



CHEWS
LOCAL
D E L I V E R Y

HOW TO: GENERATE REPORTS

Learn to optimize your restaurant listing →



YOUR ORDERS

How to Generate Reports

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

The screenshot shows the login interface for CHEWS LOCAL DELIVERY. At the top center is the logo, which consists of a yellow location pin with a bite taken out of it, followed by the text "CHEWS LOCAL" in blue and yellow, and "DELIVERY" in small blue capital letters below it. Below the logo are two input fields: "Email Address *" and "Password *", each with a horizontal line for text entry. Under the password field is a checkbox labeled "Remember me". At the bottom of the form is a blue rounded rectangular button with the text "Sign in". Below the button is a link that says "Forgot your password?" in blue text.

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



YOUR ORDERS

How to Generate Reports

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



RESTAURANTS

Filter Restaurants



Your Restaurant

DASHBOARD



YOUR ORDERS

How to Generate Reports

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

The screenshot shows the CHEWSLOCAL dashboard interface. On the left, under 'Today's Stats', there are three boxes: 'Total Sales' with a value of '\$0.00', 'Total Orders' with a value of '0', and 'Best Seller' with a value of 'N/A'. On the right, under 'Locations', there is a section titled 'Your Restaurant'. Above this section is a horizontal bar with four buttons: 'TAKING ORDERS' (green), 'CLOSE STORE' (red), 'VIEW ORDERS' (blue), and 'SUMMARY' (blue). The 'SUMMARY' button is circled in red, and a red arrow points to it from the bottom right. In the top right corner of the dashboard, there is a 'LOGOUT' link. The CHEWSLOCAL logo is in the top left corner.



YOUR ORDERS

How to Generate Reports

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.



LOGOUT

ORDER REPORT - 170 GEORGE ST

[GENERATE PDF](#) [GENERATE CSV](#)

Order Summary	
Orders Created:	0
Start Time:	May 31, 2022 11:00am
End Time:	May 31, 2022 4:30pm
Orders Completed:	0
Orders Cancelled:	0
Paid Online:	0
Paid In store:	0
Food Revenue:	\$0
Less - Redeemed Loyalty Rewards:	\$-0
Less - Promo Codes:	\$-0
Net Food Revenue:	\$0
Taxes Collected:	\$0
Total Restaurant:	\$0
Delivery Fees Collected:	
Total Collected:	\$0
Delivery Fees Disbursed:	
Click2Order Platform Fee:	\$-0
Internal Charge:	\$-0
Taxes Charged to Restaurants on Fees:	\$-0
Stripe Processing Fee	\$-0
Net Deposit:	\$0

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Orders
No orders.





YOUR ORDERS

How to Generate Reports

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.**"

SEARCH ORDERS

Please enter the criteria that you want to search:

Order ID

Or

Name

Address

Phone Number

Order Status

All

Orders from any date

☐ Any date

Start Time

03/30/2022 12:00 AM

End Time

05/31/2022 11:59 PM

SEARCH





YOUR ORDERS

How to Generate Reports

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.

ORDER REPORT - 170 GEORGE ST

GENERATE PDF

GENERATE CSV

Order Summary

Orders Created:

Start Time:

End Time:

Orders Completed:

Orders Cancelled:

Paid Online:

Paid In store:

Food Revenue:

Less - Redeemed Loyalty Rewards:

Less - Promo Codes:

Net Food Revenue:

Taxes Collected:

Total Restaurant:

Delivery Fees Collected:

Total Collected:

Delivery Fees Disbursed:

Click2Order Platform Fee:

Internal Charge:

Taxes Charged to Restaurants on Fees:

Stripe Processing Fee

Net Deposit:

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Your Orders Here



CHEWSLOCAL

D E L I V E R Y

Have a question?

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

