SPS COMMERCE

INFINITE RETAIL POWER™

ANALYTICS

Performance User Guide

Volume 1

September, 2015

TABLE OF CONTENTS

Introduction	**9**
Additional Resources	9
Logging In	**11**
Changing your password	11
The Portal Homepage	**12**
Administration	12
My Reports - Portal	**13**
Dashboards	13
Creating a Folder Structure	14
Creating a New Folder	14
Creating a Folder within a Folder	15
Editing a Folder Name	15
Delelting a Folder	15
Performance Analystics Home Page	**17**
Dashboards - Performace Analystics	**18**
Subscribing to Dashboards	19
Setting Up an Emailed Dashboard Subscription	19
Setting Up a History List Dashboard Subscription	19
My Reports - Performance Analytics	**20**
Creating Folders	20
Deleting a Folder	21
Moving a Folder	21-22
Renaming a Folder	22

TABLE OF CONTENTS

History **23**

Adding Reports to the History List 23

My Subscriptions **24**

History List Subscriptions 24

Editing the Subscription 24

Email Subscriptions 24

Prompts **25**

Calendars 25

Dates or Time Filters 26

Retailer 26

Attributes 27

Mertics 27

Filters **28**

My Filters 28

Building a Filter 28-29

Shared Filters 30

Attribute Qualifications 30-31

Report Menu Options **32**

Home Menu 32

Saving Reports 33

Graph 34

Grid and Graph 34

Subscribing to Repots 34-35

TABLE OF CONTENTS

Tools Menu	36
Create Dashboards	36
Report Objects	36
Page-By Axis	37
View Filter	37
Prompt Details	37
Pivot Buttons	38
Sort Buttons	38
Data Menu	38
View Filter	39
Sort	40
Re-Prompt	40
Edit Totals	40
Grid Menu	41
Inserting New Metrics	41
To Insert Percent to Total	41
Saving Reports	**43**
Exporting Reports	**44**
Exporting to PDF	44
From the PDF Icon	44
From the Home Menu	45
Exporting to Excel	45
Exporting from the Export Icon	45
Exporting from the Home Menu	46

TABLE OF CONTENTS

Setting Up Alerts **47**

Setting Up a Condition on an Attribute 47

Setting Up a Condition on a Metric 48

Setting Up a Second Condition 48

Adding Formatting to Reports with Alerts 48

Setting Up an Email Notification of the Alert 49

Modifying Reports **50**

Modifying Preferences 50

Modifying a Saved Report 50

Building User Created Dashboards **51**

Creating Dashboards from the Home Page 51-52

Creating a Dashboard from a Saved Report 52

Creating a Dashboard from within an Executed Report 53

Adding a Second Visualization to the Dashboard 53

Copying or Moving Visualizations 54

Saving a Visualization 54

Editing a Visualization **55**

Add Dataset 55

Filtering Dataset Objects 56

Sorting 57

Page By Pane 57-58

Subscribing to Dashboards **59**

Setting up History List Subscriptions 59

Setting up Email Subscriptions 59

TABLE OF CONTENTS

Exporting Dashboards **60**

Template Dashboards **61**

Store Summary Dashboard 61

Filtering Visual Insights 62

Sorting Visual Insights 62

Map Overview 63

Style Summary Dashboard 64

Retailer Performance KPI’s 64

Appendix A: Metrics Glossary **65-67**

Introduction

This is a user guide designed to provide guidance while becoming familiar with the Performance Analytics reporting tool. It contains the step by step instructions for many functions and features available within the Performance Analytics reporting tool. This guide can be referenced at any time for many frequently asked questions.

We recommend that a copy be kept available during any live training sessions attended so that notes can be made where appropriate.

Additional Resources

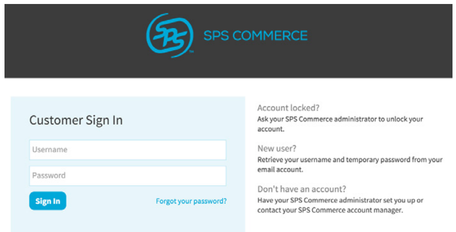
In addition to this guide, SPS Commerce offers many other additional training resources.

- Regularly scheduled live webinars with members of our training team
    - The calendar can be accessed at Training tab > Attend a Webinar
- Videos
- Additional written guides
- Custom training sessions for your company

Please contact the training team at POSTraining@spscommerce.com or visit http://analytics.spscommerce.com/training if you need further assistance.

Once your account is set up, you will receive an email confirming this and including your username and introductory password.

1. Navigate to https://analytics.spsocommerce.com/

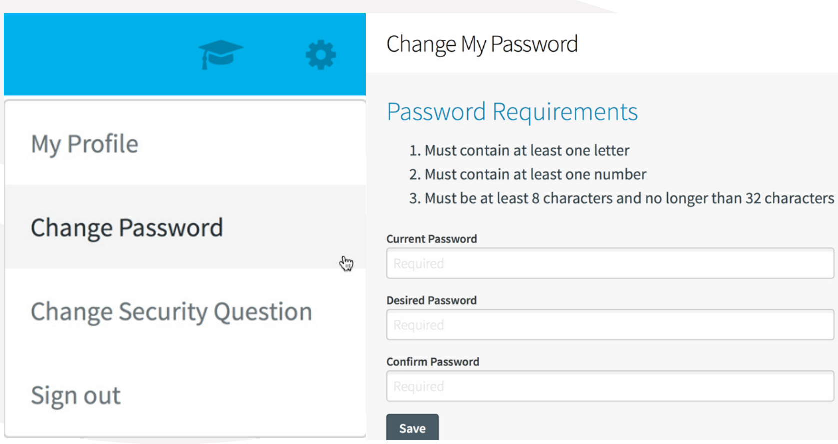


2. Enter your username.
3. Enter your password.
4. Click **Sign In**.

Changing your password

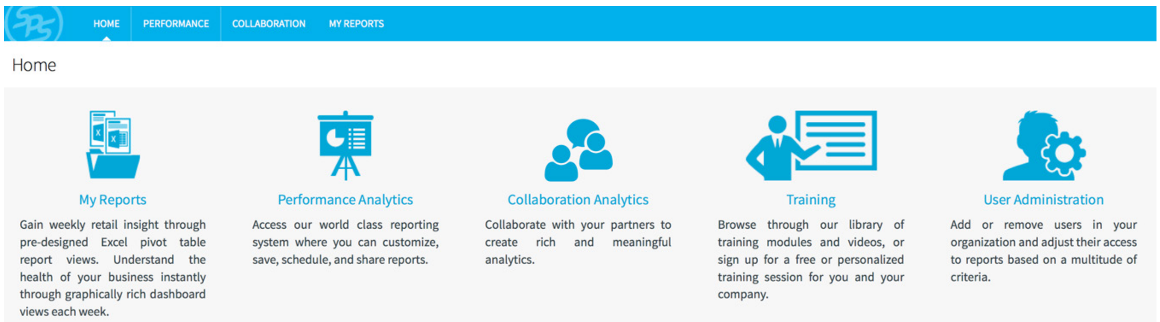
Once logged in, you'll be brought to the homepage of the portal. Passwords can be changed through the administration gear in the upper right.

1. Click on the **gear**.
2. Select **Change My Password**.
3. Enter in your **Current Password**.
4. Enter in your **Desired Password**.
5. Confirm your password and click **Save**.



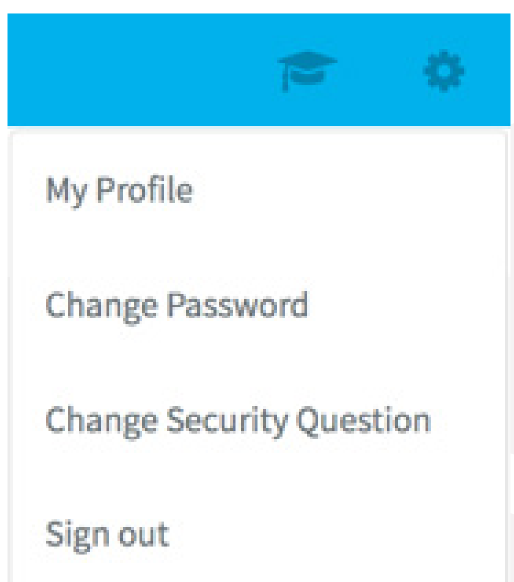
The Portal Homepage

Logging in opens the homepage of the Portal. You are presented with a series of icons centered in the page as well as a blue navigation bar running across the top.



Administration

Administration is not an area that every user is guaranteed to see. Only those with administration rights will be presented with this tab. The administration tab is the area where security preferences can be updated. Passwords and security questions can be changed by clicking on the gear in the upper right and choosing either Change My Password or Change My Security Question.



My Reports - Portal

The My Reports area in the portal is very different than the area within Performance Analytics. My Reports in the portal is an area that allows for access to several pre-designed Excel pivot table report views and dashboards. Users will only see the reports and dashboards to which they have been given access by their administrator. Therefore, it's possible that different users have different shortcuts within this area.

Dashboards

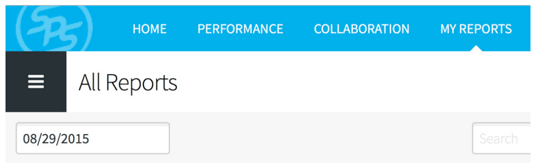
The Dashboards available through the portal are the Shared View dashboards. There are six in total that provide a snapshot of information. The time frame can be adjusted to provide week to date, month to date, season to date or year to date information based on the retailer's calendar. These dashboard reports can also be exported into pdf format to be printed or emailed.

- **Total Retail Sales:** Provides a glimpse into the total sales volume TY to LY, accounting for store closings.
- **Key Performance Indicators:** Information for several key metrics are provided with a comparison of TY to LY and the variance calculated.
- **Class % to Total Vendor (Retail Sales $):** Breaks down the total vendor sales by merchandise class.
- **Retail Sales by Week:** A week by week comparison of TY sales to LY sales.
- **Top 10 Styles:** A list of the top 10 styles as determined by sales volume for the chosen time period with other key metrics provided.
- **Top 10 Stores:** A list of the top 10 stores as determined by sales volume for the chosen time period with other key metrics provided.

My Reports - Portal

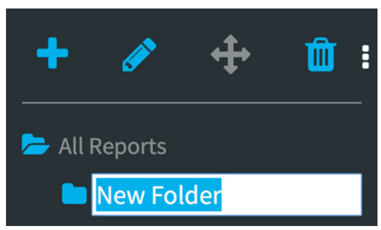
Creating a Folder Structure

Creating a folder structure assists in organizing information and reports so that whatever is needed is easy to find. Performance Analytics offers this functionality within the My Reports area. Before reports can be organized, a folder structure must be in place. The icons in the tool bar across the top of the left hand navigation include the commands for creating, moving, editing, and deleting a folder.

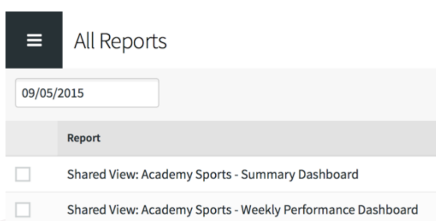


Creating a New Folder

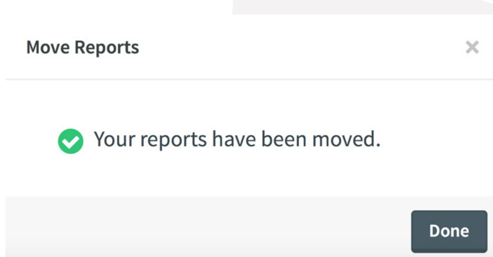
1. Click the + sign.
2. In the blue box that appears, type the name of the folder and tap enter.



3. The reports have check boxes next to them. Select the reports to be moved.

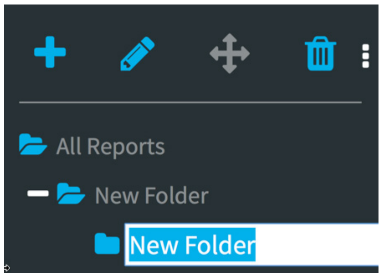


4. Click the double sided arrow icon to open the Move Reports dialogue box.
5. From the drop down, select the folder to which the report is being moved to. Click Move.
6. A green success notification appears across the top of the All Reports section that identi fies the folder the reports were moved to.



Creating a Folder within a Folder

1. Select the main folder the new one will be under.
2. Select the + sign.

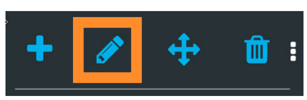


3. In the new box that appears, type the name of the new folder and click enter.

Note: It is possible to create as many folders and levels of folders as desired.

Editing a Folder Name

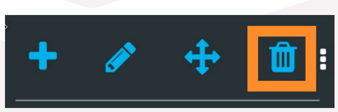
Once a folder structure is created, it may need to be altered as the needs of the user change over time. Edits can be done by clicking the pencil icon in the toolbar.



1. Select the folder to be edited.
2. Click the pencil icon in the toolbar.
3. The blue box seen when creating the folder appears and allows for the name to be edited.

