Use the links under **Reports** to generate and view various customized reports from your Marketplace. Each report can be exported to Excel for further processing or PDF so you can share these files with others.

- Orders
- Recurring Billing
- Accounts
- Best Sellers
- Service Requests
- Email Opt-in Customers
- Inventory Re-order
- Most frequent Customers
- Top spending Customers
- Top earning products
- Order Pick List
- Activity Log
- Coupon Usage
- Sales tax
- Affiliate Orders
- Suppliers List
- Franchise Orders
- Franchise Sale By Products
- Products Sold On Vendors Sites
- Popular Search

### 3.1 Orders

- Login to Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Orders** under **Reports**. The **Reports** page is displayed.




- Enter the following details:
  - **Begin Date:** Enter the begin date for the report in MM/DD/YYYY format.
  - **End Date:** Enter the end date for the report in MM/DD/YYYY format.
  - **Store Name:** Select the Store name from the dropdown.
  - **Order State:** Select the Order State from the drop down.
- Click **Submit**. The list of orders, meeting the above specified criteria, is displayed.
- To export this report:
 









**Select a format:** Select the export format from the drop-down list.

  - Click **Export**. The **File Download** dialog box opens.
  - Click **Save**. The **Save As** dialog box opens. Choose a location where the file is to be saved and enter its filename.
  - Click **Save**. The **Download Complete** dialog box opens after the download is completed.
  - Click **Open** to view the downloaded file.

### 3.2 Recurring Billing

- Login to Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Recurring Billing** under **Reports**. The **Reports** page is displayed.
- Enter the following details:
  - **Begin Date:** Enter the begin date for the report in MM/DD/YYYY format.
  - **End Date:** Enter the end date for the report in MM/DD/YYYY format.
  - **Store Name:** Select the Store name from the dropdown
- Click **Submit**. The list Accounts, meeting the above specified criteria, is displayed.



 Dashboard
  Setup
  Inventory
  Marketing
  Orders
  Vendors
  Reports
  Advanced

Hello admin12345!
 [Account](#)
[Support](#)
[Help](#)
[Log off](#)

Recurring Billing
 

Search

Begin Date  
 02-May-2015

End Date  
 04-May-2015

Store Name  
 All

Order State  
 All

SEARCH
 CLEAR

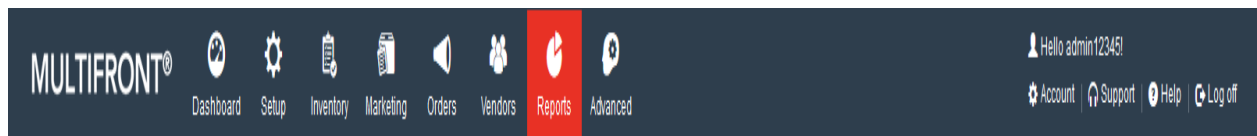
[Advanced Search](#) | [Clear](#)

Order ID	Order Date	Order Status	Customer Name	Billing City	Billing State	Billing Country	Phone Number	Email Id	Shipping Type Name	Payment Type Name	Product Name	Unit Price	Quantity	Price	Billing Amount	Billing Period	Transaction Code
143	04-May-2015 11:47:52 AM	PENDING APPROVAL	Danny Dsouza	Portland	OR	US	123456789	danny@gmail.com	Custom	COD	Apple	\$2.00	1	\$2.00	\$2.00		
144	04-May-2015 11:49:58 AM	PENDING APPROVAL	Danny Dsouza	Portland	OR	US	123456789	danny@gmail.com	Custom	COD	Apple	\$2.00	2	\$4.00	\$2.00		
146	04-May-2015 12:07:09 PM	PENDING APPROVAL	Danny Dsouza	Portland	OR	US	123456789	danny@gmail.com	Custom	COD	Apple	\$2.00	1	\$2.00	\$2.00		
147	04-May-2015 12:09:18 PM	PENDING APPROVAL	Danny Dsouza	Portland	OR	US	123456789	danny@gmail.com	Custom	COD	Apple	\$2.00	2	\$4.00	\$2.00		
149	04-May-2015 14:26:39 PM	PENDING APPROVAL	Danny Dsouza	Portland	OR	US	123456789	danny@gmail.com	Custom	COD	Apple	\$2.00	2	\$4.00	\$2.00		
149	04-May-2015 14:26:39 PM	PENDING APPROVAL	Danny Dsouza	Portland	OR	US	123456789	danny@gmail.com	Custom	COD	Allium	\$10.00	2	\$20.00	\$0.50		
149	04-May-2015 14:26:39 PM	PENDING APPROVAL	Danny Dsouza	Portland	OR	US	123456789	danny@gmail.com	Custom	COD	packing 1	\$0.00	2	\$0.00	\$0.50	Week	
152	04-May-2015 2:18:24 AM	PENDING APPROVAL	Danny Dsouza	Portland	OR	US	123456789	danny@gmail.com	Custom	COD	Allium	\$10.00	1	\$10.00	\$0.50		

