



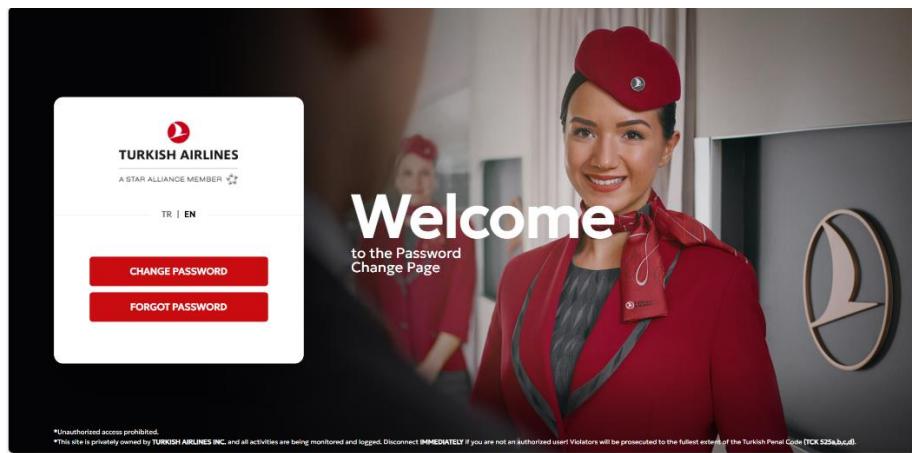
READ AND SIGN
Revision: 0 | Issued: 01.02.2025

Topic: Displaying the Sales Report Summary in QUICKRES

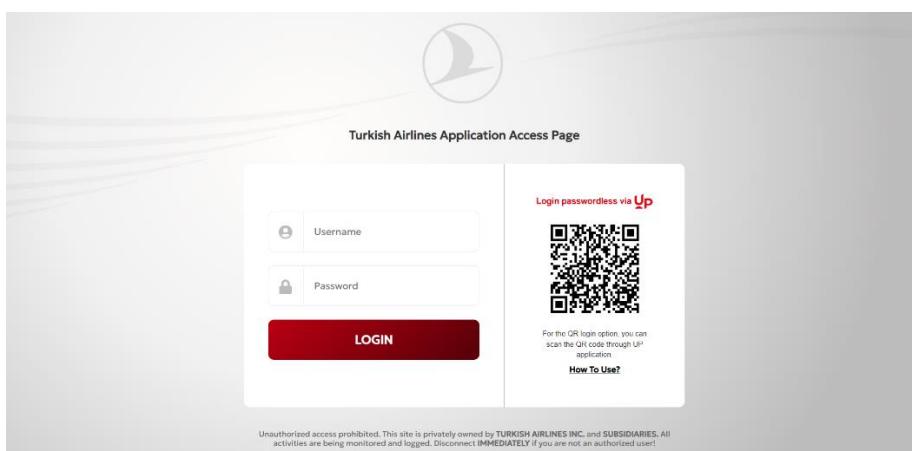
Dear Supervisors and Lead Agents,

QUICKRES accounts have been created for you all. Below are the steps to access it with the credentials you would have received via email.

First visit <https://parola.thy.com/indexEn.html> and click on “Forgot Password” to change your default password.



After changing your password visit <https://auth.thy.com/auth-web/login.jsp> to login with your newly created password.

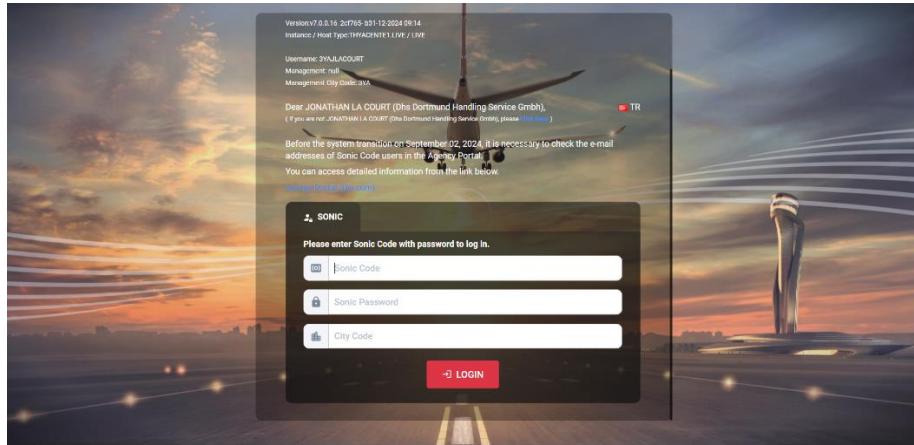




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After logging in you will need to sign in again with your Sonic credentials (sent in a separate email).



You will be asked to create a new Sonic password. The password must be between 7 and 10 alphanumeric characters. Special characters are not permitted.

