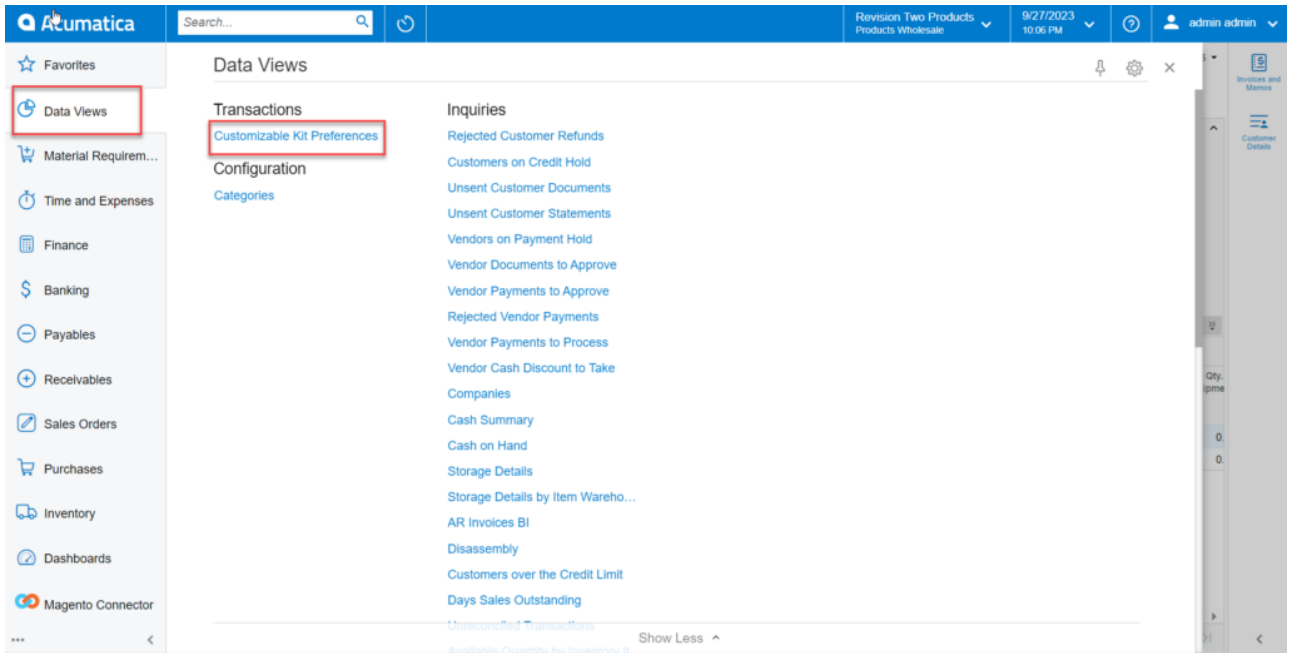


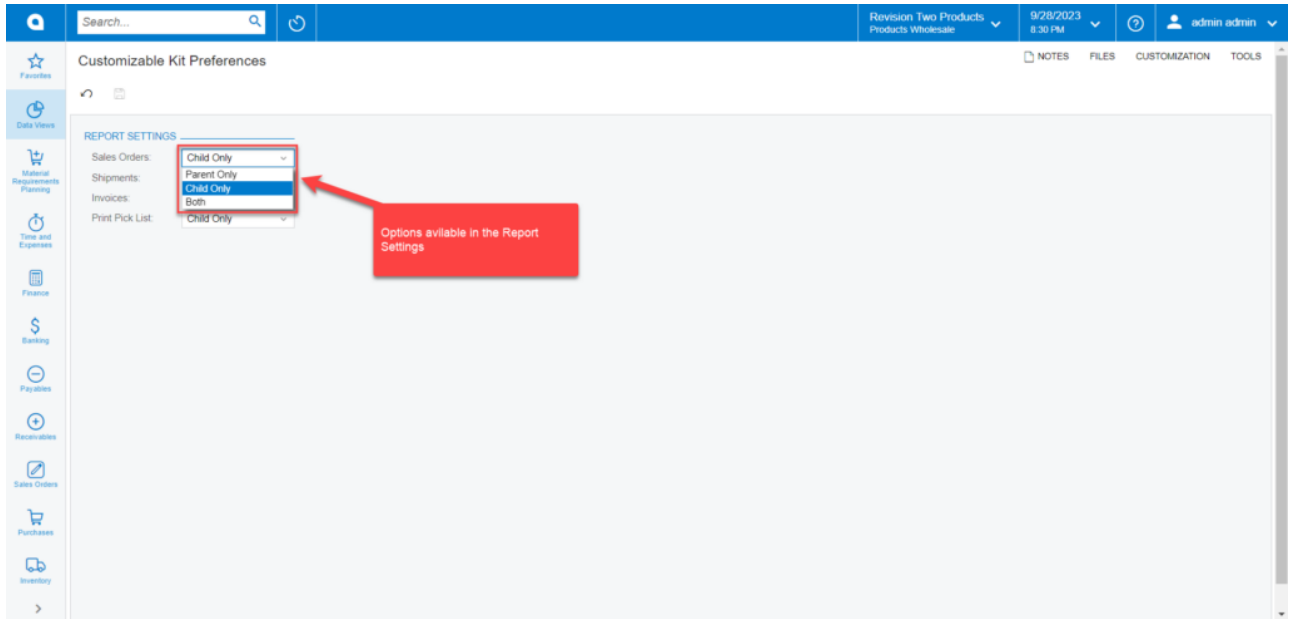
Viewing Reports

1. To view the Reports, go to the **[Data Views]** section on the left panel. Click on the **[Data Views]**.
2. Click on **[Customizable Kit Preferences]** under Transactions.



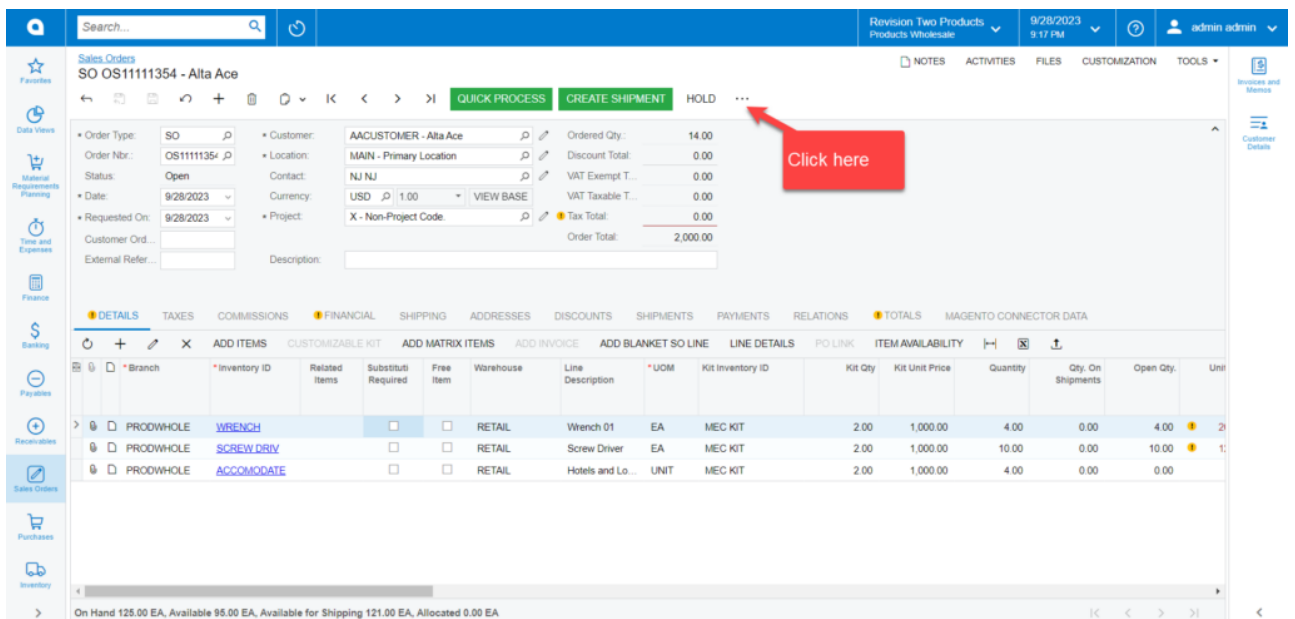
Data View

- On Clicking **[Customizable Kit Preferences]**, you will have Report Settings with Sales Order, Shipments, Invoices, and Print Pick List.
- To this we have three Report options.
 - Parent Only
 - Child Only
 - Both.
- To generate reports one of the options should be selected as shown in the figure.



