

USING THE DASHBOARD

How to check sales totals and refunds

1. Select 'Sales' from the left-hand menu.

2. You can control if you would like to see the sales totals for the whole company or specific outlet by selecting from the 'Company structure' drop-down, above the timeline. You can select the timeframe you wish to see using the Timeline bar by clicking on it

3. Your 'Total Sales', 'Sales' and 'Refunds' are displayed at the top of the 'insights' tab

