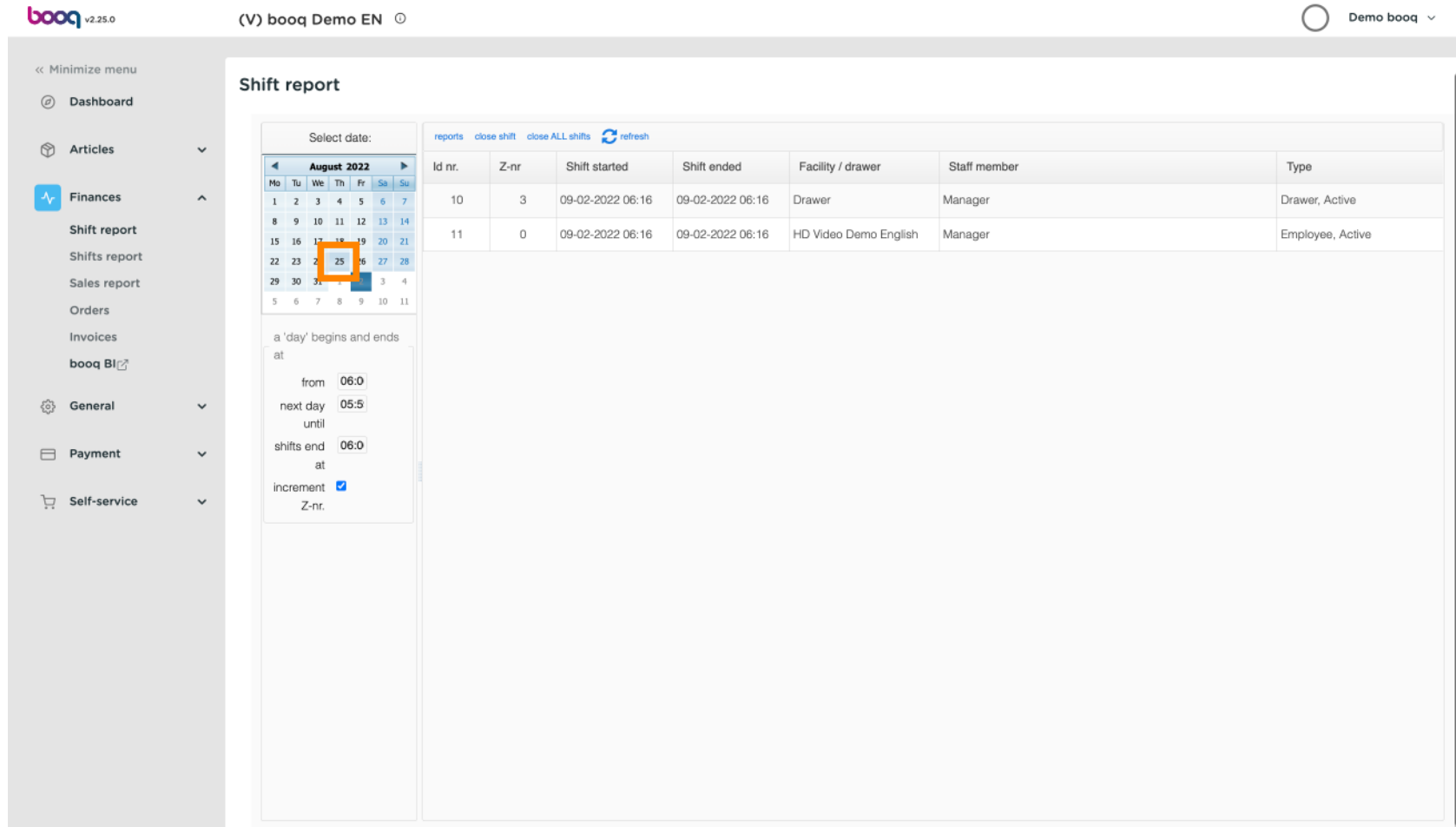




Open the **platform** and select Finances Shifts report. **Select** the date for the report.



booq v2.25.0 (V) booq Demo EN Demo booq

Shift report

Select date:

