How to Generate a YBLive Sales Report –

To generate a Sales Summary Report of all of your yearbook and ad sales at any time, follow the steps below. Only the Adviser has access to generate this report.

- Log into your YBLive yearbook account.
- Select "Sales".
- Adjust the start and end dates for which you want to output the report. For example, if you want to output a report that shows all sales for the school year to date, the *Start Date* should be the first day of school, or the date you first started selling products in your storefront. The *End Date* is the current date.

You will see a summary on screen of all products sold.

To view a Detailed report, click the **Order Report** button. Yearbook Sales are contained on one tab; ad sales, if any, are contained on the "*Products*" tab. To print that detailed report in spreadsheet format:

- Select the appropriate tab and click "*Text View*".
- Copy the highlighted text and paste it onto an Excel or similar spreadsheet, then save or print.

If you need assistance, or would like us to generate this report for you, please contact us at 888-680-0143 or email help@yearbooklife.com.

Add Cash/Check Sales to Your Sales Report.
From "Sales", you can also add any cash/check offline sales orders to your YBLive sales report. Just click "*Add Offline Orders*" and you can enter the sales information for each cash/check sale. This information will then populate onto your YBLive Sales Report. This is a great way to keep a list of all of your sales in one place.