



Reporting Guide

Version 1

USER GUIDE



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Introduction to Reporting

Overview

HungerRush provides a comprehensive reporting selection that allows the reviewing of a locations' key performance indicators. With easy-to-read formats, *HungerRush's* robust amount of reporting selections will keep you up to date with every day's need-to-know information. This guide is designed to help users efficiently utilize and fully understand the reporting options offered.

NAME	IMAGE																																																																																															
Daily Performance Report (DPR)	<div style="text-align: center;"> <p>Daily Performance Report</p> <p>Revention, Inc.</p> <p>Sat 03/08/20XX - Sat 03/08/20XX</p> <p>1/10/20XX 8:47 24AM</p> </div> <p>Comments:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;"><u>Daily Sales & Revenue</u></th> <th colspan="3" style="text-align: left;"><u>Labor Summary</u></th> </tr> <tr> <th></th> <th style="text-align: right;"></th> <th></th> <th style="text-align: right;"><u>Cost</u></th> <th style="text-align: right;"><u>Net Labor %</u></th> <th style="text-align: right;"><u>Gross Labor %</u></th> </tr> </thead> <tbody> <tr> <td>Total Sales</td> <td style="text-align: right;">12669.25</td> <td>Asst. Manager</td> <td style="text-align: right;">713.77</td> <td style="text-align: right;">6.19</td> <td style="text-align: right;">5.71</td> </tr> <tr> <td>Adjustments (-)</td> <td style="text-align: right;">11.39</td> <td>Bus</td> <td style="text-align: right;">76.99</td> <td style="text-align: right;">0.87</td> <td style="text-align: right;">0.62</td> </tr> <tr> <td>Coupons (-)</td> <td style="text-align: right;">162.14</td> <td>Cashier</td> <td style="text-align: right;">5.25</td> <td style="text-align: right;">0.05</td> <td style="text-align: right;">0.04</td> </tr> <tr> <td>Gross Sales</td> <td style="text-align: right;">12495.72</td> <td>Dishwasher</td> <td style="text-align: right;">91.57</td> <td style="text-align: right;">0.79</td> <td style="text-align: right;">0.73</td> </tr> <tr> <td>Tax (-)</td> <td style="text-align: right;">952.52</td> <td>Driver</td> <td style="text-align: right;">216.25</td> <td style="text-align: right;">1.87</td> <td style="text-align: right;">1.73</td> </tr> <tr> <td>Net Sales</td> <td style="text-align: right;">11543.20</td> <td>Kitchen</td> <td style="text-align: right;">291.52</td> <td style="text-align: right;">2.53</td> <td style="text-align: right;">2.33</td> </tr> <tr> <td>Tax (+)</td> <td style="text-align: right;">952.52</td> <td>Manager</td> <td style="text-align: right;">533.89</td> <td style="text-align: right;">4.63</td> <td style="text-align: right;">4.27</td> </tr> <tr> <td>Gift Cards(+)</td> <td style="text-align: right;">0.00</td> <td>Pizza Maker</td> <td style="text-align: right;">131.26</td> <td style="text-align: right;">1.14</td> <td style="text-align: right;">1.05</td> </tr> <tr> <td>Delivery Fees (+)</td> <td style="text-align: right;">96.00</td> <td>Salaried</td> <td style="text-align: right;">142.86</td> <td style="text-align: right;">1.24</td> <td style="text-align: right;">1.14</td> </tr> <tr> <td>Delivery Comp (-)</td> <td style="text-align: right;">73.20</td> <td>Server</td> <td style="text-align: right;">42.93</td> <td style="text-align: right;">0.37</td> <td style="text-align: right;">0.34</td> </tr> <tr> <td>Cash Receipts (+)</td> <td style="text-align: right;">160.00</td> <td>Shift Leader</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Cash Payouts (-)</td> <td style="text-align: right;">287.02</td> <td></td> <td style="text-align: right;">2,246.29</td> <td style="text-align: right;">19.46</td> <td style="text-align: right;">17.98</td> </tr> <tr> <td>Other Income (+)</td> <td style="text-align: right;">0.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Receipts</td> <td style="text-align: right;">12391.50</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	<u>Daily Sales & Revenue</u>		<u>Labor Summary</u>						<u>Cost</u>	<u>Net Labor %</u>	<u>Gross Labor %</u>	Total Sales	12669.25	Asst. Manager	713.77	6.19	5.71	Adjustments (-)	11.39	Bus	76.99	0.87	0.62	Coupons (-)	162.14	Cashier	5.25	0.05	0.04	Gross Sales	12495.72	Dishwasher	91.57	0.79	0.73	Tax (-)	952.52	Driver	216.25	1.87	1.73	Net Sales	11543.20	Kitchen	291.52	2.53	2.33	Tax (+)	952.52	Manager	533.89	4.63	4.27	Gift Cards(+)	0.00	Pizza Maker	131.26	1.14	1.05	Delivery Fees (+)	96.00	Salaried	142.86	1.24	1.14	Delivery Comp (-)	73.20	Server	42.93	0.37	0.34	Cash Receipts (+)	160.00	Shift Leader	0.00	0.00	0.00	Cash Payouts (-)	287.02		2,246.29	19.46	17.98	Other Income (+)	0.00					Total Receipts	12391.50				
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Report Selection continued...

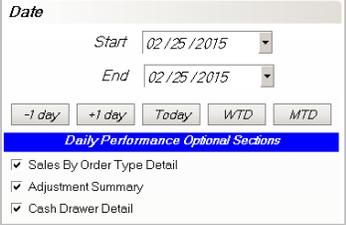
To Access Reporting

Step	NAME	IMAGE	DESCRIPTION
1	Reports		Navigate to the Reports button through the Mgmt menu.

Report Selection

NAME	IMAGE
Report Selection Screen	<p>The screenshot shows the 'Report Selection' interface. Callout 1 points to the 'Customer' selection button. Callout 2 points to the 'View Report' button at the bottom left. Callout 3 points to the 'Date' selection area, which includes 'Start' and 'End' date pickers (both set to 02/25/20XX) and buttons for '-1 day', '+1 day', 'Today', 'WTD', and 'MTD'. Callout 4 points to the 'Close day' dropdown menu. Callout 5 points to the 'Report Packages' button. Callout 6 points to the 'Exit' button. Callout 7 points to the 'Print' button. Callout 8 points to the 'Run Report' button.</p>
	<p>The interface includes a left-hand menu with categories like 'Employee/Labor', 'Cash/Adjustments', 'Sales', and 'Menu Mix'. The 'Sales' section is expanded, showing various report options such as 'Daily Performance', 'Menu Mix', 'Sales', and 'Employee Sales By'. The main area displays 'Daily Performance Optional Sections' with checkboxes for 'Sales By Order Type Detail', 'Adjustment Summary', and 'Cash Drawer Detail'. A 'Run Package' button is located at the bottom center.</p>

Report Selection continued...

#	NAME	IMAGE	DESCRIPTION
1	Report Selection Tab		<p>Report Selection lists all of the predefined reports available in <i>HungerRush</i>. Reports are grouped by type which includes Customer, Employee/Labor, Cash/Adjustments, Sales and Orders/Audit/Misc.</p> <p>Once you select the report group the underlined Report Name represents the Report.</p> <p>To view a report:</p> <ul style="list-style-type: none"> • Click on the report name • Enter the necessary parameters • Select Run Report
2	View Report Tab		<p>View Report Tab shows the last report ran if the report was unclosed. More on this later in the guide.</p>
3	Report Parameters		<p>What is displayed in this area is based on the chosen report. Typically, displayed in Report Parameters is the option to manipulate the date range and filters to streamline the reports.</p>
4	Run Package		<p>Clicking Run Package will manually run a report package. Use the pull down menu to select your package you want to run.</p>

Report Selection continued...

5	Report Packages		Clicking on Report Packages opens the Report Package configuration. See Report Package Set up.
6	Exit		To return to the main Navigation Screen, click Exit .
7	Print		Prints report. Print will bring up a Print submenu to select the windows printer.
8	Run Report		Run Report will generate the report and place the report in a viewable screen.

View Reports

Overview

Once a report has been run, the screen will be shifted to the View Report Tab displaying the report with additional options below.

NAME
IMAGE

Reporting

Selected Report - Daily Summary

5

Report Packages

6
Exit

1

Report Selection

2

View Report

Daily Performance Report
2/26/2016
11:52:03AM
Test Manager

Revention, Inc.
 Sat 03/08/2014 - Sat 03/08/2014

Comments:

Daily Sales & Revenue		Labor Summary			
		Cost	Net Labor %	Gross Labor %	
Total Sales	12689.25	Amt. Manager	713.77	6.19	5.71
Adjustments (-)	11.39	Bus	76.59	0.67	0.62
Coupons (-)	162.14	Callier	6.26	0.05	0.04
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Delivery Comp(+)	73.20	Server	42.93	0.37	0.34
Cash Receipts(+)	160.00	Shift Leader	0.00	0.00	0.00
Cash Payouts(-)	287.02				
Other Income(+)	0.00				
Total Receipts	12391.50		2,246.35	19.46	17.93

Payment Summary		Daily Stats		Sales By Category							
Gross Cash	4451.38	Total Orders	452	Guest Count:	545	Category:	Total	(-)	(=)	Net	%
Tips Paid Out(-)	525.31	Lowest Order	1.61	Ord#:	409	Food	1336	9661.72	95.44	9596.28	82
Grats Paid Out(-)	57.71	Highest Order	472.20	Ord#:	439	More	48	109.16	0.93	26.29	1
Net Cash	3868.36	Average\$/Ord	25.54	PPA:	21.18	Liquor	44	208.91	0.00	208.91	2
Cash & Other	3868.36	Voided Orders	0			Desserts	63	248.33	0.00	248.33	2
ATM	54.91					Beer	42	189.23	0.00	189.23	2
Bus	81.34					Bites	49	104.14	0.00	104.14	1
Delivery	291.51					Wine	22	27.46	0.00	27.46	2
MC	119.54					Sandwich	41	373.71	0.00	366.76	3
Visa	2419.14					Ries	40	162.96	0.00	162.96	1
Amex	-2.56					Relax	0	0.00	0.00	-10.00	0
Credit Cards Total	4924.09					Breakage	180	828.24	0.54	378.40	3
Gift	0.00					Lunch Sp	1	6.96	0.00	6.96	0
Customer Acct	95.28					Open Fac	1	19.00	0.00	19.00	0
Total Payments	8937.74					More	0	0.00	0.00	80.29	0
Total Receipts	12391.50					Net Fees (-)	0	0.00	0.00	0.00	0

3

Zoom 70%

7
Refresh

8
Print

9
Export

10
Close Report

4

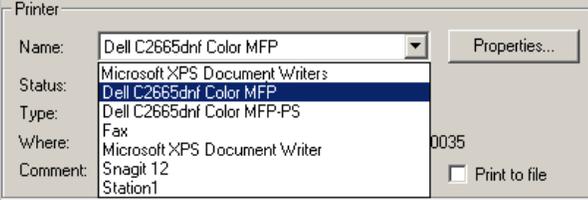
Page 1 of 5

#	NAME	IMAGE	DESCRIPTION
1	Report Selection Tab		Clicking on the Report Selection Tab will return you the Report Selection screen.
2	View Report Tab		The View Report Tab displays the ran report

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5

3	Zoom		<p>The magnification of the Report can be controlled through the Zoom button. Click on either of the magnifying glass to zoom in and out respectively.</p>
4	Page Navigation Arrows		<p>Reports large enough to require multiple pages can be transverse by using the Page Navigation Arrows.</p>
5	Report Packages		<p>Clicking on Report Packages opens the Report Package configuration. See Report Package Set up.</p>
6	Exit		<p>To return to the main Navigation Screen, click Exit.</p>
7	Refresh		<p>Refresh will refresh data to show any data changes that may have occurred since the report was run.</p>
8	Print	 	<p>Prints the report. Print will bring up the Print window to select the windows printer.</p>
9	Export		<p>Reports can be exported into a PDF, Excel or Word format by clicking the Export button.</p>

		<p>File name: SalesbyOrderType021512</p> <p>Save as type: PDF</p> <p>PDF Excel Word</p>	
10	Close Report		<p>Close Report view and returns you to Report Selection.</p>

Report Review

Customer Reports

This section will give a brief summary of the available reports in the Customer tab. A complete detailed breakdown about each available report will be provided in the same order.

NAME	IMAGE
Customer Reports	<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">1</div>  Customer </div>
	<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">2</div> → Customers with Orders </div>
	<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">3</div> → Customer Marketing </div>
	<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">4</div> → Customer Points By Name </div>
	<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">5</div> → Customer Points By Earned Points </div>
	<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">6</div> → Customer Points Redeemed </div>
	<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">7</div> → Customer Acct Summary </div>
	<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">8</div> → Order Detail By Cust ID </div>

#	NAME	IMAGE	DESCRIPTION
1	Customer Reports Tab	 Customer	Clicking Customer Reports Tab will expand the tab and reveal the available reports.
2	Customers with Orders	Customers with Orders	The Customers with Orders Report provides a list of all customers who placed an order within a specified date range. Their contact information, order count, and the total dollar amount paid are also displayed. More on this later in this guide.
3	Customer Marketing	Customer Marketing	Clicking Customer Marketing will direct you to the Marketing section. More on this later in this guide.

Customer Reports continued...

4	Customer Points by Name	Customer Points By Name	Sorted by customer name, the Customer Points by Name Report lists the number of menu items points earned by each customer for a specified date range. Use this report to identify your frequent customers and to evaluate the success of your menu item points program. More on this later in this guide.
5	Customer Points by Earned Points	Customer Points By Earned Points	Sorted by the number of points, the Customer Points by Earned Points Report lists the number of menu item points earned by each customer for a specified date range. Use this report to identify your frequent customers and to evaluate the success of your points program. More on this later in this guide.
6	Customer Points Redeemed	Customer Points Redeemed	The Customer Points Redeemed Report lists the number of menu item points redeemed by customers, as well as the associated order number, item, points, and dollar value. Use this report to identify your frequent customers and to evaluate the success of your points program. More on this later in this guide.
7	Customer Acct Summary	Customer Acct Summary	The Customer Account Summary Report provides a list of customer accounts, listing the company name, contact name, balance, available credit, and credit limit for each account. More on this later in this guide.
8	Order Detail By Cust ID	Order Detail By Cust ID	The Order Detail by Customer ID Report provides a list of all orders for a specified date ranges, sorted by Customer ID number. For each order, the report includes the date and time, customer ID, order taker, table number, order type, customer contact information, items ordered, and payment details. Use this report to identify trends in customer purchases, and to extend offers tailored to your most loyal customers. More on this later in this guide.

Customers with Orders

The Customers with Orders Report provides a list of all customers who placed an order within a specified date range. Their contact information, order count, and the total dollar amount paid are also shown.

NAME	IMAGE																																																
Customer With Orders Reports Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="11/30/20XX"/></p> <p>End <input type="text" value="02/28/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																																																
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To generate the Customers with Orders Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Great report to view reoccurring customers', ordering frequency and habits.

Customer Marketing

NAME	IMAGE
Customer Marketing	<div style="background-color: #003366; color: white; padding: 5px; display: flex; justify-content: space-between;"> Queries Campaigns Increase Sales Dashboard Config Exit </div> <div style="border: 1px solid #003366; padding: 10px; margin-top: 5px;"> <div style="display: flex;"> <div style="width: 25%; border-right: 1px solid #003366; padding-right: 5px;"> <p>Queries</p> <ul style="list-style-type: none"> User-Defined Queries All Customers New Customers Lazy Customers Customers That Require Offers Customer Special Dates Increasing Customers Decreasing Customers </div> <div style="width: 75%; padding-left: 5px;"> <p>Parameters</p> <div style="border: 1px solid #003366; padding: 5px; margin-bottom: 5px;"> <p>Date Range</p> <p>From: 12/13/20XX To: 01/12/20XX</p> <p>30 Days 45 Days 60 Days</p> <p>MTD YTD</p> <p>Save Options: 30 Days 45 Days 60 Days MTD YTD <input checked="" type="radio"/> None</p> </div> <div style="border: 1px solid #003366; padding: 5px; margin-bottom: 5px;"> <p>Location Info</p> <p>Location Type: Residential, Business, Hotel, Apt, School</p> <p><input type="checkbox"/> Only Unique Addresses</p> <p>Zip Codes: All, Zones: All, Grids: All</p> </div> <div style="border: 1px solid #003366; padding: 5px; margin-bottom: 5px;"> <p>Orders</p> <p>Order Type: All, Order Amt: All, 0.00, Order Cnt: All, 0</p> <p><input type="checkbox"/> Has late orders: 0 minutes.</p> <p><input type="checkbox"/> Has not ordered during specified time.</p> <p><input type="checkbox"/> Active customers who have ordered within: 90 Days</p> <p><input type="checkbox"/> New Customers</p> </div> <div style="border: 1px solid #003366; padding: 5px; margin-bottom: 5px;"> <p>Items Ordered</p> <p>Menu Group: All, Menu Item: All, Size: All, Style: All</p> </div> <div style="border: 1px solid #003366; padding: 5px; margin-bottom: 5px;"> <p>Items Not Ordered</p> <p>Menu Group: All, Menu Item: All, Size: All, Style: All</p> </div> <div style="border: 1px solid #003366; padding: 5px; margin-bottom: 5px;"> <p>Customer Info</p> <p><input type="checkbox"/> Has a complaint.</p> <p><input type="checkbox"/> Has a special day.</p> <p><input type="checkbox"/> Has email address.</p> <p><input type="checkbox"/> No email address.</p> <p><input type="checkbox"/> Has Cust ID.</p> <p><input type="checkbox"/> Rewards Member</p> </div> <div style="border: 1px solid #003366; padding: 5px; margin-bottom: 5px;"> <p>Save Query</p> <p>Query Name: <input type="text"/></p> <p>Delete Query Save Query</p> </div> </div> </div> <div style="margin-top: 5px;"> <p>Results</p> <p>Mailing</p> </div> </div>

The *HungerRush* Marketing module allows you to run a query, generate marketing materials, and send promotions and special offers to a select group of customers. The marketing module includes the following pre-defined queries: Lazy Customers, Customers that Require Offers, Customer Special Dates, and Increasing or Decreasing Customers. Alternatively, you can create your own queries to target specific groups of customers. View a list of every house within a particular zip code that’s ordered an entree but never ordered an appetizer. You can also compose a list of every customer with an email address who also has a birthday next month. The extensive criteria included in the marketing module allow you to target any group of customers and generate and send promotional materials, all from within your *HungerRush* system. Customer Marketing can also be accessed by going to Mgmt and selecting the Marketing button.

Customer Points by Name

Sorted by customer name, the Customer Points by Name Report lists the number of menu items points earned by each customer for a specified date range. Use this report to identify your frequent customers and to evaluate the success of your menu item points program.

NAME	IMAGE																		
Customer Points By Name Parameters	<div style="border: 1px solid #ccc; padding: 5px;"> <p><i>Date</i></p> <p>Start <input type="text" value="11/30/20XX"/> ▾</p> <p>End <input type="text" value="02/28/20XX"/> ▾</p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																		
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Optimal Usage

- Only useful if you're utilizing the *HungerRush's* point system. Track your customer's involvement with your rewards program.

Customer Points by Earned Points

Sorted by the number of points, the Customer Points by Earned Points Report lists the number of menu item points earned by each customer for a specified date range. Use this report to identify your frequent customers and to evaluate the success of your points program.

NAME	IMAGE																							
Customer Points By Earned Points Parameters	<div style="border: 1px solid #ccc; padding: 5px;"> <p><i>Date</i></p> <p>Start <input type="text" value="11/30/20XX"/> ▾</p> <p>End <input type="text" value="02/28/20XX"/> ▾</p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																							
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Optimal Usage

- Only useful if you're utilizing the *HungerRush's* point system. Track your most active customer's involvement with your rewards program.

Customer Points Redeemed

The Customer Points Redeemed Report lists the number of menu item points redeemed by a customer, as well as the associated order number, item, points, and dollar value. Use this report to identify your frequent customers and to evaluate the success of your points program.

NAME	IMAGE																								
Customer Points Redeemed Parameters	<div style="border: 1px solid #ccc; padding: 5px;"> <p><i>Date</i></p> <p>Start <input type="text" value="11/30/20XX"/></p> <p>End <input type="text" value="02/28/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																								
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Optimal Usage

- Only useful if you're utilizing the *HungerRush's* point system. Track your customers' redemption habits sorting them by the most active customer.

Customer Acct Summary

The Customer Account Summary Report provides a list of customer accounts, listing the company name, contact name, balance, available credit, and credit limit for each account.

NAME	IMAGE					
Customer Acct Summary Report	Customer Account Summary					1/10/20XX
	Fri 11/12/20XX					8:47:24AM
	<u>Acct #</u>	<u>Company</u>	<u>Name</u>	<u>Balance</u>	<u>Available</u>	<u>Limit</u>
	10003	GRACE CHAPEL	ALLISON, BOB	80.68	919.32	1000.00
	10004	RYANS TAX SERVICE	RYAN, CHRISTI	88.99	911.01	1000.00
	10005	CAMPBELLS ENGINEERING	CAMPBELL, WESLEY	466.24	533.76	1000.00
	10006	PEDIATRIC HEALTH CARE ALLIANCE	PATTON, FRANK	236.65	763.35	1000.00
	10007	CHASE BUILDING	PIERCE, JACOB	790.86	209.14	1000.00
	10008	SPRIGGS DENTAL	SPRIGGS, SAM	919.48	80.52	1000.00
	10009		WARREN, EDWARD	773.39	226.61	1000.00
10010	MOSAIC CONSTRUCTION	WILLIAMS, ALEXIS	981.30	18.70	1000.00	
			4337.59			

No criteria selection is required for the Customer Account Summary. To print the report to your default Windows printer, click the Print button. To export the data to Excel, Word, or a PDF file, click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Useful for account users to see customers and their outstanding balances.

Order Detail By Cust ID

The Order Detail by Customer ID Report provides a list of all orders for a specified date ranges, sorted by Customer ID number. For each order, the report includes the date and time, customer ID, order taker, table number, order type, customer contact information, items ordered, and payment details. Use this report to recognize trends in customer purchases, and to extend offers tailored to your most loyal customers.

NAME	IMAGE																																																				
Order Detail By Cust ID Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="11/30/20XX"/></p> <p>End <input type="text" value="02/28/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> <hr/> <p><i>Report Options</i></p> <p>Order Types <input type="text" value="All"/></p> <p>Customer ID <input type="text"/></p> <p>Payment Type <input type="text" value="All"/></p> </div>																																																				
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Order Detail by Customer ID continued...

To generate the Order Detail by Customer ID Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD).

Choose from the report options:

- Select the desired order type, or select All to run the report for all order types
- If desired, enter a Customer ID
- Select the desired payment type, or select All to run the report for all payment types

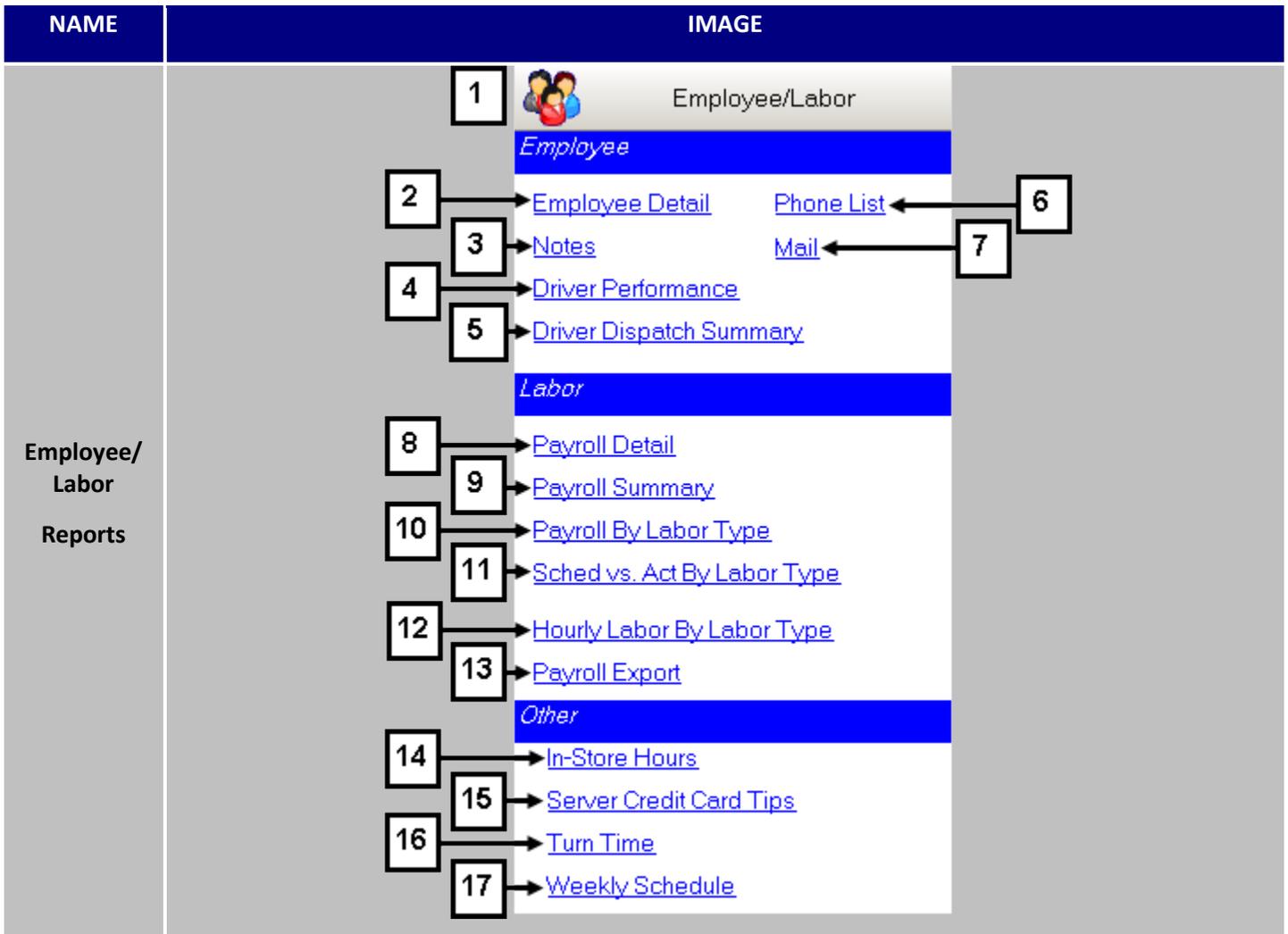
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Optimal Usage

- Customers with ID's assigned to their profiles can have their orders shown in full detail.

Employee/Labor Reports

This section will give a brief summary of the reports in the Employee/Labor. Subsequently, each report is explained in extensive detail in the same order.



#	NAME	IMAGE	DESCRIPTION
1	Employee/ Labor Tab	Employee/Labor	Clicking Employee/Labor Reports Tab will expand the tab and reveal the available reports.
2	Employee Detail	Employee Detail	The Employee Detail Report provides a list of employees by status (Active, Inactive, or All), and includes each employee's contact information, pay rate, hire date, and more.

3	Notes	Notes	The Notes Report provides a list of all notes for a specified employee. It's ideal for tracking employee human resource notes like stellar performances, issues, and more.
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Employee/Labor Reports continued...

4	Driver Performance	Driver Performance	The Driver Performance Report provides a driver performance summary for a specified date range and includes total order amount, order count, number of dispatches, average orders per dispatch, average minutes per dispatch, driver compensation total, and late orders. Use this report to monitor your drivers' job performance, and to patterns of late orders.
5	Driver Dispatch Summary	Driver Dispatch Summary	A report created with additional information gained from new mapping software. Takes into account estimated drive times, mileages and compares then the actual timestamps.
6	Phone List	Phone List	The Phone List Report provides a list of employee names and phone numbers.
7	Mail	Mail	Tracks messages that were sent or received form employees and displays their read times too.
8	Payroll Detail	Payroll Detail	The Payroll Detail Report provides a detailed breakdown of each employee's hours, rate, tips, miles and sales for a specified date range. Use this report to view your labor expenses sorted by employee.
9	Payroll Summary	Payroll Summary	The Payroll Summary Report provides a summary view of hours, rate, gross pay, reported tips, and comps by employee for a specified date range. Use this report to view a quick snapshot of labor expenses for a specified date range.
10	Payroll By Labor Type	Payroll By Labor Type	The Payroll by Labor Type Report provides a week-by-week breakdown by labor type for regular and overtime hours worked. Tips, employee ID, pay rate, and employee name for a specified date range are also shown. Use this report to view your labor expenses by labor type for all employees.
11	Sched vs. Act By Labor Type	Sched vs. Act By Labor Type	The Scheduled vs. Actual Labor Type provides a daily comparison between each employee's scheduled hours and their actual hours worked. Use this report to determine if the schedule is meeting volume needs and if the manager is effectively monitoring labor costs.
12	Hourly Labor By Labor Type	Hourly Labor By Labor Type	The Hourly Labor by Labor Type Report provides an hour by hour view by labor type of total labor costs for a specified date range. Use this report to determine your labor costs for each hour of the day.

Employee/Labor Reports continued...

13	Payroll Export	Payroll Export	Payroll Export is used to set up the Accountants World, ADP, Advantage, Gevity QuickBooks, PCS, or QuickBooks payroll export feature. Data can then be exported and sent to your payroll processing system.
14	In-Store Hours	In-Store Hours	The In-Store Hours Report provides a list by employee of in-store hours and on-road hours for a specified date range. In-Store Hours should be used to view a snapshot of each employee’s in-store and on-road hour’s comparison. In some States, this report can also help owners decrease business insurance expenses, which is more expensive for employees who deliver. <i>HungerRush</i> also accommodates paying a more adequate wage for On-Road time due to the fact it is a tipped labor type.
15	Server Credit Card Tips	Server Credit Card Tips	The Server Credit Card Tips Report should be utilized when you’re validating the tip declaration for your servers. This report provides the credit card sales, tips, and tip percentage by employee for a specified date range. Use this report to check if the service is up to standards. For example, one of your servers has a 15% tip average. Typically, an 18% tip average is considered good service in a full service restaurant. For a delivery driver, 14-15% would be considered good service. Choose a benchmark percentage for service based on your order types and then utilize the data on the Server Credit Card Tip Report to grade your employees’ performance.
16	Turn Time	Turn Time	The Turn Time Report shows you Server statistics and table turn times. This report does not appear on all systems. If the location does not provide a service type that requires a table number, the report will not appear. This report should be used to compare server table turn times and tip %.
17	Weekly Schedule	Weekly Schedule	Weekly Schedule pulls from Scheduling and displays the schedule by scheduled hours to be worked in a day and then displayed in a work week format.

Employee Detail Report

The Employee Detail Report provides a list of employees by status (Active, Inactive, or All), and includes each employee's contact information, pay rate, hire date, and more.

NAME	IMAGE																		
Employee Detail Report Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Report Options</i></p> <p>Employees Active</p> </div>																		
Employee Detail Report	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;">Employee Detail Report</p> <p style="text-align: right;">11/19/20XX 2:01:47PM</p> <p style="text-align: center;">My Place</p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="border-bottom: 1px solid black;">AHMED, CARLOS</td> <td style="border-bottom: 1px solid black;">Mar Status:</td> </tr> <tr> <td style="border-bottom: 1px solid black;">3411 Walnutbend Ln Houston, TX 77742</td> <td style="border-bottom: 1px solid black;">Home Phone: Cell Phone: 832-832-8832</td> <td style="border-bottom: 1px solid black;">Federal: 0 State: 0 Hire Date: 10/17/2012</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Labor Type Driver</td> <td style="border-bottom: 1px solid black;">Rate \$</td> <td></td> </tr> </table> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="border-bottom: 1px solid black;">ALEXANDER, MAURICIO</td> <td style="border-bottom: 1px solid black;">Mar Status:</td> </tr> <tr> <td style="border-bottom: 1px solid black;">2205 Hayes Rd.#48 Houston, TX 77777</td> <td style="border-bottom: 1px solid black;">Home Phone: Cell Phone: 281-832-2832</td> <td style="border-bottom: 1px solid black;">Federal: 0 State: 0 Hire Date: 3/24/2011</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Labor Type Line Cook</td> <td style="border-bottom: 1px solid black;">Rate \$</td> <td></td> </tr> </table> </div>	AHMED, CARLOS		Mar Status:	3411 Walnutbend Ln Houston, TX 77742	Home Phone: Cell Phone: 832-832-8832	Federal: 0 State: 0 Hire Date: 10/17/2012	Labor Type Driver	Rate \$		ALEXANDER, MAURICIO		Mar Status:	2205 Hayes Rd.#48 Houston, TX 77777	Home Phone: Cell Phone: 281-832-2832	Federal: 0 State: 0 Hire Date: 3/24/2011	Labor Type Line Cook	Rate \$	
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Labor Type Line Cook	Rate \$																		

To generate the Employee Detail Report, select Active, Inactive, or All. To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Quick summary of current and past staff.

Notes

The **Notes** Report provides a list of all notes for a specified employee. It's ideal for tracking employee human resource notes like stellar performances, issues, and more.

NAME	IMAGE												
<p>Note Parameters</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="11/30/20XX"/></p> <p>End <input type="text" value="02/28/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> <hr/> <p><i>Report Options</i></p> <p>Employee <input type="text" value="All"/></p> </div>												
<p>Notes</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: right;">11/16/20XX 4:05:21PM</p> <p style="text-align: center;">Employee Notes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">BEENE, VICTORIA</th> <th style="text-align: left;"><u>Date</u></th> <th style="text-align: left;"><u>By</u></th> <th style="text-align: left;"><u>Note</u></th> </tr> </thead> <tbody> <tr> <td></td> <td>10/22/20XX 8:39:40 AM</td> <td>JOSEPH BRENNAN</td> <td>Went above and beyond the call of duty on 10/22/XX by covering two jobs during her shift.</td> </tr> <tr> <td></td> <td>11/15/20XX 8:19:40 PM</td> <td>JOSEPH BRENNAN</td> <td>Customer complained about service on 11/15/XX complimentary \$20 gift card was given to customer.</td> </tr> </tbody> </table> </div>	BEENE, VICTORIA	<u>Date</u>	<u>By</u>	<u>Note</u>		10/22/20XX 8:39:40 AM	JOSEPH BRENNAN	Went above and beyond the call of duty on 10/22/XX by covering two jobs during her shift.		11/15/20XX 8:19:40 PM	JOSEPH BRENNAN	Customer complained about service on 11/15/XX complimentary \$20 gift card was given to customer.
BEENE, VICTORIA	<u>Date</u>	<u>By</u>	<u>Note</u>										
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	11/15/20XX 8:19:40 PM	JOSEPH BRENNAN	Customer complained about service on 11/15/XX complimentary \$20 gift card was given to customer.										

To generate the Employee Note Report, select the date range and employee. To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Track employees' behavioral patterns.

Driver Performance

The Driver Performance Report provides a driver performance summary for a specified date range, and includes total order amount, order count, number of dispatches, average orders per dispatch, average minutes per dispatch, driver compensation total, and late orders. Use this report to monitor your drivers' job performance, and to patterns of late orders.

NAME
IMAGE

Driver Performance Parameters

Date

Start

End

Driver Performance

My Place-1

Mon 03/09/20XX - Mon 03/09/20XX

12/27/20XX
12:46:33PM

	Total \$	Order Cnt	# Dispatches	Avg Orders Per Dispatch	Avg Min Per Dispatch	Comp.	Late	OTD Avg
HAYNES, SEAN	\$ 51.55	1	1	1.00	0.00	\$ 1.00	0	1.37
MERIDA, MELSAR	\$ 738.50	13	12	1.08	18.08	\$ 7.80	3	35.20
RAWALJI, MAHENDRA	\$ 149.97	7	6	1.17	18.83	\$ 4.20	1	20.67
RIVERA, RUBY	\$ 23.76	1	1	1.00	106.00	\$ 0.60	0	6.70

Driver Performance Report Enhancement

“Out the Door Average” is a new column that has been added to the Driver Performance Report.

To generate the Driver Performance Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Get a understanding of drivers' performance averages .With the bar set, lower performing and outstanding employees can be also be singled out

Driver Dispatch Summary

A report created with additional information gained from new mapping software. This report also takes into account of estimated drive times, mileages and compares then the actual timestamps.

NAME	IMAGE																																													
Driver Dispatch Summary Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="11/30/20XX"/></p> <p>End <input type="text" value="02/28/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																																													
Driver Dispatch Summary	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: right;">1/8/20XX 4:15:20PM</p> <h3 style="text-align: center;">Driver Dispatch Summary</h3> <p style="text-align: center;">My Place-001 Wed 02/01/20XX - Tue 02/28/20XX</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th colspan="5">Avg Orders Per</th> <th rowspan="2">Mileage</th> <th rowspan="2">Calculated Time</th> <th rowspan="2">Actual Time</th> <th rowspan="2">Diff</th> </tr> <tr> <th>Order Cnt</th> <th># Dispatches</th> <th>Dispatch</th> <th>Late</th> <th>Late %</th> </tr> </thead> <tbody> <tr> <td>DRIVER, DAISY</td> <td>4</td> <td>2</td> <td>2.00</td> <td>4</td> <td>100 %</td> <td>53.37</td> <td>91.27</td> <td>906.00</td> <td>814.73</td> </tr> <tr> <td>DRIVER, DANNY</td> <td>2</td> <td>1</td> <td>2.00</td> <td>2</td> <td>100 %</td> <td>11.88</td> <td>31.03</td> <td>0.00</td> <td>-31.03</td> </tr> <tr> <td>REYNA, MICHAEL</td> <td>1</td> <td>1</td> <td>1.00</td> <td>1</td> <td>100 %</td> <td>0.00</td> <td>0.00</td> <td>1000.00</td> <td>1,000.0</td> </tr> </tbody> </table> </div>		Avg Orders Per					Mileage	Calculated Time	Actual Time	Diff	Order Cnt	# Dispatches	Dispatch	Late	Late %	DRIVER, DAISY	4	2	2.00	4	100 %	53.37	91.27	906.00	814.73	DRIVER, DANNY	2	1	2.00	2	100 %	11.88	31.03	0.00	-31.03	REYNA, MICHAEL	1	1	1.00	1	100 %	0.00	0.00	1000.00	1,000.0
	Avg Orders Per					Mileage	Calculated Time					Actual Time	Diff																																	
	Order Cnt	# Dispatches	Dispatch	Late	Late %																																									
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REYNA, MICHAEL	1	1	1.00	1	100 %	0.00	0.00	1000.00	1,000.0																																					

To generate the Driver Dispatch Summary Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Get a understanding of drivers' performance averages .With the bar set, lower performing and outstanding employees can be also be singled out

Employee Phone List

The Phone List Report provides a list of employee names and phone numbers. No criteria selection is required for the Employee Phone List. To print the report to your default Windows printer, click the Print button. To export the data to Excel, Word, or a PDF file, click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

NAME	IMAGE		
Employee Phone List	Employee Phone List 11/12/20XX 8:45:33AM		
	<u>Name</u>	<u>Home Phone</u>	<u>Cell Phone</u>
	ADKINS, NATALIE	281-456-1201	713-394-7076
	ALEXANDER, ALYSSA	281-456-1245	713-394-7037
	BEAMER, MATT	281-456-1293	713-394-7062
	BEENE, VICTORIA	281-456-1297	713-394-7093
	BRENNAN, JOSEPH	281-456-1293	713-394-7020

To generate the Employee Phone List, just select the report and press run. To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Easy to print contact list

Mail

Tracks messages that were sent or received form employees and displays their read times too.

NAME	IMAGE
Mail Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="11/30/20XX"/></p> <p>End <input type="text" value="02/28/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> <hr/> <p><i>Report Options</i></p> <p>Employees <input type="text" value="Active"/></p> </div>
Mail Report	<p> <u>From</u> POS, Revention <u>To</u> training, training <u>Sent Date</u> Tuesday, March 01, 20XX 12:52 PM <u>Read Date</u> Tuesday, March 01, 20XX 2:52 PM <u>Subject</u> 86 KJ Chard <div style="border: 1px solid black; padding: 2px;">86 KJ Chanrdonnay</div> </p>

To generate the Mail Report, select the desired employee from the dropdown menu, or choose All to run the report for all employees. To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button.

Optimal Usage

- Track past history of messages sent and check their date that it was read

Payroll Detail

The Payroll Detail Report provides a detailed breakdown of each employee's hours, rate, tips, miles, and sales for a specified date range. Use this report to view your labor expenses by employee.

NAME	IMAGE																																																																																																																																																																																																																																																																
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Payroll Detail Report Enhancement

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To generate the Payroll Detail Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD).

Choose from the report options:

- Show Pay Information

- Exclude Driver Tips
- Sort By Employee Number
- Show Employee Social Security Number
- Choose All employees, or select a particular employee

Payroll Summary continued...

