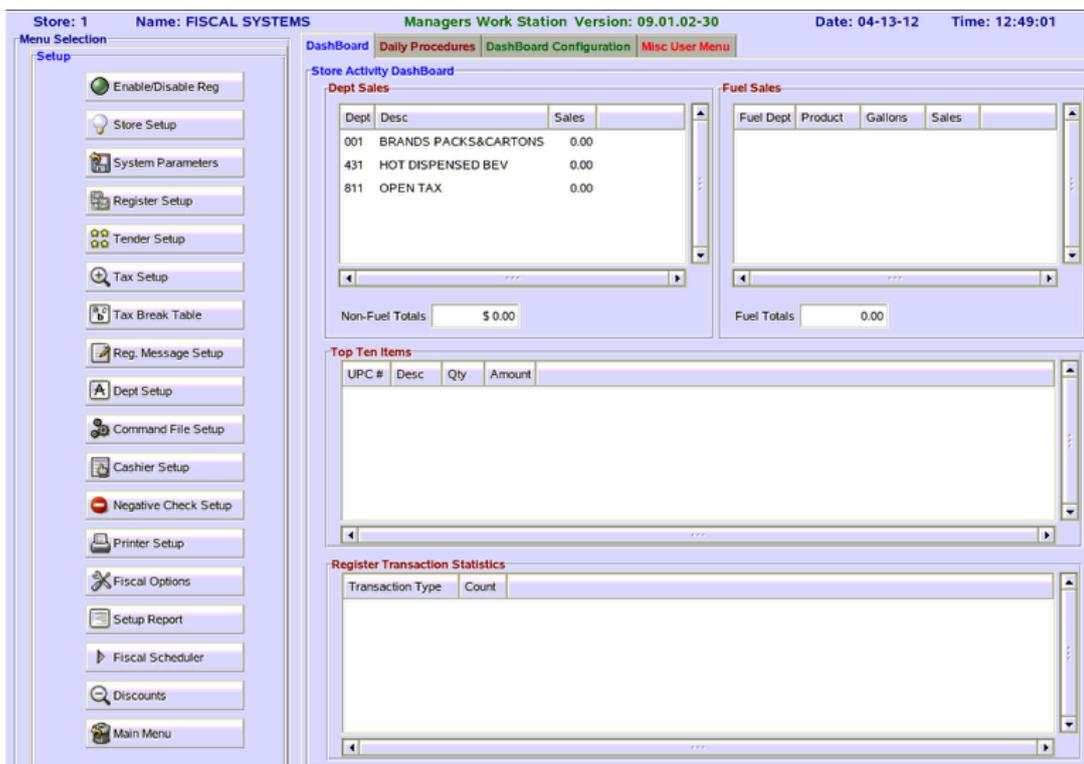


# How Do I Navigate the Manager's Work Station?

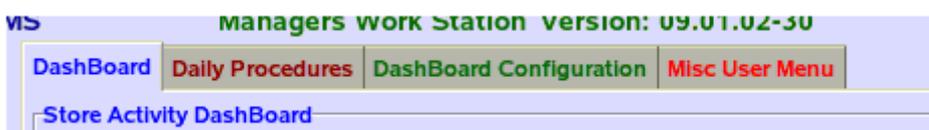
This lesson will teach you the basic screens on the Manager's Work Station and the function of each.

## Manager's Work Station



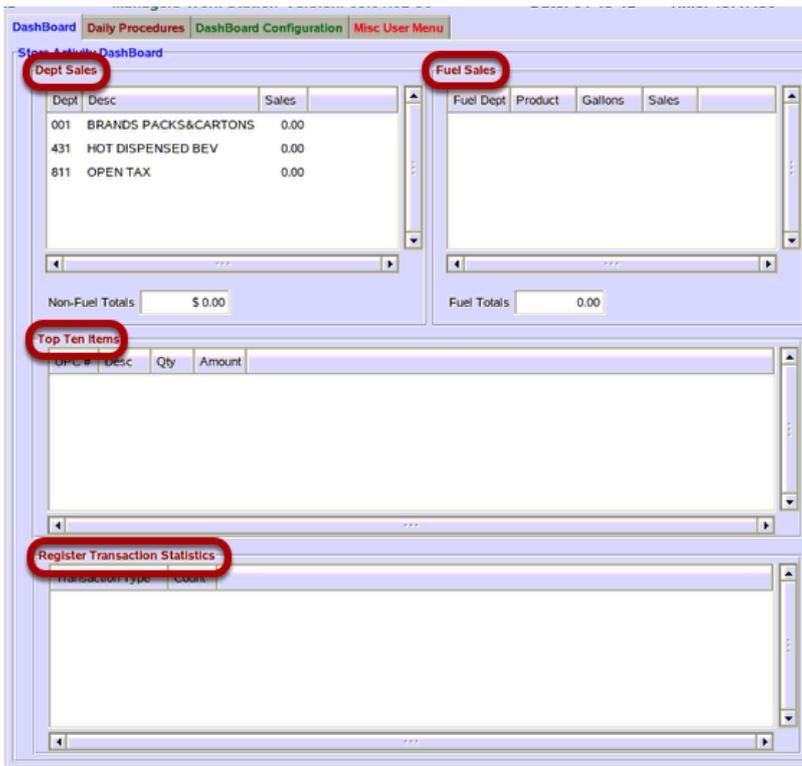
The modules in your system are displayed on the left side of the screen under the header **Menu Selection**. The right side of the screen is a **Dashboard** that displays current activity that is going on in the store.

## Tabs



Across the top right of the **Manager's Work Station** screen, there are four tabs. Use your mouse to click on each of tabs to display different information.

## The Dashboard



The first tab the **DashBoard** is a view into the days sales. There are four different sections under the **DashBoard**.

