



Welcome to the DISH POS dashboard. In this tutorial, we show you how to retrieve shift reports.

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Dashboard Display amounts including VAT

Turnover data today

Turnover	Transactions	Average spending	Open orders
€ 0.00	0	€ 0.00	€ 213.75
			Amount: 8
			Last updated: Today at 14:33

Turnover details

— This week — Previous week

SALES UNTIL TODAY THIS WEEK	SALES UNTIL TODAY LAST WEEK	SALES TOTAL LAST WEEK
€ 0.00	€ 114.20	€ 114.20
AVERAGE UNTIL TODAY THIS WEEK	AVERAGE UNTIL TODAY LAST WEEK	AVERAGE TOTAL LAST WEEK
€ 0.00	€ 11.42	€ 11.42
TRANSACTIONS UNTIL TODAY THIS WEEK	TRANSACTIONS UNTIL TODAY LAST WEEK	TRANSACTIONS TOTAL LAST WEEK
0	10	10



First, click on **Finances**.

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Dashboard

Display amounts including VAT

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Then go to **Shift report**.

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You are now in the Shift management. In the calendar, select a **date** for which you want to retrieve the report for. **Note: The default time of the beginning and end of the shift cannot be modified.**

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<< Minimize menu

- Dashboard
- Articles
- Finances**
  - Shift report**
  - Shifts report
  - Sales report
  - Orders
  - Invoices
  - DISH POS BI
- General
- Payment
- Self-service

### Shift report

Select date:

March 2023						
Mo	Tu	We	Th	Fr	Sa	Su
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

a 'day' begins and ends at

from 06:00

next day until 05:59

shifts end at 06:00

increment  Z-nr.

reports close shift close ALL shifts refresh

Id nr.	Z-nr	Shift started	Shift ended	Facility / drawer	Staff member	Type
9	4	03-22-2023 09:42	03-23-2023 06:00	Drawer	Manager	Drawer, Closed
10	0	03-22-2023 09:42	03-23-2023 06:00	HD Video Demo English	Manager	Employee, Closed

4 of 10



Then click on **reports** to select what kind of reports should be displayed.

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<< Minimize menu

- Dashboard
- Articles
- Finances**
  - Shift report**
  - Shifts report
  - Sales report
  - Orders
  - Invoices
  - DISH POS BI
- General
- Payment
- Self-service

### Shift report

Select date: reports [close shift](#) [close ALL shifts](#) [refresh](#)

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Click on **Day report drawer shifts** to see all sold articles on the selected day. **Note: After clicking on a report category, it will open the report in a new tab.**

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<< Minimize menu

- Dashboard
- Articles
- Finances**
  - Shift report**
  - Shifts report
  - Sales report
  - Orders
  - Invoices
  - DISH POS BI
- General
- Payment
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reports close shift close ALL shifts refresh

- Shift report
- Day report drawer shifts**
- Shift particularities
- Particularities on day
- Orders per shift
- Orders on day
- Cash action report
- Turnover per hour
- Z rapport

started	Shift ended	Facility / drawer	Staff member	Type
2023 09:42	03-23-2023 06:00	Drawer	Manager	Drawer, Closed
2023 09:42	03-23-2023 06:00	HD Video Demo English	Manager	Employee, Closed



Click on **Particularities on day** to see all transactions in and out of the cash register. **Note: After clicking on a report category, it will open the report in a new tab.**

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<< Minimize menu

- Dashboard
- Articles
- Finances**
  - Shift report**
  - Shifts report
  - Sales report
  - Orders
  - Invoices
  - DISH POS BI
- General
- Payment
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To compare the turnovers generated from each Staff member, select the Staff Members and click on **Turnover per hour**. **Note: After clicking on a report category, it will open the report in a new tab.**

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<< Minimize menu

- Dashboard
- Articles
- Finances**
  - Shift report**
  - Shifts report
  - Sales report
  - Orders
  - Invoices
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- Payment
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- Shift particularities
- Particularities on day
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- Turnover per hour**
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That's it. You completed the tutorial and now know how to retrieve shift reports.

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<< Minimize menu

- Dashboard
- Articles
- Finances
  - Shift report
  - Shifts report
  - Sales report
  - Orders
  - Invoices
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- General
- Payment
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9 of 10



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