

# Generating Reports

## Table of Contents

Generating Reports .....	1
Overview .....	1
Generate reports and create custom reports .....	2
Run a custom report.....	6
Delete a custom report .....	7

## Overview

This OASIS (Order and Shipment Information System) Generating Reports User Guide documents how to run and save easily configurable reports, including reports for new editions and substitutions, supplements, out-of-print lists, unshipped orders, order statuses, and invoices,

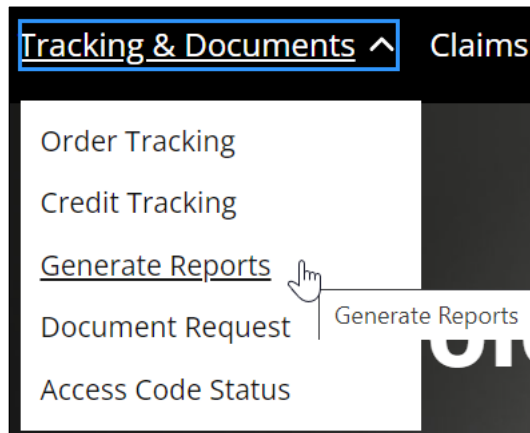
Please note the following about OASIS reports:

- New editions/substitutions, supplements, and out-of-print products reports are based on purchase history.
- You can configure the coverage period up to 36 months for unshipped orders and order status reports.
- Invoice reports provide an overview of all invoices or detailed invoice information.

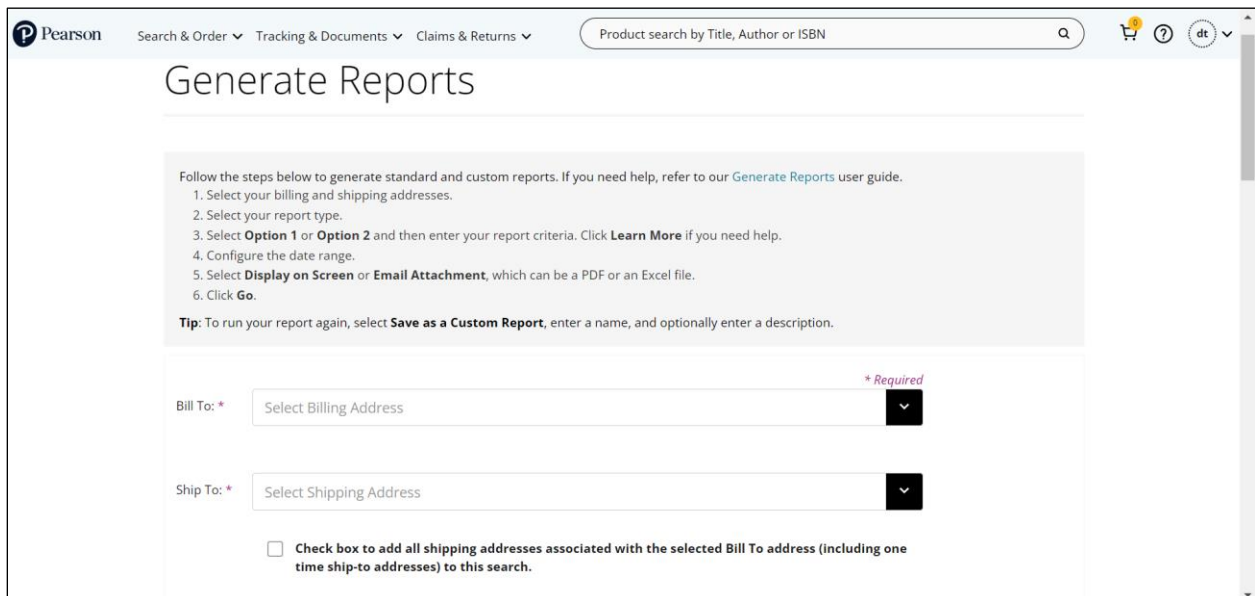
## Generating Reports

Generate reports and create custom reports

1. Click **Tracking & Documents**.



2. Select **Generate Reports**.



Follow the steps below to generate standard and custom reports. If you need help, refer to our [Generate Reports user guide](#).

1. Select your billing and shipping addresses.
2. Select your report type.
3. Select **Option 1** or **Option 2** and then enter your report criteria. Click **Learn More** if you need help.
4. Configure the date range.
5. Select **Display on Screen** or **Email Attachment**, which can be a PDF or an Excel file.
6. Click **Go**.

**Tip:** To run your report again, select **Save as a Custom Report**, enter a name, and optionally enter a description.

Bill To: \*  \* Required

Ship To: \*

☐ Check box to add all shipping addresses associated with the selected Bill To address (including one time ship-to addresses) to this search.