Deleting a Folder

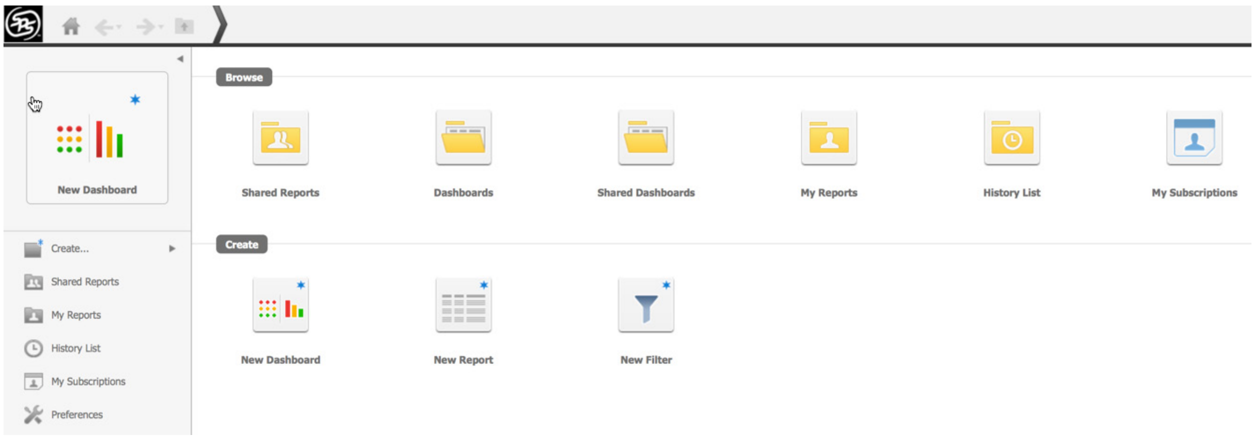
Occasionally, there is a need to delete a folder. The command for this is the trash can, also located in the tool bar. All reports sorted into the folder are returned to the general All Reports area.



1. Select the folder to be deleted.
2. Navigate up to the toolbar and click the trash can.
3. The folder is now deleted.

Performance Analytics Home Page

Once the Performance Analytics area is accessed, either through the navigation bar or the icon on the Portal homepage, a variety of options are presented reflective of the different capabilities Performance Analytics offers.



- **Shared Reports:** Contains public reports and objects that are shared with other users.
- **Dashboards:** Provides a snapshot of the business as a graph.
- **Shared Dashboard:** Contains public store summary & style summary dashboards.
- **My Reports:** Allows for access to saved reports, only accessible to the individual user.
- **History List:** Archives all reports run within the last 7 days. Subscribed reports are available here.
- **My Subscriptions:** Lists all subscriptions and allows for editing of report subscriptions.
- **New Dashboard:** Creates dashboards from the reports executed to better capture the high level insights.
- **New Report:** Links to the report wizard, allowing for the creation of a new report.
- **New Filter:** Create filters to be used to define conditions that data must meet in order to be included in the report.
- **Preferences:** Sets a variety of options such as report display, printing and exporting properties.

Dashboards - Performance Analystics

The dashboards are available to all Performance users and are designed to provide a snapshot of the business. There are four dashboards available.

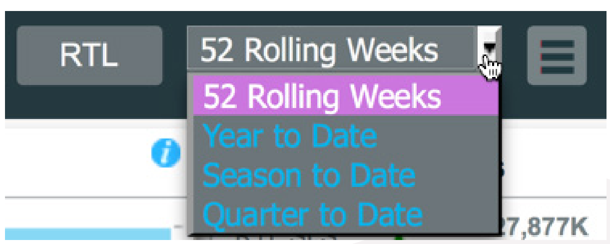
Business Overview: Monitors business performance through components such as Sales Trends, Category, Retailer and State performance.

Retailer Overview: Tracks key performance indicators year over year for sales, inventory, margin and more. Also, weekly sales trends are monitored and top performing stores are identified.

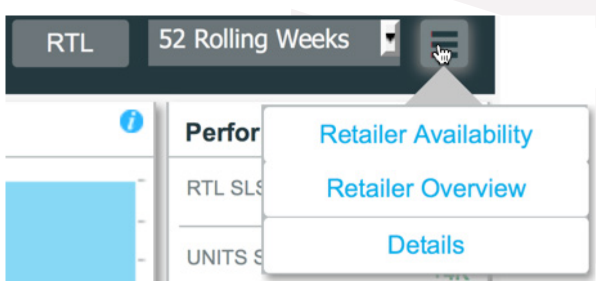
Business Details: Performs thorough analysis by Category, Retailer, State and Week. Also allows for switching between time periods and drilling down across values to a more grid level view.

Retailer Availability: Identifies which Retailers have submitted data for each week and allows users to determine the amount of historical data available per retailer.

By default, all dashboards are set to reflect data from a 52 Rolling Week time period. It's possible to adjust the time frame of the dashboards by clicking the drop down in the upper right hand corner. It offers, as selections, Year to Date, Season to Date, and Quarter to Date. Click one to update the information within the dashboards reflective of the new timeframe.

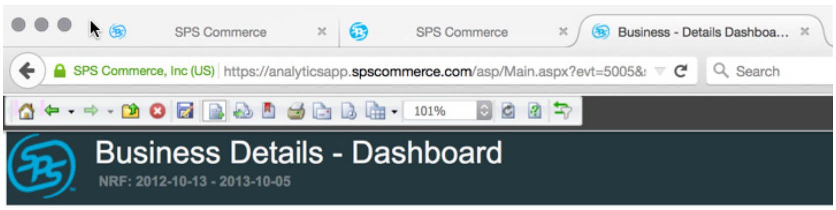


It's possible to jump between dashboards by clicking the icon with three lines in the upper right hand corner. It will generate a menu with the three other dashboards listed. Click one to jump to it.



Subscribing to Dashboards

Once you are in the dashboard, there is a tool bar in the upper left hand corner that offers access to many of the commands available and navigation back into Performance Analytics.



Note: Mousing over each command will provide the name of that command.

Setting Up an Emailed Dashboard Subscription

1. From the toolbar, click on **Send Now...**
2. This opens the **Send Now** Dialogue box.
3. Click **To:** to select recipients receiving the emailed Dashboards.
4. From the dropdown, select the delivery format.
5. Create an email subject.
6. *Optional* Create an email message.
7. Click **OK**.

Setting Up a History List Dashboard Subscription

1. From the toolbar, click on **Schedule Delivery to History List**.
2. When prompted to save, click **OK**.
3. Select a calendar.
4. Select retailers and move them over.
5. Click **OK**.
6. Click **OK** again.
7. Click **Close**.

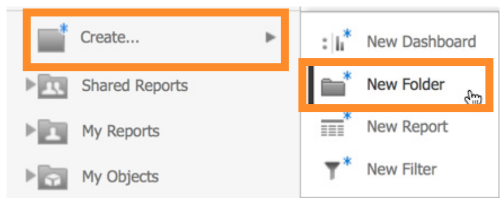
You will then be returned to the dashboard.

My Reports - Performance Analytics

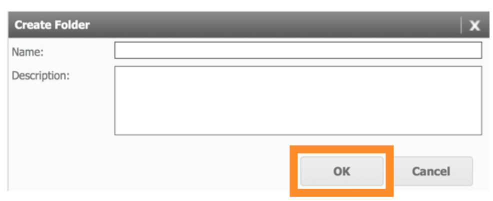
This is the area in which personal reports can be saved and accessed. As reports are built and saved, many will be saved here instead of Shared Reports due to permissions and access levels, as well as individual roles and responsibilities. Reports can be organized into folders, exported, and subscribed to, and shared via email.

Creating Folders

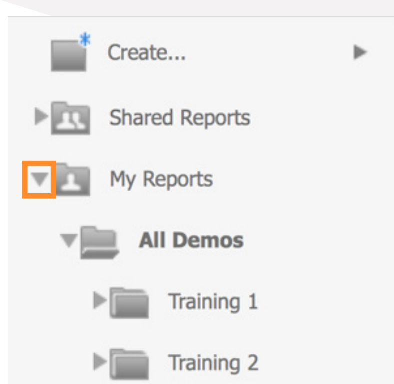
1. From the left hand navigation, select **Create**.



2. Select **New Folder**.
3. Name the folder.
4. Enter a description if desired.
5. Click **OK**.



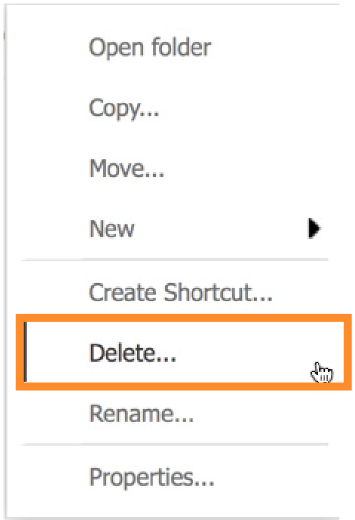
To create a folder within a folder, navigate into the parent folder and follow the same process used to create the original folder. As the folder levels are accessed, a hierarchy is built out in the left hand navigation. All parent folders with additional levels of organization are indicated by the triangle next to them.



Deleting a Folder

Folders can be deleted as an organization's needs change. When deleting a folder, all reports contained within the folder are returned to the parent or root folder.

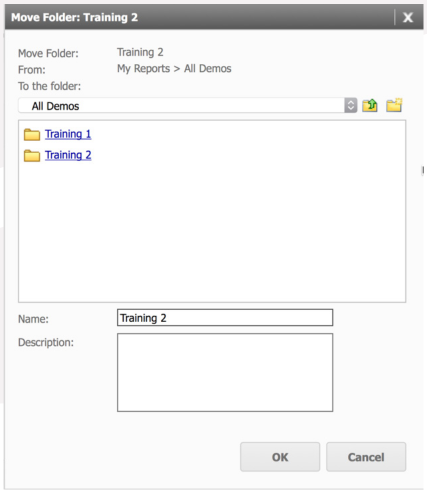
1. Select the folder from the left hand navigation.
2. Right click on the folder.
3. Select **Delete**.



4. Click **OK**.

Moving a Folder

1. Select the folder to be moved from the left hand navigation.
2. Select **Move**.
3. From the center box, click the area to which the folder will be moved.



Note: The default area is the same as where the folder currently resides. Based on permission levels, options within the center selection area may be limited.

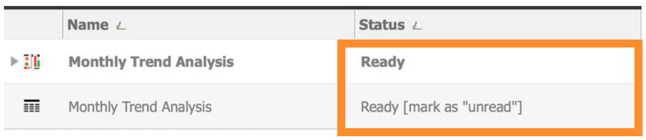
4. If desired, rename the folder.
5. If desired, edit the folder description.
6. Click **OK**.

Renaming a Folder

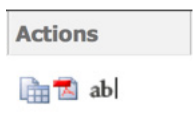
Renaming a folder is quick. Select the folder from the left hand navigation and right click on it. Select **Rename.** The name of the folder than becomes a live text box that can be typed in. Type the name of the folder and tap **Enter**.

The History List is a listing of all reports processed within the last seven calendar days. Anything older than seven days is automatically deleted. If a report is subscribed to, it will be available here once it's available. Reports accessed through the History List can be saved to either My Reports or Shared Reports, exported, or emailed.

Anything bolded and marked as **Ready** is available to be opened and read. If it's been read and needs to be marked as unread, click **[mark as "unread"]**.



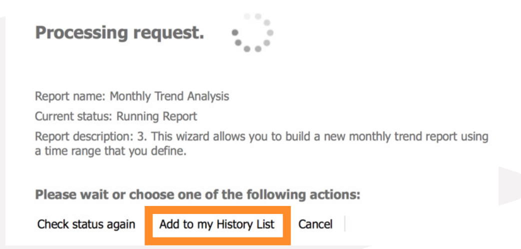
To export a report, click the icon representative of the file type desired, pdf or excel, located under **Actions**.



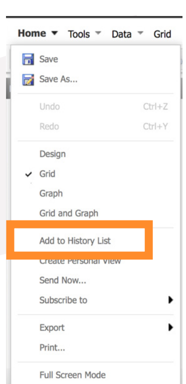
Adding Reports to the History List

In order to be accessible through the history list, a report must be manually added. There are two different ways to add reports to the History List.

The first is to select **Add to my History List** from the report processing screen.



The second method can be accomplished from within the report itself. From the **Home** tab, select **Add to History List**.



My Subscriptions

My Subscriptions is the area in which all reports subscribed to are listed. Subscriptions can be either History List subscriptions or Email subscriptions. History List subscriptions are available through the History List upon execution. Email subscriptions generate an email with an exported copy of the executed report. Any alerts created will also be shown under the Email Subscriptions listing. Subscriptions can be managed, edited, or removed from this area.

History List Subscriptions

History List Subscriptions

	Subscription Name ▲	Report/Document	Owner	Schedule	Recipient	Personalized	Action	Unsubscribe
	Monthly Trend Analysis	Monthly Trend Analysis	SPS Admin	All Retailers	SPS Admin			

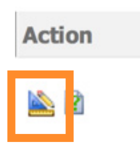
To run the report, click the name of the report.

To re-prompt the report, click **Personalize**.

To unsubscribe from the report, select **Unsubscribe**.

Editing the Subscription

1. Click the **Edit** button.



2. This opens the Subscription dialogue box.
3. *Optional* Edit the **Name** of the report.
4. *Optional* Edit the recipients of the subscription by clicking **To:**
5. *Optional* To re-prompt the report, select **Personalization**.
6. Click **OK**.

