

Accessing Hospital Sales Reports via the Toolbar

Accessing Hospital Sales reports is granted to authorised employees by the Hospital Administrator through the Employee Roles Page.

Accessing sales reports through the toolbar offers the fastest route, particularly convenient for cashiers. However, it's worth noting that this method exclusively grants access to the Comprehensive sales reports. An alternative approach is accessing sales reports via the menu, which offers access to all available types of sales reports. For detailed instructions on accessing sales reports via the menu, click [here](#).

When a report is accessed using the instructions in this page, it automatically opens in the system and generates a PDF version stored in a special Windows folder. Click here for more information on this special Windows folder where system generated documents are stored. There is a system setting which allows for the printing out of an excel version of every pdf document generated by the system. For more information on this system setting, click [here](#).

Instructions for opening sales reports via the toolbar :

1. Start from the homepage and click on the Report Toolbar Button. This action will open the Quick Time Range Selector.
2. **Using the Quick Time Range Selector** : The Quick Time Range Selector is a tool designed for swiftly choosing a specific time range. It provides a list of pre-set time ranges and an option for selecting a custom time range. By default, the only pre-set time range is 'Today', which covers the entire day from 00:00hrs to 23:59hrs. If you wish to select a custom time range, click on 'Custom', which will lead you to the Time Range Selection page. If you have a specific time range that you frequently use and would like it to be included in this list, please inform our technical support team.
3. **Selecting a Custom Time Range** : Skip this instruction if you selected a pre-set time range in the Quick Time Range Selector. The Time Range Selection page allows you to specify a unique time range for the report. This involves selecting a start time (referred to as 'From Time') and an end time (referred to as 'To Time'). To select the 'From Time', click on the corresponding input field and a date-time selector will appear. Choose the desired date and time. Repeat the process for the 'To Time'. After both times have been selected, click the Next Toolbar Button at the bottom of the page.

4. **Choosing the Report Type** : Once a time range has been specified, the next step is to select the type of report you wish to generate. Two options are available: 'Comprehensive Detailed Report' and 'Comprehensive Summarised Report'. These options will be presented in a prompt window from which you can make your selection.
5. **Viewing the Report** : After the report type has been selected, the report will be generated and displayed for your review.
6. Upon opening of the report, additional related reports are automatically opened. For the Comprehensive Detailed Sales Report, the following reports are opened : 1) Detailed Statement of Cash Flows. For the Comprehensive Summarized Report, the following reports are opened : 1) Summarized Statement of Cash Flows, 2) Statement of Changes.

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