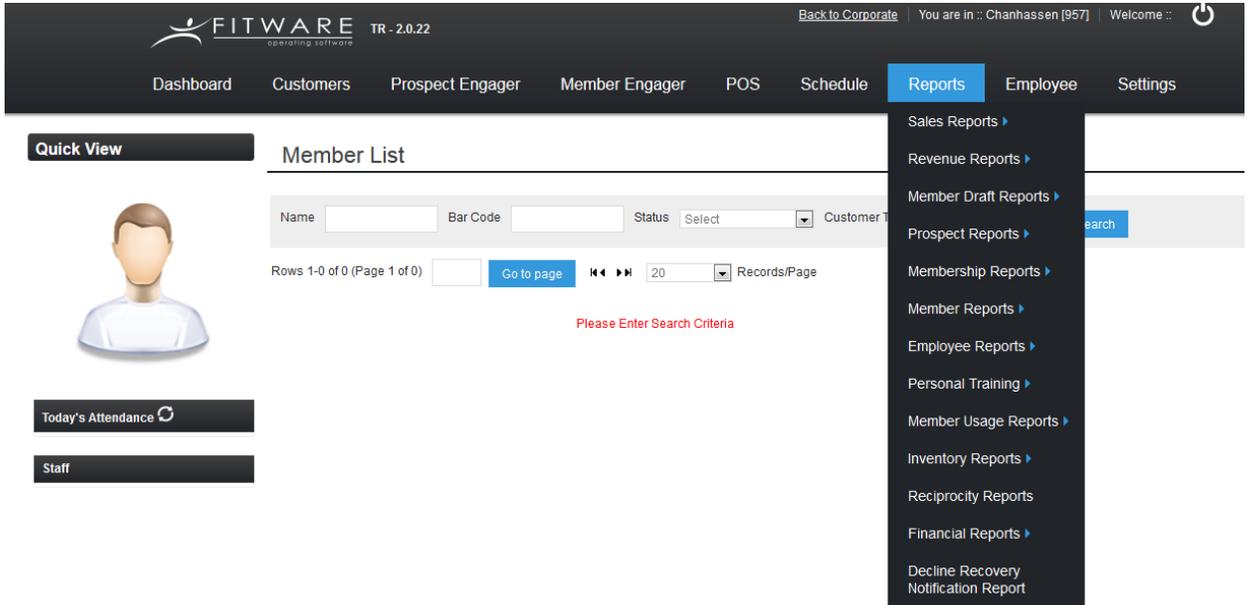


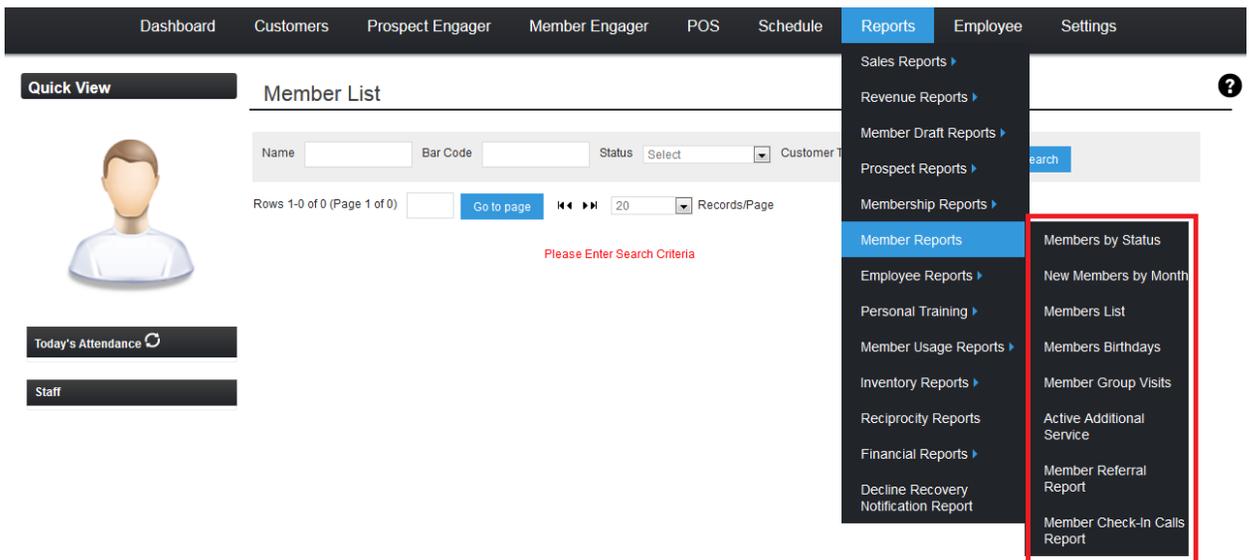
Overview of Fitware Reports

Overview

1. Fitware reports are organized into categories.
2. To see the categories, however your mouse pointer over the **Reports** icon in the Control Shortcuts across the top of your screen. In the example below, you see the 13 major Fitware report categories:

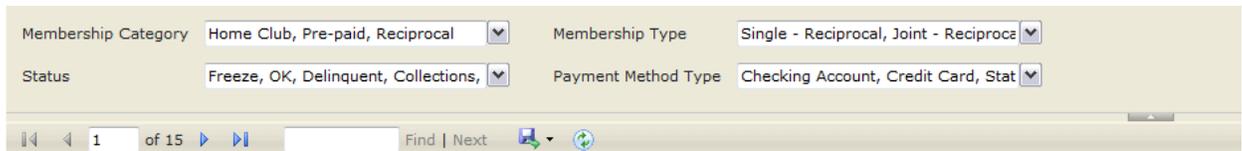


3. To see the reports in a particular category, hover your mouse pointer over it. In the example below, you see the 8 reports under the **Member Reports** category:



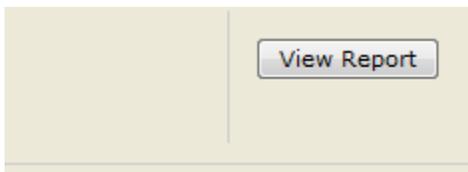
Search Filters

1. Each report includes certain search filters; the search filters will appear at the top of each report.
2. In the example below, the report has 4 search filters: membership category, membership type, status and payment method type.



