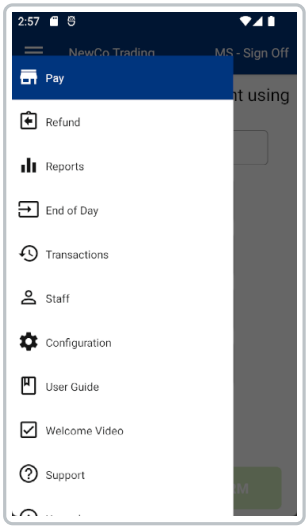
How to access Reports on device

Last Modified on 17/09/2026 3:42 pm BST

You can access reports directly from your terminal:

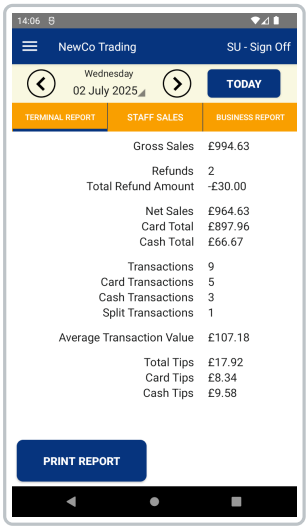
Steps to Access Reports:

1. Tap the **Menu (☰)** in the top left corner
2. Select **Reports**



Available Reports:

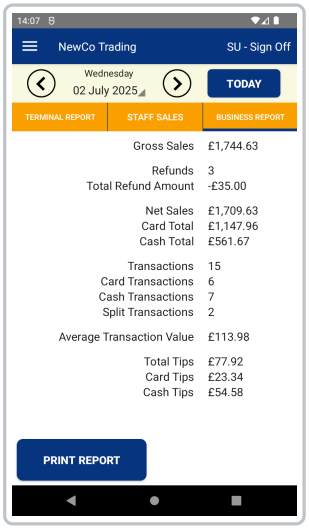
- **Terminal Report** – Daily sales totals for the device you're using



- **Staff Sales Report** – Daily sales totals for the device you're using split by staff member



- **Business Report** – Daily sales totals across all devices (for multi-terminal businesses)



Date Range & Printing:

- Change the report **date** using the controls at the top of the screen
- To print any report, tap the **PRINT REPORT** button at the bottom

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ℹ More Info:

- See this article: More information on the reports available in the Web Portal
- See this article: Explanation of all values in the available reports

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