Show 10 Per Page
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### 3.3 Accounts

- Login to Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Accounts** under **Reports**. The **Reports** page is displayed.
- Enter the following details:
  - **Begin Date:** Enter the begin date for the report in MM/DD/YYYY format.
  - **End Date:** Enter the end date for the report in MM/DD/YYYY format.
  - **Store Name:** Select the Store name from the dropdown
- Click **Submit**. The list Accounts, meeting the above specified criteria, is displayed.



#### Accounts

Search

Begin Date

End Date

Store Name

29-Apr-2015

06-May-2015

All

SEARCH

CLEAR

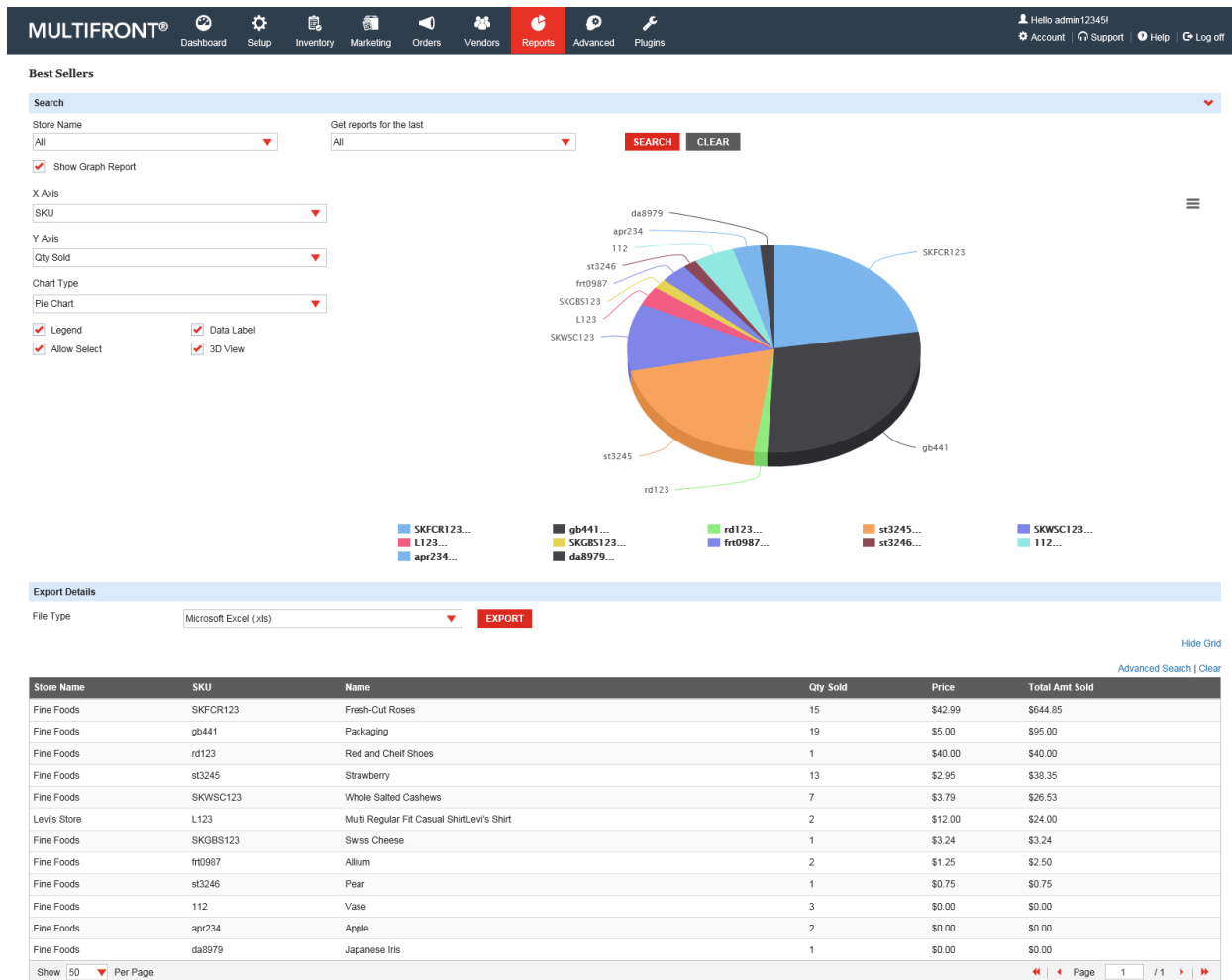
[Advanced Search](#) | [Clear](#)