Email Subscriptions

E-mail Subscriptions

	Subscription Name ▲	Report/Document	Owner	Schedule	Recipient	Address	Personalized	Action	Unsubscribe
	Alert1	To-Date Analysis	SPS Admin	Alert (Multiple Retailers)	SPS Admin	Rob Davis			

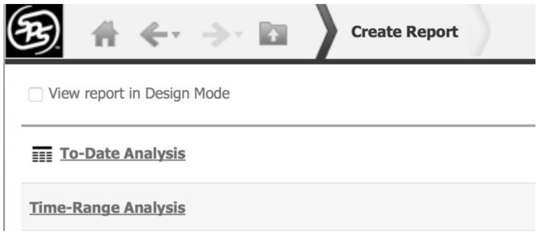
The Recipient and Address columns indicate the name and email address of the recipient. If there are multiple recipients, the **Recipient** column will indicate **Multiple**. To see who is included, expand out the plus sign.

Recipient	Address
⊞ Multiple	
SPS Admin	Rob Davis

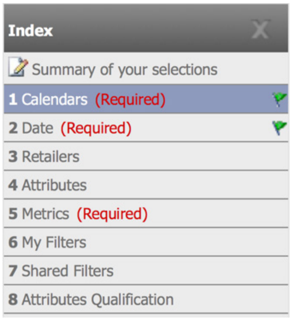
Prompts

Running a report is the process of selecting attributes, metrics, dates and filters appropriately so that the information returned meets the needs of the business.

When clicking **New Report**, a new page is opened that asks for a report wizard selection to be made. Each wizard offers slightly different prompts, metrics, and other selections.

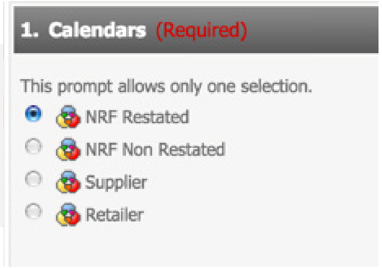


Once a report wizard has been selected, the next page prompts for specific information. Using the **Index** on the left, it's possible to jump between prompts, see which are required prior to running the report, and track which ones are completed as indicated by the green flag. Whichever prompt being worked in will be highlighted blue.



Calendars

This is a required prompt. There are usually four selections to choose from. The **NRF Restated** prompt is the National Retailers Federation accepted calendar, without the inclusion of the 53rd week in Fiscal Year 2012. **NRF Non Restated** does include the 53rd week in Fiscal Year 2012. Supplier allows for the selection of a specific supplier's calendar, as does Retailer.

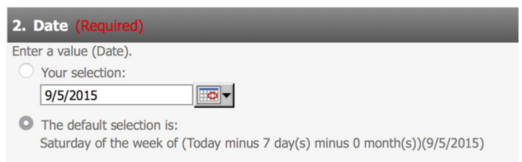


Prompts

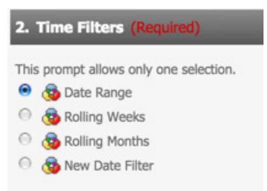
Dates or Time Filters

The second prompt will differ based on the wizard selected, but will be related to the dates or time range the data in the report will be drawn from. A To-Date wizard will ask the start date, so the report would cover from that starting point to the current date. A Time Range wizard might ask for rolling weeks or a specific start and stop date. The way to access the full three years of data, when available, is through the use of the Time Range wizards.

Example of a To-Date Wizard Prompt:



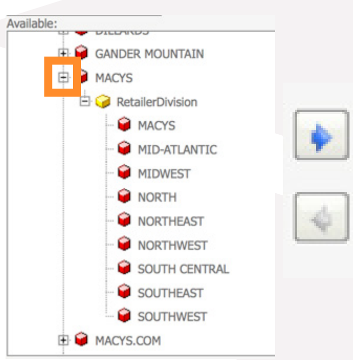
Example of a Time Range Wizard Prompt:



These are also required prompts, but they vary in what they are asking for and the options available within the prompt itself.

Retailer

In this prompt, select the retailer or retailers to be included in the report. It's possible to drill down to specific divisions within the company by expanding the plus sign. Several retailers may separate out their ecommerce divisions.



Once a retailer is selected, move it to the **Selected** box on the right by clicking the arrow between the boxes. Remove a selected retailer by clicking it in the **Selected** box and clicking the bottom arrow between the boxes.

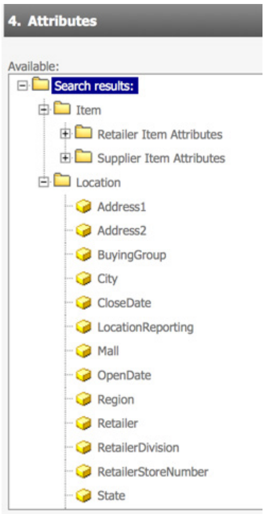
Note: Retailers are also searchable by keyword.

Attributes

Attributes are best described as the way in which the information of the report is organized. They are usually classified into either a location hierarchy or a merchandise hierarchy. Performance Analytics offers two merchandise hierarchies, that of the retailer and the supplier.

If working with a specific retailer and selecting retailer Item Attributes, the attributes specific to that retailer will be available and should be selected for best results.

Note: The order in which attributes are selected is the order in which they will appear in the report.



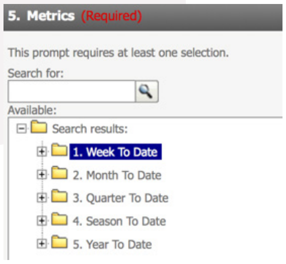
Metrics

Metrics are the information being examined in the report. These vary significantly from report wizard to report wizard. A best practice tip is to choose the metrics prior to choosing the wizard. There is a glossary in the appendix that lists out the metrics and which wizard they are part of.

Metrics fall into categories such as inventory, sell through percentage, unit sales, and dollar sales. They are arranged into folders and are searchable by keyword.

Note: The order in which attributes are selected is the order in which they will appear in the report.

Example of a To-Date Wizard Prompt:



Filters

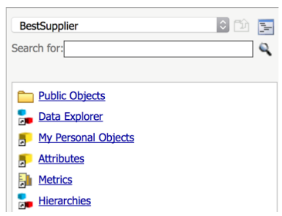
There are three options for filtering a report prior to executing one. All three are applied during the process of building the report and are presented as prompts. The first one is to use a filter selected from My Filter. The second is to use a Shared Filter. The third is to apply an Attribute Qualification.

My Filters

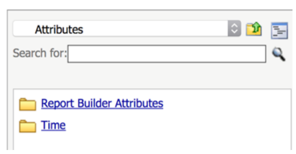
Any filters available through My Filters were built prior to accessing the wizard. The icon to begin the process of building the filter is available on the home page.

Building a Filter (Example: UPC Codes):

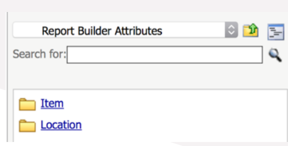
1. Select **New Filter** from the home page.



2. From the drop down, select the first level home of the item to be filtered.
   In this example, Attributes.

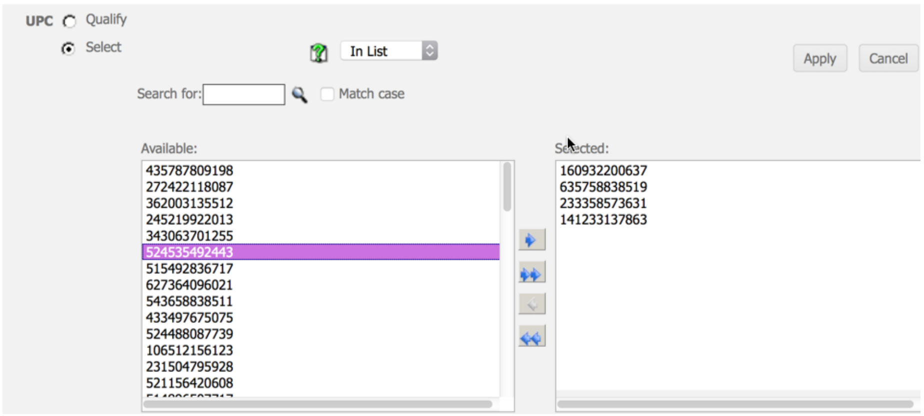


3. From the drop down, select the second level home of the item to be filtered.
   Example: Report Builder Attributes.



4. From the drop down, select the third level home of the item to be filtered.
   Example: Item.
5. Continue to navigate down to the individual objects to be selected.
6. Double click the object to be filtered.
   Example: UPC.
7. Select either **Qualify** or **Select**.

Note: Select prompts for the specific examples of the object. In this example, specific UPC codes.



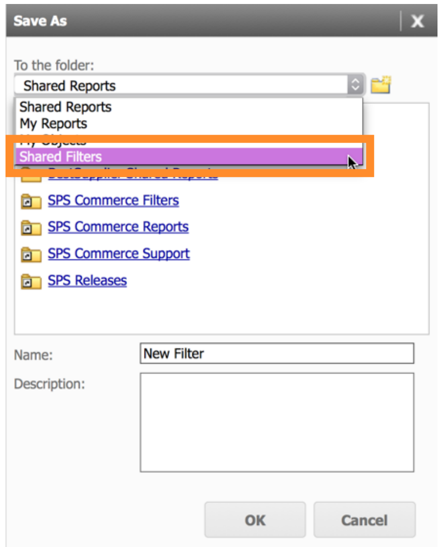
8. If **Select**, move over the specific examples.
9. Choose either In List or Not In List.
10. Click **Apply**.

Note: Qualify sets up qualified conditions using logic statements.

11. If **Qualify**, select the qualifier from the dropdown.
12. Enter in a value or Select Attribute.
13. Click **Apply**.
14. Click **Save**.
15. Choose folder to save to.
16. *Optional* Name the filter.
17. *Optional* Write a description.
18. Click **OK**.

Shared Filters

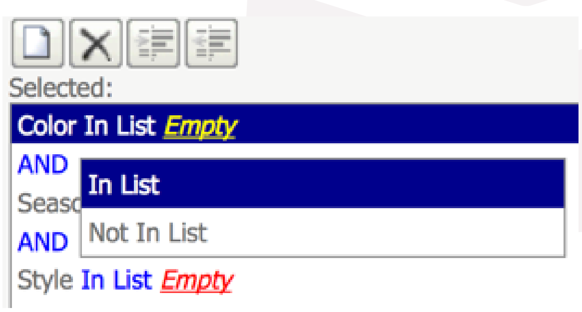
Shared Filters are built in the same manner as My Filters. However, at the time they are saved, they should be saved to **Shared Filters** and named if it's something built for a team or group of users.



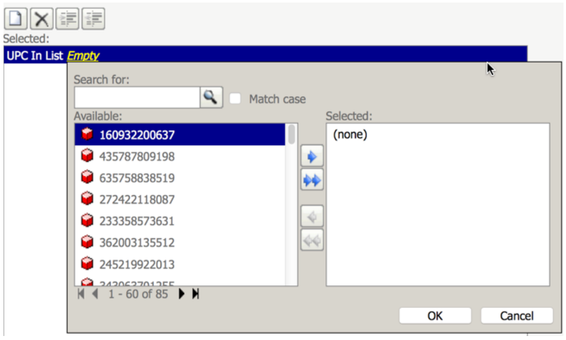
Attribute Qualifications

Attribute Qualifications are a third method of filtering the report prior to executing it. Attribute Qualifications can only be selected from within the prompts page prior to executing the report.

1. Select either **Item** or **Location**.
2. If selecting Item, choose either **Retailer Item Attributes** or **Supplier Item Attributes**.
3. Move over the attributes to the selected box.
4. If the desire is to filter these attributes out, click **In List**.
5. Choose **Not In List**.



6. To further specify the attribute, click **Empty**.
7. Click the selections and move them over.



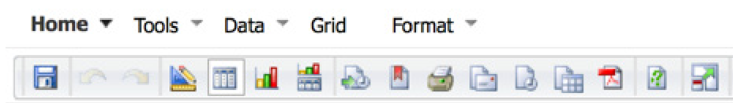
8. Click **OK**.

After every prompt is selected, the next step is to Run Report. It is optional to name the report prior to execution and is recommended if the report will be saved. Once Run Report is clicked, the Processing Request screen appears and the report can be added to the **History List**, which is recommended.

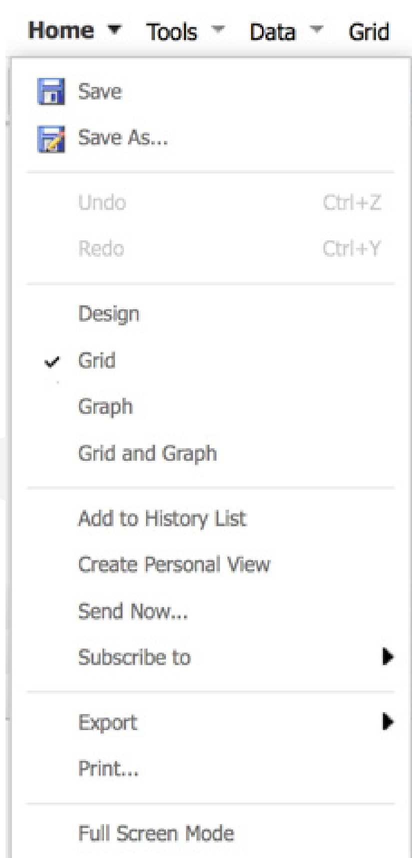
Report Menu Options

There are five menus available once the report has been executed and is available. Each menu hosts many different commands and updates the tool bar with related commands. Clicking the name of the menu updates the tool bar, while accessing the triangle opens the menu itself. Some commands are repeated through the tool bar and the menu, but most are unique.

