



How To Access Your Personal Volume Report in Your Back Office

- Log into your Back Office account.
- Go to Reports and scroll down to Classic Sales Report.

The screenshot shows the navigation bar of the Purehaven Back Office. The menu items are: Alerts, Calendar, Orders, My Party, Organization, Commissions, Resources, Reports, Training, and Library. The 'Reports' menu is expanded, showing a list of reports: Striking Distance, Personal Simple Start Volume, Downline Simple Start Volumes, Incentive Trip 2023 Personal Summary, Incentive Trip 2023 Personal Details, Incentive Trip 2023 Downline Summary, President's Club 2022, My Preferred Customer Orders Report, Downline Event Registration, Classic Sales Report, Sales Report, and Personal and Group Sales and Sponsoring. In the second instance of the screenshot, the 'Classic Sales Report' item is highlighted with a yellow background.

- Find the Qualification Sales for the month you are interested in and then look at the number in the “PS or Volume” column.

| Volume Totals: UniLevel | | | | |
|-----------------------------------|------------|-----------|--------------|---|
| Description | Start Date | End Date | PS or Volume | G |
| 2022 7/4 - 7/10 Weekly Sales (QV) | 7/4/2022 | 7/10/2022 | 256.50 | |
| 2022 July Preferred Club Sales | 7/1/2022 | 7/31/2022 | 0.00 | |
| 2022 July Commissionable Sales | 7/1/2022 | 7/31/2022 | 179.60 | |
| 2022 July Qualification Sales | 7/1/2022 | 7/31/2022 | 256.50 | |

- The “PS or Volume” amount updates every night. For a real-time breakdown, click the PS or Volume amount.

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