

Darby Data Instructions

3 Username

Password

[Forgot password](#)

3 **LOG IN**

4 My Account Log Out

WELCOME BACK,

Selected Account:

My Account

- My Locations
- My Darby Dashboard
- Account Information
- Product History
- Invoice History
- Quick Order
- Custom Lists
- Pricing Requests
- Active Inventory
- Reports**
- Product Forecasting and Expenditures
- Order History by Location
- Submitted orders by Date
- Product Overview of Associated Locations
- View Product Purchasing last 12 Months**
- About Darby
- FAQ
- Log Out

1. Go to <https://www.darbydental.com/>
2. Click on "Log In" in top right corner
3. Enter Username & Password & Click Login
4. Once logged in, click on "My Account" in top-right menu bar
5. Click on Reports to open dropdown menu.
6. Under Reports, Click on "View Product Purchasing last 12 Months"
7. A new webpage will open and click on "Past Year"
8. The report should load automatically
9. Once the report loads, click on the save icon.
10. Select "Excel"
11. The spreadsheet should download automatically
12. Open the spreadsheet and save to your preferred folder or desktop
13. Attach the spreadsheet to an email
14. Send email to maggie.garrigan@indi-dent.org

If you have any questions or cannot get the report to run, please contact Maggie Garrigan at maggie.garrigan@indi-dent.org or (800) 975-1651

View Product Purchasing last 12 Months

Print Report

9 10

Locations			
Personal name	Customer #		View
		Current Year	Past Year

7