![barnetpos logo]

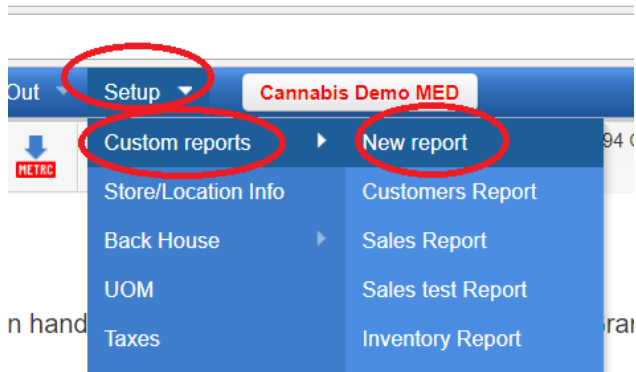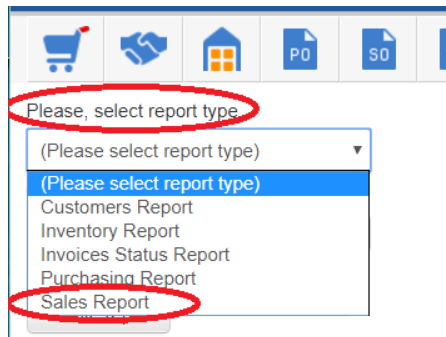**USING THE BARNETPOS PORTAL – Custom Reports**

1. **Go to :**

2. **Select <Report Type> . For example <sales>**

3.

- Enter <Report Title>
- Check <Show for me only> if you don't want to share this report with company users
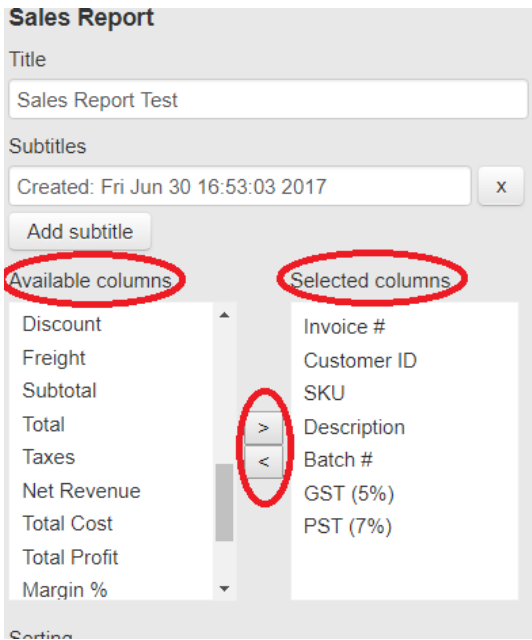- Press <Create Report> button
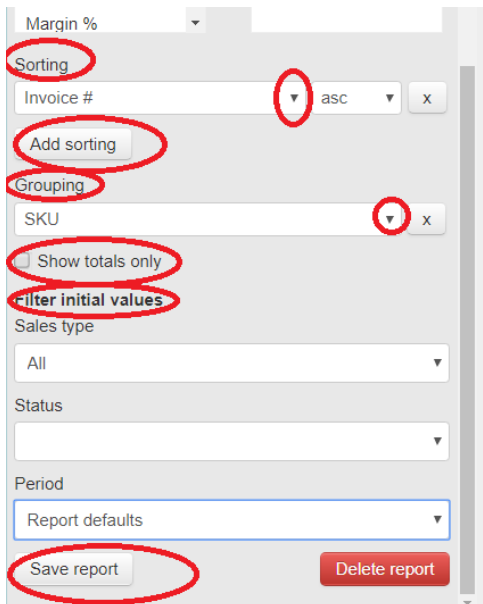
4. Select Columns you need from <Available Columns> using

5. You can:
- Setup <Sort by>
- Group By
- Sales Type
- Special Period

6. And Press < Save Report>

7. The report will appear under: Reports -> Custom reports menu