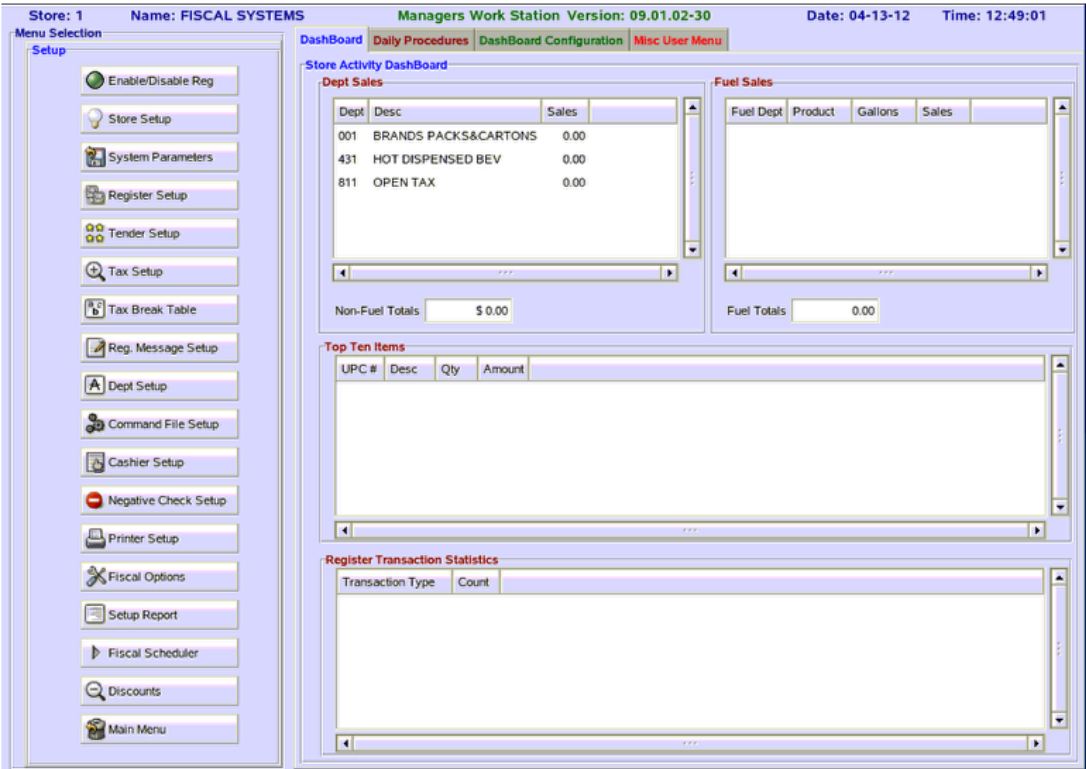


How Do I Navigate the Manager's Work Station?

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

Manager's Work Station



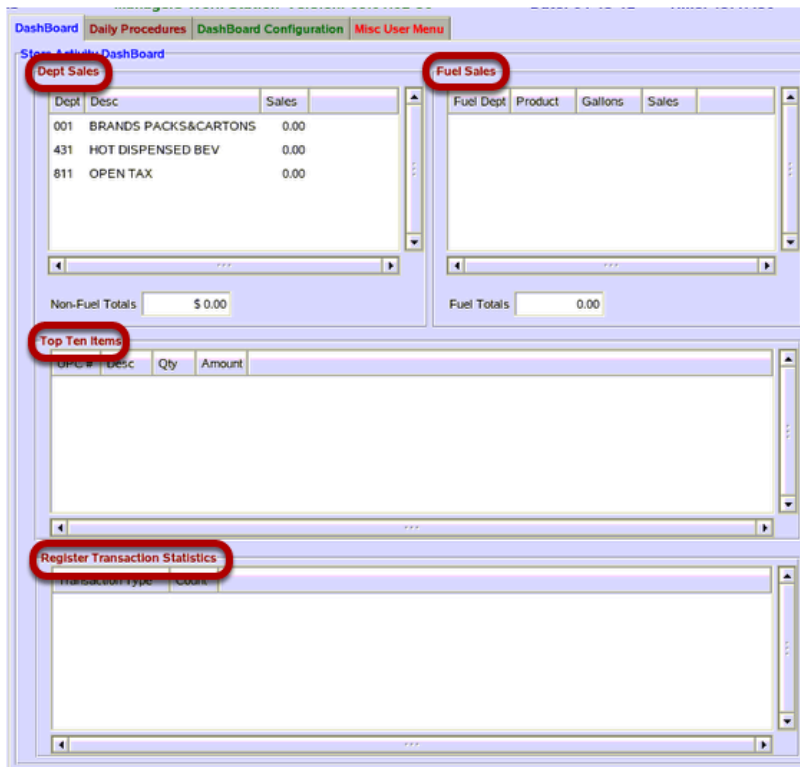
The modules in your system are displayed on the left side of the screen under the header **Menu Selection**. The right side of the screen is a **DashBoard** that displays current activity that is going on in the store.