Account ID ▾	First Name	Last Name	External Account No	Company	Email	Profile Name
11526	william	nicholas	6576		william.nicholas@gmail.com	Anonymous
11525	Danial	nicholas	123		danial.nicholas@gmail.com	Anonymous

- To export this report:
  - **Select a format:** Select the export format from the drop-down list.
  - Click **Export**. The **File Download** dialog box opens.
  - Click **Save**. The **Save As** dialog box opens. Choose a location where the file is to be saved and enter its filename.
  - Click **Save**. The **Download Complete** dialog box opens after the download is completed.
  - Click **Open** to view the downloaded file.


### 3.4 Best Sellers









- Enter the following details:
  - **Select Store:** Select the Store from the dropdown
  - **Get Report From the Last:** Select the value from the drop down.
- Click **Submit**. The list of best sellers, meeting specified criteria, is displayed.



### 3.5 Service Requests

- Enter the following details:
  - Select Store:** Select the Store from the dropdown
- Click **Submit**. The list of Service requested, meeting specified criteria, is displayed.



Hello admin12345!
 [Account](#)
[Support](#)
[Help](#)
[Log off](#)

Service Requests

Search

Store Name  
 All

SEARCH
 CLEAR


[Advanced Search](#) | [Clear](#)









Case Title	Create Date	Store Name	Status	Name	Company	Email	Phone	Description
Need to buy 5000+ food products	05-May-2015 4:01:00 AM	Fine Foods	Pending	Danial Danial		daniel.nicholas@gmail.com	123456789	Hj, I need to buy 5000+ food products. Can you please let me know any discount offers in food products.

Show 10 Per Page
 << < Page 1 / 1 > >>

### 3.6 Email Opt-In Customers

- Enter the following details:
  - Select Store:** Select the Store from the dropdown
- Click **Submit**. The list of Customers, meeting specified criteria, is displayed.



Hello admin12345!
 [Account](#)
[Support](#)
[Help](#)
[Log off](#)

Email Opt-in Customers

Search

Store Name  
 All

SEARCH
 CLEAR

[Advanced Search](#) | [Clear](#)

Account ID *	First Name	Last Name	Company Name	Email	Store Name
11531				daniel.nicholas1991@gmail.com	Fine Foods
11529	Danial	Nicholas		daniel.nicholas1991@gmail.com	Fine Foods
11529	Danial	Nicholas		daniel.nicholas1991@gmail.com	Wine & Cheese
11529	Danial	Nicholas		daniel.nicholas1991@gmail.com	Nut Wholesaler

### 3.7 Inventory Reorder

- Enter the following details:
  - **Select Store:** Select the Store from the dropdown
- Click **Submit**. The list of Inventory to be reorder, meeting specified criteria, is displayed.

