

## Marketplace – some reports that you might find useful

### To see a list of items ordered from your store

Log on to Touchnet and go to Marketplace.

On the left side of the screen there is a list of drop downs...

Select your Merchant name.

Select “Stores”.

Select your store from the list.

Select “Order Search”. There are several selection options here.

One example is to use ORDER DATE. Enter a FROM DATE and TO DATE.

Click the “RUN SEARCH” button.

It will bring up all orders made during this date range.

\*You can click on the order ID number to see the detail of that order.

OR \*Print the page (click print button on top right of screen)

OR \* Export To CSV gives you a list of the data you can see on the screen

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**Using the Marketplace Reports option to view data.**

Log on to Touchnet and go to Marketplace.

On the left side of the screen there is a list of drop downs....

Scroll all the way to the bottom of the list

Select \*Marketplace Reports\*

Select “Stores” option.

Select your store from this list.

Select “BY PRODUCT”

Select “VIEW MULTIPLE Products Detail Report”

Select a product or all products (click on the checkbox by the product name)

At this point you may have to adjust the From and To dates that you want to see. (the default is the current day.)

This will show you a list of all orders and all modifiers entered by the purchaser.

You can also “Export to CSV at this point”. There is an “INCLUDE ALL MODIFIERS” button.

Select this if you want to see all modifier data.