

**Report Instructions for Use**  
Numbers refer to Description Page

**1. Package Data Report**

- A. Choose Manufacturer (Value)
- B. Click on Brand
- C. Click view report
- D. Click on selected sku

**2. Recent Package Change Alerts**

- A. Insert Number of months for time period B Select End Date
- C. Select Category (click on X)-Bolded categories contain recent changes
- D. Select Date (click on X)
- E. Select Item

**3. Package Change Report**

- A. Select Category
- B. Select Manufacturer (s)
- C. Select Brand (s)
- D. Select “from” and “to” dates (mm/dd/yyyy)
- E. Insert keywords or UPC if desired
- F. Submit Query
- G. Select item

**4. Recent Ingredient Change Alerts**

- A. Insert Number of months for time period
- B. Select End Date
- C. Select Category (click on X ) Bolded indicate recent ingredient changes
- D. Select Form (s) (click on X )
- E. Select Month
- F. Select Item

Red equals deleted

Green equals added

To download data select format at top and click export

**5. Ingredient Change Report**

- A. Select Category (ies)
- B. Select Manufacturer (s)
- C. Select Form (s)
- D. Select Brand (s)
- E. Insert “to” and “from” dates (dd/mm/yyyy)
- F. Add UPC and/or keywords if desired
- G. Select Ingredient list to search or leave blank
- H. Submit Query
- I. Click “Alert

## **6. Ingredient Data Report**

- A. Select Category
- B. Select Form (s)
- C. Select Manufacturer (s)
- D. Select Brand (s)
- E. Insert Dates
- F. Insert UPC or keywords if desired
- G. Select active or inactive or leave blank
- H. Insert keyword in ingredients
- I. Click Submit Query
- J. Click items to compare (maximum of 3)
- K. Click Ingredient Report

## General Instructions for Package and Ingredient Reports

To **Download Reports** Select format (PDF) and click on **Export**.

When viewing Images in the Package Change Report you may **select the panel side** by clicking on the **Image View** (upper left side of page) and choosing selection.

You may **sort** results by clicking arrows on column headings indicating Ascending or descending.

You may **enlarge** the package **size** on the Packaging report by clicking on **size** and choosing the size you want.

Looking at the Change Reports you may **Expand or Collapse** individual categories to reveal all of the changes for that category during the time period chosen. Click on the **Expand/Collapse** button.

In order to see some reports, you may have to click on **View Reports** after making some selections.

To move from one page to the next click on the **Page button** at the top of the page.

If there are any additional questions please email either [jdresnok@competitivepromotion.com](mailto:jdresnok@competitivepromotion.com) or [glend@competitivepromotion.com](mailto:glend@competitivepromotion.com) or call 770-565-0735