

# Customer Reports

- [FAQs](#)
- [Best Customers](#)
- [Customer Products](#)
- [Promotion Usage](#)
- [Ticket Sales](#)
- [Competition Entries](#)

# FAQs

## General

### Are Reports sortable?

All reports are sortable - simply click on the headers.

### Can a report be exported?

All reports are exportable as a CSV.

### Why are some results 'N/A' or simply blank?

This will be due to missing information, e.g. products that are sold which have not been assigned to a Department, or to a Brand with a blank entry in the name.

## Real Time Data

### Are the reports up to date?

All reports show a snapshot of data at the instant that they were generated. As such, they are always up to date.

### The value of a Sales Order has changed; how will this be reflected in the reporting?

With the exception of Sales by User, all revenue reporting is done based on the Sales Order date. That means that a Sales Order that has a date of the 1st of October will always report its revenue as the 1st of October, even if new lines are added on the 1st November.

## The Salesperson on a Sales Order has changed; how will this be reflected in the reporting?

This will immediately update and change all reports. This will adjust how reports are filtered, and will also have a direct impact on the Sales by User report.

## The Store on a Sales Order has changed; how will this be reflected in the reporting?

This will immediately update and change all reports. This will adjust how reports are filtered, and will also have a direct impact on the Sales by Channel report.

## What happens if a Product is deleted?

Some information is stored against the Sales Order, and IXO Commerce will report on that; other data is stored only against the product. This is done via a lookup of the product, and if that product has been deleted then it will not be possible to report on that data.

Stored against the Sales Order

- Sales Date
- Store
- User
- Source
- Payments
- Selling Price
- Cost Price
- Product Name
- Product SKU

Stored against the Product

- Brand Associations
- Category Associations

- Collection Associations
- Supplier Associations

## Example

A product is sold in May for £10 at a cost price of £5. That product was a Lego Boat, associated with the Lego Brand.

If that product is deleted, then the association with the Lego Brand will also be deleted. This means that while the selling price and cost price are still reportable (as data that is held against the sales order), that order line will no longer be associated with the Lego Brand.

This will mean that this order line will not be included if the user filters a report by Brand, and if they view the Sales by Brand report, it would add to the 'n/a' row.

# Best Customers

This report will show a list of your best customers for a given period.

It is possible to add Customers to [Customer Groups](#) from this screen.

## Best Customers

Source: All Device: All Store: UK Warehouse Store user: ALL Category: ALL Brand: ALL Collection: ALL Supplier: ALL  
Specify dates from: 29/10/2020 to: 28/11/2024 Update Reset

Top customers (matching the above filters)

Download report as CSV

<input type="checkbox"/>	customer	orders in this period	spend in this period	average for this period	lifetime orders	lifetime spend	lifetime average spend	first order	last order	life span
<input type="checkbox"/>	Mr Kyle Griffiths	143	£289,302.46	£2,023.09	160	£291,430.86	£1,821.44	27/01/2015	20/11/2023	3219 days
<input type="checkbox"/>	Mr Chris Millard	238	£248,040.84	£1,042.19	244	£253,443.34	£1,038.70	14/01/2020	21/11/2023	1407 days
<input type="checkbox"/>	Mr Oliver Cullimore	45	£240,356.24	£5,341.25	45	£240,356.24	£5,341.25	27/07/2021	24/10/2023	819 days
<input type="checkbox"/>	Miss Hannah Buckler	25	£226,763.34	£9,070.53	40	£226,851.40	£5,671.29	10/04/2013	27/10/2022	3487 days
<input type="checkbox"/>	Mr Mike Whitman	116	£186,804.50	£1,610.38	136	£187,911.53	£1,381.70	27/10/2015	24/11/2023	2950 days
<input type="checkbox"/>	Guest	1	£92,697.00	£92,697.00	1	£92,697.00	£92,697.00	03/04/2023	03/04/2023	-
<input type="checkbox"/>	hannah buckler	295	£71,968.31	£243.96	476	£123,133.31	£258.68	19/01/1970	23/08/2023	19574 days
<input type="checkbox"/>	Mr Michael Pratt	114	£44,106.15	£386.90	231	£57,391.11	£248.45	31/01/2013	06/12/2023	3961 days
<input type="checkbox"/>	Mr Test Test	106	£33,168.36	£312.91	106	£33,168.36	£312.91	31/08/2021	30/06/2023	668 days
<input type="checkbox"/>	Mr Michael Whitman	16	£11,851.73	£740.73	16	£11,851.73	£740.73	28/06/2023	28/11/2023	153 days

## Tagging Customers

Use the checkboxes to the left of the records to select customers to tag. Use the control at the bottom of the screen to choose which group to add them to.

“ It is not possible to tag customers who have opted out of marketing.

## Filters

This report may be filtered by:

- Source
- Device
- Store
- Store user
- Category
- Brand
- Collection
- Supplier
- Date Range

## Key to icons

↓ = download report

## FAQs

FAQs for Customer Reports may be viewed [here](#).

# Customer Products

Report on customers who have purchased a specific product. You can search for a SKU Code or a Product Name.