To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Recommended report when gathering information for payroll

Payroll Summary

The Payroll Summary Report provides a summary view of hours, rate, gross pay, reported tips, and comps by employee for a specified date range. Use this report to view a quick snapshot of labor expenses for a specified date range.

NAME	IMAGE																																																																																										
Payroll Summary Parameters	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Date</p> <p>Start <input type="text" value="12/17/20XX"/></p> <p>End <input type="text" value="12/18/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> <p><input checked="" type="checkbox"/> Display In/Out times in military format.</p> </div> <div style="width: 45%;"> <p>Report Options</p> <p><input checked="" type="checkbox"/> Show Pay Info</p> <p><input type="checkbox"/> Show Emp. SS #</p> <p><input type="checkbox"/> Sort By Emp #</p> <p>Employee <input type="text" value="All"/></p> <p><input type="checkbox"/> Exclude Driver Tips</p> </div> </div>																																																																																										
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Payroll Summary Report Enhancement

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Choose from the report options:

- Show Pay Information



- Show Employee Social Security Number
- Sort By Employee Number
- Choose All employees, or select a particular employee

Payroll Summary continued...

To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Use this report to quickly assess payroll discrepancies. Find employees with odd time totals and then use the Detailed Employee Report to take a closer look.

Payroll by Labor Type

The Payroll by Labor Type Report provides a week-by-week breakdown by labor type for regular and overtime hours worked, as well as tips, employee ID, pay rate, and employee name for a specified date range. Use this report to view your labor expenses by labor type for all employees.

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Payroll By Labor Type Parameters	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><i>Date</i></p> <p>Start <input type="text" value="12/17/20XX"/></p> <p>End <input type="text" value="12/18/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> <p><input checked="" type="checkbox"/> Display In/Out times in military format.</p> </div> <div style="width: 50%;"> <p><i>Report Options</i></p> <p><input checked="" type="checkbox"/> Show Pay Info</p> <p><input type="checkbox"/> Show Emp. SS #</p> <p><input type="checkbox"/> Sort By Emp #</p> <p>Employee <input type="text" value="All"/></p> <p><input type="checkbox"/> Exclude Driver Tips</p> </div> </div> </div>																																																																																																																																										
Payroll By Labor Type Report	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="text-align: center;"> <h3>Payroll by Labor Type</h3> <p>My Place</p> <p>Sun 03/01/20XX - Sat 03/14/20XX</p> <p style="text-align: right;">12/27/20XX 3:08:24PM</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: right;"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">Employee ID</th> <th rowspan="2">Name</th> <th rowspan="2">Rate</th> <th colspan="3">Regular Hrs</th> <th colspan="3">Overtime Hrs</th> <th rowspan="2">Tips</th> </tr> <tr> <th>Wk1</th> <th>Wk2</th> <th>Total</th> <th>Wk1</th> <th>Wk2</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td colspan="11">Asst. Manager</td> </tr> <tr> <td></td> <td>B, BRETT</td> <td></td> <td>0.00</td> <td>0.00</td> <td>5.39</td> <td>5.39</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td></td> <td>MARTIN, TIFFANY</td> <td></td> <td>10.00</td> <td>0.00</td> <td>5.97</td> <td>5.97</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td></td> <td>###-##-7777</td> <td>STRADER, CHRIS</td> <td>10.00</td> <td>7.12</td> <td>8.50</td> <td>15.62</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>7.12</td> <td>19.86</td> <td>26.98</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td colspan="11">Bartender</td> </tr> <tr> <td></td> <td></td> <td>BARTENDER, BRAD</td> <td>7.25</td> <td>0.00</td> <td>40.00</td> <td>40.00</td> <td>0.00</td> <td>586.27</td> <td>196.27</td> <td>0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>0.00</td> <td>40.00</td> <td>40.00</td> <td>0.00</td> <td>586.27</td> <td>586.27</td> <td>0.00</td> </tr> <tr> <td colspan="11">Busser</td> </tr> <tr> <td></td> <td></td> <td>MERIDA, MELSAR</td> <td>7.50</td> <td>40.00</td> <td>40.00</td> <td>80.00</td> <td>35.16</td> <td>15.92</td> <td>51.08</td> <td>0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>40.00</td> <td>40.00</td> <td>80.00</td> <td>35.16</td> <td>15.92</td> <td>51.08</td> <td>0.00</td> </tr> </tbody> </table> </div>		Employee ID	Name	Rate	Regular Hrs			Overtime Hrs			Tips	Wk1	Wk2	Total	Wk1	Wk2	Total	Asst. Manager												B, BRETT		0.00	0.00	5.39	5.39	0.00	0.00	0.00	0.00		MARTIN, TIFFANY		10.00	0.00	5.97	5.97	0.00	0.00	0.00	0.00		###-##-7777	STRADER, CHRIS	10.00	7.12	8.50	15.62	0.00	0.00	0.00	0.00					7.12	19.86	26.98	0.00	0.00	0.00	0.00	Bartender													BARTENDER, BRAD	7.25	0.00	40.00	40.00	0.00	586.27	196.27	0.00					0.00	40.00	40.00	0.00	586.27	586.27	0.00	Busser													MERIDA, MELSAR	7.50	40.00	40.00	80.00	35.16	15.92	51.08	0.00					40.00	40.00	80.00	35.16	15.92	51.08	0.00
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Payroll by Labor Type Enhancement

It is now possible to organize the "Payroll by Labor Type" by Employee number.

To generate the Payroll by Labor Type Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD).

Payroll by Labor Type continued...

Choose from the report options:

- Show Pay Information
- Show Employee Social Security Number
- Sort By Employee Number
- Choose All employees, or select a particular employee

To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Utilize this report to see how each labor type is contributing to your total labor cost.

Scheduled vs. Actual Labor

The Scheduled vs. Actual Labor provides a daily comparison between each employee's scheduled hours and their actual hours worked. Use this report to determine if the schedule is meeting volume needs and if the manager is effectively monitoring labor costs.

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Scheduled vs. Actual Labor Report Enhancement

A new section has been added to the Report that tracks and displays what was scheduled. This way, an operator can easily compare the difference e if any.

To generate the Scheduled vs. Actual Labor Report select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Quickly understand the variance between what was scheduled versus what was worked

Hourly Labor By Labor Type

The Hourly Labor by Labor Type Report provides an hour by hour view by labor type of total labor costs for a specified date range. Use this report to determine your labor costs for each hour of the day.

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Optimal Usage

- Use to figure out where the bulk of your labor cost is coming from.

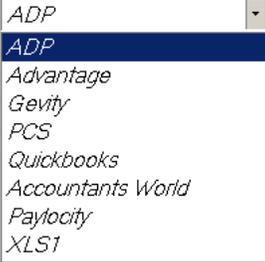
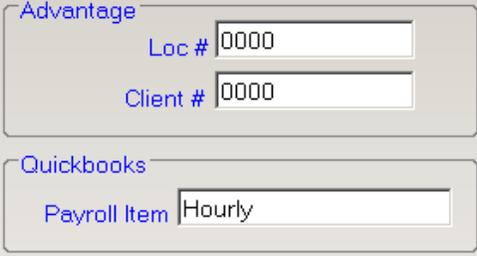
Payroll Export

Payroll Export is used to set up the Accountants World, ADP, Advantage, Gevity QuickBooks, PCS, or QuickBooks payroll export feature. Data can then be exported and sent to your payroll processing system.

NAME	IMAGE
Payroll Export Parameters	
Payroll Export	

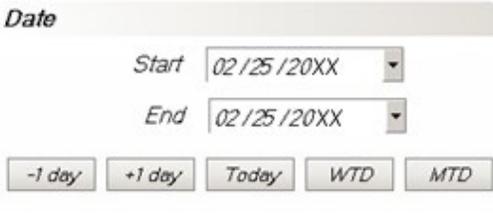
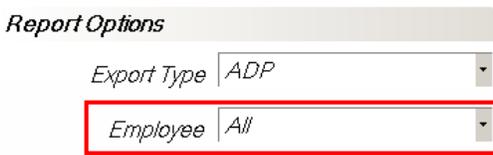
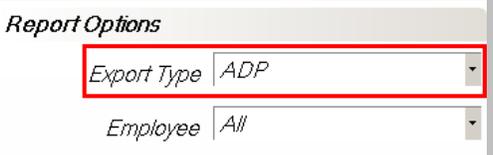
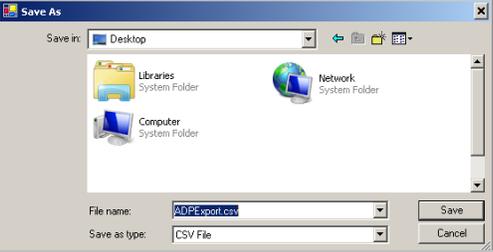
To configure your system to export payroll data:

Step	NAME	IMAGE	DESCRIPTION
1	Business Info		Navigate to Business Info from the config menu.
2	Payroll Export Tab		From the available tabs select the Payroll Export Tab .

3	Default Payroll Export		Select the default payroll system from the dropdown menu.
4	Payroll Information		Enter the information into the appropriate payroll system (ADP, Advantage, Gevity, PCS, and QuickBooks, or Accountants World)
5	Save or Exit		Click the Exit button to return to the main menu. If you have made changes but have not clicked Save, you will be asked if you want to save your changes.

Employee/Labor Reports continued...

To export payroll data

Step	NAME	IMAGE	DESCRIPTION
1	Reports		Navigate to Reports from the Mgmt menu.
2	Employee /Labor Tab		Click the Employee/Labor Tab to expand and display the available reports and exports.
3	Payroll Export	Payroll Export	Select Payroll Export from the provided selection.
4	Date Range		Select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD).
5	Report Options Employee		Choose All employees, or select a particular employee
6	Report Options Export Type		Select the Export Type.
7	Payroll Export		Click the Payroll Export button.
8	Save File		To save the file, navigate to the desired folder location and select save

In-Store Hours

The In-Store Hours Report provides a list by employee of in-store hours and on-road hours for a specified date range. In-Store Hours should be used to view a snapshot of each employee’s in-store and on-road hour’s comparison. In some States, this report can also help owners decrease business insurance expenses, which is more expensive for employees who deliver.

NAME	IMAGE																																														
In-Store Hours Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="11/30/20XX"/></p> <p>End <input type="text" value="02/28/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																																														
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Optimal Usage

- Check how often non-driving labor types are spending on the road

Server Credit Card Tips

The Server Credit Card Tips Report should be utilized when you are trying to validate the tip declaration for your servers, and provides the credit card sales, tips, and tip percentage by employee for a specified date range. Use this report to confirm that your location's service is up to standards. For example, one of your servers has a 15% tip average. Typically, an 18% tip average is considered good service in a full service restaurant. For a delivery driver, 14-15% would be considered good service. Choose a benchmark percentage for service based on your order types, and then utilize the data on the Server Credit Card Tip Report to grade your employees' performance.

NAME	IMAGE																				
Server Credit Card Tips Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="11/30/20XX"/></p> <p>End <input type="text" value="02/28/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																				
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Optimal Usage

- Quickly compare Server labor types and their credit card tips

Turn Time

The Turn Time Report shows you Server statistics and table turn times. This report does not appear on all systems. If the location does not provide a service type that requires a table number, the report will not appear. This report should be used to compare server table turn times and tip %.

NAME	IMAGE																																				
Turn Time Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="11/30/20XX"/></p> <p>End <input type="text" value="02/28/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																																				
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Optimal Usage

- Deeper look at your Service team and how your workers are utilizing the dining room

Weekly Schedule

Weekly Schedule pulls from Scheduling and displays the schedule by scheduled hours to be worked in a day and then displayed in a work week format.

NAME	IMAGE																																								
Weekly Schedule Parameters	<div style="border: 1px solid #ccc; padding: 5px;"> <p><i>Date</i></p> <p><i>Week Start</i> <input type="text" value="02/23/20XX"/> -1 wk +1 wk</p> </div>																																								
Weekly Schedule	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;">Weekly Schedule 11/19/20XX 2:34:22PM</p> <p style="text-align: center;">Revention, Inc.</p> <p style="text-align: center;">Sun 03/09/20XX - Sat 03/15/20XX</p> <hr/> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Sun 03/09/20XX</th> <th>Mon 03/10/20XX</th> <th>Tue 03/11/20XX</th> <th>Wed 03/12/20XX</th> <th>Thu 03/13/20XX</th> <th>Fri 03/14/20XX</th> <th>Sat 03/15/20XX</th> </tr> </thead> <tbody> <tr> <td>Weekly Scheduled - 3:00</td> <td>Bus 10:00AM-10:00PM Hours 12:00</td> <td>OFF</td> <td>OFF</td> <td>OFF</td> <td>OFF</td> <td>OFF</td> <td>Bus 3:00PM-12:00AM Hours -15:00</td> </tr> <tr> <td>ALVAREZ, JOSE LUIS</td> <td>Cook 10:00AM-10:00PM Hours 12:00</td> <td>Pizza Maker 9:00AM-11:00PM Hours 14:00</td> <td>Pizza Maker 4:00PM-11:00PM Hours 7:00</td> <td>Pizza Maker 9:00AM-11:15PM Hours 14:15</td> <td>OFF</td> <td>Pizza Maker 9:00AM-12:00AM Hours -9:00</td> <td>OFF</td> </tr> <tr> <td>HOUSLEY, DONTAE</td> <td>Owner 9:00AM-5:00PM Hours 8:00</td> <td>OFF</td> <td>OFF</td> <td>OFF</td> <td>OFF</td> <td>Owner 9:00AM-5:00PM Hours 8:00</td> <td>Owner 9:00AM-5:00PM Hours 8:00</td> </tr> <tr> <td>WARD, WILL</td> <td>Manager 9:00AM-5:00PM Hours 8:00</td> <td>OFF</td> <td>OFF</td> <td>OFF</td> <td>OFF</td> <td>OFF</td> <td>OFF</td> </tr> </tbody> </table> </div>		Sun 03/09/20XX	Mon 03/10/20XX	Tue 03/11/20XX	Wed 03/12/20XX	Thu 03/13/20XX	Fri 03/14/20XX	Sat 03/15/20XX	Weekly Scheduled - 3:00	Bus 10:00AM-10:00PM Hours 12:00	OFF	OFF	OFF	OFF	OFF	Bus 3:00PM-12:00AM Hours -15:00	ALVAREZ, JOSE LUIS	Cook 10:00AM-10:00PM Hours 12:00	Pizza Maker 9:00AM-11:00PM Hours 14:00	Pizza Maker 4:00PM-11:00PM Hours 7:00	Pizza Maker 9:00AM-11:15PM Hours 14:15	OFF	Pizza Maker 9:00AM-12:00AM Hours -9:00	OFF	HOUSLEY, DONTAE	Owner 9:00AM-5:00PM Hours 8:00	OFF	OFF	OFF	OFF	Owner 9:00AM-5:00PM Hours 8:00	Owner 9:00AM-5:00PM Hours 8:00	WARD, WILL	Manager 9:00AM-5:00PM Hours 8:00	OFF	OFF	OFF	OFF	OFF	OFF
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Optimal Usage

- Easier way to see what was scheduled for the week.

Cash/Adjustments

This section will give a brief summary of the reports in the Cash Adjustments tab of Reports and afterwards go into detail about each available report in the same order.

NAME	IMAGE
Cash Adjustments Tab	

#	NAME	IMAGE	DESCRIPTION
1	Cash Adjustments Tab		Clicking on Cash Adjustments Tab will expand the tab and reveal the available reports.
2	Cash Drawer Detail	Cash Drawer Detail	For each cash drawer and for each delivery driver, the Cash Drawer Detail Report displays the amount received for each payment method, as well the total due, total actual, and over/short for each cash drawer

3	Cash Detail By Shift	Cashier Detail By Shift	The Cashier Detail by Shift Report provides a list of all cashiers who accessed each cash drawer on the selected date, as well as the order count, total sales, voids, adjustments, coupons, drops, actuals, net sales, and tax.
4	Payouts	Payouts	The Payouts Report provides a list of payout details for a specified date range, including the description, amount, user, cash drawer, and time stamp. Use this report to watch for any suspicious purchase activity and curb theft.
5	Deposit Detail	Deposit Detail	The Deposit Detail Report provides a list of deposits for a specified date range, dividing the total down into cash, checks, credit, gift cards, and account transactions, as well as the bag number for each deposit. Also included is a deposit summary that includes the total for each payment type.
6	Weekly Income	Weekly Income	The Weekly Income Report provides a snapshot of the income and expenses for a selected week.
7	Credit Cards	Credit Cards	The Credit Cards Report provides a list by credit card type of all credit card transactions and allows you to view specific credit card totals for a specified date range.
8	Accounts	Accounts	Displays all the Accounts that were charged on the selected dates.
9	Payins	Payins	The Payins Report provides a list of pay-in details for a specified date range, including the description, amount, user, cash drawer, and time stamp. Use this report to watch for any suspicious purchase activity and curb theft.
10	GL Accounts	GL Accounts	General Ledger Accounts are an Upcoming Feature.
11	Accounts By Order	Accounts By Order	Accounts By Order displays all the Accounts that were charged on the selected dates and their orders associated with the charges.
12	Adjustment Detail	Adjustment Detail	The Adjustment Detail Report provides a list of void, adjustment, and coupon details for a specific date range.
13	Adjustment Summary	Adjustment Summary	The Adjustment Summary Report provides a summary list of the information on the Adjustment Detail Report, providing counts of voids, adjustments and coupons for a specific date range.

14	Adj by Category	Adj by Category	The Adj By Category Report provides a list of adjustments split up between different Categories.
15	By Customer	By Customer	The By Customer Report provides a list of the coupons used by each customer for a specified date range.
16	By Validation Code	By Validation Code	The By Validation Code Report provides a list of Validation Codes and the coupons they were associated with.
17	Validation Code By Coupon	Validation Code by Coupon	The Validation Code By Coupon Report provides a list of Coupons and the Validation Codes they were associated with.

Cash Drawer Detail

For each cash drawer and for each delivery driver, the Cash Drawer Detail Report displays the amount received for each payment method, as well the total due, total actual, and over/short for each cash drawer.

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Use the Cash Drawer Detail Report to view specific reconciliation data for each cash drawer, driver, or server who had a bank issued to them for the specified date. To generate the Cash Drawer Detail Report, select the desired day or choose from the pre-selected date choices (-1 day or +1 day). To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- After finding a discrepancy, this report is a great way to look at multiple closeouts and find the culprit

Cashier Detail by Shift

The Cashier Detail by Shift Report provides a list of all cashiers who accessed each cash drawer on the selected date, as well as the order count, total sales, voids, adjustments, coupons, drops, actuals, net sales and tax. The Cashier Detail by Shift Report allows you to view cash drawer data by shift, and is useful for establishments that perform a drawer close at the end of each shift.

NAME
IMAGE

Cashier Detail By Shift Parameters

Date

Day

02/26/20XX

▼

-1 day

+1 day

REVENTION

Cashier Detail by Shift

Wed 03/15/20XX

1/10/20XX
8:47 24AM

SHIFT: Day

Name	Opened/Closed/Balanced	Order Cnt	Total Sales	Voids	Adj	Cpn	Gross	Drops	Actuals				
									Cash	Checks	Credit	Gift	Acct
Drawer1-7	Kilschautzky 10:21 AM Jesiolowski 10:20 PM Jesiolowski 10:20 PM	164	4609.75	0.00	80.84	168.85	4191.21	0.00	950.00	71.60	4579.23	88.69	98.12
Drawer1-6	Jason 10:51 AM Derek 09:43 PM Derek 09:44 PM	6	579.40	0.00	0.00	0.00	579.40	0.00	4.00	0.00	574.80	0.00	0.00
SHIFT TOTAL		170	5189.15	0.00	80.84	168.85	4770.61	0.00	954.00	71.60	5154.03	88.69	98.12
GRAND TOTAL		170.00	5189.15	0.00	80.84	168.85	4770.61	0.00	954.00	71.60	5154.03	88.69	98.12

Cash Detail By Shift By Report

To generate the Cashier Detail by Shift Report, select the desired day or choose from the pre-selected date choices (-1 day or +1 day). To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Summary of each drawer, their users and combined statistics.

Payouts

The Payouts Report provides a list of payout details for a specified date range, including the description, amount, user, cash drawer, and time stamp. Use this report to watch for any suspicious purchase activity, in an effort to curb theft.

NAME	IMAGE																								
Payouts Parameters	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><i>Date</i></p> <p>Start <input type="text" value="02/26/20XX"/></p> <p>End <input type="text" value="02/26/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div> <div style="width: 45%;"> <p><i>Report Options</i></p> <p><input checked="" type="checkbox"/> Exclude Driver Payouts/Payins</p> </div> </div>																								
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To generate the Payouts Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). To include driver payouts and payins, uncheck the 'Exclude Driver Payouts/Payins' option.

To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Use this when a wider search parameters are need for payouts

Deposit Detail

The Deposit Detail Report provides a list of deposits for a specified date range, dividing the total down into cash, checks, credit, gift cards, and account transactions, as well as the bag number for each deposit. Also included is a deposit summary that includes the total for each payment type.

NAME	IMAGE																																																				
Deposit Detail Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="02/26/20XX"/> ▼</p> <p>End <input type="text" value="02/26/20XX"/> ▼</p> </div>																																																				
Deposit Detail Report	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="text-align: right;">11/19/20XX 2:34:22PM</div> <h3 style="text-align: center;">Deposit Detail</h3> <p style="text-align: center;">My Place 11/14/20XX - 11/14/20XX</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2"></th> <th>Cash</th> <th>Check</th> <th>Credit</th> <th>Gift</th> <th>Acct</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td colspan="8">11/14/20XX</td> </tr> <tr> <td>Deposit #1</td> <td>Total</td> <td>1617.00</td> <td>0.00</td> <td>2778.47</td> <td>0.00</td> <td>0.00</td> <td>4395.47</td> </tr> <tr> <td>Kelly Johnson</td> <td>Actual</td> <td>1617.00</td> <td>0.00</td> <td>2778.47</td> <td>0.00</td> <td>0.00</td> <td>4395.47</td> </tr> <tr> <td>11/15/20XX 02:00 AM</td> <td>Over/Short</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p style="text-align: center;">Deposit Summary</p> <table style="width: 100%;"> <tr> <td>Cash</td> <td style="text-align: right;">1,617.00</td> </tr> <tr> <td>Checks</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Credit</td> <td style="text-align: right;">2,778.47</td> </tr> <tr> <td>Gift</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Acct</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Total Deposit</td> <td style="text-align: right;">4,395.47</td> </tr> </table> </div> </div>			Cash	Check	Credit	Gift	Acct	Total	11/14/20XX								Deposit #1	Total	1617.00	0.00	2778.47	0.00	0.00	4395.47	Kelly Johnson	Actual	1617.00	0.00	2778.47	0.00	0.00	4395.47	11/15/20XX 02:00 AM	Over/Short	0.00	0.00	0.00	0.00	0.00	0.00	Cash	1,617.00	Checks	0.00	Credit	2,778.47	Gift	0.00	Acct	0.00	Total Deposit	4,395.47
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To generate the Deposit Detail Report, select the desired start and end dates. To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Checking the summary deposit for multiple days

Weekly Income

The Weekly Income Report provides a snapshot of the income and expenses for a selected week.

NAME	IMAGE																																																																																																																																																																																																																																																																																																																																																																														
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<td>15.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>15.00</td> </tr> <tr> <td>Alcohol</td> <td>134.25</td> <td>154.00</td> <td>196.75</td> <td>176.00</td> <td>315.50</td> <td>79.75</td> <td>87.00</td> <td>1143.25</td> </tr> <tr> <td>GiftCard</td> <td>50.00</td> <td>145.00</td> <td>25.00</td> <td>30.00</td> <td>0.00</td> <td>0.00</td> <td>20.00</td> <td>270.00</td> </tr> <tr> <td>None</td> <td>10.55</td> <td>508.20</td> <td>76.15</td> <td>69.80</td> <td>110.05</td> <td>11.70</td> <td>154.30</td> <td>940.75</td> </tr> <tr> <td>Total Sales By Cat</td> <td>6590.05</td> <td>6202.25</td> <td>8474.70</td> <td>8409.16</td> <td>7433.94</td> <td>6995.76</td> <td>4703.94</td> <td>48809.80</td> </tr> <tr> <td>SALES SUMMARY</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Total Sales</td> <td>7212.79</td> <td>6721.83</td> <td>9265.16</td> <td>9133.71</td> <td>8141.96</td> <td>7555.96</td> <td>5153.01</td> <td>53184.42</td> </tr> <tr> <td>Adjustments (-)</td> <td>33.97</td> <td>3.31</td> <td>32.60</td> <td>0.00</td> <td>21.91</td> <td>0.00</td> <td>63.54</td> <td>155.33</td> </tr> <tr> <td>Coupons (-)</td> <td>166.23</td> <td>177.13</td> <td>125.13</td> <td>148.50</td> <td>129.77</td> <td>144.57</td> <td>136.47</td> <td>1027.80</td> </tr> <tr> <td>Gross Sales</td> <td>7012.59</td> <td>6541.39</td> <td>9107.43</td> <td>8985.21</td> <td>7990.28</td> <td>7411.39</td> <td>4953.00</td> <td>52001.29</td> </tr> <tr> <td>Tax (-)</td> <td>576.31</td> <td>492.56</td> <td>747.24</td> <td>697.11</td> <td>674.12</td> <td>544.87</td> <td>384.13</td> <td>4116.34</td> </tr> <tr> <td>Net Sales</td> <td>6436.28</td> <td>6048.83</td> <td>8360.19</td> <td>8288.10</td> <td>7316.16</td> <td>6866.52</td> <td>4568.87</td> <td>47884.95</td> </tr> <tr> <td>Gift Cards Sold</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>CASH RECEIPTS</td> 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<td>None</td> <td>78.20</td> <td>160.00</td> <td>131.49</td> <td>93.24</td> <td>50.00</td> <td>84.00</td> <td>90.59</td> <td>687.52</td> </tr> <tr> <td>Delivery Comp.</td> <td>75.33</td> <td>67.85</td> <td>132.41</td> <td>118.02</td> <td>72.81</td> <td>58.92</td> <td>75.50</td> <td>600.84</td> </tr> <tr> <td>Total Paid Outs</td> <td>153.53</td> <td>227.85</td> <td>263.90</td> <td>211.26</td> <td>122.81</td> <td>142.92</td> <td>166.09</td> <td>1288.36</td> </tr> <tr> <td>DEPOSITS CASH/OTHER</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Deposit #1</td> <td>1419.71</td> <td>1025.60</td> <td>809.60</td> <td>1635.69</td> <td>976.54</td> <td>1231.49</td> <td>0.00</td> <td>7098.63</td> </tr> <tr> <td>Total Deposits Cash/Other</td> <td>1419.71</td> <td>1025.60</td> <td>809.60</td> <td>1635.69</td> <td>976.54</td> <td>1231.49</td> <td>0.00</td> <td>7098.63</td> </tr> <tr> <td>DEPOSITS OTHER</td> 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CAT									Food	5902.55	5052.10	7721.05	7665.23	6540.56	6511.98	4115.00	43508.47	Beverages	492.70	342.95	455.75	453.13	467.83	392.33	327.64	2932.33	Misc	0.00	0.00	0.00	15.00	0.00	0.00	0.00	15.00	Alcohol	134.25	154.00	196.75	176.00	315.50	79.75	87.00	1143.25	GiftCard	50.00	145.00	25.00	30.00	0.00	0.00	20.00	270.00	None	10.55	508.20	76.15	69.80	110.05	11.70	154.30	940.75	Total Sales By Cat	6590.05	6202.25	8474.70	8409.16	7433.94	6995.76	4703.94	48809.80	SALES SUMMARY									Total Sales	7212.79	6721.83	9265.16	9133.71	8141.96	7555.96	5153.01	53184.42	Adjustments (-)	33.97	3.31	32.60	0.00	21.91	0.00	63.54	155.33	Coupons (-)	166.23	177.13	125.13	148.50	129.77	144.57	136.47	1027.80	Gross Sales	7012.59	6541.39	9107.43	8985.21	7990.28	7411.39	4953.00	52001.29	Tax (-)	576.31	492.56	747.24	697.11	674.12	544.87	384.13	4116.34	Net Sales	6436.28	6048.83	8360.19	8288.10	7316.16	6866.52	4568.87	47884.95	Gift Cards Sold	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	CASH RECEIPTS									None	0.00	0.00	0.00	215.63	50.00	0.00	20.00	285.63	Total Cash Receipts	0.00	0.00	0.00	215.63	50.00	0.00	20.00	285.63	Gross Income (+)	7012.59	6541.39	9107.43	8985.21	7990.28	7411.39	4953.00	52001.29	Delivery Fees (+)	62.00	62.00	80.00	96.00	56.00	52.00	48.00	456.00	Total Income	7074.59	6603.39	9187.43	9296.84	8096.28	7463.39	5021.00	52742.92	CASH PAID OUTS									None	78.20	160.00	131.49	93.24	50.00	84.00	90.59	687.52	Delivery Comp.	75.33	67.85	132.41	118.02	72.81	58.92	75.50	600.84	Total Paid Outs	153.53	227.85	263.90	211.26	122.81	142.92	166.09	1288.36	DEPOSITS CASH/OTHER									Deposit #1	1419.71	1025.60	809.60	1635.69	976.54	1231.49	0.00	7098.63	Total Deposits Cash/Other	1419.71	1025.60	809.60	1635.69	976.54	1231.49	0.00	7098.63	DEPOSITS 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Gross Income (+)	7012.59	6541.39	9107.43	8985.21	7990.28	7411.39	4953.00	52001.29																																																																																																																																																																																																																																																																																																																																																																							
Delivery Fees (+)	62.00	62.00	80.00	96.00	56.00	52.00	48.00	456.00																																																																																																																																																																																																																																																																																																																																																																							
Total Income	7074.59	6603.39	9187.43	9296.84	8096.28	7463.39	5021.00	52742.92																																																																																																																																																																																																																																																																																																																																																																							
CASH PAID OUTS																																																																																																																																																																																																																																																																																																																																																																															
None	78.20	160.00	131.49	93.24	50.00	84.00	90.59	687.52																																																																																																																																																																																																																																																																																																																																																																							
Delivery Comp.	75.33	67.85	132.41	118.02	72.81	58.92	75.50	600.84																																																																																																																																																																																																																																																																																																																																																																							
Total Paid Outs	153.53	227.85	263.90	211.26	122.81	142.92	166.09	1288.36																																																																																																																																																																																																																																																																																																																																																																							
DEPOSITS CASH/OTHER																																																																																																																																																																																																																																																																																																																																																																															
Deposit #1	1419.71	1025.60	809.60	1635.69	976.54	1231.49	0.00	7098.63																																																																																																																																																																																																																																																																																																																																																																							
Total Deposits Cash/Other	1419.71	1025.60	809.60	1635.69	976.54	1231.49	0.00	7098.63																																																																																																																																																																																																																																																																																																																																																																							
DEPOSITS OTHER																																																																																																																																																																																																																																																																																																																																																																															
MC/Visa	4849.65	4653.66	6616.52	6691.42	6219.61	5243.82	0.00	34274.68																																																																																																																																																																																																																																																																																																																																																																							
AmEx	233.69	134.46	679.34	228.40	447.83	248.26	0.00	1971.98																																																																																																																																																																																																																																																																																																																																																																							
Discover	164.23	365.91	509.43	270.20	170.04	478.35	0.00	1958.16																																																																																																																																																																																																																																																																																																																																																																							
Gift	196.42	88.69	226.35	124.38	109.70	81.95	0.00	827.49																																																																																																																																																																																																																																																																																																																																																																							
Account	60.83	98.12	123.70	106.66	57.70	39.09	0.00	486.10																																																																																																																																																																																																																																																																																																																																																																							
Total Deposits	6924.53	6366.44	8964.94	9056.75	7981.42	7322.96	0.00	46617.04																																																																																																																																																																																																																																																																																																																																																																							
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Over/Short	3.47	-9.10	41.41	-28.83	7.95	2.49	-4854.91	-4837.52																																																																																																																																																																																																																																																																																																																																																																							

Weekly Income Report Enhancement

Order Count was added as another row that will keep track of the amount of orders for that week.

The report displays the total net sales by category, a sales summary that includes adjustments, coupons, delivery fees, tax, and gift card sales, as well as cash receipts, cash paid outs, and deposits.

Weekly Income Report continued...

To generate the Weekly Income Report, select the desired week start or choose from the pre-selected date choices (-1 week or +1 week). To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Quick summary of a weekly key performance indicators

Credit Cards

The Credit Cards Report provides a list by credit card type of all credit card transactions, and allows you to view specific credit card totals for a specified date range.

NAME	IMAGE																														
Weekly Income Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="03/08/20XX"/></p> <p>End <input type="text" value="03/08/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																														
Weekly Income Report	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;">Credit Cards</p> <p style="text-align: right;">11/19/20XX 2:34:22PM</p> <p style="text-align: center;">MyPlace</p> <p style="text-align: center;">Fri 11/15/20XX - Fri 11/15/20XX</p> <hr/> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Type</th> <th>Base Amount</th> <th>Grat</th> <th>Tips</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>AmEx</td> <td>776.33</td> <td>0.00</td> <td>127.85</td> <td>904.18</td> </tr> <tr> <td>Discover</td> <td>241.35</td> <td>0.00</td> <td>29.22</td> <td>270.57</td> </tr> <tr> <td>MC</td> <td>1404.01</td> <td>0.00</td> <td>197.45</td> <td>1601.46</td> </tr> <tr> <td>Visa</td> <td><u>7166.85</u></td> <td><u>0.00</u></td> <td><u>857.06</u></td> <td><u>8023.91</u></td> </tr> <tr> <td></td> <td>9,588.54</td> <td>0.00</td> <td>1,211.58</td> <td>10,800.12</td> </tr> </tbody> </table> </div>	Type	Base Amount	Grat	Tips	Total	AmEx	776.33	0.00	127.85	904.18	Discover	241.35	0.00	29.22	270.57	MC	1404.01	0.00	197.45	1601.46	Visa	<u>7166.85</u>	<u>0.00</u>	<u>857.06</u>	<u>8023.91</u>		9,588.54	0.00	1,211.58	10,800.12
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The report includes the base amount, gratuity, tips, and total. To generate the Credit Cards Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Insight into the make-up of your Credit Cards and their contribution to your total sales

Accounts

The Accounts Report provides a list of accounts and their payment details for a specified date range, Count, Gratuities, Tips, and total.

NAME	IMAGE																												
Accounts Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="03/08/20XX"/> ▼</p> <p>End <input type="text" value="03/08/20XX"/> ▼</p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																												
Accounts Report	<div style="text-align: right; font-size: small;">11/19/20XX 2:34:22PM</div> <p style="text-align: center;">Accounts</p> <p style="text-align: center;">Revention, Inc.</p> <p style="text-align: center;">Sat 03/08/20XX - Sat 03/08/20XX</p> <hr/> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Account #</th> <th style="text-align: left;">Name</th> <th style="text-align: center;">Count</th> <th style="text-align: right;">Base Amount</th> <th style="text-align: right;">Grat</th> <th style="text-align: right;">Tips</th> <th style="text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td>10055</td> <td></td> <td style="text-align: center;">4</td> <td style="text-align: right;">79.79</td> <td style="text-align: right;">15.50</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">95.29</td> </tr> <tr> <td>10060</td> <td>AARON SMITH</td> <td style="text-align: center;">1</td> <td style="text-align: right;">7.52</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">2.00</td> <td style="text-align: right;">9.52</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;"><u>5</u></td> <td style="text-align: right;"><u>87.31</u></td> <td style="text-align: right;"><u>15.50</u></td> <td style="text-align: right;"><u>2.00</u></td> <td style="text-align: right;"><u>104.81</u></td> </tr> </tbody> </table>	Account #	Name	Count	Base Amount	Grat	Tips	Total	10055		4	79.79	15.50	0.00	95.29	10060	AARON SMITH	1	7.52	0.00	2.00	9.52			<u>5</u>	<u>87.31</u>	<u>15.50</u>	<u>2.00</u>	<u>104.81</u>
Account #	Name	Count	Base Amount	Grat	Tips	Total																							
10055		4	79.79	15.50	0.00	95.29																							
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To generate the Accounts Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). To include driver payouts and payins, uncheck the 'Exclude Driver Payouts/Payins' option.

To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Similar to the accounts summary but with more details

Payins

The Payins Report provides a list of pay-in details for a specified date range, including the description, amount, user, cash drawer, and time stamp. Use this report to watch for any suspicious purchase activity, in an effort to curb theft.

NAME	IMAGE																								
Payins Parameters	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><i>Date</i></p> <p>Start <input type="text" value="02/26/20XX"/></p> <p>End <input type="text" value="02/26/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div> <div style="width: 45%;"> <p><i>Report Options</i></p> <p><input checked="" type="checkbox"/> Exclude Driver Payouts/Payins</p> </div> </div>																								
Payins Report	<div style="text-align: right; font-size: small;">11/19/20XX 2:34:22PM</div> <div style="text-align: center;"> <h3>Payins</h3> <p>My Place</p> <p>Wed 11/20/20XX - Wed 11/20/20XX</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Acct Cat</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amt</th> <th style="text-align: left;">By</th> <th style="text-align: left;">Cash Drawer</th> <th style="text-align: left;">Time</th> </tr> </thead> <tbody> <tr> <td>Food Cost</td> <td>Alamo Dairy</td> <td style="text-align: right;">200.00</td> <td>Brad Bartlett</td> <td>Drawer1-1</td> <td>11/20/13 12:56PM</td> </tr> <tr> <td>Services</td> <td>For Electrical Repair</td> <td style="text-align: right;">65.00</td> <td>Brad Bartlett</td> <td>Drawer1-1</td> <td>11/20/13 12:58PM</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">265.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Acct Cat	Description	Amt	By	Cash Drawer	Time	Food Cost	Alamo Dairy	200.00	Brad Bartlett	Drawer1-1	11/20/13 12:56PM	Services	For Electrical Repair	65.00	Brad Bartlett	Drawer1-1	11/20/13 12:58PM			265.00			
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To generate the Payins Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). To include driver payouts and payins, uncheck the 'Exclude Driver Payouts/Payins' option. To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Use this when a wider search parameters are need for payins

Accounts by Order

The Accounts by Order provides a list of account and their order details for a specified date range, including the description, amount, user, cash drawer, and date.

NAME	IMAGE																																																																																				
Accounts By Order Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="03/08/20XX"/></p> <p>End <input type="text" value="03/08/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																																																																																				
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To generate the Payouts Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). To include driver payouts and payins, uncheck the 'Exclude Driver Payouts/Payins' option.

To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- A more detailed report by accounts and their orders

Adjustment Detail

The Adjustment Detail Report provides a list of void, adjustment, and coupon details for a specific date range. The latest version of this report displays both employee who created the order and the employee that approved the order.

NAME	IMAGE																																																																																																						
Adjustment Detail Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="03/08/20XX"/></p> <p>End <input type="text" value="03/08/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																																																																																																						
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Adjustment Detail Enchantment

Each adjustment will now be displayed as bolded time stamps if the adjustment was preformed **after** the order was sent. Attention should be paid to these orders since the adjustment was performed at a later time.

To generate the Adjustment Detail Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- The Adjustment Detail Report allows you to look at detailed information about adjustments, and to access specific details about adjustments to determine if someone is using them inappropriately. For example, for a void, find out who created it and the reason for the adjustment. This report would be helpful if you suspect that an employee is giving out discounts too freely, or if you suspect an employee of theft. For example, an employee who voids a large order after sending it to the kitchen could be giving the food away to a friend. An employee who gives out a percent off discount could be pocketing the difference.

Adjustment Summary

The Adjustment Summary Report provides a summary list of the information on the Adjustment Detail Report, providing counts of voids, adjustments, and coupons for a specific date range.

NAME	IMAGE																																				
Adjustment Summary Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="03/08/20XX"/></p> <p>End <input type="text" value="03/08/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																																				
Adjustment Summary Report	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: right;">11/2020XX 2:42:07PM</p> <h3 style="text-align: center;">Adjustment Summary Report</h3> <p style="text-align: center;">My Place Fri 02/08/20XX - Fri 02/08/20XX</p> <hr/> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Quantity</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>Voids</td> <td style="text-align: center;">1</td> <td style="text-align: right;">\$4.95</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$4.95</td> </tr> <tr> <td colspan="3">Adjustments</td> </tr> <tr> <td>Comp.</td> <td style="text-align: center;">1</td> <td style="text-align: right;">\$4.95</td> </tr> <tr> <td>Percent Off</td> <td style="text-align: center;">2</td> <td style="text-align: right;">\$5.67</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$10.62</td> </tr> <tr> <td colspan="3">Coupons</td> </tr> <tr> <td>\$2.00 Off Any Large</td> <td style="text-align: center;">7</td> <td style="text-align: right;">\$14.00</td> </tr> <tr> <td>\$1.00 Off M Specialty</td> <td style="text-align: center;">2</td> <td style="text-align: right;">\$2.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$16.00</td> </tr> <tr> <td style="text-align: right;">Grand Total</td> <td></td> <td style="text-align: right; border-top: 3px double black;">\$26.62 (Excludes Voids)</td> </tr> </tbody> </table> </div>		Quantity	Amount	Voids	1	\$4.95			\$4.95	Adjustments			Comp.	1	\$4.95	Percent Off	2	\$5.67			\$10.62	Coupons			\$2.00 Off Any Large	7	\$14.00	\$1.00 Off M Specialty	2	\$2.00			\$16.00	Grand Total		\$26.62 (Excludes Voids)
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Optimal Usage

- Rather than combing through all the details looking for discrepancies, use this report to quickly find totals that would raise a red flag.

