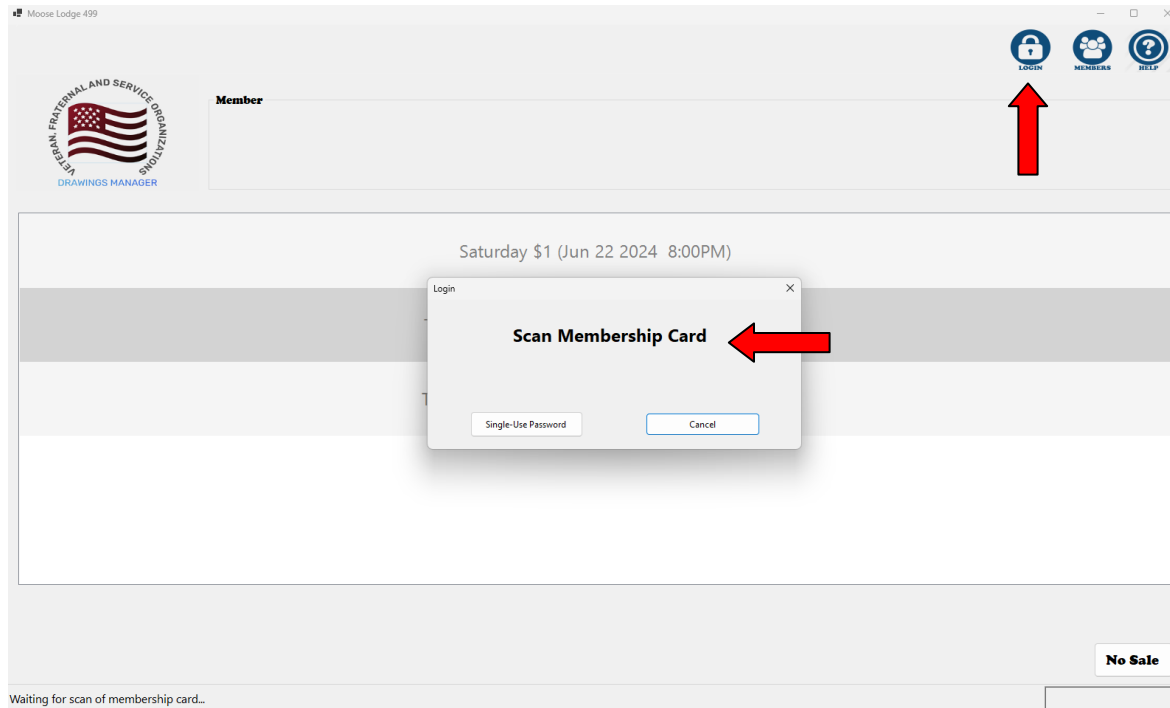


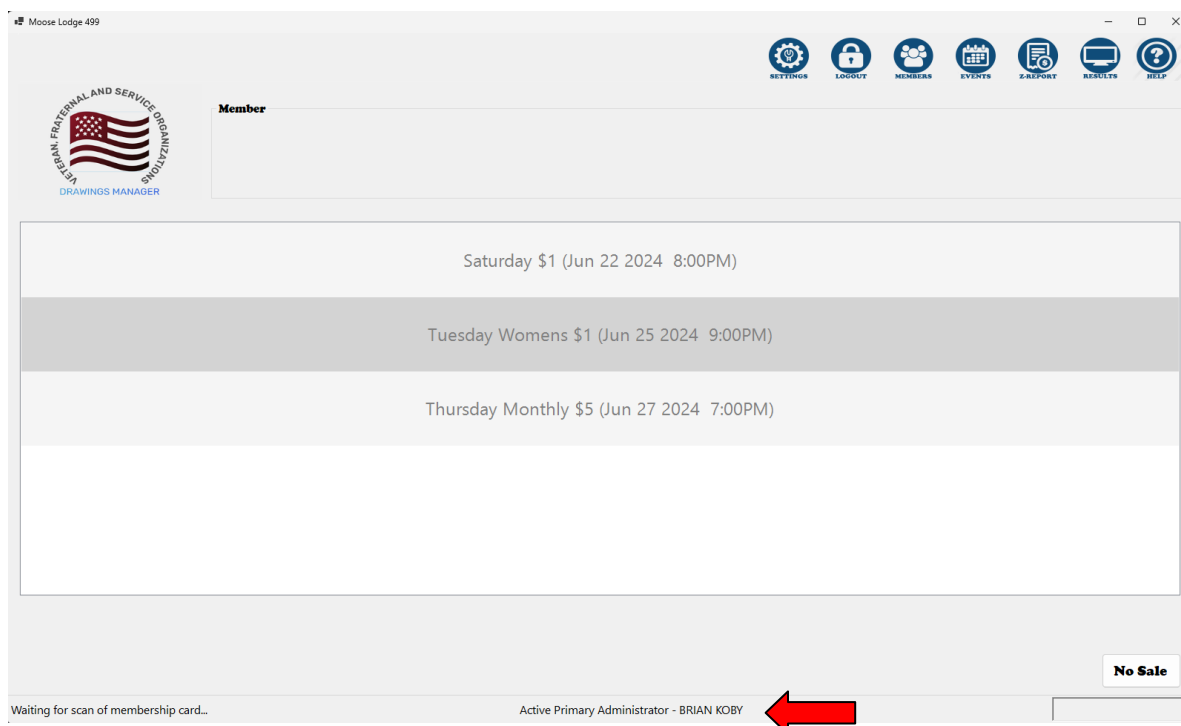
# Printing Z-Reports

1. If administrative permissions are enabled then you will need to login first; click on the