**Dept Sales** - displays the department sales total from the list of store departments setup in the **DashBoard Configuration**.

**Fuel Sales** - displays the total fuel sales for each product sold

**Top Ten Items** - displays the top ten items that have been selling during the shift

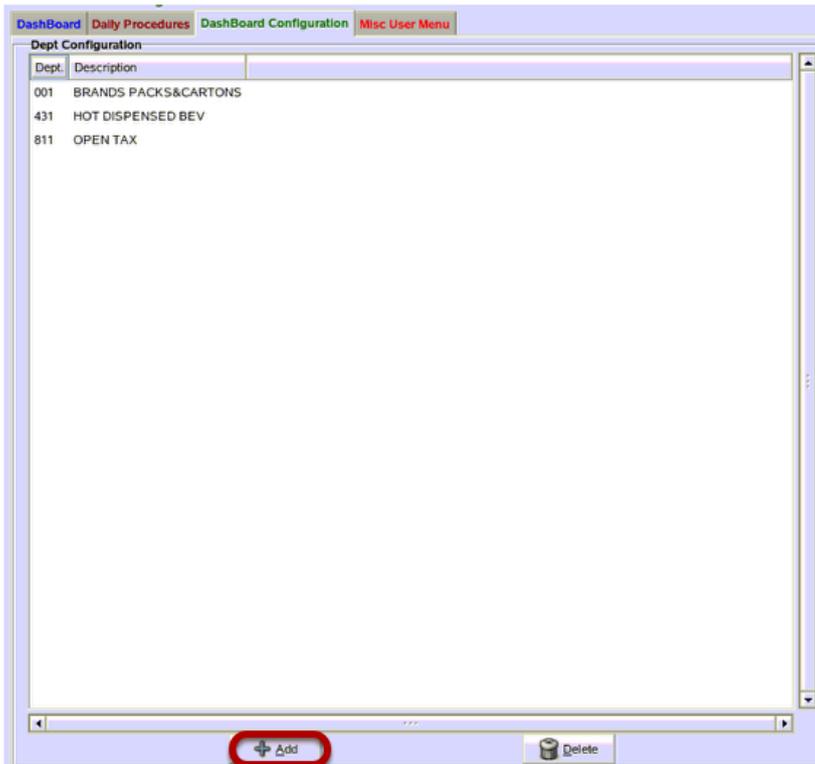
**Register Transaction Statistics** - displays transactions statistics from registers/cashiers. These include: voids, returns, canceled sales, no sales, and total number of item sales.

# Daily Procedures

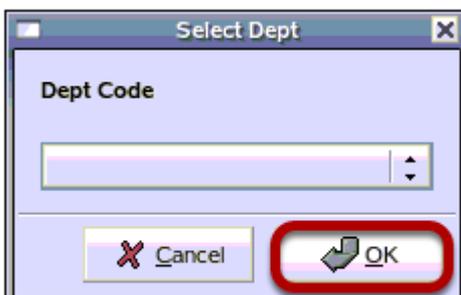


The **Daily Procedures** tab is the suggested daily To-Do list for the manager. Each of the buttons is a shortcut to another location on the Manager's Work Station. For additional information on each of the daily procedures please read [How Do I Close The Day On The Manager's Work Station?](#)

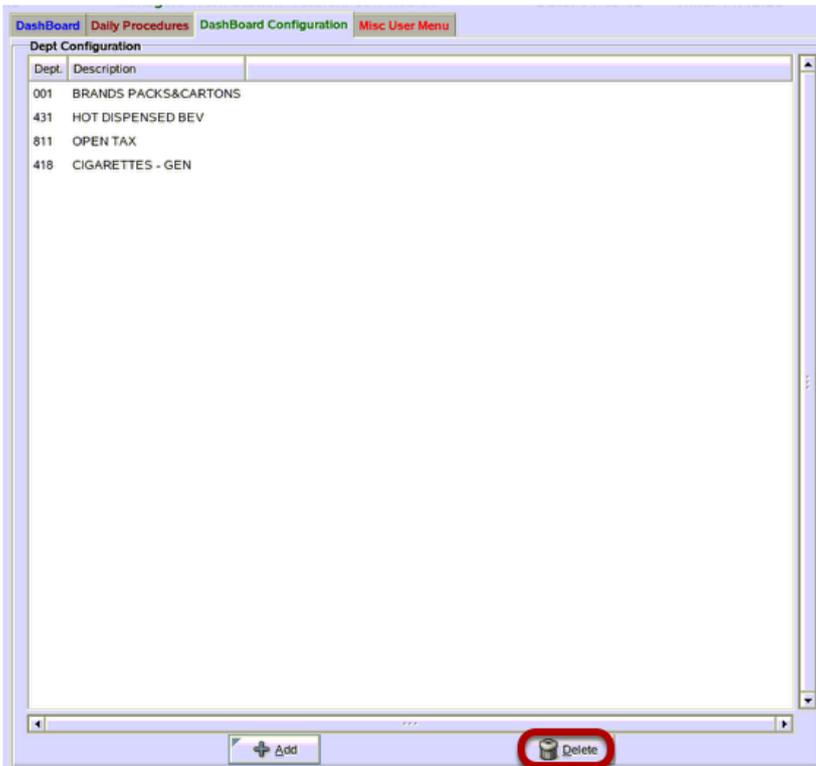
# DashBoard Configuration



This is where you can add different departments to the **Store Activity Dashboard**. Click on the **"Add"** button to add a department



Choose a department from the drop down menu, then click on the **"OK"** button.



The new department is now added. Click on the "**Delete**" button to remove a department.

## Misc User Menu



The **Misc User Menu** is a screen that can be used to add additional reports or create shortcuts to modules within the **Manager's Work Station**.