(j)

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

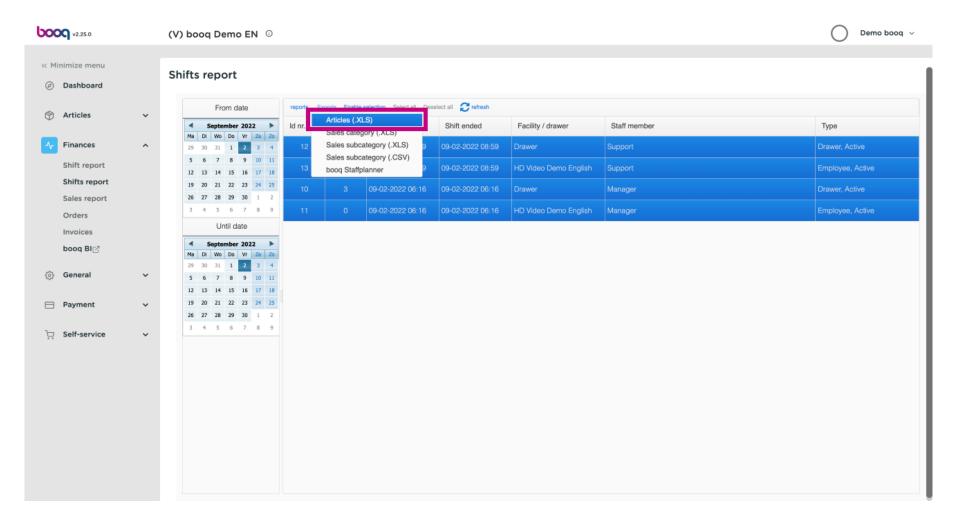
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« Minimize menu Ø Dashboard		Shifts report							
Articles	~	From date			Select all Des	elect all Crefresh	Facility / drawer	Staff member	Туре
Y Finances	^	Ma Di Wo Do Vr Za Zo 29 30 31 1 2 3 4	12		2022 08:59	09-02-2022 08:59	Drawer	Support	Drawer, Active
Shift report Shifts report		5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25			2022 08:59	09-02-2022 08:59	HD Video Demo English	Support	Employee, Active
Sales report		19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9			2022 06:16	09-02-2022 06:16	Drawer	Manager	Drawer, Active
Orders		Until date		0 09-02-7	2022 06:16	09-02-2022 06:16	HD Video Demo English	Manager	Employee, Active
booq BI⊵"		September 2022 > Ma Di Wo Do Vr Za Zo 29 30 31 1 2 3 4							
ô› General	~	29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18							
Payment	~	19 20 21 22 23 24 25 26 27 28 29 30 1 2							
ੇ਼ Self-service	~	3 4 5 6 7 8 9							

() After selecting the the period click Exports.

