acuitypricing

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Getting Started | Saving, Sharing, Exporting, and Scheduling

Acuity Pricing allows most information to be exported into Excel for further analysis. This can be done on an ad hoc basis, or scheduled to be sent directly to the user's email.

What you need

- You have read the Creating an Acuity Pricing Report instructions.
- Access to the Acuity Pricing Platform and reporting suite.



Exporting | Step 1

To export a report created in the platform, firstly make sure you have selected the correct parameters.

- 401 categories selected - All 5	Iselected	Brands All Selected	Retailers All Selected	🔇 Date Range - Last 90 days	0
				C Analyse	♥ Show additional options
0	Select repo	ort options and press "Analyse" to	get started		

Exporting | Step 2

Once selected:

- 1. Click the Export button.
- 2. Click Download Now.

Please note: each report has slightly different export options.



Saving A Report

The reports can be saved at any time.

- 1. Click on the Save button.
- 2. Give the report a name.
- 3. Click the next Save button.

Use the Save As button to create a copy of the report. 1. Alter the Report Name. 2. Click the new Save As button.

1e.	
New Daily Prices & Promotions Report	New Edit Open Save Export Share
New Report of Retailer	
	5000
New Report of Retailer	New Edit Open Sove Export Share
New Report of Retailer 11	
	Save Save As
	Sove As

Accessing the Report

Once saved, the report can be accessed from the Open button. Any changes can be made here, just ensure you save the report again after any changes are made.

🕫 🖉 New Do	aily Prices & Promotions Report	New Edit Open Save Export Share
	Search reports 2	Il reports
	Report	Last Opened 👻
	Daily Prices & Promotions	8 minutes ago
	Daily Prices & Promotions	24 minutes ago

Scheduling A Report

You can schedule the excel export to be delivered regularly, without logging in.

1. Ensure the report is set up as per the above instructions.

- 2. Click on the Save button.
- 3. Click on Export.

of the month.

4. Click the Scheduled Export tab.

5. Select the day of the week required (you can select multiple) or the day

Sending to non-Acuity Pricing users.1. Tick Send to external sources.2. Enter the recipients' email addresses.

Schedule For			1	
Weekly Delivery Monthly Delivery				
On				
Monday	Tuesday	Wednesday	Thursday	
C Friday	Sotunday	C Sunday		
Delivery Method)			
Send to my email (your analithere) and shared users		
Send to external user	1			
Seperate matopie em	or occresses with 0 com	110		
Upload to an FTP serv	er			
Additional Export	Options			
Only show data from	end date			
Third-party export me	ide			
include ratio adjust o	nun			
Include equivalent size	gle price columns			
Include all price optic	ns			
Directurity menutivest under	nes		-	

Chosen recipients will receive the report via email on scheduled days with the excel report attached. Please be aware, if **over 5MB**, the report will be a download link.

Sharing the Report

You can share the report with any other Acuity Pricing user within the same account (this includes the report within the tool and any associated scheduling). 1.Click the Share button. 2. Select everyone or choose selected colleagues. 3. Click Share. 4. Use the comment box to make a



comment about the report.