

GETTING STARTED WITH RUND00 · REPORTING

Reports That Answer Back

Open a report, set the date and columns, narrow it, then export what you find. It all lives at POS → Analytics → Reports.

THREE PILLS SHAPE ANY REPORT

1

Date range

Set this first. A report can open on a narrow window.

[Today](#) · [Month to date](#) · [Year to date](#) · [All time](#)

2

Select columns

Add the fields you want to read, like profit.

e.g. add [Gross profit](#)

3

Filter

Narrow to one slice of the business.

[Location](#) · [Clerk](#) · [Product category](#)

Get an answer in 5 steps

- 1 In POS, open [Analytics](#) → [Reports](#).
- 2 Open the report closest to your question (e.g. [Sales by customer](#)).
- 3 Set the [Date range](#), then add columns and a filter.
- 4 Read the **totals** in the tiles up top.
- 5 [Download](#) a CSV or [Print](#) a PDF.

Export the result

Download or Print

[Download](#) ships a CSV (up to 50,000 rows). [Print](#) makes a clean PDF. Both sit top-right of the report.

Trust the totals: the table shows the first 1,000 rows to stay fast, but the totals up top always count every single row. Clicking a column heading sorts the report; filtering is done from the Filter button.

Found a view you will want again? You do not have to rebuild it. Save it as your own report, covered in the next video, [Your Own Reports](#).