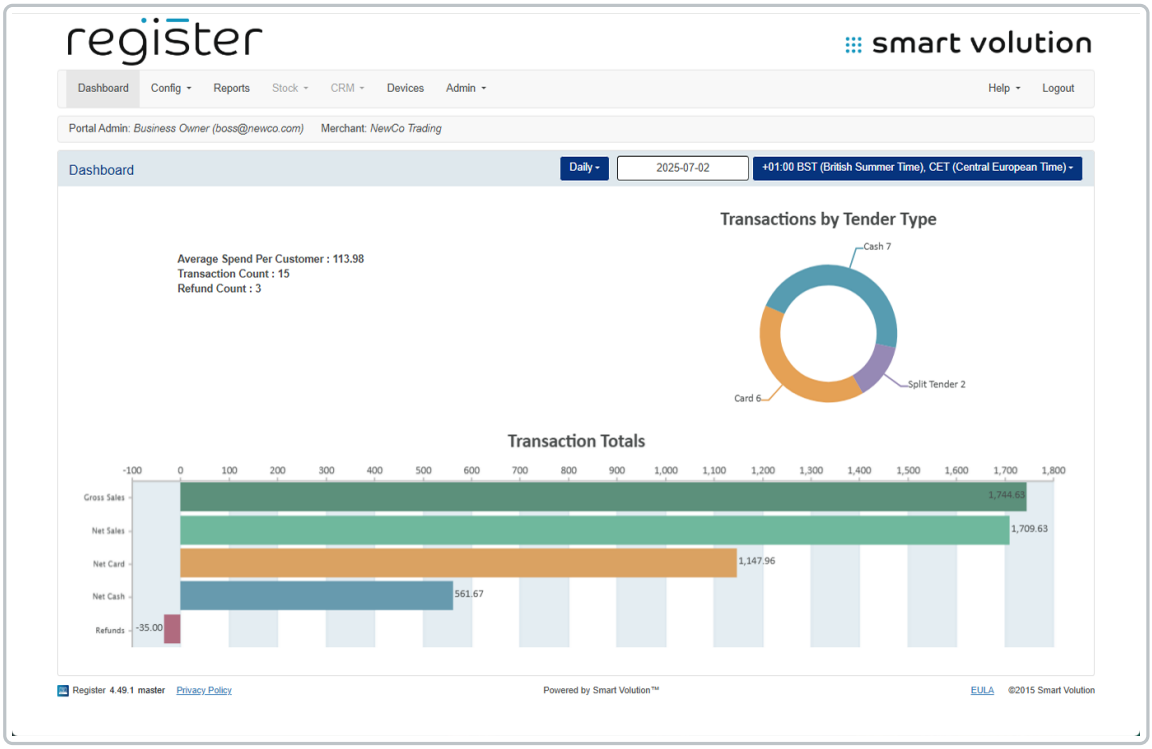
How to access Reports on the Web Portal

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

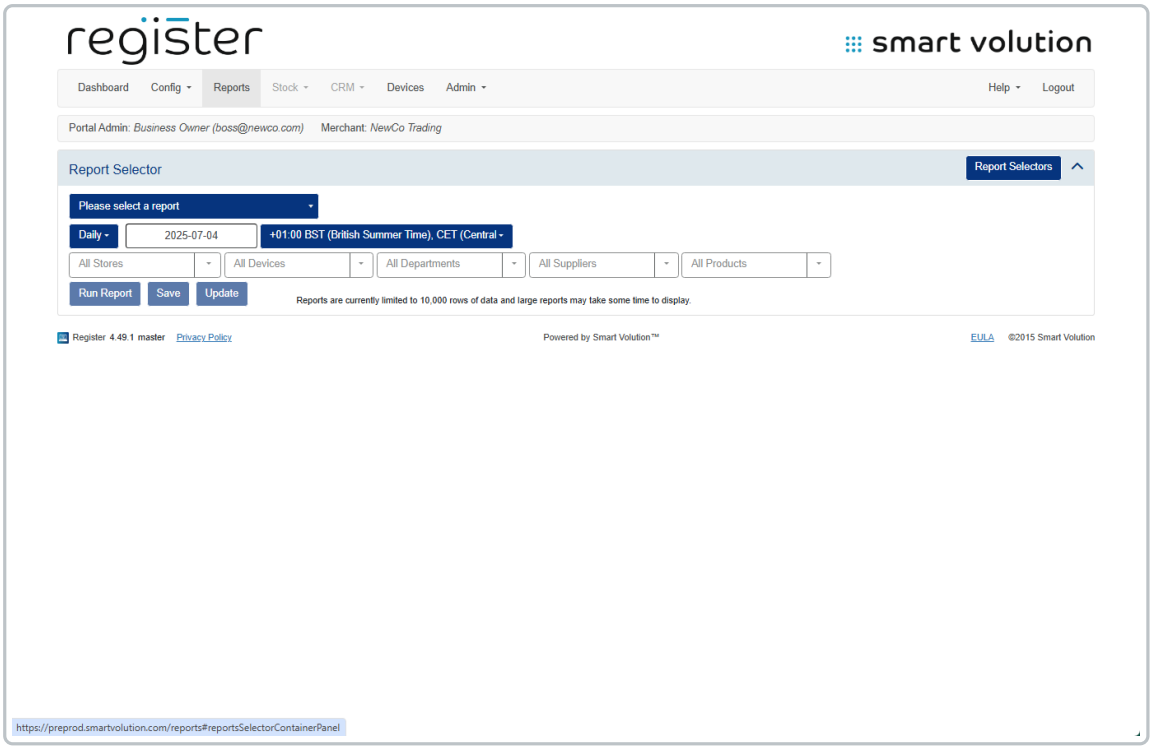
The **Web Portal Reports** screen provides detailed reporting for sales, refunds, and transactions.

Steps to Access Reports Online:

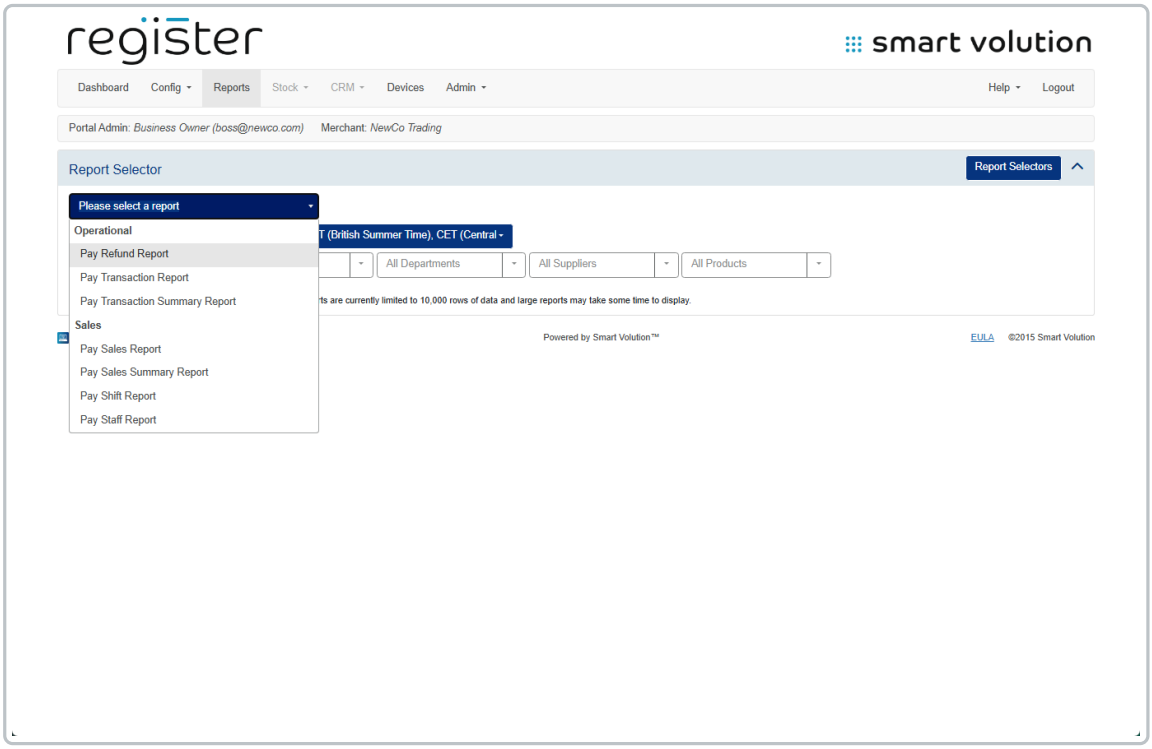
1. **Login** to the Web Portal using the credentials provided by your Solution Provider
2. After login, the **Sales Dashboard** will be shown, displaying sales totals for all your devices for the current day
    - Use the **calendar control** and **date range selector** (top right) to change the displayed range