August 2022

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31			3	4
5	6	7	8	9	10	11

a 'day' begins and ends at

from 06:0

next day 05:5

until

shifts end at 06:0

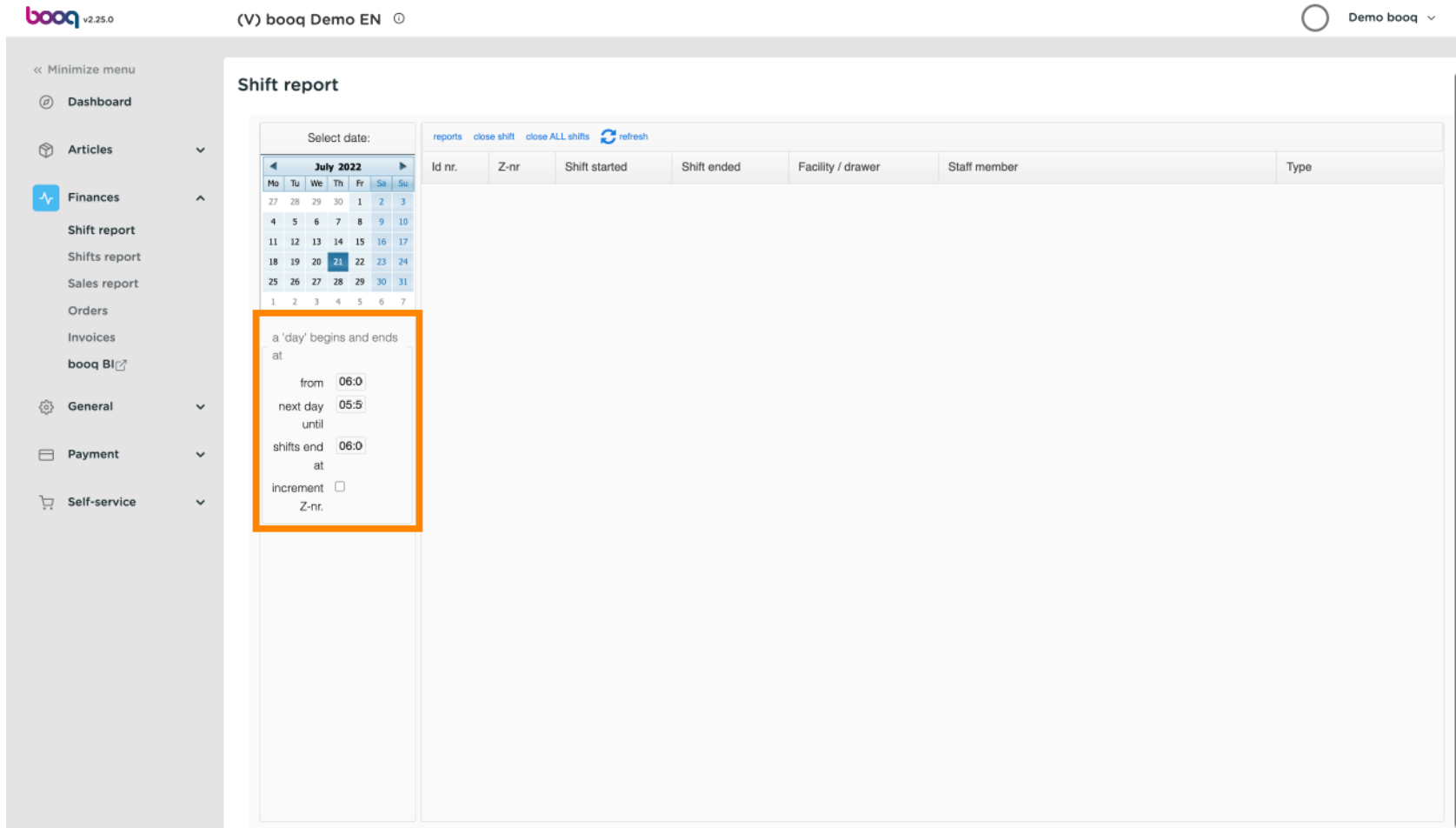
increment

Z-nr.

