



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)

Until date: **September 2022**

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



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

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Shifts report

From date: **September 2022**

Ma	Di	Wo	Do	Vr	Za	Zo
29	30	31	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	1	2
3	4	5	6	7	8	9

Until date: **September 2022**

Ma	Di	Wo	Do	Vr	Za	Zo
29	30	31	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	1	2
3	4	5	6	7	8	9

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)	Sales subcategory (.XLS)	Sales subcategory (.CSV)	booq Staffplanner	Shift ended	Facility / drawer	Staff member	Type
12						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	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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Until 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 category (.XLS)	09-02-2022 08:59	Drawer	Support	Drawer, Active
13	Sales subcategory (.XLS) 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



Click on **Sales subcategory (.XLS)** 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)	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



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 Stampplaner		09-02-2022 08:59	HD Video Demo English	Support	Employee, Active
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Click **Staffplanner** to resend a period to your staffplanner.

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Shifts report

From date: September 2022

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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)	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	Drawer, Active
11	0	09-02-2022 06:16	09-02-2022 06:16	HD Video Demo English	Manager	Employee, Active



That's it. You're done.

The screenshot shows the 'Shifts report' page in the booq v2.25.0 interface. The page is titled '(V) booq Demo EN' and includes a 'Demo booq' dropdown menu. The sidebar menu on the left contains options like 'Dashboard', 'Articles', 'Finances', 'Orders', 'Invoices', 'General', 'Payment', and 'Self-service'. The main content area features a 'Shifts report' section with a calendar for 'September 2022' and a table of shift data. The table has columns for 'Id nr.', 'Z-nr', 'Shift started', 'Shift ended', 'Facility / drawer', 'Staff member', and 'Type'. The table contains four rows of data, all highlighted in blue.

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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