Adj by Category

The Adj by Category Report provides a list of adjustments split up between different Categories.

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Optimal Usage

- Rather than combing through all the details looking for discrepancies, use this report to quickly find totals that would raise a red flag.

Coupons by Customer

The Coupons by Customer Report provides a list of the coupons used by each customer for a specified date range. Use this report to evaluate the success of your coupon offerings, and to extend special offers to customers who frequently use coupons.

NAME	IMAGE																																																																																															
Coupons by Customer Parameters	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> Date Report Options </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Start <input type="text" value="02/26/20XX"/></p> <p>End <input type="text" value="02/26/20XX"/></p> </div> <div style="width: 45%;"> <p>Coupons <input type="text" value="All"/></p> </div> </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> -1 day +1 day Today WTD MTD </div> </div>																																																																																															
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To generate the Coupons by Customer Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). Select the desired coupon, or select All to run the report for all coupons. To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Figuring out which coupons are popular amongst which customers.

Coupons by Validation Code

The Coupons by Validation Code Report provides a list of coupons redeemed for each validation code. Validation codes are used to track the delivery method of the offer (door hanger, a specific mail out, etc.). Track where the redeemed offers are coming from to plan for future promotions.

NAME	IMAGE																																								
Coupons by Validation Code Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="03/08/20XX"/></p> <p>End <input type="text" value="03/08/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																																								
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Optimal Usage

- Tracking which validation code is working and their usage

Validation Code by Coupon

The Validation Code by Coupon Report provides a list of redeemed coupons, and the validation code associated with each coupon type. Validation codes are used to track the delivery method of the offer (door hanger, a specific mail out). Track where the redeemed offers are coming from to plan for future promotions.

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Validation Code by Coupon Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;"><i>Date</i></p> <p>Start <input type="text" value="11/30/20XX"/></p> <p>End <input type="text" value="02/28/20XX"/></p> <p style="text-align: center;"> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																												
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Optimal Usage

- Tracking which validation code is working and their usage amounts

Sales Reports

When first entering the reports menu, the Sales Report Tab is the default tab that's selected. Major reports that display the accumulations of sales and vital statistics can be found here.

NAME	IMAGE
Sales Reports Tab	
	<p>1 → Daily Performance ← 18</p> <p>2 → Daily Detail ← 18</p> <p>3 → Menu Mix Standard ← 19</p> <p>4 → By Cust/Grp/Size ← 19</p> <p>5 → By Grp/itm/Sz ← 20</p> <p>6 → By Grp/Size ← 20</p> <p>7 → By Grp/Sz/Sty/Prf ← 21</p> <p>8 → By Grp/Sz/Sty ← 21</p> <p>9 → By itm/Mods ← 21</p> <p>10 → Sales Hourly ← 22</p> <p>11 → Monthly Review ← 22</p> <p>12 → Weekly ← 23</p> <p>13 → Monthly Sales ← 23</p> <p>14 → Wkly Ops ← 24</p> <p>15 → Daily Ops ← 24</p> <p>16 → Rev Ctr ← 24</p> <p>17 → Sales By Category ← 25</p> <p>18 → Cust ID ← 25</p> <p>19 → Location ← 25</p> <p>20 → Ord Type ← 26</p> <p>21 → Ord Type by Hr ← 26</p> <p>22 → Zip Code ← 27</p> <p>23 → Ord Origin ← 27</p> <p>24 → Tax Type ← 27</p> <p>25 → Employee Sales By Report Grp ← 28</p> <p>26 → Labor Type ← 28</p> <p>27 → Order Type ← 29</p> <p>28 → Server ← 29</p> <p>29 → Other Non-Taxable Sales ← 30</p> <p>30 → Tax by Type ← 30</p> <p>31 → Monthly Royalty ← 31</p> <p>32 → Fundraiser ← 31</p> <p>33 → Monthly Royalty By Period ← 34</p>

#	NAME	IMAGE	DESCRIPTION
1	Sales Reports Tab		Clicking on Sales Reports Tab will expand the tab and reveal the available reports.
2	Daily Performance	Daily Performance	The Daily Performance Report (DPR) is used to view a summary of sales activity for a particular date.
3	Menu Mix Standard	Standard	The Menu Mix Standard Report provides a list by menu report group of the quantity, net sales, and percentage of sales for each menu item.

4	Menu Mix by Grp/Itm /Sz	By Grp/Itm/Sz	The Menu Mix by Grp/Itm/Sz report provides a list by menu report group of the quantity, net sales, and percentage of sales for each menu item by Group, Item and Size.
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Sales Reports continued...

5	Menu Mix by Grp/Sz /Sty/Prf	By Grp/Sz/Sty/Prf	The Menu Mix by Size/Style/Pref provides a list by menu report group of the quantity, net sales, and percentage of sales for each menu item, size, and preference.
6	Menu Mix by Grp/Sz /Sty	By Grp/Sz/Sty	The Menu Mix by Size and Style provides a list by menu report group of the quantity, net sales, and percentage of sales for each menu item, size, and style.
7	Hourly Sales Summary	Hourly	The Hourly Sales Summary Report provides a breakdown by hour of the day of the average order count, net sales, comps, coupons, tax, gross sales, order average, labor hours, and labor cost.
8	Weekly Sales Summary	Weekly	The Weekly Sales Summary Report provides a breakdown by day of the week of the over/short calculation, historical weekly data, labor costs, and total dollar amount sold per order type for a specified date range.
9	Weekly Ops	Wkly Ops	The Weekly Operations Report provides a breakdown by day of the week of the over/short calculation, historical weekly data, labor costs, and total dollar amount sold per order type for a specified date range.
10	Sales by Category	Category	The Sales by Category Report provides a list of net sales and percentage of sales by report category, providing you with a visual of sales by report category, delivery fees, and coupons.
11	Sales by Order Type	Ord Type	The Sales by Order Type Report provides a summary by order type of net sales, gross sales, adjustments/coupons, tax, and order count for a specified date range.
12	Sales by Zip Code	Zip Code	The Sales by Zip Code Report provide sales generated by zip code and includes the tax collected for each zip code. This report is extremely helpful for locations that need to report taxes on delivery food to different states and or counties.

13	Employee Sales by Report Grp	Report Grp	The Employee Sales by Report Group Report provides a list by employee of the dollar amount and percentage of sales for each report group. Use this report to see which item types are sold most often by each employee.
14	Employee Sales by Order Type	Order Type	The Employee Sales by Labor Type Report provides a list by employee of the ticket count, head count, average ticket, per person average, labor type, and total sales for a specified date range.
15	Non-Taxable Sales	Non-Taxable Sales	The Non-Taxable Sales Report provides a list of all tax-exempt orders placed within a specified date range, along with the date, customer name, tax ID, address, and dollar amount for each order.
16	Monthly Royalty	Monthly Royalty	Monthly Royalty displays royalty in a monthly calendar format. Each day is shown with its net sales displayed and weekly sales total. At the bottom of the report, the net sales for the month are totaled and both royalty and advertising are calculated.
17	Monthly Royalty By Period	Monthly Royalty By Period	Similar to the Monthly Royalty Report, Monthly Royalty By Period allows for a custom date range to be sampled.
18	Daily Detail	Daily Detail	The Daily Detail Report is used to view a sales summary, paid-outs summary, and payment summary for today and for the previous week, as well as the dollar variance, the percent variance, the week-to-date, and the previous week-to-date.
19	Menu Mix by Cust/Grp /Size	By Cust/Grp/Size	The Menu Mix by Cust/Grp/Size report provides a list by menu report group of the quantity, net sales, and percentage of sales for each menu item by Customer, Group and Size.
20	Menu Mix by Grp/Size	By Grp/Size	The Menu Mix by Grp/Size report provides a list by menu report group of the quantity, net sales, and percentage of sales for each menu item by Group and Size.
21	Menu Mix by Itm/Mods	By Itm/Mods	The Menu Mix by Item/Modifier Report provides a list by menu group of the quantity, net sales, and percentage of sales for each menu item.

22	Monthly Review	Monthly Review	The Monthly Review Report provides a summary for each day of the specified month of the total sales, deposits, coupons, delivery fees, paid outs, and driver compensation.
23	Monthly Sales	Monthly Sales	The Monthly Sales Report provides a breakdown by day of net sales, tax, receipts by payment type, paid outs, order count, labor costs, delivery fees, and delivery compensation.
24	Daily Ops	Daily Ops	The Daily Ops report includes a sales recap with much more detail than the standard Daily Performance Report.
25	Revenue Center	Rev Ctr	The Revenue Center report displays several reports separated by preassigned revenue centers and dayparts.
26	Customer ID	Cust ID	The Net Sales by Customer ID Report provides a list by customer ID of the order count and total dollar amount for a specified date range.
27	Sales by Location	Location	The Sales by Location Report displays all orders for a specified date range and specified location type or types. Available location types are Business, Apt, Hotel, and School.
28	Sales by Order Type By Hour	Order Type by Hr	The Sales by Order Type by Hour Report provides a breakdown by hour of day and by order type of the order count and total order dollar amount for a specified date range.
29	Sales By Tax Type	Tax Type	The Sales By Tax Type Report sorts each tax type and which report category associated with the charged tax.
30	Sales by Order Origin	Order Origin	The Sales by Order Origin Report reviews Daily, Weekly and Monthly sales by comparing sales originating from in store, online or via the call center.
31	Employee Sales by Labor Type	Labor Type	The Employee Sales by Labor Type Report provides a list by employee of the ticket count, head count, average ticket, per person average, labor type, and total sales for a specified date range.
32	Server Sales	Server	The Server Sales Report provides sales and tip data for servers. Details include number of orders, net sales, gross sales, credit card sales, credit card tips, cash sales, cash tip percentage (recommended), total tips, and gratuity.

33	Tax By Type	Tax by Type	The Tax by Type Report provides the tax name, tax rate, net sales, and tax amount for a specified date range. Tax exempt sales are not included in net sales when a particular tax type is selected on the Tax by Type Report.
34	Fundraiser	Fundraiser	The Fundraiser Report provides the order count and total dollar amount for all fundraiser programs for a specified date range. The Fundraiser feature allows you to donate a percentage of the sales for a specified day to an organization, such as a school or charity.

Daily Performance

The Daily Performance Report (DPR) is used to view a summary of sales activity for a particular date, date range, the week to date, or the month to date.

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<p>Daily Performance Parameters</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="02/26/20XX"/></p> <p>End <input type="text" value="02/26/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> <p style="background-color: #0056b3; color: white; text-align: center; padding: 2px;">Daily Performance Optional Sections</p> <p> <input checked="" type="checkbox"/> Sales By Order Type Detail <input checked="" type="checkbox"/> Adjustment Summary <input checked="" type="checkbox"/> Cash Drawer Detail </p> </div>																																																																																									
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Daily Performance continued...

HungerRush highly recommends that owners and/or managers run this report daily, as it provides a perfect snapshot of all the information required for each business day. View daily sales & revenue, a labor summary, a payment summary, daily statistics, sales by order counts and totals by order type, sales by category, paid-ins, and paid-outs. To generate the Daily Performance Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). If desired, add the following optional sections:

- Sales by Order Type Detail
- Adjustment Summary
- Cash Drawer Detail

To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- At-a-glance look at overall store performance.
- Quickly finding Red flags

Daily Detail

The Daily Detail Report is used to view a sales summary, paid-outs summary, and payment summary for today and for the previous week, as well as the dollar variance, the percent variance, the week-to-date, and the previous week-to-date.

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Optimal Usage

- Daily performance comparison of pervious weeks

Menu Mix Standard

The Menu Mix Standard Report provides a list by menu report group of the quantity, net sales, and percentage of sales for each menu item. Use this report to see which items in each menu group are most popular, and plan your inventory accordingly. This information can also be used to remove menu items that do not sell well, or to create special offers for less popular items to boost sales.

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Menu Mix Parameters	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 5px;"> <i>Date</i> Start <input type="text" value="03/09/20XX"/> ▼ End <input type="text" value="03/09/20XX"/> ▼ <div style="display: flex; justify-content: space-around; font-size: small;"> -1 day +1 day Today WTD MTD </div> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <i>Report Options</i> Menu Groups <input type="text" value="All"/> ▼ Order Types <input type="text" value="All"/> ▼ Menu Item <input type="text" value="All"/> ▼ </div> </div>																																																																																																								
Menu Mix Report	<div style="text-align: right; font-size: small; margin-bottom: 10px;"> 1/10/20XX 8:47 24AM </div> <h3 style="text-align: center;">Menu Mix By Report Group</h3> <p style="text-align: center; font-weight: bold;">My Place</p> <p style="text-align: center;">Fri 02/08/20XX - Fri 02/08/20XX</p> <p style="text-align: center; font-weight: bold;">Order Type: All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%; text-align: center;">Qty</th> <th style="width: 15%; text-align: center;">Total \$</th> <th style="width: 10%; text-align: center;">Net \$</th> <th style="width: 5%; text-align: center;">% of Net</th> </tr> </thead> <tbody> <tr> <td colspan="5">Appetizer</td> </tr> <tr> <td>Calamari Fritti</td> <td style="text-align: center;">4</td> <td style="text-align: right;">\$35.80</td> <td style="text-align: right;">\$35.80</td> <td style="text-align: center;">0.99</td> </tr> <tr> <td>Garlic Bread Full Tray</td> <td style="text-align: center;">1</td> <td style="text-align: right;">\$24.95</td> <td style="text-align: right;">\$24.95</td> <td style="text-align: center;">0.69</td> </tr> <tr> <td>Portobello Fritti</td> <td style="text-align: center;">1</td> <td style="text-align: right;">\$7.95</td> <td style="text-align: right;">\$7.95</td> <td style="text-align: center;">0.22</td> </tr> <tr> <td>Roasted Prosciutto</td> <td style="text-align: center;">1</td> <td style="text-align: right;">\$9.95</td> <td style="text-align: right;">\$9.95</td> <td style="text-align: center;">0.28</td> </tr> <tr> <td>Sauce On Side</td> <td style="text-align: center;">2</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: center;">0.00</td> </tr> <tr> <td>Spinach Artichoke Dip</td> <td style="text-align: center;">1</td> <td style="text-align: right;">\$8.95</td> <td style="text-align: right;">\$8.95</td> <td style="text-align: center;">0.25</td> </tr> <tr> <td>Wings Fra Diavolo</td> <td style="text-align: center;">2</td> <td style="text-align: right;">\$17.90</td> <td style="text-align: right;">\$17.90</td> <td style="text-align: center;">0.50</td> </tr> <tr> <td>SubTotal</td> <td style="text-align: center; border-top: 1px solid black;">12</td> <td style="text-align: right; border-top: 1px solid black;">\$105.50</td> <td style="text-align: right; border-top: 1px solid black;">\$105.50</td> <td style="text-align: center; border-top: 1px solid black;">2.93</td> </tr> <tr> <td colspan="5">Beer</td> </tr> <tr> <td>Bud Lite</td> <td style="text-align: center;">3</td> <td style="text-align: right;">\$12.00</td> <td style="text-align: right;">\$12.00</td> <td style="text-align: center;">0.33</td> </tr> <tr> <td>Corona</td> <td style="text-align: center;">3</td> <td style="text-align: right;">\$13.50</td> <td style="text-align: right;">\$13.50</td> <td style="text-align: center;">0.37</td> </tr> <tr> <td>Heineken</td> <td style="text-align: center;">2</td> <td style="text-align: right;">\$9.00</td> <td style="text-align: right;">\$9.00</td> <td style="text-align: center;">0.25</td> </tr> <tr> <td>SubTotal</td> <td style="text-align: center; border-top: 1px solid black;">8</td> <td style="text-align: right; border-top: 1px solid black;">\$34.50</td> <td style="text-align: right; border-top: 1px solid black;">\$34.50</td> <td style="text-align: center; border-top: 1px solid black;">0.96</td> </tr> <tr> <td colspan="5">Beverage</td> </tr> <tr> <td>2 Liter Dr Pepper</td> <td style="text-align: center;">2</td> <td style="text-align: right;">\$5.90</td> <td style="text-align: right;">\$5.90</td> <td style="text-align: center;">0.16</td> </tr> <tr> <td>Apple Juice</td> <td style="text-align: center;">1</td> <td style="text-align: right;">\$2.25</td> <td style="text-align: right;">\$2.25</td> <td style="text-align: center;">0.06</td> </tr> <tr> <td>Coke 2 Liter</td> <td style="text-align: center;">2</td> <td style="text-align: right;">\$5.90</td> <td style="text-align: right;">\$5.90</td> <td style="text-align: center;">0.16</td> </tr> <tr> <td>FountDrink</td> <td style="text-align: center;">51</td> <td style="text-align: right;">\$114.75</td> <td style="text-align: right;">\$114.75</td> <td style="text-align: center;">3.18</td> </tr> </tbody> </table>						Qty	Total \$	Net \$	% of Net	Appetizer					Calamari Fritti	4	\$35.80	\$35.80	0.99	Garlic Bread Full Tray	1	\$24.95	\$24.95	0.69	Portobello Fritti	1	\$7.95	\$7.95	0.22	Roasted Prosciutto	1	\$9.95	\$9.95	0.28	Sauce On Side	2	\$0.00	\$0.00	0.00	Spinach Artichoke Dip	1	\$8.95	\$8.95	0.25	Wings Fra Diavolo	2	\$17.90	\$17.90	0.50	SubTotal	12	\$105.50	\$105.50	2.93	Beer					Bud Lite	3	\$12.00	\$12.00	0.33	Corona	3	\$13.50	\$13.50	0.37	Heineken	2	\$9.00	\$9.00	0.25	SubTotal	8	\$34.50	\$34.50	0.96	Beverage					2 Liter Dr Pepper	2	\$5.90	\$5.90	0.16	Apple Juice	1	\$2.25	\$2.25	0.06	Coke 2 Liter	2	\$5.90	\$5.90	0.16	FountDrink	51	\$114.75	\$114.75	3.18
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Menu Mix continued...

To generate the Menu Mix Standard Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD).

Choose from the report options:

- Select the desired menu group, or select All to run the report for all menu groups
- Select the desired order type, or select All to run the report for all order types
- Select the desired menu item, or select All to run the report for all menu items

To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Sales trends by report group

Menu Mix by Cust/Grp/Size

The Menu Mix by Cust/Grp/Size report provides a list by menu report group of the quantity, net sales, and percentage of sales for each menu item by Customer, Group and Size.

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To generate the Menu Mix by Item/Size Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD).

Choose from the report options:

- Select the desired order type, or select All to run the report for all order types

To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Daily understanding of customer's ordering habits

Menu Mix by Grp/Itm/Sz

The Menu Mix by Grp/Itm/Sz report provides a list by menu report group of the quantity, net sales, and percentage of sales for each menu item by Group, Item and Size.

NAME	IMAGE																																																				
Menu Mix by Grp/Itm/Sz Parameters	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <i>Date</i> <i>Report Options</i> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <p>Start <input type="text" value="03/01/20XX"/></p> <p>End <input type="text" value="03/01/20XX"/></p> </div> <div> <p>Order Types <input type="text" value="All"/></p> <p><input type="checkbox"/> Exclude Modifiers and Preferences</p> </div> </div> <div style="margin-top: 10px; display: flex; justify-content: center; gap: 5px;"> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </div> </div>																																																				
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Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Daily understanding of customer's ordering habits
- Recognize popular items and create specials for less popular items.

Menu Mix by Grp/Size

The Menu Mix by Grp/Size report provides a list by menu report group of the quantity, net sales, and percentage of sales for each menu item by Group and Size.

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Optimal Usage

- Viewing popular size choices per report group.

Menu Mix by Grp/Sz/Sty/Pref

The Menu Mix by Grp/Sz/Sty/Pref provides a list by menu report group of the quantity, net sales, and percentage of sales for each menu item, size, and preference.

NAME	IMAGE																																																						
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Optimal Usage

- Reviewing popular preference choices

Menu Mix by Grp/Sz/Sty

The Menu Mix by Group, Size and Style provides a list by menu report group of the quantity, net sales, and percentage of sales for each menu item, size, and style.

NAME	IMAGE
Menu Mix by Grp/Sz/Sty Parameters	<div style="display: flex; justify-content: space-between;"> <div data-bbox="337 1129 889 1346"> <p><i>Date</i></p> <p>Start <input type="text" value="03/09/20XX"/></p> <p>End <input type="text" value="03/09/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div> <div data-bbox="914 1129 1466 1346"> <p><i>Report Options</i></p> <p>Order Types <input type="text" value="All"/></p> </div> </div>

Menu Mix By Size/Style

1/10/20XX
8:47 24AM

My Place

Fri 02/08/20XX - Fri 02/08/20XX

Order Type: All

Menu Mix by
Grp/Sz/Sty
Report

Appetizer	Size	Style	Qty	Net \$	% of Sales
	None				
		None	10	\$105.50	2.93
		SubTotal	10	\$105.50	2.93
Pizza	Size	Style	Qty	Net \$	% of Sales
	GiantSlice				
		None	49	\$268.25	7.44
	Large 16				
		DD	17	\$304.15	8.44
		None	1	\$20.95	0.58
		Original	16	\$290.76	8.07
		Thin	19	\$337.05	9.35
	Medium				
		DD	7	\$100.15	2.78
		Original	7	\$106.65	2.96
		Thin	9	\$134.55	3.73
	Party				
		Original	1	\$34.95	0.97

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Optimal Usage

- Use this report to see which items, sizes and styles in each menu group are most popular, and plan your inventory accordingly. This information can also be used to remove menu items, sizes, and styles that do not sell well, or to create special offers for less popular items to boost sales.

Menu Mix by Cust/Grp/Size

The Menu Mix by Customer/Group/Size Report provides a list by customer of the size, quantity, and net dollar amount of each item type purchased.

NAME	IMAGE																																																	
Menu Mix by Cust/Grp/Size Parameters	<div style="display: flex; justify-content: space-between;"> <div> <p><i>Date</i></p> <p>Start <input type="text" value="03/09/20XX"/></p> <p>End <input type="text" value="03/09/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div> <div> <p><i>Report Options</i></p> <p>Order Types <input type="text" value="All"/></p> </div> </div>																																																	
Menu Mix by Cust/Grp/Size Report	<div style="text-align: right; margin-bottom: 10px;"> 1/10/20XX 8:47:24AM </div> <div style="text-align: center;"> <p>Menu Mix Group/Size by Customer</p> <p>My Place</p> <p>Fri 02/08/20XX - Fri 02/08/20XX</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Group</th> <th>Size</th> <th>Qty</th> <th>Net</th> </tr> </thead> <tbody> <tr> <td rowspan="2">ALEXANDER, JANET</td> <td>Pizza</td> <td>Large 16</td> <td style="text-align: center;">1</td> <td style="text-align: right;">18.95</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;"><u>1</u></td> <td style="text-align: right;"><u>18.95</u></td> </tr> <tr> <td rowspan="2">BACHE, BJORN</td> <td>Pizza</td> <td>Large 16</td> <td style="text-align: center;">2</td> <td style="text-align: right;">37.90</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;"><u>2</u></td> <td style="text-align: right;"><u>37.90</u></td> </tr> <tr> <td rowspan="3">BREEN, MARGARET</td> <td>Appetizers</td> <td>None</td> <td style="text-align: center;">1</td> <td style="text-align: right;">8.95</td> </tr> <tr> <td>Pizza</td> <td>Large 16</td> <td style="text-align: center;">1</td> <td style="text-align: right;">18.95</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;"><u>2</u></td> <td style="text-align: right;"><u>27.90</u></td> </tr> <tr> <td rowspan="3">CANADA, PEDRO</td> <td>Pizza</td> <td>Large 16</td> <td style="text-align: center;">2</td> <td style="text-align: right;">25.90</td> </tr> <tr> <td>Pizza</td> <td>Medium</td> <td style="text-align: center;">1</td> <td style="text-align: right;">13.95</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;"><u>3</u></td> <td style="text-align: right;"><u>39.85</u></td> </tr> </tbody> </table>		Group	Size	Qty	Net	ALEXANDER, JANET	Pizza	Large 16	1	18.95			<u>1</u>	<u>18.95</u>	BACHE, BJORN	Pizza	Large 16	2	37.90			<u>2</u>	<u>37.90</u>	BREEN, MARGARET	Appetizers	None	1	8.95	Pizza	Large 16	1	18.95			<u>2</u>	<u>27.90</u>	CANADA, PEDRO	Pizza	Large 16	2	25.90	Pizza	Medium	1	13.95			<u>3</u>	<u>39.85</u>
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Use this report to see which items are purchased most often by different customers, and tailor special offers based on each customer's purchase history.

To generate the Menu Mix by Customer/Group/Size Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). Select the desired menu group, or select All to run the report for all menu groups.

To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Reviewing customer's ordering habits with specified by size too

Menu Mix by Grp/Size

The Menu Mix by Grp/Size Report provides a list by menu report group of the quantity, net sales, and percentage of sales for each menu item and for each size.

NAME	IMAGE																																																																														
Menu Mix by Grp/Size Parameters	<div style="display: flex; justify-content: space-between;"> <div data-bbox="337 485 889 688"> <p><i>Date</i></p> <p>Start <input type="text" value="03/09/20XX"/></p> <p>End <input type="text" value="03/09/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div> <div data-bbox="914 485 1466 688"> <p><i>Report Options</i></p> <p>Order Types <input type="text" value="All"/></p> </div> </div>																																																																														
Menu Mix by Grp/Size Report	<div style="text-align: right; font-size: small;">1/10/20XX 8:47 24AM</div> <p style="text-align: center;">Menu Mix By Group/Size</p> <p style="text-align: center;">My Place Fri 02/08/20XX - Fri 02/08/20XX Order Type: All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Appetizer</th> <th>Size</th> <th>Qty</th> <th>Total \$</th> <th>Net \$</th> <th>% of Sales</th> </tr> </thead> <tbody> <tr> <td></td> <td>None</td> <td style="text-align: right;">12</td> <td style="text-align: right;">\$105.50</td> <td style="text-align: right;">\$105.50</td> <td style="text-align: right;">2.93</td> </tr> <tr> <td></td> <td>SubTotal</td> <td style="text-align: right;">12</td> <td style="text-align: right;">\$105.50</td> <td style="text-align: right;">\$105.50</td> <td style="text-align: right;">2.93</td> </tr> <tr> <th style="text-align: left;">Pizza</th> <th>Size</th> <th>Qty</th> <th>Total \$</th> <th>Net \$</th> <th>% of Sales</th> </tr> <tr> <td></td> <td>GiantSlice</td> <td style="text-align: right;">49</td> <td style="text-align: right;">\$268.25</td> <td style="text-align: right;">\$268.25</td> <td style="text-align: right;">7.44</td> </tr> <tr> <td></td> <td>Large 16</td> <td style="text-align: right;">53</td> <td style="text-align: right;">\$970.35</td> <td style="text-align: right;">\$952.91</td> <td style="text-align: right;">26.45</td> </tr> <tr> <td></td> <td>Medium</td> <td style="text-align: right;">23</td> <td style="text-align: right;">\$343.35</td> <td style="text-align: right;">\$341.35</td> <td style="text-align: right;">9.47</td> </tr> <tr> <td></td> <td>Party</td> <td style="text-align: right;">1</td> <td style="text-align: right;">\$34.95</td> <td style="text-align: right;">\$34.95</td> <td style="text-align: right;">0.97</td> </tr> <tr> <td></td> <td>Regular LG</td> <td style="text-align: right;">5</td> <td style="text-align: right;">\$64.75</td> <td style="text-align: right;">\$64.75</td> <td style="text-align: right;">1.80</td> </tr> <tr> <td></td> <td>SubTotal</td> <td style="text-align: right;">141</td> <td style="text-align: right;">\$1,731.00</td> <td style="text-align: right;">\$1,711.56</td> <td style="text-align: right;">47.50</td> </tr> <tr> <th style="text-align: left;">Beverage</th> <th>Size</th> <th>Qty</th> <th>Total \$</th> <th>Net \$</th> <th>% of Sales</th> </tr> <tr> <td></td> <td>None</td> <td style="text-align: right;">73</td> <td style="text-align: right;">\$164.05</td> <td style="text-align: right;">\$164.05</td> <td style="text-align: right;">4.55</td> </tr> <tr> <td></td> <td>SubTotal</td> <td style="text-align: right;">73</td> <td style="text-align: right;">\$164.05</td> <td style="text-align: right;">\$164.05</td> <td style="text-align: right;">4.55</td> </tr> </tbody> </table>	Appetizer	Size	Qty	Total \$	Net \$	% of Sales		None	12	\$105.50	\$105.50	2.93		SubTotal	12	\$105.50	\$105.50	2.93	Pizza	Size	Qty	Total \$	Net \$	% of Sales		GiantSlice	49	\$268.25	\$268.25	7.44		Large 16	53	\$970.35	\$952.91	26.45		Medium	23	\$343.35	\$341.35	9.47		Party	1	\$34.95	\$34.95	0.97		Regular LG	5	\$64.75	\$64.75	1.80		SubTotal	141	\$1,731.00	\$1,711.56	47.50	Beverage	Size	Qty	Total \$	Net \$	% of Sales		None	73	\$164.05	\$164.05	4.55		SubTotal	73	\$164.05	\$164.05	4.55
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Use this report to see which items in each menu group are most popular, and plan your inventory accordingly. This information can also be used to remove menu items that do not sell well, or to create special offers for less popular items to boost sales.

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Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Reviewing what’s being sold by report group further refined by size

Menu Mix by Itm/Mods

The Menu Mix by Item/Modifier Report provides a list by menu group of the quantity, net sales, and percentage of sales for each menu item.

NAME	IMAGE
<p>Menu Mix by Itm/Mods Parameters</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div data-bbox="337 772 889 804"><i>Date</i></div> <div data-bbox="915 772 1468 804"><i>Report Options</i></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div data-bbox="483 825 792 861"> <i>Start</i> <input type="text" value="03/09/20XX"/> </div> <div data-bbox="1003 825 1468 861"> <i>Order Types</i> <input type="text" value="All"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div data-bbox="483 882 792 917"> <i>End</i> <input type="text" value="03/09/20XX"/> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div data-bbox="342 947 440 978">-1 day</div> <div data-bbox="467 947 565 978">+1 day</div> <div data-bbox="581 947 678 978">Today</div> <div data-bbox="695 947 792 978">WTD</div> <div data-bbox="808 947 906 978">MTD</div> </div> </div>

**Menu Mix by
Item/Mods
Report**

		American Cheese	Avocado	Bacon	BBQ Sauce	Beef Patty	Brioche Bun	Caramelized Onions	Cheddar Cheese	Chicken Patty	Chive Mayo	Crispy Onions Stringa	FRIED EGG SPECIAL!	Guacamole	Jalapenos	Ketchup	Lettuce	Mayo	Medium	Medium Rare	Medium Well
Trad Burger	None	0.0	1.0	2.0	0.0	-4.0	-1.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	94.0	-8.0	15.0	2.0	4.0	0.0
Bacon	None	14.0	1.0	0.0	1.0	0.0	-1.0	0.0	19.0	0.0	0.0	0.0	1.0	0.0	1.0	31.0	-12.0	25.0	8.0	2.0	0.0
BBQ Burger	None	0.0	0.0	0.0	0.0	-2.0	0.0	0.0	-2.0	0.0	0.0	-5.0	0.0	0.0	0.0	0.0	-2.0	1.0	2.0	3.0	0.0
Black and Blue	None	0.0	0.0	-1.0	0.0	0.0	-2.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.0	1.0	0.0
Cinco Burger	None	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Turkey Burger	None	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	-3.0	1.0	1.0	0.0	0.0
Veggie Burger	None	2.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	5.0	-3.0	3.0	0.0	0.0	0.0
Black Bean	None	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1.0	0.0	0.0	0.0	0.0

		Modifier Count									
Item	Size	1	2	3	4	5	6	7	8	9	10+
Trad Burger	None	2	8	13	4	3	0	0	0	0	0
Bacon Cheeseburger	None	0	11	17	8	10	0	0	0	0	0
BBQ Burger	None	16	2	0	0	0	0	0	0	0	0
Black and Blue Burger	None	11	5	0	0	0	0	0	0	0	0
Cinco Burger	None	1	0	0	0	0	0	0	0	0	0
Turkey Burger	None	3	1	1	0	0	0	0	0	0	0
Veggie Burger	None	0	1	1	4	0	0	0	0	0	0
Black Bean	None	0	0	0	0	0	0	0	0	0	0

This report is typically run when trying to track add-on modifiers for a specific group. Use this report to see which items in each menu group are most popular, and plan your inventory accordingly. This information can also be used to remove menu items that do not sell well, or to create special offers for less popular items to boost sales.

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Menu Mix by Itm/Mods continued...

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Optimal Usage

- Figuring out which toppings are popular amongst customers

Hourly Sales

The Hourly Sales Summary Report provides a breakdown by hour of the day of the average order count, net sales, comps, coupons, tax, gross sales, order average, labor hours, and labor cost.

NAME	IMAGE																																																																																																																																																																																																																																																																																																
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10:00</td><td>0</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>1.04</td><td>10.84</td></tr> <tr><td>10:00 - 11:00</td><td>0</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>5.61</td><td>53.33</td></tr> <tr><td>11:00 - 12:00</td><td>24</td><td>8.76</td><td>293.75</td><td>6.65</td><td>0.00</td><td>8.14</td><td>20.54</td><td>322.43</td><td>12.24</td><td>8.00</td><td>71.35</td></tr> <tr><td>12:00 - 01:00</td><td>44</td><td>16.06</td><td>663.15</td><td>15.01</td><td>0.00</td><td>11.20</td><td>46.39</td><td>720.74</td><td>15.07</td><td>8.00</td><td>71.36</td></tr> <tr><td>01:00 - 02:00</td><td>35</td><td>12.77</td><td>478.06</td><td>10.82</td><td>0.00</td><td>11.92</td><td>33.44</td><td>523.42</td><td>13.66</td><td>8.00</td><td>71.35</td></tr> <tr><td>02:00 - 03:00</td><td>15</td><td>5.47</td><td>164.18</td><td>3.72</td><td>0.00</td><td>23.91</td><td>11.51</td><td>199.60</td><td>10.95</td><td>6.28</td><td>57.01</td></tr> <tr><td>03:00 - 04:00</td><td>9</td><td>3.28</td><td>144.21</td><td>3.26</td><td>0.00</td><td>5.60</td><td>10.10</td><td>159.91</td><td>16.02</td><td>3.51</td><td>32.40</td></tr> <tr><td>04:00 - 05:00</td><td>9</td><td>3.28</td><td>94.16</td><td>2.13</td><td>0.00</td><td>4.57</td><td>6.58</td><td>105.31</td><td>10.46</td><td>2.64</td><td>23.26</td></tr> <tr><td>05:00 - 06:00</td><td>15</td><td>5.47</td><td>262.74</td><td>5.95</td><td>0.00</td><td>3.48</td><td>18.30</td><td>284.52</td><td>17.52</td><td>6.83</td><td>51.67</td></tr> <tr><td>06:00 - 07:00</td><td>37</td><td>13.50</td><td>846.08</td><td>19.15</td><td>0.00</td><td>29.48</td><td>59.22</td><td>934.78</td><td>22.87</td><td>7.95</td><td>63.32</td></tr> <tr><td>07:00 - 08:00</td><td>40</td><td>14.60</td><td>774.50</td><td>17.53</td><td>0.00</td><td>10.32</td><td>54.19</td><td>839.01</td><td>19.36</td><td>8.00</td><td>63.87</td></tr> <tr><td>08:00 - 09:00</td><td>30</td><td>10.95</td><td>540.48</td><td>12.23</td><td>0.00</td><td>6.58</td><td>37.85</td><td>584.91</td><td>18.02</td><td>8.00</td><td>63.87</td></tr> <tr><td>09:00 - 10:00</td><td>16</td><td>5.84</td><td>157.75</td><td>3.57</td><td>0.00</td><td>15.59</td><td>11.04</td><td>184.38</td><td>9.86</td><td>7.43</td><td>60.96</td></tr> <tr><td>10:00 - 11:00</td><td>0</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>6.69</td><td>56.94</td></tr> <tr><td>11:00 - 12:00</td><td>0</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>1.00</td><td>10.26</td></tr> <tr><td>12:00 - 01:00</td><td>0</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>01:00 - 02:00</td><td>0</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>02:00 - 03:00</td><td>0</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>03:00 - 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03:00	15	5.47	164.18	3.72	0.00	23.91	11.51	199.60	10.95	6.28	57.01	03:00 - 04:00	9	3.28	144.21	3.26	0.00	5.60	10.10	159.91	16.02	3.51	32.40	04:00 - 05:00	9	3.28	94.16	2.13	0.00	4.57	6.58	105.31	10.46	2.64	23.26	05:00 - 06:00	15	5.47	262.74	5.95	0.00	3.48	18.30	284.52	17.52	6.83	51.67	06:00 - 07:00	37	13.50	846.08	19.15	0.00	29.48	59.22	934.78	22.87	7.95	63.32	07:00 - 08:00	40	14.60	774.50	17.53	0.00	10.32	54.19	839.01	19.36	8.00	63.87	08:00 - 09:00	30	10.95	540.48	12.23	0.00	6.58	37.85	584.91	18.02	8.00	63.87	09:00 - 10:00	16	5.84	157.75	3.57	0.00	15.59	11.04	184.38	9.86	7.43	60.96	10:00 - 11:00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.69	56.94	11:00 - 12:00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	10.26	12:00 - 01:00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01:00 - 02:00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	02:00 - 03:00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	03:00 - 04:00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	04:00 - 05:00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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To generate the Hourly Sales Summary Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Understanding the workload and stress points of an operation broken up into hours.

Weekly Sales

The Weekly Sales Summary Report provides a breakdown by day of the week of the over/short calculation, historical weekly data, labor costs, and total dollar amount sold per order type for a specified date range.

