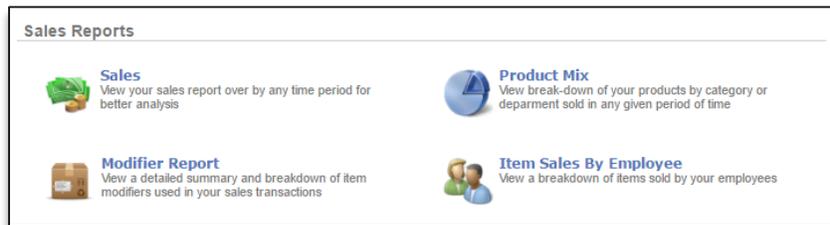


## ITEM SALES BY EMPLOYEE REPORT

The **Item Sales by Employee Report** in NCR Console's Advanced Reporting module shows you which employee provides a single view of what items employees are selling, how many times an item is sold, the totals sales in dollars and discounts used.

To access the Item Sales by Employee Report:

1. Log in to NCR Console, go to the **Reports** tab and click **Sales Reports**
2. Click **Item Sales by Employee**



3. This report defaults to the current day going back one week
4. Enter the desired date range
5. Click **Update**
6. You have the ability to filter by Employee and Category
  - a. Click the dropdown arrow to the right of **Employee** to filter by employee name
  - b. Click the dropdown arrow to the right of **Category** to filter by category
7. You have the option to sort by any one of the columns within **the Item Sales by Employee** report
  - a. To sort by a column, click the column header name

Item Sales By Employee Go Back More Options

Date Range: 8/3/2016 to 8/9/2016 Update

Filter By: All Employees All Categories

Employee	Category	Item	Quantity	Sales	Discounts
Bob Cohen	DRINKS	Fountain Drink	1	\$2.70	\$0.30
Bob Cohen	PIZZA SHOP	Calzone	1	\$5.40	\$0.60
Bob Cohen	PIZZA SHOP	Cheese Slice	1	\$1.35	\$0.15
Bob Cohen	WINE	Red Wine	1	\$22.49	\$2.50
Daniel Brooks	BURGERS	Bacon	1	\$1.00	\$0.00
Daniel Brooks	BURGERS	Bacon	1	\$1.00	\$0.00
Daniel Brooks	BURGERS	Hamburger	2	\$16.00	\$0.00
Daniel Brooks	BURGERS	Hamburger	2	\$14.00	\$0.00
Daniel Brooks	BURGERS	Lettuce	1	\$0.00	\$0.00
Daniel Brooks	BURGERS	Lettuce	1	\$0.00	\$0.00
Daniel Brooks	BURGERS	Onion	1	\$0.00	\$0.00
Daniel Brooks	BURGERS	Onions	1	\$0.00	\$0.00
Daniel Brooks	CLOTHES	T-Shirt	-1	(\$7.00)	\$0.00
Daniel Brooks	CLOTHES	Tank Top	-1	(\$9.99)	\$0.00
Daniel Brooks	DESSERT	Brownies	-1	(\$4.50)	\$0.00
Daniel Brooks	DRINKS	Fountain Drink	2	\$4.50	\$1.00
Daniel Brooks	DRINKS	Fountain Drinks	1	\$1.00	\$1.00
Daniel Brooks	FOOD	Banana	1	\$2.50	\$0.00
Daniel Brooks	ICE CREAM	Hot Chocolate	1	\$0.00	\$0.00
Daniel Brooks	ICE CREAM	Ice Cream Cone	3	\$6.25	\$1.25
Daniel Brooks	ICE CREAM	Ice Cream Cup	1	\$2.50	\$0.00
Daniel Brooks	ICE CREAM	Sprinkles	1	\$0.50	\$0.00
Daniel Brooks	ICE CREAM	Whipped Cream	1	\$0.10	\$0.00
Daniel Brooks	MERCH	Candy Item	4	\$14.00	\$6.00

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## TO EXPORT THE ITEM SALES BY EMPLOYEE REPORT

1. Click **More Options**
2. Click **Export Report**
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