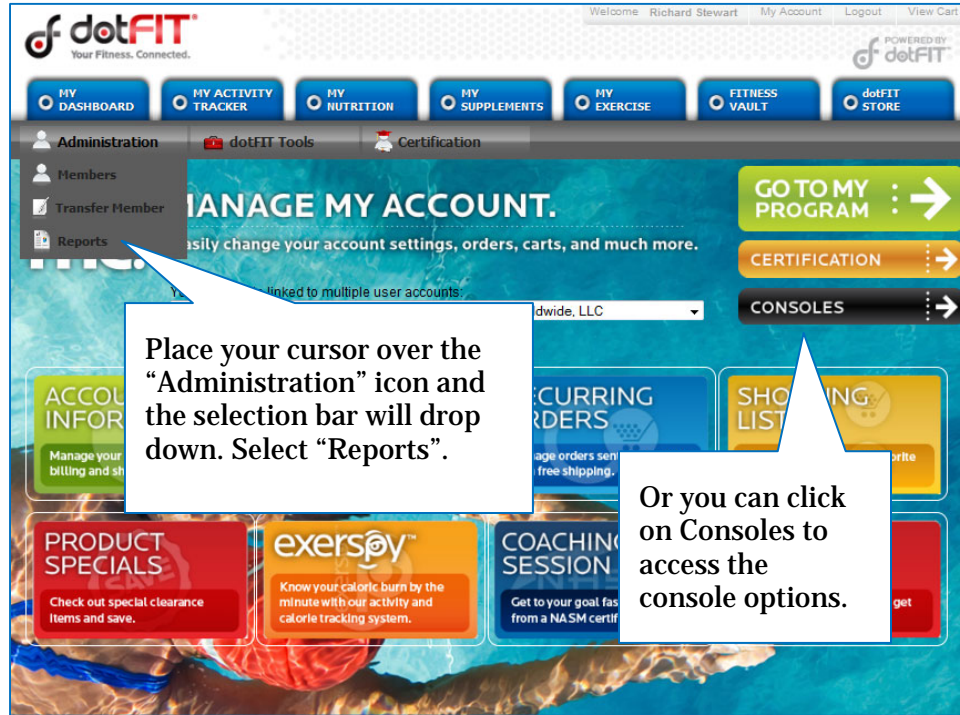




Use these step-by-step instructions to utilize the “Reports” function in the Trainer Administration Console.

The screenshot shows the dotFIT homepage. At the top right, there are links for "Login", "Sign Up", and "View Cart". A callout box with a white background and a blue border points to the "Login" link. The text inside the callout box reads: "Go to www.dotfit.com and click LOGIN in the upper right corner." The main content area features a large banner with the text "WELCOME TO YOUR PERSONALIZED ONLINE FITNESS AND NUTRITION CENTER." and a woman sitting at a laptop. Below the banner, there are several promotional tiles: "GET STARTED TODAY", "FREE FITNESS PROFILE", and "FREE SUPPLEMENT SCREENING". At the bottom, there is a section titled "CONNECT WITH YOUR COACH. SET YOUR GOALS. FOLLOW YOUR PROGRAM. GET GUARANTEED RESULTS." with a list of features and a testimonial from Shannee Burger.

The screenshot shows the dotFIT login page. At the top right, there are links for "Login", "Sign Up", and "View Cart". Below the navigation bar, there is a large banner with the text "Ordering or Subscribing with dotFIT is Quick and Easy!". Underneath the banner, there are two columns of text. The left column is for existing users and includes a "LOG IN" button. The right column is for new customers and includes a "REGISTER" button. A callout box with a white background and a blue border points to the "LOG IN" button. The text inside the callout box reads: "Enter your dotFIT username and password." The login form includes fields for "Username" (with the example "newconsumer") and "Password" (with a "Forgot your password?" link), and a "Remember me" checkbox.





Financial Report

Select Date:

March 2010						
S	M	T	W	T	F	S
10	28	1	2	3	4	5
11	7	8	9	10	11	12
12	14	15	16	17	18	19
13	21	22	23	24	25	26
14	28	29	30	31	1	2
15	4	5	6	7	8	9

Select any date and click "Submit". This view will show client subscription and product revenue for the date selected, Month To Date (TD), the previous month, and Year TD.

Financial Report

Select Date:

	Selected Date	Month TD	Last Month	Year TD
<input type="checkbox"/> exerspy	\$0.00	\$0.00	\$0.00	\$219.95
<input type="checkbox"/> Products	\$0.00	\$79.20	\$0.00	\$170.36
Subtotal	\$0.00	\$79.20	\$0.00	\$838.17
Discounts	\$0.00	\$0.00	\$0.00	\$230.00
NET Revenue	\$0.00	\$79.20	\$0.00	\$608.17

The report will show subscription and product information. Line items will only be seen if there is activity.

Click on the line item to view sub-levels.



Under Products, click "Retail/Credit Card" to open the member view and select "Member".
The same can be done for any active line item.