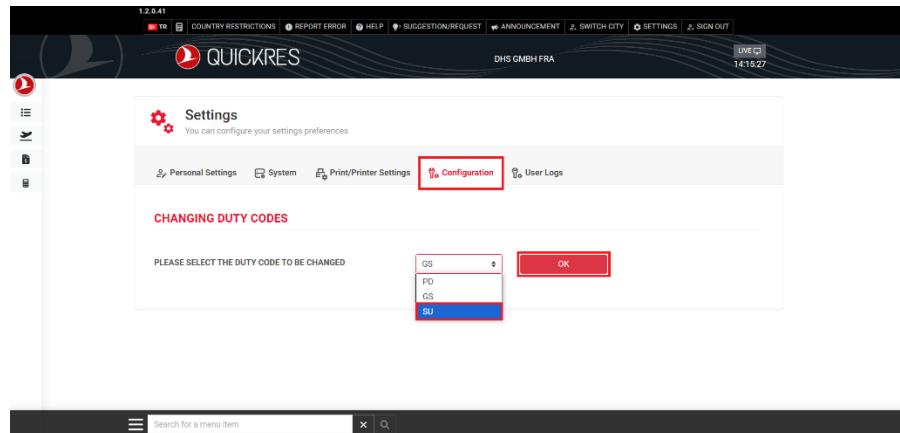
To be able to see the sales report you will need to use the SU duty code. Select settings on the top right of the overhead banner.



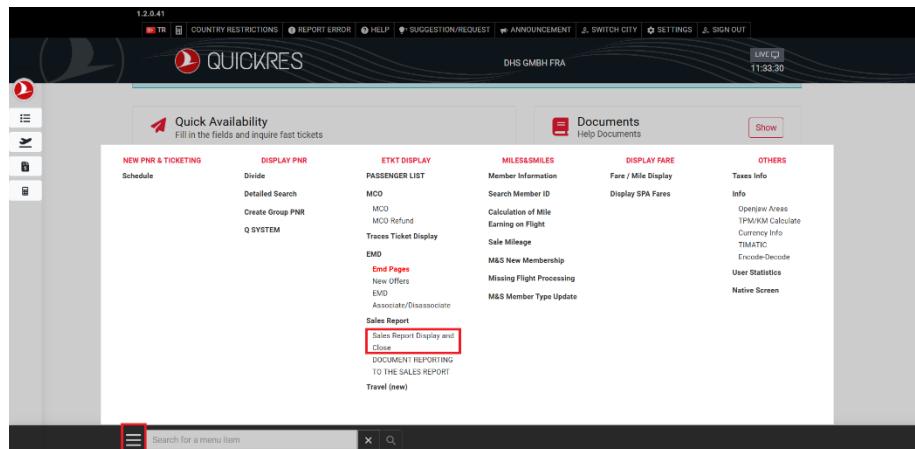
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Select the Configuration tab. From the drop-down menu select the SU duty code and click OK.



Click the three horizontal lines to open the main menu. Then click “Sales Report Display and Close.”

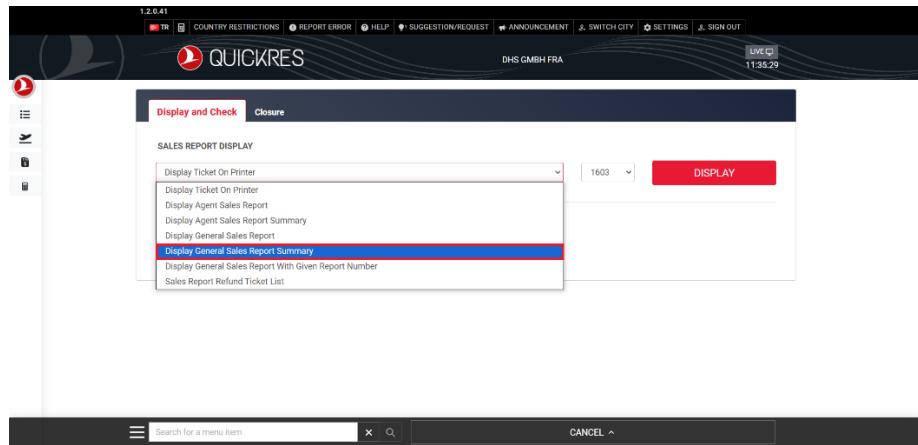




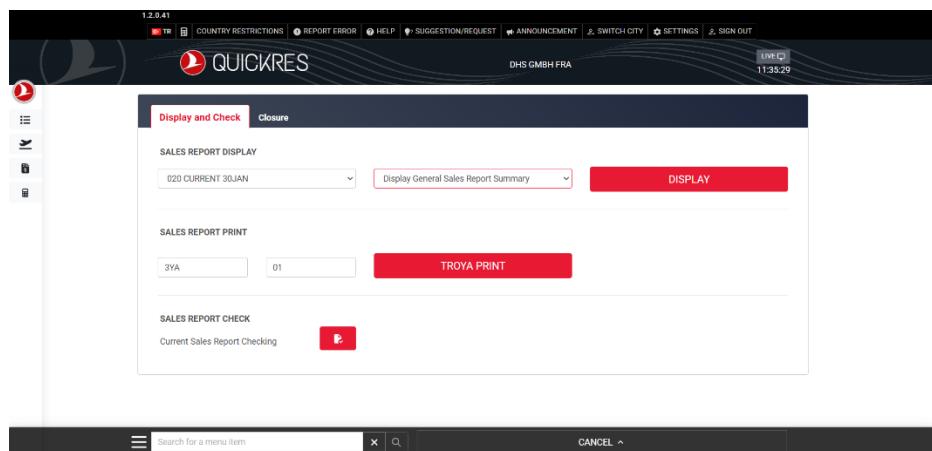
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Click the dropdown menu and select “Display General Sales Report Summary.”



The screen will be updated with new options. By default, the current date will be selected. Click “Display” and the sales report will be displayed.



It is also possible to view each EMD individually by selecting “Display General Sales Report.”