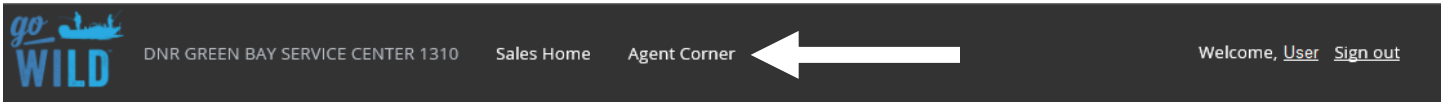
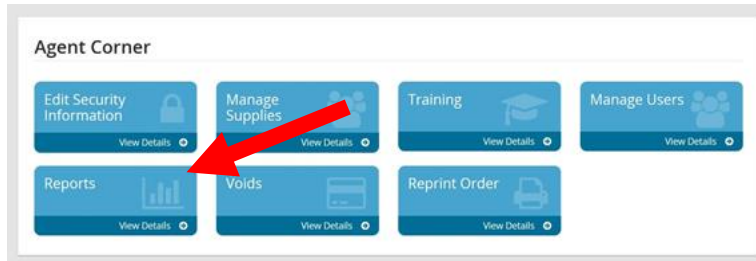


Daily Sales Report

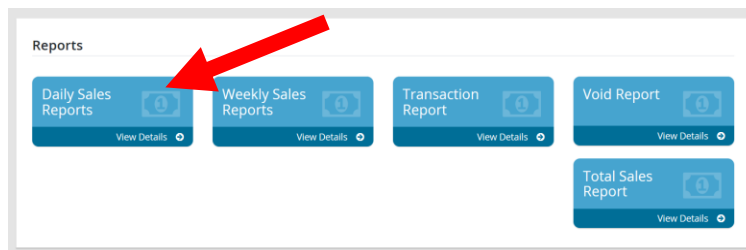
- Log in and get to the Sales Dashboard. Select the [Agent Corner](#) link near the top of the screen.



- The Agent Corner page has several selections. Choose the [Reports](#) button.



- On the Reports Page, select the [Daily Sales Reports](#).



- The **Daily Sales Report** will show a summary of your total sales for any past sales date, along with details on each transaction. You can search for the sales date using the [search feature](#). It will display The [Summary of Sales](#) for that day, as well as detailed information on the [individual sales](#) completed that day.

The screenshot shows the 'Daily Sales Reports' page. It has a search bar at the top with a 'Day of Sale' dropdown set to '08/01/2016'. Below the search bar is a 'Summary of Sales' table and a 'Details of Sales' table. Red arrows point to the search bar, the 'Summary of Sales' table, and the 'Details of Sales' table.

Status	Total	Agent Commission	DNR Amount
Complete	\$446.00	\$0.00	\$446.00
Modified	\$181.00	\$0.00	\$181.00
Void	\$181.00	\$0.00	\$181.00
Total	\$808.00	\$0.00	\$808.00

Status	Quantity	Approval	Total	Agent Commission	DNR Amount
Complete	1	Conservation Patron Combination License (Junior Resident)	\$75.00	\$0.00	\$75.00
Complete	1	Bow Buck Deer Carcass Tag	\$0.00	\$0.00	\$0.00
Complete	1	Gun Buck Deer Carcass Tag	\$0.00	\$0.00	\$0.00