

Using the Dashboard

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Quick Steps: Shop > Analytics > Dashboard

Real Time Dashboard reporting within Shop gives Merchandise/Commercial Managers and Administrators real time analytics on sales performance across their store.

1. Within the Management Console, select **Shop** from the top menu, then **Analytics** from the left menu.

2. Select **Dashbaord** from the expanded left menu.

3. Here you can view the following analytics:

- Sales Today
- Sales on same day previous year
- Time since last sale
- 10 Day Sales graph
- Average Sales for the current day of the week
- 7 Day Rolling Average Sales
- Average order value of current day sales
- Fulfilment Status Pipeline
- Top Selling Products for the day

The screenshot displays the 'STG - Sample Club' dashboard. At the top right, it shows 'Logged in as: System Administrator' and a 'Log Off' button. The main navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop' (highlighted), 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Tools', 'Administration', and 'SportsTG Noticeboard'. A left sidebar menu lists 'Order Management', 'Products', 'Analytics' (with sub-items: Dashboard, Transactions Analysis, Sales Analysis (Product), Sales Analysis (Size/Colour Breakdown), Orders Heat Map (Global), Orders Heat Map (Aus)), 'Shop Settings', and 'Marketing'. The main content area is titled 'Thursday 29 September 2016' and features several analytics cards: 'Sales Today' (1), 'Same Day Last Year' (1), 'Time since last sale' (00:33:41), '10 Day Sales' (bar chart), 'Thu. average' (4, -75%), '7 day average' (2, -50%), and 'Average Value Today' (\$35). A 'TOP SELLERS TODAY' table shows 'Supporter Polo - Adult' as the top seller with 1 unit. A 'Fulfillment Pipeline Last 10 Days' section shows a flow from 'Outstanding' to 'Completed/Shipped', 'Cancelled', 'Part Packed', and 'Ready For Dispatch', with 'Pending Order created from Scratch', 'Pending Order Created from a Current Member', and 'Pending Order Created from a Previous Order' below. The bottom of the page shows the time '29:10' and the 'SportsTG' logo.

Note: The information displayed in this dashboard is up to the minute from the time you access the page. Use this information to accurately track your sales figures day to day.

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