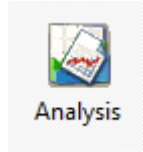




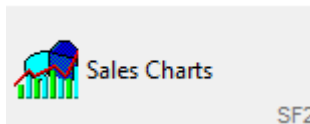
## How to use Sales Charts In Retail Pro Version 8

Sometimes it is useful to see your sales information in a graph format. For those times, you will need to use Sales Charts.

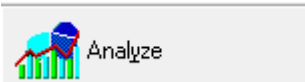
1. Go to **ANALYSIS** on the top menu.



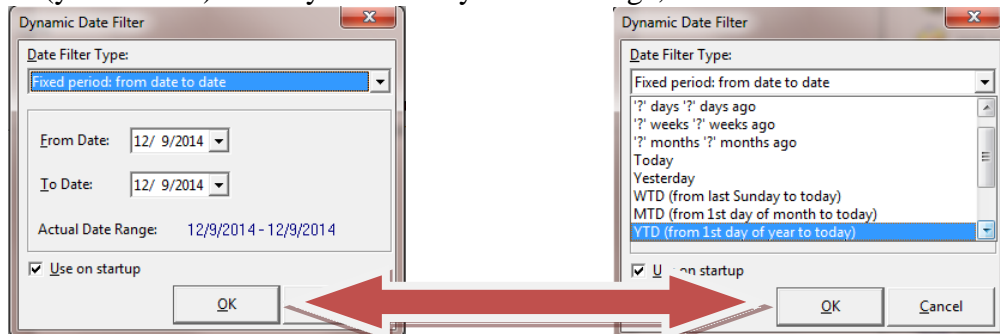
2. Then go to **SALES CHARTS** on the side menu.



3. When the Sales Charts window opens up, go to the **ANALYZE** button on the side menu. This is going to allow you to set the time frame you want to see your sales.



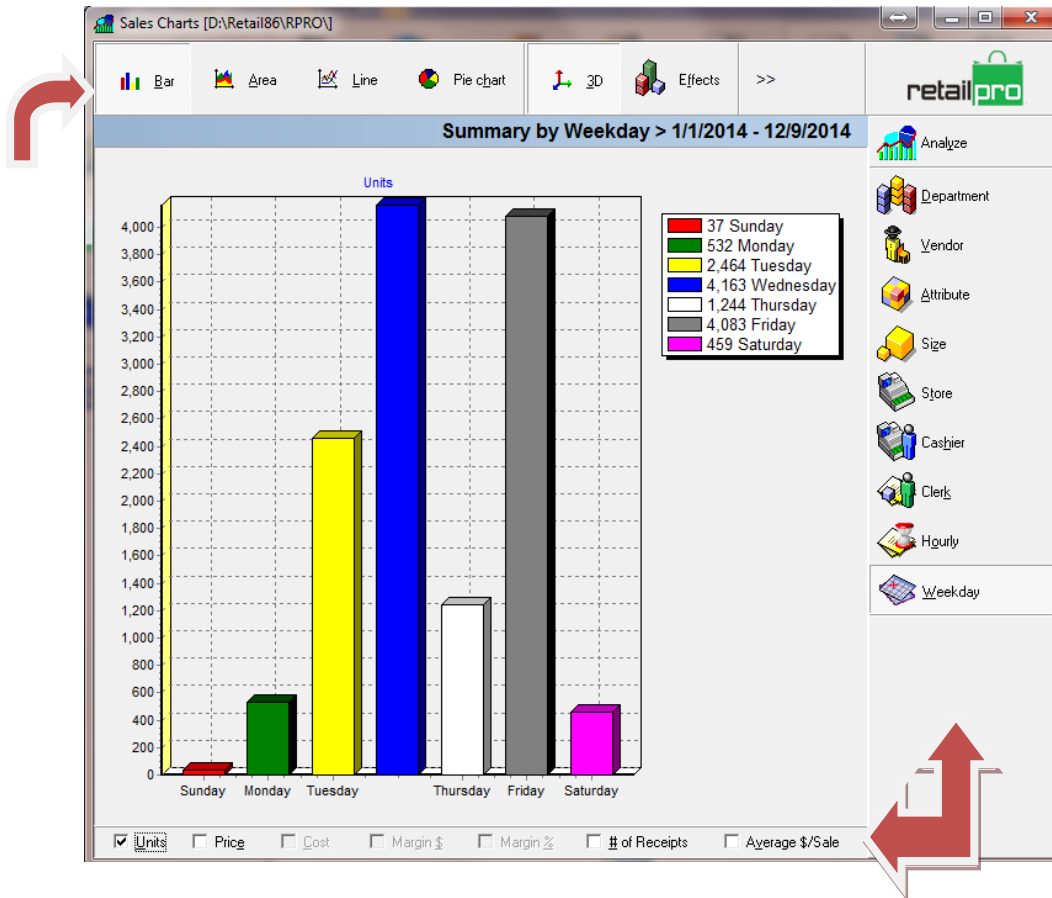
4. Now set up your time frame. Whenever possible, we recommend using a **“Dynamic”** date range like you see in the example on the right. In this example, we are going to use **YTD** (year to date). Once you choose your date range, click **OK**



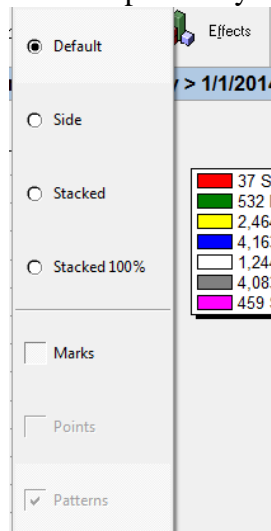
5. You should now have a sales chart on your screen. There are 3 areas you can alter for your needs:

- Type of chart – Bar, pie, line, etc

- What the sales are based on – Dept, Vendor, clerk, etc
- What value you want in the chart – Units sold, Price, Cost, etc



6. In our example, we are looking at YTD sales by weekday and units sold.
7. You can also change the effect or patterns you see in the chart



8. There is also the ability to print these charts by using the **PRINT** button. Keep in mind that it might be hidden to the right of the variety of types of charts along the top.