Id nr.	Z-nr	Shift started	Shift ended	Facility / drawer	Staff member	Type
10	3	09-02-2022 06:16	09-02-2022 06:16	Drawer	Manager	Drawer, Active
11	0	09-02-2022 06:16	09-02-2022 06:16	HD Video Demo English	Manager	Employee, Active



Edit the **text fields** in the following box.



The screenshot shows the 'Shift report' interface in the booq v2.25.0 application. The left sidebar contains navigation options: Dashboard, Articles, Finances (with a sub-menu for Shift report, Shifts report, Sales report, Orders, Invoices, and booq BI), General, Payment, and Self-service. The main content area is titled 'Shift report' and includes a date selector for July 2022, with the 21st highlighted. Below the calendar is a form for shift configuration, which is highlighted with an orange border. The form contains the following fields:

- a 'day' begins and ends at
- from
- next day until
- shifts end at
- increment
- Z-nr.

At the top of the main area, there are buttons for 'reports', 'close shift', 'close ALL shifts', and 'refresh'. Below these is a table with the following columns: Id nr., Z-nr, Shift started, Shift ended, Facility / drawer, Staff member, and Type. The table is currently empty.



Tick the **box** increment Z-nr. if you wish to add this.

booq v2.25.0 (V) booq Demo EN Demo booq

Shift report

Select date: July 2022

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

a 'day' begins and ends at

from 06:0

next day 05:5

until

shifts end at 06:0

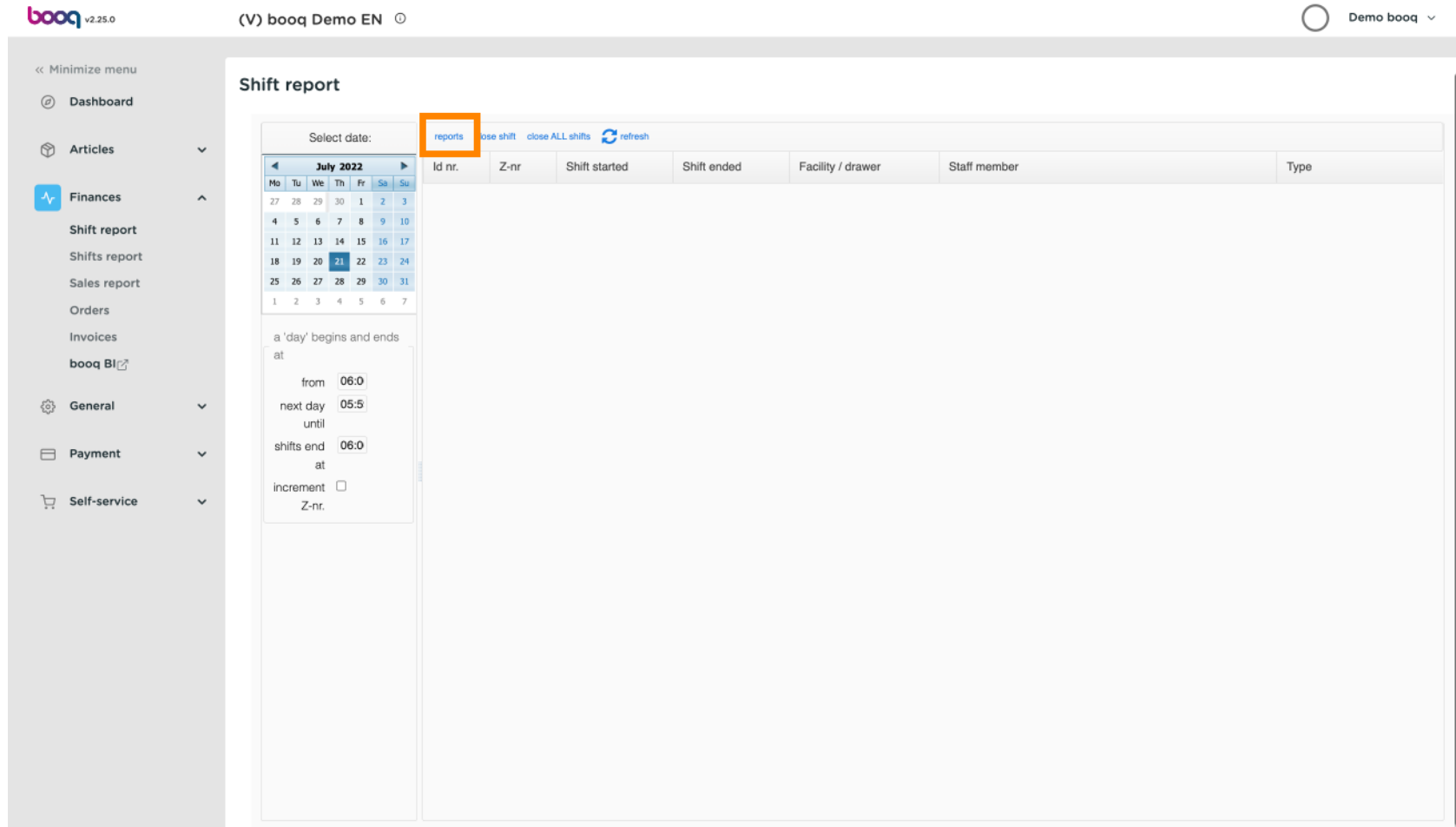
increment

Z-nr.

Id nr.	Z-nr	Shift started	Shift ended	Facility / drawer	Staff member	Type
--------	------	---------------	-------------	-------------------	--------------	------



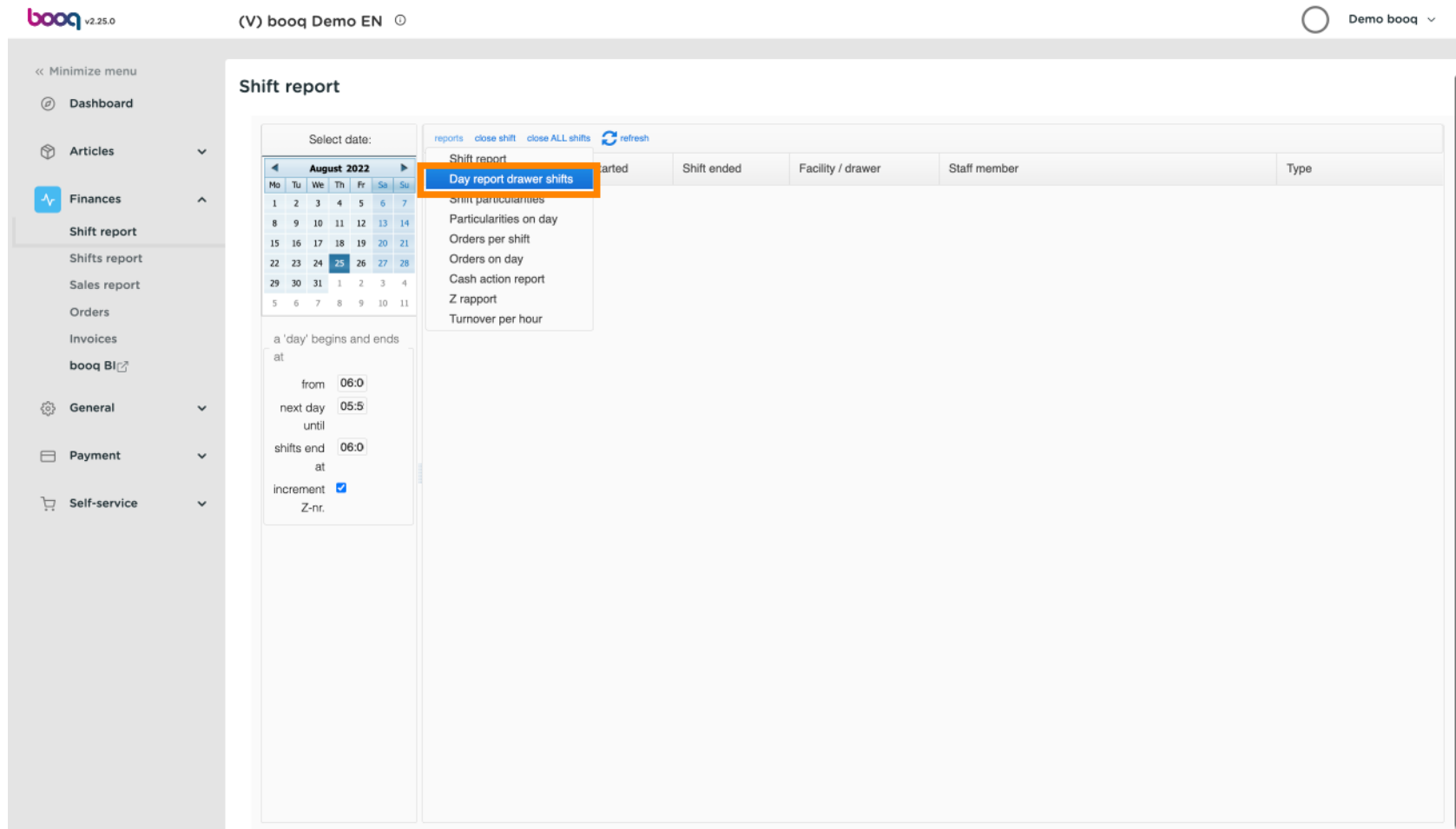
Click on **reports**. Note: Click on the reports you wish to see and it will open up in a new tab.



