

How to Reprint a Z Report

To reprint a Z report, from the till in question:

1. Go to back office
2. Go to reports / sales analysis
3. Scroll down and highlight 'Session numbers from a till snapshot' and press Select item
4. Select the date, e.g. 15th February
5. Enter till number
6. Make note of session number(s) and then click OK
7. Select option 'Printer reset' at the top of the screen
8. Select reprint session from historic date and enter session number from above
9. Repeat for all sessions for that till