□□ Costing & Sales Report

Welcome to the **Laundro Portal Guide!** □□

Want to review your Costing & Sales report? Follow this guide to select your filters, generate the report, and review the total based on your selected criteria.

Purpose

The **Costing & Sales** report allows you to view costing and sales information based on the selected **Operator, Month, and Outlet**.

How to Access

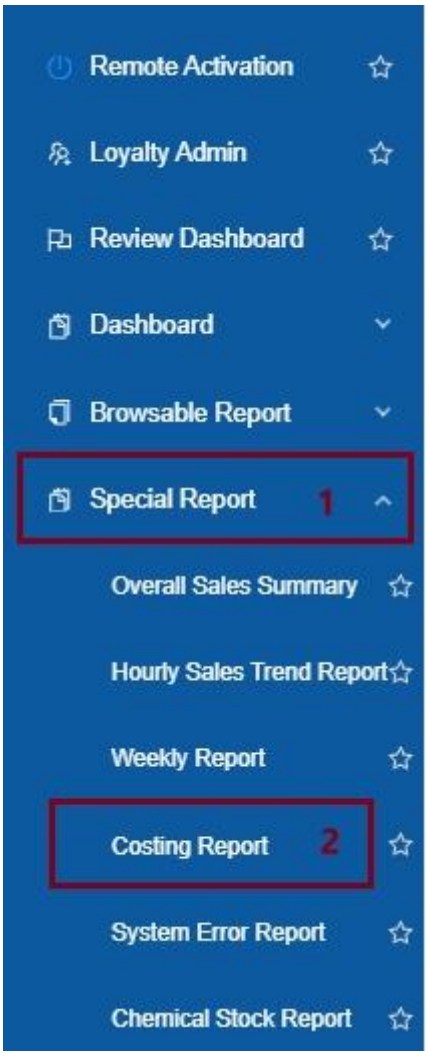
□□ Step 1 — Open Costing & Sales

Log in to the **Laundro Portal** using your operator account and navigate to the **Costing & Sales** report page.

- Log in to the **Laundro Portal** using your Username and Password.

□□ **Portal Login:** https://v2.thelaundro.com/operator_login

- From the **sidebar menu,**
- Go to **Special Report**.
- Select **Costing Report.**



> **Tip:** Make sure you are using the correct operator account before generating the report.

Step 2 — Select the Operator

Choose the required **Operator** from the filter.

This determines which operator's report you want to view.

Step 3 — Select the Month

Choose the month you want to review.

Example: Select September to review the report for September.

□□ *Insert Screenshot 3: Month filter highlighted.*

□□ Step 4 — Select the Outlet

Choose the required **Outlet** from the filter.

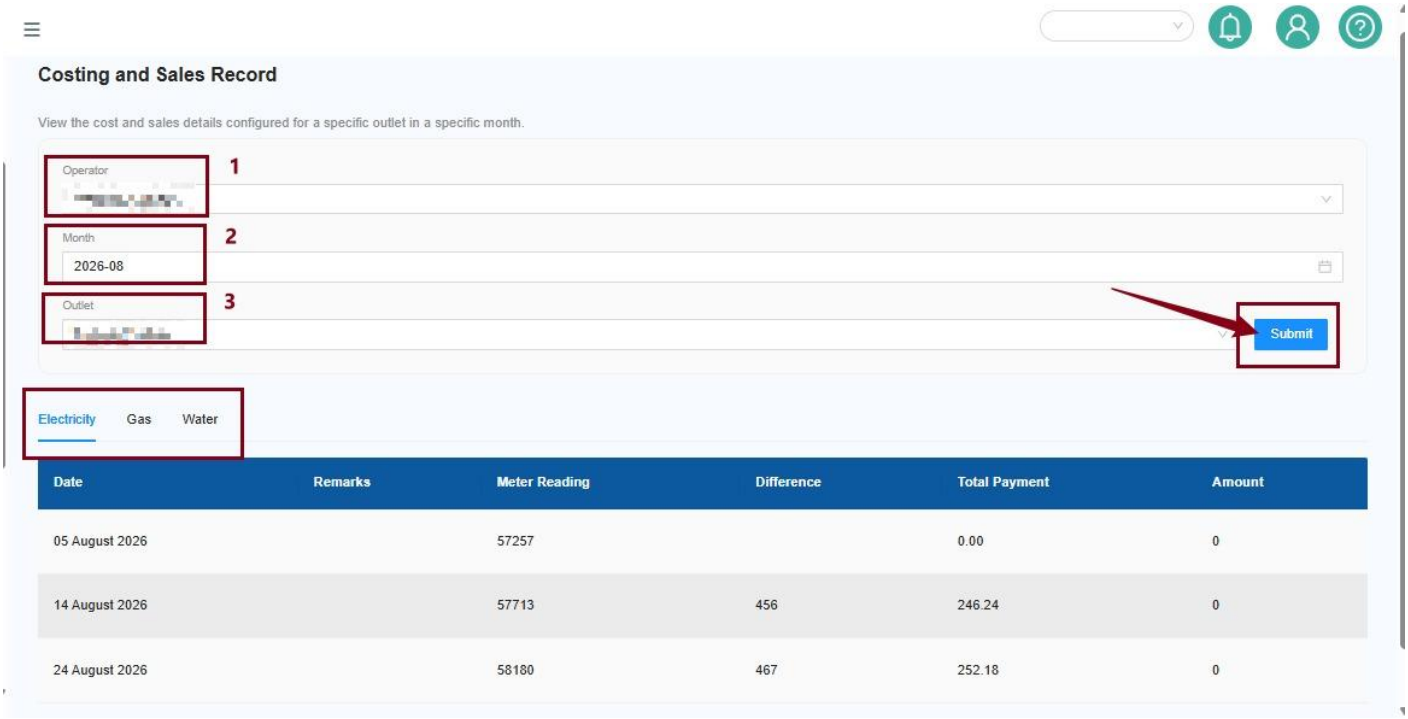
Make sure you select the correct outlet for the report you want to generate.

□□ *Insert Screenshot 4: Outlet filter highlighted.*

□□ Step 5 — Generate the Report

Ready to view your results?

1. Review your selected Operator, Month, and Outlet.
2. Click **Submit**.
3. Wait for the report to load.
4. Review the report details and the displayed Total.



□□ Understanding the Report Total

The report displays a **Total** based on the selected filters.

Before reviewing the results, check that you have selected the correct:

- □□ Operator
- □□ Month
- □□ Outlet

These filters determine which report data is displayed.

> □□ **Quick Tip:** If the results do not look correct, check your filters and click Submit again.

⚠ Troubleshooting Tips

The report shows unexpected results

Check whether the correct Operator, Month, and Outlet have been selected.

The report does not show the expected data

Review your filters and click Submit again. If the issue persists, contact the Laundro support team for assistance.

□ You're All Set!

You now know how to generate and review the Costing & Sales report.

> Before finishing, remember to:

- Select the correct Operator.
- Choose the required Month.
- Select the correct Outlet.

- Click Submit.
- Review the report details and Total.

□□ Happy reporting!

Revision #5
Created 2026-09-07 08:29:43 UTC by Alif
Updated 2026-10-09 07:46:31 UTC by Sulaiza