ALIEN **WARP∞** HELP FILES

COMPANY PORTAL REPORTS AND OLAP

Alien Reports and OLAP option in COMPANY PORTAL

How do I Use the Portal functions.

1) Type https://reports.aliens.co.za into your browser and log in with your access details

2) Your Company Dashboard will open with a summary quick stat as well as month Sales / Stock on hand account balance of the current month

3) On the Detail tabs you can view your Account overview information which can be edited

4) On the same drop-down select the Statements option to display the latest account statement.

5) From the Reports drop-down menu you will be able to get reports on Sales / Sales summary / Grouped sales / Cash-ups / Stock / Orders / Prices / Subaccounts and OLAP which can be saved to excel / PDF or just printed.

6) To access the Online Analytical Processing functionality, click on the reports drop down and then on the OLAP option.
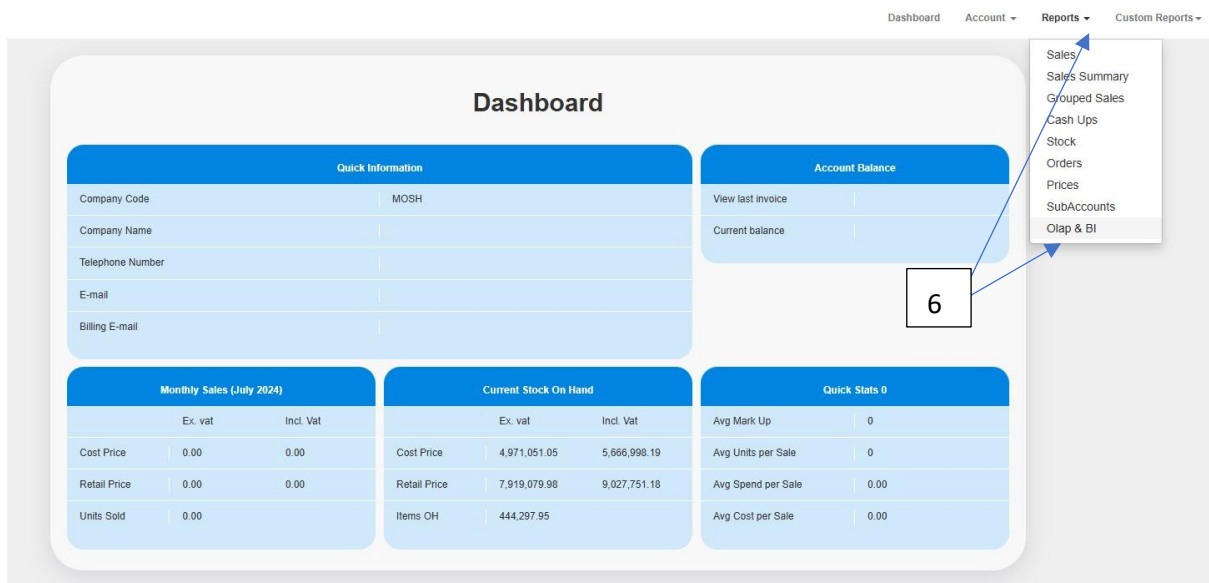
How do I use the OLAP Functionality in my Portal

1) The page will be displayed with a default set of fields selected which can be changed by selecting and de-selecting the options as in number (5)
2) On the top banner you can under the settings tab select the dates and also revert to the Report in table or graph /Chart format
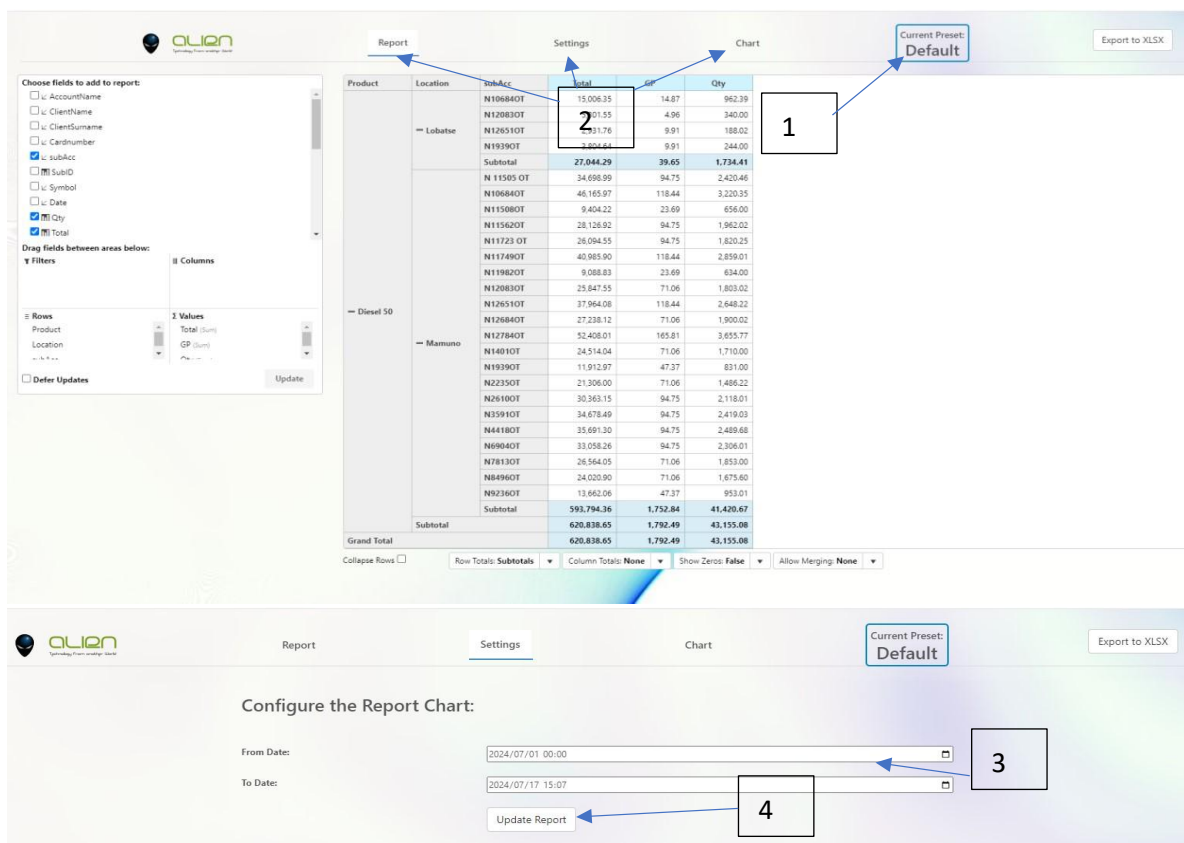
3) Start to set-up your report by setting the dates under the settings tab.
4) Click the update button.

