

"To know I can check and see how the store is doing even without being there is very helpful."

Reveille Joe Coffee, Coffee Shop

Questions?Call us at **1-877-270-3475**or

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Shifts Report

The Shifts report provides a summary view of shifts opened at the POS, as well as the ability to view a Shift Summary report for any shift and a Cash Reconciliation Detail report for each closed shift. To run this report:

- Select RESULTS > REPORTS > Shifts.
- 2. Select your date range.
- Select the Filter by dropdown to select how you would like to filter the report: by All devices (default) or a specific device
- 4. Click Refresh.

The Shift Summary report displays the same information as the Store Summary report, but only for the time period contained within that shift. This report shows you:

• The shift number

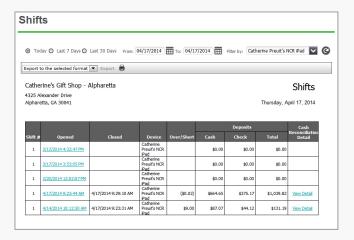
 The date and time the shift was opened. You can click this link to view the Shift Summary report for the shift.

Note: For shifts closed before the 3.2 upgrade, the Shift Summary report is not available.

- The date and time the shift was closed (only applies to closed shifts)
- The name of the device the shift is on.

Note: For shifts closed before the 3.2 upgrade, the device column will display the name of the device the store level shift close was performed on.

- Any over/short amount based on the drawer count (only applies to closed shifts)
- The cash, check and total deposit associated with the shift (only applies to closed shifts)



You can click the **View Detail** link to view the Cash Reconciliation Detail report. To view a printable version of this report, press the **Export** button in the right-hand corner.