Home Menu



The **Home** menu is what the report opens to. It offers the commands for exporting, saving, Undo and Redo, subscribing to reports and exporting reports.



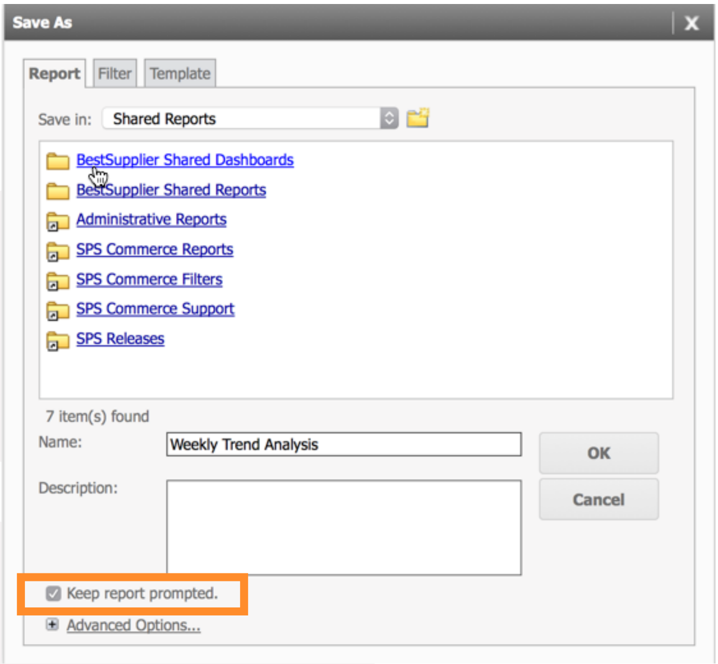
Saving Reports

If the report has never been previously saved, it's best to **Save As** the first time. After that, the icon in the tool bar can be used or it can be saved by clicking **Save** in the **Home tab**.

To Save As

1. Click arrow to the right of Home.
2. Select **Save As**.
3. From the **Save In:** drop down menu, choose the folder in which to to save the report.
4. Name the report..
5. Choose folder to save to.
6. *Optional* create a brief description of the report..
7. Click **OK**.

Note: By default, Keep report prompted will be checked. Keeping it as such will ensure that the report doesn't require input from the user to execute.



Report Menu Options

Graph

Selecting **Graph** switches the view of the report from a grid, with rows, columns, and cells to a graph.

Grid and Graph

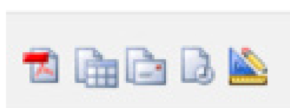
Selecting **Grid and Graph** displays the report in both graph view, first, as well as grid view, second.

Subscribing to Reports

Reports that are saved to either My Reports or Shared reports can be subscribed to after they've been executed. Additionally reports can be subscribed to from within the report itself.

Subscribing to Reports from My Reports or Shared Reports:

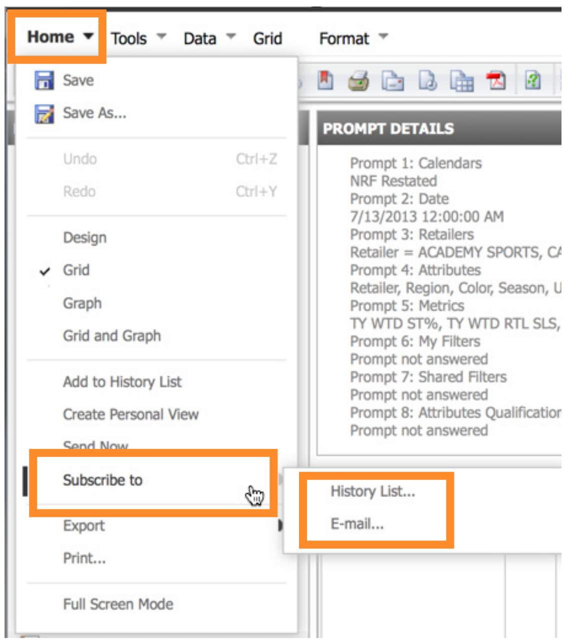
1. Click on the icon for either My Reports or Shared Reports.
2. Locate the report being subscribed to.
3. In the **Actions** column, locate the **Subscriptions** icon.



4. Click the **Subscriptions** icon.
5. If adding a History List Subscription, select **Add history list subscription**.
6. If adding an Email Subscription, select Add email subscription.
7. *Optional* Enter a name of the subscription.
8. *Optional* Click **To:** so as to access the list of users who can also receive the sub scribed report.
9. If creating an email subscription, select **Delivery Format**.
10. If creating an email subscription, create an email subject.
11. If creating an email subscription, create a message.
12. Click **OK**.

Subscribing to Reports from the Report:

1. Open the Home menu.
2. Select **Subscribe to**.
3. Choose either **History List** or **E-mail**.

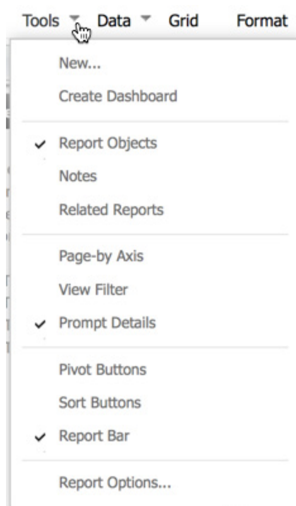


4. Optional Enter a name of the subscription.
5. Optional Click **To:** so as to access the list of users who can also receive the sub scribed report.
6. If creating an email subscription, select **Delivery Format**.
7. If creating an email subscription, create an email subject.
8. If creating an email subscription, create a message.
9. Click **OK**.

Report Menu Options

Tools Menu

The Tools menu offers many options for working with the report. It is a menu designed to offer commands that increase flexibility as a report is analyzed as well as the most basic functions. To add an item from this menu, select it so that a checkmark appears next to the name of the item. To remove the item from the report or deselect the item, click it again to remove the checkmark.



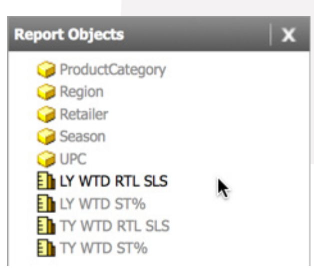
Create Dashboards

Create Dashboards is the command to select if choosing to use the executed report as the foundation for a User Created Dashboard.

Report Objects

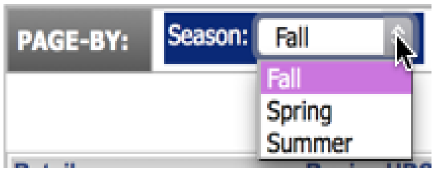
Report Objects are an item that most users will see turned on by default. It lists each of the attributes and metrics chosen for that report. It's a tool used to help refine the results by moving attributes and metrics in and out of the report. If an item is moved out of the report and back into Report Objects, that information is still available until the report is re-prompted. However, it will be withheld in totals and all other functions, including exportation of the report.

An item that is being held in the Report Objects area is bolded while all items included are grayed out.



Page-by Axis

The Page-by Axis offers functionality similar to that of a pivot table. It toggles the display based on the items included within the Page-by field. Once the Page-by Axis has been enabled in the Tools menu, drag and drop an attribute or a series of attributes into the field. They are condensed into dropdowns, from which one can be selected to examine only the data related to that specific attribute.



View Filter

View Filter is another option available through the Tools menu that allows conditions to be added that further limit the information displayed in the original report.

1. Enable the option from the **Tools** menu.
2. Click **Add Condition**.
3. Select the attribute or metric to be filtered on.
4. Select either **Qualify** or **Select**. The default setting is Select.
5. *Select Only* Choose **In List** or **Not in List** from the dropdown next to Select.
6. *Select Only* A selector box allowing for every attribute within that category to be selected or not is opened.
7. *Select Only* Move over the attributes to be filtered on.
8. If choosing Qualify, select the qualifier.
   Ex: Greater Than
9. If choosing Qualify, select the comparison value.
   Ex: a word, number, or another attribute.
10. Click **Apply**.

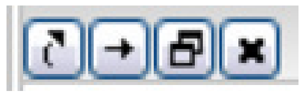
Prompt Details

Prompt Details lists out all of the prompts selected so that they are available for review within the report itself. By default, most users will see Prompt Details when they generate their first report. It is turned on for many. However, it is possible to remove it and re-add it later if it's needed.

Report Menu Options

Pivot Buttons

Pivot Buttons are occasionally turned on as a default setting. They work as simple one click functions. The arrows move the column one over in the direction in which they point. The arc shaped arrow moves that item into the columns if it's a row, or a row if it's column. The overlapping squares move that column into the Page-by Axis and will enable the page-by if it hasn't yet been enabled. The X moves that column into Report Objects.

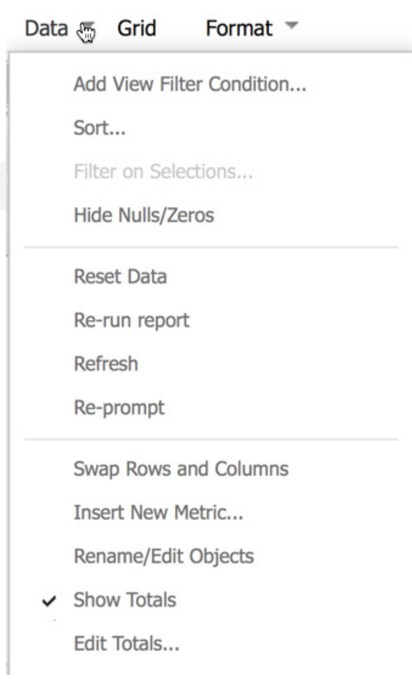


Sort Buttons

Sort Buttons are also occasionally turned on as a default setting. They are the small triangles visible in the column headers. They will point up if the column is sorted in an ascending order, down if the column is sorted in descending order. The most recently clicked Sort Button will always be white with others gray.

Data Menu

The Data menu offers commands and functions that are more directly related to working with the information generated by the report. The commands housed within this menu offer flexibility when manipulating the data for analysis.

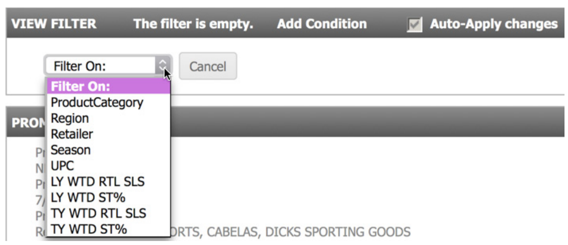


View Filter

View Filter toggles the display of the report through the creation and application of conditions that further limit the information displayed in the original report.

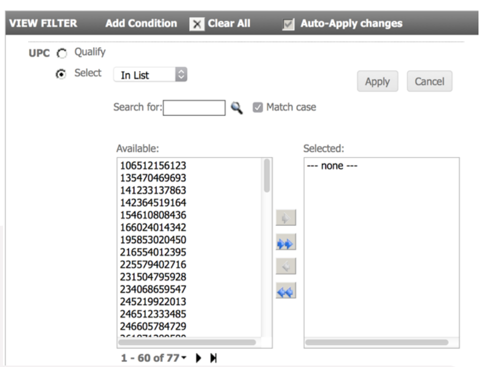
1. From the Data menu drop down, select **Add View Filter Condition**.
2. A **View Filter** area appears across the top of the screen.

4. From the dropdown that appears, select the attribute or metric to be filtered on.



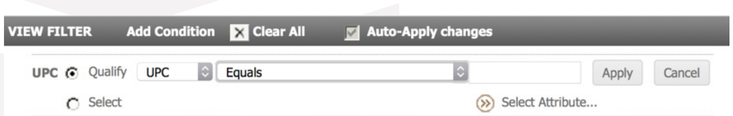
5. Select either **Qualify** or **Select**.

Note: Select prompts for the specific examples of the object. In this example, specific UPC.



6. If choosing **Select**, move over the specific examples.
7. Choose either **In List** or **Not In List**.

   Note: Qualify sets up qualified conditions using logic statements.

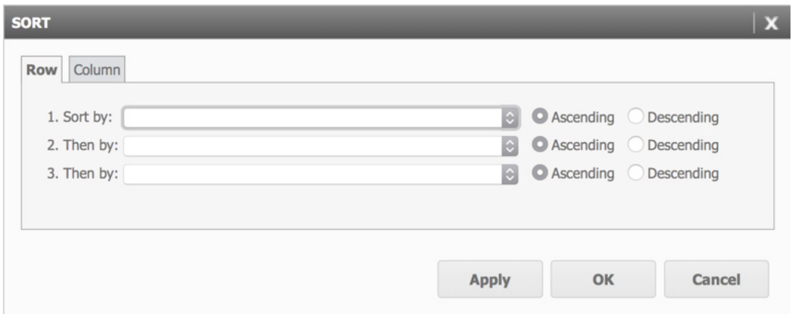


8. If choosing **Qualify**, select the qualifier from the dropdown.
9. Enter in a value or Select Attribute.
10. Click **Apply**.
11. To add a second filter, select **Add Condition**.