NAME	IMAGE																																																																																																																																																																																													
Weekly Sales Parameters	<div style="border: 1px solid #ccc; padding: 5px;"> <p><i>Date</i></p> <p>Week Start <input type="text" value="03/02/20XX"/> -1 wk +1 wk</p> <p> <input checked="" type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thr <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat </p> </div>																																																																																																																																																																																													
Weekly Sales Report	<div style="text-align: right; margin-bottom: 5px;"> 1/10/20XX 8:47 24AM </div> <div style="text-align: center; margin-bottom: 5px;"> Weekly Summary My Place Thu 11/07/20XX </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Thu 11/07</th> <th style="text-align: center;">Fri 11/08</th> <th style="text-align: center;">Sat 11/09</th> <th style="text-align: center;">Sun 11/10</th> <th style="text-align: center;">Mon 11/11</th> <th style="text-align: center;">Tue 11/12</th> <th style="text-align: center;">Wed 11/13</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>Total Sales</td> <td style="text-align: right;">3500.41</td> <td style="text-align: right;">5010.14</td> <td style="text-align: right;">5911.16</td> <td style="text-align: right;">5233.33</td> <td style="text-align: right;">4323.91</td> <td style="text-align: right;">2269.45</td> <td style="text-align: right;">2658.93</td> <td style="text-align: right;">28907.33</td> </tr> <tr> <td>Adjustments(-)</td> <td style="text-align: right;">31.35</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">18.47</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">12.48</td> <td style="text-align: right;">62.30</td> </tr> <tr> <td>Coupons(-)</td> <td style="text-align: right;"><u>113.66</u></td> <td style="text-align: right;"><u>249.41</u></td> <td style="text-align: right;"><u>113.20</u></td> <td style="text-align: right;"><u>69.88</u></td> <td style="text-align: right;"><u>173.07</u></td> <td style="text-align: right;"><u>169.12</u></td> <td style="text-align: right;"><u>67.66</u></td> <td style="text-align: right;"><u>956.00</u></td> </tr> <tr> <td>Gross sales</td> <td style="text-align: right;">3355.40</td> <td style="text-align: right;">4760.73</td> <td style="text-align: right;">5797.96</td> <td style="text-align: right;">5163.45</td> <td style="text-align: right;">4132.37</td> <td style="text-align: right;">2100.33</td> <td style="text-align: right;">2578.79</td> <td style="text-align: right;">27889.03</td> </tr> <tr> <td>Tax(-)</td> <td style="text-align: right;"><u>219.43</u></td> <td style="text-align: right;"><u>311.43</u></td> <td style="text-align: right;"><u>379.28</u></td> <td style="text-align: right;"><u>337.59</u></td> <td style="text-align: right;"><u>270.23</u></td> <td style="text-align: right;"><u>137.34</u></td> <td style="text-align: right;"><u>168.63</u></td> <td style="text-align: right;"><u>1823.93</u></td> </tr> <tr> <td>Net sales</td> <td style="text-align: right;">3135.97</td> <td style="text-align: right;">4449.30</td> <td style="text-align: right;">5418.68</td> <td style="text-align: right;">4825.86</td> <td style="text-align: right;">3862.14</td> <td style="text-align: right;">1962.99</td> <td style="text-align: right;">2410.16</td> <td style="text-align: right;">26065.10</td> </tr> <tr> <td>Tax(+)</td> <td style="text-align: right;">219.43</td> <td style="text-align: right;">311.43</td> <td style="text-align: right;">379.28</td> <td style="text-align: right;">337.59</td> <td style="text-align: right;">270.23</td> <td style="text-align: right;">137.34</td> <td style="text-align: right;">168.63</td> <td style="text-align: right;">1823.93</td> </tr> <tr> <td>Gift Cards(+)</td> <td style="text-align: right;">50.00</td> <td style="text-align: right;">100.00</td> <td style="text-align: right;">50.00</td> <td style="text-align: right;">50.00</td> <td style="text-align: right;">25.00</td> <td style="text-align: right;">75.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">350.00</td> </tr> <tr> <td>Delivery Fees(+)</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Delivery Comp(-)</td> <td style="text-align: right;">0.00</td> </tr> <tr> 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Use the report to view historical and current data to assist you in planning ahead. To generate the Weekly Sales Summary Report, select the desired week start or choose from the pre-selected date choices (-1 week or +1 week). To exclude certain days of the week, such as days you are closed, uncheck the boxes for those days. To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Understanding the week's daily composition

Weekly Operations

The Weekly Operations Report provides a breakdown by day of the week of the over/short calculation, historical weekly data, labor costs, and total dollar amount sold per order type for a specified date range.

NAME	IMAGE																																																																																																																																								
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Optimal Usage

- Understanding the week's daily order counts and void totals

Monthly Review

The Monthly Review Report provides a summary for each day of the specified month of the total sales, deposits, coupons, delivery fees, paid outs, and driver compensation.

Use the Monthly Review to view which days of the month are busiest, to assist in making staffing and purchasing decisions.

NAME	IMAGE
Monthly Review Parameters	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;"><i>Date</i></p> <p style="text-align: center;">Month Mar /20XX ▼</p> </div>

		Monthly Review														1/10/20XX 8:47:24AM				
		My Place Nov 20XX																		
		Sales By Report Categories												Deposit Info						
Day	Food	NA Bever	Bever	Wine	Merchanc	None	Order Lvl Cpn	Deliv Fees	Net Sales	Tax	Gross Sales	Other Rev	Total Rec	Paid Out	Drv Comp	Cash	Credit	Gift	Acct	Q/S
1	4250.87	395.29	26.93	0.00	0.00	167.63	180.07	0.00	4840.72	338.85	5179.57	0.00	5179.57	0.00	0.00	1166.00	9004.00	34.61	0.00	0.04
2	4078.48	461.79	60.63	4.50	0.00	334.26	103.76	0.00	4939.86	346.66	5286.51	0.00	5286.51	0.00	0.00	1303.00	4007.47	0.00	0.00	0.16
3	4027.41	413.71	68.41	4.50	0.00	108.29	234.86	0.00	4522.32	323.50	4845.82	0.00	4845.82	0.00	0.00	903.00	4047.82	95.40	0.00	0.13
4	2117.00	128.10	3.99	0.00	0.00	21.47	113.64	0.00	2270.66	158.03	2429.69	0.00	2429.69	0.00	0.00	693.00	1789.07	18.36	0.00	0.74
5	2199.81	270.63	29.91	0.00	0.00	135.15	91.75	0.00	2535.50	184.39	2819.89	0.00	2819.89	2.19	0.00	840.00	2056.26	22.36	0.00	0.92
6	2520.81	186.63	42.87	9.00	0.00	82.83	174.87	0.00	2842.34	198.94	3041.28	0.00	3041.28	0.00	0.00	881.00	2142.13	43.48	0.00	0.33
7	2699.08	296.02	7.98	0.00	0.00	143.29	108.48	0.00	3135.97	219.48	3355.40	0.00	3355.40	0.00	0.00	832.00	2548.71	25.00	0.00	0.31
8	3895.06	335.62	50.66	4.50	0.00	163.46	234.86	0.00	4449.30	311.43	4760.73	0.00	4760.73	0.00	0.00	1051.00	3768.40	42.07	0.00	0.83
9	4472.83	548.26	38.40	18.00	0.00	341.08	102.04	0.00	5418.69	379.28	5797.96	0.00	5797.96	0.00	0.00	1464.00	4371.30	13.59	0.00	0.93
10	4039.90	424.64	38.70	0.00	0.00	322.62	87.29	0.00	4825.86	337.59	5163.46	0.00	5163.46	0.00	0.00	1062.00	4106.72	25.00	0.00	0.27
11	3432.43	327.06	23.60	0.00	0.00	78.72	167.89	0.00	3862.14	270.23	4132.37	0.00	4132.37	1.20	0.00	1039.00	3111.30	6.94	0.00	0.80
12	1813.36	146.63	10.67	3.00	0.00	-11.17	166.53	0.00	1962.99	137.34	2100.33	0.00	2100.33	0.00	0.00	485.00	1664.61	26.94	0.00	0.42
13	2049.98	162.64	21.94	0.00	0.00	176.00	67.86	0.00	2410.16	168.63	2578.79	0.00	2578.79	0.00	0.00	571.00	1994.50	13.86	0.00	0.37
14	2599.86	193.09	16.95	3.00	0.00	65.31	155.92	0.00	2878.91	201.52	3080.43	0.00	3080.43	0.00	0.00	701.00	2380.24	0.00	0.00	0.81
15	3686.22	377.01	84.66	12.00	0.00	269.28	125.61	0.00	4419.06	309.16	4728.22	0.00	4728.22	0.00	0.00	667.00	4041.75	20.00	0.00	0.53
16	4514.86	436.13	65.81	13.50	0.00	291.23	84.15	0.00	5321.52	371.97	5693.49	0.00	5693.49	0.00	0.00	1087.00	4657.36	0.00	0.00	0.96
17	3759.06	329.11	56.35	9.00	0.00	267.72	92.09	0.00	4420.24	309.44	4729.68	0.00	4729.68	0.00	0.00	968.00	3732.66	10.00	0.00	0.98
18	1972.47	192.70	22.54	0.00	0.00	71.92	73.31	0.00	2259.63	158.21	2417.84	0.00	2417.84	0.00	0.00	706.00	1712.07	25.00	0.00	0.23
19	2714.00	324.85	36.30	4.50	0.00	129.72	138.78	0.00	3209.97	224.65	3434.62	0.00	3434.62	0.00	0.00	949.00	2486.37	0.00	0.00	0.75
20	2362.53	225.58	30.32	9.00	0.00	131.97	106.65	0.00	2759.40	193.14	2952.54	0.00	2952.54	0.00	0.00	643.00	2309.69	0.00	0.00	0.15
21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

To generate the Monthly Review Report, select the desired month. To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Breakdown of each month's sales by day and report group

Monthly Sales

The Monthly Sales Report provides a breakdown by day of net sales, tax, receipts by payment type, paid outs, order count, labor costs, delivery fees, and delivery compensation.

NAME	IMAGE																																																																																																																																																																																																																																																																																																																																																									
Monthly Sales Parameters	<div style="border: 1px solid #ccc; padding: 5px;"> <p><i>Date</i></p> <p>Month <input type="text" value="Mar /20XX"/></p> </div>																																																																																																																																																																																																																																																																																																																																																									
Monthly Sales Report	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;">Monthly Sales Report</p> <p style="text-align: right;">1/10/20XX 8:47 24AM</p> <p style="text-align: center;">MyPlace Nov 20XX</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>Day</th> <th>NetSales</th> <th>Tax</th> <th>Cash</th> <th>Checks</th> <th>Credit</th> <th>Gift</th> <th>Acct</th> <th>Paidouts</th> <th>Paidins</th> <th># Orders</th> <th>Labor Cost</th> <th>Labor %</th> <th>Del Fee</th> <th>Del Comp</th> </tr> </thead> <tbody> <tr><td>1</td><td>4840.72</td><td>338.85</td><td>1165.96</td><td>0.00</td><td>4004.00</td><td>34.61</td><td>0.00</td><td>0.00</td><td>0.00</td><td>265</td><td>672.92</td><td>13.90</td><td>0.00</td><td>0.00</td></tr> <tr><td>2</td><td>4939.66</td><td>345.65</td><td>1302.84</td><td>0.00</td><td>4007.47</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>271</td><td>703.19</td><td>14.24</td><td>0.00</td><td>0.00</td></tr> <tr><td>3</td><td>4622.32</td><td>323.50</td><td>902.87</td><td>0.00</td><td>4047.55</td><td>45.40</td><td>0.00</td><td>0.00</td><td>0.00</td><td>261</td><td>679.94</td><td>14.71</td><td>0.00</td><td>0.00</td></tr> <tr><td>4</td><td>2270.86</td><td>158.83</td><td>692.26</td><td>0.00</td><td>1789.07</td><td>18.36</td><td>0.00</td><td>0.00</td><td>0.00</td><td>166</td><td>485.26</td><td>21.37</td><td>0.00</td><td>0.00</td></tr> <tr><td>5</td><td>2635.50</td><td>184.39</td><td>839.08</td><td>0.00</td><td>2056.26</td><td>22.36</td><td>0.00</td><td>2.19</td><td>0.00</td><td>177</td><td>572.31</td><td>21.72</td><td>0.00</td><td>0.00</td></tr> <tr><td>6</td><td>2842.34</td><td>198.94</td><td>880.67</td><td>0.00</td><td>2142.13</td><td>43.48</td><td>0.00</td><td>0.00</td><td>0.00</td><td>197</td><td>658.51</td><td>23.17</td><td>0.00</td><td>0.00</td></tr> <tr><td>7</td><td>3135.97</td><td>219.43</td><td>831.69</td><td>0.00</td><td>2548.71</td><td>25.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>199</td><td>590.00</td><td>18.81</td><td>0.00</td><td>0.00</td></tr> <tr><td>8</td><td>4449.30</td><td>311.43</td><td>1050.17</td><td>0.00</td><td>3768.49</td><td>42.07</td><td>0.00</td><td>0.00</td><td>0.00</td><td>263</td><td>791.44</td><td>17.56</td><td>0.00</td><td>0.00</td></tr> <tr><td>9</td><td>5418.68</td><td>379.28</td><td>1463.07</td><td>0.00</td><td>4371.30</td><td>13.59</td><td>0.00</td><td>0.00</td><td>0.00</td><td>286</td><td>815.77</td><td>15.05</td><td>0.00</td><td>0.00</td></tr> <tr><td>10</td><td>4825.86</td><td>337.59</td><td>1081.73</td><td>0.00</td><td>4106.72</td><td>25.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>242</td><td>753.05</td><td>15.60</td><td>0.00</td><td>0.00</td></tr> <tr><td>11</td><td>3862.14</td><td>270.23</td><td>1038.20</td><td>0.00</td><td>3111.33</td><td>6.64</td><td>0.00</td><td>1.20</td><td>0.00</td><td>233</td><td>613.18</td><td>15.88</td><td>0.00</td><td>0.00</td></tr> <tr><td>12</td><td>1962.99</td><td>137.34</td><td>484.58</td><td>0.00</td><td>1664.61</td><td>26.14</td><td>0.00</td><td>0.00</td><td>0.00</td><td>147</td><td>561.90</td><td>28.62</td><td>0.00</td><td>0.00</td></tr> <tr><td>13</td><td>2410.16</td><td>168.63</td><td>570.63</td><td>0.00</td><td>1994.50</td><td>13.66</td><td>0.00</td><td>0.00</td><td>0.00</td><td>162</td><td>528.09</td><td>21.91</td><td>0.00</td><td>0.00</td></tr> <tr><td>14</td><td>2878.91</td><td>201.52</td><td>700.19</td><td>0.00</td><td>2380.24</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>210</td><td>610.16</td><td>21.19</td><td>0.00</td><td>0.00</td></tr> <tr><td>15</td><td>4419.06</td><td>309.16</td><td>666.47</td><td>0.00</td><td>4041.75</td><td>20.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>274</td><td>761.81</td><td>17.24</td><td>0.00</td><td>0.00</td></tr> <tr><td>16</td><td>5321.52</td><td>371.97</td><td>1087.08</td><td>0.00</td><td>4657.36</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>278</td><td>789.65</td><td>14.84</td><td>0.00</td><td>0.00</td></tr> <tr><td>17</td><td>4420.24</td><td>309.44</td><td>987.02</td><td>0.00</td><td>3732.66</td><td>10.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>214</td><td>604.75</td><td>13.68</td><td>0.00</td><td>0.00</td></tr> <tr><td>18</td><td>2259.63</td><td>158.21</td><td>705.77</td><td>0.00</td><td>1712.07</td><td>25.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>154</td><td>515.94</td><td>22.83</td><td>0.00</td><td>0.00</td></tr> <tr><td>19</td><td>3209.97</td><td>224.65</td><td>948.25</td><td>0.00</td><td>2486.37</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>206</td><td>498.31</td><td>15.52</td><td>0.00</td><td>0.00</td></tr> <tr><td>20</td><td>2759.40</td><td>193.14</td><td>642.85</td><td>0.00</td><td>2309.69</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>184</td><td>991.65</td><td>35.94</td><td>0.00</td><td>0.00</td></tr> <tr><td>21</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>22</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr> </tbody> </table> </div>	Day	NetSales	Tax	Cash	Checks	Credit	Gift	Acct	Paidouts	Paidins	# Orders	Labor Cost	Labor %	Del Fee	Del Comp	1	4840.72	338.85	1165.96	0.00	4004.00	34.61	0.00	0.00	0.00	265	672.92	13.90	0.00	0.00	2	4939.66	345.65	1302.84	0.00	4007.47	0.00	0.00	0.00	0.00	271	703.19	14.24	0.00	0.00	3	4622.32	323.50	902.87	0.00	4047.55	45.40	0.00	0.00	0.00	261	679.94	14.71	0.00	0.00	4	2270.86	158.83	692.26	0.00	1789.07	18.36	0.00	0.00	0.00	166	485.26	21.37	0.00	0.00	5	2635.50	184.39	839.08	0.00	2056.26	22.36	0.00	2.19	0.00	177	572.31	21.72	0.00	0.00	6	2842.34	198.94	880.67	0.00	2142.13	43.48	0.00	0.00	0.00	197	658.51	23.17	0.00	0.00	7	3135.97	219.43	831.69	0.00	2548.71	25.00	0.00	0.00	0.00	199	590.00	18.81	0.00	0.00	8	4449.30	311.43	1050.17	0.00	3768.49	42.07	0.00	0.00	0.00	263	791.44	17.56	0.00	0.00	9	5418.68	379.28	1463.07	0.00	4371.30	13.59	0.00	0.00	0.00	286	815.77	15.05	0.00	0.00	10	4825.86	337.59	1081.73	0.00	4106.72	25.00	0.00	0.00	0.00	242	753.05	15.60	0.00	0.00	11	3862.14	270.23	1038.20	0.00	3111.33	6.64	0.00	1.20	0.00	233	613.18	15.88	0.00	0.00	12	1962.99	137.34	484.58	0.00	1664.61	26.14	0.00	0.00	0.00	147	561.90	28.62	0.00	0.00	13	2410.16	168.63	570.63	0.00	1994.50	13.66	0.00	0.00	0.00	162	528.09	21.91	0.00	0.00	14	2878.91	201.52	700.19	0.00	2380.24	0.00	0.00	0.00	0.00	210	610.16	21.19	0.00	0.00	15	4419.06	309.16	666.47	0.00	4041.75	20.00	0.00	0.00	0.00	274	761.81	17.24	0.00	0.00	16	5321.52	371.97	1087.08	0.00	4657.36	0.00	0.00	0.00	0.00	278	789.65	14.84	0.00	0.00	17	4420.24	309.44	987.02	0.00	3732.66	10.00	0.00	0.00	0.00	214	604.75	13.68	0.00	0.00	18	2259.63	158.21	705.77	0.00	1712.07	25.00	0.00	0.00	0.00	154	515.94	22.83	0.00	0.00	19	3209.97	224.65	948.25	0.00	2486.37	0.00	0.00	0.00	0.00	206	498.31	15.52	0.00	0.00	20	2759.40	193.14	642.85	0.00	2309.69	0.00	0.00	0.00	0.00	184	991.65	35.94	0.00	0.00	21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Day	NetSales	Tax	Cash	Checks	Credit	Gift	Acct	Paidouts	Paidins	# Orders	Labor Cost	Labor %	Del Fee	Del Comp																																																																																																																																																																																																																																																																																																																																												
1	4840.72	338.85	1165.96	0.00	4004.00	34.61	0.00	0.00	0.00	265	672.92	13.90	0.00	0.00																																																																																																																																																																																																																																																																																																																																												
2	4939.66	345.65	1302.84	0.00	4007.47	0.00	0.00	0.00	0.00	271	703.19	14.24	0.00	0.00																																																																																																																																																																																																																																																																																																																																												
3	4622.32	323.50	902.87	0.00	4047.55	45.40	0.00	0.00	0.00	261	679.94	14.71	0.00	0.00																																																																																																																																																																																																																																																																																																																																												
4	2270.86	158.83	692.26	0.00	1789.07	18.36	0.00	0.00	0.00	166	485.26	21.37	0.00	0.00																																																																																																																																																																																																																																																																																																																																												
5	2635.50	184.39	839.08	0.00	2056.26	22.36	0.00	2.19	0.00	177	572.31	21.72	0.00	0.00																																																																																																																																																																																																																																																																																																																																												
6	2842.34	198.94	880.67	0.00	2142.13	43.48	0.00	0.00	0.00	197	658.51	23.17	0.00	0.00																																																																																																																																																																																																																																																																																																																																												
7	3135.97	219.43	831.69	0.00	2548.71	25.00	0.00	0.00	0.00	199	590.00	18.81	0.00	0.00																																																																																																																																																																																																																																																																																																																																												
8	4449.30	311.43	1050.17	0.00	3768.49	42.07	0.00	0.00	0.00	263	791.44	17.56	0.00	0.00																																																																																																																																																																																																																																																																																																																																												
9	5418.68	379.28	1463.07	0.00	4371.30	13.59	0.00	0.00	0.00	286	815.77	15.05	0.00	0.00																																																																																																																																																																																																																																																																																																																																												
10	4825.86	337.59	1081.73	0.00	4106.72	25.00	0.00	0.00	0.00	242	753.05	15.60	0.00	0.00																																																																																																																																																																																																																																																																																																																																												
11	3862.14	270.23	1038.20	0.00	3111.33	6.64	0.00	1.20	0.00	233	613.18	15.88	0.00	0.00																																																																																																																																																																																																																																																																																																																																												
12	1962.99	137.34	484.58	0.00	1664.61	26.14	0.00	0.00	0.00	147	561.90	28.62	0.00	0.00																																																																																																																																																																																																																																																																																																																																												
13	2410.16	168.63	570.63	0.00	1994.50	13.66	0.00	0.00	0.00	162	528.09	21.91	0.00	0.00																																																																																																																																																																																																																																																																																																																																												
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15	4419.06	309.16	666.47	0.00	4041.75	20.00	0.00	0.00	0.00	274	761.81	17.24	0.00	0.00																																																																																																																																																																																																																																																																																																																																												
16	5321.52	371.97	1087.08	0.00	4657.36	0.00	0.00	0.00	0.00	278	789.65	14.84	0.00	0.00																																																																																																																																																																																																																																																																																																																																												
17	4420.24	309.44	987.02	0.00	3732.66	10.00	0.00	0.00	0.00	214	604.75	13.68	0.00	0.00																																																																																																																																																																																																																																																																																																																																												
18	2259.63	158.21	705.77	0.00	1712.07	25.00	0.00	0.00	0.00	154	515.94	22.83	0.00	0.00																																																																																																																																																																																																																																																																																																																																												
19	3209.97	224.65	948.25	0.00	2486.37	0.00	0.00	0.00	0.00	206	498.31	15.52	0.00	0.00																																																																																																																																																																																																																																																																																																																																												
20	2759.40	193.14	642.85	0.00	2309.69	0.00	0.00	0.00	0.00	184	991.65	35.94	0.00	0.00																																																																																																																																																																																																																																																																																																																																												
21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00																																																																																																																																																																																																																																																																																																																																												
22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00																																																																																																																																																																																																																																																																																																																																												

Monthly Sales also includes a daily list of deposits by payment type. Use the Monthly Review to view which days of the month are busiest, to assist in making staffing and purchasing decisions.

To generate the Monthly Sales Report, select the month. To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Breakdown of each month’s sales primarily by Net Sales

Daily Operations

The Daily Operations Report provides the following data by for a selected date range. Data can be limited to a specified Kitchen Print Category.

NAME	IMAGE																																																																																																																																									
Daily Operations Parameters	<div style="border: 1px solid #ccc; padding: 5px;"> <p><i>Date</i> <i>Report Options</i></p> <p>Start <input type="text" value="03/02/20XX"/> Ktch Prt Cat <input type="text" value="All"/></p> <p>End <input type="text" value="03/02/20XX"/></p> <p style="text-align: center;"> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																																																																																																																																									
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Cold	181.32	4.08																																																																																																																																								
Grill	119.95	2.70																																																																																																																																								
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Mover	82.23	1.85																																																																																																																																								
Sauce/Fry	68.40	1.54																																																																																																																																								
Shaker	116.85	2.63																																																																																																																																								
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Fri	4449.30	4840.72	-4.21																																																																																																																																							
Sat	5418.68	4939.66	4.62																																																																																																																																							
Sun	4825.86	4622.32	2.15																																																																																																																																							
Mon	3862.14	2270.86	25.95																																																																																																																																							
Tue	1962.99	2635.50	-14.62																																																																																																																																							
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WTD	7585.27	7790.84	-1.34																																																																																																																																							

Use this report to view a snapshot of your operating expenses and income for a specified day to assist in planning staff and in making decisions about staffing. The Daily Ops report includes a sales recap, sales statistics, sales by day part, sales by size, paid-ins, paid-outs, sales by order type, labor by labor type, a cash summary, deposit details, a general recap, sales by day, and an item count.

To generate the Daily Operations Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). Select the desired Kitchen Print Category, or select All to run the report for all Kitchen Print Categories.

Daily Operations Report continued...

To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- More detailed daily report with extra metrics like dayparts and WTD statistics.

Revenue Center Report

User created labels can now be placed upon each Workstation. These labels will mark these stations and their sales will be aggregated into a Revenue Center Report.

NAME	IMAGE																																																																																																																																																																																																																																																																																																																																																																																												
Revenue Center Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="03/02/20XX"/> ▼</p> <p>End <input type="text" value="03/02/20XX"/> ▼</p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																																																																																																																																																																																																																																																																																																																																																																																												
Revenue Center Report	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: left;">Sales By Order Type</th> <th colspan="2" style="text-align: left;">Cat</th> <th style="text-align: right;">Amt</th> <th style="text-align: right;">Pct</th> </tr> <tr> <th style="text-align: left;">Inside</th> <th style="text-align: left;">OrdType</th> <th style="text-align: right;">Sales</th> <th style="text-align: right;">Count</th> <th style="text-align: right;">Avg</th> <th style="text-align: left;">Inside</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>Delivery</td> <td style="text-align: right;">55.46</td> <td style="text-align: right;">3</td> <td style="text-align: right;">18.49</td> <td></td> <td style="text-align: right;">49.48</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td>Pick Up</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td>Walk In</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td>Web Delivery</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td>Web Pick Up</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; 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border-top: 1px solid black;">2,145.67</td> <td style="text-align: right; border-top: 1px solid black;">67</td> <td style="text-align: right; border-top: 1px solid black;">32.02</td> <td></td> <td style="text-align: right; border-top: 1px solid black;">2,109.79</td> <td></td> </tr> <tr> <td></td> <td>Party Room</td> <td></td> <td></td> <td></td> <td>Party Room</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Delivery</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">844.29</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td>Pick Up</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">15.83</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td>Walk In</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td>Web Delivery</td> <td style="text-align: right;">647.65</td> <td style="text-align: right;">28</td> <td style="text-align: right;">23.13</td> <td></td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td>Web Pick Up</td> <td style="text-align: right;">296.19</td> <td style="text-align: right;">16</td> <td style="text-align: right;">18.51</td> <td></td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">943.84</td> <td style="text-align: right; border-top: 1px solid black;">44</td> <td style="text-align: right; border-top: 1px solid black;">21.45</td> <td></td> <td style="text-align: right; border-top: 1px solid black;">0.00</td> <td style="text-align: right; border-top: 1px solid black;">0.00</td> </tr> <tr> <td></td> <td>Grand Total</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">3,144.97</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">114</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">27.59</td> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">860.12</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right; border-bottom: 3px double black;">3,019.39</td> <td></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: left;">Sales By DayPart</th> <th colspan="4" style="text-align: left;">Taxes</th> </tr> <tr> <th style="text-align: left;">Inside</th> <th style="text-align: left;">DayPart</th> <th style="text-align: right;">Sales</th> <th style="text-align: right;">Count</th> <th style="text-align: right;">Avg</th> <th style="text-align: left;">Exempt</th> <th style="text-align: left;">RevCtr</th> <th style="text-align: right;">Amt</th> <th style="text-align: right;">Pct</th> </tr> </thead> <tbody> <tr> <td></td> <td>Lunch</td> <td style="text-align: right;">55.46</td> <td style="text-align: right;">2</td> <td style="text-align: right;">27.73</td> <td></td> <td>Inside</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td>Dinner</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0.00</td> <td></td> <td>Outside</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td>Late Night</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0.00</td> <td></td> <td>Party Room</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; 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	Pick Up	1,409.74	22	64.08		43.29	0.00																																																																																																																																																																																																																																																																																																																																																																																						
	Walk In	174.17	21	8.29		0.00	0.00																																																																																																																																																																																																																																																																																																																																																																																						
	Web Delivery	20.98	1	20.98		0.00	0.00																																																																																																																																																																																																																																																																																																																																																																																						
	Web Pick Up	208.33	12	17.36		0.00	0.00																																																																																																																																																																																																																																																																																																																																																																																						
		2,145.67	67	32.02		2,109.79																																																																																																																																																																																																																																																																																																																																																																																							
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	Delivery	0.00	0	0.00		844.29	0.00																																																																																																																																																																																																																																																																																																																																																																																						
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	Web Delivery	647.65	28	23.13		0.00	0.00																																																																																																																																																																																																																																																																																																																																																																																						
	Web Pick Up	296.19	16	18.51		0.00	0.00																																																																																																																																																																																																																																																																																																																																																																																						
		943.84	44	21.45		0.00	0.00																																																																																																																																																																																																																																																																																																																																																																																						
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Revenue Center Report continued...

To generate the Revenue Center Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD).

To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Detailed breakdown of each workstation's sales by Order Type, Daypart, Category and Taxes.

Sales by Category

The Sales by Category Report provides a list of net sales and percentage of sales by report category, providing you with a visual of sales by report category, delivery fees, and coupons.

NAME	IMAGE																																																											
<p>Sales by Category Parameters</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="03/02/20XX"/></p> <p>End <input type="text" value="03/02/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																																																											
<p>Sales by Category Report</p>	<div style="text-align: right; margin-bottom: 10px;"> <p>1/10/20XX 8:47 24AM</p> </div> <div style="text-align: center;"> <p>Sales By Category</p> <p>MyPlace</p> <p>Fri 11/08/20XX - Fri 11/08/20XX</p> </div> <hr/> <div style="text-align: center;"> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td>Beer</td><td>20.3%</td></tr> <tr><td>Beverages</td><td>2.8%</td></tr> <tr><td>Food</td><td>71.5%</td></tr> <tr><td>Liquor</td><td>4.5%</td></tr> <tr><td>None</td><td>0.0%</td></tr> <tr><td>Wine</td><td>0.9%</td></tr> <tr><td>Total</td><td>100.0%</td></tr> </table> </div> <table border="1" style="width: 100%; margin-top: 20px;"> <thead> <tr> <th>Report Category</th> <th>Total Sales- Tax</th> <th>(-)Discounts</th> <th>(=) Net Sales</th> <th>% of Total Sales</th> </tr> </thead> <tbody> <tr> <td>Food</td> <td>7780.55</td> <td>434.68</td> <td>7345.87</td> <td>71.48</td> </tr> <tr> <td>Beverages</td> <td>304.22</td> <td>8.24</td> <td>295.98</td> <td>2.79</td> </tr> <tr> <td>Liquor</td> <td>494.60</td> <td>113.30</td> <td>381.30</td> <td>4.54</td> </tr> <tr> <td>Beer</td> <td>2211.30</td> <td>65.55</td> <td>2145.75</td> <td>20.31</td> </tr> <tr> <td>Wine</td> <td>94.50</td> <td>0.00</td> <td>94.50</td> <td>0.87</td> </tr> <tr> <td>None</td> <td>0.00</td> <td>131.93</td> <td>-131.93</td> <td>0.00</td> </tr> <tr> <td>Delivery Fees (+)</td> <td>0.00</td> <td></td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td style="border-top: 1px solid black;">10885.17</td> <td style="border-top: 1px solid black;">753.70</td> <td style="border-top: 1px solid black;">10131.47</td> <td style="border-top: 1px solid black;">99.99</td> </tr> </tbody> </table>	Beer	20.3%	Beverages	2.8%	Food	71.5%	Liquor	4.5%	None	0.0%	Wine	0.9%	Total	100.0%	Report Category	Total Sales- Tax	(-)Discounts	(=) Net Sales	% of Total Sales	Food	7780.55	434.68	7345.87	71.48	Beverages	304.22	8.24	295.98	2.79	Liquor	494.60	113.30	381.30	4.54	Beer	2211.30	65.55	2145.75	20.31	Wine	94.50	0.00	94.50	0.87	None	0.00	131.93	-131.93	0.00	Delivery Fees (+)	0.00		0.00			10885.17	753.70	10131.47	99.99
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Optimal Usage

- Pie chart view of Sales by Report Category. Best used for a quick look at sales composition.

Net Sales by Customer ID

The Net Sales by Customer ID Report provides a list by Customer ID of the order count and total dollar amount for a specified date range.

NAME	IMAGE																																																																		
Net Sales by Customer ID Parameters	<div style="border: 1px solid gray; padding: 5px;"> <p><i>Date</i></p> <p>Start <input type="text" value="03/02/20XX"/> ▼</p> <p>End <input type="text" value="03/02/20XX"/> ▼</p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																																																																		
Net Sales by Customer ID Report	<div style="text-align: right; font-size: small;">1/10/20XX 8:47:24AM</div> <h3 style="text-align: center;">Net Sales By Customer ID</h3> <p style="text-align: center;">Thur 11/07/20XX - Thur 11/07/20XX</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Customer ID</u></th> <th style="text-align: center;"><u>Count</u></th> <th style="text-align: right;"><u>Total</u></th> </tr> </thead> <tbody> <tr><td>8324562645</td><td style="text-align: center;">1</td><td style="text-align: right;">14.52</td></tr> <tr><td>7135648945</td><td style="text-align: center;">6</td><td style="text-align: right;">156.50</td></tr> <tr><td>2815648953</td><td style="text-align: center;">4</td><td style="text-align: right;">45.24</td></tr> <tr><td>8464568795</td><td style="text-align: center;">2</td><td style="text-align: right;">18.00</td></tr> <tr><td>7135984565</td><td style="text-align: center;">10</td><td style="text-align: right;">252.66</td></tr> <tr><td>7564562489</td><td style="text-align: center;">5</td><td style="text-align: right;">125.48</td></tr> <tr><td>7568956874</td><td style="text-align: center;">25</td><td style="text-align: right;">1500.86</td></tr> <tr><td>1568794563</td><td style="text-align: center;">13</td><td style="text-align: right;">895.52</td></tr> <tr><td>4563645697</td><td style="text-align: center;">7</td><td style="text-align: right;">245.35</td></tr> <tr><td>5687896546</td><td style="text-align: center;">4</td><td style="text-align: right;">124.86</td></tr> <tr><td>7896589456</td><td style="text-align: center;">2</td><td style="text-align: right;">35.64</td></tr> <tr><td>2354896598</td><td style="text-align: center;">1</td><td style="text-align: right;">17.56</td></tr> <tr><td>5698789659</td><td style="text-align: center;">2</td><td style="text-align: right;">62.35</td></tr> <tr><td>5687984562</td><td style="text-align: center;">3</td><td style="text-align: right;">75.12</td></tr> <tr><td>4896599878</td><td style="text-align: center;">7</td><td style="text-align: right;">158.68</td></tr> <tr><td>7896599878</td><td style="text-align: center;">15</td><td style="text-align: right;">678.52</td></tr> <tr><td>8987895687</td><td style="text-align: center;">5</td><td style="text-align: right;">253.21</td></tr> <tr><td>8789845687</td><td style="text-align: center;">3</td><td style="text-align: right;">158.55</td></tr> <tr><td>8954687895</td><td style="text-align: center;">1</td><td style="text-align: right;">15.62</td></tr> <tr><td>6548965489</td><td style="text-align: center;">4</td><td style="text-align: right;">46.55</td></tr> <tr><td>4564568456</td><td style="text-align: center;">8</td><td style="text-align: right;">459.86</td></tr> </tbody> </table>	<u>Customer ID</u>	<u>Count</u>	<u>Total</u>	8324562645	1	14.52	7135648945	6	156.50	2815648953	4	45.24	8464568795	2	18.00	7135984565	10	252.66	7564562489	5	125.48	7568956874	25	1500.86	1568794563	13	895.52	4563645697	7	245.35	5687896546	4	124.86	7896589456	2	35.64	2354896598	1	17.56	5698789659	2	62.35	5687984562	3	75.12	4896599878	7	158.68	7896599878	15	678.52	8987895687	5	253.21	8789845687	3	158.55	8954687895	1	15.62	6548965489	4	46.55	4564568456	8	459.86
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Optimal Usage

- Alternate view of customer’s purchases organized by either custom or preassigned customer IDs

Sales by Location

The Sales by Location Report provides all orders for a specified date range and specified location type or types. Available location types are Business, Apt, Hotel, and School.

NAME	IMAGE																																																																																																												
Sales by Location Parameters	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <i>Date</i> <i>Report Options</i> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Start <input type="text" value="03/02/20XX"/></p> <p>End <input type="text" value="03/02/20XX"/></p> </div> <div style="width: 50%;"> <p><input type="checkbox"/> Business <input type="checkbox"/> Apt <input type="checkbox"/> Hotel <input type="checkbox"/> School</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> -1 day +1 day Today WTD MTD </div> </div>																																																																																																												
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If you would like to know how many of your orders for a particular date range were placed by customers at apartment complexes, select the desired date range and select Apt from the report options section. The Sales by Location Report is designed to assist you in targeting a particular group of customers.

To generate the Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). Select the desired location type or types by clicking the checkbox for each type. To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Great way to take a look at your delivery portion of your sales and where you're having the most impact.

Sales by Order Type

The Sales by Order Type Report provides a summary by order type of net sales, gross sales, adjustments/coupons, tax, and order count for a specified date range.

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Optimal Usage

- Understanding net sales by order types and counts

Sales by Order Type by Hour

The Sales by Order Type by Hour Report provides a breakdown by hour of day and by order type of the order count and total order dollar amount for a specified date range.

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11:00 AM	4 \$ 133.90	7 \$ 175.09	3 \$ 62.82	0 \$ 0.00	1 \$ 12.94	15 \$ 384.75																																																																	
12:00 PM	8 \$ 139.89	14 \$ 390.65	2 \$ 22.37	0 \$ 0.00	1 \$ 0.00	25 \$ 552.91																																																																	
1:00 PM	6 \$ 92.25	7 \$ 204.44	2 \$ 16.88	0 \$ 0.00	3 \$ 1.55	18 \$ 315.12																																																																	
2:00 PM	2 \$ 127.09	7 \$ 374.94	3 \$ 59.91	0 \$ 0.00	3 \$ 34.16	15 \$ 596.10																																																																	

Use the report to view which times of the day are busiest, to assist in making staffing and purchasing decisions. To generate the Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Sales broken down by order type per hour

Sales by Zip Code

The Sales by Zip Code Report provide sales generated by zip code and includes the tax collected for each zip code. This report is extremely helpful for locations that need to report taxes on delivery food to different states and or counties.

NAME	IMAGE												
Sales by Zip Code Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="03/02/20XX"/></p> <p>End <input type="text" value="03/02/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>												
Sales by Zip Code Report	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;">Sales/Tax by Zip Code</p> <p style="text-align: center;">My Place</p> <p style="text-align: right;">1/10/20XX 8:47 24AM</p> <p style="text-align: center;">Thur 11/07/20XX - Thur 11/07/20XX</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Zip Code</th> <th style="text-align: right;">Sales</th> <th style="text-align: left;">Tax Type/Amount</th> </tr> </thead> <tbody> <tr> <td>77042</td> <td style="text-align: right;">\$92.56</td> <td>SalesTax \$7.05</td> </tr> <tr> <td>77067</td> <td style="text-align: right;">\$575.01</td> <td>SalesTax \$43.37</td> </tr> <tr> <td>77077</td> <td style="text-align: right;">\$969.34</td> <td>SalesTax \$72.56</td> </tr> </tbody> </table> </div>	Zip Code	Sales	Tax Type/Amount	77042	\$92.56	SalesTax \$7.05	77067	\$575.01	SalesTax \$43.37	77077	\$969.34	SalesTax \$72.56
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Optimal Usage

- View to understand sale’s origins by zip code and associated tax type charged.

Sales by Order Origin

The Sales by Order Origin Report reviews Daily, Weekly and Monthly sales by comparing sales originating from in store, online or via the call center.

NAME	IMAGE																																																																																																																																																																																
Sales by Order Origin Parameters	<div style="border: 1px solid #ccc; padding: 5px;"> <p><i>Date</i></p> <p>Day <input type="text" value="03/02/20XX"/> -1 day +1 day</p> </div>																																																																																																																																																																																
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This report is good to review the potential growth in your online ordering sales and to compare the check averages.

To generate the Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day). To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Understanding on a Daily, weekly, and monthly format of sales of In-Store versus Online
- Viewing the changes in percentage format based on order origin

Sales by Tax Type

The Sales by Tax Type Report reviews Tax Types used Daily and their associated report category.

NAME	IMAGE																																																																																																																																
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Optimal Usage

- Understanding assigned tax types and their report categories

Employee Sales by Report Group

The Employee Sales by Report Group Report provides a list by employee of the dollar amount and percentage of sales for each report group. Use this report to see which item types are sold most often by each employee.

NAME	IMAGE																																																
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Optimal Usage

- Viewing individual employees sales performance and averages

Employee Sales by Order Type

The Employee Sales by Order Type Report provides a list by employee and by order type of the sales, order count, order average, guests, and PPA. Use this report to assist in staffing decisions, and to evaluate each employee's output.

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Optimal Usage

- Viewing employees sales totals based on the order type

Employee Sales by Labor Type

The Employee Sales by Labor Type Report provides a list by employee of the ticket count, head count, average ticket, per person average, labor type, and total sales for a specified date range.

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Optimal Usage

- Use this report to assist in staffing decisions, and to evaluate each employee’s and labor type output

Server Sales Report

The Server Sales Report provides sales and tip data for servers. Details include number of orders, net sales, gross sales, credit card sales, credit card tips, cash sales, cash tip percentage (recommended), total tips, and gratuity.

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151	6,310.73	6,851.88	5,273.98	935.80	5,273.98	0.00	935.80	0.00																																																																																																																

This report works best for the location that claims the server tips for the server. If you require your servers to enter their own tips and be responsible for their tip declaration this report is best used as a review tool. To set your recommended cash tip percentage go to Config > System > Cash Mgmt and enter your Default Cash Tip Percentage.

To generate the Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Use this report to view a quick summary of each server labor type's summary for a the selected time period

Non-Taxable Sales

The Non-Taxable Sales Report provides a list of all tax-exempt orders placed within a specified date range, along with the date, customer name, tax ID, address, and dollar amount for each order.

