

InTouch Manager Instructions

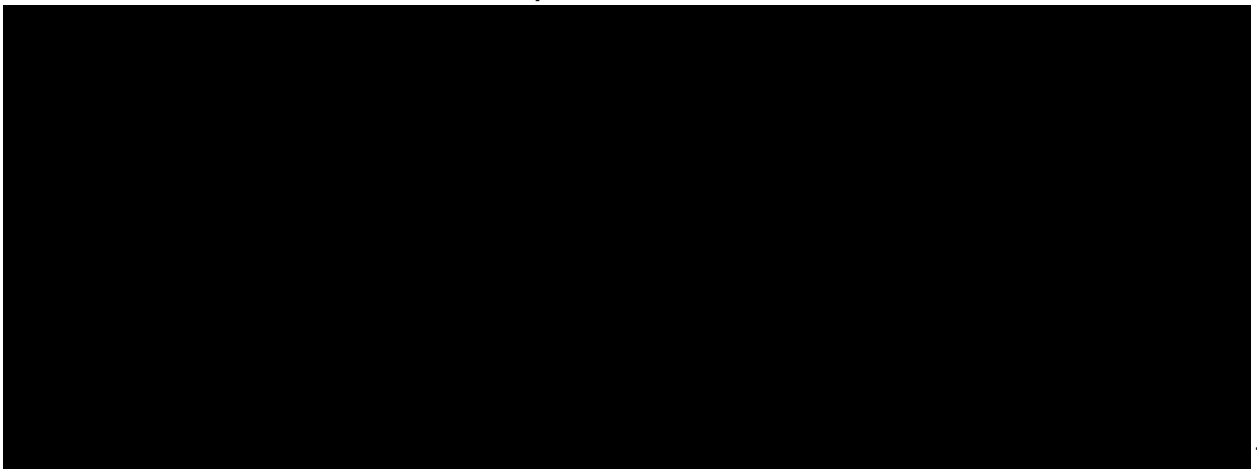
Logging In

1. From 'Delivered Apps' go to 'InTouch'
2. Click on 'InTouch Manager'
3. Use the 'Last Name' and 'Password' assigned by Finance.

Running Reports

These Reports will show who purchased the 'Device Protection Plan'

1. Under 'Revenue', Click on 'Revenue by Account Code, Item.'
 - a. Set the 'reconciled date range' to the correct date span.
 - b. Select account code '526.000.1741.1700.500'
 - c. Scroll down and click on 'Show Report'



2. Under 'Customer', Click on 'Customer Purchases by Item.'
 - a. Set the 'reconciled date range' to the correct date span.
 - b. Select Item '5261741 REV.'
 - c. Scroll down and click 'Show Report.'

Customer Purchases by Item

Date Range: 8/1/2020 12:00:00 AM - 7/31/2021 11:59:00 PM
526.000.1741.1700.224
526.000.1741.1700.224

Item #: 5261741 REV
Item Desc: DEVICE PROTECTION PLAN
Account Code: 526.000.1741.1700.224

<u>Rate</u>	<u>Memo</u>	<u>Qty</u>	<u>Total</u>	<u>Receipt #</u>	<u>Date</u>	<u>Customer ID</u>	<u>Name</u>	<u>Gl</u>
-------------	-------------	------------	--------------	------------------	-------------	--------------------	-------------	-----------