

Reports

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The **Reports** screen gives you a visual breakdown of sales — a chart, a list of the underlying orders, and a summary panel — all filtered to the date range and criteria you pick at the top.

Open Reports

In the drawer, tap **Reports**. The screen has three panels:

- **Chart** — a visual breakdown of sales for the selected period.
- **Orders** — the list of individual orders that make up the chart.
- **Report** — a summary panel with the totals.

On a larger screen these sit side by side; on a tablet or phone, they stack so you scroll down to see them in order.

Filter

The filter bar at the top of the screen controls what the chart and lists show. You can adjust:

- **Date range** — pick the period you want to report on.
- Additional filters offered by your version of the app.

The chart, the orders list, and the report panel all update at the same time when you change a filter.

Reading the report

- The **chart** shows you sales at a glance — pick a period and you can see how revenue is trending over it.

- The **orders** list lets you tap into any individual order from the period to see its detail.
- The **report** panel rolls up totals so you can compare days, shifts, or weeks without doing the math.

Tips

- For end-of-day reconciliation, set the date range to today and compare the report total against your cash drawer and card terminal.
- For a snapshot of a specific cashier's sales, look at the **Orders** list filtered to the period and read the cashier column.

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