



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

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

<< Minimize menu

- Dashboard
- Articles
- Finances**
 - Shift report**
 - Shifts report
 - Sales report
 - Orders
 - Invoices
 - booq BI
- General
- Payment
- Self-service

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				
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.

reports close shift close ALL shifts refresh

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.

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

reports close shift close ALL shifts refresh

Id nr.	Z-nr	Shift started	Shift ended	Facility / drawer	Staff member	Type
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a 'day' begins and ends at

from 06:0

next day 05:5

until

shifts end at 06:0

increment

Z-nr.



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

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

<< Minimize menu

- Dashboard
- Articles
- Finances
 - Shift report**
 - Shifts report
 - Sales report
- Orders
- Invoices
- booq BI
- General
- Payment
- Self-service

Shift report

Select date: **reports** use shift close ALL shifts refresh

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 **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.**

The screenshot shows the 'Shift report' interface in the booq v2.25.0 application. The left sidebar contains navigation options: Dashboard, Articles, Finances, Shift report (selected), Shifts report, Sales report, Orders, Invoices, booq BI, General, Payment, and Self-service. The main content area is titled 'Shift report' and includes a 'Select date:' section with a calendar for August 2022. The date 25th is selected. Below the calendar, there are input fields for shift times: 'a 'day' begins and ends at' (from 06:0, next day 05:5, until), 'shifts end at' (06:0), and an 'increment' checkbox which is checked. A dropdown menu is open over the calendar, listing various report categories: 'Day report drawer shifts' (highlighted in red), 'Shift particulars', 'Particularities on day', 'Orders per shift', 'Orders on day', 'Cash action report', 'Z rapport', and 'Turnover per hour'. The main table area is currently empty, with headers for 'started', 'Shift ended', 'Facility / drawer', 'Staff member', and 'Type'.



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. On the left is a sidebar menu with categories like Dashboard, Articles, Finances, and General. The main area is titled 'Shift report' and contains a 'Select date:' section with a calendar for July 2022. A dropdown menu is open over the calendar, listing various report options. The option 'Particularities on day' is highlighted with a red box. Below the calendar, there are input fields for shift start and end times, and a checkbox for 'increment Z-nr.'. The top right of the interface shows the user 'Demo booq'.



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 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. A dropdown menu is open, listing various report categories, with 'Turnover per hour' highlighted in a pink box. The table below the menu has columns for 'started', 'Shift ended', 'Facility / drawer', 'Staff member', and 'Type'.

started	Shift ended	Facility / drawer	Staff member	Type



That's it. You're done.

The screenshot shows the 'Shift report' interface in the booq v2.25.0 application. The top navigation bar includes the booq logo, the text '(V) booq Demo EN', and a user profile icon labeled 'Demo booq'. A left sidebar contains a 'Minimize menu' button and several menu items: Dashboard, Articles, Finances (with a sub-menu for Shift report, Shifts report, and Sales report), Orders, Invoices, booq BI, General, Payment, and Self-service. The main content area is titled 'Shift report' and features a 'Select date:' section with a calendar for July 2022. The calendar shows the 21st as the selected date. 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. The main table has columns for 'Id nr.', 'Z-nr', 'Shift started', 'Shift ended', 'Facility / drawer', 'Staff member', and 'Type'. The table body is currently empty. At the top of the table area, there are buttons for 'reports', 'close shift', 'close ALL shifts', and 'refresh'.



Scan to go to the interactive player