3. Select your **Bill To** and **Ship To** addresses from the dropdowns.
4. As an option, click the checkbox to add all shipping addresses associated with the selected Bill To address (including one time ship-to addresses) to your search.
5. Under **Standard Reports** select one of the following. Once selected, a brief description of the report is displayed below.
  - New Editions & Substitutions
  - Supplements Report

## Generating Reports

- Out of Print Lists
  - Unshipped Orders Report
  - Order Status Report – Summary
  - Order Status Report – Detail
  - Order Status Report – Tracking
  - Invoice Report – Summary
  - Invoice Report – Detail
  - Credit Memo Report – Summary
  - Credit Memo Report - Detail
6. Under **Select Report Criteria** select **Option 1** for complex criteria or **Option 2** for simple criteria. Click **Learn More** for more information.
  7. The values you can select and enter vary depending on the report type and the option you selected. See the table below for more information.

Option Selection	Report Type	Value Options
Option 1	All reports except for the credit memo reports.	Perform one or both of the following: <ul style="list-style-type: none"> <li>• Select <b>All ISBNs</b> or enter one or more ISBNs.</li> <li>• Select <b>All POs</b> or enter one or more POs (purchase orders).</li> </ul>
	Credit memo reports only.	Perform one or both of the following: <ul style="list-style-type: none"> <li>• Select <b>All Chargeback / PO Numbers</b> or enter one or more chargeback or PO numbers.</li> </ul>

## Generating Reports

Option Selection	Report Type	Value Options
		<ul style="list-style-type: none"> <li>Select <b>All ISBNs</b> or enter one or more ISBNs.</li> </ul>
Option 2	All reports except for the credit memo reports.	Enter up to 50 Purchase Order numbers and ISBNs separated by a slash (for example, TXT12345/9780134093413). Enter only one PO and ISBN combination per line.
	Credit memo reports only.	Enter up to 50 chargeback or Purchase Order numbers and ISBNs separated by a slash (for example, TXT12345/9780134093413). Enter only one chargeback or PO and ISBN combination per line.

8. Under **Order Entry Date** select **Select Date Range** and then select the date range from the dropdown or select **Select From Calendar** and then configure the start and end dates.
9. Under Delivery Method select **Display on Screen** or select **Email Attachment** and then perform the following:
  - a. Select **EXCEL** or **PDF** from the Type of File dropdown.
  - b. Enter your email address.
10. If you want to run the same report in the future, select **Save as Custom Report** and enter a name for the report. As an option you can also enter a description for the report.

**Note:** See [Run a custom report](#) and [Delete a custom report](#) for more information.

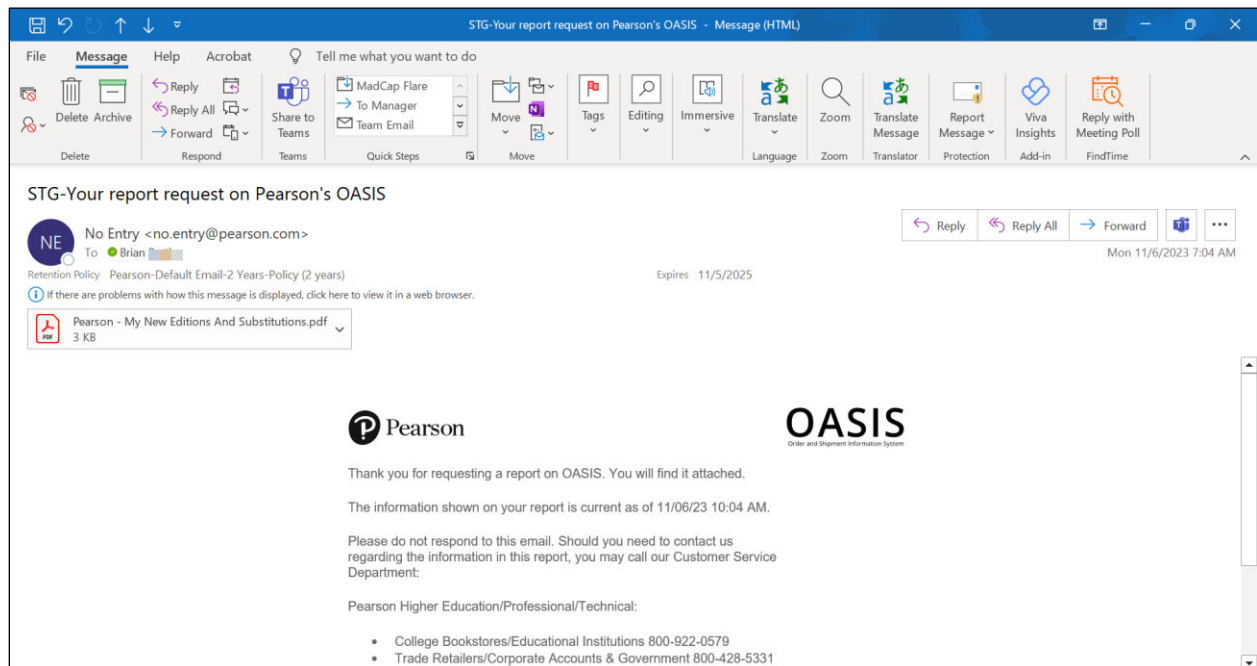
11. Click **Go**. If you selected **Display on Screen**, then the report will be saved as a PDF on your computer. If you selected **Email Attachment**, then the following will be displayed.