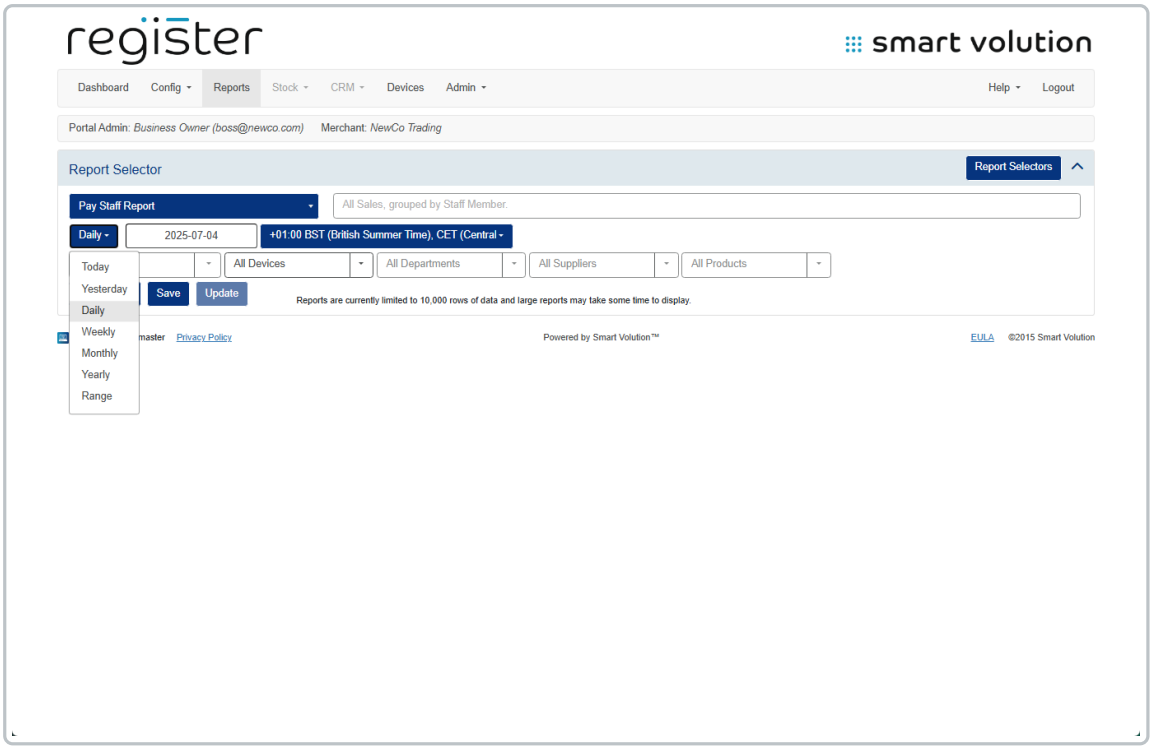
3. To view other reports:
    - Click **Reports** from the top navigation bar



