



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

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

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Shifts report

From date: **September 2022** (2 selected)

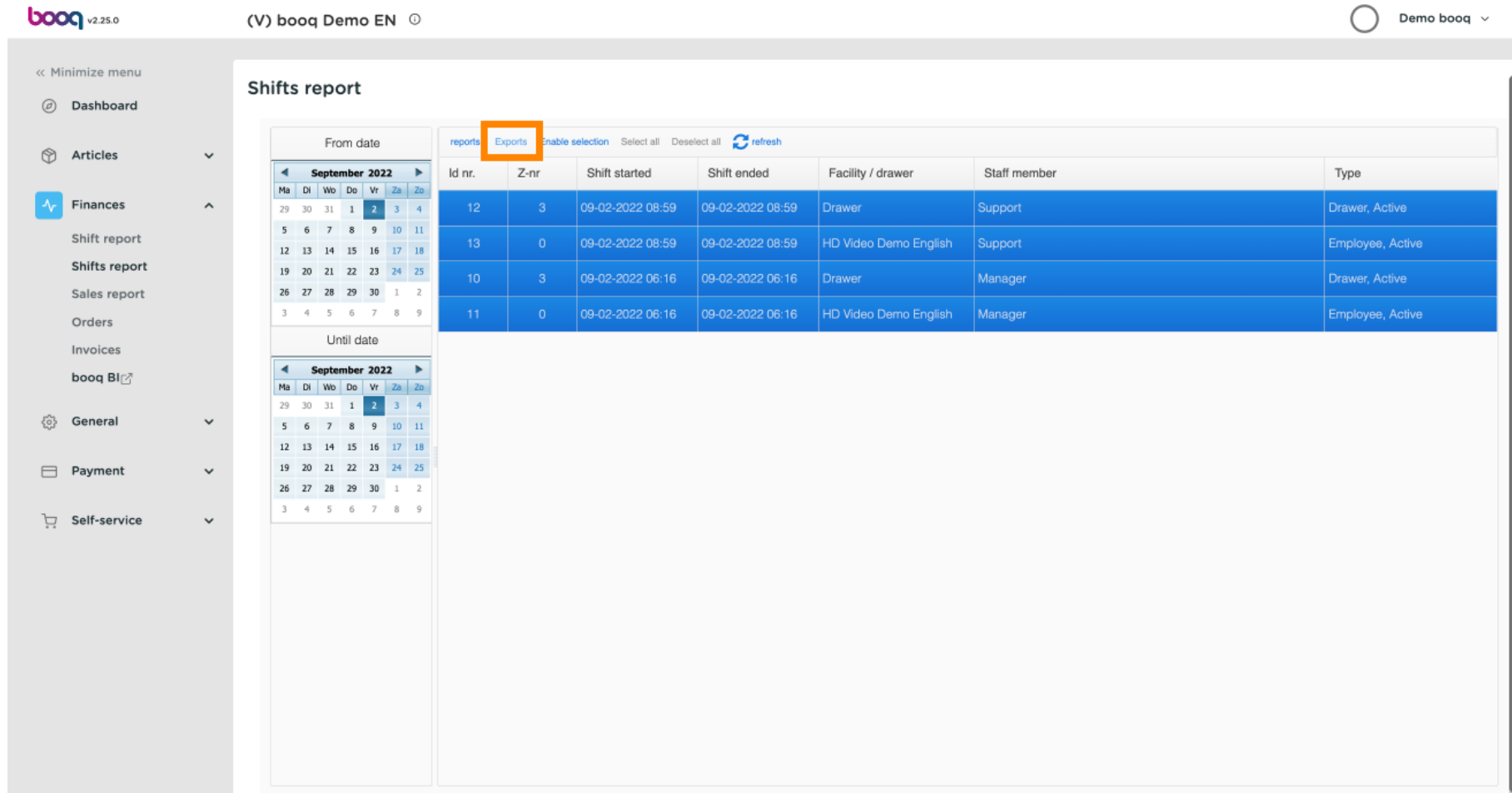
reports Exports Enable selection Select all Deselect all refresh

Id nr.	Z-nr	Shift started	Shift ended	Facility / drawer	Staff member	Type
12	3	09-02-2022 08:59	09-02-2022 08:59	Drawer	Support	Drawer, Active
13	0	09-02-2022 08:59	09-02-2022 08:59	HD Video Demo English	Support	Employee, Active
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

Until date: **September 2022** (2 selected)



After selecting the the period click **Exports**.



The screenshot shows the 'Shifts report' page 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 displays a table of shift data for September 2022. The 'Exports' button is highlighted with an orange box, indicating the next step in the process.

