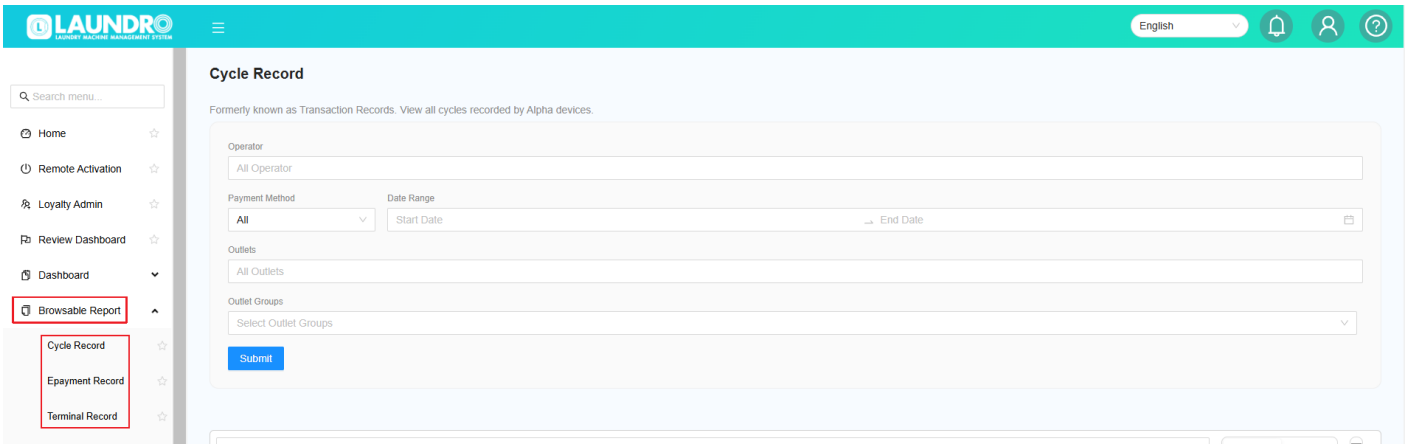
Outlet Group

What is Outlet Group?

Creating an **Outlet Group** makes it easier and faster to search for records under any payment type, such as **Cycle, E-payment, Manual Pay or Others.**

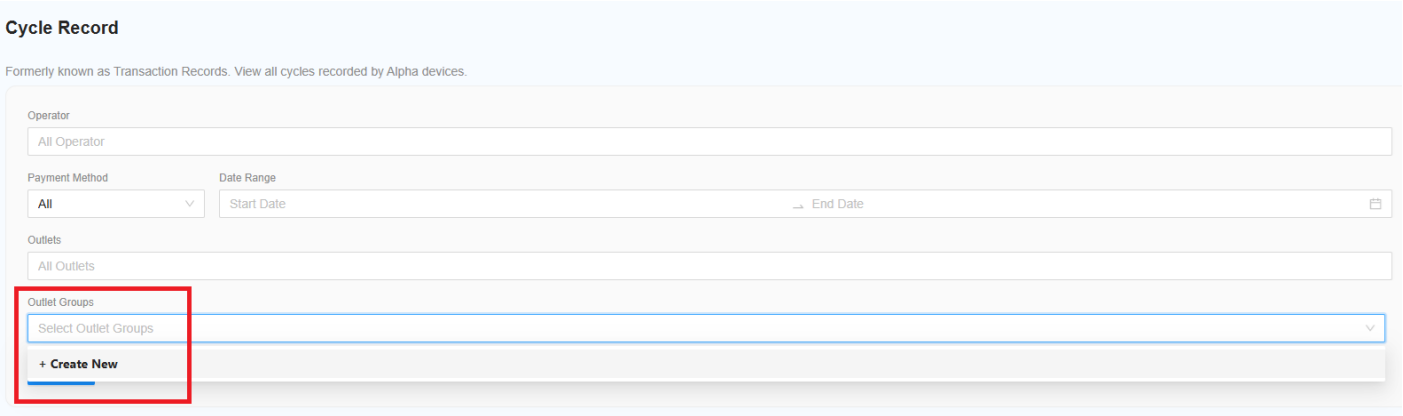
Normally, you need to select the Operator and Outlet manually every time you search for a record. However, if you create an Outlet Group in advance, you can simply select the group when searching for records, saving you time and effort.

- Under **Browsable Report**, you can select the type of record you want to view based on your needs.