The screenshot shows the 'Shift report' interface in the booq v2.25.0 application. The top navigation bar includes the logo, version, and user information. A sidebar on the left contains a menu with categories like Dashboard, Articles, Finances, and General. The main content area is titled 'Shift report' and features a 'Select date:' dropdown menu with a calendar for July 2022. Below the calendar, there are input fields for shift start and end times, and a checkbox for 'increment Z-nr.'. A table with columns for 'Id nr.', 'Z-nr.', 'Shift started', 'Shift ended', 'Facility / drawer', 'Staff member', and 'Type' is visible. The 'reports' button in the top right of the main area is highlighted with an orange box.



Click on **Day report drawer shifts** to see all sold articles on the selected day. **Note: After clicking on a report category, it will open up in a new tab.**



booq v2.25.0 (V) booq Demo EN Demo booq

Shift report

Select date: August 2022

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

a 'day' begins and ends at

from 06:00

next day 05:55

until

shifts end at 06:00

increment

Z-nr.

reports close shift close ALL shifts refresh

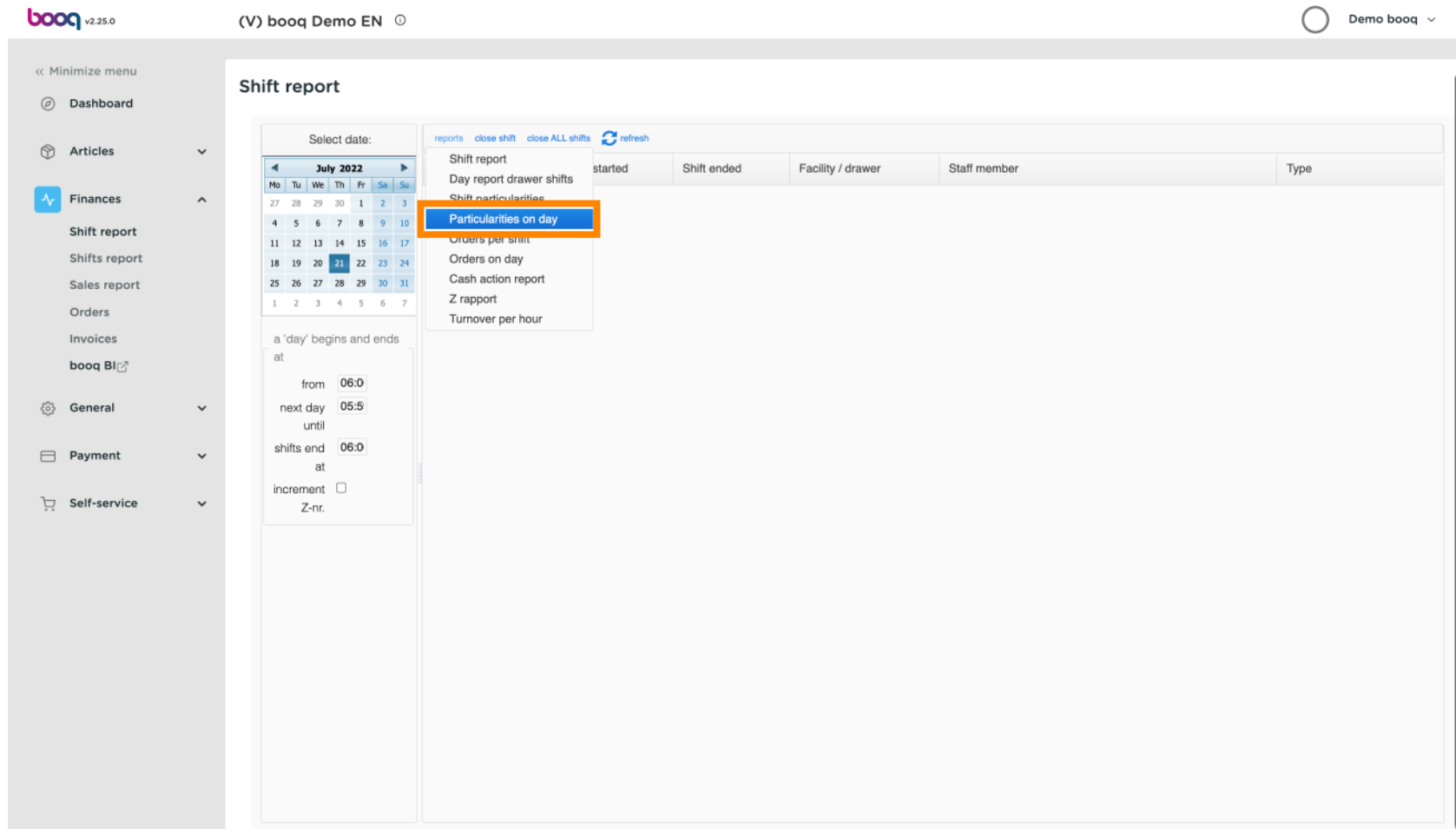
Shift report

started	Shift ended	Facility / drawer	Staff member	Type
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- Day report drawer shifts
- Shift particulars
- Particularities on day
- Orders per shift
- Orders on day
- Cash action report
- Z rapport
- Turnover per hour



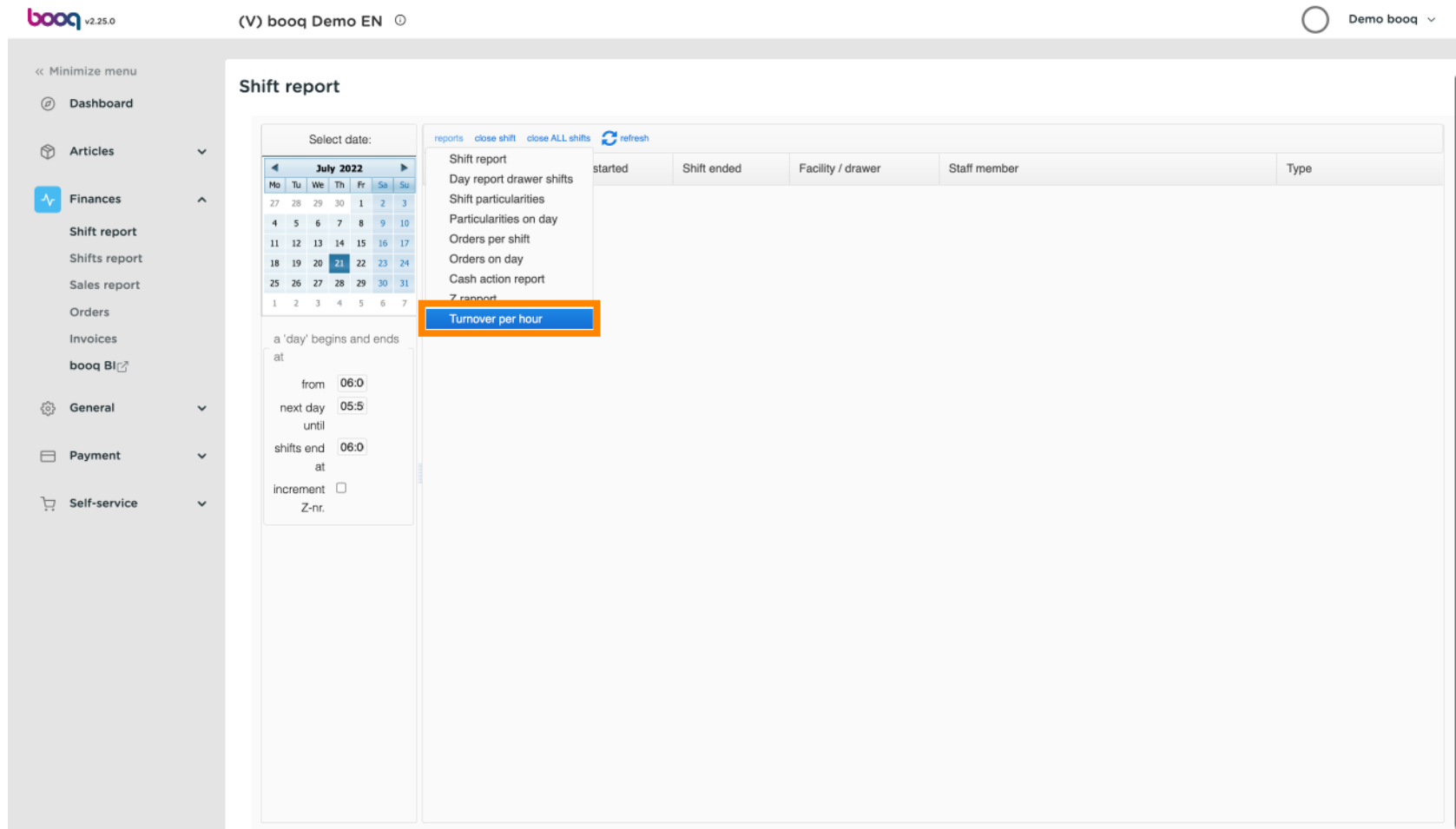
Click on **Particularities on day** to see all transactions in and out of the cash register. **Note: After clicking on a report category, it will open up in a new tab.**



