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ZNODE MARKETPLACE 8.1.2 USER MANUAL

April 2016



Znode 8.1.2 Reports Manual

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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.

MULTIFRONT®

Merchant Login
Log in to setup and manage your store.






LOGIN

Remember Me [Forgot your password?](#)

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- 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.
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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

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.

Order ID *	Order Date	Order Status	Customer Name	Billing City	Billing State Code	Billing Country	Phone Number	Email Id	Shipping Type Name	Payment Type Name	Sub Total	Shipping Cost	Tax Cost	Discount	Total Amount
25	12-Sep-2015 14:22:19 PM	PENDING APPROVAL	Danny Nicholas	Jena	LA	US	123654789	danny@gmail.com	Custom	COD	\$7.95	\$2.00	\$0.15	\$0.00	\$10.10

- 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.

MULTIFRONT®
Hello admin12345!

Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced
Account Support Help Log off

Recurring Billing

Search

Begin Date: End Date: Store Name: Order State:

SEARCH CLEAR

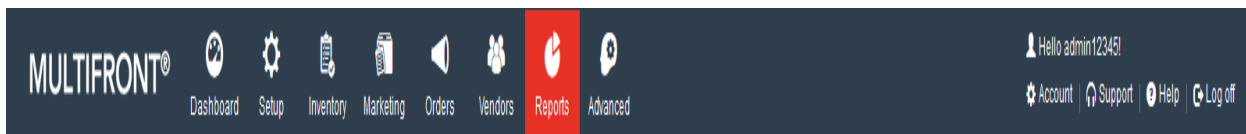
[Advanced Search](#) | [Clear](#)

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		

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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: 29-Apr-2015

End Date: 06-May-2015

Store Name: 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	Daniel	nicholas	123		daniel.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.

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Log off

Best Sellers

Search

Store Name

Get reports for the last

SEARCH **CLEAR**

Show Graph Report

X Axis:

Y Axis:

Chart Type:

Legend Data Label

Allow Select 3D View

Export Details

File Type: **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
Fine Foods	st3245	Strawberry	13	\$2.95	\$38.35
Fine Foods	SKWSC123	Whole Salted Cashews	7	\$3.79	\$26.53
Levi's Store	L123	Multi Regular Fit Casual ShirtLevi's Shirt	2	\$12.00	\$24.00
Fine Foods	SKGBS123	Swiss Cheese	1	\$3.24	\$3.24
Fine Foods	frt0987	Allium	2	\$1.25	\$2.50
Fine Foods	st3246	Pear	1	\$0.75	\$0.75
Fine Foods	112	Vase	3	\$0.00	\$0.00
Fine Foods	apr234	Apple	2	\$0.00	\$0.00
Fine Foods	da8979	Japanese Iris	1	\$0.00	\$0.00

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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.

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		danial.nicholas@gmail.com	123456789	Hj, I need to buy 5000+ food products. Can you please let me know any discount offers in food products.

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.

Account ID	First Name	Last Name	Company Name	Email	Store Name
11531				danial.nicholas1991@gmail.com	Fine Foods
11529	Danial	Nicholas		danial.nicholas1991@gmail.com	Fine Foods
11529	Danial	Nicholas		danial.nicholas1991@gmail.com	Wine & Cheese
11529	Danial	Nicholas		danial.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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Hello admin123451
Account | Support | Help | Log off

Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced Plugins

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

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	Astroemeria	0

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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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Most Frequent Customers

Search

Store Name

Get reports for the last

SEARCH
CLEAR

Show Graph Report

X Axis:

Y Axis:

Chart Type:

Legend Data Label
 Allow Select 3D View

Export Details

File Type: EXPORT

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

Account ID	First Name	Last Name	Company	Order Count	Quantity	Total Amount
11536	Danny	Nicholas		1	1	\$10.10

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.

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Top Spending Customers

Search

Store Name

Get reports for the last

SEARCH
CLEAR

Show Graph Report

X Axis

Y Axis

Chart Type

Legend
 Data Label

Allow Select
 3D View

Export Details

File Type

EXPORT

[Hide Grid](#)

Account ID ^	First Name	Last Name	Company	Orders	Total Amount
11521	Site	Admin	Your Company	11	\$715.67

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

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.

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**

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

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.

Order Pick List

Search

Store Name: All | **SEARCH** **CLEAR**

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

No Record Found

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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Activity Log

Search

Begin Date:

Store Name:

Category:

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			

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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.

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.

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.

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.

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	Benny Dayal	Pleasant Road	Jena LA	71342	US	123456789	112	1	\$0.00			
34	27-Apr-2015 0:18:32 AM	Benny Dayal	Benny Dayal	Pleasant Road	Jena LA	71342	US	123456789	fn0987	1	\$1.25			
34	27-Apr-2015 0:18:32 AM	Benny Dayal	Benny Dayal	Pleasant Road	Jena LA	71342	US	123456789	gb441	1	\$5.00			
35	27-Apr-2015 0:20:46 AM	Benny Dayal	Benny Dayal	Pleasant Road	Jena LA	71342	US	123456789	89	1	\$0.00			
35	27-Apr-2015 0:20:46 AM	Benny Dayal	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	CCKK3678	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			

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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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Search

Begin Date: End Date: SEARCH CLEAR

Show Graph Report

X Axis:

Y Axis:

Chart Type:

Legend Data Label
 Allow Select 3D View

Export Details

File Type: 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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Hello admin12345 | Account | Support | Help | Log off

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Franchise Sale By Product

Search

Begin Date: End Date: SEARCH CLEAR

Show Graph Report

X Axis:

Y Axis:

Chart Type:

Legend Data Label 3D View

Export Details

File Type: EXPORT

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

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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' menu highlighted. 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), and 'Store Name' (All). There are 'SEARCH' and 'CLEAR' buttons. Below the search bar, the text 'No Record Found' is displayed in red. A link for 'Advanced Search | Clear' is also present.

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' menu highlighted. 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. A link for 'Advanced Search | Clear' is also present.