Report Menu Options

Sort

Selecting Sort displays a multi-column sort option. This provides the ability to sort using three columns and choosing each column as ascending or descending.



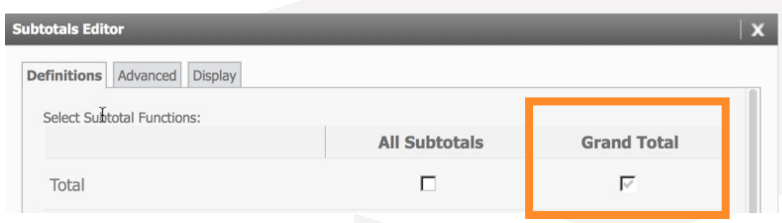
Click **Apply** to preview the sorting changes and **OK** to confirm them.

Re-Prompt

Selecting Re-Prompt returns the user to the Prompts page so that new selections can be made. It doesn't allow for the selection of a new wizard, only new selections to the prompts included in the wizard originally chosen. Re-Prompt is best used to solidify the changes tested using Report Objects.

Edit Totals

If Show Totals is selected, totals are included in the report. These totals can then be edited through a second command, Edit Totals, located within the Data menu. Within the Definitions tab, ensure that Grand Total is checked off for Total.

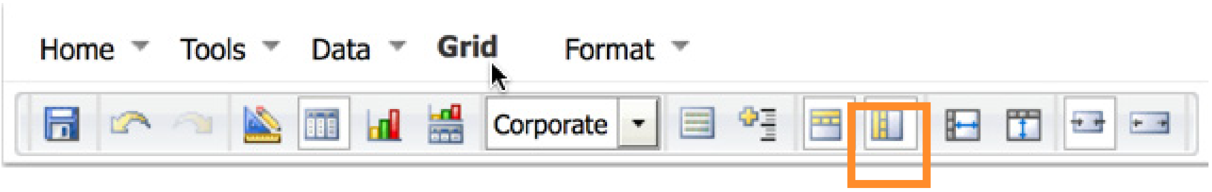


Click the **Advanced** tab. This places the totals at a specific level within the report as determined by the attributes chosen. Totals can be placed at the level of Sub department, or State or any other attribute included within the report. Placing the totals at a level is also how they will be calculated.

The **Display** tab determines how the totals are displayed in relation to other components, such as under the attributes or to the left. It is purely related to location and visual display and doesn't impact how the totals are calculated.

Grid Menu

The menu doesn't offer additional functionality within a dropdown. All functions are available through the associated toolbar. The most commonly used command within the menu is the command to Merge Row Headers. This command fills in the cells for easier export into Excel.

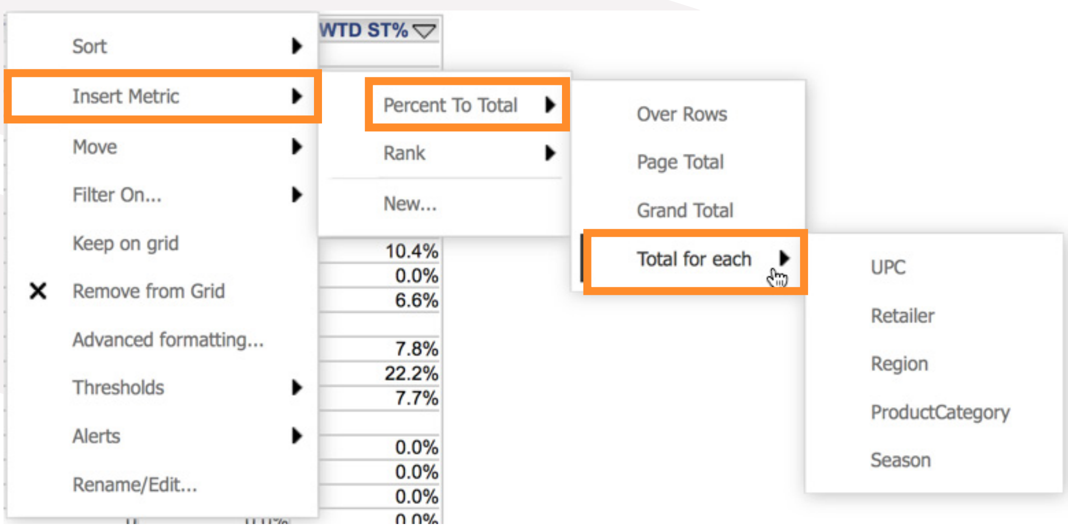


Inserting New Metrics

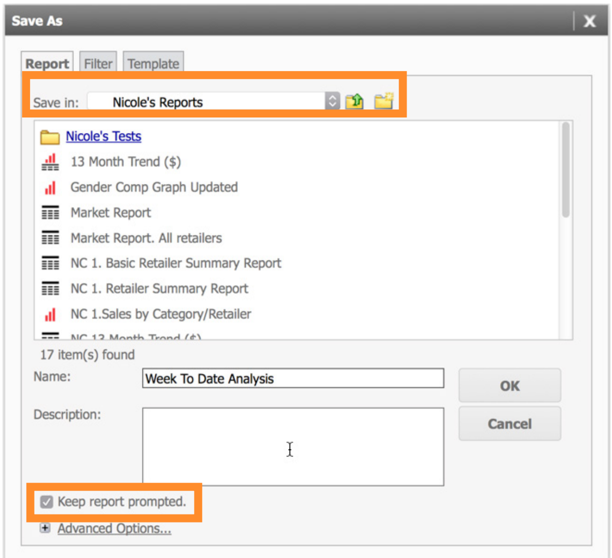
The most common metric to be inserted is the **Percent to Total** metric, which indicates what percentage of each category within an attribute contributes to the overall total of that particular attribute. However, it's possible to also include a ranking metric that ranks by attribute in either ascending or descending order. It's also possible to create a brand new metric if the calculations are known.

To Insert Percent to Total:

1. Confirm all sorting and totaling has been completed.
2. Go to the metric for which a Percent to Total metric will be inserted and right click.
3. Select **Insert Metric**.
4. Select **Percent to Total**.
5. Select **Total for Each**.
6. Select the attribute for which the percentage is being calculated.



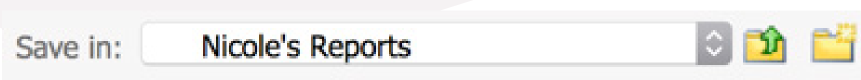
Once a report has been run, it can be saved. If it's the first time that particular set of attributes and metrics have been saved, it's best to utilize Save As instead of Save. Save As is found in the Home dropdown.



1. Select the folder in which it will be saved.
2. Name the report.
3. Create a description.
4. Click **OK**.

Note: **Keep report prompted** should always be checked off. This ensures that the report, when selected, will execute automatically without requiring the prompts to be re-entered.

A folder structure can be built out as reports are saved by clicking the **Create New Folder** icon from within the Save As box.



Once a report has been saved the first time, it can be saved by selecting Save from the toolbar, without accessing the Home dropdown.

Exporting Reports

Reports can be exported to share with other team members who are not Performance users. They can be exported into either a PDF, HTML, or one of several Excel file formats.

The two icons that allow for exporting a report can be found in several locations throughout the application. The icons can be found:

- In the report itself, in the **Home** toolbar
- In the **Actions** column in **Shared Reports**
- In the **Actions** column in **My Reports**
- In the **Actions** column in the **History List**

Additionally, the report can be executed from the **Home** dropdown.

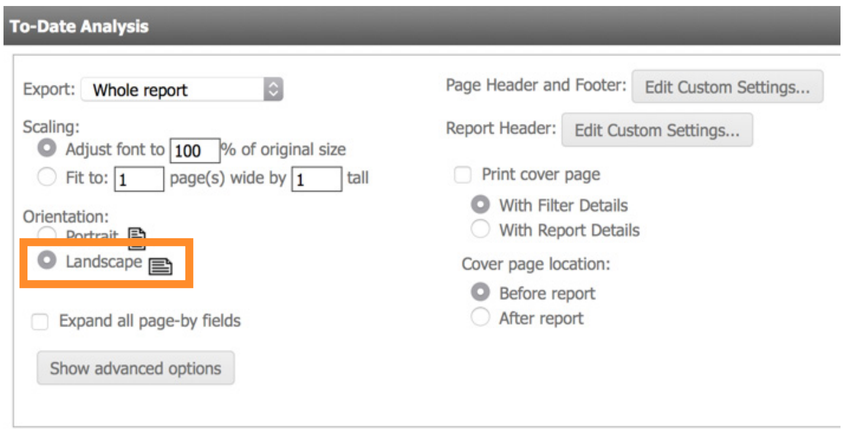
Exporting to PDF

From the PDF Icon:

1. Select the **PDF** icon.
2. Make selections for the export.
    a. Choose **Landscape View**
    b. Check off **Print cover page**
    c. Edit **Report Header**
3. Click **Export**.

From the Home Menu:

1. Select **Home**.
2. Select **Export**.
3. Select **PDF**.
4. Make selections for the export.
    a. Choose **Landscape View**
    b. Check off **Print cover page**
    c. Edit **Report Header**
5. Click **Export**.



Exporting to Excel

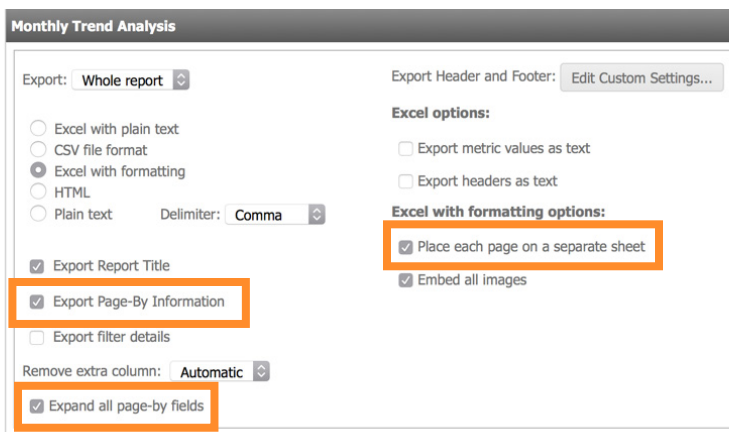
Exporting from the Export Icon:

1. Click the **Export** icon.
2. Make selections for the export.
    a. Choose the file format.
    b. If choosing excel, select either with plain text or with formatting.
    c. If there's a page by, select to export it, expand it, and place each page on a separate sheet.
5. Click **Export**.

Exporting Reports

Exporting from the Home Menu:

1. Select **Home**.
2. Select **Export**.
3. Select file type .
4. Make selections for the export.
    a. If there's a page by, select to export it, expand it, and place each page on a separate sheet
    b. **Edit Header and Footer**
5. Click **Export**.



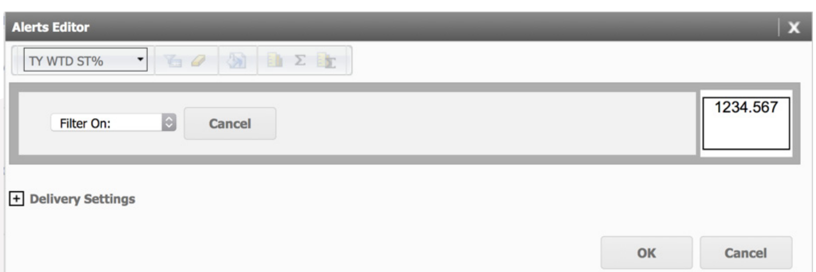
Setting Up Alerts

Setting up alerts is done directly from within the report itself. It will generate an email notification with the report exported and attached. The copy of the report can also include conditional formatting to highlight what exactly triggered the alert so that appropriate actions can be taken. Setting up an alert uses conditional statements. It is possible to set up multiple conditions within one alert to refine exactly what triggers it.

Setting Up a Condition on an Attribute

Conditions on attributes usually require multiple conditions in order to be most effective, often combining a condition on an attribute with a condition on a metric.

1. Click into the metrics.
2. Right click.
3. Choose **Alerts > Email Notifications**.
4. From the dropdown, select the metric utilized within the alert.
   Ex: TY YTD ST%.
5. Make a selection from the **Filter On**: drop down.
   Ex: Class Name



6. Choose either **Qualify** or **Select**.
7. If choosing Select, choose either In List or Not In List.
8. Select specific objects within that category and move them over.
9. Click **Apply**.

Setting Up Alerts

Setting Up a Condition on a Metric

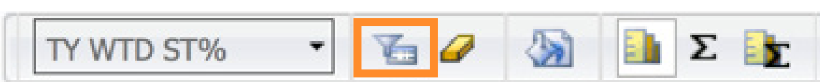
1. Click into the metrics.
2. Right click.
3. Choose **Alerts > Email Notifications**.
4. From the dropdown, select the metric utilized within the alert. Ex: TY YTD ST%.
5. Make a selection from the Filter On: drop down. Ex: TY YTD ST%
6. Choose the logic condition.
   Ex: Greater than
7. Enter in the value.

