

# Looking at previous days takings information.

First go to "Management"

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Then "Occasional Menu"

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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 Review 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.

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Revision #2

Created Fri, Feb 19, 2021 11:07 AM by [Simon](#)

Updated Tue, Apr 18, 2023 11:00 AM by [Simon](#)