Reports User Guide

In the reports screen you will see a calendar to select dates and four print report buttons.

Reports Screen Contents

1. **Close Button**
   The close button will return you to the manager dashboard.

2. **Print Sales Report Button**
   The sales report button will print a report based on what selection was made in the combo box (daily, weekly, monthly) and then based on whatever date was selected.

3. **Print Available Inventory Button**
   The available inventory button will print an inventory report that will show all available inventory at the moment.

4. **Print Restock Inventory Button**
   The restock inventory button will print an inventory report that will show all inventory needed to be restocked at the moment.

5. **Print Full Inventory Button**
   The full inventory button will print an inventory report that will show all inventory including discontinued items at the moment.