



# How to Run Indicator Reports

## Introduction

This is a guide that explains how to run Head Office reports within Indicator.

## Where to find this

Headoffice>Module>Reports

## Overview

There are reports for each module in Head Office and Outlet, this is managed by permissions.

There are two types of reports 'New reports' (Msrs reports) and 'Old reports' which are PDF reports. The PDF reports will be decommissioned, when the new replicated Msrs report has been developed.

There is a report menu for each section, the last option in the list.

# Selecting the report option in Modules

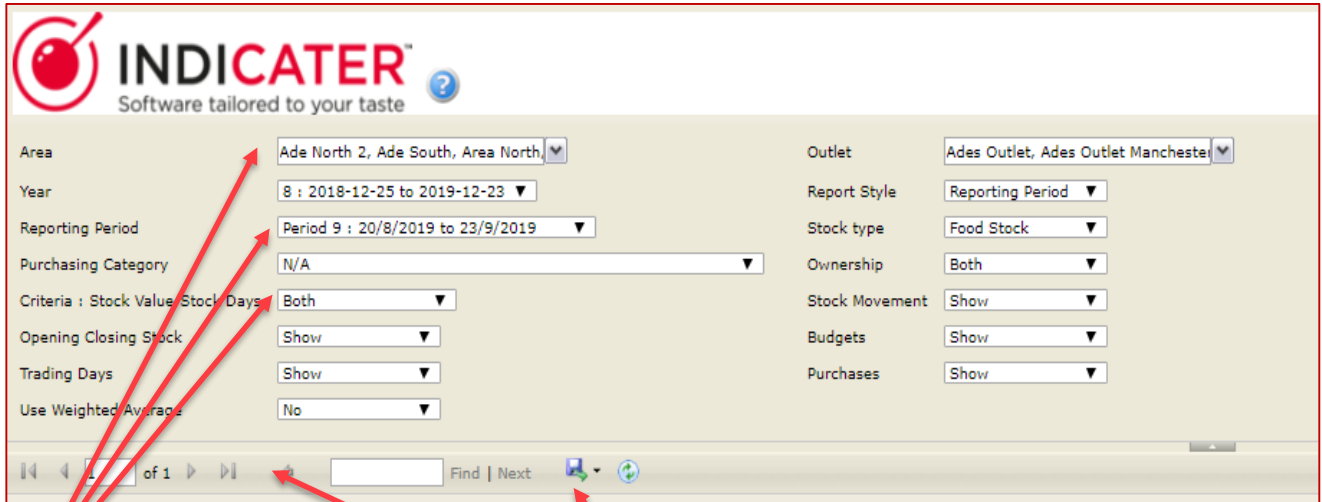
## Selecting Reports

The screenshot shows a software interface with a dark blue sidebar on the left and a white main content area on the right. The sidebar contains a list of modules: Company, Content, Employment, Outlets, User Access, Finance, Audit Trail, Client Account, Data Export, Income Adj, Requisitions, Transactions, and Reports. The 'Finance' module is currently selected, and its sub-menu is open, showing 'Reports' as the selected option. In the main content area, the 'Reports' page is displayed, featuring a 'Report:' dropdown menu with the text 'Please select a report' and a 'New Reports' section with a 'Reports:' dropdown menu showing 'Additional Reports' selected. A red arrow points from the 'Reports' option in the sidebar to the 'Additional Reports' option in the main content area.

Select Module, Select Reports

Report will open in another screen

# Selecting the filters to create the report



The screenshot shows the INDICATER software interface with the following filters and options:

- Area: Ade North 2, Ade South, Area North
- Year: 8 : 2018-12-25 to 2019-12-23
- Reporting Period: Period 9 : 20/8/2019 to 23/9/2019
- Purchasing Category: N/A
- Criteria : Stock Value/Stock Days: Both
- Opening Closing Stock: Show
- Trading Days: Show
- Use Weighted Average: No
- Outlet: Ades Outlet, Ades Outlet Manchester
- Report Style: Reporting Period
- Stock type: Food Stock
- Ownership: Both
- Stock Movement: Show
- Budgets: Show
- Purchases: Show

At the bottom, there is a navigation bar with a search box, a "Find | Next" button, and a download icon.

Each reports, has different filters so you can run the reports in various ways.

There can be a number of pages for each report. Each report can be downloaded in various formats of your choice