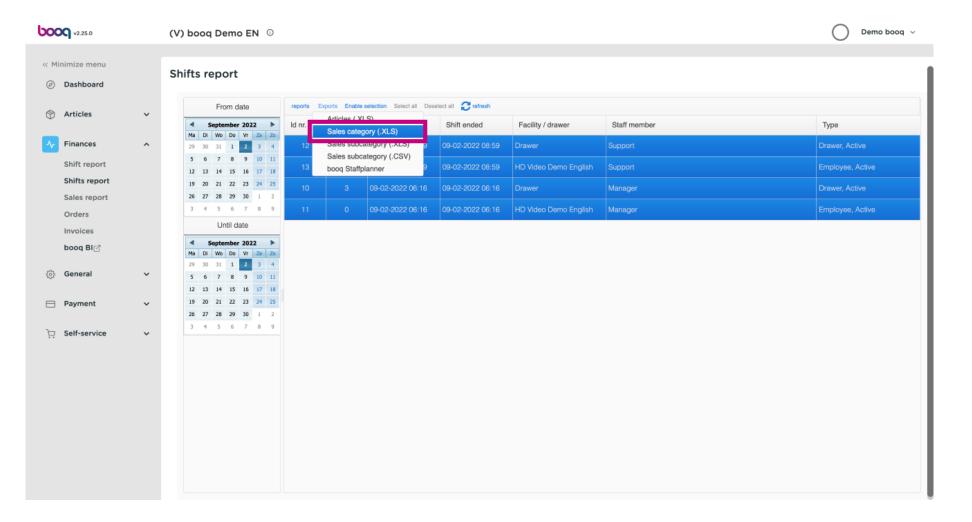
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	~	From date	reports Exports B	sable selection Select all Des Shift started	select all Crefresh	Facility / drawer	Staff member	Туре
Finances	^	Ma Di Wo Do Vr Za Zo 29 30 31 1 2 3 4	12 3	09-02-2022 08:59	09-02-2022 08:59	Drawer	Support	Drawer, Active
Shift report Shifts report		5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	13 0		09-02-2022 08:59	HD Video Demo English	Support	Employee, Active
Sales report		19 20 21 22 23 24 23 26 27 28 29 30 1 2 3 4 5 6 7 8 9	10 3 11 0		09-02-2022 06:16	Drawer HD Video Demo English	Manager Manager	Drawer, Active Employee, Active
Orders		Until date		09-02-2022 06.16	09-02-2022 00:10		wanayei	Employee, Active
booq BI⊵"		Ma Di Wo Do Vr Za Zo 29 30 31 1 2 3 4						
ද්‍රි General	*	29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18						
Payment	~	19 20 21 22 23 24 25 26 27 28 29 30 1 2						
े़ Self-service	~	3 4 5 6 7 8 9						

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

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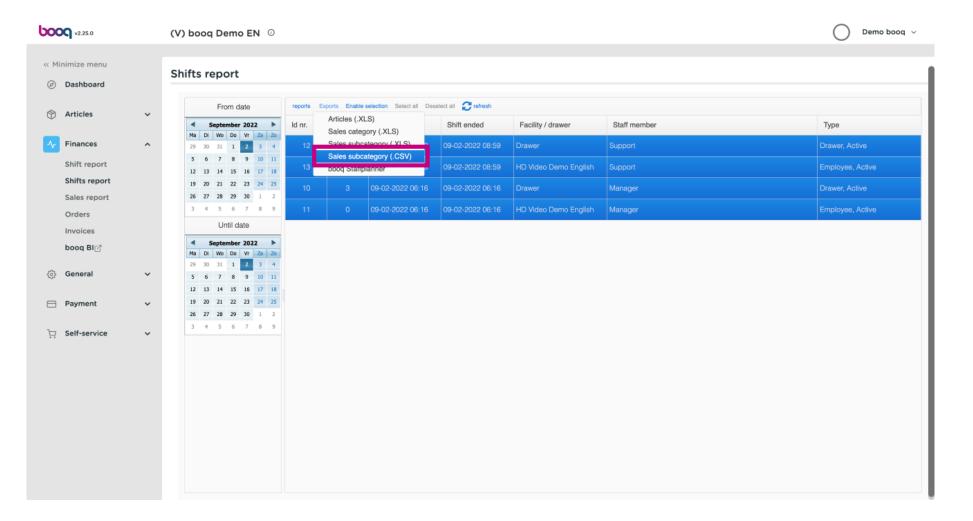
(i) Click on Sales category (.XLS) to export this.



