Reports

How to get information, in the form of reports, out of the program.

- Analysis
- Looking at previous days takings information.
- Getting the end of day report emailed to you
- How to remove cancelled orders from "Order Review"

Analysis

First go into Management

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Then Occasional Menu

audit 2.jpg

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The Analysis

analysis 1.jpg

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It will display a screen for you to choose a start and end date for the report.

analysis 2.jpg

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Just click on the days to choose them. The months can be changed by clicking on the arrows on the top. Once you have chosen the range to display the information for click Continue at the bottom right of the screen.

You will then be shown the information between the dates you have chosen.

On the left are the different reports that can be viewed and if you click on them the information can be viewed for whatever you clicked on.

On the first click they show figures in a table on the next click on the same report it shows the information as a pie chart and if clicked again it shows as a bar chart,

The first report is Takings by Value and shows hourly blocks on the right hand side and days of the

week along the top and shows how much you made in each hourly block on each day of the week for the time period selected.

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analysis 8.jpg

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analysis 9.jpg

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The next report is Takings by Quantity and shows hourly blocks on the right hand side and days of the week along the top and shows how many orders you had in each hourly block on each day of the week for the time period selected.

analysis 6.jpg

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The next report is Pizza Sizes by Value and shows you Pizza Type on the right hand side and Pizza Sizes along the top and shows the value of the different pizzas at different sizes for the time period selected.

analysis 7.jpg

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The next report is Pizza Sizes by Quantity and shows you Pizza Type on the right hand side and Pizza Sizes along the top and shows the amount of the different pizzas at different sizes for the time period selected.

analysis 10.jpg

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The next report is Pizza Sales and shows you the time in hourly blocks on the right hand side and the days of the week along the top and shows the quantity of the different pizzas sold for the time period selected.

analysis 11.jpg

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The next report is Deliveries and shows you the time in hourly blocks on the right hand side and the days of the week along the top and shows the quantity Delivery orders for the time period selected.

analysis 12.jpg

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The next report is Take-aways and shows you the time in hourly blocks on the right hand side and the days of the week along the top and shows the quantity of the Take-aways orders for the time period selected.

analysis 13.jpg

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The next report is Takings by type and shows you the item types on the right hand side and the quantity along the top and shows the quantity of the Takings by type for the time period selected.

analysis 14.jpg

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The next report is Food Usage and shows you the item types on the right hand side and the Total along the top and shows the quantity of the Food Usage items for the time period selected.

analysis 15.jpg

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The next report is Postcode Analysis and shows you the Postcode area on the right hand side and the Days of the week along the top and shows the value of orders from each area for the time period selected.

analysis 16.jpg

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The next report is Driver Analysis and shows you the Drivers Names on the right hand side and their number of Trips, any shortage and the value of their orders along the top and shows the totals for each item for the time period selected.

analysis 17.jpg

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The next report is Server Analysis and shows you the Servers Names on the right hand side and their number of Orders, the value and the average of their orders along the top and shows the totals for each item for the time period selected.

analysis 18.jpg

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The next report is Sales Mix and shows you the item names on the right hand side and the quantity and amount the generated along the top and shows the totals for each item for the time period selected.

analysis 19.jpg

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The next report is Zone and shows you the zone on the right hand side and the Value of the orders, the quantity of the orders and the percentage of your overall sales along the top and shows the totals for each item for the time period selected.

analysis 20.jpg

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The next report is Hours Worked and shows you the staff names on the right hand side and the

days of the week along the top and shows the hours worked for each staff member for each day of the week for the time period selected.

analysis 21.jpg

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The next report is Meal Deal Discount and shows you the Meal Deal names on the right hand side and the days of the week along the top and shows the cost for each meal deal for the time period selected.

analysis 22.jpg

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The next report is Staff Login Times and shows you the staff names on the right hand side and the Date, In and Out along the top and shows Login and out times for the staff for the time period selected.

analysis 23.jpg

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The next report is Sales Mix by time and shows you the item names on the right hand side and hourly blocks along the top and shows the totals for each item in each hourly block for the time period selected.

analysis 24.jpg

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The next report is Manual Discounts and shows you the discount description on the right hand side and the quantity and the days of the week along the top and shows the value of the manual discounts for the time period selected.

analysis 25.jpg

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The next report is Cancelled Orders and shows you hourly blocks on the right hand side and day of the week along the top and shows the value of the cancelled orders for the time period selected.

analysis 26.jpg

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The next report is Amended Orders and shows you Hourly Blocks on the right hand side and the Days of the week along the top and shows the value of amended orders for the time period selected.

analysis 27.jpg

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The next report is Collections and shows you hourly blocks on the right hand side and the days of the week along the top and shows the quantity of collections for the time period selected.

analysis 28.jpg

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The next report is Averages and shows you the time on phone in seconds, the out the door time (This is the time from when the order is taken to when it is assigned) in minutes, the delivery time (This is the times from an order being assigned to the order being finalised so if the orders are finalised at the end of the night this may be wrong), the average order value, The average Pizza Value, the Average Delivery value and the number of different delivery runs the driver did (this depends on whether you click multiple order on assign to driver) for the time period selected.

analysis 29.jpg

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The next report is Average Order Value and shows you hourly blocks on the right hand side and the days of the week along the top and shows the Average Order Value for the time period selected.

analysis 30.jpg

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The next report is Delivery Averages and shows you hourly blocks on the right hand side and the days of the week along the top and shows the delivery orders quantity average for the time period selected.

analysis 31 - Copy.jpg

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The next report is Order Delivery and shows you the date and order number of each delivery order, the driver who was assigned it, the postcode it was to go to, the expected time of delivery, the time it was ordered at, the time it was assigned for despatch, the return time and the number of minutes early or late for the time period selected.

analysis 32.jpg

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The next report is Till Analysis and shows you the till names on the right hand side and the quantity, value and average along the top and shows the Analysis for each till and the quantity value and average for the time period selected.

analysis 33.jpg

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The reports shown on analysis are adaptive and only show if there is information in the time period you have chosen. For example if you choose a Time period for when you have no data it will show no reports. Also some of the reports will only show if you have certain things enabled for example the staff login times report will only show if you have staff login and logout enabled.

Looking at previous days takings information.

First go to "Management"

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Then "Occasional Menu"

audit 2.jpg

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Choose "Order Review"

Order Review 1.jpg

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You will have a calendar with Dates on there.

Order Reveiw 2.jpg

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Choose the date you want and it will bring up a menu of choices

Order Review 3.jpg

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If you choose "End of Day Report" it will show you that days takings.

If you choose "End of Week report" it will show you 7 days up to the day you choose.

If you choose "Start Date" it will go back to the calendar to let you choose another Date to get the taking between then and the date you choose first.

If you choose "Review Orders" it will show you all the orders from the date you have chosen.

Getting the end of day report emailed to you

Go to "Management"

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Go to "Occasional Menu"

audit 2.jpg

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Go to options

audit 3.jpg

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Click on the "Reports" tab

email eod 1.jpg

Image not found or type unknown

At the top left is a drop down that chooses where the report goes.

email eod 2.jpg

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There is a place at the bottom in the middle to enter the email address for either end of day or end of week reports. For multiple addresses separate them with a ;

email eod 3.jpg

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How to remove cancelled orders from "Order Review"

Go to:

- "Management"

- "Occasional Menu"

- "Options

- "Security"

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Under "Cancelled Orders" tab, select "Doesn't Store Deleted Order Details"

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Cancelled ordered will now not show up

under the "Order Review Section".