## 

**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

Please, select report type			
	Sales Report	•	
Title			
	Sales Report Test		
	Show for me only		
	Create report		

## 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>

Margin %			
Sorting	•		
Invoice #	▼ asc ▼ x		
Add sorting	×		
Grouping			
SKU	X		
Show totals only			
Filter initial values			
Sales type			
All	T		
Status			
	•		
Period			
Report defaults	•		
Save report	Delete report		

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