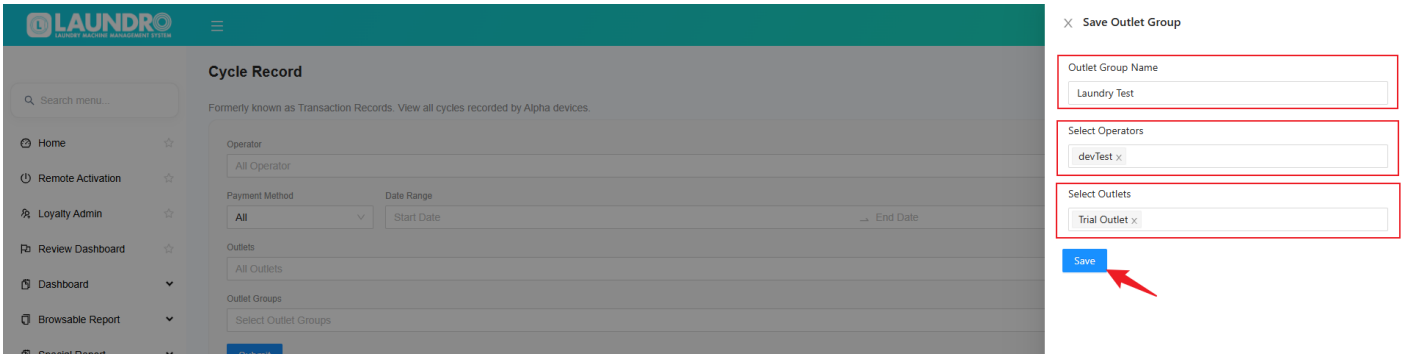


How to create an Outlet Group?

Step1 - Under **Prefer Payment Record**, locate **Outlet Groups**. Click on the blank row, then select **Create New** when it appears.



Step2 - Fill in the required details, then click **Save** to create your Outlet Group.

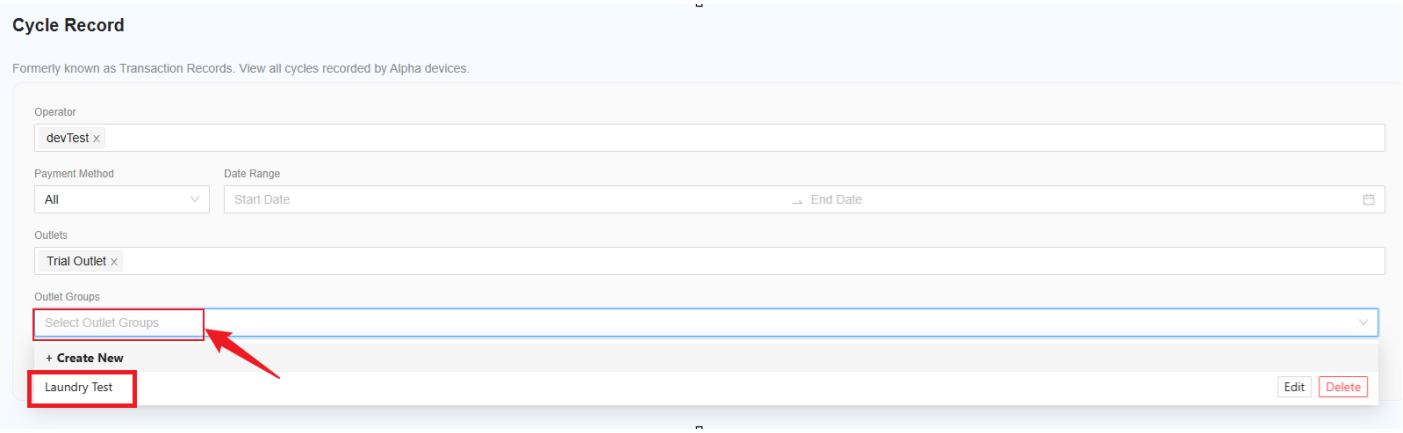


> Your **Outlet Group** has been created successfully. Next, proceed to the **Use an Outlet Group in a Report** section to learn how to use it when searching for records.

