GETTING STARTED WITH RUNDOO · REPORTING

Running Reports

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**.