

Generate Reports on OASIS

Reports for New Editions/Substitutions, Supplements & Out of Print products are based on purchase history.

Reports for Unshipped Orders and Order Status provide an overview of order history up to 36 months.

Invoice Reports provide an overview of all invoices or detailed invoice information.

Reports can be customized to your specific needs. Save them so they can be run again any time.

Sample Reports

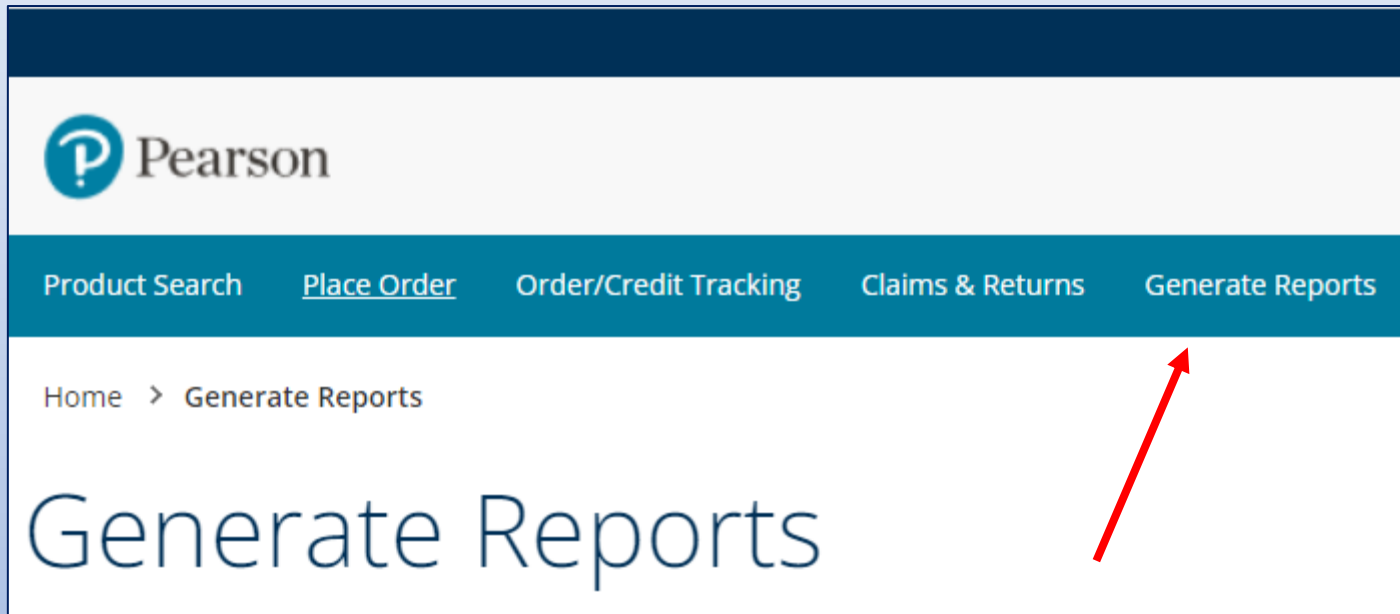
Order Status Detail Report

PO Number	ISBN	Author	Title	Order Date	Order #	Ordered Quantity	Invoice Number	Status	Quantity
CS4940	9780136858263	Urry & Wasserman	Modified Mastering Biology with Pearson eText -- Combo Access Card -- for Campbell Biology (24 Months), 12/e	12/14/2021	2001148628	12		To Be Shipped	12
CS4938	9780134763415	Marieb & Hoehn	Modified Mastering A&P with Pearson eText -- Standalone Access Card -- for Human Anatomy & Physiology, 11/e	12/12/2021	2001145696	13	16540083	Shipped	13

Invoice Detailed Report

PO #	Invoice #	Invoice Date	ISBN	Qty	Price	Discount	Ext. Price	Shipping	Tax	Invoice Total
CS4938	16540083	12/14/2021	9780134763415	52	\$153.32	25.00%	\$ 5,979.48	\$ 0.00	\$ 0.00	\$ 1494.87
CS4935	16535413	12/11/2021	9780134819426	2	\$119.99	25.00%	\$ 179.98	\$ 0.00	\$ 0.00	\$ 179.98
CS4934	16531698	12/10/2021	9780135775554	4	\$34.99	Net	\$ 139.96	\$ 0.00	\$ 0.00	\$ 1369.82

In the navigation bar at the top, click “Generate Reports”



On the left side of the page, choose a report from the “Standard Reports” list




Standard Reports Custom Reports

- New Editions & Substitutions**
This report contains a list of titles ordered on your account that currently substitute to a new ISBN. The new ISBN and title information are included.
- Supplements Report
- Out of Print Lists
- Unshipped Orders Report
- Order Status Report - Summary
- Order Status Report - Detail
- Order Status Report - Tracking
- Invoice Report - Summary
- Invoice Report - Details

Select a report to learn about its content

Standard Reports Custom Reports

- New Editions & Substitutions
- Supplements Report
- Out of Print Lists
- Unshipped Orders Report
- Order Status Report - Summary**
This report contains the status of your orders. The Summary version returns basic order information.



On the right side of the page, there are several options that allow you to customize the report results.

Option 1 - The report can include all ISBNs and POs (defaulted) or specific ones that you enter.

Option 2 - You can copy/paste the info into the text box.

Select Report Criteria

Option 1- Search for specific ISBNs and / or Purchase Order #s (enter one per line) [Learn More...](#)

All ISBNs: ISBN(s):
enter specific ISBNs here

All POs: Enter PO Number(s):
and/or enter specific PO#s here

Option 2- Enter up to 50 Purchase Order #s & ISBNs separated by a slash (/) into the text box so that there is only one PO/ISBN combination per line (example - TXT12345/9780134093413) [Learn More...](#)

enter information here

The default Order Entry Date Range for reports is 3 months but you can select from 1 to 36 months or select specific dates from the calendar

Order Entry Date

Select Date Range

Last 3 months

- Last month
- Last 3 months
- Last 6 months
- Last 12 months
- Last 18 months
- Last 24 months
- Last 36 months

Select From Calendar

From * 09/14/2021 To * 12/13/2021

September 2021

SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		


Reports can be displayed on screen or delivered as an email attachment in Excel or PDF

Delivery Method

Display on Screen
 Email Attachment

Type of file PDF ▾

Email



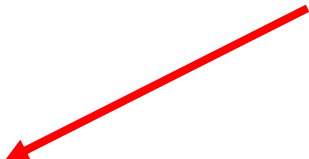
Delivery Method

Display on Screen
 Email Attachment

Type of file EXCEL ▾

Email

PDF
EXCEL



Save the changes as a Custom Report to run again in the future

Save as a Custom Report



Report Name *

Report Description

Find saved reports under "Custom Reports" and run anytime

Standard Reports **Custom Reports**

Unshipped 6 months
Unshipped report for 6 month time frame

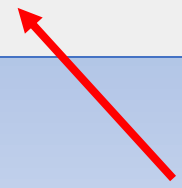
 

Need help?

Do you need help using OASIS?
On the Home Page, click the “OASIS Technical Support” link to submit your questions.

OASIS User Guide & Technical Support

- **New!** You can now place orders by uploading your Purchase Order.
- OASIS step-by-step instructions [↗](#)
- OASIS User Guide & Video Tutorial
- **OASIS Technical Support**



Thank you for
using OASIS!