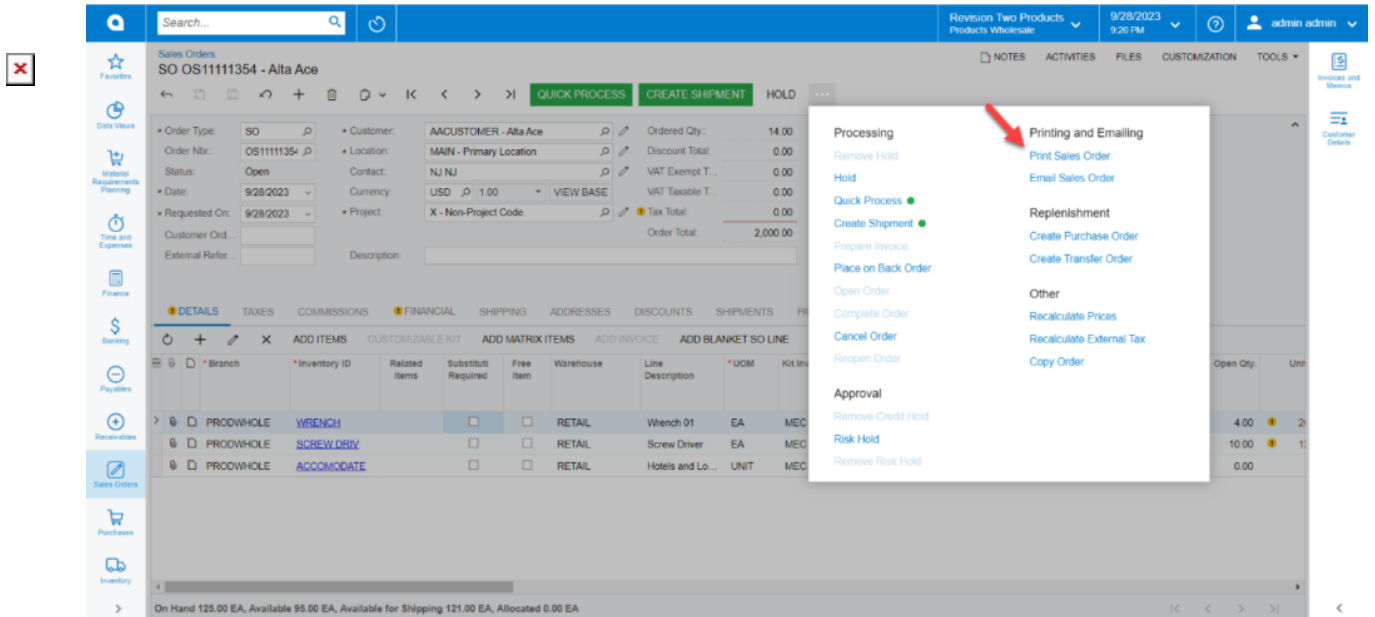
Customizable Kit Preferences

- On Selecting the Report options, navigate to the sales order screen.
- Click on [...] as shown in the figure.



Sales Order screen to print Report

3. On clicking **[Print Sales Order]** you will get a report.



Print Sales Order Screen



Sales Order

Order No.: SO006773
 Order Date: 9/20/2023
 Delivery Date: 9/20/2023
 Customer ID: AACUSTOMER
 Currency: USD
 For: Amelia Armstrong

Products Wholesale
 11235 SE 6th St.
 Suite 140
 Bellevue, WA, 98004
 Phone: 206-555-1212
 Web: www.revisiontwo.com

FOR:	SHIP TO:	BILL TO:
Alta Ace 156 10th Ave New York NY 10011 United States of America	Alta Ace 156 10th Ave New York NY 10011 United States of America Attn: Amelia Armstrong	Alta Ace 156 10th Ave New York NY 10011 United States of America Attn: Amelia Armstrong

CUSTOMER P.O. NO.	TERMS	CONTACT
	30 Days	Maxwell Baker, mbaker@revisiontwo.com

FOB POINT	SHIPPING TERMS	SHIP VIA

NO.	ITEM	QTY.	UOM	PRICE	DISC.	EXTENDED PRICE
1	WRENCH: Wrench	4.00	EA	312.50	0%	1,250.00
2	SCREQDRI: Screw driver	10.00	EA	75.00	0%	750.00
3	ACCOMMODATE: Hotels and Lodging	4.00	DAY	0.00	0%	0.00

Sales Order Report Preview