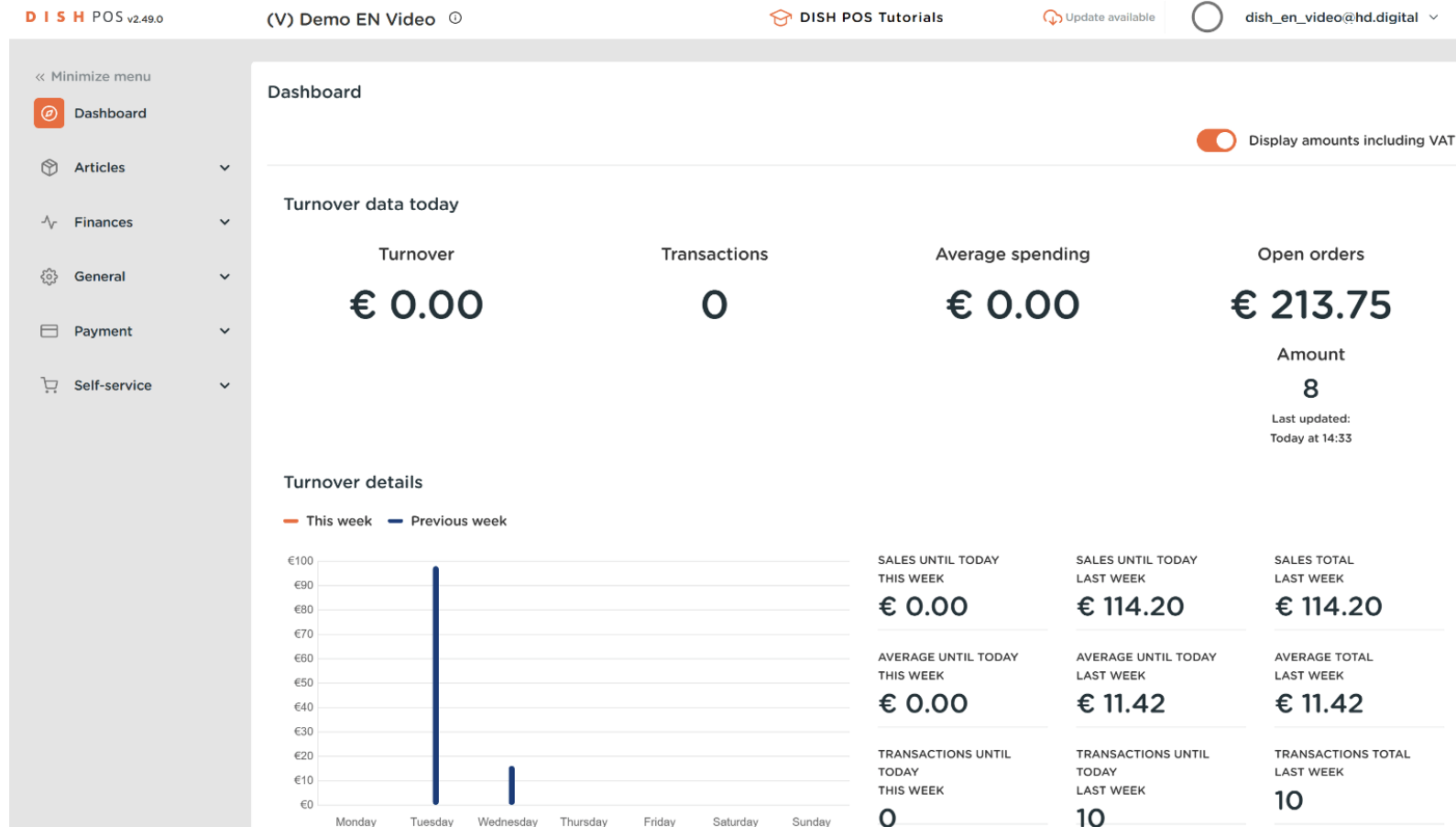


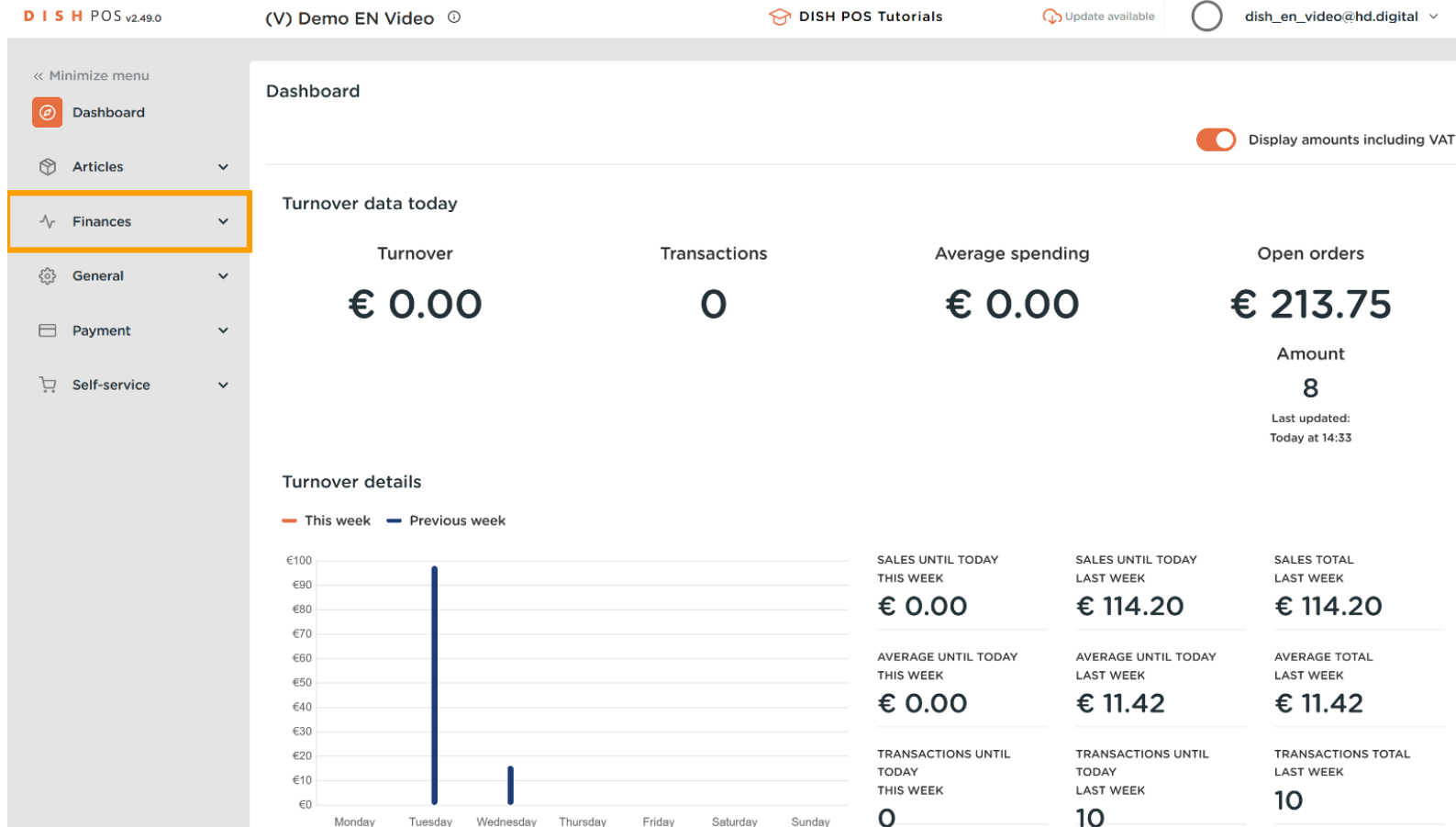


Welcome to the DISH POS dashboard. In this tutorial, we show you how to retrieve shift reports.





First, click on **Finances**.





Then go to **Shift report**.

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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



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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Select date:

March 2023

Mo
Tu
We
Th
Fr
Sa
Su

27
28
1
2
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31
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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



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

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Shift report

Select date:

reports close shift close ALL shifts refresh

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

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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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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
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Increment ☒

Z-nr.

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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Z-nr.

reports close shift close ALL shifts refresh

	started	Shift ended	Facility / drawer	Staff member	Type
Shift report					
Day report drawer shifts					
Shift particularities	2023 09:42	03-23-2023 06:00	Drawer	Manager	Drawer, Closed
Particularities on day					
Orders per shift	2023 09:42	03-23-2023 06:00	HD Video Demo English	Manager	Employee, Closed
Orders on day					
Cash action report					
Turnover per hour					
Z rapport					



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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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



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

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Shift report

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