## Generating Reports

### Email Sent

Your request has been received and the report will be delivered to the email address specified.

And if you selected email delivery you will receive an email with an attachment.



The screenshot shows an email client interface. The email is from "No Entry <no.entry@pearson.com>" to "Brian". The subject is "STG-Your report request on Pearson's OASIS". The email body contains the following text:

**Pearson**

**OASIS**  
Order and Shipment Information System

Thank you for requesting a report on OASIS. You will find it attached.

The information shown on your report is current as of 11/06/23 10:04 AM.

Please do not respond to this email. Should you need to contact us regarding the information in this report, you may call our Customer Service Department:

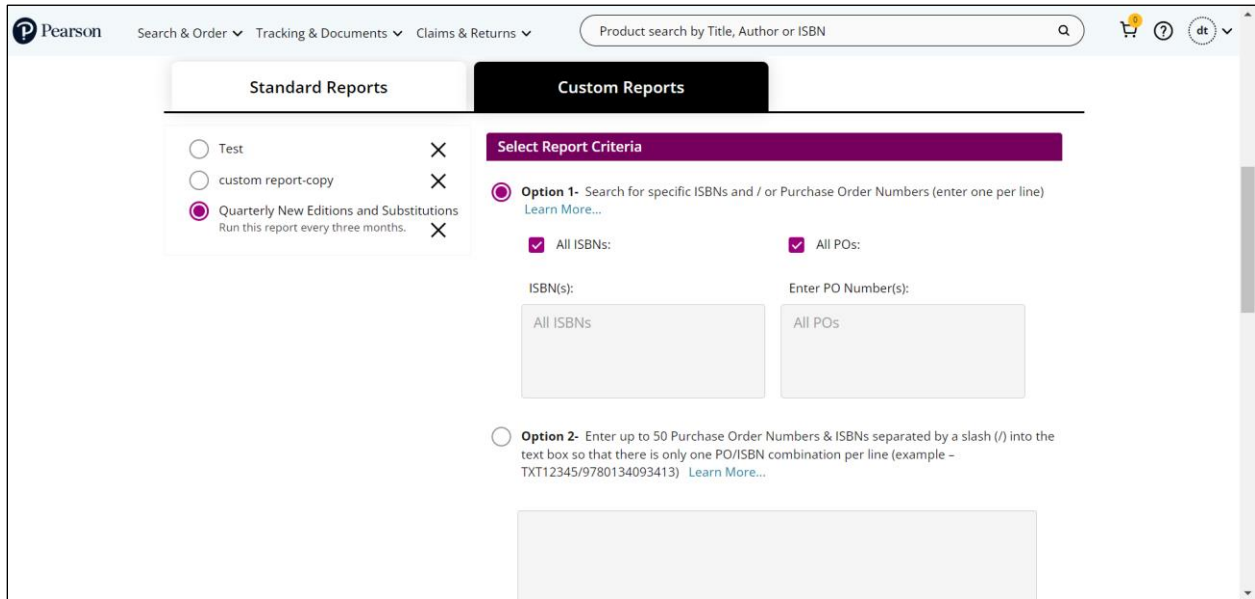
Pearson Higher Education/Professional/Technical:

- College Bookstores/Educational Institutions 800-922-0579
- Trade Retailers/Corporate Accounts & Government 800-428-5331