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

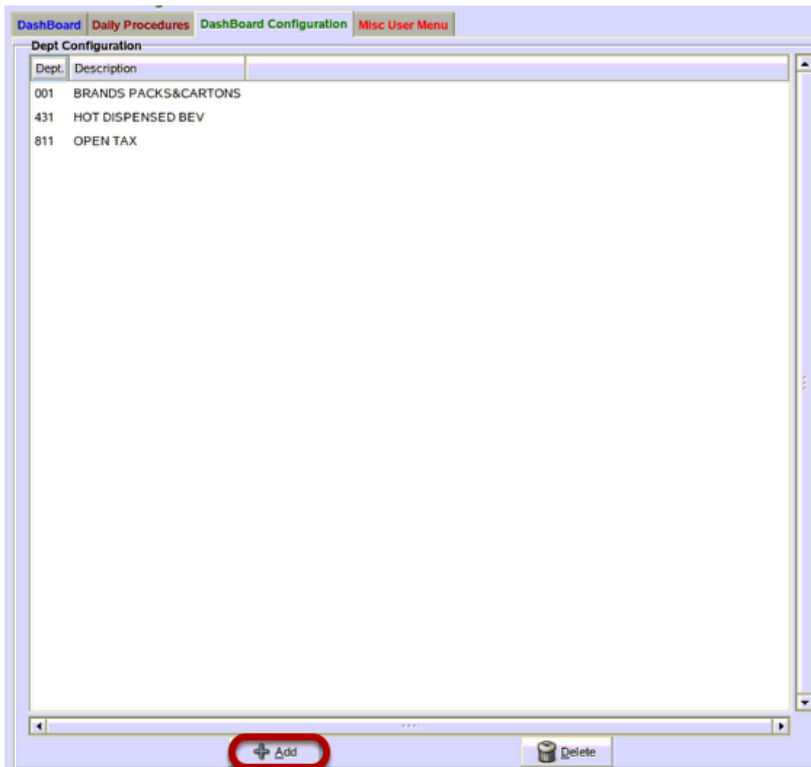
Register Transaction Statistics - displays transactions statistics from registers/cashiers. These include: voids, returns, canceled sales, no sales, and total number of item sales.

Daily Procedures

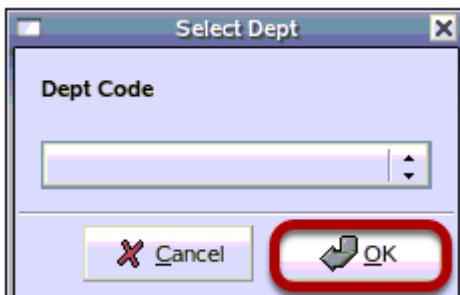


The **Daily Procedures** tab is the suggested daily To-Do list for the manager. Each of the buttons is a shortcut to another location on the Manager's Work Station. For additional information on each of the daily procedures please read [How Do I Close The Day On The Manager's Work Station?](#)

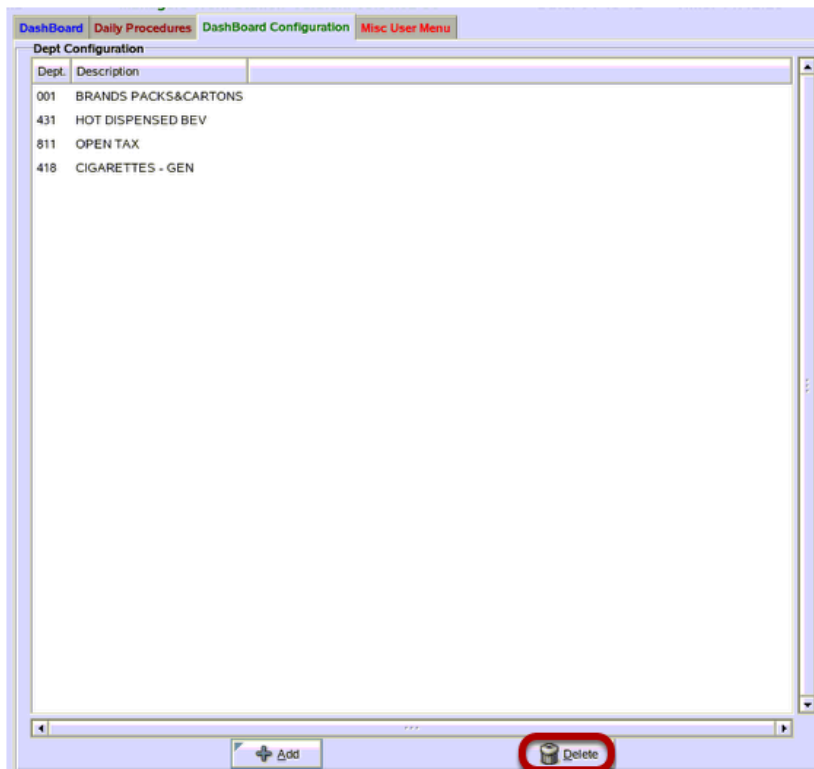
DashBoard Configuration



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**.