NAME	IMAGE																		
Non-Taxable Sales Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="03/02/20XX"/></p> <p>End <input type="text" value="03/02/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																		
Non-Taxable Sales Report	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: right;">1/10/20XX 8:47 24AM</p> <p style="text-align: center;">Non-Taxable Sales Report</p> <p style="text-align: center;">Mon 11/04/20XX- Sun 11/10/20XX</p> <p style="text-align: center;">My Place 143 13346 Briar Forest Drive Houston, TX 77077</p> <hr/> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Order #</th> <th>Customer Name</th> <th>Tax ID</th> <th>Address</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>11/10/2013</td> <td>100</td> <td>CHARLES ANKI</td> <td></td> <td>14218 TOWNSHIRE DR # HOUSTON, TX 77077</td> <td style="text-align: right;">\$15.45</td> </tr> <tr> <td colspan="5"></td> <td style="text-align: right; border-top: 1px solid black;">\$15.45</td> </tr> </tbody> </table> </div>	Date	Order #	Customer Name	Tax ID	Address	Amount	11/10/2013	100	CHARLES ANKI		14218 TOWNSHIRE DR # HOUSTON, TX 77077	\$15.45						\$15.45
Date	Order #	Customer Name	Tax ID	Address	Amount														
11/10/2013	100	CHARLES ANKI		14218 TOWNSHIRE DR # HOUSTON, TX 77077	\$15.45														
					\$15.45														

To generate the Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Display all instances of customers that had Non-Taxable sells for the selected time frame

Tax by Type

The Tax by Type Report provides the tax name, tax rate, net sales, and tax amount for a specified date range. Tax exempt sales are not included in net sales when a particular tax type is selected on the Tax by Type Report.

NAME	IMAGE																				
Tax by Type Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="03/02/20XX"/> ▼</p> <p>End <input type="text" value="03/02/20XX"/> ▼</p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																				
Tax by Type Report	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: right;">1/10/20XX 8:47:24AM</p> <p style="text-align: center;">Tax By Type</p> <p style="text-align: center;">My Place</p> <p style="text-align: center;">Wed 10/16/20XX - Thu 10/31/20XX</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Tax Name</th> <th>Tax Rate</th> <th>Net Sales</th> <th>Tax</th> </tr> </thead> <tbody> <tr> <td>AlcoholTax</td> <td>8.500%</td> <td>29971.25</td> <td>2547.84</td> </tr> <tr> <td>SodaTax</td> <td>8.500%</td> <td>1.50</td> <td>0.14</td> </tr> <tr> <td>StateTax</td> <td>8.500%</td> <td>97755.15</td> <td>8284.00</td> </tr> <tr> <td>Tax Exempt Sales</td> <td>0.000%</td> <td>284.57</td> <td>0.00</td> </tr> </tbody> </table> </div>	Tax Name	Tax Rate	Net Sales	Tax	AlcoholTax	8.500%	29971.25	2547.84	SodaTax	8.500%	1.50	0.14	StateTax	8.500%	97755.15	8284.00	Tax Exempt Sales	0.000%	284.57	0.00
Tax Name	Tax Rate	Net Sales	Tax																		
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Optimal Usage

- Used to get an idea and simple breakdown of tax types used and amount of net sales they were applied to

Monthly Royalty

The Monthly Royalty report is used to review the selected month's daily sales and the weekly totals. The bottom of the report will also display the monthly totals and calculated royalties owed.

NAME	IMAGE																																
Monthly Royalty Parameters	<div style="text-align: right;">Date</div> <div style="text-align: center;"> Month <input type="text" value="Jan /20XX"/> </div>																																
Monthly Royalty Report	<div style="text-align: right;">1/10/20XX 8:47 24AM</div> <div style="text-align: center;"> Royalty Report My Place-1 January 20XX </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sunday</th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> <th>Saturday</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">1 0.00</td> <td style="text-align: center;">2 1854.71</td> <td style="text-align: center;">3 2578.62</td> <td style="text-align: right;">4433.33</td> </tr> <tr> <td style="text-align: center;">4 2379.29</td> <td style="text-align: center;">5 1855.33</td> <td style="text-align: center;">6 1842.76</td> <td style="text-align: center;">7 2178.98</td> <td style="text-align: center;">8 2312.14</td> <td style="text-align: center;">9 3201.46</td> <td style="text-align: center;">10 2531.41</td> <td style="text-align: right;">16301.37</td> </tr> <tr> <td style="text-align: center;">11 2483.95</td> <td style="text-align: center;">12 1837.68</td> <td style="text-align: center;">13 1794.72</td> <td style="text-align: center;">14 2214.94</td> <td style="text-align: center;">15 2557.36</td> <td style="text-align: center;">16 3227.56</td> <td style="text-align: center;">17 2661.04</td> <td style="text-align: right;">16777.25</td> </tr> </tbody> </table>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total					1 0.00	2 1854.71	3 2578.62	4433.33	4 2379.29	5 1855.33	6 1842.76	7 2178.98	8 2312.14	9 3201.46	10 2531.41	16301.37	11 2483.95	12 1837.68	13 1794.72	14 2214.94	15 2557.36	16 3227.56	17 2661.04	16777.25
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Optimal Usage

- Review of a month's daily sales and weekly totals
- View a summary of the monthly royalties totals

Monthly Royalty By Period

Similar to the Monthly Royalty Report, the Monthly Royalty By Period allows for custom date range.

NAME	IMAGE																										
Tax by Type Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="01/03/20XX"/></p> <p>End <input type="text" value="01/03/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																										
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Optimal Usage

- Used to find a specific date range’s royalty amount

Fundraiser Sales

The Fundraiser Report provides the order count and total dollar amount for all fundraiser programs for a specified date range. The Fundraiser feature allows you to donate a percentage of the sales for a specified day to an organization, such as a school or charity.

NAME	IMAGE															
Fundraiser Sales Parameters	<div style="border: 1px solid #ccc; padding: 5px;"> <p><i>Date</i></p> <p>Start <input type="text" value="01/03/20XX"/></p> <p>End <input type="text" value="01/03/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>															
Fundraiser Sales Report	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: right;">1/10/20XX 8:47 24AM</p> <p style="text-align: center;">Fundraiser Sales Report</p> <p style="text-align: center;">My Place Tue 10/1/20XX - Thur 10/31/20XX</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: center;">Count</th> <th style="text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td>Boy Scouts 1539</td> <td style="text-align: center;">4</td> <td style="text-align: right;">\$48.80</td> </tr> <tr> <td>Girl Scouts 13514</td> <td style="text-align: center;">1</td> <td style="text-align: right;">\$31.94</td> </tr> <tr> <td>John Adams Eagles</td> <td style="text-align: center;">1</td> <td style="text-align: right;">\$25.44</td> </tr> <tr> <td></td> <td style="text-align: center; border-top: 1px solid black;">6</td> <td style="text-align: right; border-top: 1px solid black;">\$106.18</td> </tr> </tbody> </table> </div>	Name	Count	Total	Boy Scouts 1539	4	\$48.80	Girl Scouts 13514	1	\$31.94	John Adams Eagles	1	\$25.44		6	\$106.18
Name	Count	Total														
Boy Scouts 1539	4	\$48.80														
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John Adams Eagles	1	\$25.44														
	6	\$106.18														

For example, you are sponsoring a fundraiser for three local elementary schools. Three percent of the sales on July 30, 2007 will be donated to the team. Managers can use the fundraiser report to view the total order amount designated for each school, and then calculate the donation amount based on the report totals.

To generate the Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Orders/Audits/Misc

The Order/Audits/Misc Tab contains varied reports that range from tracking security changes to looking up orders from the past to email.

NAME	IMAGE	
Orders/ Audits/Misc Tab	1 Orders/Audit/Misc.	
	<i>Orders</i>	
	2 Order Lookup	17 Order Detail
	3 Order Summary	18 Make Time
	4 Deferred Orders	19 Totalizer
	5 Out-The-Door Time	
	6 Cycle Time	20 Drive Thru Time
	7 Hrly Sales/Production	
	8 Daily Delivery	
	9 Daily Delivery Orders	
	<i>Audit</i>	
	10 CallerID Log	21 No Sale
	11 Rmvd Tkt Itms	22 Menu Excp
	12 Rmvd Tkt Itms Emp	23 Dwr Audit
	13 Removed Pmts	24 Security Chgs
	14 Timeclock Edit	
	15 Emp Trans Audit	25 ID Scans
	<i>Misc</i>	
	16 Daily Snapshot	26 ChefTec

#	NAME	IMAGE	DESCRIPTION
1	Orders/ Audits/Misc Tab	Orders/Audit/Misc.	Clicking on Orders/Audits/Misc Tab will expand the tab and reveal the available reports.
2	Order Lookup	Order Lookup	The Order Lookup allows you to view a list of orders by date range, order type, order amount, payment information, voids, adjustments, coupons, order number, and/or table number.

Orders/Audits/Misc continued...

3	Order Summary	Order Summary	The Order Summary Report allows you to view an order summary (date, order number, order types, amount, item count, order taker, station, table number, and payment type) for a specified date range.
4	Deferred Orders	Deferred Orders	The Deferred Orders Report provides order details for all deferred orders placed within a specified date range.
5	Out-The-Door Time	Out-The-Door Time	The Out-the-Door Time Report allows you to view the average, minimum, and maximum delivery out-the-door times for a specified date range, as well as a detailed list of all late orders for the specified date range.
6	Cycle Time	Cycle Time	The Cycle Time Summary Report provides the average order cycle time for a specified date range. The times for each order stage are displayed in average minutes.
7	Hrly Sales/ Production	Hrly Sales/Production	The Hourly Sales & Production Report provides a breakdown by half hour of quantity sold, times, delivery, and other order types. The report is run for a specified time period, and may be run by Kitchen Print Category.
8	Daily Delivery	Daily Delivery	The Daily Delivery Report provides the items, delivery orders, inside (any labor type that is not a driver), and drivers in each of the following categories: actual, projected, prior week, second week, third week, and fourth week for a specified date range.
9	Daily Delivery Orders	Daily Delivery Orders	The Daily Delivery Orders report provides a quick view of the critical information related to managing delivery orders on a daily basis. Report includes time of dispatch, minutes since order placed, order number, delivery address, driver, return time and time driver was on the road.
10	CallerID Log	CallerID Log	The Caller ID Log Report provides call details for all calls to your store within a specified date range. Data includes line number call time, order time, order number, name, phone number, number of rings, and call duration.
11	Removed Tkt Itms	Removed Tkt Itms	The Removed Ticket Items Report provides a list for a specified date range of all items removed from orders before the order is sent to the kitchen, as well as the time

			and date of the removal, the employee's name, the item, and the dollar amount of the item that was removed.
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Orders/Audits/Misc continued...

12	Rmvd Tkt Itms Emp	Rmvd Tkt Itms Emp	Listed by Employees, Rmvd Tkt Itms Emp displays all usages of “Remove items, Clear All or Cancel Changes. The used Station, Order#, Item affected and amount adjusted will also be displayed.
13	Removed Pmts	Removed Pmts	The Removed Payments Report provides a list for a specified date range of all payments removed from orders before the order is sent to the kitchen, as well as the time and date of the removal, the person who approved the removal, the order number, the user who removed the payment, the station number, and the dollar amount of the payment that was removed.
14	Timeclock Edit	Timeclock Edit	The Timeclock Edit Report provides a list of all time clock edits made within a specified date range.
15	Emp Transactions Audit	Emp Transaction Audit	The Employee Transaction Audit Report provides a list of all point of sales activities made within a specified date range and specific employee.
16	Daily Snapshot	Daily Snapshot	The Daily Snapshot Report provides a quick exportable view of the day’s key performance indicators; net sales, labor dollars labor hours, order count, and guest count.
17	Order Detail	Order Detail	The Order Detail Report provides detailed information for each order placed within a specified date range.
18	Make Time	Make Time	The Make Time Report allows you to view make time averages at 15 min, 30 min or 1 hour intervals.
19	Totalizer	Totalizer	The Totalizer Report creates a table with over 30 Critical Data points displayed by day, over the time of a week and also totaled for the week.
20	Drive Thru Time	Drive Thru Time	The Drive-Thru Time Report allows you to view by hour the average, minimum, and maximum out-the-door times for all drive-thru orders placed within a specified time period.
21	No Sale	No Sale	The No Sale Report provides a list of each No Sale instance for a specified date range, and should be used when there

			are concerns about theft through the use of the No Sale function.
22	Menu Excp	Menu Excp	Separated by Menu Groups and Preference names, the Menu Excp report will display any Item that has a “none/0.00” value for Size, Price , Report Group, Tax Type and Kitchen Print Category.
23	Dwr Audit	Dwr Audit	Running the Dwr Audit report list each Cash Drawer by name, Time it was edited, Computer it took place at, who changed it, the adjusted amount and type.
24	Security Changes	Security Changes	The Security Changes Audit Report displays all security changes, as well as the date and time that the changes were made, for a specified date range.
25	ID Scans	ID Scans	This report tracks all ID Cards that were scanned and their point of origin. The report age and timestamp are also scanned.
26	ChefTec	ChefTec	The ChefTec export function allows users to export data to their ChefTec software, a recipe and menu costing, inventory control application. The data is exported to a text (.txt) file, and may be saved in the location of your choice. This report has also been outfitted with the ability to export PLU’s also.

Order Look Up

The Order Lookup allows you to view a list of orders by date range, order type, order amount, payment information, voids, adjustments, coupons, order number, and/or table number.

NAME	IMAGE																																																																																
<p>Order Look Up Parameters</p>	<p>The screenshot shows the 'OrderViewer' application. On the left, there are search filters: 1. Date Range (From: 3/9/2014, To: 3/9/2014), 2. Order Type (All), 3. Employee (All), 4. Order Amount (All, \$0.00), 5. Payment Info (Payment Type: All, CC Last 4: 0), 6. Has Void, Has Adjustment, Has Coupon (all unchecked), 7. Order Number (All, 0), 8. Table Number (All, 0). At the bottom are buttons: 9. Search, 10. Print List, 11. Export List, 12. Exit, 13. A red arrow icon. On the right, a table lists orders from 3/9/2014 with columns for Date, Ord #, Ord Type, and Amt.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Ord #</th> <th>Ord Type</th> <th>Amt</th> </tr> </thead> <tbody> <tr><td>3/9/2014</td><td>1</td><td>Dine In</td><td>8.82</td></tr> <tr><td>3/9/2014</td><td>2</td><td>Dine In</td><td>11.91</td></tr> <tr><td>3/9/2014</td><td>3</td><td>Take Out</td><td>11.85</td></tr> <tr><td>3/9/2014</td><td>4</td><td>Delivery</td><td>18.89</td></tr> <tr><td>3/9/2014</td><td>5</td><td>Delivery</td><td>31.97</td></tr> <tr><td>3/9/2014</td><td>6</td><td>Delivery</td><td>21.05</td></tr> <tr><td>3/9/2014</td><td>7</td><td>Dine In</td><td>33.45</td></tr> <tr><td>3/9/2014</td><td>8</td><td>Dine In</td><td>22.73</td></tr> <tr><td>3/9/2014</td><td>9</td><td>Take Out</td><td>19.84</td></tr> <tr><td>3/9/2014</td><td>10</td><td>Dine In</td><td>37.89</td></tr> <tr><td>3/9/2014</td><td>11</td><td>Take Out</td><td>20.36</td></tr> <tr><td>3/9/2014</td><td>12</td><td>Dine In</td><td>10.67</td></tr> <tr><td>3/9/2014</td><td>13</td><td>Phone Pick Up</td><td>28.58</td></tr> <tr><td>3/9/2014</td><td>14</td><td>Dine In</td><td>48.60</td></tr> <tr><td>3/9/2014</td><td>15</td><td>Delivery</td><td>19.43</td></tr> <tr><td>3/9/2014</td><td>16</td><td>Take Out</td><td>20.46</td></tr> <tr><td>3/9/2014</td><td>17</td><td>Dine In</td><td>17.27</td></tr> <tr><td>3/9/2014</td><td>18</td><td>Web-Delivery</td><td>29.88</td></tr> <tr><td>3/9/2014</td><td>19</td><td>Delivery</td><td>12.07</td></tr> </tbody> </table>	Date	Ord #	Ord Type	Amt	3/9/2014	1	Dine In	8.82	3/9/2014	2	Dine In	11.91	3/9/2014	3	Take Out	11.85	3/9/2014	4	Delivery	18.89	3/9/2014	5	Delivery	31.97	3/9/2014	6	Delivery	21.05	3/9/2014	7	Dine In	33.45	3/9/2014	8	Dine In	22.73	3/9/2014	9	Take Out	19.84	3/9/2014	10	Dine In	37.89	3/9/2014	11	Take Out	20.36	3/9/2014	12	Dine In	10.67	3/9/2014	13	Phone Pick Up	28.58	3/9/2014	14	Dine In	48.60	3/9/2014	15	Delivery	19.43	3/9/2014	16	Take Out	20.46	3/9/2014	17	Dine In	17.27	3/9/2014	18	Web-Delivery	29.88	3/9/2014	19	Delivery	12.07
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3/9/2014	2	Dine In	11.91																																																																														
3/9/2014	3	Take Out	11.85																																																																														
3/9/2014	4	Delivery	18.89																																																																														
3/9/2014	5	Delivery	31.97																																																																														
3/9/2014	6	Delivery	21.05																																																																														
3/9/2014	7	Dine In	33.45																																																																														
3/9/2014	8	Dine In	22.73																																																																														
3/9/2014	9	Take Out	19.84																																																																														
3/9/2014	10	Dine In	37.89																																																																														
3/9/2014	11	Take Out	20.36																																																																														
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3/9/2014	13	Phone Pick Up	28.58																																																																														
3/9/2014	14	Dine In	48.60																																																																														
3/9/2014	15	Delivery	19.43																																																																														
3/9/2014	16	Take Out	20.46																																																																														
3/9/2014	17	Dine In	17.27																																																																														
3/9/2014	18	Web-Delivery	29.88																																																																														
3/9/2014	19	Delivery	12.07																																																																														

continued...

14 Order #8

Dine In

Taken By: 12:11 PM
Updated By: 12:45 PM

Collected: 03/09/2014 12:45 PM

Table: 13

15 Recipe

Qty	Description	Price
1	Kid Slice Of Pizza	4.50
1	Slice Prosciutto	5.50
1	Slice Chick Rustica	5.50
1	Kid Slice Of Pizza	0.00
	[VOID ITEM 4.50]	
1	Kid Slice Of Pizza	4.50
	Pepperoni	
	Chicken	1.00
	Subtotal:	21.00
	Tax:	1.73
	Total:	22.73
	Credit Card Payment:	-27.73
	Tip:	5.00
	Paid in Full	

Date	Ord #	Ord Type	Amt
3/9/2014	1	Dine In	8.82
3/9/2014	2	Dine In	11.91
3/9/2014	3	Take Out	11.85
3/9/2014	4	Delivery	18.89
3/9/2014	5	Delivery	31.97
3/9/2014	6	Delivery	21.05
3/9/2014	7	Dine In	33.45
3/9/2014	8	Dine In	22.73
3/9/2014	9	Take Out	19.84
3/9/2014	10	Dine In	37.89
3/9/2014	11	Take Out	20.36
3/9/2014	12	Dine In	10.67
3/9/2014	13	Phone Pick Up	28.58
3/9/2014	14	Dine In	48.60
3/9/2014	15	Delivery	19.43
3/9/2014	16	Take Out	20.46
3/9/2014	17	Dine In	17.27
3/9/2014	18	Web-Delivery	29.88
3/9/2014	19	Delivery	12.07

16 Print **17 Save/Send** **18 Return to Search**

Print List **Export List** **Exit**

Order
Lookup
Results
Screen



The screenshot shows a software interface with a blue background and a repeating 'Revention' watermark. It features three input fields at the top: 'Email' (callout 20), 'Path' (callout 21) containing 'C:\Revention', and 'File Name' (callout 22). Below these fields are four buttons: 'Cancel' (callout 23), 'Send Only' (callout 24), 'Save Only' (callout 25), and 'Save and Send' (callout 26).

Send/Save
Screen

The list can then be printed, exported to an Excel (.xls) file or emailed. Use this report to recall a specific order based on need, such as a customer who needs a copy of his receipt or who is disputing a credit card charge. Once the order is found, you can select the order to view the details and print a customer receipt.

Order Look Up continued...

#	NAME	IMAGE	DESCRIPTION												
1	Date Range		Using the Date Range will allow you to narrow your search criteria between the selected days.												
2	Order Type		With Order Type you can specify what type of order that needs to be retrieved.												
3	Employee		You can further narrow your results be indicated which Employee was responsible for the order												
4	Order Amount		One of the most powerful filters you can use is Order Amount . This will allow you search using the amount paid as the criteria. In the left box you will be able to designate such stipulations as GT, LT and EQ (Greater Than, Less Than and Equal To respectively).The right column is used for placing dollar amount that is to be used for the search.												
5	Payment Info		In addition to Order Amount, Payment Info can be used to designate the method of payment. If it was a credit card, the last 4 digits of the card can also be used to help in the search.												
6	Payment Info Adjustments		Here you can further refine your search buy indicated if there was any type of adjustments made to the order.												
7	Order Number		If the information is on hand, you can search for it by specifying what Order Number the ticket had used.												
8	Table Number		The tickets form Table Number can also be used the help refine the search.												
9	Search		<p>Pressing Search will take into account all the criteria listed and will generate the results on the right portion of the screen.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Ord #</th> <th>Ord Type</th> <th>Amt</th> </tr> </thead> <tbody> <tr> <td>1/2/2015</td> <td>1</td> <td>Dine In</td> <td>11.91</td> </tr> <tr> <td>1/2/2015</td> <td>2</td> <td>Dine In</td> <td>3.25</td> </tr> </tbody> </table>	Date	Ord #	Ord Type	Amt	1/2/2015	1	Dine In	11.91	1/2/2015	2	Dine In	3.25
Date	Ord #	Ord Type	Amt												
1/2/2015	1	Dine In	11.91												
1/2/2015	2	Dine In	3.25												

Order Look Up continued...

10	Exit		The list can then be printed to an Excel (.xls) file.
11	Export List		The list can then be exported to an Excel (.xls) file.
12	Exit		Using the Exit button will return you to the Reports screen.
13	Arrow Keys		If the results are large than the Use the Arrow Keys to
14	Order Details		Detailed information about the order. A virtual ticket is displayed below with the items associated with the order.
15	Recipe		Currently not active and under development as a feature for a later date.
16	Print		Clicking Print will allow you to print a customer receipt for the selected order.
17	Send/Save		Send/Save will bring you to Send/Save Screen where the options to email or save the receipts are housed.
18	Return to Search		To return to the search screen, click the Return to Search button.
19	Selected Order		The highlight indicates which order is selected.
20	Email		This area is reserved for placing the receiving party's Email . Using your current email server, the customer will receive an email with a copy of their receipt in PDF format.

21	Path		<p>If you rather save the receipt to a drive, you can use the Path option to designate where you would like to save the PDF.</p>
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Order Look Up continued...

22	File Name		<p>You can rename the file to help keep track of it. If this is left blank, then the file will be 'named ticket.pdf' instead.</p>
23	Cancel		<p>Cancel will bring you back to search results screen.</p>
24	Send Only		<p>Send Only will send the selected receipt to email address specified.</p>
25	Save Only		<p>Pressing Save Only will take into the account the Path and File Name and proceed to save the receipt.</p>
26	Save and Send		<p>The Save and Send button takes into account the Email, Path, and File Name and performs both the save and email functions.</p>

Order Detail

The Order Detail Report provides detailed information for each order placed within a specified date range.

NAME	IMAGE																																																									
Order Detail Parameters	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><i>Date</i></p> <p>Start <input type="text" value="03/05/20XX"/></p> <p>End <input type="text" value="03/05/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div> <div style="width: 45%;"> <p><i>Report Options</i></p> <p>Order Types <input type="text" value="All"/></p> <p>Payment Type <input type="text" value="All"/></p> </div> </div>																																																									
Order Detail Reports	<div style="text-align: right; margin-bottom: 10px;"> 1/10/20XX 8:47:24AM </div> <div style="text-align: center; margin-bottom: 10px;"> Order Detail My Place Thu 02/14/20XX - Thu 02/14/20XX </div> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"> Date: 02/14/20XX Order Number: 1 Order Type: Delivery Order Time: 09:00 AM </td> <td style="width: 33%;"> Taken By: Akshay Patel Updated By: John Pitre Table: </td> <td style="width: 33%;"> Customer: CALLON PETROLYM CINDY CALLON 1401 ENCLAVE PKWY HOUSTON, TX 77077 281-589-5200 </td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="width: 10%; text-align: center;">Deliver @10.45am</td> <td style="width: 85%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td style="text-align: center;">1</td> <td>Large 16" Greek Pizza</td> <td></td> <td style="text-align: right;">19.95</td> </tr> <tr> <td></td> <td>Artichoke Hearts</td> <td></td> <td style="text-align: right;">2.25</td> </tr> <tr> <td style="text-align: center;">1</td> <td>Large 16" Mullberry Pizza</td> <td></td> <td style="text-align: right;">18.95</td> </tr> <tr> <td style="text-align: center;">1</td> <td>Large 16" Cheese Pizza</td> <td></td> <td style="text-align: right;">14.95</td> </tr> <tr> <td></td> <td>Pepperoni</td> <td></td> <td style="text-align: right;">2.25</td> </tr> <tr> <td style="text-align: center;">1</td> <td>Large 16" NY Village Pizza</td> <td></td> <td style="text-align: right;">22.95</td> </tr> <tr> <td></td> <td style="text-align: right;">Subtotal</td> <td></td> <td style="text-align: right;">81.30</td> </tr> <tr> <td></td> <td style="text-align: right;">Delivery Fee</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td style="text-align: right;">Tax</td> <td></td> <td style="text-align: right;">6.71</td> </tr> <tr> <td></td> <td style="text-align: right;">Tip</td> <td></td> <td style="text-align: right;">10.00</td> </tr> <tr> <td></td> <td style="text-align: right;">Total</td> <td></td> <td style="text-align: right;">98.01</td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Payments</td> <td style="width: 20%; text-align: center;">10:04 AM</td> <td style="width: 20%; text-align: center;">CreditCard</td> <td style="width: 20%; text-align: center;">Visa</td> <td style="width: 20%; text-align: right;">98.01</td> <td style="width: 20%; text-align: right;">John Pitre</td> </tr> </table>	Date: 02/14/20XX Order Number: 1 Order Type: Delivery Order Time: 09:00 AM	Taken By: Akshay Patel Updated By: John Pitre Table:	Customer: CALLON PETROLYM CINDY CALLON 1401 ENCLAVE PKWY HOUSTON, TX 77077 281-589-5200		Deliver @10.45am			1	Large 16" Greek Pizza		19.95		Artichoke Hearts		2.25	1	Large 16" Mullberry Pizza		18.95	1	Large 16" Cheese Pizza		14.95		Pepperoni		2.25	1	Large 16" NY Village Pizza		22.95		Subtotal		81.30		Delivery Fee		0.00		Tax		6.71		Tip		10.00		Total		98.01	Payments	10:04 AM	CreditCard	Visa	98.01	John Pitre
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The report may be run for a specific order type or for all order types, and may also run for a specific payment type or for all payment types.

To generate the Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). Select a particular Order or Payment Type, or select All. To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- This report is used to quickly review an entire list of orders for a specified day, or to search for a specific order based on need.

Order Summary

The Order Summary Report allows you to view an order summary (date, order number, order types, amount, item count, order taker, station, table number, and payment type) for a specified date range.

NAME	IMAGE																																																																																																																																																																																																																																																													
Order Summary Parameters	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <i>Date</i> <i>Report Options</i> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Start <input type="text" value="03/05/20XX"/></p> <p>End <input type="text" value="03/05/20XX"/></p> </div> <div style="width: 45%;"> <p>Order Types <input type="text" value="All"/></p> <p>Payment Type <input type="text" value="All"/></p> </div> </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> -1 day +1 day Today WTD MTD </div> </div>																																																																																																																																																																																																																																																													
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<tr><td>11.08/20XX</td><td>3</td><td>Inside</td><td>1</td><td>0.00</td><td>0.00</td><td>16.23</td><td>3</td><td>Mari Stansel</td><td>Station3</td><td>Visa</td></tr> <tr><td>11.08/20XX</td><td>4</td><td>Inside</td><td>1</td><td>0.00</td><td>0.00</td><td>16.03</td><td>2</td><td>Mari Stansel</td><td>Station3</td><td>Visa</td></tr> <tr><td>11.08/20XX</td><td>5</td><td>Inside</td><td></td><td>0.00</td><td>0.00</td><td>25.00</td><td>0</td><td>Kariza Livingston</td><td>Station4</td><td>Visa</td></tr> <tr><td>11.08/20XX</td><td>6</td><td>Inside</td><td>84</td><td>0.00</td><td>3.00</td><td>16.82</td><td>3</td><td>Kariza Livingston</td><td>Station4</td><td>Visa</td></tr> <tr><td>11.08/20XX</td><td>7</td><td>Inside</td><td>94</td><td>0.00</td><td>0.00</td><td>31.10</td><td>4</td><td>Kariza Livingston</td><td>Station4</td><td>AmEx</td></tr> <tr><td>11.08/20XX</td><td>8</td><td>Inside</td><td>72</td><td>0.00</td><td>1.00</td><td>27.12</td><td>5</td><td>Kariza Livingston</td><td>Station4</td><td>Visa</td></tr> <tr><td>11.08/20XX</td><td>9</td><td>Inside</td><td>72</td><td>0.00</td><td>0.00</td><td>7.27</td><td>2</td><td>Kariza Livingston</td><td>Station4</td><td>Cash</td></tr> <tr><td>11.08/20XX</td><td>10</td><td>Inside</td><td>72</td><td>0.00</td><td>0.00</td><td>9.03</td><td>3</td><td>Kariza Livingston</td><td>Station4</td><td>Cash</td></tr> <tr><td>11.08/20XX</td><td>11</td><td>Inside</td><td></td><td>0.00</td><td>0.00</td><td>0.00</td><td>1</td><td>Mari Stansel</td><td>Station4</td><td></td></tr> <tr><td>11.08/20XX</td><td>12</td><td>Pick Up</td><td></td><td>0.00</td><td>0.00</td><td>8.55</td><td>1</td><td>Kariza Livingston</td><td>Station2</td><td>Cash</td></tr> <tr><td>11.08/20XX</td><td>13</td><td>To Go</td><td></td><td>0.00</td><td>0.00</td><td>14.74</td><td>2</td><td>Kariza Livingston</td><td>Station4</td><td>MC</td></tr> <tr><td>11.08/20XX</td><td>14</td><td>Inside</td><td>30</td><td>0.00</td><td>0.00</td><td>14.95</td><td>3</td><td>Mari Stansel</td><td>Station3</td><td>Cash</td></tr> <tr><td>11.08/20XX</td><td>15</td><td>Inside</td><td>30</td><td>0.00</td><td>0.00</td><td>15.48</td><td>3</td><td>Mari Stansel</td><td>Station3</td><td>Cash</td></tr> <tr><td>11.08/20XX</td><td>16</td><td>Inside</td><td>84</td><td>0.00</td><td>0.00</td><td>12.06</td><td>3</td><td>Kariza Livingston</td><td>Station4</td><td>Cash</td></tr> <tr><td>11.08/20XX</td><td>17</td><td>Inside</td><td>55</td><td>0.00</td><td>2.00</td><td>18.91</td><td>3</td><td>Mari Stansel</td><td>Station3</td><td>Visa</td></tr> <tr><td>11.08/20XX</td><td>18</td><td>Inside</td><td>45</td><td>0.00</td><td>0.00</td><td>19.44</td><td>3</td><td>Mari Stansel</td><td>Station3</td><td>Visa</td></tr> <tr><td>11.08/20XX</td><td>19</td><td>Inside</td><td>94</td><td>0.00</td><td>0.00</td><td>0.00</td><td>1</td><td>Kariza Livingston</td><td>Station2</td><td></td></tr> <tr><td>11.08/20XX</td><td>20</td><td>Inside</td><td>82</td><td>0.00</td><td>0.00</td><td>9.61</td><td>2</td><td>Mari Stansel</td><td>Station3</td><td>Cash</td></tr> <tr><td>11.08/20XX</td><td>21</td><td>Pick Up</td><td></td><td>0.00</td><td>0.00</td><td>11.48</td><td>2</td><td>Mari Stansel</td><td>Station3</td><td>Cash</td></tr> <tr><td>11.08/20XX</td><td>22</td><td>Inside</td><td>24</td><td>0.00</td><td>0.00</td><td>29.79</td><td>6</td><td>Mari Stansel</td><td>Station3</td><td>Visa</td></tr> </tbody> </table> </div>	Date	Order #	Order Type	Table	Grat	Tip	Amount	Items	Taken By	Station	Pmt Type	11.08/20XX	1	Inside	33	0.00	0.00	7.16	2	Kariza Livingston	Station4	Cash	11.08/20XX	2	Inside	65	0.00	1.00	8.23	3	Kariza Livingston	Station4	MC	11.08/20XX	3	Inside	1	0.00	0.00	16.23	3	Mari Stansel	Station3	Visa	11.08/20XX	4	Inside	1	0.00	0.00	16.03	2	Mari Stansel	Station3	Visa	11.08/20XX	5	Inside		0.00	0.00	25.00	0	Kariza Livingston	Station4	Visa	11.08/20XX	6	Inside	84	0.00	3.00	16.82	3	Kariza Livingston	Station4	Visa	11.08/20XX	7	Inside	94	0.00	0.00	31.10	4	Kariza Livingston	Station4	AmEx	11.08/20XX	8	Inside	72	0.00	1.00	27.12	5	Kariza Livingston	Station4	Visa	11.08/20XX	9	Inside	72	0.00	0.00	7.27	2	Kariza Livingston	Station4	Cash	11.08/20XX	10	Inside	72	0.00	0.00	9.03	3	Kariza Livingston	Station4	Cash	11.08/20XX	11	Inside		0.00	0.00	0.00	1	Mari Stansel	Station4		11.08/20XX	12	Pick Up		0.00	0.00	8.55	1	Kariza Livingston	Station2	Cash	11.08/20XX	13	To Go		0.00	0.00	14.74	2	Kariza Livingston	Station4	MC	11.08/20XX	14	Inside	30	0.00	0.00	14.95	3	Mari Stansel	Station3	Cash	11.08/20XX	15	Inside	30	0.00	0.00	15.48	3	Mari Stansel	Station3	Cash	11.08/20XX	16	Inside	84	0.00	0.00	12.06	3	Kariza Livingston	Station4	Cash	11.08/20XX	17	Inside	55	0.00	2.00	18.91	3	Mari Stansel	Station3	Visa	11.08/20XX	18	Inside	45	0.00	0.00	19.44	3	Mari Stansel	Station3	Visa	11.08/20XX	19	Inside	94	0.00	0.00	0.00	1	Kariza Livingston	Station2		11.08/20XX	20	Inside	82	0.00	0.00	9.61	2	Mari Stansel	Station3	Cash	11.08/20XX	21	Pick Up		0.00	0.00	11.48	2	Mari Stansel	Station3	Cash	11.08/20XX	22	Inside	24	0.00	0.00	29.79	6	Mari Stansel	Station3	Visa
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11.08/20XX	3	Inside	1	0.00	0.00	16.23	3	Mari Stansel	Station3	Visa																																																																																																																																																																																																																																																				
11.08/20XX	4	Inside	1	0.00	0.00	16.03	2	Mari Stansel	Station3	Visa																																																																																																																																																																																																																																																				
11.08/20XX	5	Inside		0.00	0.00	25.00	0	Kariza Livingston	Station4	Visa																																																																																																																																																																																																																																																				
11.08/20XX	6	Inside	84	0.00	3.00	16.82	3	Kariza Livingston	Station4	Visa																																																																																																																																																																																																																																																				
11.08/20XX	7	Inside	94	0.00	0.00	31.10	4	Kariza Livingston	Station4	AmEx																																																																																																																																																																																																																																																				
11.08/20XX	8	Inside	72	0.00	1.00	27.12	5	Kariza Livingston	Station4	Visa																																																																																																																																																																																																																																																				
11.08/20XX	9	Inside	72	0.00	0.00	7.27	2	Kariza Livingston	Station4	Cash																																																																																																																																																																																																																																																				
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11.08/20XX	12	Pick Up		0.00	0.00	8.55	1	Kariza Livingston	Station2	Cash																																																																																																																																																																																																																																																				
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11.08/20XX	14	Inside	30	0.00	0.00	14.95	3	Mari Stansel	Station3	Cash																																																																																																																																																																																																																																																				
11.08/20XX	15	Inside	30	0.00	0.00	15.48	3	Mari Stansel	Station3	Cash																																																																																																																																																																																																																																																				
11.08/20XX	16	Inside	84	0.00	0.00	12.06	3	Kariza Livingston	Station4	Cash																																																																																																																																																																																																																																																				
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11.08/20XX	21	Pick Up		0.00	0.00	11.48	2	Mari Stansel	Station3	Cash																																																																																																																																																																																																																																																				
11.08/20XX	22	Inside	24	0.00	0.00	29.79	6	Mari Stansel	Station3	Visa																																																																																																																																																																																																																																																				

The report may be run for a specific order type or for all order types, and may also run for a specific payment type or for all payment types. This report is used to quickly review an entire list of orders for a specified day, or to search for a specific order based on need.

To generate the Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- This report is used to quickly review an entire list of orders in summary format

Make Time

The Make Time Report allows you to view make time averages at 15 min, 30 min or 1 hour intervals.

NAME	IMAGE																																																																																																																																																																																																																																																																										
Make Time Parameters	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> Date Report Options </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Start <input type="text" value="03/05/20XX"/></p> <p>End <input type="text" value="03/05/20XX"/></p> </div> <div style="width: 45%;"> <p>Exclude times less than <input type="text" value="0"/></p> <p>MakeType <input type="text" value="Both"/></p> </div> </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> -1 day +1 day Today WTD MTD </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> <input checked="" type="radio"/> 15 Min <input type="radio"/> 30 Min <input type="radio"/> 1 Hr </div> </div>																																																																																																																																																																																																																																																																										
Make Time Report	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="text-align: right; margin-bottom: 5px;">1/10/20XX 8:47 24AM</div> <div style="text-align: center; margin-bottom: 5px;"> Make Time Report MyPlace Thu 11/07/20XX- Thu 11/07/20XX Make Type: Both </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Time</th> <th>Ticket Count</th> <th>Avg. Time</th> <th>< 5 Min.</th> <th>5 Min</th> <th>6 Min</th> <th>7 Min</th> <th>8 Min</th> <th>9 Min</th> <th>10 Min</th> <th>11 Min</th> <th>12 Min</th> <th>13 Min</th> <th>> 13 Min</th> </tr> </thead> <tbody> <tr><td>8:00</td><td>0</td><td>0.00</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>9:00</td><td>0</td><td>0.00</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>10:00</td><td>0</td><td>0.00</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>11:00</td><td>15</td><td>7.27</td><td>0</td><td>3</td><td>4</td><td>3</td><td>3</td><td>0</td><td>0</td><td>0</td><td>1</td><td>1</td><td>0</td></tr> <tr><td>12:00</td><td>37</td><td>6.32</td><td>5</td><td>6</td><td>8</td><td>6</td><td>11</td><td>1</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1:00</td><td>23</td><td>5.74</td><td>3</td><td>6</td><td>7</td><td>6</td><td>1</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>2:00</td><td>12</td><td>4.75</td><td>4</td><td>4</td><td>3</td><td>0</td><td>1</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>3:00</td><td>5</td><td>6.60</td><td>0</td><td>1</td><td>2</td><td>1</td><td>0</td><td>1</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>4:00</td><td>4</td><td>6.25</td><td>1</td><td>0</td><td>2</td><td>0</td><td>0</td><td>0</td><td>1</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>5:00</td><td>20</td><td>7.20</td><td>1</td><td>2</td><td>2</td><td>8</td><td>2</td><td>4</td><td>1</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>6:00</td><td>28</td><td>7.11</td><td>0</td><td>1</td><td>10</td><td>7</td><td>7</td><td>1</td><td>2</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>7:00</td><td>32</td><td>7.19</td><td>1</td><td>4</td><td>6</td><td>6</td><td>9</td><td>4</td><td>2</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>8:00</td><td>5</td><td>9.40</td><td>0</td><td>0</td><td>1</td><td>1</td><td>1</td><td>1</td><td>0</td><td>0</td><td>0</td><td>0</td><td>1</td></tr> <tr><td>9:00</td><td>1</td><td>7.00</td><td>0</td><td>0</td><td>0</td><td>1</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>10:00</td><td>0</td><td>0.00</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>11:00</td><td>0</td><td>0.00</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr style="border-top: 1px solid black;"> <td></td> <td>182</td> <td>6.69</td> <td>15</td> <td>27</td> <td>45</td> <td>39</td> <td>35</td> <td>12</td> <td>6</td> <td>0</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td></td> <td></td> <td></td> <td>8.24%</td> <td>14.84%</td> <td>24.73%</td> <td>21.43%</td> <td>19.23%</td> <td>6.59%</td> <td>3.30%</td> <td>0.00%</td> <td>0.55%</td> <td>0.55%</td> <td>0.55%</td> </tr> </tbody> </table> </div>	Time	Ticket Count	Avg. Time	< 5 Min.	5 Min	6 Min	7 Min	8 Min	9 Min	10 Min	11 Min	12 Min	13 Min	> 13 Min	8:00	0	0.00	0	0	0	0	0	0	0	0	0	0	0	9:00	0	0.00	0	0	0	0	0	0	0	0	0	0	0	10:00	0	0.00	0	0	0	0	0	0	0	0	0	0	0	11:00	15	7.27	0	3	4	3	3	0	0	0	1	1	0	12:00	37	6.32	5	6	8	6	11	1	0	0	0	0	0	1:00	23	5.74	3	6	7	6	1	0	0	0	0	0	0	2:00	12	4.75	4	4	3	0	1	0	0	0	0	0	0	3:00	5	6.60	0	1	2	1	0	1	0	0	0	0	0	4:00	4	6.25	1	0	2	0	0	0	1	0	0	0	0	5:00	20	7.20	1	2	2	8	2	4	1	0	0	0	0	6:00	28	7.11	0	1	10	7	7	1	2	0	0	0	0	7:00	32	7.19	1	4	6	6	9	4	2	0	0	0	0	8:00	5	9.40	0	0	1	1	1	1	0	0	0	0	1	9:00	1	7.00	0	0	0	1	0	0	0	0	0	0	0	10:00	0	0.00	0	0	0	0	0	0	0	0	0	0	0	11:00	0	0.00	0	0	0	0	0	0	0	0	0	0	0		182	6.69	15	27	45	39	35	12	6	0	1	1	1				8.24%	14.84%	24.73%	21.43%	19.23%	6.59%	3.30%	0.00%	0.55%	0.55%	0.55%
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The report shows ticket count, average make time, and a count of orders in which the make time is under 5 minutes or exceeded 5 minutes.