Note: If choosing a percentage metric, the numerical value should be a decimal. Ex: 15% = 0.15

8. You may also select another metric instead of entering a value by clicking **Select Metric**.
9. Click **Apply**.

Setting Up a Second Condition

1. Click on **Add Condition**.



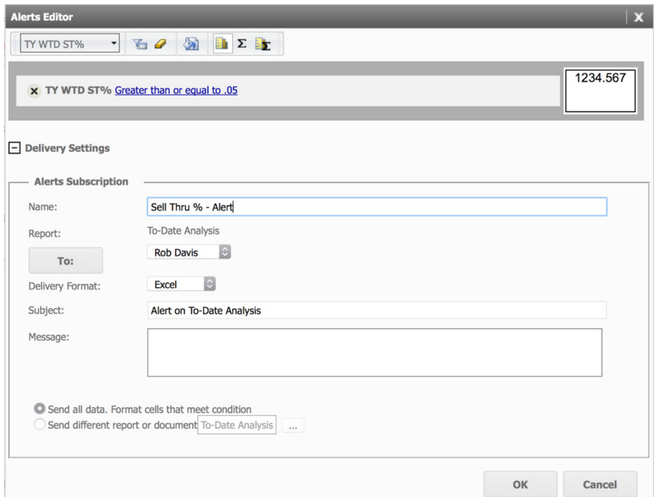
2. Make a selection from the **Filter On**: dropdown.
3. Proceed as with a primary condition.

Adding Formatting to Reports with Alerts

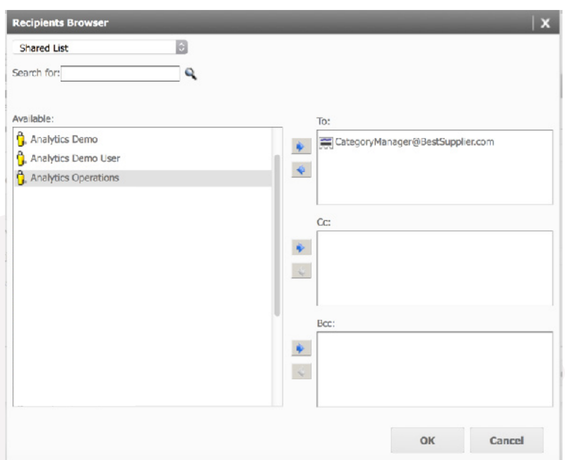
1. Double click the number located above **Cancel**.
2. This opens the Format dialogue box.
3. Choose the font, style, size, and color of the numbers that will highlight them when reviewing the report that generated the alert.
4. Click **OK**.

Setting Up an Email Notification of the Alert

1. Click the + next to **Delivery Settings**.



2. *Optional* Name the alert.
3. Click **To:** to open a selector for recipients.



4. Once recipients have been selected, click **OK**.
5. *Optional* Select a Delivery Format, such as Excel or PDF.
6. *Optional* Create a Subject.
7. *Optional* Compose a message.
8. Click **OK**.

Modifying Reports

Reports can be modified at any time. You can modify columns and rows within reports, preferences as they pertain to reports, and after they have been saved.

Modifying Preferences

Preferences can be set so as to impact many aspects of the Performance Analytics application. Preferences is located in the left hand navigation on the Home page. There are General preferences that cover things like the language and time zone, fonts, saving and copying options. Grid Display impacts things like the maximum rows and columns included in the report upon execution as well as the default settings for pivot and sort buttons, as well as the page by axis. Export Reports sets preferences for file types, inclusion of the page by axis when present, and even which excel version. At any time, the default settings can be reinstated by clicking Load Default Values.

Modifying a Saved Report

Once a report is saved, it is still possible to modify it. Access the report from either Shared Reports or My Reports. It opens to the Prompts page. Make any necessary changes and rename the report. Click Run Report and then once in the report, Save As. This creates a second, updated version of the report reflecting any modifications made.

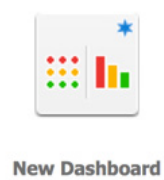
Building User Created Dashboards

It is possible to build a User Created Dashboard based on an existing report or reports. User Created Dashboards provide a compelling way to assemble a collection of information for analysis to provide for a quick summary assess performance and identify opportunities.

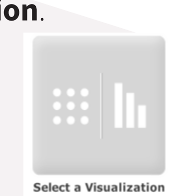
To build a User Created Dashboard, the report or reports it's based on must already exist. A User Created Dashboard can be created directly from the executed report, from reports saved to either Shared Reports or My Reports, or from the Performance home page.

Creating Dashboards from the Home Page

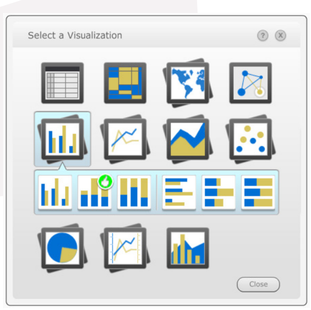
1. Select **New Dashboard** icon.



2. Select report that will be the foundation of the dashboard.
3. Click **Next**.
4. Confirm selections within report prompts.
5. Click **Run Dashboard**.
6. Click **Select a Visualization**.

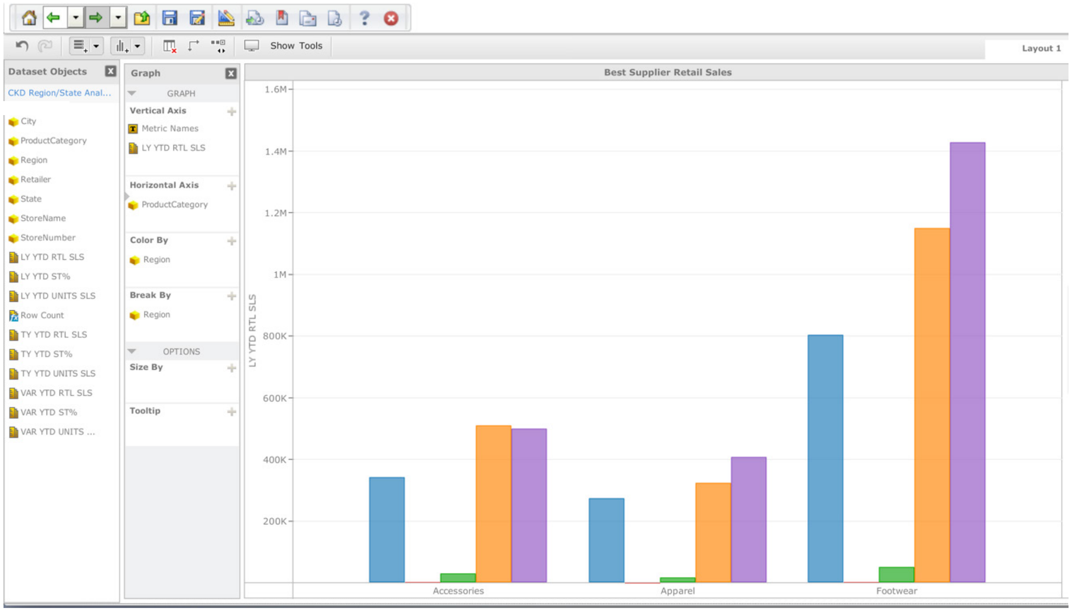


7. Click graph category desired.
8. If an option, click the specific type of graph desired.



Building User Created Dashboards

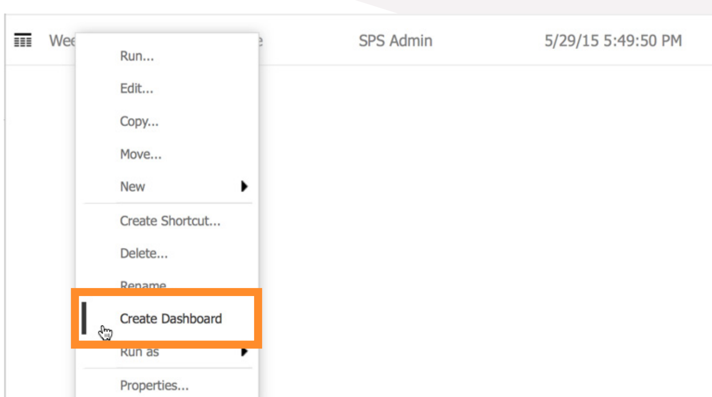
Once a graph type is selected, the dashboard should appear.



Dataset Objects are the items within the report that can be utilized to build the dashboard. It contains all attributes and metrics, which can be dragged and dropped into the Edit Visualization pane. There may be some objects within the zones of the Edit Visualization pane by default. However, they can be rearranged by dragging and dropping. Moving them to the Dataset Objects removes them from the visual depiction.

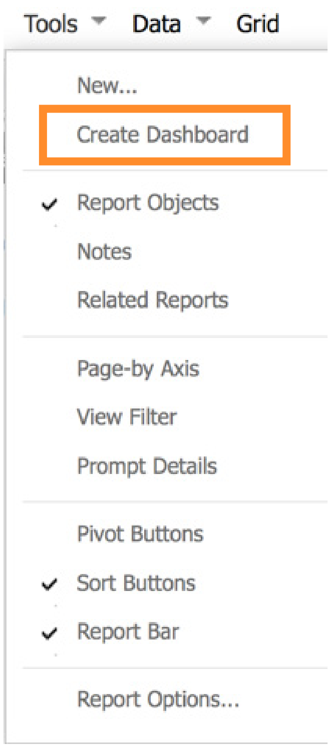
Creating a Dashboard from a Saved Report

To create a dashboard from a saved report, navigate to the report in either **Shared** or **My Reports**. Right click on the name of the report and select **Create Dashboard** from the menu.



Creating a Dashboard from within an Executed Report

Once the report has been run and has pulled back data, navigate up to the **Tools** menu and click the triangle to open the dropdown. Then select **Create Dashboard**.



Adding a Second Visualization to the Dashboard

Adding a second visualization opens a second display of the data that can focus on a different insight of the report. They can be completely customized, using different templates and use different components of the Dataset Objects.

1. Click the + sign in the upper right of the screen to **Add Layout**.

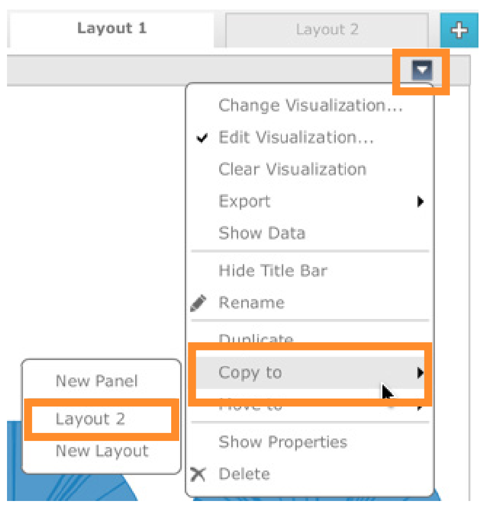
2. Click **Select Visualization**.
3. Click graph category desired.
4. If an option, click the specific type of graph desired.
5. The new dashboard should appear.

Building User Created Dashboards

Copying or Moving Visualizations

It's possible to copy any visualization you create or arrange them all in one layout for easier viewing. Once you've created your individual visualizations, navigate to the one you would like to move.

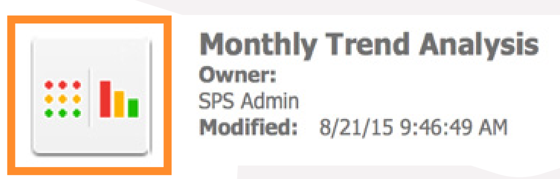
1. From the upper left hand corner, deploy the dropdown.
2. Select **Copy to**.
3. Select **Layout 1**.



Once all the visualizations have been added to a single layout, it's possible to maximize them for easier viewing as well as restore them to the new, smaller, default size.

Saving a Visualization

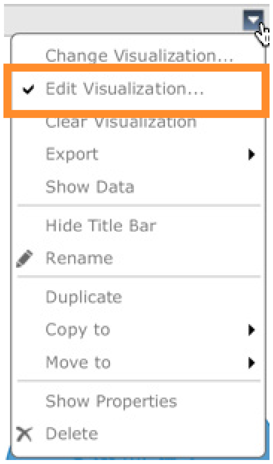
Once the dashboard has been created, it's possible to save it. It will then be available in the folder to which it was saved and denoted by the Dashboard icon.



1. Click **Save As**.
2. Select the folder in which it will be saved.
3. Name the dashboard.
4. Optional Create a description.
5. Click **OK**.

Editing a Visualization

All edits for a visualization are done within the Edit Visualization Pane. This pane can be removed by clicking the X in the upper right hand corner, but can also be restored by selecting **Edit Visualization** from the dropdown of the upper right hand corner of the visualization itself.



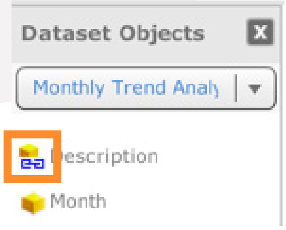
However, there are some edits and changes that are done through different commands.

Add Dataset

In the tool bar, locate the **Add Dataset** command by hovering over each to reveal its name. This command prompts for the selection of a new report and incorporates its attributes and metrics for selection.

1. Click **Add Dataset**.
2. Search for the new report.
3. If prompted, confirm selections.
4. Click **Run Dashboard**.
5. Drag new selections into the drop zones within the **Edit Visualization** pane.