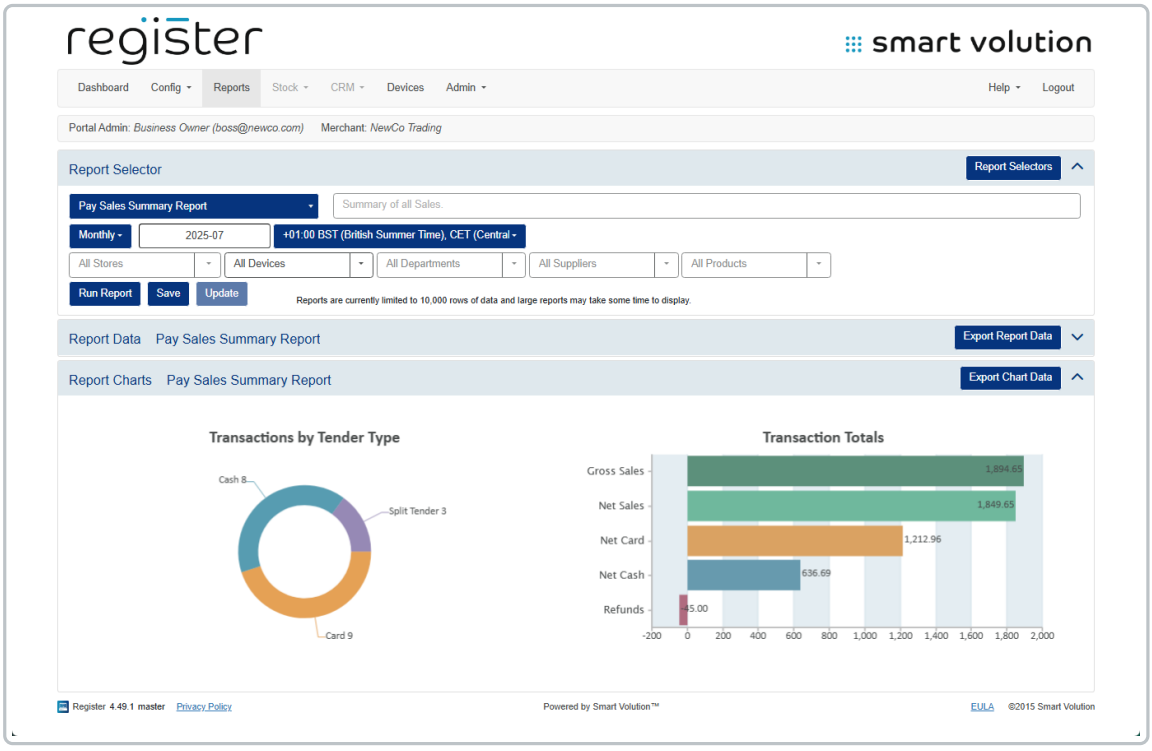
- Use the **Please select a report** dropdown to choose a report



- Adjust **date range** as needed using the **Daily** dropdown and **calendar** controls



- Click **Run Report** to generate it



Types of Reports Available:

Operational Reports

- **Pay Refund Report** – Lists all refunds performed
- **Pay Transaction Report** – Detailed transaction-level report (for support/analysis)
- **Pay Transaction Summary Report** – Summary view of all transactions (similar to Transaction History)

Sales Reports

- **Pay Sales Report** – Daily sales totals per device
- **Pay Sales Summary Report** – Combined sales totals across all devices
- **Pay Shift Report** – Z Report / End of Day sales totals per device
- **Staff Sales Report** – Sales totals split by staff member

 Report Tools & Exporting:

- Some reports include charts along with data tables
- Click **Export Report Data** to download in Excel or CSV format
- Click **Export Chart Data** to download the chart as a PDF

ℹ More Info:

- See this article: Explanation of all values in the available reports

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