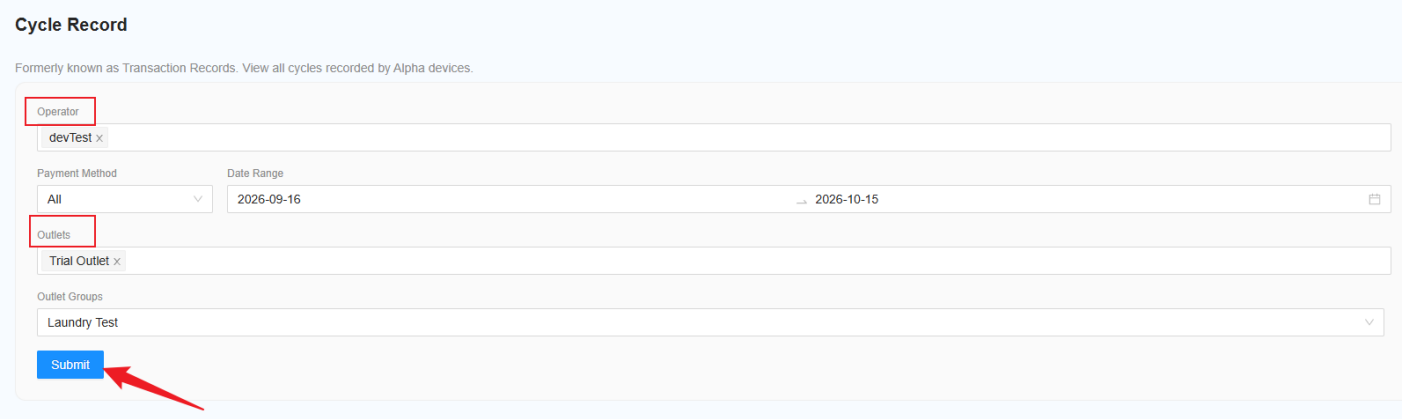
Use an Outlet Group in a Report

After successfully creating an Outlet Group, you can use it when generating reports.

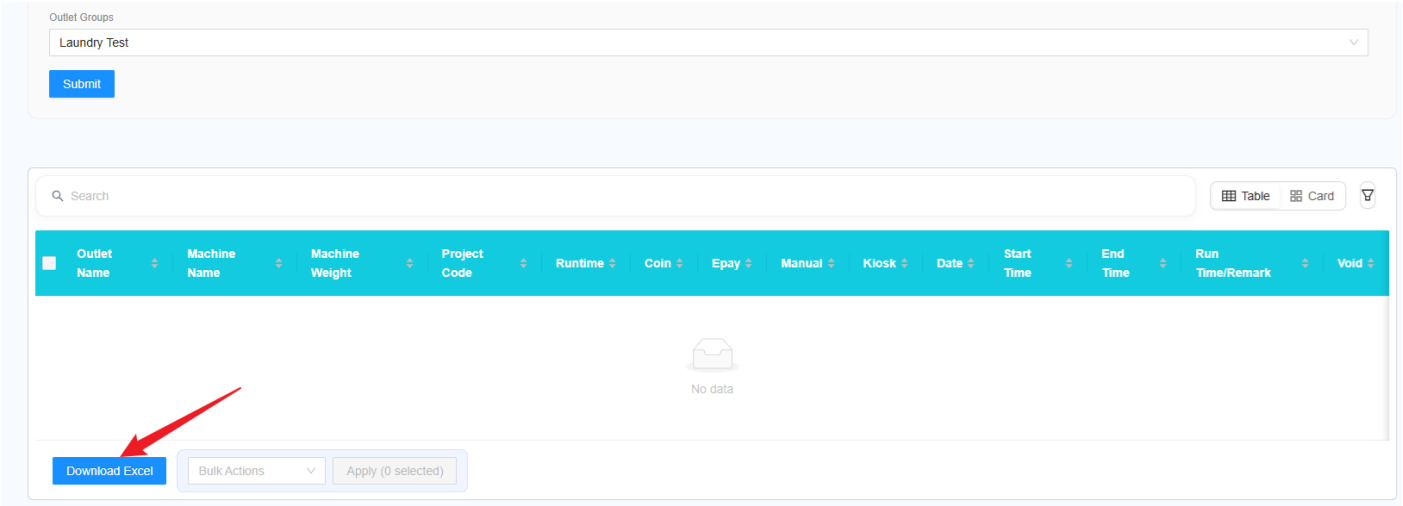
Step1 - Under **Outlet Group**, click **Select Outlet Group**. A list of available outlet groups will appear below. Select the outlet group you created earlier to proceed.



Step 2 - After selecting the outlet group, the system will automatically select the corresponding **Operator** and **Outlets** based on your saved settings. Next, choose your preferred **Date Range** and click **Submit** to view the report.



Step3 - The report will be generated and displayed below for you to review. You can also click **Download Excel** to download the report to your PC for future reference.



> Important Note

- Make sure the correct operators and outlets are selected when creating the Outlet Group.
- If you need a different combination of operators or outlets, create a separate Outlet Group with a different name.

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