

PRINTING SYSTEM 30 REPORTS

MANUAL (ON DEMAND) REPORTS:

1. Press the key (1 - 8) for the report desired:
 - a. 1 = EVERY CAR REPORT
 - b. 2 = HOUR REPORT
 - c. 3 = DAYPART REPORT
 - d. 4 = SHIFT REPORT
 - e. 5 = DAY REPORT
 - f. 6 = WEEK REPORT
 - g. 7 = MONTH REPORT
 - h. 8 = YEAR-TO-DATE REPORT
2. Screen will show report information required:

Day Report: From: <u>JAN 28</u> To: <u>JAN 28</u> Print Report: <u>START</u>

3. Press + or - key to change month (or day of the week on some reports) and # keys to change date (or hour on some reports)
4. Press ENTER key when START is flashing to run the report