A screenshot of a search filter interface. It features four dropdown menus arranged in a 2x2 grid. The top-left dropdown is labeled 'Membership Category' and has the text 'Home Club, Pre-paid, Reciprocal'. The top-right dropdown is labeled 'Membership Type' and has the text 'Single - Reciprocal, Joint - Reciproce'. The bottom-left dropdown is labeled 'Status' and has the text 'Freeze, OK, Delinquent, Collections'. The bottom-right dropdown is labeled 'Payment Method Type' and has the text 'Checking Account, Credit Card, Stat'. Below the filters is a navigation bar with a search box containing '1 of 15', a 'Find | Next' button, and a refresh icon.

3. To execute your search, select all of your search filters, then scroll all the way over to the right of the report and click **View Report**



Saving, Re-Using, and Deleting Report Searches

Search filters can be saved for later use. This saves a lot of time in the case of searches you use often.

1. Open the report of your choice and set the search filter conditions as you would like them.
2. Click the **Save Search** button:

Let's take a look at an example:

1. Here is a sample Sales Report:

Item Category Name	Amount (\$)
Chair Massage	132.26
Message	32.26
Tanning	28.84
Total (\$):	193.36

Item Type Name : Membership Plan	
Item Category Name	Amount (\$)
Reciprocal	516.26
Total (\$):	516.26

Item Type Name : Membership Plan Sign up	
Item Category Name	Amount (\$)
Membership Fees	247.92
Total (\$):	247.92

Item Type Name : Product	
Item Category Name	Amount (\$)
Access Cards	677.90
Food and Beverage	644.00
Member Services	49.00
Total (\$):	1370.90

Item Type Name : PT Service	
Item Category Name	Amount (\$)
Classes	230.00
Custom	2520.00
Total (\$):	2750.00

2. The report indicates \$516.26 in sales of Reciprocal memberships. The word **Reciprocal** is also a link, indicating it gives you more details.
3. Here is the report that is produced when the word **Reciprocal** is clicked:

From : 1/1/2012 To : 1/18/2012			
Item Type : Membership Plan			
Item Category : Reciprocal			
Item Name	Item Category Name	Item Type Name	Amount (\$)
Family - Reciprocal	Reciprocal	Membership Plan	74.76
Joint - Reciprocal	Reciprocal	Membership Plan	192.21
Single - Reciprocal	Reciprocal	Membership Plan	249.29
Total (\$):			516.26

4. The report above shows how the \$516.26 breaks down: \$74.76 in Family memberships, \$192.21 in Joint memberships, and \$249.29 in Single memberships. Each of the three is also a link, giving even further details.
5. For example, to see how the \$249.29 in Single memberships breaks down, click on the link **Single - Reciprocal**. The following is displayed:

Invoice #	INV19747	1/4/2012	Member Name: Kirstie Abel			
	Item ⌵	Item Category ⌵	Item Cost(\$)	Quantity	Tax (\$)	Sub(\$)
	Single - Reciprocal	Reciprocal	36.08	1	2.48	38.56
	Total (\$):		36.08	1	2.48	38.56
Invoice #	INV19748	1/4/2012	Member Name:			
	Item ⌵	Item Category ⌵	Item Cost(\$)	Quantity	Tax (\$)	Sub(\$)
	Single - Reciprocal	Reciprocal	0.00	1	0.00	0.00
	Total (\$):		0.00	1	0.00	0.00
Invoice #	INV19754	1/5/2012	Member Name: Raun			
	Item ⌵	Item Category ⌵	Item Cost(\$)	Quantity	Tax (\$)	Sub(\$)
	Single - Reciprocal	Reciprocal	34.80	1	2.39	37.19
	Total (\$):		34.80	1	2.39	37.19
Invoice #	INV19765	1/10/2012	Member Name: Future Start			
	Item ⌵	Item Category ⌵	Item Cost(\$)	Quantity	Tax (\$)	Sub(\$)
	Single - Reciprocal	Reciprocal	0.00	1	0.00	0.00
	Total (\$):		0.00	1	0.00	0.00
Invoice #	INV19766	1/11/2012	Member Name: John Smith			
	Item ⌵	Item Category ⌵	Item Cost(\$)	Quantity	Tax (\$)	Sub(\$)
	Single - Reciprocal	Reciprocal	28.35	1	1.95	30.30
	Total (\$):		28.35	1	1.95	30.30
Invoice #	INV19770	1/11/2012	Member Name: Raunald Prillstein			
	Item ⌵	Item Category ⌵	Item Cost(\$)	Quantity	Tax (\$)	Sub(\$)
	Single - Reciprocal	Reciprocal	27.06	1	1.86	28.92
	Total (\$):		27.06	1	1.86	28.92

6. As you can see from the screen above, Fitware now breaks out the Single total into individual invoices. Each invoice is also a link, taking you to that particular item.

Wherever you see links within Fitware reports, you can use this powerful feature to drill down into more detailed information.