

# Reporting

## Wouldn't it be great to have everything at your fingertips?

Whatever you need, you can find and use – right away. In a word: **EASY**. That pretty much sums up our online program reporting. Just a few clicks connect you to:

- Orders to be released
- Open orders
- Shipped orders
- Non-response
- Usage reports
- Response type
- Gift selection

Administrators can also add and search for awardees as well as **administer their Points Based Programs** all from within one dashboard!

The screenshot displays the Award Concepts dashboard interface. The main navigation menu on the left includes: Products, Clients/Programs, Awardees, Reports, Points, Verify Portal, Notify Portal, Global Settings, Recent: Orders, Clients, Tiers, and Errors. The central content area is titled 'Manage Points' and features a visual representation of a bank building with an arrow pointing to a user profile for 'Brian Zwolinski'. Below this, there are two transaction management sections: 'Awardee Points Transaction' and 'Program Bank Transaction'. Each section includes a 'Deposit' field (set to 0), a 'points to' dropdown, a 'Name' field, and a 'Reason' field, with a 'Transfer' button. The bottom of the dashboard shows a 'Recent Orders' table with columns for Date, Name, Order ID, and Order to Process, and a 'Orders Over Time' line graph showing 'Daily Order Volume' from 10/20/12 to 4/10/13.