



ALL USERS
This Quick Start Guide is
Intended for users with
login privileges.

How to Access Daily Reports

Learn how to access key reports as part of daily management operations. Dinerware is designed to begin a new business day automatically, so there is no requirement for an 'End of Day report' or 'Z report.'

Managers need quick report access to get an overview of sales for the business and for individual servers. View the report on-screen or print it using the thermal receipt printer at the workstation. For more details, please refer to the **Dinerware Cash Handling guide**.

The daily report

Log in to the terminal using a four-digit PIN.

1. From the order entry screen, touch '**Manager**' at the top right of the screen.

The manager screen appears.



2. Touch '**Daily**.' A new screen appears.

Select the day or date ranges using the tool on the right of the screen.

3. Select a **revenue center** from the drop down menu under the date options.



4. The shift report appears in to the right.

5. To print this report, touch '**Print**.'

6. To see individual employee shift reports, follow the same process, but choose an employee from the drop down list.

