How to Run a Daily Sales Activity Report in Aspira

1. Click on Reports on the upper right hand side.
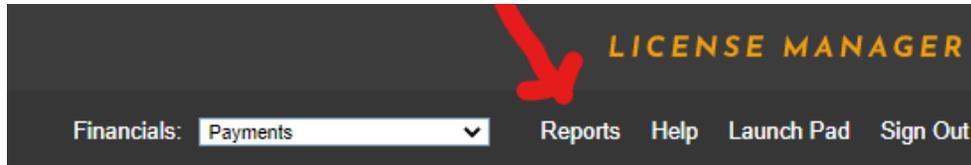
2. Choose Daily Sales Activity Report from list and click OK.

3. Choose from the Vendor list and click ADD>>.
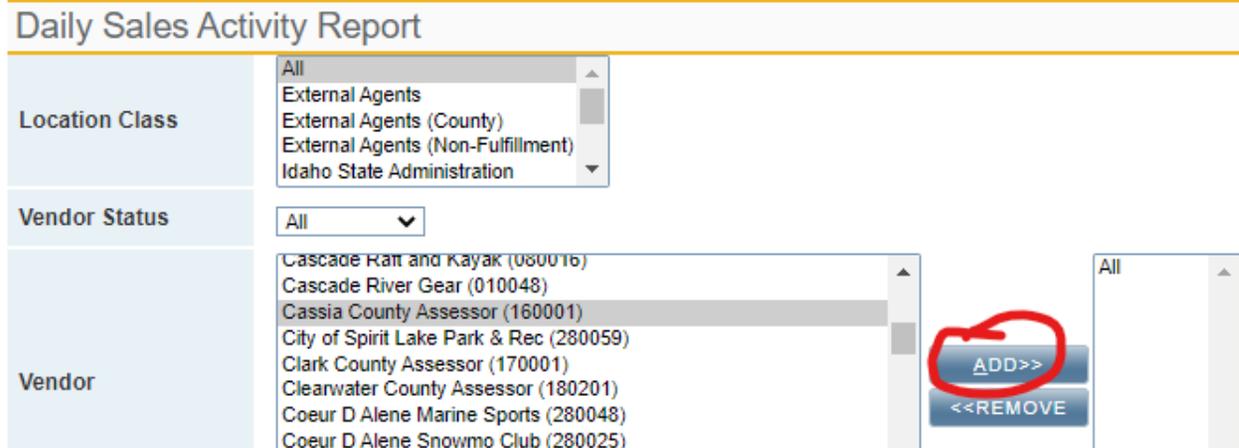
4. Choose Report Type Detail.

Vendor	All 93 Outdoor Sports (300008) Ace Hardware & Element Outfitters (030009) Ace Marketplace (310005) Action Cycles N Sleds (420016) Action Marine Northwest (090240) Action Motor Sports (100003) Ada County Assessor (010201) Adams County Assessor (020001) ADS Motorsports LLC (480009)	ADD>> <<REMOVE	Cassia County Assessor (160001)
Agent Status	All		
Agent	All Burley DMV (368)		
Report Type	Summary ▾ Summary Detail Product Qty.		
Display Chart of Account Levels			

5. Enter the Start Date and End Date of the day(s) you want the report for, then choose your Report Format XLS or XLSX for Excel and click ok.

Start Date	Wed Aug 12 2020
End Date	Wed Aug 12 2020
Report Format	XLS
OK	CANCEL

6. Another tab should open with this message. (If the tab does not open you will need to turn off your pop-up blocker)

Processing Report

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Your report will appear in this window when ready to view.
Please do not close this window

7. The Daily Sales Activity Report should then open in Excel. If it is in Protected View you will need to Enable Editing before making any adjustments.

PROTECTED VIEW   Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.   Enable Editing

8. Now you make any adjustments (i.e.: hide columns, sort, filter, etc.) To show all transactions by user you can either sort by user to group all their transactions together or filter by user to show only 1 individual's transactions.