To generate the Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). Select the time interval (15 Min, 30 Min, 1 Hr). To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- This report is used to review average make times for a period of days to determine if preparation times are acceptable to meet service standards.

Totalizer Report

Displayed in a weekly format, the totalizer report displays 30 plus store defining metrics that are then totaled for the entire week.

NAME	IMAGE																																																																																																																																																																																																																																																																																									
Deferred Orders Parameters	<div style="text-align: right;"> Date Week Start <input type="text" value="03/10/20XX"/> ▼ -1 wk +1 wk </div>																																																																																																																																																																																																																																																																																									
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Deferred Orders Reports	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Mon 03/10</th> <th>Tue 03/11</th> <th>Wed 03/12</th> <th>Thu 03/13</th> <th>Fri 03/14</th> <th>Sat 03/15</th> <th>Sun 03/16</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Total Sales</td> <td>0</td> <td>0.00</td> <td>1367</td> <td>8978.54</td> <td>1041</td> <td>6570.28</td> <td>867</td> <td>4393.38</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>3275</td> <td>19942.20</td> </tr> <tr> <td>Adjustments</td> <td>0</td> <td>0.00</td> <td>44</td> <td>216.24</td> <td>50</td> <td>205.79</td> <td>33</td> <td>201.02</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>127</td> <td>623.05</td> </tr> <tr> <td>Coupons</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>Net Sales - Tax</td> <td>0</td> <td>0.00</td> <td>264</td> <td>8096.09</td> <td>177</td> <td>5881.45</td> <td>170</td> <td>3873.96</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>611</td> <td>17851.50</td> </tr> <tr> <td>Tax Total</td> <td>0</td> <td>0.00</td> <td>264</td> <td>666.21</td> <td>177</td> <td>483.04</td> <td>170</td> <td>318.40</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>611</td> <td>1467.65</td> </tr> <tr> <td>MC/Visa</td> <td>0</td> <td>0.00</td> <td>96</td> <td>3117.01</td> <td>59</td> <td>1872.56</td> <td>90</td> <td>2430.06</td> <td>90</td> <td>2430.06</td> <td>90</td> <td>2430.06</td> <td>90</td> <td>2430.06</td> <td>515</td> <td>14709.81</td> </tr> <tr> <td>Amex</td> <td>0</td> <td>0.00</td> <td>4</td> <td>164.10</td> <td>2</td> <td>120.84</td> <td>2</td> <td>436.91</td> <td>2</td> <td>436.91</td> <td>2</td> <td>436.91</td> <td>2</td> <td>436.91</td> <td>14</td> <td>2032.58</td> </tr> <tr> <td>Discover</td> <td>0</td> <td>0.00</td> <td>1</td> <td>40.80</td> <td>1</td> <td>32.00</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>2</td> <td>72.80</td> </tr> <tr> <td>CreditTotal</td> <td>0</td> <td>0.00</td> <td>101</td> <td>3321.91</td> <td>62</td> <td>2025.40</td> <td>92</td> <td>2866.97</td> <td>92</td> <td>2866.97</td> <td>92</td> <td>2866.97</td> <td>92</td> <td>2866.97</td> <td>531</td> <td>16815.19</td> </tr> <tr> <td>Cash Total</td> <td>0</td> <td>0.00</td> <td>237</td> <td>5911.84</td> <td>187</td> <td>4660.12</td> <td>106</td> <td>1736.88</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>530</td> <td>12308.64</td> </tr> <tr> <td>Total In Drawer</td> <td>0</td> <td>0.00</td> <td>0</td> <td>5911.84</td> <td>0</td> <td>4660.12</td> <td>0</td> <td>1639.18</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>0</td> <td>12211.14</td> </tr> <tr> <td>Total Revenue</td> <td>0</td> <td>0.00</td> <td>0</td> <td>9233.75</td> <td>0</td> <td>6685.52</td> <td>0</td> <td>4506.15</td> <td>0</td> <td>2866.97</td> <td>0</td> <td>2866.97</td> <td>0</td> <td>2866.97</td> <td>0</td> <td>29026.33</td> </tr> <tr> <td>Paid Out Total</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>1</td> <td>97.50</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>1</td> <td>97.50</td> </tr> <tr> <td>Removed Items</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>Void Items</td> <td>0</td> <td>0.00</td> <td>7</td> <td>39.21</td> <td>3</td> <td>12.49</td> <td>8</td> <td>45.97</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>18</td> <td>97.67</td> </tr> <tr> <td>Void Orders</td> <td>0</td> <td>0.00</td> <td>1</td> <td>0.00</td> <td>1</td> <td>0.00</td> <td>4</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0.00</td> <td>6</td> <td>0.00</td> </tr> </tbody> </table>	Description	Mon 03/10	Tue 03/11	Wed 03/12	Thu 03/13	Fri 03/14	Sat 03/15	Sun 03/16	Total	Total Sales	0	0.00	1367	8978.54	1041	6570.28	867	4393.38	0	0.00	0	0.00	0	0.00	3275	19942.20	Adjustments	0	0.00	44	216.24	50	205.79	33	201.02	0	0.00	0	0.00	0	0.00	127	623.05	Coupons	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	Net Sales - Tax	0	0.00	264	8096.09	177	5881.45	170	3873.96	0	0.00	0	0.00	0	0.00	611	17851.50	Tax Total	0	0.00	264	666.21	177	483.04	170	318.40	0	0.00	0	0.00	0	0.00	611	1467.65	MC/Visa	0	0.00	96	3117.01	59	1872.56	90	2430.06	90	2430.06	90	2430.06	90	2430.06	515	14709.81	Amex	0	0.00	4	164.10	2	120.84	2	436.91	2	436.91	2	436.91	2	436.91	14	2032.58	Discover	0	0.00	1	40.80	1	32.00	0	0.00	0	0.00	0	0.00	0	0.00	2	72.80	CreditTotal	0	0.00	101	3321.91	62	2025.40	92	2866.97	92	2866.97	92	2866.97	92	2866.97	531	16815.19	Cash Total	0	0.00	237	5911.84	187	4660.12	106	1736.88	0	0.00	0	0.00	0	0.00	530	12308.64	Total In Drawer	0	0.00	0	5911.84	0	4660.12	0	1639.18	0	0.00	0	0.00	0	0.00	0	12211.14	Total Revenue	0	0.00	0	9233.75	0	6685.52	0	4506.15	0	2866.97	0	2866.97	0	2866.97	0	29026.33	Paid Out Total	0	0.00	0	0.00	0	0.00	1	97.50	0	0.00	0	0.00	0	0.00	1	97.50	Removed Items	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	Void Items	0	0.00	7	39.21	3	12.49	8	45.97	0	0.00	0	0.00	0	0.00	18	97.67	Void Orders	0	0.00	1	0.00	1	0.00	4	0.00	0	0.00	0	0.00	0	0.00	6	0.00
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To run the report, select the desired week from the pull down menu or use the incremental buttons provided then click Run Report. To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the view report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- A more detailed version of the weekly reports.

Out-The-Door Time

The Out-the-Door Time Report allows you to view the average, minimum, and maximum delivery out-the-door times for a specified date range, as well as a detailed list of all late orders for the specified date range.

NAME	IMAGE																																																																																																								
Out-The-Door Time Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="03/05/20XX"/></p> <p>End <input type="text" value="03/05/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																																																																																																								
Out-The-Door Time Report	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;">Delivery Out-The-Door Time</p> <p style="text-align: center;">Your Place</p> <p style="text-align: center;">Thu 11/07/20XX - Thu 11/07/20XX</p> <p style="text-align: center;">Note: Deferred orders are excluded.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Time</th> <th>Avg</th> <th>Min</th> <th>Max</th> </tr> </thead> <tbody> <tr><td>9:00</td><td>0:00</td><td>0:00</td><td>0:00</td></tr> <tr><td>10:00</td><td>0:00</td><td>0:00</td><td>0:00</td></tr> <tr><td>11:00</td><td>12:45</td><td>11:56</td><td>13:31</td></tr> <tr><td>12:00</td><td>17:09</td><td>14:18</td><td>20:00</td></tr> <tr><td>1:00</td><td>12:40</td><td>9:24</td><td>18:24</td></tr> <tr><td>2:00</td><td>9:39</td><td>9:39</td><td>9:39</td></tr> <tr><td>3:00</td><td>14:04</td><td>12:43</td><td>15:19</td></tr> <tr><td>4:00</td><td>11:09</td><td>9:22</td><td>12:58</td></tr> <tr><td>5:00</td><td>11:58</td><td>10:05</td><td>15:06</td></tr> <tr><td>6:00</td><td>15:11</td><td>3:09</td><td>20:39</td></tr> <tr><td>7:00</td><td>15:53</td><td>10:47</td><td>19:42</td></tr> <tr><td>8:00</td><td>14:05</td><td>9:14</td><td>22:52</td></tr> <tr><td>9:00</td><td>22:13</td><td>11:26</td><td>34:43</td></tr> <tr><td>10:00</td><td>11:01</td><td>10:03</td><td>11:59</td></tr> <tr><td>11:00</td><td>9:15</td><td>9:15</td><td>9:15</td></tr> <tr><td>12:00</td><td>0:00</td><td>0:00</td><td>0:00</td></tr> <tr><td>1:00</td><td>0:00</td><td>0:00</td><td>0:00</td></tr> <tr><td>2:00</td><td>0:00</td><td>0:00</td><td>0:00</td></tr> <tr><td>3:00</td><td>0:00</td><td>0:00</td><td>0:00</td></tr> <tr><td>4:00</td><td>0:00</td><td>0:00</td><td>0:00</td></tr> <tr> <td>Total</td> <td>13:37</td> <td>3:09</td> <td>34:43</td> </tr> </tbody> </table> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">Late Orders</p> <p style="text-align: center;">Delivery Count: 41 Late Count: 8 Late Percent: 19.51%</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Date</th> <th>Ord #</th> <th>Ord Time</th> <th>Disp Time</th> <th>Time</th> <th>Taken By</th> <th>Driver</th> <th>Customer</th> </tr> </thead> <tbody> <tr> <td>11/07/20XX</td> <td>2</td> <td>10:01 AM</td> <td>10:52 AM</td> <td>50:26</td> <td>Aska Pattie</td> <td>John Pitre</td> <td>JENNIFER A. 1254 ENCLAVE PARKWAY HOUSTON, TX 77077 281-966-4039</td> </tr> </tbody> </table> </div>	Time	Avg	Min	Max	9:00	0:00	0:00	0:00	10:00	0:00	0:00	0:00	11:00	12:45	11:56	13:31	12:00	17:09	14:18	20:00	1:00	12:40	9:24	18:24	2:00	9:39	9:39	9:39	3:00	14:04	12:43	15:19	4:00	11:09	9:22	12:58	5:00	11:58	10:05	15:06	6:00	15:11	3:09	20:39	7:00	15:53	10:47	19:42	8:00	14:05	9:14	22:52	9:00	22:13	11:26	34:43	10:00	11:01	10:03	11:59	11:00	9:15	9:15	9:15	12:00	0:00	0:00	0:00	1:00	0:00	0:00	0:00	2:00	0:00	0:00	0:00	3:00	0:00	0:00	0:00	4:00	0:00	0:00	0:00	Total	13:37	3:09	34:43	Date	Ord #	Ord Time	Disp Time	Time	Taken By	Driver	Customer	11/07/20XX	2	10:01 AM	10:52 AM	50:26	Aska Pattie	John Pitre	JENNIFER A. 1254 ENCLAVE PARKWAY HOUSTON, TX 77077 281-966-4039
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The data excludes deferred orders. The list can then be printed or exported to a file type of your choice.

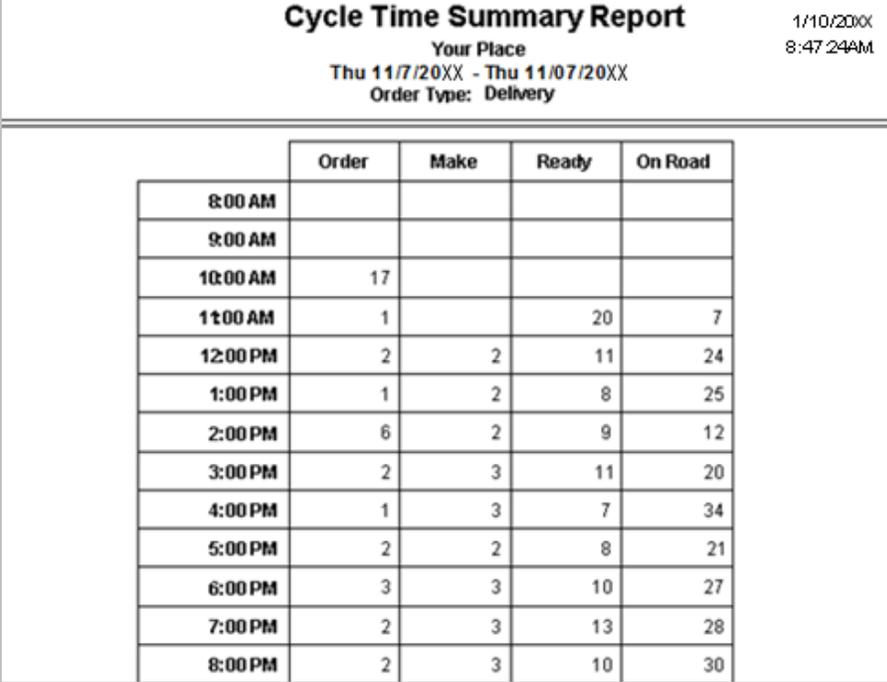
To generate the Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Use this report to identify your busiest drive-thru times, and to prepare adequately with both staff and supplies.

Cycle Time

The Cycle Time Summary Report provides the average order cycle time for a specified date range. The times for each order stage are displayed in average minutes. This report requires the use of *HungerRush's* Kitchen Display System and stages to properly utilize.

NAME	IMAGE																																																																						
Cycle Time Parameters																																																																							
Cycle Time Report	 <p style="text-align: center;">Cycle Time Summary Report Your Place Thu 11/7/20XX - Thu 11/07/20XX Order Type: Delivery</p> <p style="text-align: right;">1/10/20XX 8:47 24AM</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Order</th> <th>Make</th> <th>Ready</th> <th>On Road</th> </tr> </thead> <tbody> <tr><td>8:00 AM</td><td></td><td></td><td></td><td></td></tr> <tr><td>9:00 AM</td><td></td><td></td><td></td><td></td></tr> <tr><td>10:00 AM</td><td>17</td><td></td><td></td><td></td></tr> <tr><td>11:00 AM</td><td>1</td><td></td><td>20</td><td>7</td></tr> <tr><td>12:00 PM</td><td>2</td><td>2</td><td>11</td><td>24</td></tr> <tr><td>1:00 PM</td><td>1</td><td>2</td><td>8</td><td>25</td></tr> <tr><td>2:00 PM</td><td>6</td><td>2</td><td>9</td><td>12</td></tr> <tr><td>3:00 PM</td><td>2</td><td>3</td><td>11</td><td>20</td></tr> <tr><td>4:00 PM</td><td>1</td><td>3</td><td>7</td><td>34</td></tr> <tr><td>5:00 PM</td><td>2</td><td>2</td><td>8</td><td>21</td></tr> <tr><td>6:00 PM</td><td>3</td><td>3</td><td>10</td><td>27</td></tr> <tr><td>7:00 PM</td><td>2</td><td>3</td><td>13</td><td>28</td></tr> <tr><td>8:00 PM</td><td>2</td><td>3</td><td>10</td><td>30</td></tr> </tbody> </table>		Order	Make	Ready	On Road	8:00 AM					9:00 AM					10:00 AM	17				11:00 AM	1		20	7	12:00 PM	2	2	11	24	1:00 PM	1	2	8	25	2:00 PM	6	2	9	12	3:00 PM	2	3	11	20	4:00 PM	1	3	7	34	5:00 PM	2	2	8	21	6:00 PM	3	3	10	27	7:00 PM	2	3	13	28	8:00 PM	2	3	10	30
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Optimal Usage

- Cycle Time should be reviewed to analyze cook times, order entry times, and delivery times to determine whether an order stage is too lengthy. This information can then be used to offer

additional training for your employees to become more efficient and to increase customer satisfaction.

Drive Thru Time

The Drive-Thru Time Report allows you to view average, minimum, and maximum out-the-door times for all drive-thru orders placed, broken in up by hours and a specified time period. Orders Types tagged as “Drivethru” contribute to the displayed times.

NAME	IMAGE																																																				
Drive Thru Time Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="03/05/20XX"/></p> <p>End <input type="text" value="03/05/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																																																				
Drive Thru Time Report	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;">Drive Thru Time</p> <p style="text-align: right;">1/10/20XX 8:47 24AM</p> <p style="text-align: center;">Tue 11/19/20XX - Tue 11/19/20XX</p> <hr/> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Time</th> <th style="text-align: center;">Avg</th> <th style="text-align: center;">Min</th> <th style="text-align: center;">Max</th> </tr> </thead> <tbody> <tr><td>9:00</td><td style="text-align: center;">0:00</td><td style="text-align: center;">0:00</td><td style="text-align: center;">0:00</td></tr> <tr><td>10:00</td><td style="text-align: center;">1:39</td><td style="text-align: center;">0:46</td><td style="text-align: center;">4:46</td></tr> <tr><td>11:00</td><td style="text-align: center;">2:04</td><td style="text-align: center;">0:10</td><td style="text-align: center;">9:05</td></tr> <tr><td>12:00</td><td style="text-align: center;">2:00</td><td style="text-align: center;">0:24</td><td style="text-align: center;">10:42</td></tr> <tr><td>1:00</td><td style="text-align: center;">1:35</td><td style="text-align: center;">0:01</td><td style="text-align: center;">5:01</td></tr> <tr><td>2:00</td><td style="text-align: center;">2:08</td><td style="text-align: center;">0:28</td><td style="text-align: center;">13:32</td></tr> <tr><td>3:00</td><td style="text-align: center;">1:30</td><td style="text-align: center;">0:08</td><td style="text-align: center;">3:46</td></tr> <tr><td>4:00</td><td style="text-align: center;">2:06</td><td style="text-align: center;">0:-01</td><td style="text-align: center;">13:32</td></tr> <tr><td>5:00</td><td style="text-align: center;">1:36</td><td style="text-align: center;">0:04</td><td style="text-align: center;">14:03</td></tr> <tr><td>6:00</td><td style="text-align: center;">1:31</td><td style="text-align: center;">0:19</td><td style="text-align: center;">5:09</td></tr> <tr><td>7:00</td><td style="text-align: center;">2:04</td><td style="text-align: center;">0:21</td><td style="text-align: center;">5:11</td></tr> <tr> <td style="text-align: left;">Total</td> <td style="text-align: center; border-top: 1px solid black;">1:49</td> <td style="text-align: center; border-top: 1px solid black;">0:01</td> <td style="text-align: center; border-top: 1px solid black;">14:03</td> </tr> </tbody> </table> </div>	Time	Avg	Min	Max	9:00	0:00	0:00	0:00	10:00	1:39	0:46	4:46	11:00	2:04	0:10	9:05	12:00	2:00	0:24	10:42	1:00	1:35	0:01	5:01	2:00	2:08	0:28	13:32	3:00	1:30	0:08	3:46	4:00	2:06	0:-01	13:32	5:00	1:36	0:04	14:03	6:00	1:31	0:19	5:09	7:00	2:04	0:21	5:11	Total	1:49	0:01	14:03
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Optimal Usage

- Use this report to identify your busiest drive-thru times, and to prepare adequately with both staff and supplies.

Hourly Sales/Production

The Hourly Sales & Production Report provides a breakdown by half hour of quantity sold, times, delivery, and other order types. The report is run for a specified time period, and may be run by Kitchen Print Category. This offers great insight into your

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Hourly Sales/ Production Parameters	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> Date Report Options </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <p>Start <input type="text" value="03/05/20XX"/></p> <p>End <input type="text" value="03/05/20XX"/></p> </div> <div style="width: 45%;"> <p>Ktch Prt Cat <input type="text" value="All"/></p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </div> </div>																																																																																																																																																																																																																																																																																																																																								
Hourly Sales/ Production Report	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="text-align: right; font-size: small;">1/10/20XX 8:47:24AM</div> <h3 style="text-align: center; margin: 0;">Hourly Sales/Production Report</h3> <p style="text-align: center; margin: 0;">Your Place Tue 11/19/20XX - Tu 11/19/20XX</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th rowspan="2">Time Period</th> <th colspan="2">Qty Sold</th> <th rowspan="2">\$ Value</th> <th colspan="3">Times</th> <th colspan="2">Delivery</th> <th colspan="2">Other Order Types</th> </tr> <tr> <th>Orders</th> <th>Items</th> <th>Make Line</th> <th>O-T-D</th> <th>Lates</th> <th>Orders</th> <th>Items</th> <th>Orders</th> <th>Items</th> </tr> </thead> <tbody> <tr><td>05:00-05:30AM</td><td>0</td><td>0</td><td>0.00</td><td>00:00</td><td>00:00</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> 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<tr><td>12:00-12:30PM</td><td>11</td><td>22</td><td>149.86</td><td>02:29</td><td>12:16</td><td>0</td><td>6</td><td>12</td><td>5</td><td>10</td></tr> <tr><td>12:30-01:00PM</td><td>12</td><td>17</td><td>139.09</td><td>02:16</td><td>13:41</td><td>0</td><td>5</td><td>8</td><td>7</td><td>9</td></tr> <tr><td>01:00-01:30PM</td><td>12</td><td>19</td><td>179.35</td><td>02:57</td><td>10:15</td><td>0</td><td>5</td><td>9</td><td>7</td><td>10</td></tr> <tr><td>01:30-02:00PM</td><td>14</td><td>23</td><td>151.13</td><td>02:18</td><td>11:36</td><td>0</td><td>4</td><td>4</td><td>10</td><td>19</td></tr> <tr><td>02:00-02:30PM</td><td>6</td><td>6</td><td>59.95</td><td>01:23</td><td>00:00</td><td>0</td><td>0</td><td>0</td><td>6</td><td>6</td></tr> <tr><td>02:30-03:00PM</td><td>9</td><td>15</td><td>117.89</td><td>02:31</td><td>10:33</td><td>0</td><td>2</td><td>4</td><td>7</td><td>11</td></tr> <tr><td>03:00-03:30PM</td><td>6</td><td>13</td><td>112.89</td><td>03:21</td><td>14:34</td><td>0</td><td>3</td><td>5</td><td>3</td><td>8</td></tr> <tr><td>03:30-04:00PM</td><td>10</td><td>16</td><td>143.62</td><td>02:47</td><td>14:45</td><td>0</td><td>6</td><td>12</td><td>4</td><td>4</td></tr> <tr><td>04:00-04:30PM</td><td>10</td><td>14</td><td>114.89</td><td>02:20</td><td>14:05</td><td>0</td><td>1</td><td>1</td><td>9</td><td>13</td></tr> <tr><td>04:30-05:00PM</td><td>18</td><td>33</td><td>246.42</td><td>02:38</td><td>11:39</td><td>0</td><td>10</td><td>24</td><td>8</td><td>9</td></tr> <tr><td>05:00-05:30PM</td><td>25</td><td>52</td><td>388.46</td><td>02:29</td><td>12:35</td><td>0</td><td>10</td><td>25</td><td>15</td><td>27</td></tr> <tr><td>05:30-06:00PM</td><td>10</td><td>24</td><td>160.60</td><td>03:22</td><td>11:12</td><td>2</td><td>4</td><td>14</td><td>6</td><td>10</td></tr> 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Line	O-T-D	Lates	Orders	Items	Orders	Items	05:00-05:30AM	0	0	0.00	00:00	00:00	0	0	0	0	0	05:30-06:00AM	0	0	0.00	00:00	00:00	0	0	0	0	0	06:00-06:30AM	0	0	0.00	00:00	00:00	0	0	0	0	0	06:30-07:00AM	0	0	0.00	00:00	00:00	0	0	0	0	0	07:00-07:30AM	0	0	0.00	00:00	00:00	0	0	0	0	0	07:30-08:00AM	0	0	0.00	00:00	00:00	0	0	0	0	0	08:00-08:30AM	0	0	0.00	00:00	00:00	0	0	0	0	0	08:30-09:00AM	0	0	0.00	00:00	00:00	0	0	0	0	0	09:00-09:30AM	0	0	0.00	00:00	00:00	0	0	0	0	0	09:30-10:00AM	0	0	0.00	00:00	00:00	0	0	0	0	0	10:00-10:30AM	0	0	0.00	00:00	00:00	0	0	0	0	0	10:30-11:00AM	0	0	0.00	00:00	00:00	0	0	0	0	0	11:00-11:30AM	11	21	148.82	02:51	10:03	0	8	16	3	5	11:30-12:00PM	15	28	204.53	03:02	21:07	0	8	17	7	11	12:00-12:30PM	11	22	149.86	02:29	12:16	0	6	12	5	10	12:30-01:00PM	12	17	139.09	02:16	13:41	0	5	8	7	9	01:00-01:30PM	12	19	179.35	02:57	10:15	0	5	9	7	10	01:30-02:00PM	14	23	151.13	02:18	11:36	0	4	4	10	19	02:00-02:30PM	6	6	59.95	01:23	00:00	0	0	0	6	6	02:30-03:00PM	9	15	117.89	02:31	10:33	0	2	4	7	11	03:00-03:30PM	6	13	112.89	03:21	14:34	0	3	5	3	8	03:30-04:00PM	10	16	143.62	02:47	14:45	0	6	12	4	4	04:00-04:30PM	10	14	114.89	02:20	14:05	0	1	1	9	13	04:30-05:00PM	18	33	246.42	02:38	11:39	0	10	24	8	9	05:00-05:30PM	25	52	388.46	02:29	12:35	0	10	25	15	27	05:30-06:00PM	10	24	160.60	03:22	11:12	2	4	14	6	10	06:00-06:30PM	40	88	610.49	03:35	14:16	3	26	64	14	24	06:30-07:00PM	26	54	461.09	02:54	13:40	5	15	34	11	20
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To generate the Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). Select the desired Kitchen Print Category, or select All. To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Use this to fine tune your delivery operations. How many items are being sold, produced and how that affects your bottom line for delivery

Daily Delivery

The Daily Delivery Report provides the items, delivery orders, inside (any labor type that is not a driver), and drivers in each of the following categories: actual, projected, prior week, second week, third week, and fourth week for a specified date range.

NAME	IMAGE																																																																																																																																																																																																																																																																																																																																																																																																																																																									
Daily Delivery Parameters	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> Date Report Options </div> <div style="display: flex; align-items: center; gap: 10px;"> <div style="display: flex; align-items: center;"> Day <input style="width: 100px;" type="text" value="03/05/20XX"/> -1 day +1 day </div> <div style="display: flex; align-items: center;"> Ktch Prt Cat <input style="width: 100px;" type="text" value="All"/> </div> </div> </div>																																																																																																																																																																																																																																																																																																																																																																																																																																																									
Daily Delivery Report	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="text-align: center;"> <h3>Daily Delivery Report</h3> <p>Your Place Tue 11/13/20XX</p> <p>Items</p> </div> <div style="text-align: right;"> <p>1/10/20XX 8:47:24AM</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th rowspan="2">Time</th> <th colspan="4">Actual</th> <th colspan="4">Projected</th> <th colspan="2">Last Wk</th> <th colspan="2">2nd Wk</th> <th colspan="2">3rd Wk</th> <th colspan="2">4th Wk</th> </tr> <tr> <th>Items</th> <th>Delivery Orders</th> <th>Inside</th> <th>Drivers</th> <th>Items</th> <th>Delivery Orders</th> <th>Inside</th> <th>Drivers</th> <th>Items</th> <th>Delivery Orders</th> <th>Items</th> <th>Delivery Orders</th> <th>Items</th> <th>Delivery Orders</th> <th>Items</th> <th>Delivery Orders</th> </tr> </thead> <tbody> 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<tr><td>11:00-11:30AM</td><td>5</td><td>1</td><td>1.00</td><td>0.87</td><td>6.00</td><td>0.50</td><td>2.40</td><td>0.29</td><td>4</td><td>0</td><td>5</td><td>0</td><td>8</td><td>1</td><td>7</td><td>1</td></tr> <tr><td>11:30-12:00PM</td><td>6</td><td>1</td><td>1.00</td><td>1.00</td><td>2.75</td><td>1.00</td><td>1.10</td><td>0.57</td><td>1</td><td>1</td><td>4</td><td>1</td><td>3</td><td>1</td><td>3</td><td>1</td></tr> <tr><td>12:00-12:30PM</td><td>7</td><td>1</td><td>1.00</td><td>1.00</td><td>5.25</td><td>1.00</td><td>2.10</td><td>0.57</td><td>5</td><td>3</td><td>1</td><td>0</td><td>3</td><td>1</td><td>12</td><td>0</td></tr> <tr><td>12:30-01:00PM</td><td>1</td><td>1</td><td>1.00</td><td>1.00</td><td>6.00</td><td>1.25</td><td>2.40</td><td>0.71</td><td>3</td><td>1</td><td>10</td><td>1</td><td>4</td><td>2</td><td>7</td><td>1</td></tr> <tr><td>01:00-01:30PM</td><td>4</td><td>1</td><td>1.00</td><td>1.00</td><td>3.25</td><td>1.00</td><td>1.30</td><td>0.57</td><td>5</td><td>1</td><td>2</td><td>0</td><td>3</td><td>1</td><td>3</td><td>2</td></tr> <tr><td>01:30-02:00PM</td><td>5</td><td>0</td><td>1.00</td><td>1.00</td><td>2.75</td><td>0.75</td><td>1.10</td><td>0.43</td><td>8</td><td>2</td><td>3</td><td>1</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>02:00-02:30PM</td><td>1</td><td>0</td><td>1.00</td><td>1.00</td><td>4.75</td><td>1.00</td><td>1.70</td><td>0.57</td><td>0</td><td>0</td><td>11</td><td>2</td><td>3</td><td>1</td><td>3</td><td>1</td></tr> <tr><td>02:30-03:00PM</td><td>2</td><td>1</td><td>1.00</td><td>1.00</td><td>2.00</td><td>0.25</td><td>0.80</td><td>0.14</td><td>2</td><td>0</td><td>1</td><td>0</td><td>1</td><td>0</td><td>4</td><td>1</td></tr> <tr><td>03:00-03:30PM</td><td>0</td><td>0</td><td>2.00</td><td>1.60</td><td>2.50</td><td>1.00</td><td>1.00</td><td>0.57</td><td>2</td><td>0</td><td>3</td><td>1</td><td>1</td><td>1</td><td>4</td><td>2</td></tr> <tr><td>03:30-04:00PM</td><td>2</td><td>1</td><td>2.97</td><td>2.00</td><td>3.25</td><td>1.25</td><td>1.30</td><td>0.71</td><td>2</td><td>1</td><td>3</td><td>2</td><td>0</td><td>0</td><td>8</td><td>2</td></tr> <tr><td>04:00-04:30PM</td><td>5</td><td>0</td><td>2.63</td><td>1.77</td><td>4.00</td><td>0.50</td><td>1.60</td><td>0.29</td><td>1</td><td>1</td><td>10</td><td>0</td><td>3</td><td>0</td><td>2</td><td>1</td></tr> <tr><td>04:30-05:00PM</td><td>4</td><td>1</td><td>3.00</td><td>2.43</td><td>5.25</td><td>0.25</td><td>2.10</td><td>0.14</td><td>5</td><td>0</td><td>7</td><td>0</td><td>9</td><td>1</td><td>0</td><td>0</td></tr> <tr><td>05:00-05:30PM</td><td>15</td><td>2</td><td>2.00</td><td>2.33</td><td>8.75</td><td>1.00</td><td>3.30</td><td>0.57</td><td>5</td><td>0</td><td>22</td><td>2</td><td>3</td><td>1</td><td>3</td><td>1</td></tr> <tr><td>05:30-06:00PM</td><td>5</td><td>1</td><td>2.00</td><td>3.20</td><td>13.00</td><td>3.00</td><td>5.20</td><td>1.71</td><td>12</td><td>1</td><td>10</td><td>5</td><td>10</td><td>2</td><td>20</td><td>4</td></tr> <tr><td>06:00-06:30PM</td><td>21</td><td>6</td><td>2.00</td><td>3.17</td><td>19.00</td><td>3.75</td><td>7.60</td><td>2.14</td><td>27</td><td>6</td><td>22</td><td>4</td><td>12</td><td>3</td><td>15</td><td>2</td></tr> <tr><td>06:30-07:00PM</td><td>15</td><td>3</td><td>2.00</td><td>4.00</td><td>13.50</td><td>3.75</td><td>5.40</td><td>2.14</td><td>13</td><td>3</td><td>14</td><td>4</td><td>17</td><td>5</td><td>10</td><td>3</td></tr> <tr><td>07:00-07:30PM</td><td>8</td><td>2</td><td>1.17</td><td>3.97</td><td>5.00</td><td>1.75</td><td>2.00</td><td>1.00</td><td>4</td><td>1</td><td>2</td><td>2</td><td>7</td><td>3</td><td>7</td><td>1</td></tr> <tr><td>07:30-08:00PM</td><td>9</td><td>2</td><td>2.00</td><td>3.00</td><td>8.75</td><td>1.75</td><td>3.50</td><td>1.00</td><td>7</td><td>2</td><td>16</td><td>3</td><td>7</td><td>1</td><td>5</td><td>1</td></tr> <tr><td>08:00-08:30PM</td><td>16</td><td>5</td><td>1.00</td><td>3.00</td><td>12.75</td><td>2.25</td><td>5.10</td><td>1.29</td><td>11</td><td>3</td><td>18</td><td>3</td><td>19</td><td>3</td><td>3</td><td>0</td></tr> <tr><td>08:30-09:00PM</td><td>2</td><td>1</td><td>1.00</td><td>2.53</td><td>10.50</td><td>3.75</td><td>4.20</td><td>2.14</td><td>16</td><td>6</td><td>19</td><td>6</td><td>7</td><td>3</td><td>0</td><td>0</td></tr> </tbody> </table> </div>	Time	Actual				Projected				Last Wk		2nd Wk		3rd Wk		4th Wk		Items	Delivery Orders	Inside	Drivers	Items	Delivery Orders	Inside	Drivers	Items	Delivery Orders	09:00-09:30AM	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	09:30-10:00AM	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	10:00-10:30AM	0	0	1.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	10:30-11:00AM	0	0	1.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	11:00-11:30AM	5	1	1.00	0.87	6.00	0.50	2.40	0.29	4	0	5	0	8	1	7	1	11:30-12:00PM	6	1	1.00	1.00	2.75	1.00	1.10	0.57	1	1	4	1	3	1	3	1	12:00-12:30PM	7	1	1.00	1.00	5.25	1.00	2.10	0.57	5	3	1	0	3	1	12	0	12:30-01:00PM	1	1	1.00	1.00	6.00	1.25	2.40	0.71	3	1	10	1	4	2	7	1	01:00-01:30PM	4	1	1.00	1.00	3.25	1.00	1.30	0.57	5	1	2	0	3	1	3	2	01:30-02:00PM	5	0	1.00	1.00	2.75	0.75	1.10	0.43	8	2	3	1	0	0	0	0	02:00-02:30PM	1	0	1.00	1.00	4.75	1.00	1.70	0.57	0	0	11	2	3	1	3	1	02:30-03:00PM	2	1	1.00	1.00	2.00	0.25	0.80	0.14	2	0	1	0	1	0	4	1	03:00-03:30PM	0	0	2.00	1.60	2.50	1.00	1.00	0.57	2	0	3	1	1	1	4	2	03:30-04:00PM	2	1	2.97	2.00	3.25	1.25	1.30	0.71	2	1	3	2	0	0	8	2	04:00-04:30PM	5	0	2.63	1.77	4.00	0.50	1.60	0.29	1	1	10	0	3	0	2	1	04:30-05:00PM	4	1	3.00	2.43	5.25	0.25	2.10	0.14	5	0	7	0	9	1	0	0	05:00-05:30PM	15	2	2.00	2.33	8.75	1.00	3.30	0.57	5	0	22	2	3	1	3	1	05:30-06:00PM	5	1	2.00	3.20	13.00	3.00	5.20	1.71	12	1	10	5	10	2	20	4	06:00-06:30PM	21	6	2.00	3.17	19.00	3.75	7.60	2.14	27	6	22	4	12	3	15	2	06:30-07:00PM	15	3	2.00	4.00	13.50	3.75	5.40	2.14	13	3	14	4	17	5	10	3	07:00-07:30PM	8	2	1.17	3.97	5.00	1.75	2.00	1.00	4	1	2	2	7	3	7	1	07:30-08:00PM	9	2	2.00	3.00	8.75	1.75	3.50	1.00	7	2	16	3	7	1	5	1	08:00-08:30PM	16	5	1.00	3.00	12.75	2.25	5.10	1.29	11	3	18	3	19	3	3	0	08:30-09:00PM	2	1	1.00	2.53	10.50	3.75	4.20	2.14	16	6	19	6	7	3	0	0						
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To generate the Report, select the desired date, or choose from the pre-selected date choices (-1 day or +1 day). Select the desired Kitchen Print Category, or select All. To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Use to project what your delivery business will look like.

Daily Delivery Orders

The Daily Delivery Orders report provides a quick view of the critical information related to managing delivery orders on a daily basis. Report includes time of dispatch, minutes since order placed, order number, delivery address, driver, return time and time driver was on the road.

