



# InstaMember USER'S GUIDE

## Sales Report Options

## Sales Report Options

The **Sales Report** option is where you can access and manage sales report depending on the criteria or filters you have set.

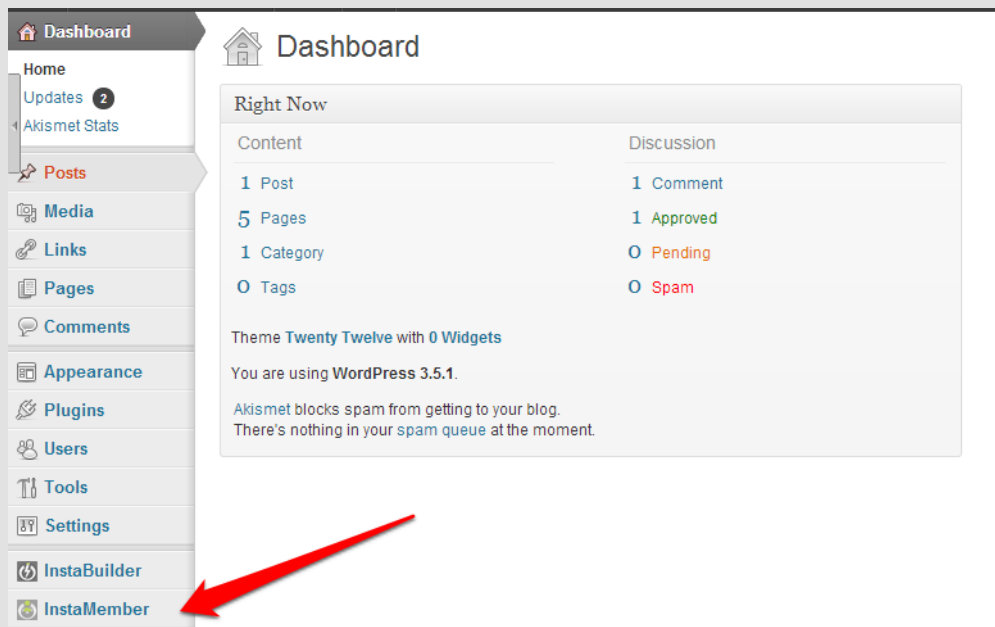
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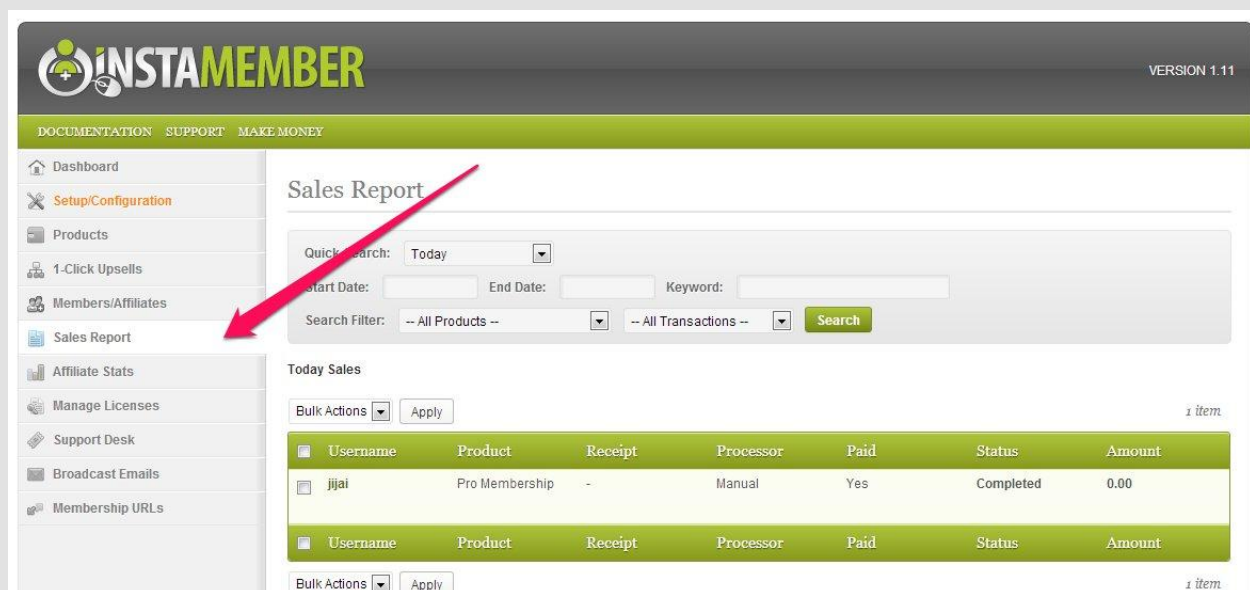
## Sales Report Options

*This guide assumes that you have already logged in and successfully installed InstaMember to your wordpress site and that you already have existing sales otherwise there will be no data to show.*

1. Navigate to your Instamember Dashboard by clicking the **Instamember** menu option on your wordpress dashboard.



2. Click the '**Sales Report**' option.



3. To check for a specific sales report, you have to use the filters.
  - **Quick Search** – this is a dropdown field that by default is set to show the current day's sales report. Other options include, yesterday, last 7 days, last 30 days and choose a range wherein you can set a specific time frame for sales report checking.
  - **Start Date & End Date** – these input fields are intended to be used when you choose to set quick search to choose a range to filter our search results for sales report.
  - **Keyword** – this is a powerful InstaMember option where you can enter a specific keyword to filter out the list of sales report that matches the keyword provided.
  - **Search Filter:**
    - The first dropdown contains all existing products of the site. Choose any of the products from the dropdown to show only the sales report of any specific product along with the aforementioned filters.
    - The second dropdown contains the transactions available on the site: Paid Only, Unpaid Only and Refund Only.
4. To delete a sales report, simply hover your cursor below the username and click delete. Or you can simply check the checkbox that corresponds to the member username you want to delete then from the bulk actions dropdown select delete then hit apply to implement the action.

## **BROUGHT TO YOU BY: SUZANNA THERESIA**

If you have any questions or input on how we could improve this manual, please contact our support team at <http://asksuzannatheresia.com>