

# Editing Reports

## **IMPORTANT**

### **CHANGES MADE TO REPORTS IN GIMME ARE IRREVERSIBLE**

**Meaning, if anyone edits a report in Gimme VMS, the report cannot be restored to its previous settings**

For this reason, we strongly recommend emailing [support@gimmevending.com](mailto:support@gimmevending.com) OR send a request through your ZenDesk account to request an edit to a current report.

We also strongly recommend submitting report requests to Gimme Support via email or your ZenDesk account. This is due to the vague options for data sets, filtering, and displaying data.

Fast track your report request by including the following information:

- **If available, a copy of the report from your previous VMS**
- **Reason for the requested data**
  - This helps us determine:
    - Which data set to use
    - The best way to group the data to achieve your operational goal
  - For example, an operator is trying to reduce spoiled products at the POS level and offered a bonus to drivers with xx amount of spoils or less:
    - Sending a request for a Spoilage Report is very broad and would be perceived as a list of products and the quantity spoiled
    - Instead if the request is "...to determine which route drivers have the least amount of spoils", then we know that this is in reference to visits and needs to be grouped by route
- **Be specific**
  - Using terms, such as, revenue/total revenue/net revenue is helpful, but when it comes to your financial reporting we want to be sure that the report displays what you need to see
  - Best practice is to include a description of the term
    - For example, I need a report that shows the total revenue, meaning, sales including tax

Search words:

edit report, create report, new report ,sales report