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 How to access Reports on device

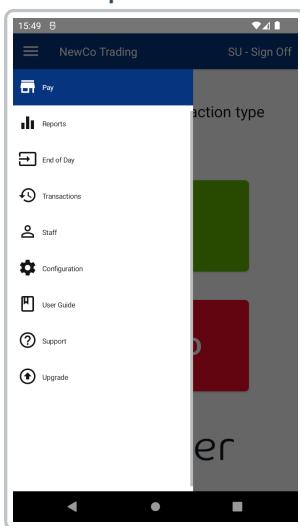
Last Modified on 04/07/2025 3:11 pm BST

You can access reports directly from your terminal:

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 Steps to Access Reports:

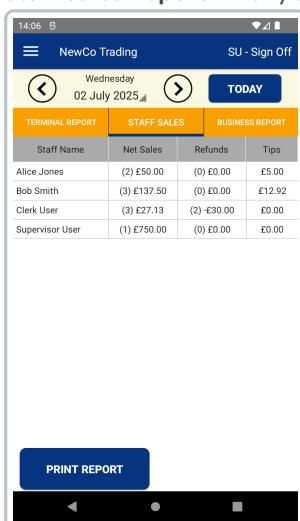
1. Tap the **Menu (≡)** in the top left corner
2. Select **Reports**



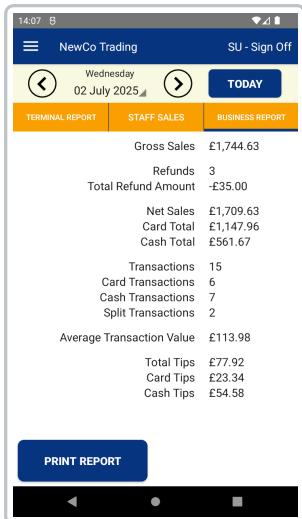
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 Available Reports:

- **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

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
