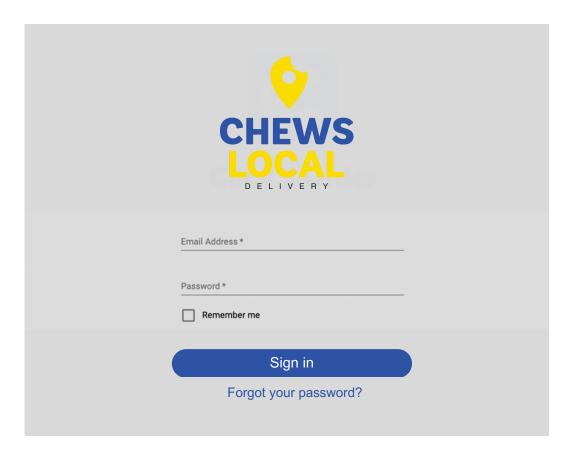


HOW TO: GENERATE REPORTS

Learn to optimize your restaurant listing --



Go to manager.click2order.ca and log in using your account information.

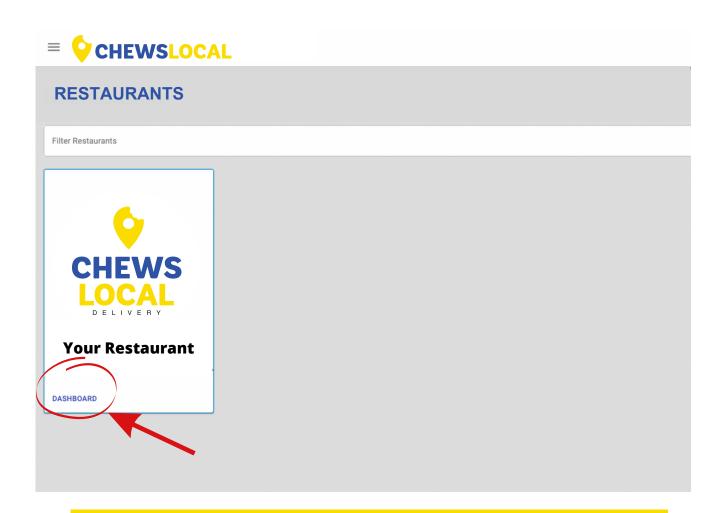


If you cannot remember your password, click "Forgot your password?" and follow the email instructions to reset it.





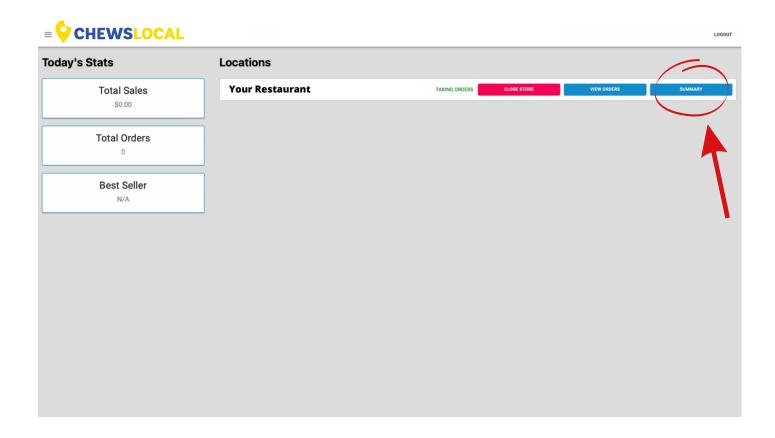
Once logged in, select "Dashboard" for the restaurant you want to generate the report for.







You can then select the "SUMMARY" button on the main page of your dashboard.

