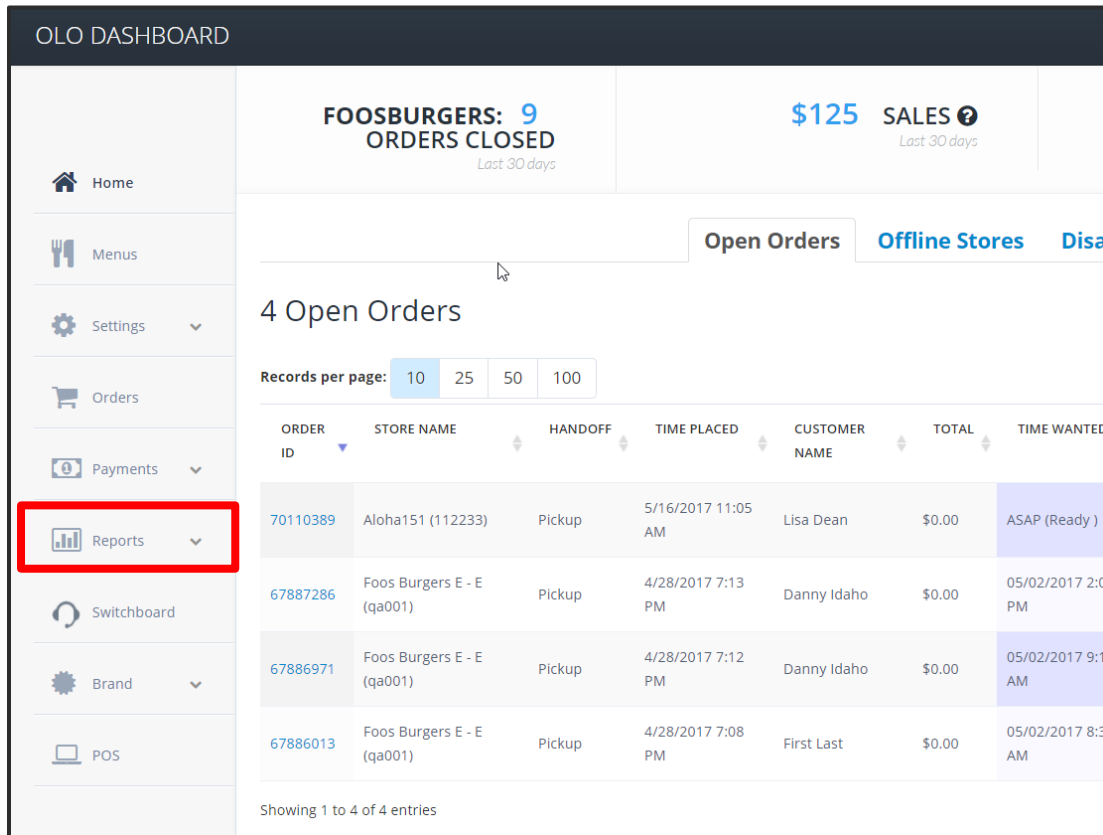


# Create a Customer Order History Report

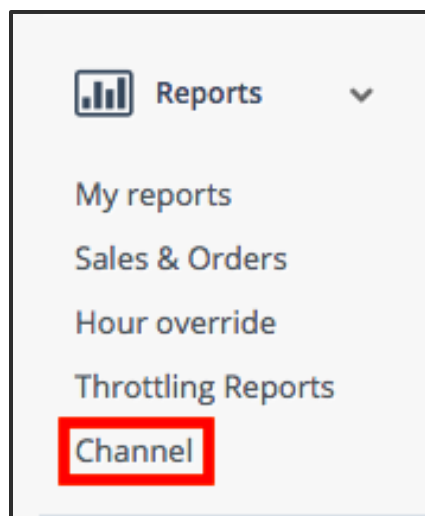
1. Log into Dashboard and navigate to the 'Reports' category



The screenshot shows the OLO Dashboard interface. On the left is a navigation sidebar with icons for Home, Menus, Settings, Orders, Payments, Reports, Switchboard, Brand, and POS. The 'Reports' menu item is highlighted with a red box. The main content area displays 'FOOSBURGERS: 9 ORDERS CLOSED' and '\$125 SALES' for the last 30 days. Below this, there are tabs for 'Open Orders', 'Offline Stores', and 'Disa'. The 'Open Orders' tab is active, showing '4 Open Orders'. A table lists the orders with columns for Order ID, Store Name, Handoff, Time Placed, Customer Name, Total, and Time Wanted. The 'Reports' menu item in the sidebar is highlighted with a red box.

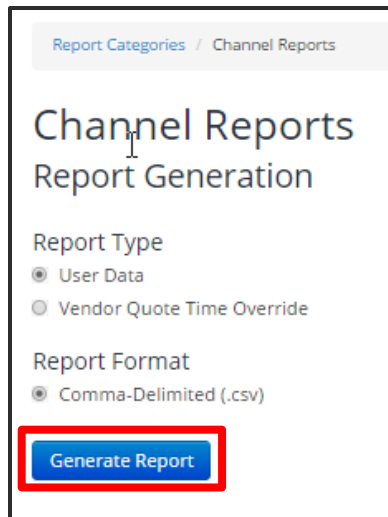
| ORDER ID | STORE NAME                 | HANDOFF | TIME PLACED        | CUSTOMER NAME | TOTAL  | TIME WANTED        |
|----------|----------------------------|---------|--------------------|---------------|--------|--------------------|
| 70110389 | Aloha151 (112233)          | Pickup  | 5/16/2017 11:05 AM | Lisa Dean     | \$0.00 | ASAP (Ready )      |
| 67887286 | Foos Burgers E - E (qa001) | Pickup  | 4/28/2017 7:13 PM  | Danny Idaho   | \$0.00 | 05/02/2017 2:00 PM |
| 67886971 | Foos Burgers E - E (qa001) | Pickup  | 4/28/2017 7:12 PM  | Danny Idaho   | \$0.00 | 05/02/2017 9:15 AM |
| 67886013 | Foos Burgers E - E (qa001) | Pickup  | 4/28/2017 7:08 PM  | First Last    | \$0.00 | 05/02/2017 8:30 AM |

2. Under the 'Reports' category, go to 'Channel'

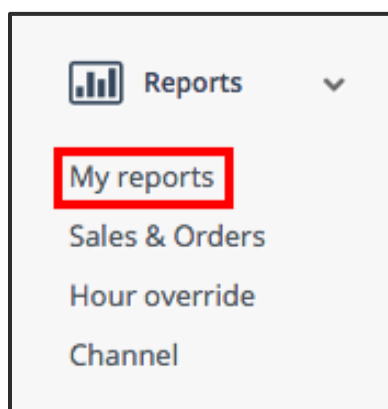


The screenshot shows the 'Reports' dropdown menu. The menu items are: My reports, Sales & Orders, Hour override, Throttling Reports, and Channel. The 'Channel' item is highlighted with a red box.

- Once in 'Channel', you can generate a report by clicking on 'Generate Report'



- Once the report is generated, it will automatically be sent to 'My Reports' under the 'Reports' category on the Dashboard homepage. You can view all generated reports there.



- Within 'My Reports', you can download a .csv file of the report. This will show Customer Information, Order Volume, Customer's Last Order Date and Location.

