Catalog SOP: Download an Inbound Performance Report

10/11/2024 11:23 am CDT
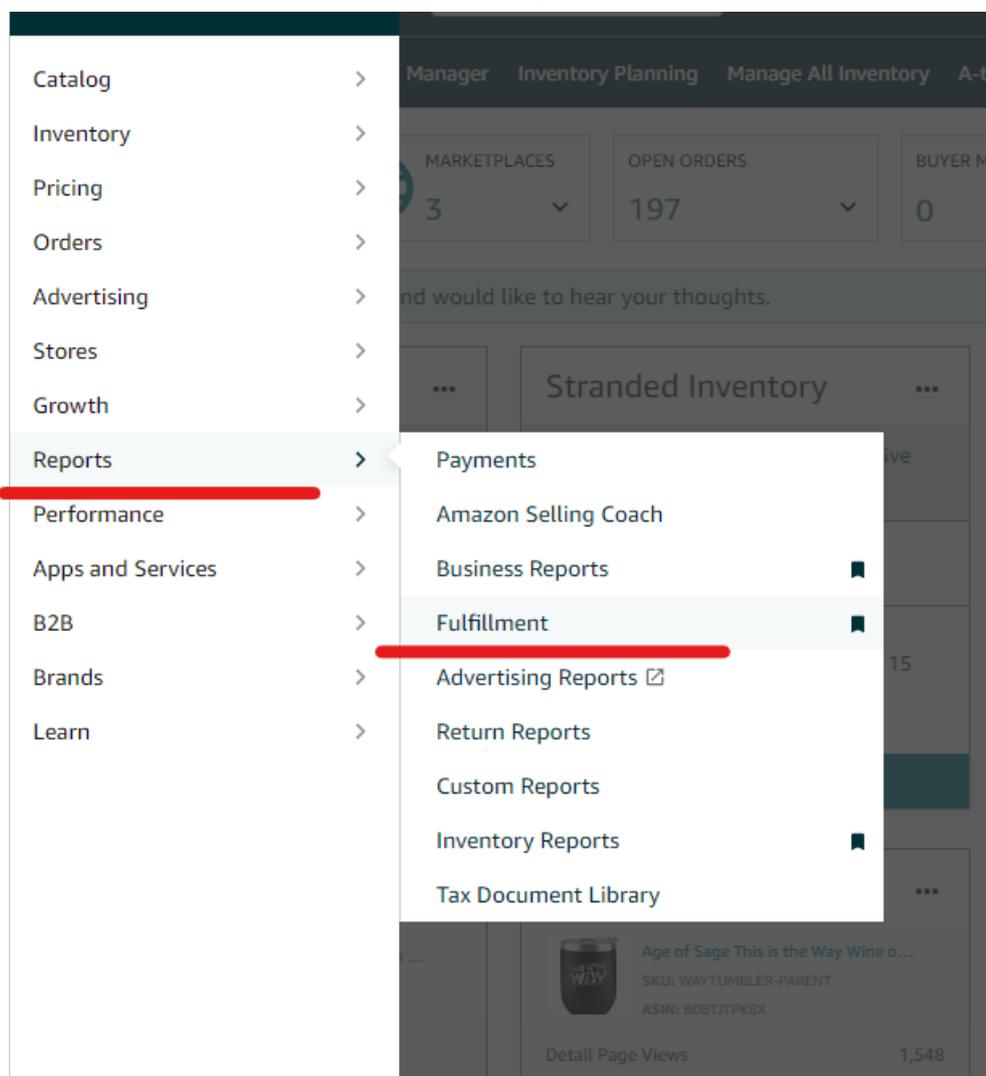
> **i** **Who is this for?** For individuals who are responsible for monitoring and analyzing inbound performance metrics.
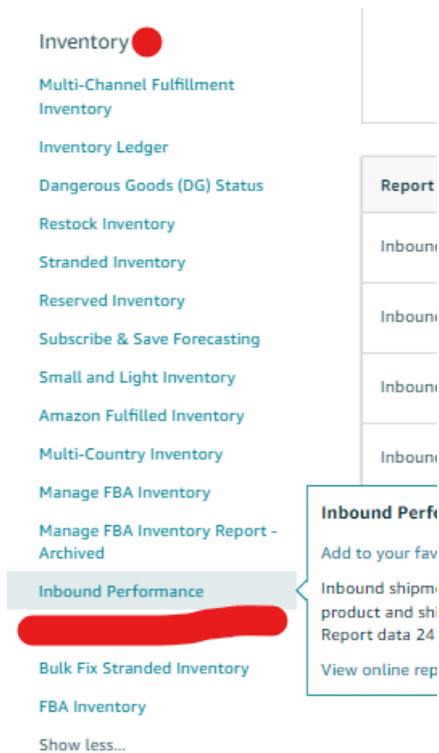
> ✓ **Objective:** To provide clear guidelines and instructions for downloading an Inbound Performance Report. The SOP aims to ensure consistency and accuracy in the process of retrieving performance data, enabling stakeholders to make informed decisions and evaluate the effectiveness of inbound operations.
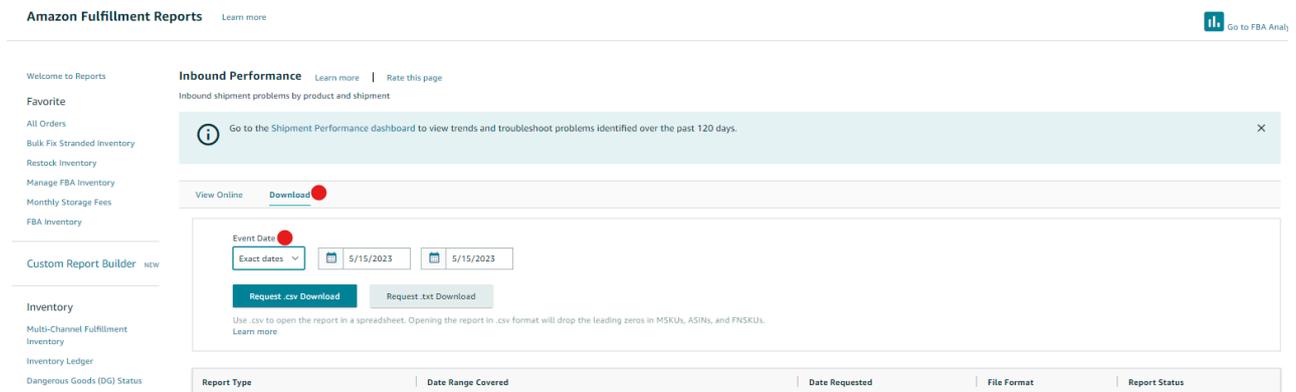
1. To generate an Inbound Performance Report, go to the "Reports" and then select "Fulfillment".

2. From the Fulfillment reports page, go to Inventory → Inbound Performance

3. On the next page, select the Download tab. Choose the "Event Date" from the available drop-down menu. Select "Exact Dates" and enter the "From" and "To" dates respectively using the calendar icon next to each field.

4. Click on the "Request .csv Download" button, if you want to download the report in an Excel format, and click on the "Request.txt Download" button, for a text format.

5. The "Report Status" column in the table below will initially show the status as "In Progress".

6. Once the report is ready, download your report by clicking the download button.