



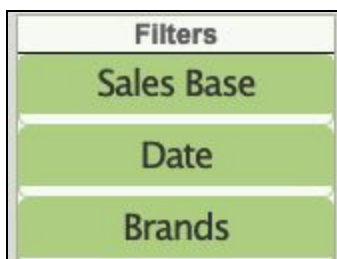
Dashboard

The dashboard allows you to customize the way it is set up, showing you only what you want to see, quickly add/remove data sets and move tables around. The layout is completely customizable, set it up the way you want. You can quickly edit filters which allow you to narrow down or broaden the data you wish to see.

Navigate to [Reporting>Dashboard]

- **Note:** Hit [Reset Filters] when you enter the Dashboard before making your selections.

Filters: allow you to set the parameters for the specific data that will be pulled, allowing you to choose what Sales Base, Date range, Brands, Locations, Shifts, Profit Centers, Hours, Days, Items, and Payment Types. These Filters will appear to the left of the main Dashboard in Green.



To open a filter & make changes: click on the green [Box]

- **Note:** As soon as you make changes to a filter the data will change to match the new selections.

To select only one option within a filter: simply click on the desired option from the Filter list.

- you can select all options within a filter by holding down the [Shift-Key] and clicking on the top option, scrolling down the list and selecting the bottom option.
- You can select multiple options within a filter by holding down the [Ctrl-Key] and clicking on each desired option in the list.



Sales Base: Start by selecting how you want to see your data, click on the [Circle] next to Net or Gross.

Date: you may enter a date range of your own by clicking into the [From] & [To] fields which will prompt a calendar to pop up allowing you to select the desired start and end dates of the period you wish to see, or you can choose from the preset [Range]



The image shows a vertical sidebar of filter options for a dashboard. Each section has a green header and a scrollable list of items. The sections are: Brands (Wired, Unique Concepts, new, Panini Cafe), Locations (Wired Wine Bar North, BKB, Cafe Panini, Fractured Prune), Shifts (ALL, Brunch, Day, Dinner), Profit Centers (Main, Bar, ToGo, Dining Room), Hours (0:00 - 24:00 with a slider), and Days (Monday, Tuesday, Wednesday, Thursday, Clear All, Weekends).

Brands: Select only the brands you want to see, easily compare brands performance

Locations: Defaulted to show you all locations in your Organization, you can change this by selecting one or multiple locations.

Shifts: Will reflect all Shifts from all stores, Some stores may not have a particular Shift (i.e Late Night.)

Profit Centers: Straight from you POS you can include them all or Omit any you do not wish to see on your Dash. Will reflect all profit centers from all stores, Some stores may not have a particular Profit Center.

Hours: defaulted to 24 hours. You can filter the data by time of day using the Hours Filter, Simply move the **[Start Bar]** and the **[End Bar]**

Days: easily include or omit weekends from your data by clicking on the **[Check Box]** next to weekends. You can clear all days with the Clear All **[Check Box]**



Items: you can pick any of the menu items to track and choose whether you want to filter the data by check or transaction when ordered by clicking on the **Circle** next to the desired option.



Payment Types: you can select only cards if you wish, even narrow it down to one card Type or a specific Type of \$ Bill.

Data Sets: easily customizable so that you can eliminate any data you don't want in your view.

- **Space Saver:** Each data set lies within a small table that with scroll bars so that you can access large amounts of data on a single screen freeing up your space.
- **Drag and Drop:** The data sets reside on the right side of the screen as a **Button** when not in use, you can drag the **Button** to the center section to open the table where you can easily view the data. You can remove data sets from view by clicking/holding the **Title Bar** and dragging them back over to the right side of the screen in the data sets section.

Dpt	Category	Qty	Sales	%	Discounts
	FOOD	1,681	\$4,414.10	53.6%	\$144.90



- **Set Up Tables:** You can actually move these tables around your screen in any order you wish by clicking on the **[Title Bar]** of each data set and dragging it to the desired location.

Shift	Checks	Trans	Discounts	%	Sales	% of Sales
Day	75	1035	\$46.15	21%	\$3,393.78	41%
Night	90	1315	\$175.75	79%	\$4,834.72	59%
Totals:	165	2350	\$221.90		\$8,228.50	

- **Open/Close Tables:** you can quickly close/open a table by clicking on the **[Title Bar]** at the top of the table.

Shift	Checks	Trans	Discounts	%	Sales	% of Sales
Day	75	1035	\$46.15	21%	\$3,393.78	41%
Night	90	1315	\$175.75	79%	\$4,834.72	59%
Totals:	165	2350	\$221.90		\$8,228.50	



Dashboard: The center of the screen is the actual dashboard which based on the filters you set and the data sets you drag over (i.e. Location, Labor, Shifts, etc.) it breaks down your sales totals and details. Once you set your dash up the way you want it will save the set up so that when you log in next and navigate to the dashboard your view is the same.

03/18/2019 to 03/24/2019							
Show AMT Graph (0)		Show QTY Graph (0)		Show PCT Graph (0)			
Labor							
Job	Reg Hrs	OT Hrs	Reg Cost	OT Cost	Total Hrs	Total Cost	
Server	394	7	\$1,981.78	\$363.03	400	\$2,344.81	
Host(ess)	67	0	\$691.20	\$0.00	67	\$691.20	
Training	33	0	\$327.40	\$0.00	33	\$327.40	
PM Server Assistant	71	0	\$402.10	\$0.00	71	\$402.10	
Bartender	306	19	\$848.64	\$476.72	324	\$1,325.36	
Line Cook	621	18	\$6,759.85	\$1,160.42	639	\$7,920.27	
Manager	181	12	\$0.00	\$0.00	194	\$0.00	
AM Server Assistant	33	0	\$193.98	\$0.00	33	\$193.98	
eFish Tip Reconciliation	0	0	\$0.00	\$0.00	0	\$0.00	
Totals:	1,705	56	\$11,204.95	\$2,000.17	1,761	\$13,205.12	
Departments							
Department	Sales	%	Discounts	% of Sales			
FOOD	\$4,414.10	53.6%	\$144.90	1.8%			
WINE	\$2,810.19	34.2%	\$77.00	0.9%			
BEER	\$473.21	5.8%	\$0.00	0.0%			
CATERING	\$316.00	3.8%	\$0.00	0.0%			
N/A BEV	\$215.00	2.6%	\$0.00	0.0%			
Totals:	\$8,228.50		\$221.90	2.7%			
Discounts							
Item	QTY	ADQ	Amount	Group %	% of Sales		
\$20 Tues Wine	4	1	\$69.00	31.1%	0.8%		
QSV Comp	7	1	\$62.75	28.3%	0.8%		
\$20 Bruschetta	4	1	\$35.00	15.8%	0.4%		
PR Comp	3	0	\$29.00	13.1%	0.4%		
Friends	6	1	\$13.40	6.0%	0.2%		
\$ Off Wine Glass	3	0	\$8.00	3.6%	0.1%		
DNL	1	0	\$3.00	1.4%	0.0%		
Waste	1	0	\$1.75	0.8%	0.0%		
Totals:	29	4	\$221.90		2.7%		
Shifts							
Shift	Checks	Trans	Discounts	%	Sales	% of Sales	
Day	75	1035	\$46.15	21%	\$3,393.78	41%	
Night	90	1315	\$175.75	79%	\$4,834.72	59%	
Totals:	165	2350	\$221.90		\$8,228.50		