How do I export a shift report?

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

First, click on Finances.

Then go to Shifts report.

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.

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

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

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).

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).

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).

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

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

Scan to go to the interactive player