

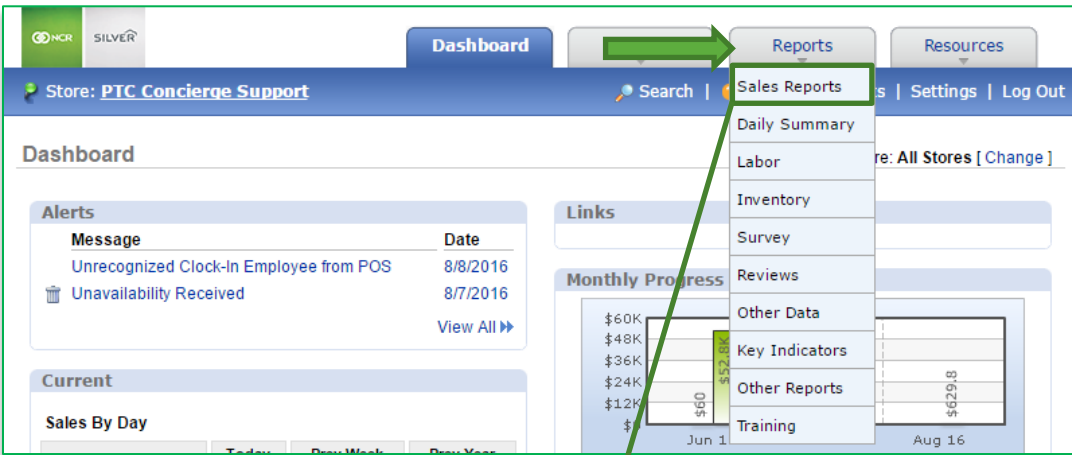
PREFACE

In this module, you will learn:

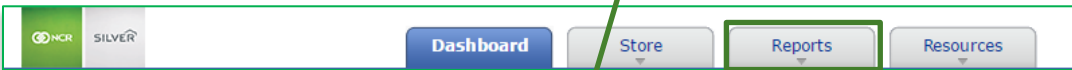
- How to navigate within the **Modifier** report

MODIFIER REPORT

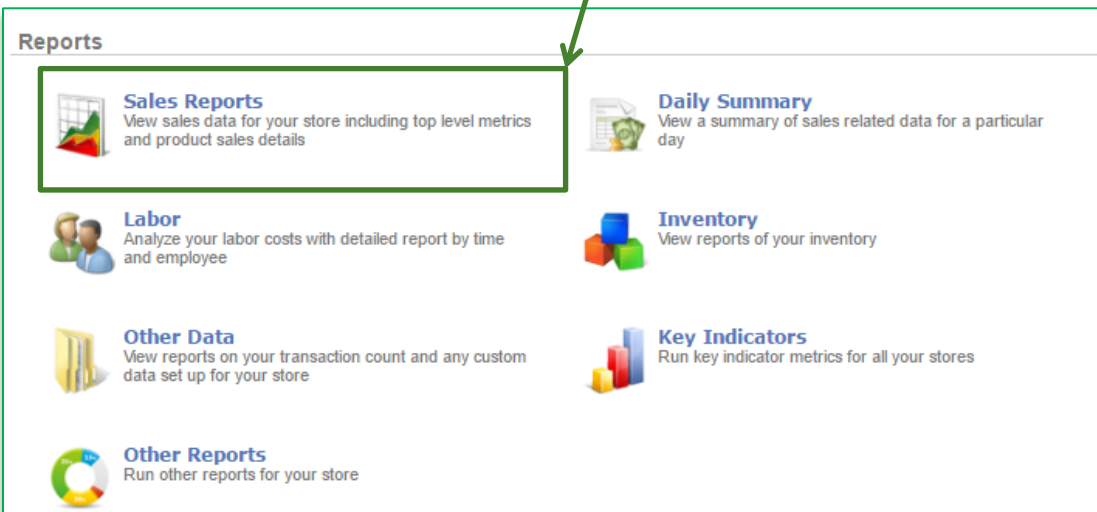
To access the **Modifier** report you will need to navigate to the **Reports** module and click **Sales Reports**.



The screenshot shows the dashboard for 'PTC Concierge Support'. The 'Reports' menu is open, showing options like Daily Summary, Labor, Inventory, Survey, Reviews, Other Data, Key Indicators, Other Reports, and Training. A green arrow points from the 'Sales Reports' option in the menu to the 'Sales Reports' tile in the Reports section below.



The screenshot shows the navigation bar with 'Dashboard', 'Store', 'Reports', and 'Resources' buttons. The 'Reports' button is highlighted with a green box, and a green arrow points from it to the 'Sales Reports' tile in the Reports section below.



The screenshot shows the 'Reports' section with several tiles. The 'Sales Reports' tile is highlighted with a green box. The tiles include:

- Sales Reports**: View sales data for your store including top level metrics and product sales details
- Daily Summary**: View a summary of sales related data for a particular day
- Labor**: Analyze your labor costs with detailed report by time and employee
- Inventory**: View reports of your inventory
- Other Data**: View reports on your transaction count and any custom data set up for your store
- Key Indicators**: Run key indicator metrics for all your stores
- Other Reports**: Run other reports for your store



NAVIGATING TO THE MODIFIER REPORT

1. Click **Modifier Report**

Sales Reports

Sales
View your sales report over by any time period for better analysis

Product Mix
View break-down of your products by category or department sold in any given period of time

Modifier Report
View a detailed summary and breakdown of item modifiers used in your sales transactions

Item Sales By Employee
View a breakdown of items sold by your employees

2. This report defaults to the current day going back one week
3. Enter the desired date range
4. Click **Update**

Modifiers Go Back

Date Range : 8/2/2016 to 8/9/2016 Update

Modifier Breakdown

Group	Modifier	Quantity	Net Sales	% Qty	% Sales	Avg Price
TRUE BLOCK	Wavy	1	\$2.50	8.3%	41.0%	\$2.50
BURGER TOPPINGS	Bacon	2	\$2.00	16.7%	32.8%	\$1.00
BURGER TOPPINGS	Bacon	1	\$1.00	8.3%	16.4%	\$1.00
ICE CREAM TOPPINGS	Sprinkles	1	\$0.50	8.3%	8.2%	\$0.50
ICE CREAM TOPPINGS	Whipped Cream	1	\$0.10	8.3%	1.6%	\$0.10
BURGER TOPPINGS	Lettuce	1	\$0.00	8.3%	0.0%	\$0.00
BURGER TOPPINGS	Onion	1	\$0.00	8.3%	0.0%	\$0.00
ICE CREAM TOPPINGS	Hot Chocolate	1	\$0.00	8.3%	0.0%	\$0.00
TRUE BLOCK	Matte	1	\$0.00	8.3%	0.0%	\$0.00
BURGER TOPPINGS	Lettuce	1	\$0.00	8.3%	0.0%	\$0.00
BURGER TOPPINGS	Onions	1	\$0.00	8.3%	0.0%	\$0.00
Total		12	\$6.10	100.0%	100.0%	\$0.51