If there are any overlapping attributes, they will link automatically so that there is no redundancy within the data. This will be designated by a chain link icon within the attribute list in the **Dataset Objects**.

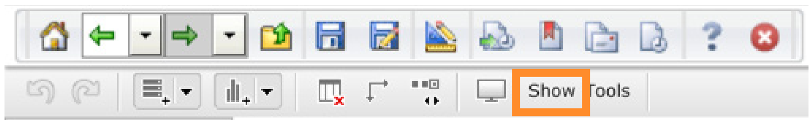


Editing a Visualization

Filtering Dataset Objects

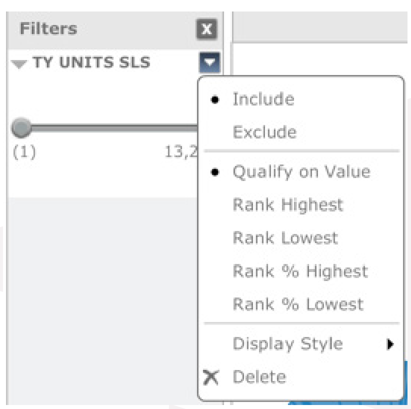
Even after the Dashboard is created, it's still possible to apply filters to further refine the dashboard.

1. Click **Show** in the tool bar.



2. Click **Filters**.
3. Mouse over the **Filters** pane to display a triangle icon.
4. Click the triangle to open the dropdown menu.
5. Select **Add Filters**.
6. Check off any attributes or metrics required to build the filter.
7. Click **OK**.

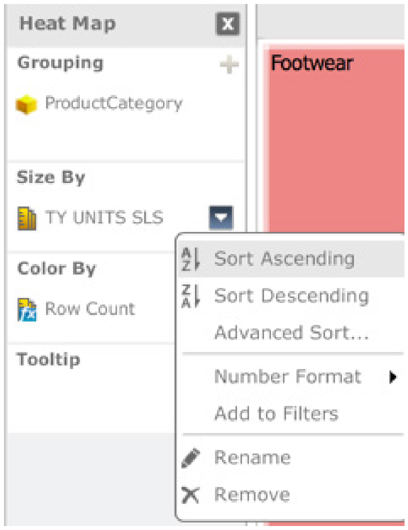
The details of the filter can then be further refined by selecting the drop down in the category zone of the selected filter criteria.



Note: **Display Style** changes the filter from a slider to a qualification selector for easier use.

Sorting

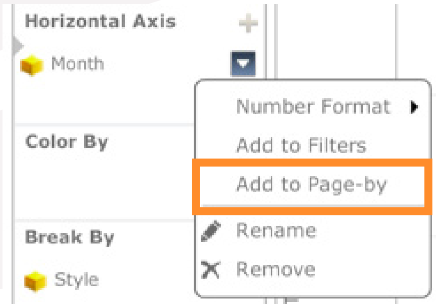
Not every dashboard template offers the ability to sort. However, if the option exists, it will be located within the **Edit Visualization** pane.



Hover over the metric or attribute that the dashboard will be sorted by. A triangle will appear. Click it to access the dropdown menu and choose the selection reflective how the dashboard will be sorted.

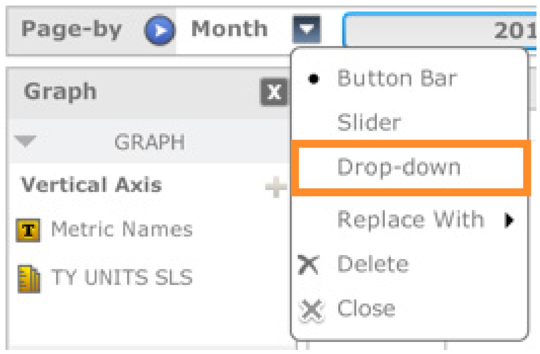
Page By Pane

Every dashboard template offers the ability to use the Page By axis, which in Dashboards is a Page By Pane instead of an axis. The option may be accessed through the Show command in the tool bar. However, it can also be accessed within the Edit Visualization pane from the specific attribute the dashboard will be paged by.



Editing a Visualization

Once the Page By Pane has been added, it's located above the visualization and defaults to buttons to click instead of the dropdown as seen in the reports. However, opening the drop-down next to the attribute used to create the Page By allows for switching its display back to a dropdown.



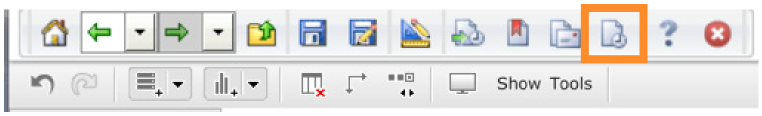
Also, it's not possible to Page By using multiple attributes. If one is added, it replaces the current selection. It is possible to replace the current selection through the dropdown next to the attribute name.

Subscribing to Dashboards

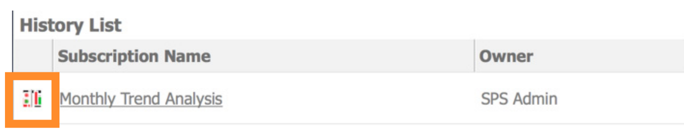
Once a dashboard has been created and saved, it can be subscribed to. The User Created Dashboards can be subscribed to the History List and are not available for email subscriptions.

Setting up History List Subscriptions

1. Select **Schedule Delivery to History List** from the tool bar.



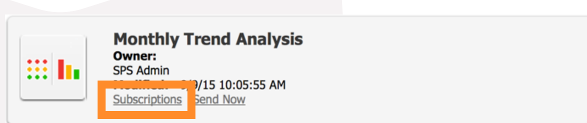
2. Click **Save**.
3. Select which folder to save the dashboard to and name it.
4. Click **OK**.
5. From the Subscription details, click **To:** in order to assign the dashboard to another user.
6. Click **OK**.
7. If multiple pages of prompts, it will be necessary to click OK for each.
8. Click **OK** on the confirmation box.



The subscription will be identified as a Dashboard by the icon to the left of it. You can then edit the subscription as you would any other.

Setting up Email Subscriptions

1. Ensure the dashboard is saved.
2. Close the Dashboard.
3. Navigate to where the dashboard is saved.
4. Hover over the name of it to reveal the options for subscription.
5. Click **Subscriptions**.

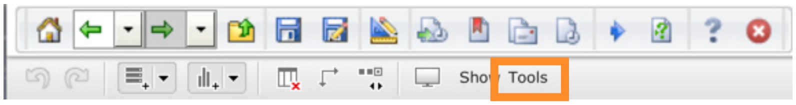


6. Click Add email subscriptions.
7. Edit E-mail Subscription and click OK.
8. Continue to click OK until confirmation of subscription is received.

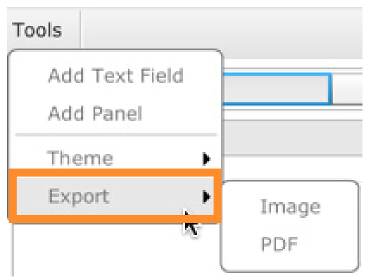
Exporting Dashboards

The Dashboards can be exported into either a PDF format or a PNG Image format. Additionally They can be exported as one entity or individually.

1. Select **Tools** from the tool bar.



2. Select **Export**.
3. Select file type.

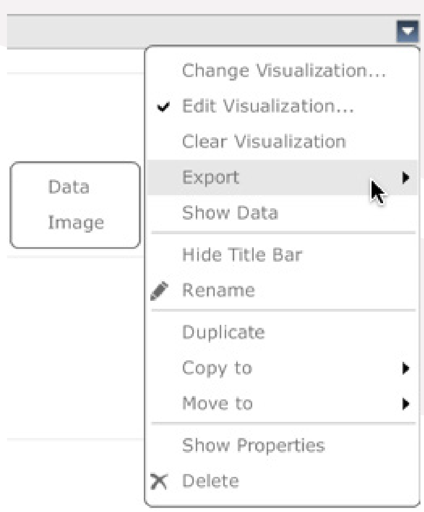


4. If choosing Image, the system prompts for a file name and location to save to.
5. If choosing PDF, it opens a PDF in a new tab which can be saved or printed.

Note: When exporting to Image, the default file type is PNG. There are no other options.

To Export One Visualization:

1. Navigate to the visualization.
2. From the upper right hand corner, depoly the dropdown by clicking the triangle.
3. Select **Export**.
4. Select eithter Image.



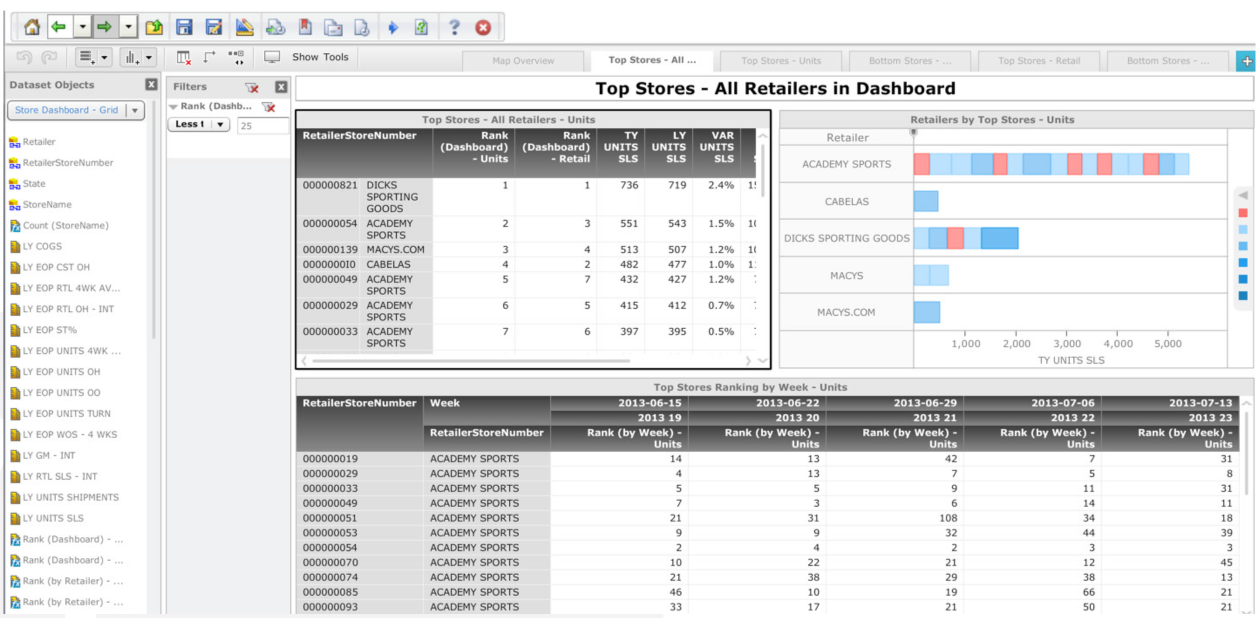
Template Dashboards is a folder within the Dashboards folder. Within this folder are two additional dashboards. The Store Summary Dashboard and the Style Summary Dashboard. These dashboards allow for some changes to be made to the data pulled in. When they are clicked, the user is prompted for confirmation of the default selections, which present other options available.

Store Summary Dashboard

The Store Summary Dashboard displays some of the most common metrics and insights aligned with the location hierarchy. The default tab is the Top Stores – All Retailers, but other tabs provide geographical data, top stores by retail or units, and bottom stores by retail or units.

The Store Summary Dashboard prompts for confirmation of the correct calendar, retailer(s), and date range the dashboard will reflect.

Once these selections are made, click **Run Dashboard**. This will execute the dashboard for display.

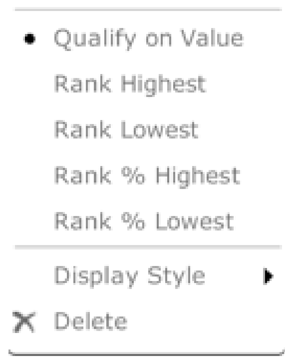


The rankings within the grids on the Top Stores – All Retailers are based on this year unit sales by store.

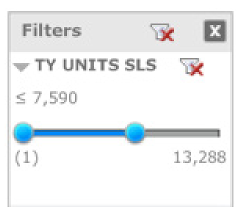
Template Dashboards

Filtering Visual Insights

Each tab, except for the Map Overview, has a filter applied that can be adjusted or cleared. Click the downward facing arrow next to the filter name to open a dropdown that displays options to adjust the filter.



Clicking **Display Style** in this dropdown changes how the filter is displayed. It defaults to **Qualification**, which prompts for the creation of a logic statement based on an absolute number. Switching to **Slider** changes the view and allows for a specified range to be selected.

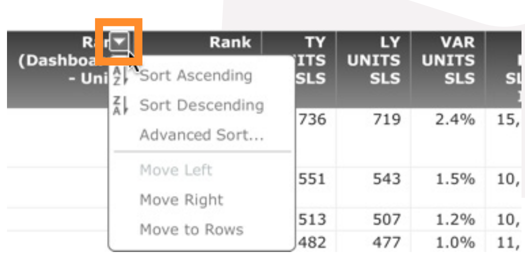


Each tab in the dashboard offers the same options to adjust the filter.

