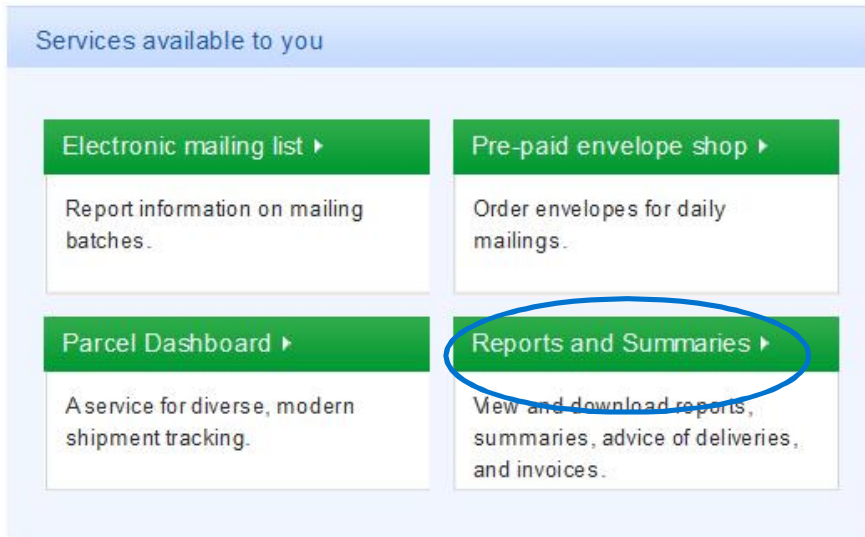


12.11.2015

Extranet reports and summaries

On the extranet home page, open Reports and summaries in the service section.



Available customer reports

- **Service summary** (Palveluyhteenveto) – a monthly CSV summary of the use of the service. Reporting data has been uploaded as of February 2015.
- **Invoice report** (Laskuyhteenveto) – Posti's invoice as a PDF file and an invoice breakdown in the CSV format. Reporting data has been uploaded as of March 17, 2015.
- **Press summary** (Lehtiyhteenveto) – An annual publication summary in the CSV format. Reporting data has been uploaded as of the beginning of 2015.

The user sees reports for those agreements that he/she has been granted access rights for in the extranet. Reports are listed in the view chronologically, with the latest reports first.

Raportit

| Raporttityyppi | Tunnus | Nimi | Aika | Lataa |
|-----------------|-----------|-----------------------|------------|--|
| Laskuyhteenveto | 000000000 | Testiasiakas (999999) | 21.06.2015 | Taulukko PDF |
| Laskuyhteenveto | 000000000 | Testiasiakas (999999) | 31.05.2015 | Taulukko PDF |
| Laskuyhteenveto | 000000000 | Testiasiakas (999999) | 17.05.2015 | Taulukko PDF |
| Lehtiyhteenveto | 999999 | Testiasiakas | 2015/05 | Lataa |

Reports can be downloaded as a table to Excel (as a CSV file) and invoices can be downloaded in the PDF format.

In the search field, reports can be filtered by report type, ID and item as well as using a combination of these.

- Report type: Press summary, Invoice report and Service summary
- ID: Customer number or invoice number
- Name: Company name
- Time: Year and month

For instance, if you want to filter the Press summary report for a certain customer number and for a certain month:

- Enter the report name (Press summary), the customer number and the year/month (2014/12) into the search field.

Filtering can also be done on the basis of the report content. For instance, if you want to filter the Press summary report for a certain publication:

- Enter the report name (Press summary) and the name of the publication into the search field.

[Kirjaudu ulos](#)

EXTRANET RAPORTIT

Lehtiyhteenveto 999999 2014/12

Raportit

| Raporttityyppi | Tunnus | Nimi | Aika | Lataa |
|-----------------|--------|--------------|---------|-----------------------|
| Lehtiyhteenveto | 999999 | Testiasiakas | 2014/12 | Lataa |

Press summary downloaded to Excel

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---------------|--------------|------------------|---------------|---------------|--------------|---------------------------|-----------|---------------------------------|-----------------|------------------------|----------------------|
| | Julkaisija id | Julkaisija | Tilausasiakas id | Tilausasiakas | Lehden numero | Nimikenumero | Nimike | Infokoodi | Määrä kpl kausi edellinen vuosi | Määrä kpl kausi | Määrä kpl kausi muutos | Muutos % kausi (kpl) |
| 2 | 999999 | Testiasiakas | 888881 | Lehti 1 | 3 | 12839 | PRESS PRO 2 AIKAKAUSLEHTI | 1111111 | 0 | 6260 | 6260 | 0 |
| 3 | 999999 | Testiasiakas | 888888 | Lehti 1 | 4 | 12839 | PRESS PRO 2 AIKAKAUSLEHTI | | 0 | 496 | 496 | 0 |
| 4 | 999999 | Testiasiakas | 888888 | Lehti 1 | 3 | 12839 | PRESS PRO 2 AIKAKAUSLEHTI | | 0 | 1402 | 1402 | 0 |
| 5 | 999999 | Testiasiakas | 888888 | Lehti 1 | 1 | 12839 | PRESS PRO 2 AIKAKAUSLEHTI | | 0 | 1208 | 1208 | 0 |
| 6 | 999999 | Testiasiakas | 888882 | Lehti 2 | 5 | 12839 | PRESS PRO 2 AIKAKAUSLEHTI | 2222222 | 12310 | 0 | -12310 | -100 |
| 7 | 999999 | Testiasiakas | 888882 | Lehti 2 | 4 | 12839 | PRESS PRO 2 AIKAKAUSLEHTI | | 0 | 0 | 0 | 0 |
| 8 | 999999 | Testiasiakas | 888882 | Lehti 2 | 4 | 12840 | PRESS BASIC | | 0 | 0 | 0 | 0 |