LOGIN icon then you will be prompted to scan your card (or swipe):

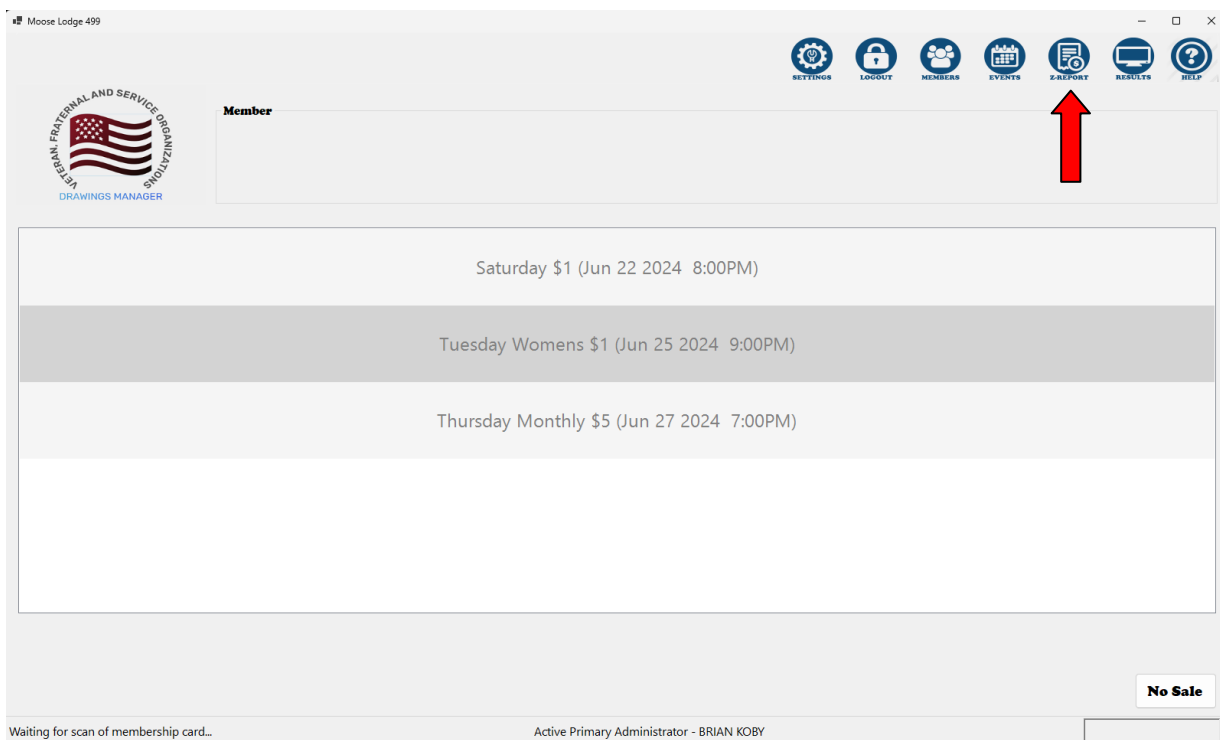
**Note:** you must scan or swipe a membership card that has administrative privileges.



