



Product Sales Report v1.6 User's Manual

Thank you for purchasing the Product Sales Report plugin. This brief manual will guide you through installing and using the plugin.

Installation

1. Login to your WordPress Admin and select "Plugins" > "Add New" in the left sidebar menu.
2. Click "Upload Plugin" at the top of the page.
3. Select the plugin ZIP file and click "Install Now".
4. Click "Activate Plugin".
5. Select "WooCommerce" > "Product Sales Report" from the left sidebar menu.
6. Enter your license key, which was displayed after checkout and sent to you by email.
7. Click "Activate".

The plugin is now installed and ready for use. Please note that you must also have the WooCommerce plugin installed and activated in order for the Product Sales Report plugin to function.

Generating Product Sales Reports

1. In your WordPress Admin, select "WooCommerce" > "Product Sales Report" from the left sidebar menu.
2. Optionally, load a previously saved report preset by selecting its name in the "Load Preset" field.
3. Set the report options:
 - **Report Period:** The period of time to report on. The "Last 7 days" and "Last 30 days" options will report on sales made in the 7-day or 30-day period ending yesterday (today's sales are not included). The "Custom Date Range" allows you to specify your own start and end dates and times for the report. Times must be entered in the format HH:MM:SS (with optional AM/PM), and the end time is exclusive (i.e. only orders placed prior to the specified end time are included).
 - **Include Orders With Status:** Select which status(es) an order must have to be counted in the report. By default, only orders with "Processing", "On Hold", or "Completed" status are included. This excludes orders that are "Pending Payment", "Cancelled", "Refunded" or "Failed".
 - **Include Orders With Field:** If you specify an order meta field and condition, only orders matching the specified condition will be counted in the report. For example, if you use a plugin that records delivery dates associated with orders, you can report on orders having a certain delivery date by choosing the delivery date field, selecting "equal to" as the condition, and entering the date in "YYYY-MM-DD" format.

- **Include Orders by Customer Role:** Filter orders by the role assigned to the user that the customer is logged in as when placing the order, or choose to display only orders placed by guests (customers who are not logged in at the time of placing the order).
- **Include Products:**
 - To include all products in your store, select "All products".
 - To only include products in one or more categories, select "Products in categories" and check off the categories to include.
 - To only include one or more individual product(s), select "Product ID(s)" and enter the ID number(s) of the product(s), separated with commas. To determine the ID of a product, click "Products" in the left sidebar menu and hover over the product's title; the ID will be displayed below the title.
- **Include Products With Field:** If you specify a product meta field and condition, only products matching the specified condition will be counted in the report. For variable products, only the parent product is filtered (not individual variations).
- **Product Variations:** Select "Group product variations together" to treat all variations of a product as the same product, or "Report on each variation separately" to treat each variation as a separate product.
- **Sort By:** Choose the order in which results are displayed in the report.
- **Report Fields:**
 - Check the box next to the field name to include that field in the report.
 - Drag-and-drop the field names to change their order.
 - Edit a field name to change how it is displayed in the report header, if applicable.
 - To include a custom product field defined by WooCommerce or another plugin, select the field ID in the Custom Field dropdown and click Add.
- **Show only the first ___ products:** If you only want the first *n* results, select this option to help speed up the report generation.
- **Include products with no sales:** Check this option if you want the report to list all products in the selected category, including those with no sales during the report time period. If product variations are reported on separately, all product variations with no sales will be listed as well.
- **Exclude free products:** Check this option if you want to exclude order line items with a total amount of zero (after discounts).
- **Include shipping:** Check this option if you would like to include shipping methods as products. For each shipping method used on at least one order that matches the specified date range and other filters, the report will include a row with the shipping method ID as the Product ID, the shipping method title as the Product Name, the number of times that the shipping method was used as the Quantity Sold, and the total shipping cost as the Gross Sales. Other fields will not be included.
- **Include header row:** Uncheck this option if you do not want the field names included as the first row of the report.
- **Include totals row:** Check this option to include a row with totals of certain numeric fields at the end of the report.
- **Display amounts with two decimal places:** If checked, certain fields containing currency amounts will be rounded to two decimal places.
- **Format:** Select the file format of the downloaded or emailed report.
- **Create New Preset:** Enter a preset name if you would like to save your report options for future use.

4. Click "Download Report" to generate and download the report, or enter an email address and click "Email Report" to send it as an email attachment.

Support

If you require support for this product, please visit <http://support.potentplugins.com/>. Support is available for one year from date of purchase.

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