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Dashboard
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Hello admin12345!
Account
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Inventory Re-order

Search

Store Name

All

SEARCH

CLEAR

☒ Show Graph Report

X Axis

SKU

Y Axis

Qty on Hand

Chart Type

Pie Chart

☒ Legend
☒ Data Label

☒ Allow Select
☒ 3D View

Export Details

File Type

Microsoft Excel (.xls)

EXPORT

Hide Grid

Advanced Search | Clear

SKU	Qty on Hand	Product Num	Title	Re-Order Level
LI001	0	LI001	Lime	0
LM001	0	DL001	Lemon	0
st3245	-23	st3245	Strawberry	0
to09987	0	al23490	Alstroemeria	0

Show 50 Per Page

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### 3.8 Most Frequently Customers

- Enter the following details:
  - **Select Store:** Select the Store from the dropdown
  - **Get Report From the Last:** Select the value from the drop down.
- Click **Submit**. The list of most frequently customers, meeting specified criteria, is displayed.

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Account
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Log off

### Most Frequent Customers

Search

Store Name

All

Get reports for the last

All

SEARCH

CLEAR

☒ Show Graph Report

X Axis

First Name

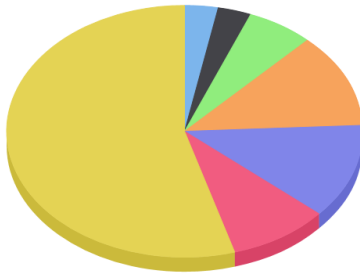
Y Axis

Order Count

Chart Type

Pie Chart

☐ Legend
☐ Data Label
☒ 3D View



Export Details

File Type

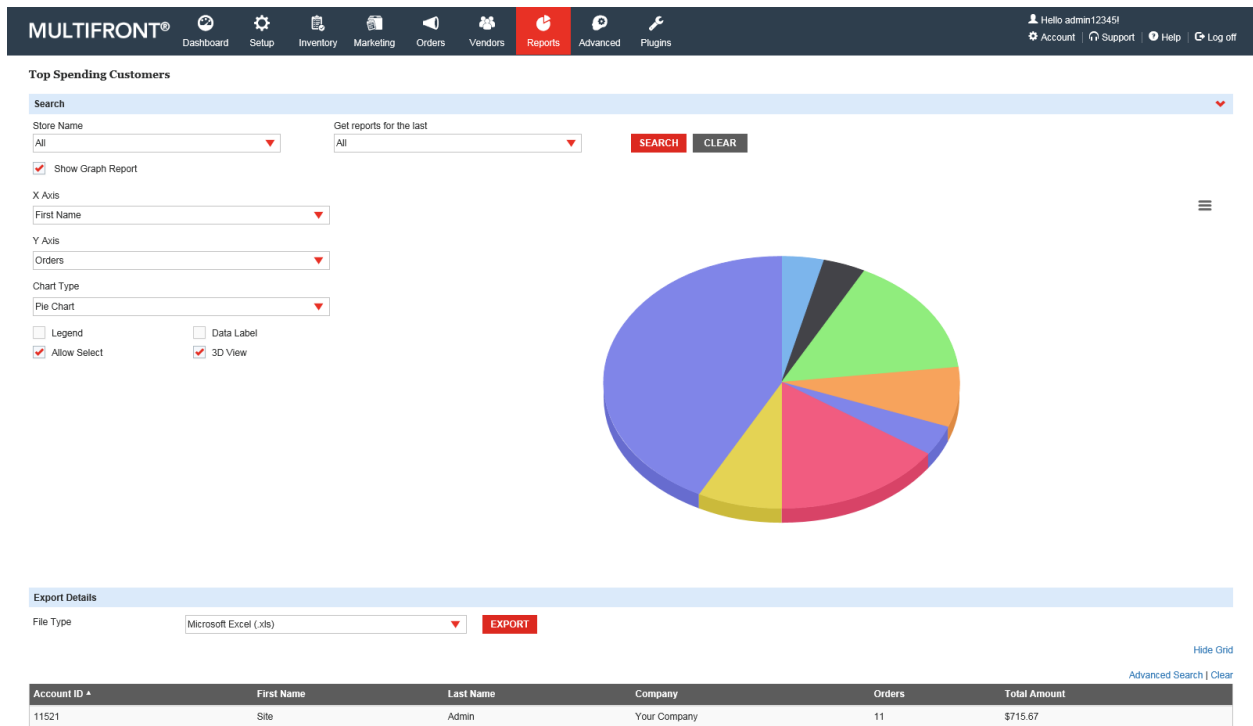
Microsoft Excel (.xls)