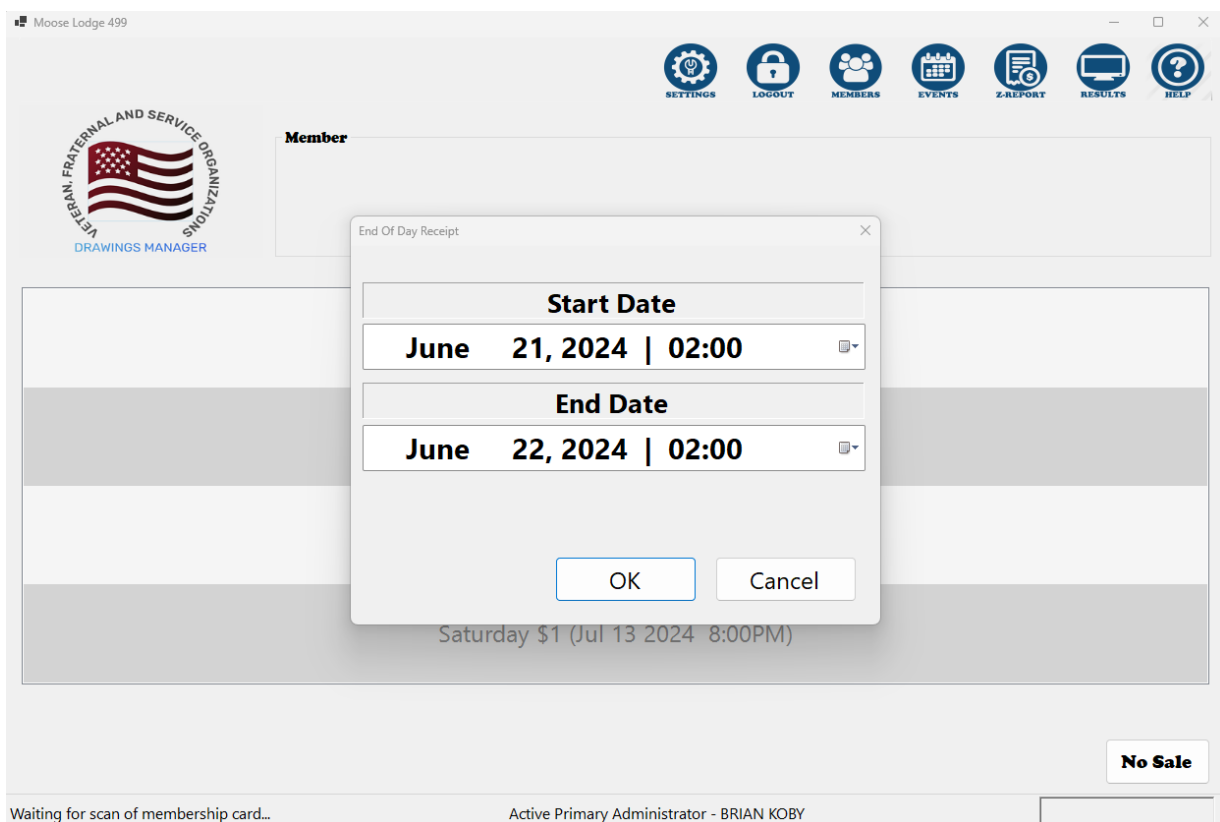
2. Once you are logged in as an administrator you will see the a message at the bottom of the window showing you are logged in as an administrator:



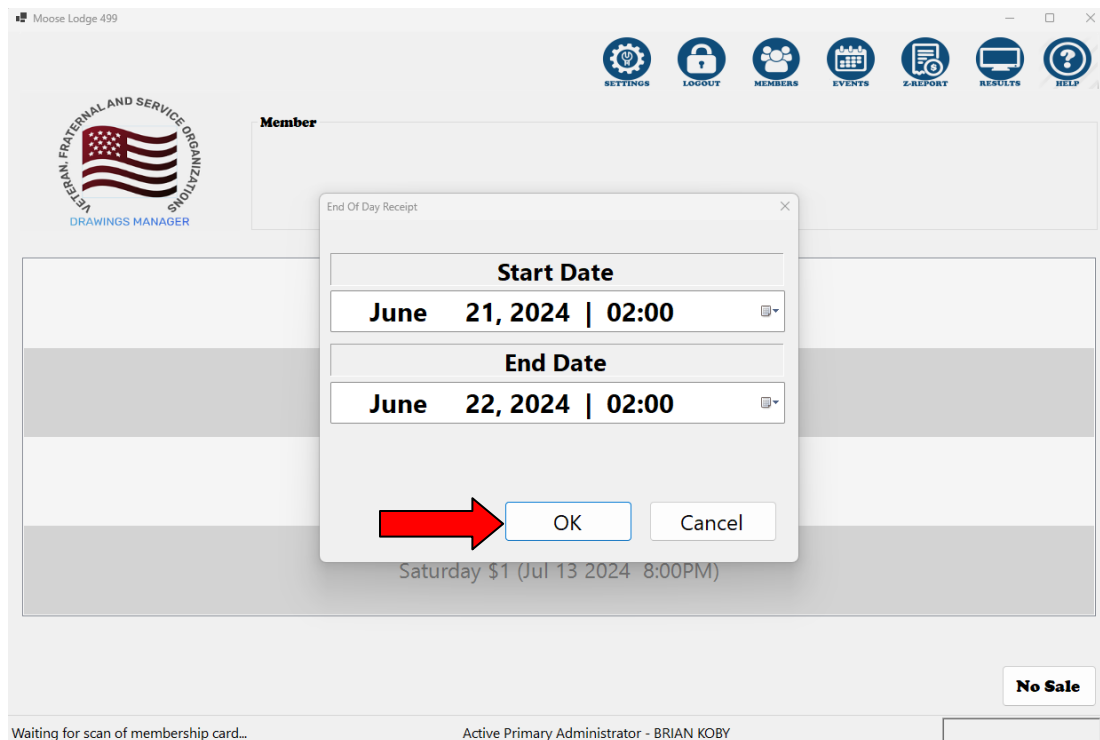
### 3. From the signup window select the Z-REPORT icon:



### 4. The End Of Day Receipt page will be displayed as a new window:

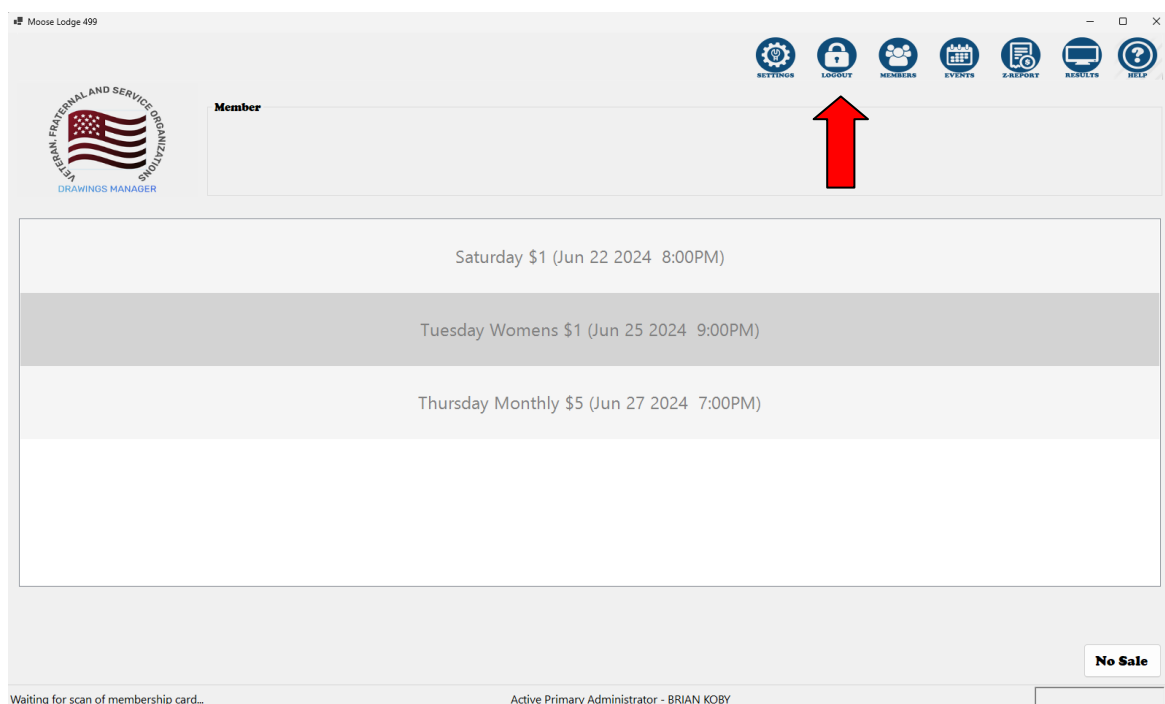


5. Change the Start Date and End Date to the desired date and times then click OK and the report will be sent to the receipt printer:



**TIP:** You can set the default Z-Report Start Time and End Time in the Settings Page; as Administrative user update the parameters “ZReportBeginTime”, “ZReportEndTime” and “ZReportSameDayDefault”

6. LOGOUT AS ADMINISTRATOR (if permissions are enabled); click on the LOGOUT icon



7. Verify the “Active Administrator - <NAME>” message at the bottom of the window is no longer present.