5) Edit the report by selecting and de-selecting the default fields to get what you would like to be in your report.
6) To add subtotals etc. to you report select the options below the table.

| Product	Date	subAcc	Total	Qty	GP
		N12083OT	8,558.56	597.01	23.69
		Subtotal	19,428.31	1,355.24	71.06
	— 7/1/2024	N10684OT	7,644.23	533.23	23.69
		N12784OT	3,225.53	225.00	23.69
		N10684OT	5,074.83	325.46	4.96
		N4418OT	9,289.10	647.97	23.69
	— 7/2/2024	Subtotal	29,144.18	2,004.44	76.02
		N3591OT	7,182.33	501.01	23.69
		N11749OT	7,597.92	530.00	23.69
		N 11505 OT	6,472.86	451.52	23.69
		N6904OT	8,257.36	576.00	23.69
		N12684OT	7,812.96	545.00	23.69
	— 7/3/2024	N11508OT	9,404.22	656.00	23.69
		Subtotal	57,662.33	4,022.29	165.81
		N1401OT	7,597.92	530.00	23.69
		N12784OT	9,357.91	652.77	23.69
		N12651OT	8,7	611.00	23.69
— Diesel 50		N2235OT	5,3	371.22	23.69
		N11723 OT	4,2	293.30	23.69
	— 7/4/2024	N7813OT	9,748.28	680.00	23.69
		Subtotal	24,674.88	1,690.85	76.02
		N10684OT	5,400.25	346.33	4.96
		N2610OT	7,884.64	550.00	23.69
	— 7/5/2024	N10684OT	10,724.54	748.10	23.69
		Subtotal	18,609.17	1,298.10	47.37
		N11562OT	6,929.45	483.37	23.69
		N11749OT	10,665.76	744.00	23.69
		N12784OT	8,744.78	610.00	23.69
	— 7/6/2024	N12651OT	6,723.44	469.00	23.69
		N1939OT	2,766.79	193.00	23.69
		Subtotal	49,449.27	3,449.38	165.81

7) Depending on the fields and criteria you selected, the report will be displayed with more detail. Date / Sub account / subtotal.

8) Select the Chart view to see the report in a different chart format. As you change or update the fields, the chart will update.

9) The report can be saved in Excell.

Pie Chart view

Total; Qty; GP by Product; Date; Location
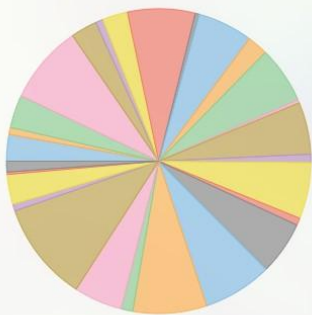
◼ Diesel 50; 7/1/2024; Mamuno	◼ Diesel 50; 7/10/2024; Mamuno
◼ Diesel 50; 7/2/2024; Lobatse	◼ Diesel 50; 7/10/2024; Lobatse
◼ Diesel 50; 7/2/2024; Mamuno	◼ Diesel 50; 7/11/2024; Mamuno
◼ Diesel 50; 7/3/2024; Mamuno	◼ Diesel 50; 7/11/2024; Lobatse
◼ Diesel 50; 7/4/2024; Mamuno	◼ Diesel 50; 7/12/2024; Mamuno
◼ Diesel 50; 7/4/2024; Lobatse	◼ Diesel 50; 7/13/2024; Mamuno
◼ Diesel 50; 7/5/2024; Mamuno	◼ Diesel 50; 7/14/2024; Mamuno
◼ Diesel 50; 7/6/2024; Mamuno	◼ Diesel 50; 7/15/2024; Mamuno
◼ Diesel 50; 7/7/2024; Lobatse	◼ Diesel 50; 7/16/2024; Mamuno
◼ Diesel 50; 7/7/2024; Mamuno	◼ Diesel 50; 7/17/2024; Mamuno
◼ Diesel 50; 7/8/2024; Mamuno	◼ Diesel 50; 7/18/2024; Lobatse
◼ Diesel 50; 7/9/2024; Mamuno	◼ Diesel 50; 7/18/2024; Mamuno
◼ Diesel 50; 7/9/2024; Lobatse	◼ Diesel 50; 7/19/2024; Lobatse