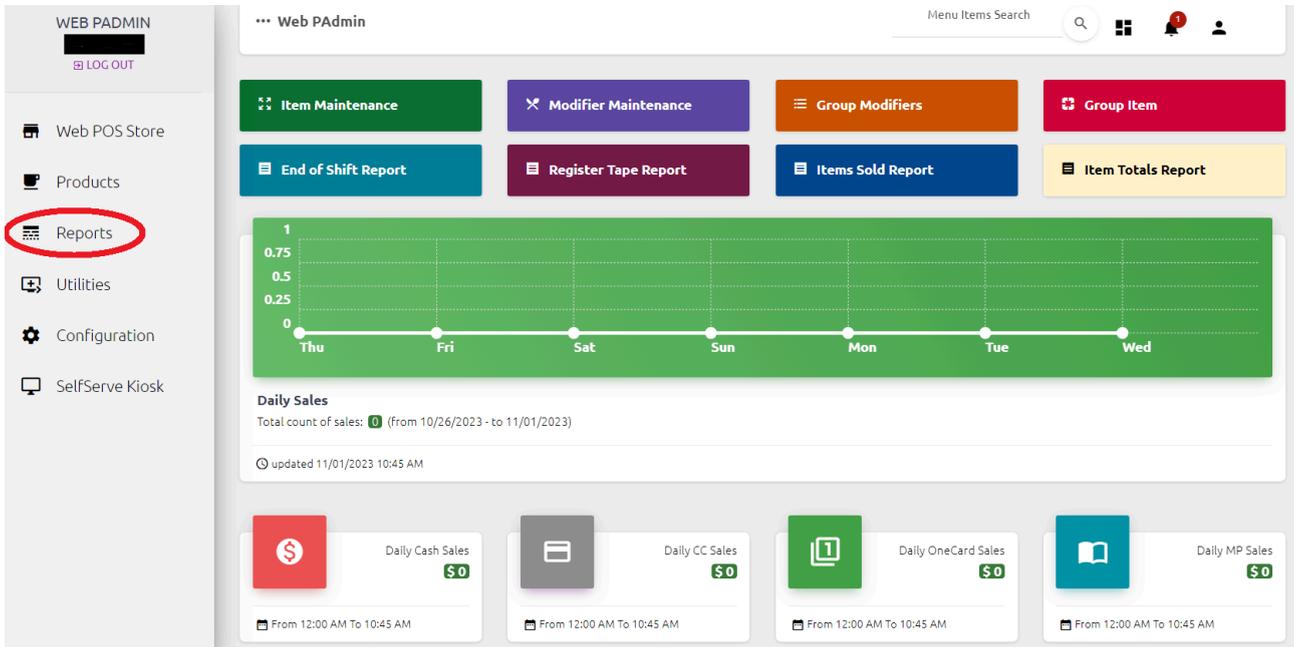


# Reporting in Web PAdmin

Using the Sidebar, select **Reports> List**. This will take you to the List of Reports. Several filters can be applied by using the tabs for recent activity and also the category filter.

Some common reports can also be found on the home dashboard for quick use.



Common Reports used are noted below, but the full list of reporting is always open should you wish to tailor your reporting experience.

## 1. End of Shift Report

- **Reports> List> End of Shift**

The image shows the 'End of Shift Report' configuration form. It has a purple header. Below the header are four input fields: 'Select Register' (dropdown menu with 'All Registers' selected), 'Table Number' (dropdown menu with 'Auto Selected' selected), 'Date From' (text input with '11/01/2023'), and 'Date To' (text input with '11/01/2023'). Below these is the 'Output Format' dropdown menu (set to 'Notepad') and a checkbox for 'OneCard Payments Breakdown'. At the bottom, there is a section for 'Selected Shifts' with an 'ADD SHIFTS' button, and two main action buttons: 'EXECUTE REPORT' and 'CANCEL'.

Configure the report settings as needed. **Keep Table Number on Auto Selected.** Once configured to your liking, execute the report and it will generate in your output format of choice.

## 2. Items Sold Report

- **Reports> List> Items Sold Report**

## Reporting in Web PAdmin

### Items Sold Report

<input type="checkbox"/> Select Shift	Table Number Auto Selected	Output Format EXCEL
Date Start 11/01/2023 00:00:00	Date End 11/01/2023 23:59:59	<input type="checkbox"/> Summary Report

Selected Registers

+ ADD REGISTERS

Selected Items

+ ADD ITEMS

SAVE EXECUTE REPORT CANCEL

Configure the report settings as needed. **Keep Table Number on Auto Selected.** Once configured to your liking, execute the report and it will generate in your output format of choice.

### 3. Total Summary by Date Range and Interval

- Reports> List> Totals Interval Report>

### Totals Interval Report

Date Start 11/01/2023	Date End 11/01/2023	
Time From 00:00	Time End 23:59	
Interval 15 Minute Intervals	Table Number Auto Selected	<input type="checkbox"/> Include Inventory
Output Format EXCEL		

Selected Registers

+ ADD REGISTERS

SAVE EXECUTE REPORT CANCEL

Configure the report settings as needed. **Keep Table Number on Auto Selected.** Once configured to your liking, execute the report and it will generate in your output format of choice.

### 4. Search Register Tape

- Reports> List> Totals Report>

# Reporting in Web PAdmin

**Register Tape Report**

Select Register:

Table Number:

Date From:

Date To:

Configure the report settings as needed. **Keep Table Number on Auto Selected.** Once configured to your liking, execute the report and it will generate in your output format of choice.

Questions regarding Web Padmin can be directed to:

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780-492-6100

