

1. Press the **SET UP REPORT SCHEDULE** key. If you have a lockout code setup in the programming, enter the lockout code and press **ENTER**.
2. Press + or - key to select the desired report (available reports are EVERY CAR, HOUR, DAYPART, SHIFT, DAY, WEEK, and MONTH, YEAR-TO-DATE, refer to the appropriate section below) and press **ENTER**.

Schedule Auto Report
Select Report:
EVERY CAR
Press + or - & ENTER

3. EVERY CAR Report:

Every Car Report: OFF
Will Continue to
Print Untill Stopped
Press + or - & ENTER

- a. Press the + or - key to choose ON or OFF;
Note: Turning ON generates a real time continuous report that will continue to print until it is turned OFF!
- b. Press **EXIT** key twice to return to the main display.

4. HOUR Report:

Hour Report: OFF
Ranges (From – To)
06A - 10P 11P – 11P
Press + or - & ENTER

- a. Press the + or - key to choose ON or OFF, then press **ENTER**;
Note: Turning ON will generate an automatic report at the end of each hour falling within the selected ranges.
- b. Press number keys to enter range of hours for which the timer is to print hourly reports;
- c. Press the + or – keys to choose A (AM) or P (PM);
- d. Enter 0's for a range to turn that range OFF.
- e. Press **EXIT** twice to return to the main display.

SCHEDULE SYS30 AUTOMATIC REPORTS CONTINUED

5. DAYPART Report:

Daypart Report: OFF
Dayparts:
1 - 6 & 7 - 12
Press + or - & ENTER

- a. Press the + or - key to choose ON or OFF, then press **ENTER**;
Note: Turning ON will generate a report at the end of each Daypart within the selected ranges.
- b. Press the number keys to select the daypart numbers to be included in the automatic report;
- c. Enter 0's to turn OFF a range;
- d. Press **EXIT** key twice to return to the main display.

6. SHIFT Report:

Shift Report: OFF
Include Shifts: 1,2,3

Press + or - & ENTER

- a. Press the + or - key to choose ON or OFF;
Note: Turning ON will generate a report at the end of each Shifts.
- b. Press **EXIT** key twice to return to the main display.

7. DAY Report:

Day Report: OFF
Range: SUN SAT
Print: 11:30P
Press + or - & ENTER

- a. Press the + or - key to choose ON or OFF and then press **ENTER**;
Note: Turning ON will generate a report at the end of each Day within the selected range of days.
- b. Press the number keys to select the time of day for the report to print;
Note: The time selected should be some time AFTER store close to allow all cars to have left the drive-thru lane.
- c. Press **EXIT** key twice to return to the main display.

SCHEDULE SYS30 AUTOMATIC REPORTS CONTINUED

8. Week Report:

Week Report: OFF Print: 11:30P Option: Daypart ON Press + or - & ENTER

- a. Press the + or - key to choose ON or OFF and then press **ENTER**;
Note: Turning ON will generate a report at the end of the last day of the week at the time indicated.
- b. Press the number keys to select the time of day for the report to print;
Note: The time selected should be some time AFTER store close to allow all cars to have left the drive-thru lane.
- c. Press the + or - keys to select A (AM) or P (PM), then press **ENTER**;
- d. Press the + or - keys to select the option to include (choices are DAY ON, DAYPART ON, and OFF);
Note: Turning ON an option will print that selection following the printing of the Week report.
- e. Press **EXIT** key twice to return to the main display.

9. MONTH Report:

Month Report: OFF Print: 11:30P Press + or - & ENTER
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- a. Press the + or - key to choose ON or OFF and then press **ENTER**;
Note: Turning ON will generate a report at the end of the last day of each month.
- b. Press the number keys to select the time of day for the report to print;
Note: The time selected should be some time AFTER store close to allow all cars to have left the drive-thru lane.
- c. Press the + or - keys to select A (AM) or P (PM);
- d. Press **EXIT** key twice to return to the main display.

SCHEDULE SYS30 AUTOMATIC REPORTS CONTINUED

10. YEAR-TO-DATE Report:

Year-To-Date: OFF Will print at end of month & year Press + or - & ENTER

- a. Press the + or - key to choose ON or OFF and then press **ENTER**;
Note: Turning ON will generate a report at the end of each month and at the end of the year.
- b. Press **EXIT** key twice to return to the main display.