## Customer Products

Search for a product:  Specify dates from:  to:

### Customers with Window Lock

 Download report as CSV

<input type="checkbox"/>	customer	qty purchased	wishlisted	orders in this period	spend in this period	average for this period	lifetime orders	lifetime spend	lifetime average spend	first order	last order	life span
<input type="checkbox"/>	Mr Chris Millard	1	0	238	£248,040.84	£1,042.19	244	£253,443.34	£1,038.70	14/01/2020	21/11/2023	1407 days
<input type="checkbox"/>	Mr Oliver Cullimore	2	0	45	£240,356.24	£5,341.25	45	£240,356.24	£5,341.25	27/07/2021	24/10/2023	819 days
<input type="checkbox"/>	Mr Mike Whitman	5	0	116	£186,804.50	£1,610.38	136	£187,911.53	£1,381.70	27/10/2015	24/11/2023	2950 days
<input type="checkbox"/>	hannah buckler	15	0	295	£71,968.31	£243.96	476	£123,133.31	£258.68	19/01/1970	23/08/2023	19574 days
<input type="checkbox"/>	Mr Michael Pratt	2	0	114	£44,106.15	£386.90	231	£57,391.11	£248.45	31/01/2013	06/12/2023	3961 days
<input type="checkbox"/>	Mr Test Test	25	0	106	£33,168.36	£312.91	106	£33,168.36	£312.91	31/08/2021	30/06/2023	668 days
<input type="checkbox"/>	Mr Michael Whitman	1	0	16	£11,851.73	£740.73	16	£11,851.73	£740.73	28/06/2023	28/11/2023	153 days
<input type="checkbox"/>	Mr I Con	3	0	1	£355.00	£355.00	1	£355.00	£355.00	02/10/2023	02/10/2023	-

Tag selected customers

## Tagging Customers

Use the checkboxes to the left of the records to select customers to tag. Use the control at the bottom of the screen to choose which group to add them to.

“ It is not possible to tag customers who have opted out of marketing.

## Filters

This report may be filtered by:

- Date Range

## Key to icons

 = download report

## FAQs

FAQs for Customer Reports may be viewed [here](#).

# Promotion Usage

The report lets you track the revenue added by each promotion. It shows each promotion, as well as how many uses, associated revenue and total discounts.

Figures shown only include orders which have been marked as completed, awaiting despatch, partially despatched, on order or partially returned.

“ This report will not show manual discounts

## Promotion Usage

Source: All Device: All Store: ALL Store user: ALL Specify dates from: 29/10/2020 to: 28/11/2024 Update Reset

Download report as CSV Note: This report includes discounts

Promo Code	Description	Uses	Total Discounted	Associated Revenue	Average Discount	Average Sale	Average Percentage Off
10% Off Furniture		109	£16544.70	£255195.69	£151.79	£2341.24	6.5%
£50 off Whole Order		41	£1414.51	£72047.36	£34.50	£1757.25	2.0%
Cheap bananas for banana lovers (3 maximum)		14	£8.85	£8786.58	£0.63	£627.61	0.1%
Buy three strawberries, get one free		8	£8.32	£260.22	£1.04	£32.53	3.2%
Flour test		7	£94.84	£471.20	£13.55	£67.31	20.1%
25% Off Whole Order		3	£1532.50	£4177.74	£510.83	£1392.58	36.7%
10% off whole order		3	£459.76	£4177.74	£153.25	£1392.58	11.0%
FREE SHIPPING Food & Drink		3	£8.00	£27.13	£2.67	£9.04	29.5%
10% off order		2	£7.80	£71.18	£3.90	£35.59	11.0%
Test 10%		2	£1.50	£13.50	£0.75	£6.75	11.1%

## Filters

This report may be filtered by:

- Source
- Device
- Store
- Store user
- Date Range

## Key to icons

↓ = download report

## FAQs

FAQs for Customer Reports may be viewed [here](#).



# Ticket Sales

This report will show you Bookings made (tickets sold) for a given period.

It includes personal data for the customer, as well as a link to their Sales Order.

“ This report will only be available if you are using the [Bookings](#) function.

## Ticket Sales

Specify dates from: 30/10/2020 to: 29/11/2024

Download report as CSV

Date	Time	Code	Ticket	Qty	Ref	Customer	Email
Saturday 1st June 2024							
01/06/2024	10:00 AM	90821-1711643599	Single Store Table Booking Afternoon tea for 1	1	Z4956	mr test test	joshua.tomlinson@iconography.co.uk
01/06/2024	10:00 AM	90821-1711643599	Single Store Table Booking Afternoon tea for 1	1	Z4955	mr test test	joshua.tomlinson@iconography.co.uk

## Filters

This report may be filtered by:

- Date Range

## Key to icons

↓ = download report

## FAQs

FAQs for Customer Reports may be viewed [here](#).

# Competition Entries

This report will show you competition entries within a given period.

This will show entrants in summary - to view the detail of their entry, including any answers they provided to competition questions, please export the report as a CSV.

“ This report will only be available if you are using the [Competition](#) function.

## Competition Entries

Specify dates from: 30/10/2020 to: 29/11/2024

Download report as CSV

entry date	competition	name	email
20/12/2022	IXO Commerce	testexamplecom	test@example.com
20/12/2022	IXO Commerce	testexamplecom	test@example.com
02/08/2022	IXO Commerce	mikewhitmaniconographyco.uk	mike.whitman@iconography.co.uk
02/08/2022	IXO Commerce	mike	mike.whitman@iconography.co.uk
02/08/2022	IXO Commerce	Kermit	kermit@thefrog.com
02/08/2022	Join our mailing list	bob	bob@iconography.co.uk

## Filters

This report may be filtered by:

- Date Range

## Key to icons

↓ = download report

## FAQs

FAQs for Customer Reports may be viewed [here](#).