# The Reports tab in Options

If you go into Management.

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Then Occasional Menu.

audit 2.jpg

Then Options.

audit 3.jpg

Then click on the reports Tab.

reports 1.jpg

You will see the first reports options page.

reports 2.jpg

The first option at the top right will let you choose where the end of day report is sent to. There is a drop down with choices of "No Print out", "On Screen", "Receipt Printer", "A4 Printer", "Email" and Print-Out and Email". The on screen option shows you the takings information on screen and you can then choose to print it out. The option to email the end of day report will send it to the email address you type in the box for it at the bottom of the middle column.

The Driver Report Section lets you choose ow the drivers report is displayed if you have chosen it in the "Breakdown of Totals" Section.

The Add Total to summary section allows you to choose different things to appear on you end of day report. There are tick boxes for Disp. (Display) or Print.

The Breakdown of totals are again extra information you can choose to be on the end of day or end of week report by ticking the relevant box.

The Email section lets you enter email addresses for the end of Day or End of Week report. You can put multiple email addresses to receive these emails by separating them with a ";". The End of Week can be set by the option to the right of the email section  that is called "Print End of Week" and it has a dropdown box where and end of week day can be chosen. The print simplified report emails the basic takings report without the "Add Totals to Summary" and "Breakdown of Totals" items.

To go to the next page of options click the more button at the bottom right of the screen

receipt printer options 2.jpg

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And the second page of receipt printer options will be displayed

reports 3.jpg

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The Stock Analysis Codes section allows you to put titles next to the stock analysis code numbers. 1 is reserved for pizzas and everything else defaults to 2. To set the stock items stock analysis code go into the details tab on an item and toward the bottom of that tab is the analysis code setting.

reports 4.jpg

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