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Welcome to the DISH POS dashboard. In this tutorial, we show you how to generate and export turnover reports.





#### First, click on Finances.



#### Then got to Turnover report.

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• You are now in the sales data report menu. Now select what kind of report you want to generate. To do so, click on the drop-down menu next to Turnover report.

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# • Then select one of the options.

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## • Afterward, specify your report period by completing the corresponding fields.

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• Then select which turnover groups you want to include in your report by setting the respective checkmarks.

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• You can also select from the sub-categories of the turnover groups. Simply expand the main categories with the down-facing arrow.

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Generate.

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# Once you set your parameters, click on Generate. Note: The report will only be updated by clicking on

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## • To then export the generated report, click on Download.

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	Food	#2	7	€ 79.50	€ 72.93		€ 79.50	
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	Total		19	€ 119.30	€ 104.86		€ 114.30	



## • To download the report as a PDF file, click on .PDF.

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## • To download the report as a CSV file, click on .CSV.

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## • To download the report as a XLS file, click on .XLS.

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#### That's it. You completed the tutorial and now know how to generate and export turnover reports.

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