It is also possible to adjust the number of results displayed by adjusting the number less than within the filter area.

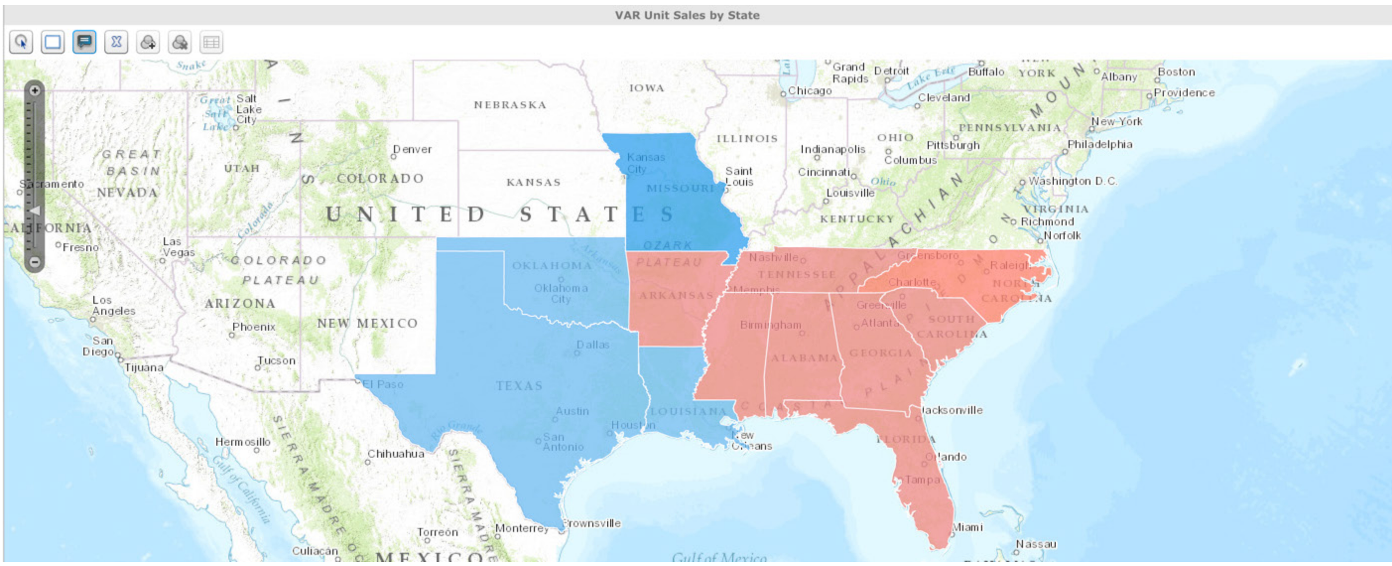
Sorting Visual Insights

Many of the grids have the ability to be sorted. Hover over each heading within the grid to reveal a downward facing arrow. Click this arrow to reveal a dropdown with multiple options. If the grid is includes key performance indicators, there is the option to sort by any of those metrics.



Map Overview

This is the only geo-spatial dashboard that can be edited. It is limited to the state level and color coded by threshold.



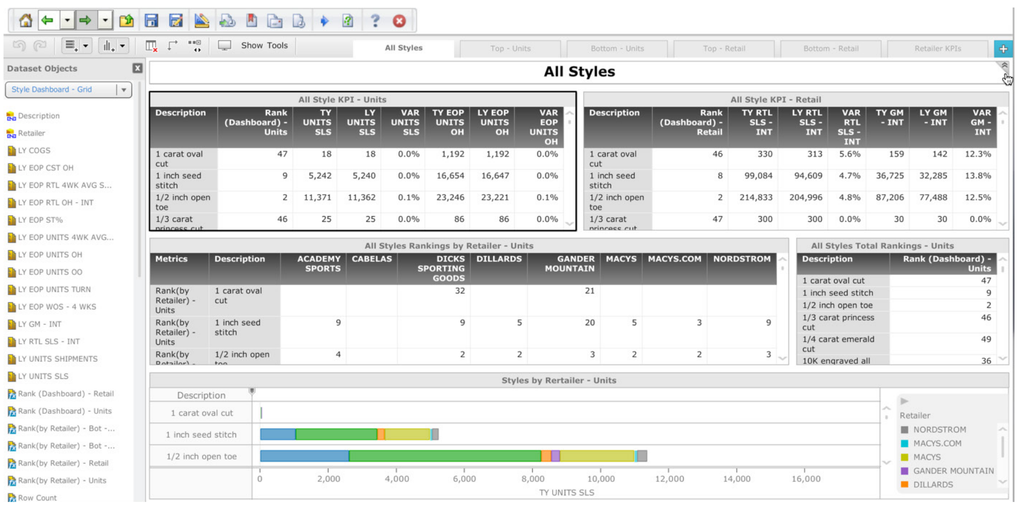
The tool tip can be updated to reflect new metrics by dragging and dropping the desired metrics into the field labeled **Tooltip** in the edit visualization pane labeled **Map**.

Template Dashboards

Style Summary Dashboard

The Style Summary Dashboard is aligned with the merchandise hierarchy. Style attributes are looked at in terms of the most common metrics. There are grids that rank the styles by this year unit sales by style and retailer.

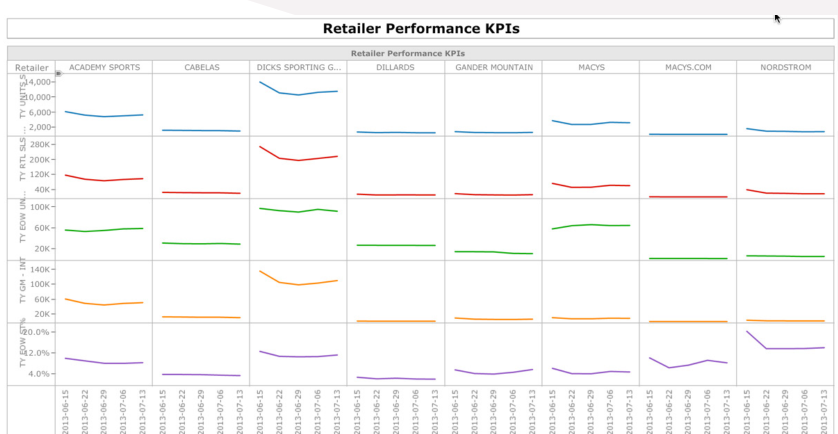
The Style Summary Dashboard prompts for confirmation of the correct calendar, retailer(s), and date range the dashboard will reflect. Once the selections are made, click **Run Dashboard**.



The additional tabs within the Style Summary Dashboard break down into the Tops Styles by both Units and Retail Dollars. We also have the Bottom Styles by Units and Retail Dollars. Finally, there is the Retailer Performance KPI’s.

Retailer Performance KPI’s

This tab breaks down the top five metrics by retailer by fiscal week, encapsulating a five week time period so that trends can easily and quickly be identified and remediated.



Appendix A: Metrics Glossary

Abbreviation	Metric Category
% CHG	Percent variance between This Year and Last Year metrics
13 WEEKS AUR	13 Week Average Unit Retail Sales
2 WEEKS AGO EXT MSRP	Extended MSRP Sales Dollars Two Weeks Ago
2 WEEKS AGO GM	Gross Margin Dollars 2 Weeks Ago
2 WEEKS AGO GM - INT	Gross Margin Dollars 2 Weeks Ago - INT
2 WEEKS AGO RTL SLS	Retail Sales Dollars Two Weeks Ago
2 WEEKS AGO RTL SLS - INT	Retail Sales Dollars Two Weeks Ago - INT
2 WEEKS AGO ST%	Sell-Thru Percent 2 Weeks Ago
2 WEEKS AGO UNIT SLS	Net Unit Sales 2 Weeks Ago
2 WEEKS AGO UNIT SLS	Unit Sales Two Weeks Ago
2 WEEKS AGO UNITS OH	On-Hand Units Two Weeks Ago
3 WEEKS AGO EXT MSRP	Extended MSRP Sales Dollars Three Weeks Ago
3 WEEKS AGO GM	Gross Margin Dollars 3 Weeks Ago
3 WEEKS AGO GM - INT	Gross Margin Dollars 3 Weeks Ago - INT
3 WEEKS AGO RTL SLS	Retail Sales Dollars Three Weeks Ago
3 WEEKS AGO RTL SLS - INT	Retail Sales Dollars Three Weeks Ago - INT
3 WEEKS AGO ST%	Sell-Thru Percent 3 Weeks Ago
3 WEEKS AGO UNIT SLS	Net Unit Sales 3 Weeks Ago
3 WEEKS AGO UNIT SLS	Unit Sales Three Weeks Ago
3 WEEKS AGO UNITS OH	On-Hand Units Three Weeks Ago
4 WEEKS AGO EXT MSRP	Extended MSRP Sales Dollars Four Weeks Ago
4 WEEKS AGO GM	Gross Margin Dollars 4 Weeks Ago
4 WEEKS AGO GM - INT	Gross Margin Dollars 4 Weeks Ago - INT
4 WEEKS AGO RTL SLS	Retail Sales Dollars Four Weeks Ago
4 WEEKS AGO RTL SLS - INT	Retail Sales Dollars Four Weeks Ago - INT
4 WEEKS AGO ST%	Sell-Thru Percent 4 Weeks Ago
4 WEEKS AGO UNIT SLS	Net Unit Sales 4 Weeks Ago
4 WEEKS AGO UNIT SLS	Unit Sales Four Weeks Ago
4 WEEKS AGO UNITS OH	On-Hand Units Four Weeks Ago
4 WEEKS AUR	Unit Sales 4 Week Average
4WEEK AVG ST%	Four Week Average Sell-Thru Percent
AUR $	Average Unit Retail Dollars
AVG OH Cost $	Average On-Hand Cost Dollars
AVG OH RTL $	Average On-Hand Retail Dollars
COGS	Cost of Goods Sold Dollars

Appendix A: Metrics Glossary

CST SHIPMENTS	Cost Shipments
CST TURN	Cost Turn Dollars
EOW UNITS OH	End of Retail Week Units On Hand
EOW UNITS OO	End of Retail Week Units On Order
EOW WOS OH – 4 WEEKS	End of Retail Week Supply On Hand Based on 4 Week Average Sales
EXT MSRP SLS $	Extended MSRP Sales Dollars
GM $	Gross Margin Dollars
GM INT $	Gross Margin Dollars - INT
GM%	Gross Margin Percent
GM% - INT	Gross Margin Percent - INT
LY CST $	Last Year Cost Receipt Dollars
LY GM $	Last Year Gross Margin Dollars
LY GM %	Last Year Gross Margin %
LY OH $	Last Year On Hand Dollars
LY RTL $	Last Year Retail Receipt Dollars
LY SLS $	Last Year Net Dollar Sales
LY SO %	Last Year Sell-Off %
LY STD TURN	Last Year Season Financial Turn
LY UNIT SLS	Last Year Net Unit Sales
LY YTD TURN	Last Year Financial Turn
OH CST $	On-Hand Cost Dollars
OH RTL $	On-Hand Retail Dollars
OH RTL $ - INT	On-Hand Retail Dollars - INT
OH UNITS	On-Hand Units
OO CST $	On-Order Cost Dollars
OO RTL $	On-Order Retail Dollars
OO UNITS	On-Order Units
RCPT CST $	Receipt Cost Dollars
RCPT RTL $	Receipt Retail Dollars
RTL IN TRANSIT	In-Transit Retail Dollars
RTL SHIPMENTS	Retail Shipments
RTL SLS $	Retail Sales Dollars
RTL SLS $ - INT	Retail Sales Dollars - INT
RTL TURN $	Retail Turn Dollars
SSTORE – OH CST $	Same Store On-Hand Cost Dollars
SSTORE – OH RTL $	Same Store On-Hand Retail Dollars

Appendix A: Metrics Glossary

SSTORE – RTL SLS $	Same Store Retail Sales Dollars
SSTORE – RTL SLS $ INT	Same Store Retail Sales Dollars - Integrated
SSTORE – UNIT SLS	Same Store Unit Sales
ST%	Sell-Thru Percent
TY CST RCPT $	This Year Cost Receipt Dollars
TY GM $	This Year Gross Margin Dollars
TY GM %	This Year Gross Margin %
TY OH $	This Year On Hand Dollars
TY RTL RCPT $	This Year Retail Receipt Dollars
TY SLS $	This Year Net Dollar Sales
TY SO %	This Year Sell-Off %
TY STD TURN	This Year Season financial turn
TY UNIT SLS	This Year Net Unit Sales
TY YTD TURN	This Year financial turn
UNIT SHIPMENTS	Units Shipments
UNIT SLS	Net Unit Sales Last Week
UNIT SLS	Unit Sales
UNIT TURN	Unit Turn
UNITS 2 WEEK AVG $	Average Unit Retail Dollars Two Weeks Ago
UNITS 3 WEEK AVG $	Average Unit Retail Dollars Three Weeks Ago
UNITS 4 WEEK AVG $	Average Unit Retail Dollars Four Weeks Ago
UNITS 4WEEK AVG SLS	Four Week Average Sales Units
UNITS AVG OH	Average On-Hand Units
UNITS IN TRANSIT	In-Transit Units
UNITS RCPT	Receipt Units
VAR	Variance; % Change
WOS	Weeks-of-Supply