



Welcome to the DISH POS dashboard. In this tutorial, we show you how to export 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 15:28

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

Turnover data today

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€ 0.00	0	€ 0.00	€ 213.75
			Amount
			8
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€ 0.00	€ 11.42	€ 11.42
TRANSACTIONS UNTIL TODAY THIS WEEK	TRANSACTIONS UNTIL TODAY LAST WEEK	TRANSACTIONS TOTAL LAST WEEK
0	10	10



Then go to **Shifts report**.

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Dashboard Display amounts including VAT

Turnover data today

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



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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Shifts report

From date

Maart 2023						
Ma	Di	Wo	Do	Vr	Za	Zo
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

Until date

Maart 2023						
Ma	Di	Wo	Do	Vr	Za	Zo
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

reports	Exports	Enable selection	Select all	Deselect all	refresh	
Id nr.	Z-nr	Shift started	Shift ended	Facility / drawer	Staff member	Type

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

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Shifts report

From date: Maart 2023

Until date: Maart 2023

reports Exports Enable selection Select all Deselect all 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
7	3	03-21-2023 10:01	03-22-2023 06:00	Drawer	Manager	Drawer, Closed
8	0	03-21-2023 10:01	03-22-2023 06:00	HD Video Demo English	Manager	Employee, Closed
5	3	03-21-2023 09:31	03-22-2023 06:00	Drawer	Manager	Drawer, Closed
6	0	03-21-2023 09:31	03-22-2023 06:00	HD Video Demo English	Manager	Employee, Closed
3	2	03-20-2023 11:46	03-21-2023 06:00	Drawer	Manager	Drawer, Closed
4	0	03-20-2023 11:46	03-21-2023 06:00	HD Video Demo English	Manager	Employee, Closed
1	1	03-17-2023 12:46	03-18-2023 06:00	Drawer	Manager	Drawer, Closed
2	0	03-17-2023 12:46	03-18-2023 06:00	HD Video Demo English	Manager	Employee, Closed



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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Shifts report

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Ma	Di	Wo	Do	Vr	Za	Zo
27	28	1	2	3	4	5
6	7	8	9	10	11	12
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27	28	29	30	31	1	2
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Until date: Maart 2023

Ma	Di	Wo	Do	Vr	Za	Zo
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

reports Exports Enable selection Select all Deselect all refresh

Id nr.	Articles (.XLS)	Sales category (.XLS)	Sales subcategory (.XLS)	Sales subcategory (.CSV)	Staffplanner	Shift ended	Facility / drawer	Staff member	Type	
9						03-23-2023 06:00	Drawer	Manager	Drawer, Closed	
10						03-23-2023 06:00	HD Video Demo English	Manager	Employee, Closed	
7	3					03-21-2023 10:01	03-22-2023 06:00	Drawer	Manager	Drawer, Closed
8	0					03-21-2023 10:01	03-22-2023 06:00	HD Video Demo English	Manager	Employee, Closed
5	3					03-21-2023 09:31	03-22-2023 06:00	Drawer	Manager	Drawer, Closed
6	0					03-21-2023 09:31	03-22-2023 06:00	HD Video Demo English	Manager	Employee, Closed
3	2					03-20-2023 11:46	03-21-2023 06:00	Drawer	Manager	Drawer, Closed
4	0					03-20-2023 11:46	03-21-2023 06:00	HD Video Demo English	Manager	Employee, Closed
1	1					03-17-2023 12:46	03-18-2023 06:00	Drawer	Manager	Drawer, Closed
2	0					03-17-2023 12:46	03-18-2023 06:00	HD Video Demo English	Manager	Employee, Closed



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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Until date: Maart 2023

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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

reports	Exports	Enable selection	Select all	Deselect all	refresh	Id nr.	Articles (XLS)	Shift ended	Facility / drawer	Staff member	Type	
	Sales category (.XLS)					9	Sales subcategory (.XLS)	03-23-2023 06:00	Drawer	Manager	Drawer, Closed	
	Sales subcategory (.CSV)					10	Staffplanner	03-23-2023 06:00	HD Video Demo English	Manager	Employee, Closed	
						7	3	03-21-2023 10:01	03-22-2023 06:00	Drawer	Manager	Drawer, Closed
						8	0	03-21-2023 10:01	03-22-2023 06:00	HD Video Demo English	Manager	Employee, Closed
						5	3	03-21-2023 09:31	03-22-2023 06:00	Drawer	Manager	Drawer, Closed
						6	0	03-21-2023 09:31	03-22-2023 06:00	HD Video Demo English	Manager	Employee, Closed
						3	2	03-20-2023 11:46	03-21-2023 06:00	Drawer	Manager	Drawer, Closed
						4	0	03-20-2023 11:46	03-21-2023 06:00	HD Video Demo English	Manager	Employee, Closed
						1	1	03-17-2023 12:46	03-18-2023 06:00	Drawer	Manager	Drawer, Closed
						2	0	03-17-2023 12:46	03-18-2023 06:00	HD Video Demo English	Manager	Employee, Closed



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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reports Exports Enable selection Select all Deselect all refresh

Id nr.	Articles (.XLS)	Sales category (.XLS)	Shift ended	Facility / drawer	Staff member	Type
9	Sales subcategory (.XLS)		03-23-2023 06:00	Drawer	Manager	Drawer, Closed
10	Sales subcategory (.CSV)	Staffplanner	03-23-2023 06:00	HD Video Demo English	Manager	Employee, Closed
7	3	03-21-2023 10:01	03-22-2023 06:00	Drawer	Manager	Drawer, Closed
8	0	03-21-2023 10:01	03-22-2023 06:00	HD Video Demo English	Manager	Employee, Closed
5	3	03-21-2023 09:31	03-22-2023 06:00	Drawer	Manager	Drawer, Closed
6	0	03-21-2023 09:31	03-22-2023 06:00	HD Video Demo English	Manager	Employee, Closed
3	2	03-20-2023 11:46	03-21-2023 06:00	Drawer	Manager	Drawer, Closed
4	0	03-20-2023 11:46	03-21-2023 06:00	HD Video Demo English	Manager	Employee, Closed
1	1	03-17-2023 12:46	03-18-2023 06:00	Drawer	Manager	Drawer, Closed
2	0	03-17-2023 12:46	03-18-2023 06:00	HD Video Demo English	Manager	Employee, Closed



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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reports Exports Enable selection Select all Deselect all refresh

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2	0	03-17-2023 12:46	03-18-2023 06:00			03-18-2023 06:00	HD Video Demo English	Manager	Employee, Closed



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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reports Exports Enable selection Select all Deselect all refresh

Id nr.	Articles (.XLS)	Sales category (.XLS)	Sales subcategory (.XLS)	Sales subcategory (.CSV)	Staffplanner	Shift ended	Facility / drawer	Staff member	Type
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8	0					03-21-2023 10:01	HD Video Demo English	Manager	Employee, Closed
5	3					03-21-2023 09:31	Drawer	Manager	Drawer, Closed
6	0					03-21-2023 09:31	HD Video Demo English	Manager	Employee, Closed
3	2					03-20-2023 11:46	Drawer	Manager	Drawer, Closed
4	0					03-20-2023 11:46	HD Video Demo English	Manager	Employee, Closed
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2	0					03-17-2023 12:46	HD Video Demo English	Manager	Employee, Closed



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

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