

Customising POS Reports

All POS Day End reports (Period report) and Shift reports can be accessed in evoBackOffice.

21.2 update now includes new functionality to customise the data displayed on the report and save as a template, giving multiple users complete flexibility to view only the data required, in their preferred order.

From the Menu Bar -> Reporting -> Shift and Period Reports

1

In the **Report Template**

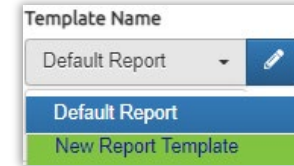
- Select the button to customise.



2

In the **Template Name** select **New Report Template**.

- Enter a name for the new report
- Select the green tick to save



3

From the list of **Available Reports**

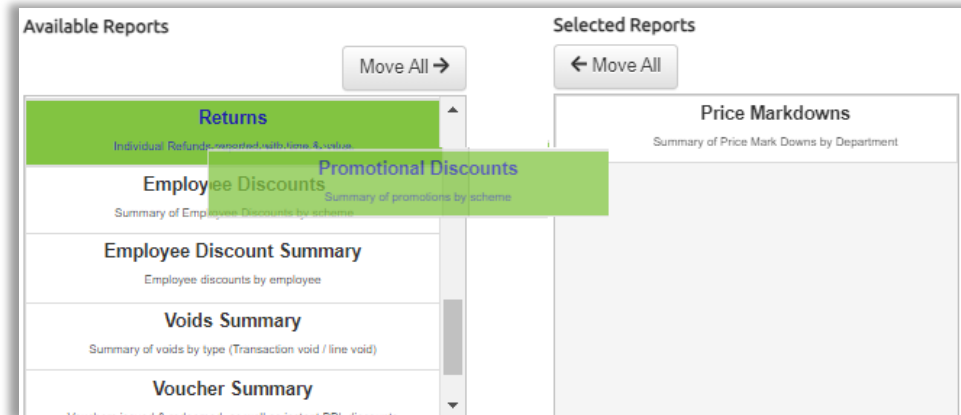
- Drag across (or double click) all the sections required to move to the right hand side **Selected Reports**.

The sections can also be moved up and down the list.

The finished report will display top to bottom as the sections are displayed on the screen

Once selection is complete

- **Save Changes**



At any time use the template button to edit existing saved templates.



The two tabs enable the customised reports to be viewed for a *Single Period* or across a *Range of multiple periods*

Single Shift/Period

Range