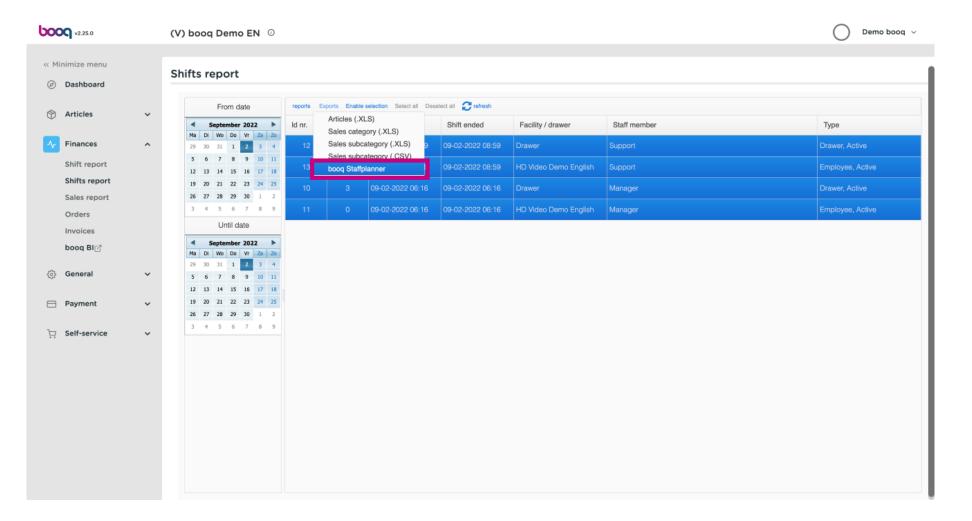
() Click on Sales subcategory (.XLS) to export this.

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« Minimize menuØ Dashboard		Shifts report							
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	^	Ma Di Wo Do Vr Za Zo 29 30 31 1 2 3 4	12 Sales subcategory (.XLS)		09-02-2022 08:59	Drawer	Support	Drawer, Active	
Shift report		5 6 7 8 9 10 11 12 13 14 15 16 17 18		sales subcategory (.CSV) pooq Staffplanner 9	09-02-2022 08:59	HD Video Demo English	Support	Employee, Active	
Shifts report		19 20 21 22 23 24 25 26 27 28 29 30 1 2	10	3 09-02-2022 06:16	09-02-2022 06:16	Drawer	Manager	Drawer, Active	
Orders		3 4 5 6 7 8 9		0 09-02-2022 06:16	09-02-2022 06:16	HD Video Demo English	Manager	Employee, Active	
Invoices		Until date							
booq BI⊠		Ma Di Wo Do Vr Za Zo							
<i>중 General</i>	~	29 30 31 1 2 3 4 5 6 7 8 9 10 11							
Payment	~	12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2							
ेः Self-service	~	3 4 5 6 7 8 9							

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



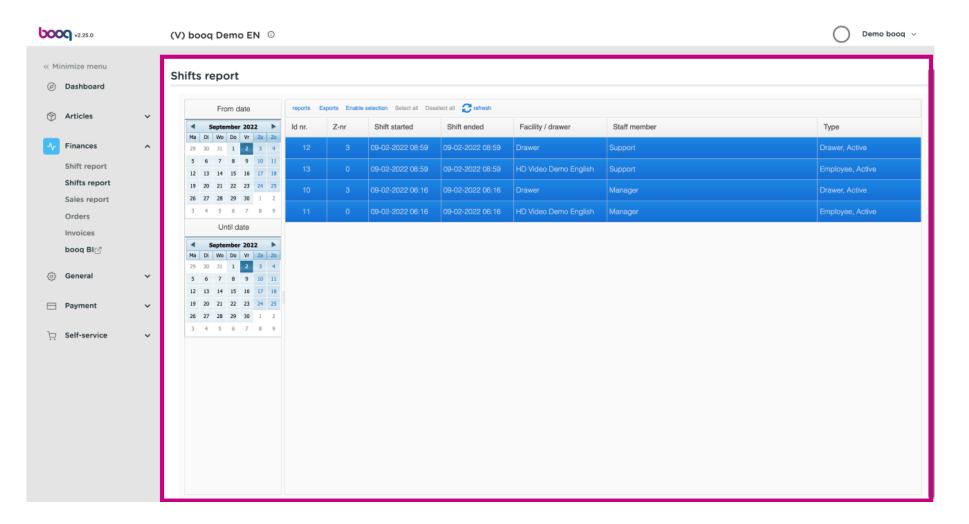
(i) Click Staffplanner to resend a period to your staffplanner.



booq - Export reports

(i) That's it. You're done.

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booq - Export reports

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