EXPORT

[Hide Grid](#)
[Advanced Search](#)
[Clear](#)

### 3.9 Top Spending Customers

- Enter the following details:
  - Select Store:** Select the Store from the dropdown.
  - Get Report From the Last:** Select the value from the drop down.
- Click **Submit**. The list top spending customers, meeting specified criteria, is displayed.



### 3.10 Top Earning Products

- Enter the following details:
  - Select Store:** Select the Store from the dropdown
  - Get Report From the Last:** Select the value from the drop down
- Click **Submit**. The list of Top earning products, meeting specified criteria, is displayed.

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Hello admin12345!
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Help
Log off

Top Earning Product

Search

Store Name

All

Get reports for the last

All

SEARCH

CLEAR

☒ Show Graph Report

X Axis

Store Name

Y Axis

Qty Sold

Chart Type

Pie Chart

☐ Legend
☒ Data Label
☒ Allow Select
☒ 3D View

Export Details

File Type

Microsoft Excel (.xls)

EXPORT

Store Name

SKU

Name

Qty Sold

Price

Total Amt Sold

Fine Foods	SKFCR123	Fresh-Cut Roses	15	\$42.99	\$644.85
Fine Foods	gb441	Packaging	19	\$5.00	\$95.00
Fine Foods	rd123	Red and Cheif Shoes	1	\$40.00	\$40.00

### 3.11 Order Pick List

- Enter the following details:
  - Select Store:** Select the value from the dropdown
- Click **Submit**. The list of Order Pick List, meeting specified criteria, is displayed.

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**Reports**
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Account
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Log off

Order Pick List

Search

Store Name

All

SEARCH

CLEAR


No Record Found









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### 3.12 Activity Log

- Enter the following details:
  - **Store Name:** Select the value from the dropdown
  - **Begin Date:** Select the date
  - **Category:** Select the value from the drop down
- Click **Submit**. The list of activities, meeting specified criteria, is displayed.



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  Advanced

Hello admin12345!
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[Help](#)
[Log off](#)

Activity Log

Search

Begin Date

04-May-2015

Store Name

All

Category

All

SEARCH

CLEAR

Advanced Search | Clear

ID	Error Num	Store Name	Name	Category	Created	End Time	User Name	Data2	Data3	Status	Long Data	Source	Target
1745	1000		LOGIN_SUCCESS	NOTICE	04-May-2015 10:39:09 AM					Login successful			
1752	1000		LOGIN_SUCCESS	NOTICE	04-May-2015 10:45:21 AM					Login successful			
1756	1000		LOGIN_SUCCESS	NOTICE	04-May-2015 11:01:14 AM					Login successful			
1761	1000		LOGIN_SUCCESS	NOTICE	04-May-2015 11:08:26 AM					Login successful			
1763	1000		LOGIN_SUCCESS	NOTICE	04-May-2015 11:10:44 AM					Login successful			
1765	1000		LOGIN_SUCCESS	NOTICE	04-May-2015 11:17:52 AM					Login successful			
1766	1000		LOGIN_SUCCESS	NOTICE	04-May-2015 11:21:07 AM					Login successful			
1767	1000		LOGIN_SUCCESS	NOTICE	04-May-2015 11:23:15 AM					Login successful			
1768	1000		LOGIN_SUCCESS	NOTICE	04-May-2015 11:28:43 AM					Login successful			
1770	1000		LOGIN_SUCCESS	NOTICE	04-May-2015 11:30:02 AM					Login successful			

Show

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### 3.13 Coupon Usage

- Enter the following details:
  - Store Name:** Select the value from the dropdown
  - Get Report For the Last:** Select the value from the dropdown
- Click **Submit**. The list of Coupon Usage as per meeting specified criteria is displayed.

