

**ALL USERS**  
This Quick Start Guide is  
Intended for users with  
login privileges.

# How to Access Summary Reports

Learn how to run reports in Dinerware. The report section contains over 80 different reports.

## The reports screen

**Log in** to the terminal using a four-digit PIN.

**1.** From the order entry screen, touch **'Manager'** at the top right of the screen. The manager screen appears.

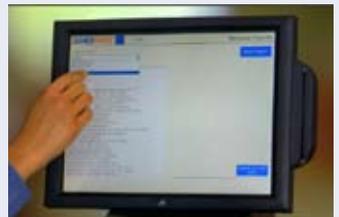


**2.** Touch **'Reports'**. The reports screen appears.

**3.** Several categories are organized in the drop down menu in the upper left of the screen. By default, sales reports appear first.



**4.** Use the **drop down list** and **highlight the report** category desired.



**5.** **Select the date and time** via the calendar and clock icons.

**6.** Touch **'Show Report'** on the right of the screen.

Once the report appears, a **report can be saved** in file formats such as Excel or PDF. Reports can be printed if a printer is installed in the Windows environment.

