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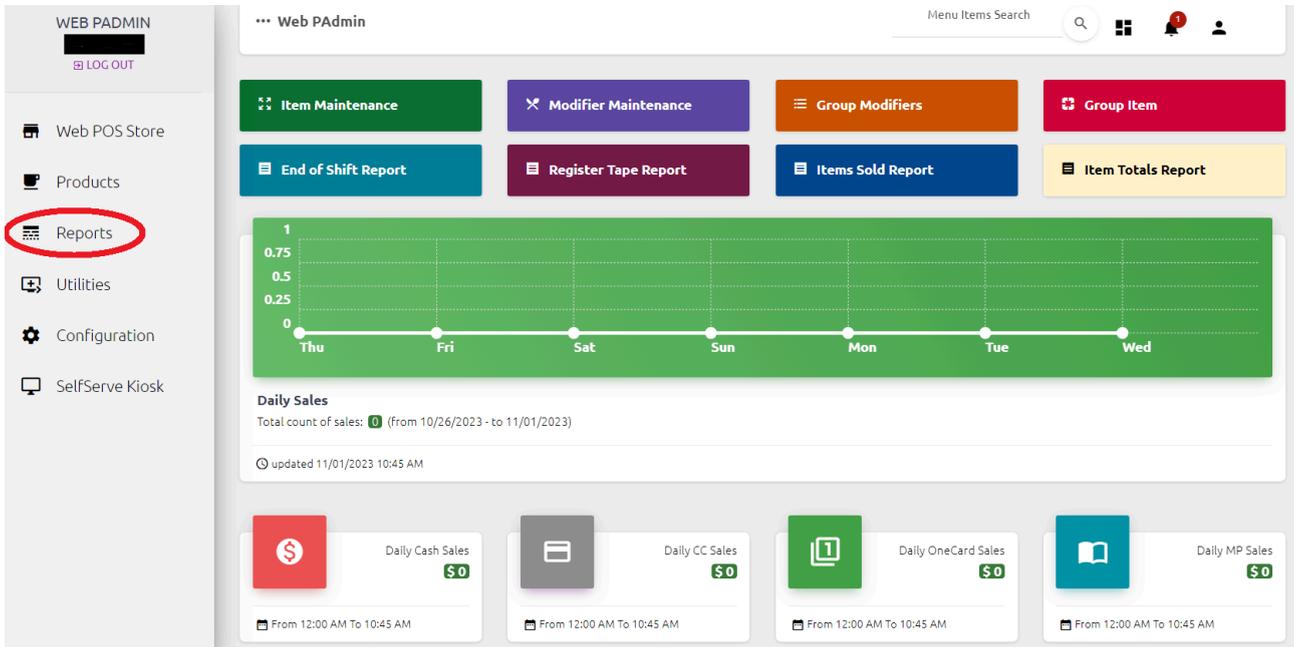
Common Reports used are noted below, but the full list of reporting is always open should you wish to tailor your reporting experience.

1. End of Shift Report
- **Reports**> **List**> **End of Shift**

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

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

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

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

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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