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Hello admin12345!

Coupon Usage

Search

Store Name

Get reports for the last

All

All

SEARCH

CLEAR

Advanced Search | Clear

Coupon Code	Store Name	Times Applied	Discount Amount	Discount Type	Total	Description	Start Date	End Date
1236	Fine Foods	1	\$2.00	Amount Off Product	\$18.00	234324	5/4/2015 12:00:00 AM	6/3/2015 12:00:00 AM

Show

10

Per Page

«

«

Page

1

/ 1

»

»

### 3.14 Sales Tax

- Enter the following details:
  - Store Name:** Select the value from the dropdown
  - Group By:** Select the value from the dropdown
- Click **Submit**. The list of state wise total tax, meeting specified criteria, is displayed.

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Dashboard

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Sales Tax

Search

Store Name

All

Group By

All

SEARCH

CLEAR

Advanced Search

Clear

Order Date	State	Total Sales	Tax
24-Apr-2015 21:23:46 PM	LA	\$1.99	\$0.10
24-Apr-2015 22:11:15 PM	LA	\$63.92	\$3.20
26-Apr-2015 0:46:17 AM	LA	\$67.50	\$3.00
26-Apr-2015 21:27:33 PM	LA	\$208.16	\$10.41
26-Apr-2015 22:30:59 PM	LA	\$8.38	\$0.42
26-Apr-2015 22:46:10 PM	LA	\$15.00	\$0.75
26-Apr-2015 22:47:12 PM	LA	\$8.67	\$0.43
26-Apr-2015 23:59:47 PM	LA	\$14.00	\$0.20
27-Apr-2015 0:32:32 AM	Wisconsin	\$79.21	\$3.65
27-Apr-2015 5:08:34 AM	LA	\$7.00	\$0.10

Show

10

Per Page

Page

1

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### 3.15 Affiliate Orders

- Enter the following details:
  - Store Name:** Select the value from the dropdown
  - Get Report For the Last:** Select the value from the dropdown
- Click **Submit**. The list of Affiliate Orders as per meeting specified criteria is displayed.

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Hello admin12345!
Account
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#### Affiliate Orders

Search

Store Name

All

Get reports for the last

All

SEARCH

CLEAR

Advanced Search | Clear

No Record Found

### 3.16 Suppliers List

- Enter the following details:
  - Begin Date:** Enter the begin date for the report in MM/DD/YYYY format.
  - End Date:** Enter the end date for the report in MM/DD/YYYY format.
  - Store Name:** Select the Store name from the dropdown.
  - Suppliers Name:** Select the Name from the drop down.
- Click **Submit**. The list of Suppliers, meeting the above specified criteria, is displayed.