Financial Report

Select Date:

	Selected Date	Month TD	Last Month	Year TD
[-] exerspy	\$0.00	\$0.00	\$0.00	\$219.95
[-] Retail / Credit Card	\$0.00	\$0.00	\$0.00	\$219.95
Member	\$0.00	\$0.00	\$0.00	\$219.95
[-] Products	\$0.00	\$79.20	\$0.00	\$170.36
[-] Retail / Credit Card	\$0.00	\$79.20	\$0.00	\$170.36
Member	\$0.00	\$79.20	\$0.00	\$170.36
Subtotal	\$0.00	\$79.20	\$0.00	\$838.17
Discounts	\$0.00	\$0.00	\$0.00	\$230.00
NET Revenue	\$0.00	\$79.20	\$0.00	\$608.17

Order Items

Products > Retail / Credit Card > Member

Order#	Member First Name	Member Last Name	MemberID *	Date Placed	Date Shipped	SKU	Product	Unit Cost	Qty	Line Subtotal **
46405	Member	One		3/1/2010	3/2/2010	1600	LeanPak90	\$79.20	1	\$79.20
36254	Member	One		1/12/2010	1/13/2010	1007	Women's MV - Multivitamin & Mineral Formula	\$11.96	1	\$11.96
36254	Member	Two		1/12/2010	1/13/2010	1600	LeanPak90	\$79.20	1	\$79.20
31791	Member	Three		12/14/2009	12/15/2009	1206	NO7 Rage	\$47.96	1	\$47.96

This view provides a historical view of all client product purchase information.



Click "Financial Report by Date Range" to view.

Reports

Select Report:

- Financial Report
- Financial Report by Date Range
- Activity Report

FinancialDateRange Report

Date From: 08/01/2010 Date To: 08/30/2010

Select a date range and click "Submit".

August 2010						
S	M	T	W	T	F	S
31	25	26	27	28	29	30
32	1	2	3	4	5	6
33	8	9	10	11	12	13
34	15	16	17	18	19	20
35	22	23	24	25	26	27
36	29	30	31	1	2	3



FinancialDateRange Report

Date From: 08/01/2010 Date To: 08/30/2010

	Selected Date Range
<input type="checkbox"/> Products	\$204.72
Subtotal	\$204.72
Discounts	\$0.00
Shipping & Handling Cost	\$8.49
NET Revenue	\$213.21

This provides the same type of information as the Financial Report only for a specific date range..

Welcome Richard Stewart My Account Logout View Cart

dotFIT Your Fitness. Connected. POWERED BY dotFIT

MY DASHBOARD MY ACTIVITY TRACKER MY NUTRITION MY SUPPLEMENTS MY EXERCISE FITNESS VAULT dotFIT STORE

Administration dotFIT Tools Certification

Reports

Select Report:

- Financial Report
- Financial Report by Date Range
- Activity Report

Click "Activity Report" to view.



Activity Report

Select Date:

03/11/2010

March 2010						
S	M	T	W	T	F	S
10	28	1	2	3	4	5
11	7	8	9	10	11	12
12	14	15	16	17	18	19
13	21	22	23	24	25	26
14	28	29	30	31	1	2
15	4	5	6	7	8	9

Select a date and click "Submit".

This shows the collapsed view of the Activity Report.

This view provides an overview of registrations, subscriptions, and recurring order information for the date selected, month-to-date, the previous month, year-to-date, and the total since inception.

All red text values are active to view item details. Click on a line item to get an expanded view.

Activity Report

Select Date:

03/11/2010

	Selected Date	Month TD	Last Month	Year TD	Total TD
<input type="checkbox"/> dotFIT registration w/o Subscriptions	0	0	0	0	0
<input type="checkbox"/> dotFIT me subscription	1	6	5	20	46
<input type="checkbox"/> Other Information					
<input type="checkbox"/> MembersTypes by Usage					
Recurring Order cancellations		0	0	0	0
Recurring Order CC Declines		0	0	0	0
Subscription cancellations (Retail)		0	0	0	0
Subscription cancellations (Wholesale)		0	0	0	0
Subscription CC Declines		0	0	0	0



This shows the expanded view of the Activity Report; subscription information (Membership Payment Type) and usage by your clients.

Click on any of the values in red to see specific information.

Activity Report

Select Date:

	Selected Date	Month TD	Last Month	Year TD	Total TD
<input checked="" type="checkbox"/> dotFIT registration w/o Subscriptions	0	0	0	0	0
<input checked="" type="checkbox"/> dotFIT me subscription	1	6	5	20	46
<input checked="" type="checkbox"/> Membership Payment Type					
dotFIT me subscription (Individually purchased)	0	0	0	0	0
dotFIT me subscription (Wholesale monthly)	0	0	0	0	0
dotFIT me subscription (Life time)	1	6	5	20	46
dotFIT me subscription (Unlimited)	0	0	0	0	0
<input checked="" type="checkbox"/> Other Information					
<input checked="" type="checkbox"/> Life time Club Additional Details					
<input checked="" type="checkbox"/> MembersTypes by Usage					
<input checked="" type="checkbox"/> Member					
(noAB)	0	4	3	12	20
with armband (AB)	1	2	2	8	26
with RECURRING Order	0	0	0	0	0
with RECURRING Order and noAB	0	0	0	0	0
with RECURRING Order and armband (AB)	0	0	0	0	0
Recurring Order cancellations	0	0	0	0	0
Recurring Order CC Declines	0	0	0	0	0
Subscription cancellations (Retail)	0	0	0	0	0
Subscription cancellations (Wholesale)	0	0	0	0	0
Subscription CC Declines	0	0	0	0	0