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



How do I export a shift report?

### First, click on Finances.



How do I export a shift report?

### Then go to Shifts report.



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You are now at the Shifts report menu. In the calendars, select the start and end date for which you want to retrieve the report for.

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# • Now click on Exports to select the type of export you want to export.

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If you like to export the report for all the articles that have been sold in your selected time period, click on Articles (.XLS).



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If you like to export the report for all the main turnover categories that have been sold in your selected time period, click on Sales category (.XLS).

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If you like to export the report for all the turnover sub-categories that have been sold in your selected time period, click on Sales subcategory (.XLS).

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If you like to export the report for all the turnover sub-categories that have been sold in your selected time period as an comma separated values file, click on Sales subcategory (.CSV).

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If you like to export the report for all the shifts that have been performed in your selected time period, click on Staffplanner.

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

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