

Flexible report settings let you tell Passport® what data to send you and what to keep – All based on your business preferences. **HERE'S HOW TO SET THAT UP.**



FROM THE MANAGER WORKSTATION:

1. Select "Set Up"

Set Up

2. Then "Store"

Store

3. Then "Period Maintenance"

Period Maintenance

4. Select the "Store Close Reports" tab and highlight the report you want to include.

5. Select the "Store Close Reports" button at the bottom of the tab.

6. Notice that there is now an "X" in the "Store Close Reports" Column for the report you selected.

Store Close Reporting		
Description	Store Close Reports	Auxiliary Reports
Store Sales Summary	X	
Tax Collection Report	X	
Department Sales	X	

7. The Store Report will print all reports you selected in one consolidated report stream.

See "ADD/REMOVE AUXILIARY REPORTS" for Auxiliary Reports.

JUST ANOTHER TEDIUOUS TASK PASSPORT HANDLES – **SO YOU DON'T HAVE TO.**



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FROM THE MANAGER WORKSTATION:

1. Follow the same steps for Auxiliary Reports by highlighting the report name and selecting the Auxiliary Report button.

2. Each Auxiliary Report will print on a single page as a report by itself.

3. Select "Save"



4. You will receive the selected reports at the next store close.

5. To remove reports from your Store or Auxiliary Reports, simply follow the same steps, highlight the report you want to remove, click the "Store" or "Auxiliary Report" button. Passport will unselect the highlighted report.

See "ADD/REMOVE REPORTS" for Store Reports.

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