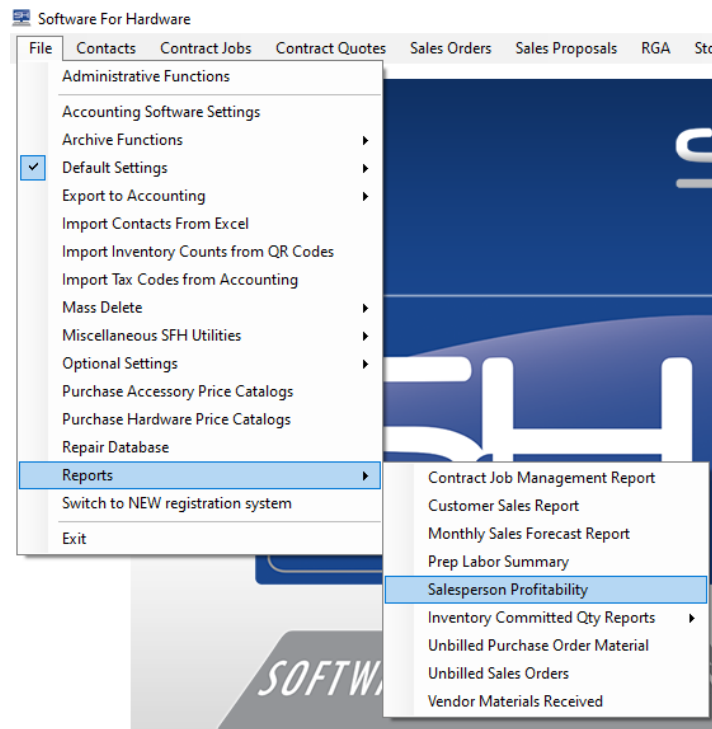


Added Excel Export to Selected Management Reports

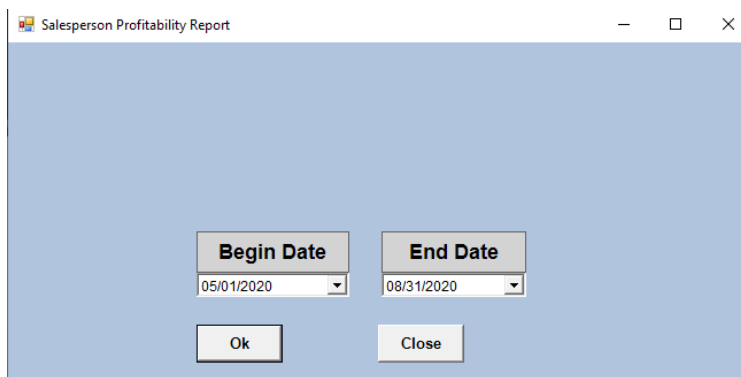
Software for Hardware has added the ability to export selected management reports to an Excel spreadsheet. The selected reports are the *Salesperson Profitability Report*, the *Unbilled Purchase Order Material Report*, and the *Unbilled Sales Orders Report*.

How it works:

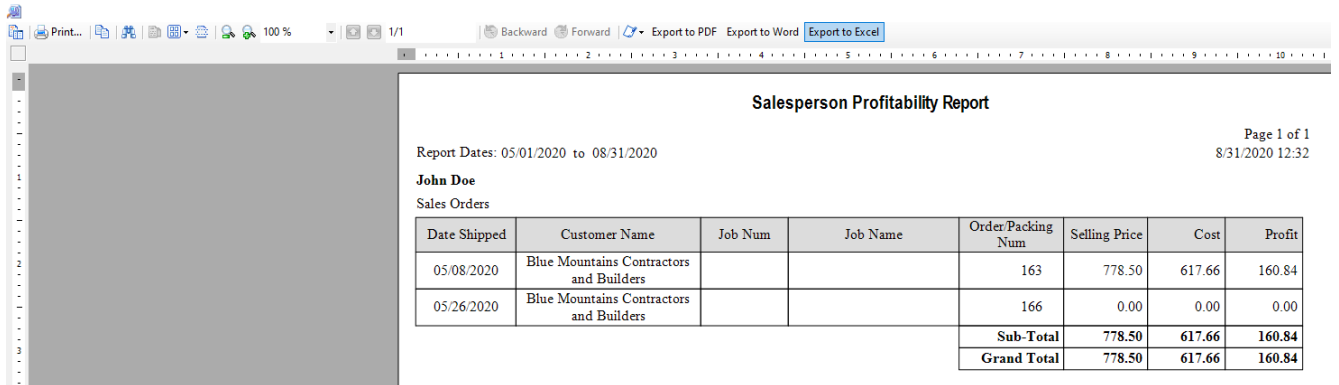
1. Launch Software for Hardware and from the Logo screen click the *File* menu selection.
2. Click *Reports* from the menu.
3. From the fly out menu select one of the three reports listed above. For this example we will select *Salesperson Profitability*.



4. Enter a valid date range.



- The report is generated within the Preview window. Please note that *Export to Excel* is one of the menu choices.



- Click *Export to Excel*.
- The standard Windows *Save As* dialogue box appears. Simply navigate to the desired saving folder and save the file.
 - Open Excel and import your newly exported report, or double click on the file name.
 - Below is the exported report for the example used above.

	A	B	C	D	E	F	G	H	I	J
1	Salesperson	Type	Date Shipped	Customer Name	Job Number	Job Name	Order/Packing Num	Selling Price	Cost	Profit
2	John Doe	Sales Orders	05/08/2020	Blue Mountains Contractors and Builders			163	778.50	617.66	160.84
3	John Doe	Sales Orders	05/26/2020	Blue Mountains Contractors and Builders			166	0.00	0.00	0.00
4										
5							Grand Total :	778.50	617.66	160.84