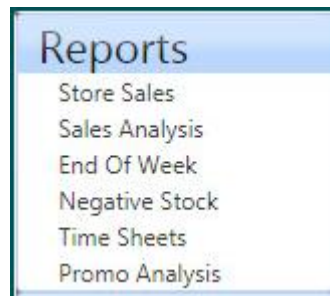![Xena logo]

The objective of this process is to generate a selection of reports that are useful when running a shop with the Xena 3.0 software. This chart outlines the procedures to achieve this because thanks to a strong reporting engine all the information you need is at your finger tips

REPORT GENERATION WORK-FLOW

Click on the Back Office link at the top of the main screen

Click on any of the reports listed in the left hand menu

Enter the parameters that you want the report generated from

This process does not affect the software because the reports are a result of information being fed into the database from all other areas of the system

As a result of this the reporting module is completely dependant on all of the other functions of the software. Not all reports use all records but all records are used by at least one report

Click View Report