

## SHIFT DETAILS REPORT

The NCR Console **Shift Details** in the Advanced Reporting module allows you to view shift details, such as start and end times, overs/shorts, pay ins/pay outs and cash deposits, for each employee across any date range you run.

To access the **Shift Details** report:

1. Log into NCR Console, go to the **Reports** tab and click **Other Reports**
2. Click **Shift Details** from the list of reports
3. Click the calendar icons to the right of **Date Range** to set the range
4. Click **Run Report**

5. If needed, click the **Change** link to the right of the date range to change the range

Date	Start	End	Device	Employee	Over/Short	Pay In Qty	Pay In Amount	Pay Out Qty	Pay Out Amount	Cash Deposit Qty	Cash Deposit Amount
6/29/2016	6/29/2016 3:29 PM	6/29/2016 3:45 PM	Silver's iPad	Daniel Brooks	(\$2.98)	1	\$10.00	1	\$20.00	1	\$30.00
6/28/2016	6/28/2016 11:01 AM	6/30/2016 10:39 AM	Faith Station	Faith Woods	\$0.00	1	\$20.00	1	\$10.00	1	\$40.81
6/28/2016	6/28/2016 1:48 PM	6/29/2016 1:26 PM	Silver's iPad	Daniel Brooks	(\$4.33)	0	\$0.00	0	\$0.00	0	\$0.00
6/28/2016	6/28/2016 2:16 PM	6/30/2016 3:31 PM	T T T Tie	Shantia Majors	\$5.42	1	\$100.00	0	\$0.00	1	\$100.00
6/27/2016	6/27/2016 7:05 PM	6/27/2016 7:08 PM	Faith Station	Faith Woods	\$0.00	0	\$0.00	0	\$0.00	1	\$183.95
6/24/2016	6/24/2016 8:33 AM	6/24/2016 8:37 AM	Silver's iPad	Daniel Brooks	(\$54,062.50)	0	\$0.00	0	\$0.00	0	\$0.00
6/24/2016	6/24/2016 11:25 AM	6/24/2016 11:43 AM	Silver's iPad	Daniel Brooks	\$4.05	1	\$10.00	1	\$20.00	1	\$20.00
6/23/2016	6/23/2016 11:54 AM	6/23/2016 11:54 AM	Silver's iPad	Daniel Brooks	\$14.59	0	\$0.00	0	\$0.00	1	\$20.00

You can export the report to save on your computer and view at any time. To export:

1. Click **More Options** at the top right of the report
2. Click **Export**
3. An excel file will appear at the bottom left corner of the screen (or wherever your downloads appear)
4. Save the file to your computer for future reference