

Summary

Documentation

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Classic View: School Store > Reports > Summary

Search Terms: Summary

This report provides a summary of the items that were purchased on a specific day and is useful if you would like to send this information via email to specific staff members. The email message can be set up in the [School Store Notifications](#) tool.

What can I do?	What do I need to know?
<ul style="list-style-type: none"> Generate the Daily Summary Report 	<ul style="list-style-type: none"> Example Daily School Store Summary Report

Summary ☆
School Store > Reports > Summary

Timing

Daily

*** Purchase Date**

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Example Summary Report Editor

Generate the Daily School Store Summary Report

1. Select the **School** in the Context Menu.
Tip: Selecting *All Schools* in the **School** dropdown list returns purchases for the entire district.
2. Select the **Purchase Date**

3. Click the **Generate** button.

Result: A summary of the items that were purchased on the selected date display in a PDF file.

Example Daily School Store Summary Report

21-22 Arthur Elementary 1234 Elementary Ln, St Paul MN 55449 Generated on 03/24/2022 11:25 AM Page 1		Daily School Store Summary	
Purchase Date: 03/24/2022			
Product Item	Recipient	Quantity	
Before & After School - Monday - Before	Babel, Faisal	1	
Before & After School - Monday - Before	Babel, Fidel	1	
Before & After School - Monday - Before	Babel, Jack	1	
Chromebook Charger	Abegg, Donald	1	
Chromebook Charger	Babel, Faisal	1	
Grey Sweatshirt - S	Cardinal, Peggy	1	

Example of Summary Report for a Single School

001 PLAINVIEW District 123 5TH STREET SW, BLAINE, MN 55432 Generated on 03/24/2022 01:21 PM Page 1		Daily School Store Summary	
Purchase Date: 12/03/2021			
School	Product Item	Recipient	Quantity
Jefferson Elementary	Fun Run - L	Adams, Joe	1
Senior High	Fun Run - L	Anders, Melissa	1
Senior High	Hat	Banks, Gary	1
Senior High	Jacket-multiple sizes - Large	Banks, Gary	1
Senior High	Pencils - 24 pack	Anders, Melissa	1
Senior High	Pencils - 24 pack	Banks, Gary	1
Senior High	Spirit Socks	Anders, Melissa	10
Senior High	Sweatshirt - Grey - Youth-L	Anders, Melissa	1

Example Summary Report for All Schools

Video

The Summary report in School Store is used to summarize items sold on a given day.