NAME	IMAGE																																																																																																																																																										
Daily Delivery Orders Parameters	<div style="border: 1px solid #ccc; padding: 5px;"> <p><i>Date</i> <i>Report Options</i></p> <p>Day <input type="text" value="03/05/20XX"/> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> Ktch Prt Cat <input type="text" value="All"/></p> </div>																																																																																																																																																										
Daily Delivery Orders Report	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;">Daily Delivery Orders 1/10/20XX</p> <p style="text-align: center;">My Place 8:47 24AM</p> <p style="text-align: center;">Tue 11/19/20XX</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Dispatch Time</th> <th>Minutes Since Order</th> <th>Order #</th> <th>Delivery Address</th> <th>Driver</th> <th>Return Time</th> <th>On-Road Time</th> </tr> </thead> <tbody> <tr><td>11:27 AM</td><td>236</td><td>1</td><td>1 LMU DR</td><td>ROGER PANAMENO</td><td>11:49 AM</td><td>22</td></tr> <tr><td>11:44 AM</td><td>30</td><td>6</td><td>611 5TH AVE MAIN OFFICE</td><td>SPENCER WISE</td><td>12:26 PM</td><td>42</td></tr> <tr><td>11:44 AM</td><td>75</td><td>2</td><td>12971 ZANJA ST</td><td>SPENCER WISE</td><td>12:26 PM</td><td>42</td></tr> <tr><td>11:49 AM</td><td>44</td><td>3</td><td>5760 96TH STREET</td><td>ROGER PANAMENO</td><td>12:23 PM</td><td>34</td></tr> <tr><td>12:24 PM</td><td>15</td><td>23</td><td>13160 MINDANAO WAY 300</td><td>ROGER PANAMENO</td><td>12:42 PM</td><td>18</td></tr> <tr><td>12:32 PM</td><td>15</td><td>25</td><td>4200 VIA DOLCE 233</td><td>SPENCER WISE</td><td>1:06 PM</td><td>34</td></tr> <tr><td>12:56 PM</td><td>14</td><td>27</td><td>13160 MINDANAO WAY 300</td><td>ROGER PANAMENO</td><td>1:26 PM</td><td>30</td></tr> <tr><td>1:06 PM</td><td>18</td><td>30</td><td>4750 LINCOLN BLVD 357</td><td>SPENCER WISE</td><td>1:34 PM</td><td>28</td></tr> <tr><td>1:27 PM</td><td>25</td><td>33</td><td>12422 WEST BLUFF CREEK DR</td><td>ROGER PANAMENO</td><td>2:22 PM</td><td>55</td></tr> <tr><td>1:34 PM</td><td>18</td><td>35</td><td>1 LMU DRIVE</td><td>SPENCER WISE</td><td>1:50 PM</td><td>16</td></tr> <tr><td>1:50 PM</td><td>30</td><td>36</td><td>4640 ADMIRALTY WAY 714</td><td>SPENCER WISE</td><td>2:28 PM</td><td>38</td></tr> <tr><td>1:50 PM</td><td>21</td><td>40</td><td>13488 MAXELLA AVE 200</td><td>SPENCER WISE</td><td>2:28 PM</td><td>38</td></tr> <tr><td>2:22 PM</td><td>11</td><td>55</td><td>4123 WADE ST 2</td><td>ROGER PANAMENO</td><td>2:54 PM</td><td>32</td></tr> <tr><td>2:28 PM</td><td>25</td><td>53</td><td>12950 CULVER BLVD 100B</td><td>SPENCER WISE</td><td>2:52 PM</td><td>24</td></tr> <tr><td>2:52 PM</td><td>33</td><td>56</td><td>4456 SOUTH CENTINELA AVE 8</td><td>SPENCER WISE</td><td>3:23 PM</td><td>31</td></tr> <tr><td>3:28 PM</td><td>11</td><td>61</td><td>6605 ESPLANADE</td><td>NICK HOUSTON</td><td>3:54 PM</td><td>26</td></tr> <tr><td>3:55 PM</td><td>17</td><td>63</td><td>12470 SHORT AVE</td><td>NICK HOUSTON</td><td>4:16 PM</td><td>21</td></tr> <tr><td>4:24 PM</td><td>24</td><td>67</td><td>33 HORIZON AVE 302</td><td>NICK HOUSTON</td><td>5:05 PM</td><td>41</td></tr> <tr><td>4:27 PM</td><td>17</td><td>70</td><td>310 TAHITI WAY 219</td><td>JOSHUA HAAG</td><td>5:25 PM</td><td>58</td></tr> <tr><td>4:41 PM</td><td>26</td><td>72</td><td>13603 MARINA POINTE DR B605</td><td>FABIAN MIRAMONTES</td><td>5:10 PM</td><td>29</td></tr> <tr><td>5:02 PM</td><td>45</td><td>73</td><td>1 LOYOLA MARYMOUNT UNIVERSITY</td><td>SHAYNE MARIAGE</td><td>5:27 PM</td><td>25</td></tr> </tbody> </table> </div>	Dispatch Time	Minutes Since Order	Order #	Delivery Address	Driver	Return Time	On-Road Time	11:27 AM	236	1	1 LMU DR	ROGER PANAMENO	11:49 AM	22	11:44 AM	30	6	611 5TH AVE MAIN OFFICE	SPENCER WISE	12:26 PM	42	11:44 AM	75	2	12971 ZANJA ST	SPENCER WISE	12:26 PM	42	11:49 AM	44	3	5760 96TH STREET	ROGER PANAMENO	12:23 PM	34	12:24 PM	15	23	13160 MINDANAO WAY 300	ROGER PANAMENO	12:42 PM	18	12:32 PM	15	25	4200 VIA DOLCE 233	SPENCER WISE	1:06 PM	34	12:56 PM	14	27	13160 MINDANAO WAY 300	ROGER PANAMENO	1:26 PM	30	1:06 PM	18	30	4750 LINCOLN BLVD 357	SPENCER WISE	1:34 PM	28	1:27 PM	25	33	12422 WEST BLUFF CREEK DR	ROGER PANAMENO	2:22 PM	55	1:34 PM	18	35	1 LMU DRIVE	SPENCER WISE	1:50 PM	16	1:50 PM	30	36	4640 ADMIRALTY WAY 714	SPENCER WISE	2:28 PM	38	1:50 PM	21	40	13488 MAXELLA AVE 200	SPENCER WISE	2:28 PM	38	2:22 PM	11	55	4123 WADE ST 2	ROGER PANAMENO	2:54 PM	32	2:28 PM	25	53	12950 CULVER BLVD 100B	SPENCER WISE	2:52 PM	24	2:52 PM	33	56	4456 SOUTH CENTINELA AVE 8	SPENCER WISE	3:23 PM	31	3:28 PM	11	61	6605 ESPLANADE	NICK HOUSTON	3:54 PM	26	3:55 PM	17	63	12470 SHORT AVE	NICK HOUSTON	4:16 PM	21	4:24 PM	24	67	33 HORIZON AVE 302	NICK HOUSTON	5:05 PM	41	4:27 PM	17	70	310 TAHITI WAY 219	JOSHUA HAAG	5:25 PM	58	4:41 PM	26	72	13603 MARINA POINTE DR B605	FABIAN MIRAMONTES	5:10 PM	29	5:02 PM	45	73	1 LOYOLA MARYMOUNT UNIVERSITY	SHAYNE MARIAGE	5:27 PM	25
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This report will be run for one business day at a time. It will allow the manager to quickly pin point areas of concern.

To generate the Report, select the desired date, or choose from the pre-selected date choices (-1 day or +1 day). To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- This report has more time statistics and is best suited to get a better estimation of overall delivery times.

CallerID Log

The Caller ID Log Report provides call details for all calls to your store within a specified date range. Data includes line number call time, order time, order number, name, phone number, number of rings, and call duration.

NAME	IMAGE																																																																																																																																																																																
CallerID Log Parameters	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;"><i>Date</i></p> <p>Day <input type="text" value="03/05/20XX"/> ▼ -1 day +1 day</p> </div>																																																																																																																																																																																
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Line	Call Time	Order Time	Ord#	Name	Phone	Rings	Duration																																																																																																																																																																										
1	11/14/2013 10:31		0	DANIEL WINDGROV	310-574-0008	1	0:11																																																																																																																																																																										
1	11/14/2013 10:29		0	WIRELESS CALLER	310-433-5248	1	0:11																																																																																																																																																																										
1	11/14/2013 09:28		0	BOEHME NATHAN R	818-917-0045	1	0:15																																																																																																																																																																										
1	11/14/2013 09:11	11/14/2013 8:55 PM	236	QUADRINI DAVID	310-359-3703	1	2:12																																																																																																																																																																										
1	11/14/2013 09:08	11/14/2013 9:10 PM	243	AICCH DAVID	323-327-1618	1	1:46																																																																																																																																																																										
1	11/14/2013 09:00	11/14/2013 8:37 PM	228	RAJKUMAR VIVEK	206-819-2771	1	1:24																																																																																																																																																																										
1	11/14/2013 08:49	11/14/2013 8:55 PM	235	CHRIS FOX	310-874-4141	1	7:16																																																																																																																																																																										
2	11/14/2013 08:47		0			0	8:34																																																																																																																																																																										
1	11/14/2013 08:43	11/14/2013 8:50 PM	234	GUNN, GERALD	310-494-1928	0	6:00																																																																																																																																																																										
1	11/14/2013 08:34	11/14/2013 8:37 PM	228	RAJKUMAR VIVEK	206-819-2771	1	2:56																																																																																																																																																																										
1	11/14/2013 08:29	11/14/2013 8:30 PM	226	CALIFORNIA	323-896-9149	0	1:26																																																																																																																																																																										
1	11/14/2013 08:18	11/14/2013 8:17 PM	222	CALIFORNIA	310-383-0026	1	5:35																																																																																																																																																																										
1	11/14/2013 08:16		0			0	1:03																																																																																																																																																																										
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2	11/14/2013 08:13		0	????		0	1:24																																																																																																																																																																										
1	11/14/2013 08:12	11/14/2013 8:13 PM	219	HOSSEINI DARIUS	818-428-7504	1	2:07																																																																																																																																																																										
2	11/14/2013 08:07		0	MULADORE KYLE	715-617-2590	0	2:15																																																																																																																																																																										
3	11/14/2013 08:07		0	CALIFORNIA	310-429-8222	1	7:08																																																																																																																																																																										
1	11/14/2013 08:06	11/14/2013 8:09 PM	217	FACEBOOK	310-383-6669	1	3:31																																																																																																																																																																										
1	11/14/2013 07:55	11/14/2013 7:57 PM	207	Johansen Derek	310-821-2728	1	2:48																																																																																																																																																																										
2	11/14/2013 07:55		0		No-Calle	0	1:56																																																																																																																																																																										

Review this report to determine if order time exceeds a certain level, letting you know if employees or managers are having personal conversations.

To generate the Report, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel, Word, or a PDF file, click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Calls with no order number was lengthy, it is likely that the employee was on a personal call.

No Sale Audit

The No Sale Report provides a list of each No Sale instance for a specified date range.

NAME	IMAGE																																																																																																																								
No Sale Audit Parameters																																																																																																																									
No Sale Audit Report	<div style="text-align: right;">1/10/20XX 8:47 24AM</div> <h3 style="text-align: center;">No Sale Audit Report</h3> <p style="text-align: center;">My Place Thu 11/14/20XX - Thu 11/14/20XX</p> <table border="1"> <thead> <tr> <th>Business Date</th> <th>Computer</th> <th>NSTime</th> <th>User</th> <th>Approved By</th> </tr> </thead> <tbody> <tr><td>11/14/20XX</td><td>Station2</td><td>11/14/20XX 11:11 AM</td><td>Gina Muto</td><td>Gina Muto</td></tr> <tr><td>11/14/20XX</td><td>Station2</td><td>11/14/20XX 11:12 AM</td><td>Gina Muto</td><td>Gina Muto</td></tr> <tr><td>11/14/20XX</td><td>Station4</td><td>11/14/20XX 11:22 AM</td><td>Kariza Livingston</td><td>Kariza Livingston</td></tr> <tr><td>11/14/20XX</td><td>Station4</td><td>11/14/20XX 11:25 AM</td><td>Kariza Livingston</td><td>Kariza Livingston</td></tr> <tr><td>11/14/20XX</td><td>Station4</td><td>11/14/20XX 11:27 AM</td><td>Kariza Livingston</td><td>Kariza Livingston</td></tr> <tr><td>11/14/20XX</td><td>Station4</td><td>11/14/20XX 11:35 AM</td><td>Kariza Livingston</td><td>Kariza Livingston</td></tr> <tr><td>11/14/20XX</td><td>Station4</td><td>11/14/20XX 11:56 AM</td><td>Kariza Livingston</td><td>Kariza Livingston</td></tr> <tr><td>11/14/20XX</td><td>Station4</td><td>11/14/20XX 11:59 AM</td><td>Kariza Livingston</td><td>Kariza Livingston</td></tr> <tr><td>11/14/20XX</td><td>Station4</td><td>11/14/20XX 12:00 PM</td><td>Kariza Livingston</td><td>Kariza Livingston</td></tr> <tr><td>11/14/20XX</td><td>Station4</td><td>11/14/20XX 12:04 PM</td><td>Kariza Livingston</td><td>Kariza Livingston</td></tr> <tr><td>11/14/20XX</td><td>Station3</td><td>11/14/20XX 12:05 PM</td><td>Mari Stansel</td><td>Mari Stansel</td></tr> <tr><td>11/14/20XX</td><td>Station3</td><td>11/14/20XX 12:06 PM</td><td>Mari Stansel</td><td>Mari Stansel</td></tr> <tr><td>11/14/20XX</td><td>Station4</td><td>11/14/20XX 12:09 PM</td><td>Kariza Livingston</td><td>Kariza Livingston</td></tr> <tr><td>11/14/20XX</td><td>Station4</td><td>11/14/20XX 12:14 PM</td><td>Kariza Livingston</td><td>Kariza Livingston</td></tr> <tr><td>11/14/20XX</td><td>Station3</td><td>11/14/20XX 12:18 PM</td><td>Jasmine Vojtko</td><td>Jasmine Vojtko</td></tr> <tr><td>11/14/20XX</td><td>Station3</td><td>11/14/20XX 12:22 PM</td><td>Jasmine Vojtko</td><td>Jasmine Vojtko</td></tr> <tr><td>11/14/20XX</td><td>Station3</td><td>11/14/20XX 12:26 PM</td><td>Jasmine Vojtko</td><td>Jasmine Vojtko</td></tr> <tr><td>11/14/20XX</td><td>Station2</td><td>11/14/20XX 12:28 PM</td><td>Gina Muto</td><td>Gina Muto</td></tr> <tr><td>11/14/20XX</td><td>Station3</td><td>11/14/20XX 12:29 PM</td><td>Jasmine Vojtko</td><td>Jasmine Vojtko</td></tr> <tr><td>11/14/20XX</td><td>Station4</td><td>11/14/20XX 12:31 PM</td><td>Kariza Livingston</td><td>Kariza Livingston</td></tr> <tr><td>11/14/20XX</td><td>Station3</td><td>11/14/20XX 12:35 PM</td><td>Jasmine Vojtko</td><td>Jasmine Vojtko</td></tr> <tr><td>11/14/20XX</td><td>Station4</td><td>11/14/20XX 12:36 PM</td><td>Kariza Livingston</td><td>Kariza Livingston</td></tr> <tr><td>11/14/20XX</td><td>Station2</td><td>11/14/20XX 12:38 PM</td><td>Gina Muto</td><td>Gina Muto</td></tr> </tbody> </table>	Business Date	Computer	NSTime	User	Approved By	11/14/20XX	Station2	11/14/20XX 11:11 AM	Gina Muto	Gina Muto	11/14/20XX	Station2	11/14/20XX 11:12 AM	Gina Muto	Gina Muto	11/14/20XX	Station4	11/14/20XX 11:22 AM	Kariza Livingston	Kariza Livingston	11/14/20XX	Station4	11/14/20XX 11:25 AM	Kariza Livingston	Kariza Livingston	11/14/20XX	Station4	11/14/20XX 11:27 AM	Kariza Livingston	Kariza Livingston	11/14/20XX	Station4	11/14/20XX 11:35 AM	Kariza Livingston	Kariza Livingston	11/14/20XX	Station4	11/14/20XX 11:56 AM	Kariza Livingston	Kariza Livingston	11/14/20XX	Station4	11/14/20XX 11:59 AM	Kariza Livingston	Kariza Livingston	11/14/20XX	Station4	11/14/20XX 12:00 PM	Kariza Livingston	Kariza Livingston	11/14/20XX	Station4	11/14/20XX 12:04 PM	Kariza Livingston	Kariza Livingston	11/14/20XX	Station3	11/14/20XX 12:05 PM	Mari Stansel	Mari Stansel	11/14/20XX	Station3	11/14/20XX 12:06 PM	Mari Stansel	Mari Stansel	11/14/20XX	Station4	11/14/20XX 12:09 PM	Kariza Livingston	Kariza Livingston	11/14/20XX	Station4	11/14/20XX 12:14 PM	Kariza Livingston	Kariza Livingston	11/14/20XX	Station3	11/14/20XX 12:18 PM	Jasmine Vojtko	Jasmine Vojtko	11/14/20XX	Station3	11/14/20XX 12:22 PM	Jasmine Vojtko	Jasmine Vojtko	11/14/20XX	Station3	11/14/20XX 12:26 PM	Jasmine Vojtko	Jasmine Vojtko	11/14/20XX	Station2	11/14/20XX 12:28 PM	Gina Muto	Gina Muto	11/14/20XX	Station3	11/14/20XX 12:29 PM	Jasmine Vojtko	Jasmine Vojtko	11/14/20XX	Station4	11/14/20XX 12:31 PM	Kariza Livingston	Kariza Livingston	11/14/20XX	Station3	11/14/20XX 12:35 PM	Jasmine Vojtko	Jasmine Vojtko	11/14/20XX	Station4	11/14/20XX 12:36 PM	Kariza Livingston	Kariza Livingston	11/14/20XX	Station2	11/14/20XX 12:38 PM	Gina Muto	Gina Muto
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Optimal Usage

- Best used when there are concerns about theft through the use of the No Sale function.

Menu Excp

Separated by Menu Groups and Preference names, the Menu Excp report will display any Item that has a “none/0.00” value for Size, Price , Report Group, Tax Type and Kitchen Print Category.

NAME	IMAGE																																																																																																																																																										
Menu Excp Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Report Options</i></p> <p style="text-align: center;">Menu <input type="text" value="Menu"/></p> <p> <input checked="" type="checkbox"/> Items <input checked="" type="checkbox"/> Modifiers <input checked="" type="checkbox"/> Preferences </p> <p style="text-align: center;">Menu Groups <input type="text" value="All"/></p> </div>																																																																																																																																																										
Menu Excp Report	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="text-align: center;">Menu Exceptions</th> </tr> <tr> <th colspan="7" style="text-align: center;">Menu</th> </tr> <tr> <th style="width: 15%;"></th> <th style="width: 25%;">Item</th> <th style="width: 10%;">Size</th> <th style="width: 10%;">Price</th> <th style="width: 15%;">Report Grp</th> <th style="width: 10%;">Tax Type</th> <th style="width: 15%;">Ktch Prt Cat</th> </tr> </thead> <tbody> <tr> <td>Al Carbon</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> Preferences</td> <td>Beef Taco Carbon</td> <td>None</td> <td>0.00</td> <td>None</td> <td>None</td> <td>N/A</td> </tr> <tr> <td></td> <td>Chicken Taco Carbo</td> <td>None</td> <td>0.00</td> <td>None</td> <td>None</td> <td>N/A</td> </tr> <tr> <td>BgJkDad</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> Preferences</td> <td>Bq Jk Dad Orinqs</td> <td>None</td> <td>0.00</td> <td>None</td> <td>None</td> <td>Apps</td> </tr> <tr> <td>BNLSSauce</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> Preferences</td> <td>Asian Zing BNLS</td> <td>None</td> <td>0.00</td> <td>OtherFood</td> <td>None</td> <td>N/A</td> </tr> <tr> <td></td> <td>Buffalo BNLS</td> <td>None</td> <td>0.00</td> <td>OtherFood</td> <td>None</td> <td>N/A</td> </tr> <tr> <td></td> <td>Carrib Jerk BNLS</td> <td>None</td> <td>0.00</td> <td>OtherFood</td> <td>None</td> <td>N/A</td> </tr> <tr> <td></td> <td>Honey BBQ BNLS</td> <td>None</td> <td>0.00</td> <td>OtherFood</td> <td>None</td> <td>N/A</td> </tr> <tr> <td></td> <td>Hot BBQ BNLS</td> <td>None</td> <td>0.00</td> <td>OtherFood</td> <td>None</td> <td>N/A</td> </tr> <tr> <td></td> <td>Hot Sauce BNLS</td> <td>None</td> <td>0.00</td> <td>OtherFood</td> <td>None</td> <td>N/A</td> </tr> <tr> <td></td> <td>Lemon Pepper BNLS</td> <td>None</td> <td>0.00</td> <td>OtherFood</td> <td>None</td> <td>N/A</td> </tr> <tr> <td></td> <td>Med Sauce BNLS</td> <td>None</td> <td>0.00</td> <td>OtherFood</td> <td>None</td> <td>N/A</td> </tr> <tr> <td></td> <td>Mild Sauce BNLS</td> <td>None</td> <td>0.00</td> <td>OtherFood</td> <td>None</td> <td>N/A</td> </tr> <tr> <td>BourbonScotch</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> Modifiers</td> <td>Bonzai</td> <td>None</td> <td>0.00</td> <td>None</td> <td>AlcoholTax</td> <td>N/A</td> </tr> <tr> <td></td> <td>Coke</td> <td>None</td> <td>0.00</td> <td>None</td> <td>None</td> <td>N/A</td> </tr> <tr> <td></td> <td>Cranberry Juice</td> <td>None</td> <td>0.00</td> <td>None</td> <td>None</td> <td>N/A</td> </tr> </tbody> </table>	Menu Exceptions							Menu								Item	Size	Price	Report Grp	Tax Type	Ktch Prt Cat	Al Carbon							Preferences	Beef Taco Carbon	None	0.00	None	None	N/A		Chicken Taco Carbo	None	0.00	None	None	N/A	BgJkDad							Preferences	Bq Jk Dad Orinqs	None	0.00	None	None	Apps	BNLSSauce							Preferences	Asian Zing BNLS	None	0.00	OtherFood	None	N/A		Buffalo BNLS	None	0.00	OtherFood	None	N/A		Carrib Jerk BNLS	None	0.00	OtherFood	None	N/A		Honey BBQ BNLS	None	0.00	OtherFood	None	N/A		Hot BBQ BNLS	None	0.00	OtherFood	None	N/A		Hot Sauce BNLS	None	0.00	OtherFood	None	N/A		Lemon Pepper BNLS	None	0.00	OtherFood	None	N/A		Med Sauce BNLS	None	0.00	OtherFood	None	N/A		Mild Sauce BNLS	None	0.00	OtherFood	None	N/A	BourbonScotch							Modifiers	Bonzai	None	0.00	None	AlcoholTax	N/A		Coke	None	0.00	None	None	N/A		Cranberry Juice	None	0.00	None	None	N/A
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Optimal Usage

- The Menu Exception Report can be used as a maintenance tool to find items that have no tax or report group associated with them or find items that had not been given a Kitchen Print Category.

Removed Ticket Items Audit

The Removed Ticket Items Report provides a list for a specified date range of all items removed from orders before the order is sent to the kitchen, as well as the time and date of the removal, the employee's name, the item, and the dollar amount of the item that was removed.

NAME	IMAGE																																																												
<p>Removed Ticket Items Audit Parameters</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="03/05/20XX"/></p> <p>End <input type="text" value="03/05/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																																																												
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Optimal Usage

- This report can be used as a theft control mechanism for locations in which items not requiring a prep ticket are sold across the counter.

Removed Items Audit by Employee

The Removed Ticket Items Report provides a list for a specified date range of all items removed from orders before the order is sent to the kitchen, as well as the time and date of the removal, the employee's name, the item, and the dollar amount of the item that was removed.

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Optimal Usage

- Similar to the remove ticket audit item .This report adds which station the removed item was made by and organizes it by employee rather than removal time.

Cash Drawer Audit

The Cash Drawer Audit Report provides a list for a specified date range of all Drawers that were edited after being closed. Their time stamps for edits, which station the edit took place at and who was responsible for the change. The adjustment amount is also shown and separated into their different payment methods.

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Optimal Usage

- The Cash Drawer Audit Report can be used as a theft control mechanism. Look for a drawer that was edited multiple times over a short period of time and their adjustment amounts.

Removed Payments Audit Report

The Removed Payments Report provides a list for a specified date range of all payments removed from orders before the order is sent to the kitchen, as well as the time and date of the removal, the person who approved the removal, the order number, the user who removed the payment, the station number, and the dollar amount of the payment that was removed.

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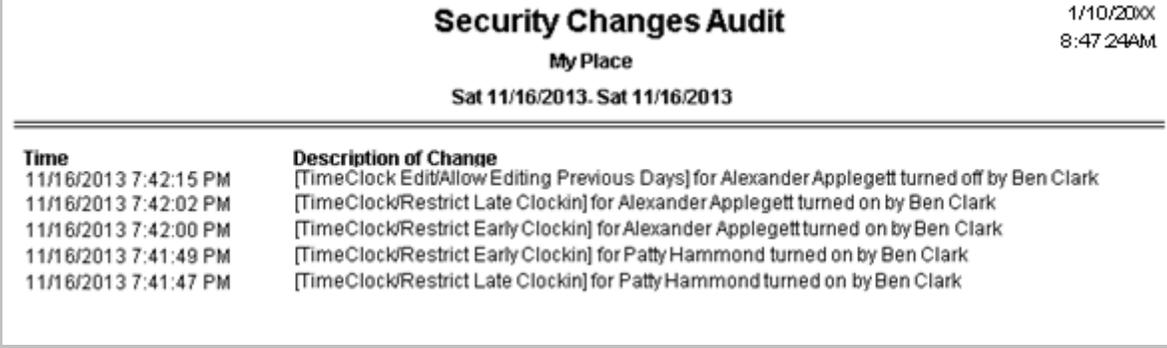
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Optimal Usage

- The Removed Payments Audit Report can be used as a theft control mechanism. Look for a payment that was removed at the end of the night, after the order was tendered for more than one hour.

Security Changes Audit

The Security Changes Audit Report displays all security changes, as well as the date and time that the changes were made, for a specified date range.

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Optimal Usage

- This report can be used to determine if an employee is giving inappropriate security to other employees.

Time Clock Changes Audit

The Time Clock Changes Audit Report provides a list of all time clock edits made within a specified date range and who made them.

NAME	IMAGE																																																																																																																																												
Time Clock Changes Audit Parameters	<div style="border: 1px solid #ccc; padding: 10px;"> <p><i>Date</i></p> <p>Start <input type="text" value="03/05/20XX"/></p> <p>End <input type="text" value="03/05/20XX"/></p> <p> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/> <input type="button" value="Today"/> <input type="button" value="WTD"/> <input type="button" value="MTD"/> </p> </div>																																																																																																																																												
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Optimal Usage

- Use this report to see if someone such a shift leader is changing their own time, or if time clock entries are being made to fraudulently control labor costs.

Employee Transaction Audit

The Employee Transaction Audit Report provides a list of all point of sales activities made within a specified date range and specific employee.

NAME	IMAGE																																																																																																								
Employee Transaction Audit Parameters	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> Date Report Options </div> <div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"> Day <input type="text" value="03/05/20XX"/> -1 day +1 day </div> <div> Employee <input type="text" value="All"/> </div> </div> </div>																																																																																																								
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Optimal Usage

- Use this report to review a specific employee’s transactions to see if there is any questionable point of sale activity.

ID Scans Audit

The Employee Transaction Audit Report provides a list of all point of sales activities made within a specified date range and specific employee.

NAME	IMAGE																												
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Optimal Usage

- Review transactions to ensure all alcohol/beverage laws are being properly enforced.

Daily Snapshot

The Daily Snapshot Report provides a quick exportable view of the day's key performance indicators; net sales, labor dollars labor hours, order count, and guest count.

NAME	IMAGE																
Daily Snapshot Parameters																	
Daily Snapshot Report	 <table border="1"> <thead> <tr> <th>Store ID</th> <th>Date</th> <th>Net Sales</th> <th>Labor \$</th> <th>Labor Hrs</th> <th>Order Cnt</th> <th>Guest Cnt</th> <th>Purchases</th> </tr> </thead> <tbody> <tr> <td>10002</td> <td>11/15/20XX</td> <td>\$4419.06</td> <td>\$761.81</td> <td>88.99</td> <td>274.00</td> <td>274.00</td> <td>\$0.00</td> </tr> </tbody> </table>	Store ID	Date	Net Sales	Labor \$	Labor Hrs	Order Cnt	Guest Cnt	Purchases	10002	11/15/20XX	\$4419.06	\$761.81	88.99	274.00	274.00	\$0.00
Store ID	Date	Net Sales	Labor \$	Labor Hrs	Order Cnt	Guest Cnt	Purchases										
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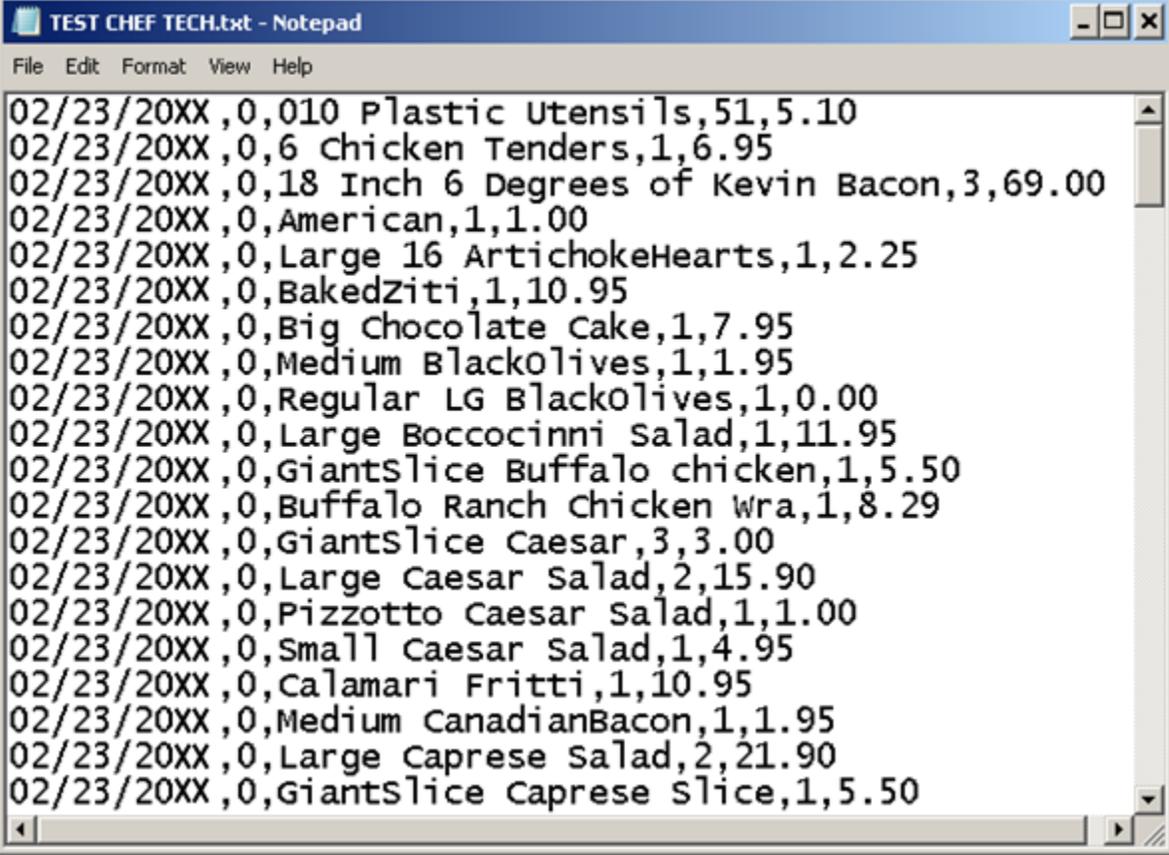
To generate the Report, select the date or choose from the pre-selected date choices (-1 day, +1 day). To print the report to your default Windows printer, click the Print button. To view the report within your *HungerRush* system, click the Run Report button. To export the data to Excel click Run Report, and then click Export. Navigate to the desired location, select the file type, enter a file name, and click the Save button.

Optimal Usage

- Simple view of the business day

ChefTec Export

The ChefTec export function allows users to export data to their ChefTec software, a recipe and menu costing, inventory control application. The data is exported to a text (.txt) file, and may be saved in the location of your choice. An additional column has been added to keep track of PLU numbers.

NAME	IMAGE
ChefTec Parameters	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;"><i>Date</i></p> <p>Day <input type="text" value="03/05/20XX"/> <input type="button" value="-1 day"/> <input type="button" value="+1 day"/></p> </div>
ChefTec Report	 <pre> 02/23/20XX,0,010 Plastic Utensils,51,5.10 02/23/20XX,0,6 chicken Tenders,1,6.95 02/23/20XX,0,18 Inch 6 Degrees of Kevin Bacon,3,69.00 02/23/20XX,0,American,1,1.00 02/23/20XX,0,Large 16 ArtichokeHearts,1,2.25 02/23/20XX,0,BakedZiti,1,10.95 02/23/20XX,0,Big Chocolate Cake,1,7.95 02/23/20XX,0,Medium BlackOlives,1,1.95 02/23/20XX,0,Regular LG BlackOlives,1,0.00 02/23/20XX,0,Large Boccocinni Salad,1,11.95 02/23/20XX,0,GiantSlice Buffalo chicken,1,5.50 02/23/20XX,0,Buffalo Ranch Chicken Wra,1,8.29 02/23/20XX,0,GiantSlice Caesar,3,3.00 02/23/20XX,0,Large Caesar Salad,2,15.90 02/23/20XX,0,Pizzotto Caesar Salad,1,1.00 02/23/20XX,0,Small Caesar Salad,1,4.95 02/23/20XX,0,Calamari Fritti,1,10.95 02/23/20XX,0,Medium CanadianBacon,1,1.95 02/23/20XX,0,Large Caprese Salad,2,21.90 02/23/20XX,0,GiantSlice Caprese Slice,1,5.50 </pre>

To generate the export, select the desired start and end dates or choose from the pre-selected date choices (-1 day, +1 day, Today, WTD, or MTD). Select ChefTec Export. Navigate to the desired location, enter a file name, and click the Save button.

Inventory Reports

Located in the Inventory section of *HungerRush*, the majority of these reports are based on items and categories created within the Inventory section. Items, Recipes and Purchase Orders need to be utilized for these reports to have their full intended impact. These reports give an owner an ideal usage of products and help them maintain their inventory when used in conjunction with Physical Counts of inventory.

NAME	IMAGE																
Inventory Reports																	
Category	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <p style="text-align: center;">Cost</p> <table border="1" style="width: 100%;"> <tr> <td>Category</td> <td>Cost</td> </tr> <tr> <td>Report Name</td> <td> <ul style="list-style-type: none"> By Category By Group By Item </td> </tr> </table> </div> <div style="width: 50%;"> <p style="text-align: center;">Counts</p> <table border="1" style="width: 100%;"> <tr> <td>Category</td> <td>Counts</td> </tr> <tr> <td>Report Name</td> <td> <ul style="list-style-type: none"> Daily Weekly Monthly </td> </tr> </table> </div> <div style="width: 50%;"> <p style="text-align: center;">Purchase</p> <table border="1" style="width: 100%;"> <tr> <td>Category</td> <td>Purchases</td> </tr> <tr> <td>Report Name</td> <td> <ul style="list-style-type: none"> Purchases By Category </td> </tr> </table> </div> <div style="width: 50%;"> <p style="text-align: center;">Usage</p> <table border="1" style="width: 100%;"> <tr> <td>Category</td> <td>Usage</td> </tr> <tr> <td>Report Name</td> <td> <ul style="list-style-type: none"> Daily Inventory Weekly Inventory Monthly Inventory </td> </tr> </table> </div> </div>	Category	Cost	Report Name	<ul style="list-style-type: none"> By Category By Group By Item 	Category	Counts	Report Name	<ul style="list-style-type: none"> Daily Weekly Monthly 	Category	Purchases	Report Name	<ul style="list-style-type: none"> Purchases By Category 	Category	Usage	Report Name	<ul style="list-style-type: none"> Daily Inventory Weekly Inventory Monthly Inventory
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Inventory Cost by Category

The Inventory Cost by Category Report displays by category the starting inventory dollar amount, purchases, and the ending amount for a specified time period. Cost for each category is calculated by adding starting amount to purchases and then subtracting the ending inventory dollar amount to determine the cost for each category. Total Net Sales for the specified time period are displayed, as well as the percentage of cost for each category. The Cost by Category Report can be used to monitor cost trends, allowing you to monitor any increases in the cost percentage based on net sales. To generate the Inventory Cost Report, select Costs from the Category dropdown menu, and select By Category from the Report dropdown menu. Choose the desired Start and End dates. Click Print to print the report to your default Windows printer, or click View to display the report within your *HungerRush* system.

NAME	IMAGE																	
Inventory Cost by Category Reports	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 40%;"> <p>Category: Cost</p> <p>Report Name: By Category</p> </div> <div style="width: 30%; text-align: center;"> <p>Start: 10/14/20XX</p> <p>End: 10/20/20XX</p> </div> <div style="width: 20%; text-align: right;"> <p>Print View</p> </div> </div>																	
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Inventory Cost by Group

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SUPPLIES	\$0.00	\$52.66	\$0.00	\$52.66	\$13.10	401.98																																																																	
PROMOTIONAL ITEMS	\$0.00	\$0.00	\$0.00	\$0.00	\$13.10	0.00																																																																	
UNIFORMS	\$0.00	\$11.98	\$0.00	\$11.98	\$13.10	91.45																																																																	
	\$547.71	\$406.73	\$537.51	\$416.93	\$13.10	3182.71																																																																	

Inventory Cost by Item

The Inventory Cost by Item Report displays by category the starting inventory dollar amount, purchases, and the ending amount for a specified time period. Cost for each item is calculated by adding starting amount to purchases and then subtracting the ending inventory dollar amount to determine the cost for each item. Total Net Sales for the specified time period are displayed, as well as the percentage of cost for each item. Each column in the report also includes a grand total for that column. The Cost by Item Report can be used to monitor cost trends, allowing you to monitor any increases in the cost percentage based on net sales.

NAME	IMAGE								
Inventory Cost by Item Reports	Category: Cost		Start: 10/14/20XX		End: 10/20/20XX		Print	View	
	Report Name: By Item								
	Item	Start	+ Purchases	- End	= Cost	Net Sales	Pct		
	LETTUCE BLEND 5#	\$2.94	\$0.00	\$5.87	(\$2.94)	\$8,151.29	-0.04		
	LETTUCE ICEBERG 5#	\$0.00	\$11.64	\$0.00	\$11.64	\$8,151.29	0.14		
	MUSHROOM 5#	\$0.00	\$0.00	\$0.00	\$0.00	\$8,151.29	0.00		
	ONION 2.5#	\$7.68	\$19.20	\$13.06	\$13.82	\$8,151.29	0.17		
	GREEN PEPPER 2.5#	\$17.98	\$21.24	\$19.11	\$20.12	\$8,151.29	0.25		
	TOMATO 25#	\$0.00	\$0.00	\$0.00	\$0.00	\$8,151.29	0.00		
	TOMATO 10#	\$12.89	\$11.39	\$9.67	\$14.61	\$8,151.29	0.18		
BBQ SAUCE CUP 96CT	\$42.05	\$0.00	\$42.05	\$0.00	\$8,151.29	0.00			
BBQ SAUCE GAL	\$6.44	\$0.00	\$4.29	\$2.15	\$8,151.29	0.03			
BLUE CHZ PKT 120CT	\$0.00	\$0.00	\$0.00	\$0.00	\$8,151.29	0.00			
BLUE CHZ GAL	\$0.00	\$0.00	\$0.00	\$0.00	\$8,151.29	0.00			
BLUE CHZ CUP 96CT	\$22.72	\$0.00	\$21.15	\$1.57	\$8,151.29	0.02			
RANCH PKT 120CT	\$30.48	\$15.96	\$37.61	\$8.43	\$8,151.29	0.10			

To generate the Inventory Cost by Item Report, select Costs from the Category dropdown menu, and select By Item from the Report dropdown menu. Choose the desired Start and End dates. Click Print to print the report to your default Windows printer, or click View to display the report within your *HungerRush* system.

Inventory Count Reports

Daily Inventory Counts

The Daily Inventory Counts Report displays daily counted items; data includes item number, item name, unit, and day of the week for a specified week. Use the Daily Inventory Counts Report to monitor your day by day inventory, and to watch for any suspicious purchase activity or missing counts.

NAME	IMAGE																																																																																																				
Daily Inventory Counts Reports	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 40%;"> <p>Category: <input type="text" value="Counts"/></p> <p>Report Name: <input type="text" value="Daily"/></p> </div> <div style="width: 30%;"> <p>Week Start: <input type="text" value="10/14/20XX"/></p> </div> <div style="width: 20%; text-align: right;"> <p><input type="button" value="Print"/> <input type="button" value="View"/></p> </div> </div>																																																																																																				
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To generate the Daily Inventory Counts Report, select Counts from the Category dropdown menu, and select Daily from the Report dropdown menu. Choose the desired Start and End dates. Click Print to print the report to your default Windows printer, or click View to display the report within your *HungerRush* system.

Weekly Inventory Counts

The Weekly Inventory Counts Report displays weekly counted items; data includes the item number, item name, unit, and week for a specified month. Use the Weekly Inventory Counts Report to monitor your week to week inventory, and to watch for any suspicious purchase activity or missing counts.

