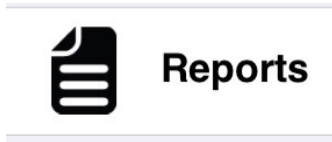


1. login and click home button (in top left corner of main screen)



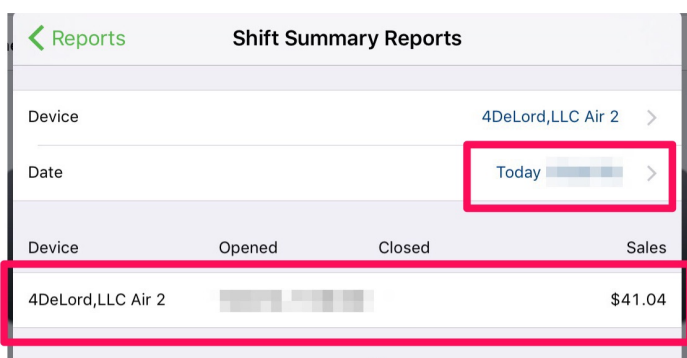
2. Click 'other functions'



3. Click reports (last option)

Shift Summary

4. Click shift summary



5. Select today's date and the active shift

[← Shift Summary Reports](#) **Shift Summary** Print report

Shift number	1	
Station	4DeLord,LLC Air 2	
Opened	10/4/15, 11:58 AM by SHANNON BRITTANY	
	Qty	Total
Gross Sales	7	\$46.19
Discounts	2	\$5.15
Overrides	0	\$0.00
Returns	0	\$0.00
Net Sales	7	\$41.04
Taxes		\$3.39
Tips	0	\$0.00
Gift Cards Sold	0	\$0.00

6. Print the report

[← Shift Summary Reports](#) **Shift Summary** Print report

Net Sales	7		\$41.04
Taxes			\$3.39
Tips	0		\$0.00
Gift Cards Sold	0		\$0.00
Ticket Total	7		\$44.43
Payment Types	Qty	Tip amt	Total (+/-)
Cash	5		█
Credit Card	1	\$0.00	\$16.93
	Qty		Amount
Payins	0		\$0.00
Payouts	0		\$0.00
Cash Deposits	0		\$0.00

7. Enter cash amount from report into expected cash