DINERWARE
Intuitive Restaurant Software

ALL USERS
This Quick Start Guide is Intended for users with login privileges.

Payroll Reports

Dinerware provides payroll reports for employees that are paid hourly.

Print Tip:

To print a report, a printer must be installed in the Windows environment.

How to Run a Payroll Report

Two common reports that management will access are the RFO, or Restaurant Financial Overview, and the payroll report.

The reports screen

Log in to the terminal using a four-digit PIN.

1. From the order entry screen, touch **'Manager'** at the top right of the screen.

The manager screen appears.

2. Touch **'Reports'.** The reports screen appears.

3. From the upper left drop down menu, **select Labor.** (By default, sales reports appear first.)

4. Use the **view pane** that appears and **highlight the report** desired.

5. Select the date and time via the calendar and clock icons.

6. Touch **'Show Report'** on the right of the screen.

Once the report appears, **the report can be saved** in an Excel file format.