The screenshot shows the 'Shift report' interface in the booq v2.25.0 application. The left sidebar contains a navigation menu with categories: Dashboard, Articles, Finances (expanded), General, Payment, and Self-service. Under 'Finances', 'Shift report' is selected. The main content area is titled 'Shift report' and features a 'Select date:' calendar for July 2022, with the 21st highlighted. A dropdown menu is open over the calendar, listing various report options: Shift report, Day report drawer shifts, Shift particularities, **Particularities on day** (highlighted with an orange box), Orders per shift, Orders on day, Cash action report, Z rapport, and Turnover per hour. Below the calendar, there are input fields for shift times: 'a 'day' begins and ends at' with 'from 06:0' and 'next day 05:5 until', and 'shifts end at' with '06:0'. There is also an 'increment' checkbox and a 'Z-nr.' field. The top right of the interface shows 'Demo booq' and a refresh button.



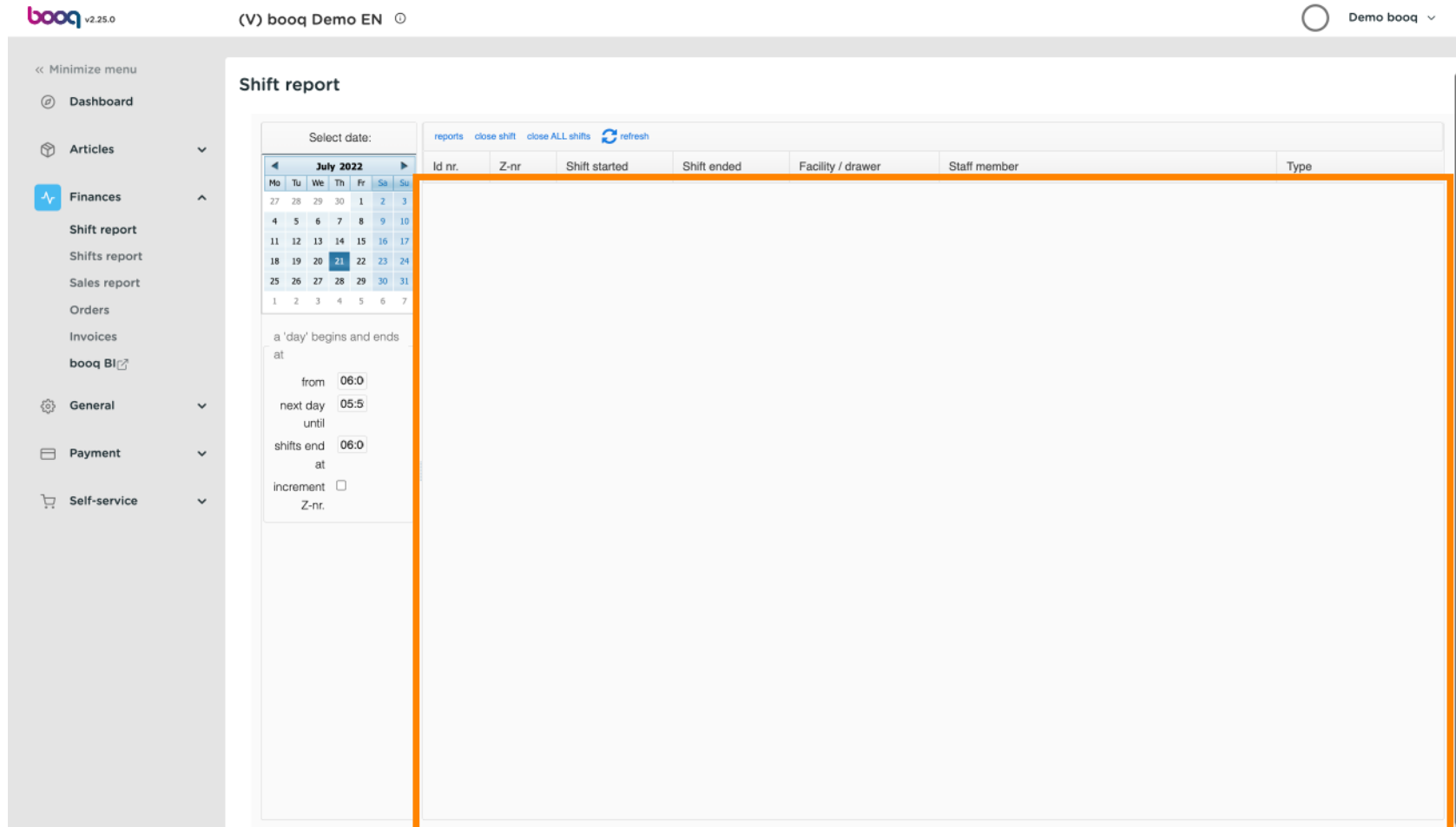
To compare the Turnovers generated from each Staff member, select the Staff Members and click on **Turnover per hour**. **Note: After clicking on a report category, it will open up in a new tab.**