NAME	IMAGE							
Weekly Inventory Counts Reports	Category: <input type="text" value="Counts"/>		Month: <input type="text" value="October"/>		<input type="button" value="Print"/>		<input type="button" value="View"/>	
	Report Name: <input type="text" value="Weekly"/>							
	Item Number	Item Name	Unit	Sun 10/06/13	Sun 10/13/13	Sun 10/20/13	Sun 10/27/13	
	031305	Lettuce Blend 5#	Bag	0.950	0.500	1.000	0.500	
	031825	Onion 2.5#	Pound	10.000	5.000	8.500	7.500	
	031860	Green Pepper 2.5#	Pound	10.000	8.000	8.500	8.750	
	032891	Tomato 10#	Pound	9.000	8.000	6.000	6.000	
	051850	BBQ Sauce Cup 96ct	Case	2.350	2.250	2.250	1.350	
	051875	BBQ Sauce Gal	Gallon	0.950	0.750	0.500	0.450	
	051920	Blue Chz Cup 96ct	Cup	97.000	87.000	81.000	60.000	
051930	Ranch Pkt 120ct	Packet	240.000	235.000	290.000	248.000		

To generate the Weekly Inventory Counts Report, select Counts from the Category dropdown menu, and select Weekly from the Report dropdown menu. Choose the desired Start and End dates. Click Print to print the report to your default Windows printer, or click View to display the report within your *HungerRush* system.

Monthly Inventory Counts

The Monthly Inventory Counts Report displays monthly counted items; data includes the item number, item name, unit, and week for a specified month. Use the Monthly Inventory Counts Report to monitor your day by day inventory, and to watch for any suspicious purchase activity or missing counts.

NAME	IMAGE																																				
Monthly Inventory Counts Reports	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p>Category: Counts <input type="text"/></p> <p>Report Name: Monthly <input type="text"/></p> </div> <div style="width: 30%;"> <p>Month: October <input type="text"/></p> </div> <div style="width: 10%; text-align: right;"> <p><input type="button" value="Print"/> <input type="button" value="View"/></p> </div> </div>																																				
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To generate the Monthly Inventory Counts Report, select Counts from the Category dropdown menu, and select Daily from the Report dropdown menu. Choose the desired Start and End dates. Click Print to print the report to your default Windows printer, or click View to display the report within your *HungerRush* system.

Inventory Usage Reports

Daily Inventory Usage Report

The Daily Inventory Usage Report is a comprehensive report organized by category, and displays the following data for a daily counted inventory items for a specified date range (the report may also be sorted by item number).

NAME	IMAGE
<p>Counted Daily Inventory Items</p>	<ul style="list-style-type: none"> • Item Number • Item Name • Unit (Unit as counted) • Cost (Item Cost) • Beginning Dollar Amount (Previous day end count) • Purchase Dollar Amount (purchases during date range) • Xfer (Items transferred to another store) • Total (Beginning + Purchases - Transfers) • End (Ending dollar amount) • Actual (Total – End Count) • Ideal (What was rung into the POS) • Waste (Any bulk waste items) • Adjusted Ideal (Ideal + Waste) • Variance and Variance % (Actual – Adjusted Ideal) • Ideal Dollar (Adj Ideal X Cost) • Variance Dollar (Variance X Cost) • On Hand \$ (End Count X Cost)

- Dollar Usage Summary
- % of Net Sales Summary with Delivery Fees
- % of Net Sales Summary without Delivery Fees

continued...

Inventory Usage Report

My Place
Mon 10/14/20XX - Sun 10/20/20XX

Cheese																		
Item#	Item	Unit	Cost	Req	Purch	Xfer	Total	End	Actual	Ideal	Waste	Adj Ideal	Var	Var%	Act\$	Idea\$	Var\$	OHS
915155	MOZZARELLA 5#	Pound	2.18	248	300.00	0.00	543.00	220	323.00	319.13	0.00	319.13	3.87	1.21	703.17	694.74	8.43	478.94
															\$703.17	694.74	8.43	478.94

Paper																		
Item#	Item	Unit	Cost	Req	Purch	Xfer	Total	End	Actual	Ideal	Waste	Adj Ideal	Var	Var%	Act\$	Idea\$	Var\$	OHS
915000	BREAD BOX	Box	0.17	379.00	300.00	0.00	679.00	419.00	260.00	259.00	0.00	259.00	1.00	0.39	43.42	43.25	0.17	69.97
915620	PIZZA BOX DO	Box	0.33	173.00	0.00	0.00	173.00	115.00	58.00	58.00	0.00	58.00	0.00	0.00	19.15	19.15	0.00	37.97
915735	PIZZA BOX LO	Box	0.32	413.00	400.00	0.00	813.00	470.00	343.00	340.00	0.00	340.00	3.00	0.88	109.01	108.05	0.95	149.37
915731	PIZZA BOX MD	Box	0.31	589.00	100.00	0.00	689.00	523.00	166.00	163.00	0.00	163.00	3.00	1.94	51.92	50.99	0.94	163.59
915729	PIZZA BOX SM	Box	0.19	132.00	100.00	0.00	232.00	164.00	68.00	62.00	0.00	62.00	6.00	9.88	12.67	11.55	1.12	30.55
915740	PIZZA BOX XL	Box	0.47	85.00	50.00	0.00	135.00	102.00	33.00	33.00	0.00	33.00	0.00	0.00	15.56	15.56	0.00	49.08
915710	SUB BOX LO	Box	0.20	174.00	0.00	0.00	174.00	143.00	31.00	30.00	0.00	30.00	1.00	3.33	6.12	5.93	0.20	29.24
915810	SUB BOX REG	Box	0.14	92.00	0.00	0.00	92.00	70.00	22.00	22.00	0.00	22.00	0.00	0.00	3.06	3.06	0.00	9.72
															\$268.91	257.54	3.38	537.49

Summary

\$ Usage				% From Net Sales (inc Delivery Fees)				% From Adj Net Sales (not inc Delivery Fees)			
Category	Actual\$	Idea\$	Var\$	Category	Actual%	Idea%	Var%	Category	Actual%	Idea%	Var%
Food	0.00	0.00	0.00	Food	0.00	0.00	0.00	Food	0.00	0.00	0.00
Beverage	0.00	0.00	0.00	Beverage	0.00	0.00	0.00	Beverage	0.00	0.00	0.00
Cheese	703.17	694.74	8.43	Cheese	8.63	8.52	0.10	Cheese	9.33	9.21	0.11
Paper	260.90	257.53	3.37	Paper	3.20	3.16	0.04	Paper	3.46	3.42	0.04
Supplies	0.00	0.00	0.00	Supplies	0.00	0.00	0.00	Supplies	0.00	0.00	0.00
	964.07	952.27	11.80		11.83	11.68	0.14		12.79	12.63	0.15

Gross Sales:	8627.33
Sales Tax (-):	478.04
Net Sales:	8151.29
Delivery Fees (-):	611.00
Adjusted Net Sales:	7540.29

Daily
Inventory
Usage
Reports

Use the Daily Inventory Usage Report to monitor your day by day inventory usage, and to watch for any suspicious purchase activity in an effort to curb theft. To generate the Daily Inventory Usage Report, select Usage from the Category dropdown menu, and select Daily from the Report dropdown menu. Choose the desired Start and End dates. If desired, select 'Sort by Item Number'. Click Print to print the report to your default Windows printer, or click View to display the report within your *HungerRush* system.

Weekly Inventory Usage

The Weekly Inventory Usage Report is a comprehensive report organized by category, and displays the same information as the Daily Inventory Usage Report. The Weekly Inventory Usage shows all inventory items counted on a weekly basis.

NAME	IMAGE																																																																																																																																																																																																													
Weekly Inventory Usage	Inventory Usage Report My Place Mon 10/14/20XX - Sun 10/20/20XX																																																																																																																																																																																																													
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Use the Weekly Inventory Usage Report to monitor your weekly inventory usage, review your product costs and to watch for any suspicious purchase activity in an effort to curb theft. To generate the Weekly Inventory Usage Report, select Usage from the Category dropdown menu, and select Weekly from the Report dropdown menu. Choose the desired Start and End dates. If desired, select 'Sort by Item Number'. Click Print to print the report to your default Windows printer, or click View to display the report within your HungerRush system.

Monthly Inventory Usage

The Monthly Inventory Usage Report is a comprehensive report organized by category, and displays the same information as the Daily Inventory Usage Report. The Monthly Inventory Usage shows all inventory items counted on a monthly basis.

NAME	IMAGE																																																																																																																																																																																																									
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Use the Monthly Inventory Usage Report to monitor your month-to-month inventory usage, and to watch for any suspicious purchase activity in an effort to curb theft. To generate the Monthly Inventory Usage Report, select Usage from the Category dropdown menu, and select Monthly from the Report dropdown menu. Choose the desired Start and End dates. If desired, select 'Sort by Item Number'. Click Print to print the report to your default Windows printer, or click View to display the report within your *HungerRush* system.

Report Packages

Report Package Overview

The Report Package screen is used to create Report Packages which are a selection of reports that can be printed, saved or emailed manually or automatically at the end of the day. Each report package can be customized, and allows you to select multiple reports to be run at the touch of a button. For example, you may want to create a Close Day report package, for which you select all reports that you run when you close each business day. When selected, the Close Day report package will run all selected reports. The report output can be printed and/or emailed to you. The automatic close-of-day report package can be configured to be auto-generated and emailed to you at close of day. All other report packages can be run at any time by selecting the package in the reports module. To have access to the Report Package feature, 'Allow Package Editing' must be turned on in the Security Settings screen (Mgmt/Employees/Edit/Security).

To access the Report Package screen:



Report Packages - Set Up/Print

NAME	IMAGE
------	-------

Report Packages-Setup/Print

1 Setup/Print 2 Email 3 FTP 4 Export

5 Selected Package
End Of Day

6 Run 7 Delete

8 Close Day Package
Report Period Yesterday

9 Print
 Default Windows Printer

10 Save to File
Path

11 Email

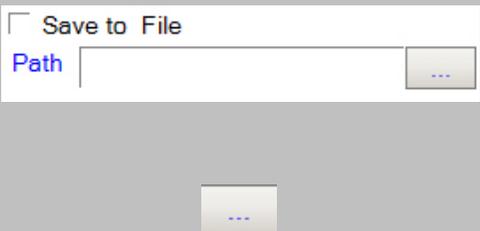
12 Create New Package
Add

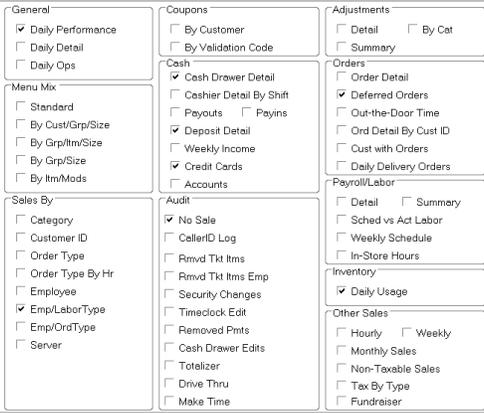
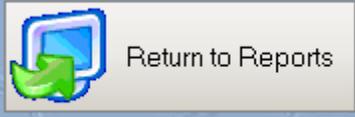
13 Selected Reports:

- General
 - Daily Performance
 - Daily Detail
 - Daily Ops
- Menu Mix
 - Standard
 - By Cust/Grp/Size
 - By Grp/itm/Size
 - By Grp/Size
 - By Itm/Mods
- Sales By
 - Category
 - Customer ID
 - Order Type
 - Order Type By Hr
 - Employee
 - Emp/LaborType
 - Emp/OrdType
 - Server
- Coupons
 - By Customer
 - By Validation Code
- Cash
 - Cash Drawer Detail
 - Cashier Detail By Shift
 - Payouts Payins
 - Deposit Detail
 - Weekly Income
 - Credit Cards
 - Accounts
- Audit
 - No Sale
 - CallerID Log
 - Rmvd Tkt Itms
 - Rmvd Tkt Itms Emp
 - Security Changes
 - Timeclock Edit
 - Removed Pmts
 - Cash Drawer Edits
 - Totalizer
 - Drive Thru
 - Make Time
- Adjustments
 - Detail By Cat
 - Summary
- Orders
 - Order Detail
 - Deferred Orders
 - Out-the-Door Time
 - Ord Detail By Cust ID
 - Cust with Orders
 - Daily Delivery Orders
- Payroll/Labor
 - Detail Summary
 - Sched vs Act Labor
 - Weekly Schedule
 - In-Store Hours
- Inventory
 - Daily Usage
- Other Sales
 - Hourly Weekly
 - Monthly Sales
 - Non-Taxable Sales
 - Tax By Type
 - Fundraiser

14 Return to Reports

#	NAME	IMAGE	DESCRIPTION
1	Setup/Print Tab	Setup/Print	To configure and print report packages, select the Setup/Print tab.
2	Email Tab	Email	To configure your report packages for email, click the Email tab. More on this in the next section of the guide.
3	FTP Tab	FTP	To configure your report packages for FTP , click the FTP tab. More on this subject in the next section.
4	Export	Export	Used for third party report generating
5	Selected Package	Selected Package	To run a previously saved report package, select the desired package from the drop down menu of Selected Packages and click the Run button. To delete an existing report package, select the desired package from the list, and click the Delete button. You will be prompted to confirm the deletion.

6	Run		<p>To run a previously saved report package, select the desired package from the list and click the Run button. Depending on the configuration of the selected report package, the data will be emailed, printed, or both.</p>
7	Delete		<p>To delete an existing report package, select the desired package from the list, and click the Delete button. You will be prompted to confirm the deletion.</p>
8	Close Day Packages		<p>To create a Close Day Package, select the desired report period from Today, Yesterday, WTD, Last Week, Selected or Month. When a Close Day Package is created, the report package will run automatically when you close the current business day. If you select a prior business day in the Close Day screen, a button will appear that allows you to run the reports for the selected day.</p>
9	Print		<p>If you would like your report package to print each time it is run, select the Print option. To print to your default windows printer, select the Default Windows Printer option.</p>
10	Save to File		<p>To save the report package to a file, select the Save to File option.</p> <p>Click the ellipse button, and select the folder in which you would like to save the file. Click the OK button after selecting the desired folder.</p>
11	Email		<p>If you would like the results of your reports emailed to you each time they are run, select the Email option. Once the new package has been created, enter the email details in the Email tab.</p>
12	Create New Package		<p>To create a new report package, select the desired parameters and the reports you would like included. Enter the package name in the field provided underneath the Create New Package section, and click the Add button.</p>

13	<p>Selected Reports</p>		<p>Selected Reports allows you to choose the reports you would like included in the selected report package or in a new report package. Additional reporting choices are added with updates.</p>
14	<p>Return to Reports</p>		<p>Click the Return to Reports button to return to the main reports screen.</p>

Report Packages - Email

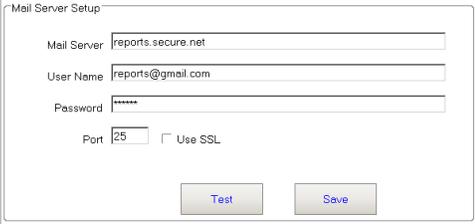
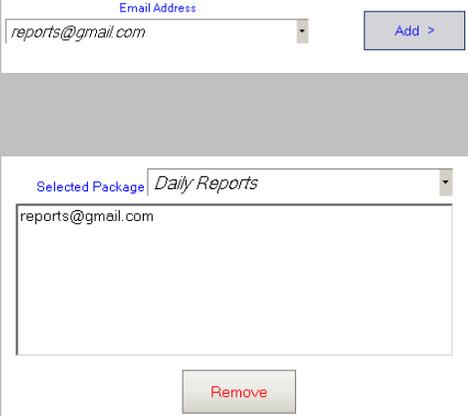
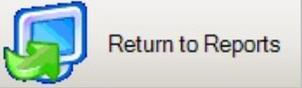
The Email tab in the Report Packages screen is used when you would like to send report results in an email each time a report package is run.

Report Packages – Email Screen Definition

NAME	IMAGE
<p>Report Packages- Email Screen</p>	

#	NAME	IMAGE	DESCRIPTION
1	Email Addresses		<p>To add an Email Address for report results, enter the address into the text box and click the Add button. To delete an existing email address, select the address from the list and click the Delete button.</p>

Report Packages - Email Screen Definition continued...

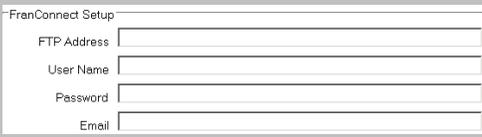
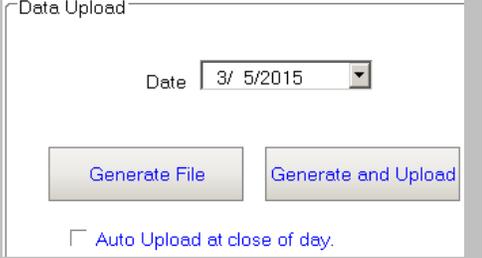
2	<p>Mail Server Setup</p>	 <p>The screenshot shows a 'Mail Server Setup' dialog box with the following fields: 'Mail Server' (reports.secure.net), 'User Name' (reports@gmail.com), 'Password' (masked with asterisks), and 'Port' (25). There is a checkbox for 'Use SSL' which is unchecked. At the bottom are 'Test' and 'Save' buttons.</p>	<p>To add the mail server details for each address in the Email address in the Email Addresses section, select the first address from the list. Use the fields provided by in the Mail Server Setup box to enter the Mail Server, User Name, Password, and Port for that email address, and click the Save button. To test the email address, click the Test button. Select the second name in the list, and repeat the process. Continue until the mail server details have been entered for each address.</p>
3	<p>Assign Email Addresses to Packages</p>	 <p>The screenshot shows two sections. The top section has an 'Email Address' dropdown menu with 'reports@gmail.com' selected and an 'Add >' button. The bottom section has a 'Selected Package' dropdown menu with 'Daily Reports' selected and a list box containing 'reports@gmail.com'. A 'Remove' button is located below the list box.</p>	<p>To Assign Email Addresses to Packages, first select the report package from the Selected Package dropdown menu. Select the email address from the Email Address dropdown menu, and click the Add button. To remove an email address from the selected report package, select the email address, and click the Remove button.</p>
4	<p>Return to Reports</p>	 <p>The screenshot shows a button with a green circular arrow icon and the text 'Return to Reports'.</p>	<p>Click the Return to Reports button to return to the main reports screen.</p>

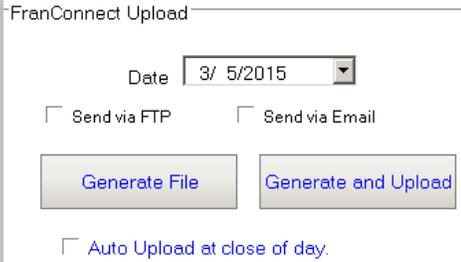
Report Packages - FTP

The FTP tab in the Report Packages screen is used when you would like to send report results via FTP each time a report package is run.

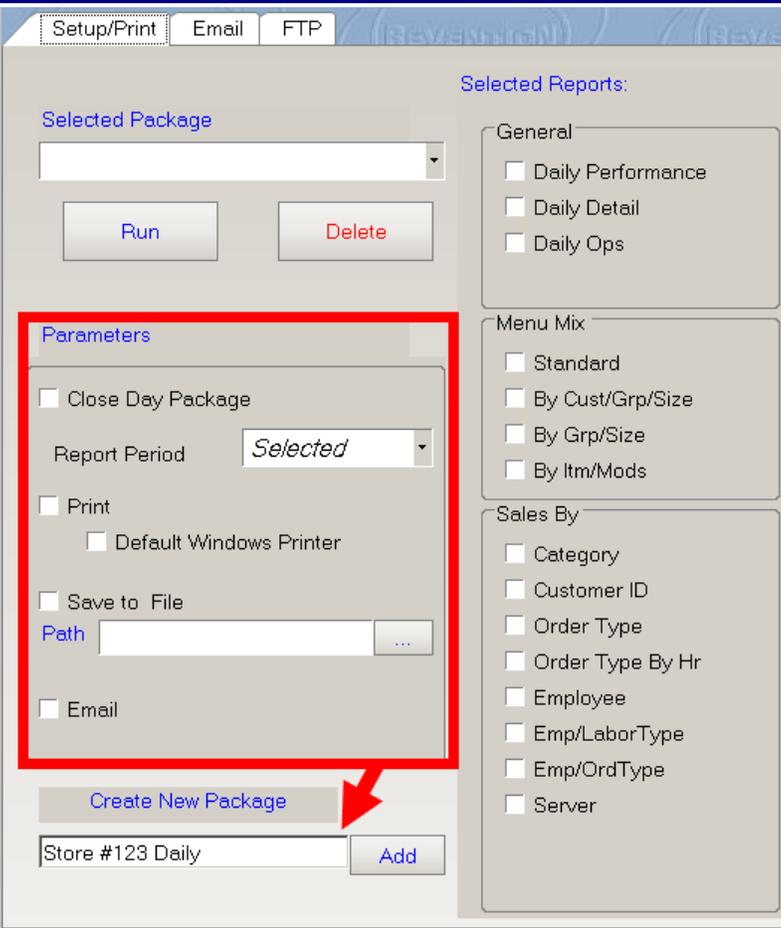
NAME	IMAGE
<p>Report Packages-FTP</p>	

#	NAME	IMAGE	DESCRIPTION
1	FTP Server Setup		Use the FTP Server Setup to enter the FTP Address, User Name, and Password for the selected daily or weekly package, and click the Save button.
2	Save		After entering the FTP Address, User Name, and Password for the selected daily or weekly package, click the Save button to save your changes.
3	Test		The Test FTP button is to validate the FTP settings are accurate. Test should come back successful.

4	Fran Connect Setup		Use the Fran Connect Setup to enter the FTP Address, User Name, Password and Email for the selected daily or weekly package, and click the Save button.
5	Save		After entering the Fran Connect Address, User Name, Password and Email for the selected daily or weekly package, click the Save button to save your changes.
6	Test FTP		The Test FTP button is to validate the FTP settings are accurate. Test should come back successful.
7	Daily Package		To set up FTP for an existing daily report package, select the desired Daily Package from the dropdown menu. Enter the FTP Address, User Name, and Password for the package, and click the Save button.
8	Weekly Package		To set up FTP for an existing weekly report package, select the desired Weekly Package from the dropdown menu. Enter the FTP Address, User Name, and Password for the package, and click the Save button.
9	Data Upload		The Data Upload area is used to Generate or Upload Files. These files contain general information like employees time stamps, sales by labor types and other generic information that is then store in an easy to query xml file. The process can be manually controlled or automated to be sent to a FTP server.
10	Generate File		Click Generate File to manually create an xml file from the selected data that will be placed in the <i>HungerRush's</i> Export folder. The file name will contain the stores number follow by the date it was generated
11	Generate and Upload		Click Generate and Upload to manually create a xml file from the selected date and Upload it to the FTP Server.
12	Auto Upload at		Enabling Auto Upload at close of day will send a xml file to the FTP Server upon closing the day in <i>HungerRush</i> .

	close of day		
13	Fran Connect Upload		The FranConnect Upload area is used to Generate or Upload Files. These files contain general information like employees time stamps, sales by labor types and other generic information that is then store in an easy to query xml file. The process can be manually controlled or automated to be sent to a FTP server or via Email.
14	Send		Two Send options are available for FranConnect and are controlled through enabling either option.
15	Generate File		Click Generate File to manually create an xml file from the selected data that will be placed in the <i>HungerRush's</i> Export folder. The file name will contain the stores number follow by the date it was generated
16	Generate and Upload		Click Generate and Upload to manually create a xml file from the selected date and Upload it to the FTP Server.
17	Auto Upload at Close of day		Enabling Auto Upload at close of day will send an xml file to the FTP Server upon closing the day in <i>HungerRush</i> .
18	Return to Reports		Click the Return to Reports button to return to the main reports screen.

Report Package Set Up

NAME	IMAGE
<p>Report Packages Setup/Print</p>	

1. Enter the New Package Name and select Add
 - a. Include a unique store identifier if you own multiple stores
2. Select the parameters, see Report Period Definitions
3. Check the box next to the Reports to include in this package
4. The set up page Auto Saves

Report Period Definitions

NAME	IMAGE
Report Period	<div style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; padding-bottom: 2px;"><i>Today</i></div> <div style="background-color: #003366; color: white; padding-bottom: 2px;"><i>Today</i></div> <div style="padding-bottom: 2px;"><i>Yesterday</i></div> <div style="padding-bottom: 2px;"><i>WTD</i></div> <div style="padding-bottom: 2px;"><i>LastWeek</i></div> <div style="padding-bottom: 2px;"><i>Selected</i></div> <div style="padding-bottom: 2px;"><i>Month</i></div> </div>

NAME	IMAGE	DESCRIPTION
Today	<i>Today</i>	Today's numbers, best used for a Daily Close Day Report Package when Close Day occurs at the end of the business day.
Yesterday	<i>Yesterday</i>	Yesterday's numbers, best used for a Daily Close Report Package when the Close Days occurs the morning after the business day. Also used for business that allow a 24 hour period for corrections and bank deposits to occur.
WTD	<i>WTD</i>	Week To Date numbers and will generate automatically at the End of Week Close Day if defined as a Close Day Package. Best used for a Weekly Report Package that includes specific Weekly Reports, i.e. Weekly Sales, Weekly Income, Payroll Detail
Last Week	<i>LastWeek</i>	Same as WTD except used when Close of Day occurs the morning after business close.
Selected	<i>Selected</i>	This allows a specific date range to be Selected upon run of package. A message box will appear requesting the user to enter a date range for the report package. This option is typically used for a Payroll Report or a Monthly or Period Report Package. Selected option is generally not used for a Close Day Package.
Month	<i>Month</i>	Month Generates the numbers for the entire month up to the current date.

Report Packages Set Up continued...

For a Report Package to generate automatically the day must be closed on Station 1 and the Close Day function must be manually performed. Multiple 'Close Day' Report Packages can be defined. 'Today' or 'Yesterday' will generate at Close Day on a Daily basis. WTD or Last Week will generate at the Close Day on the last day of the business week. Also it is important the Business Name defined within Business Information also includes a unique identifier. If you are not interested in receiving Reports via email your set up is complete. Move on to Step 4.

Step 2: Set Up Email Server

- ✓ Email server must be provided by your Email Service Provider.
- ✓ Typically free mail accounts do not work. An email account provided by your ISP may work, Yahoo Business, and a true mail server managed by your corporation will work.
- ✓ Request your Outgoing SMTP Mail Server and Port settings.
- ✓ Often the settings can be found via a Google Search.

1. Select Mgmt from the main screen. 

2. Select Reports from the Mgmt screen. 

3. Click the Report Packages button. 

4. Select the Email tab.

5. Enter the information below based on your email service. The User Name and Password are usually the same as the ones you use to check your email online.

6. Select Save.

NAME	IMAGE
------	-------

**Mail
Server
Setup**

Mail Server Setup

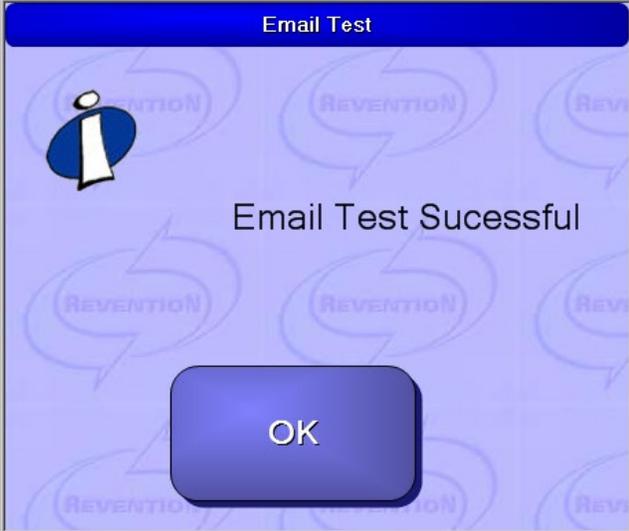
Mail Server

User Name

Password

Port Use SSL

7. Select Test.

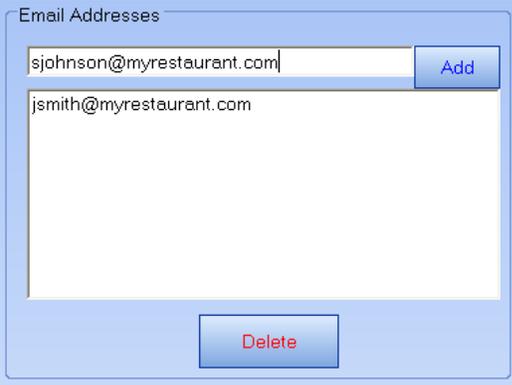
NAME	IMAGE
Mail Server Test	

8. If the test is successful the Mail Server settings are good, if the test is not successful review the tips below.

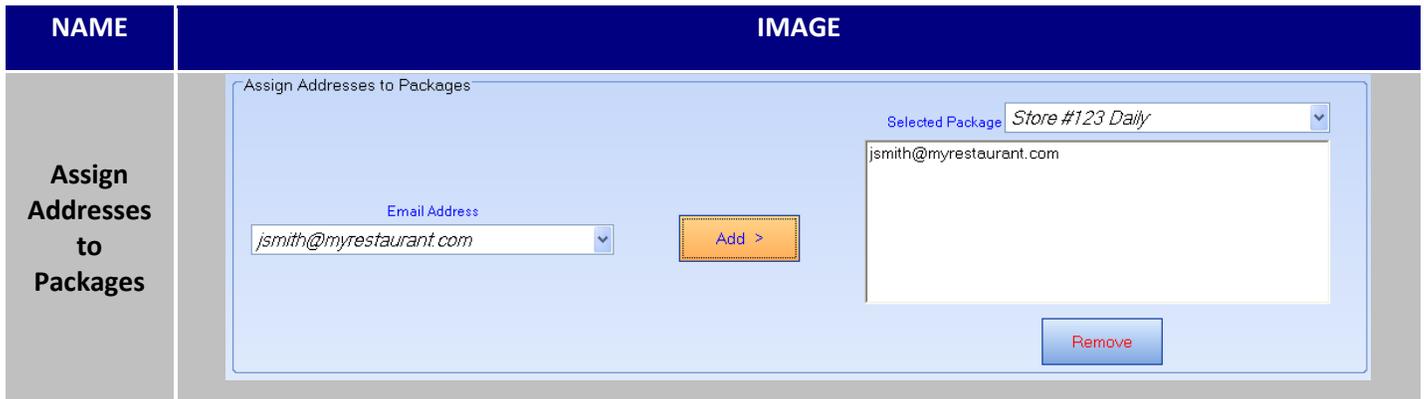
Sometimes Port 25 can be blocked by the ISP provider being used at the store. See if your mail server offers an alternative port. Emailing report packages will not work until the Email Test is successful.

Step 3: Associate Email Addresses with Report Packages

1. Email addresses must first be added to the Email Addresses section of Report Package section
2. Type in Email Address and select add

NAME	IMAGE
Email Addresses Section	

3. Assign addresses to the appropriate package
4. Select the package name under Selected Package
5. Select the Email Address using the drop down arrow



6. Select Add
7. To remove an address, highlight the address and select Remove

Step 4: Test Report Package

1. Within the Reports area there is an option to Run Package



2. Select the package using the drop down arrow
3. Select Run Package



4. Run Package will do exactly what Close Day will do, Print, Email, and/or Save. Validate the results.

If the Run Package completes without any error messages, but you do not receive the email, the email could be blocked. See if your email provider offers an alternative port. Validate the email did not go to the Spam folder. Remember 'Close Day' and 'Run Package' are the only actions that initiate the Report Package. Both actions must occur from Station1.

HungerRush Gift Card Reporting

Overview

Gift Card reporting under Cash will only appear when using the *HungerRush* Gift Card module. The Gift Card reporting provides you the ability to search for the history of a specific card number as well as search by activation date, last use date and balance. All queries can be printed in a report format.

Gift Card Report Access



Gift Card Search Criteria

NAME	IMAGE
------	-------

Gift Card Search Criteria

Search Criteria

1 Card Number Search

2 Activation Dates All
Start
End

3 Last Use All
Prior to

4 Balance All
Greater Than

5 Search

6

7 Include transactions when printing.

8  Print

9  Exit

HungerRush Gift Card Reporting continued...

#	NAME	IMAGE	DESCRIPTION																				
1	Card Number Search		Use the field provided by Card Number Search to enter card number to search.																				
2	Activation Dates		Activation Dates filter. Enter the date range required or check All to look for all gift cards that have been activated.																				
3	Last Use		Last use filter. Enter the date required for last use search or check All to look for the last used date for all cards. Filters work together. Be aware of the other filter settings.																				
4	Balance		Balance filter. Enter the greater than amount or check All to search for all cards regardless of balance.																				
5	Search		Clicking Search runs the query defined by the filter selections.																				
6	Results	<table border="1"> <thead> <tr> <th>Card Number</th> <th>Activation Date</th> <th>Activation Amt.</th> <th>Status</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>784570091030025</td> <td>7/11/2012</td> <td>\$25.00</td> <td>Active</td> <td>\$25.00</td> </tr> <tr> <td>784570091029957</td> <td>7/13/2012</td> <td>\$50.00</td> <td>Active</td> <td>\$50.00</td> </tr> <tr> <td>784570091029927</td> <td>7/13/2012</td> <td>\$20.00</td> <td>Active</td> <td>\$20.00</td> </tr> </tbody> </table>	Card Number	Activation Date	Activation Amt.	Status	Balance	784570091030025	7/11/2012	\$25.00	Active	\$25.00	784570091029957	7/13/2012	\$50.00	Active	\$50.00	784570091029927	7/13/2012	\$20.00	Active	\$20.00	Results panel populates once the query has completed. This is the data that will be printed should you choose to print the report.
Card Number	Activation Date	Activation Amt.	Status	Balance																			
784570091030025	7/11/2012	\$25.00	Active	\$25.00																			
784570091029957	7/13/2012	\$50.00	Active	\$50.00																			
784570091029927	7/13/2012	\$20.00	Active	\$20.00																			
7	Transactions Option		Check Include transactions when printing if you would like to see the activity history for each card shown in the results panel.																				
8	Print		Once results panel is populated with data you can select Print to print the results.																				
9	Save to File		Exits the Gift Card reporting screen.																				

HungerRush Gift Card Reporting continued...

Query Results and Printing

Once you have entered your criteria and select search the result panel will show the list of gift card numbers that fulfill the parameters entered.

The filters below will generate a list of gift cards activated between 7/15/2012 through 8/14/2012, have been used prior to 8/14/2012 and have a balance greater than \$0.00.

NAME	IMAGE
Gift Card Search Filters	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Activation Dates</p> <input type="checkbox"/> All Start <input type="text" value="7/15/2012"/> End <input type="text" value="8/14/2012"/> </div> <div style="width: 30%;"> <p>Last Use</p> <input type="checkbox"/> All Prior to <input type="text" value="8/14/2012"/> </div> <div style="width: 30%;"> <p>Balance</p> <input type="checkbox"/> All Greater Than <input type="text" value="0.00"/> </div> </div>

The results appear in a grid format.

NAME	IMAGE																																																																																																																																												
Gift Card Search Results	<table border="1"> <thead> <tr> <th>Card Number</th> <th>Activation Date</th> <th>Activation Amt</th> <th>Status</th> <th>Balance</th> <th>Name</th> <th>Phone</th> </tr> </thead> <tbody> <tr><td>+ 7845700910299724</td><td>7/19/2012</td><td>\$500.00</td><td>Active</td><td>\$259.88</td><td></td><td></td></tr> <tr><td>+ 7845700910299621</td><td>7/20/2012</td><td>\$40.00</td><td>Active</td><td>\$40.00</td><td></td><td></td></tr> <tr><td>+ 7845700910299518</td><td>7/20/2012</td><td>\$25.00</td><td>Active</td><td>\$25.00</td><td></td><td></td></tr> <tr><td>+ 7845700910299415</td><td>7/25/2012</td><td>\$50.00</td><td>Active</td><td>\$37.19</td><td></td><td></td></tr> <tr><td>+ 7845700910299003</td><td>7/27/2012</td><td>\$25.00</td><td>Active</td><td>\$25.00</td><td></td><td></td></tr> <tr><td>+ 7845700910302607</td><td>7/30/2012</td><td>\$25.00</td><td>Active</td><td>\$25.00</td><td></td><td></td></tr> <tr><td>+ 7845700910302413</td><td>7/30/2012</td><td>\$25.00</td><td>Active</td><td>\$25.00</td><td></td><td></td></tr> <tr><td>+ 7845700910302902</td><td>7/30/2012</td><td>\$32.50</td><td>Active</td><td>\$32.50</td><td></td><td></td></tr> <tr><td>+ 7845700910302801</td><td>7/30/2012</td><td>\$25.00</td><td>Active</td><td>\$25.00</td><td></td><td></td></tr> <tr><td>+ 7845700910299106</td><td>7/30/2012</td><td>\$50.00</td><td>Active</td><td>\$50.00</td><td></td><td></td></tr> <tr><td>+ 7845700910299209</td><td>7/30/2012</td><td>\$50.00</td><td>Active</td><td>\$50.00</td><td></td><td></td></tr> <tr><td>+ 7845700910299312</td><td>7/30/2012</td><td>\$50.00</td><td>Active</td><td>\$25.00</td><td></td><td></td></tr> <tr><td>+ 7845700910298832</td><td>7/30/2012</td><td>\$50.00</td><td>Active</td><td>\$13.17</td><td></td><td></td></tr> <tr><td>+ 7845700910298931</td><td>7/30/2012</td><td>\$25.00</td><td>Active</td><td>\$25.00</td><td></td><td></td></tr> <tr><td>+ 7845700910305410</td><td>7/30/2012</td><td>\$25.00</td><td>Active</td><td>\$25.00</td><td></td><td></td></tr> <tr><td>+ 7845700910302215</td><td>7/30/2012</td><td>\$25.00</td><td>Active</td><td>\$25.00</td><td></td><td></td></tr> <tr><td>+ 7845700910298722</td><td>7/31/2012</td><td>\$5.00</td><td>Active</td><td>\$5.00</td><td></td><td></td></tr> <tr><td>+ 7845700910298619</td><td>8/3/2012</td><td>\$50.00</td><td>Active</td><td>\$50.00</td><td></td><td></td></tr> <tr> <td colspan="3"></td> <td>18</td> <td>\$762.74</td> <td></td> <td></td> </tr> </tbody> </table>	Card Number	Activation Date	Activation Amt	Status	Balance	Name	Phone	+ 7845700910299724	7/19/2012	\$500.00	Active	\$259.88			+ 7845700910299621	7/20/2012	\$40.00	Active	\$40.00			+ 7845700910299518	7/20/2012	\$25.00	Active	\$25.00			+ 7845700910299415	7/25/2012	\$50.00	Active	\$37.19			+ 7845700910299003	7/27/2012	\$25.00	Active	\$25.00			+ 7845700910302607	7/30/2012	\$25.00	Active	\$25.00			+ 7845700910302413	7/30/2012	\$25.00	Active	\$25.00			+ 7845700910302902	7/30/2012	\$32.50	Active	\$32.50			+ 7845700910302801	7/30/2012	\$25.00	Active	\$25.00			+ 7845700910299106	7/30/2012	\$50.00	Active	\$50.00			+ 7845700910299209	7/30/2012	\$50.00	Active	\$50.00			+ 7845700910299312	7/30/2012	\$50.00	Active	\$25.00			+ 7845700910298832	7/30/2012	\$50.00	Active	\$13.17			+ 7845700910298931	7/30/2012	\$25.00	Active	\$25.00			+ 7845700910305410	7/30/2012	\$25.00	Active	\$25.00			+ 7845700910302215	7/30/2012	\$25.00	Active	\$25.00			+ 7845700910298722	7/31/2012	\$5.00	Active	\$5.00			+ 7845700910298619	8/3/2012	\$50.00	Active	\$50.00						18	\$762.74		
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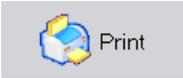
If you would like to review the transaction detail of the cards listed you may select the + next to the card to open the detailed transaction tied to the gift card.

NAME	IMAGE
------	-------

Card Number	Activation Date	Activation Amt	Status	Balance	Name	Phone
7845700910299724	7/19/2012	\$500.00	Active	\$259.88		

Date	Type	Prev Bal	Amt	Balance
7/19/2012	Activation	\$0.00	\$500.00	\$500.00
7/19/2012	Redeem	\$500.00	(\$144.46)	\$355.54
7/30/2012	Redeem	\$355.54	(\$50.00)	\$305.54
7/30/2012	Redeem	\$305.54	(\$45.66)	\$259.88

Gift Card Detailed Transactions



Select Print to print results panel.

NAME	IMAGE																																																																																																																																																			
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Technical Support

For technical support, contact **HungerRush 360 Technical Support** at 1.877.738.7444 or go to <https://www.hungerrush.com/support>.