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#### Supplier List

Search

Begin Date

27-Apr-2015

End Date

04-May-2015

Store Name

All

Supplier Name

All

SEARCH

CLEAR

Advanced Search | Clear

Order ID	Order Date	Supplier Name	Name	Company Name	Address	City	State	Postal Code	Country	Phone Number	SKU	Quantity	Description	Price
34	27-Apr-2015 0:18:32 AM	Benny Dayal	Pleasant Road			Jena	LA	71342	US	123456789	112	1		\$0.00
34	27-Apr-2015 0:18:32 AM	Benny Dayal	Pleasant Road			Jena	LA	71342	US	123456789	fn0987	1		\$1.25
34	27-Apr-2015 0:18:32 AM	Benny Dayal	Pleasant Road			Jena	LA	71342	US	123456789	gb441	1		\$5.00
35	27-Apr-2015 0:20:46 AM	Benny Dayal	Pleasant Road			Jena	LA	71342	US	123456789	89	1		\$0.00
35	27-Apr-2015 0:20:46 AM	Benny Dayal	Pleasant Road			Jena	LA	71342	US	123456789	fn0987	1		\$1.25
37	27-Apr-2015 0:32:32 AM	Dwane Watson	ABC Companies	1200 Pennsylvania Avenue, N.W.		Milwaukee	Wisconsin	53216	US	1234567890	89	1		\$0.00
37	27-Apr-2015 0:32:32 AM	Dwane Watson	ABC Companies	1200 Pennsylvania Avenue, N.W.		Milwaukee	Wisconsin	53216	US	1234567890	BBBK7676	1		\$2.89
37	27-Apr-2015 0:32:32 AM	Dwane Watson	ABC Companies	1200 Pennsylvania Avenue, N.W.		Milwaukee	Wisconsin	53216	US	1234567890	BSKS9876	1		\$4.19
37	27-Apr-2015 0:32:32 AM	Dwane Watson	ABC Companies	1200 Pennsylvania Avenue, N.W.		Milwaukee	Wisconsin	53216	US	1234567890	COCK3678	1		\$1.19
37	27-Apr-2015 0:32:32 AM	Dwane Watson	ABC Companies	1200 Pennsylvania Avenue, N.W.		Milwaukee	Wisconsin	53216	US	1234567890	CKBS6788	4		\$6.79

Show 10 Per Page

### 3.17 Franchise Orders

- Enter the following details:
  - **Begin Date:** Enter the begin date for the report in MM/DD/YYYY format.
  - **End Date:** Enter the end date for the report in MM/DD/YYYY format.
- Click **Submit**. The list of Suppliers, meeting the above specified criteria, is displayed.

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Franchise Orders

Search

Begin Date

05-Sep-2015

End Date

12-Sep-2015

SEARCH

CLEAR

☒ Show Graph Report

X Axis

Vendor Name

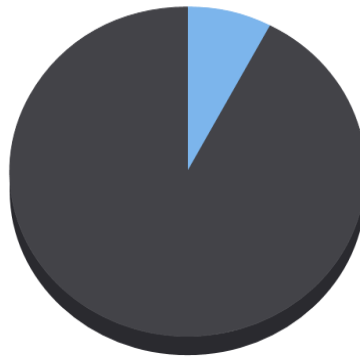
Y Axis

Total Orders

Chart Type

Pie Chart

☐ Legend
☐ Data Label
☐ Allow Select
☒ 3D View



Export Details

File Type

Microsoft Excel (.xls)

EXPORT

Hide Grid

Advanced Search | Clear

ID #	Vendor Name	Total Orders	Vendor Item Sales	Commission Item Sales
1	Maxwell's FF	24	\$0.00	\$775.71

### 3.18 Franchise Sale by Product

- Enter the following details:
  - Begin Date:** Enter the begin date for the report in MM/DD/YYYY format.
  - End Date:** Enter the end date for the report in MM/DD/YYYY format.
- Click **Submit**. The list of Suppliers, meeting the above specified criteria, is displayed.

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Franchise Sale By Product

Search

Begin Date

05-Sep-2015

End Date

12-Sep-2015

SEARCH

CLEAR

☒ Show Graph Report

X Axis

Company Name

Y Axis

Total Orders

Chart Type

Pie Chart

☐ Legend
☐ Data Label
☐ Allow Select
☒ 3D View

Export Details

File Type

Microsoft Excel (.xls)