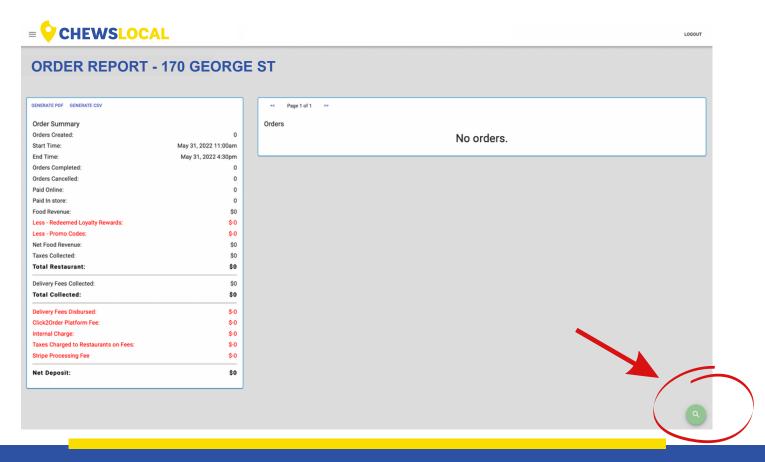






You will now be directed to the "Order Report" page. Head's up, reports do not include refunds done after the sale.

Select the search button on the bottom right of the page to indicate the date range you want the report to pull from.

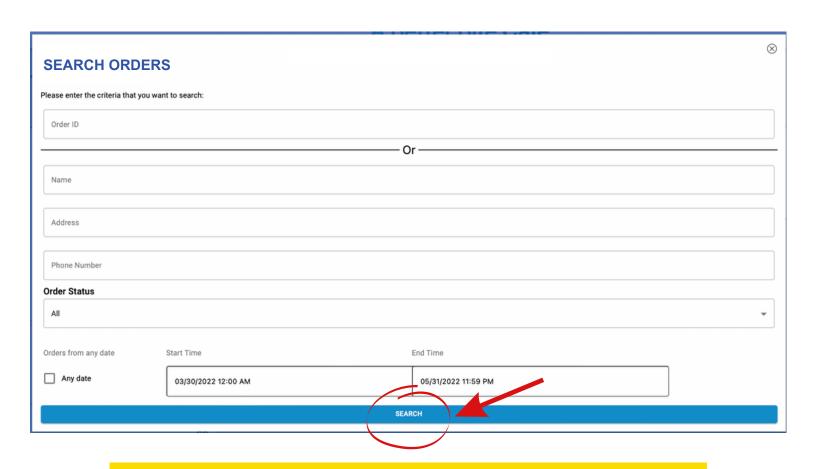






You can now input the date range you desire. You may also search orders by Order ID, Customer Info, or Order Status.

Once you have entered the information you want to be included in the report, click "SEARCH."

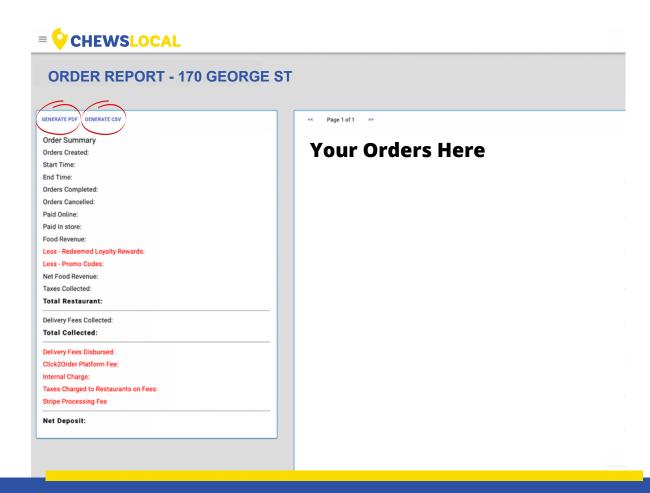






You will see a breakdown of your orders, fees, and net deposit on the left-hand side. On the right, you can see a summary of all orders that meet the parameters you set on the previous page.

You can save this report as a CSV or PDF file by selecting the download options in the top left.







Have a question?

We're happy to help! Call 1-877-671-1536 (Monday-Friday)