The screenshot shows the 'Shift report' interface in the booq v2.25.0 application. The left sidebar contains a navigation menu with categories like Dashboard, Articles, Finances, and General. The main content area is titled 'Shift report' and features a date selection calendar for July 2022, with the 21st highlighted. A dropdown menu is open, listing various report options, with 'Turnover per hour' highlighted in blue. Below the calendar, there are input fields for shift start and end times (06:00 to 05:55) and an increment checkbox. The main table area is currently empty, with columns for 'started', 'Shift ended', 'Facility / drawer', 'Staff member', and 'Type' visible at the top.



That's it. You're done.



The screenshot shows the 'Shift report' interface in the booq v2.25.0 application. The interface includes a sidebar menu on the left with options like Dashboard, Articles, Finances, and General. The main content area is titled 'Shift report' and features a date selection calendar for July 2022, with the 21st highlighted. Below the calendar are settings for shift times: 'a 'day' begins and ends at' with 'from 06:0' and 'next day 05:5' until '06:0', and 'shifts end at' with '06:0'. There is also an 'increment' checkbox and a 'Z-nr.' field. A table with columns 'Id nr.', 'Z-nr', 'Shift started', 'Shift ended', 'Facility / drawer', 'Staff member', and 'Type' is present but empty. The interface also has navigation buttons like 'reports', 'close shift', 'close ALL shifts', and 'refresh'.



Scan to go to the interactive player