EXPORT

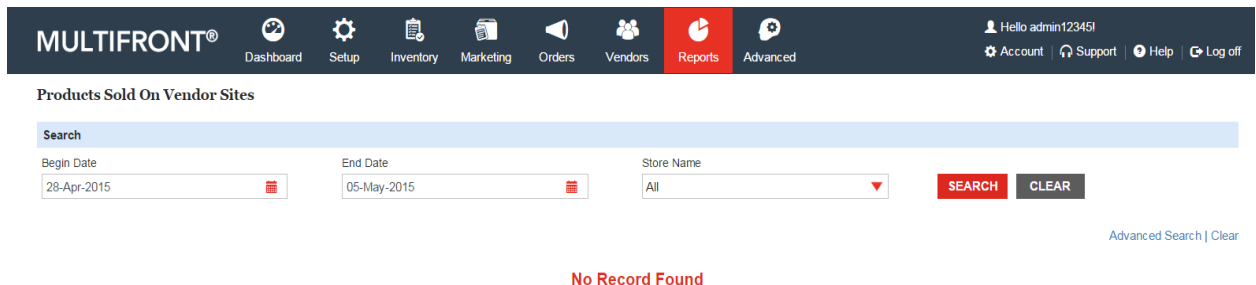
[Hide Grid](#)
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ID	Company Name	Product Name	Total Orders	Total Sales
326	Global Sales	Allium	4	\$5.00
302	Global Sales	Apple	4	\$0.00
350	Global Sales	Chardonnay	1	\$19.49
346	Global Sales	Fresh-Cut Roses	20	\$1289.70
332	Global Sales	Japanese Iris	2	\$0.00
304	Global Sales	Pear	3	\$2.25
552	Global Sales	Red and Chief Shoes	1	\$40.00
303	Global Sales	Strawberry	27	\$115.05
348	Global Sales	Swiss Cheese	1	\$3.24
347	Global Sales	Whole Salted Cashews	4	\$26.53
554	Levi's Store	Multi Regular Fit Casual ShirtLevi's Shirt	4	\$48.00

Show 50 Per Page
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### 3.19 Products Sold On Vendors Sites

- Enter the following details:
  - Begin Date:** Enter the begin date for the report in MM/DD/YYYY format.
  - End Date:** Enter the end date for the report in MM/DD/YYYY format.
  - Store Name:** Select the Store name from the dropdown.
- Click **Submit**. The list of Suppliers, meeting the above specified criteria, is displayed.



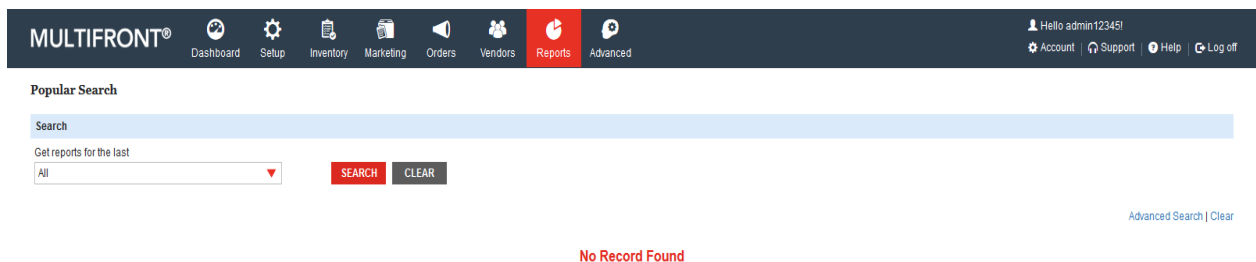
The screenshot shows the MULTIFRONT® interface with the 'Reports' tab selected. The page title is 'Products Sold On Vendor Sites'. Below the title is a search bar with the following fields:

- Begin Date:** 28-Apr-2015
- End Date:** 05-May-2015
- Store Name:** All

There are 'SEARCH' and 'CLEAR' buttons. Below the search bar, the text 'No Record Found' is displayed in red. At the bottom right, there is a link for 'Advanced Search | Clear'.

### 3.20 Popular Search

- Enter the following details:
  - Get Searches For the Last:** Select the value from the dropdown
- Click **Submit**. The list of Search Results as per meeting specified criteria is displayed.



The screenshot shows the MULTIFRONT® interface with the 'Reports' tab selected. The page title is 'Popular Search'. Below the title is a search bar with the following field:

- Get reports for the last:** All

There are 'SEARCH' and 'CLEAR' buttons. Below the search bar, the text 'No Record Found' is displayed in red. At the bottom right, there is a link for 'Advanced Search | Clear'.