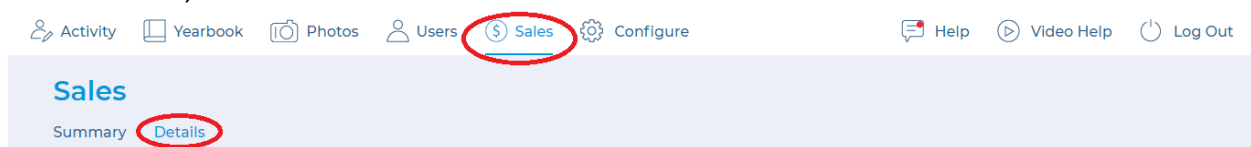




## How to Generate a YBLive Sales Report

To generate a Sales Summary of all 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”, then select “Details”.



- Adjust the start and end dates for which you want to output the report. 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 the *Yearbooks* tab; ad sales, if any, are contained on the *Products* tab.

The screenshot shows the 'Order Detail' window with two tabs: 'Yearbooks' and 'Products'. The 'Yearbooks' tab is selected. The table below shows a list of sales orders with columns for ID, Date, Type, Name, E-mail, Product, Personalized, Quantity, Retail, Shipping, and Handling.

ID	Date	Type	Name	E-mail	Product	Personalized	Quantity	Retail	Shipping	Handl
20	10/11/2016	No Charge	Wood, Gary	gwood@pixami.com	Soft Cover Yearbook (Not Personalized)			1		40.00
21	10/18/2016	No Charge	Wood, Gary	gwood@pixami.com	Soft Cover Yearbook (Not Personalized)			1		40.00
29	03/02/2017	Offline	Hodgens, Tom		Soft Cover Yearbook (Personalized)	X		1		19.99
31	09/14/2017	Offline	Wood, Gary		Hard Cover Yearbook (Not Personalized)			1		21.00
32	09/14/2017	Offline	Wood, Gary		Hard Cover Yearbook (Not Personalized)			1		21.00

Once populated, you can:

Click Column Visibility to adjust the information available in the report. Select the items that you want to appear.

Click Print.

Click PDF to generate a PDF of the report.

Click Excel to generate an Excel spreadsheet of the report.

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](mailto:help@yearbooklife.com).

### Add Cash/Check Sales to Your Sales Report.

From the *Details* page, 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.