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the ultimate diagnostic software for your business

How to print reports in Cornerstone.

Instructions for "Doctor Production": In Cornerstone, go to Reports>End of Period>End of Month. Scroll down to select "Productivity by Staff." Once you highlight and select the 12 month range for the report, click preview. Once the report generates, click print and there will be an area to select a printer. Change the printer to "Cornerstone PDF" and then a box will pop up to "Save" the document. Name the document "Doctor Production" and save to your desktop or an easily identifiable location. Once saved, please attach and email it back to me.

**Note: you can also just print this document and fax it to me if that is easier than printing to a PDF and emailing.

Instructions for "Service Sales Report": In Cornerstone, go to Reports>End of Period>End of Month. Scroll down to select "Serv. Sales Report-Closed Invoices-By Class By Desc." Once you highlight and select the 12 month range for the report, click preview. Once the report generates, click save and there will be a drop down bar that originally saves as a TXT file, click there to change it to a Comma Separated File (CSV). Once saved, please attach and email it back to me.

**Note: I do need this report as a CSV file, so please do not print and fax it. If you are having any trouble with exporting to a CSV file, please call me and I can walk you through.