## Generating Reports

### Run a custom report

1. On the Generate Reports page click the **Custom Reports** tab.



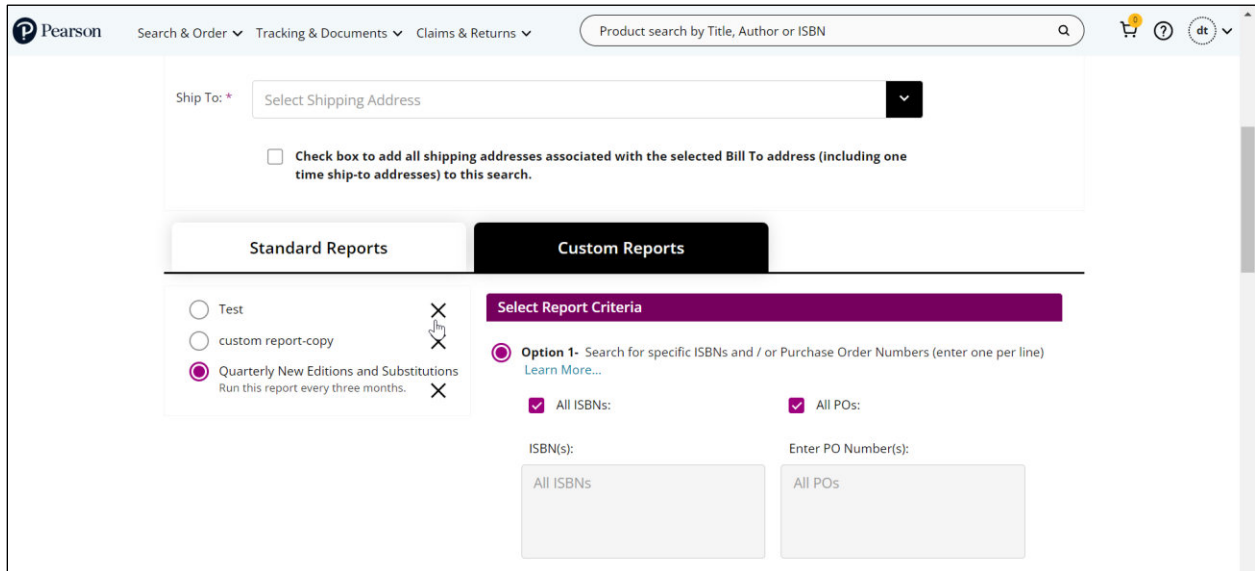
The screenshot shows the Pearson OASIS interface. At the top, there's a navigation bar with links for Search & Order, Tracking & Documents, and Claims & Returns. A search bar is also present. Below the navigation bar, there are two tabs: 'Standard Reports' and 'Custom Reports'. The 'Custom Reports' tab is active. On the left side, under 'Standard Reports', there are three options: 'Test', 'custom report-copy', and 'Quarterly New Editions and Substitutions'. The 'Quarterly New Editions and Substitutions' option is selected. On the right side, under 'Custom Reports', there's a 'Select Report Criteria' section. It has two options: 'Option 1- Search for specific ISBNs and / or Purchase Order Numbers (enter one per line)' and 'Option 2- Enter up to 50 Purchase Order Numbers & ISBNs separated by a slash (/) into the text box so that there is only one PO/ISBN combination per line (example - TXT12345/9780134093413)'. 'Option 1' is selected. Under 'Option 1', there are two checkboxes: 'All ISBNs' and 'All POs'. Both are checked. Below these checkboxes, there are two text input fields: 'ISBN(s):' and 'Enter PO Number(s):'. Both fields contain the text 'All ISBNs' and 'All POs' respectively. Below 'Option 2', there is a large text input field.

2. Select the custom report you want to run.
3. If needed, modify the report criteria.
4. Under Delivery Method select **Display on Screen** or select **Email Attachment** and then perform the following:
  - a. Select **EXCEL** or **PDF** from the Type of File dropdown.
  - b. Enter your email address.
5. If you want to run the same report in the future, select **Save as Custom Report** and enter a name for the report. As an option you can also enter a description for the report.
6. Click **Go**. If you selected **Display on Screen**, then the report will be saved as a PDF on your computer.

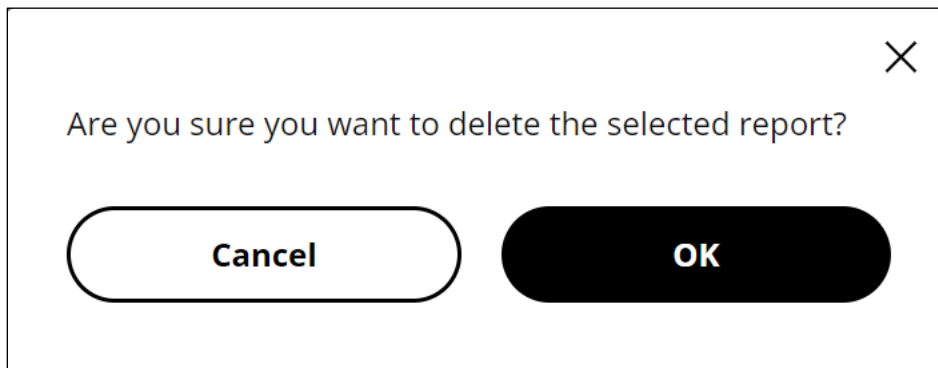
## Generating Reports

### Delete a custom report

1. On the Generate Reports page click the **Custom Reports** tab.



2. Click the **X** in the row of the custom report you want to delete.



3. Click **OK**.