From date		reports	Exports	Enable selection	Select all	Deselect all	refresh				
Id nr.	Z-nr	Shift started	Shift ended	Facility / drawer	Staff member	Type					
12	3	09-02-2022 08:59	09-02-2022 08:59	Drawer	Support	Drawer, Active					
13	0	09-02-2022 08:59	09-02-2022 08:59	HD Video Demo English	Support	Employee, Active					
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					



Click on **Articles (.XLS)** to export this.

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Shifts report

From date: September 2022

Until date: September 2022

reports: Export Enable selection Select all Deselect all refresh

Id nr.	Articles (.XLS)	Sales category (.XLS)	Shift ended	Facility / drawer	Staff member	Type
12	Sales subcategory (.XLS)		09-02-2022 08:59	Drawer	Support	Drawer, Active
13	Sales subcategory (.CSV)	booq Staffplanner	09-02-2022 08:59	HD Video Demo English	Support	Employee, Active
10	3		09-02-2022 06:16	Drawer	Manager	Drawer, Active
11	0		09-02-2022 06:16	HD Video Demo English	Manager	Employee, Active



Click on **Sales category (.XLS)** to export this.

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Shifts report

From date: **September 2022** (Calendar view: 29, 30, 31, 1, 2, 3, 4)

Until date: **September 2022** (Calendar view: 29, 30, 31, 1, 2, 3, 4)

reports Exports Enable selection Select all Deselect all refresh

Id nr.	Articles / XLS	Shift ended	Facility / drawer	Staff member	Type
12	Sales category (.XLS) Sales subcategory (.XLS) Sales subcategory (.CSV) booq Staffplanner	09-02-2022 08:59	Drawer	Support	Drawer, Active
13		09-02-2022 08:59	HD Video Demo English	Support	Employee, Active
10	3	09-02-2022 06:16	09-02-2022 06:16	Drawer	Manager
11	0	09-02-2022 06:16	09-02-2022 06:16	HD Video Demo English	Manager



Click on **Sales subcategory (.XLS)** to export this.

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Shifts report

From date: September 2022

reports Exports Enable selection Select all Deselect all refresh

Id nr.	Articles (.XLS)	Shift ended	Facility / drawer	Staff member	Type
12	Sales subcategory (.XLS)	09-02-2022 08:59	Drawer	Support	Drawer, Active
13	Sales subcategory (.CSV) booq Staffplanner	09-02-2022 08:59	HD Video Demo English	Support	Employee, Active
10	3	09-02-2022 06:16	09-02-2022 06:16	Drawer	Manager
11	0	09-02-2022 06:16	09-02-2022 06:16	HD Video Demo English	Manager

Until date: September 2022



Click on **Sales subcategory (.CSV)** to export this.

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Shifts report

From date: September 2022

Until date: September 2022

reports Exports Enable selection Select all Deselect all refresh

Id nr.	Articles (.XLS)	Sales category (.XLS)	Shift ended	Facility / drawer	Staff member	Type
12	Sales subcategory (.XLS)	Sales subcategory (.CSV)	09-02-2022 08:59	Drawer	Support	Drawer, Active
13	booq Stampplanner		09-02-2022 08:59	HD Video Demo English	Support	Employee, Active
10	3	09-02-2022 06:16	09-02-2022 06:16	Drawer	Manager	Drawer, Active
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Click **Staffplanner** to resend a period to your staffplanner.

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Shifts report

From date: **September 2022** (Calendar view: 29, 30, 31, 1, 2, 3, 4)

Until date: **September 2022** (Calendar view: 29, 30, 31, 1, 2, 3, 4)

reports Exports Enable selection Select all Deselect all refresh

Id nr.	Articles (.XLS)	Sales category (.XLS)	Shift ended	Facility / drawer	Staff member	Type
12	Sales subcategory (.XLS)		09-02-2022 08:59	Drawer	Support	Drawer, Active
13	Sales subcategory (.CSV)		09-02-2022 08:59	HD Video Demo English	Support	Employee, Active
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

booq Staffplanner (highlighted in the dropdown menu)



That's it. You're done.

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Shifts report

From date: September 2022 (Ma, Di, Wo, Do, Vr, Za, Zb) | Until date: September 2022 (Ma, Di, Wo, Do, Vr, Za, Zb)

reports Exports Enable selection Select all Deselect all refresh

Id nr.	Z-nr	Shift started	Shift ended	Facility / drawer	Staff member	Type
12	3	09-02-2022 08:59	09-02-2022 08:59	Drawer	Support	Drawer, Active
13	0	09-02-2022 08:59	09-02-2022 08:59	HD Video Demo English	Support	Employee, Active
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11	0	09-02-2022 06:16	09-02-2022 06:16	HD Video Demo English	Manager	Employee, Active



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