

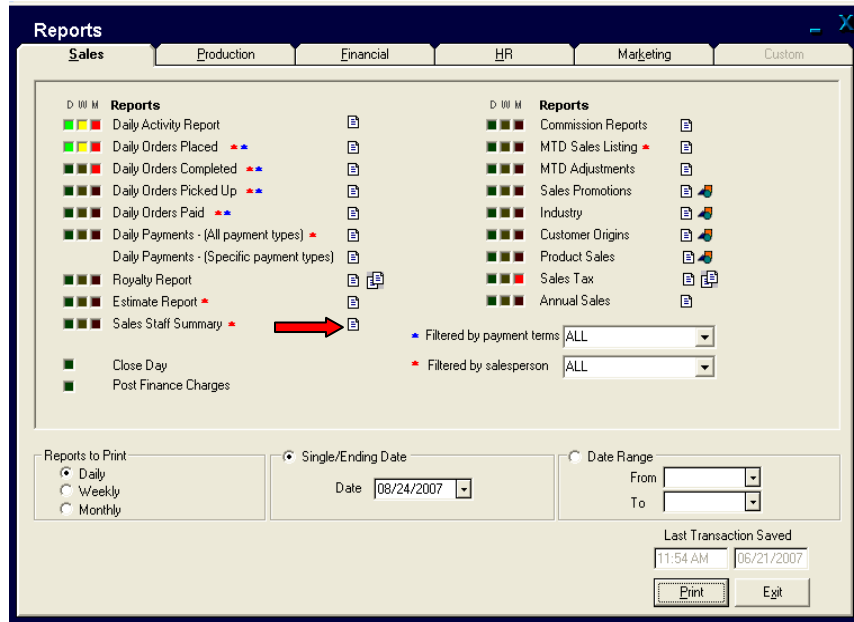
Printing Salesperson Reports

To print a summarized sales report which is organized by salesperson, follow these steps:

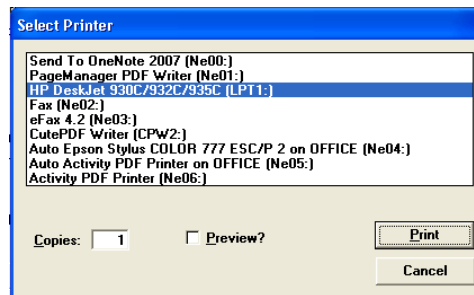
- ✚ From the **ADVANTAGE** main menu, select **Reports** then **Sales Reports**:



- The **Reports** screen will open on the **Sales** tab. Click on the icon next to **Sales Staff Summary**:



- The **Select Printer** window will open:



- Check off **Preview** if you want to view the report before it prints.
- Select your printer then click **Print**.