

## Reports

**REPORTS - PERIODIC**

Periodic Period summary Export raw data to excel

Select report filters

From 06/01/2025

Until 12/01/2025

Value group by Absolute values

Group by classifier level Category

Period group by Weekly

Create

**Generate periodic reports to analyze waste data over a selected time frame:**

**Select date range** - set the **From** and **Until** dates to define the reporting period.

**Choose value grouping** - select how values are grouped (e.g., **Absolute values**, **Per visitor**).

**Group by Classifier Level** - choose a classifier level (e.g., **Category**, **Sub-category**, **Ingredients**) to organize the data.

**Set Period Grouping** - define how data is grouped by time (e.g., **Weekly**, **Daily**).

**Create Report** - click the green **Create** button to generate the report based on the selected filters.

**REPORTS - PERIODIC**

Periodic Period summary Export raw data to excel

Select report filters

From 01/01/2025

Until 12/01/2025

Value group by Absolute values

Group by classifier level By visitor count

Group by classifier level Category

Period group by Group

Period group by Category

Period group by Sub-category

Period group by Ingredients

Period group by Weekly

Period group by Daily

Period group by Weekly

Create

## Generating Period Summary Reports

Generate a summary report for waste data over a selected period:

**Select Date Range** - set the **From** and **Until** dates to define the reporting period.

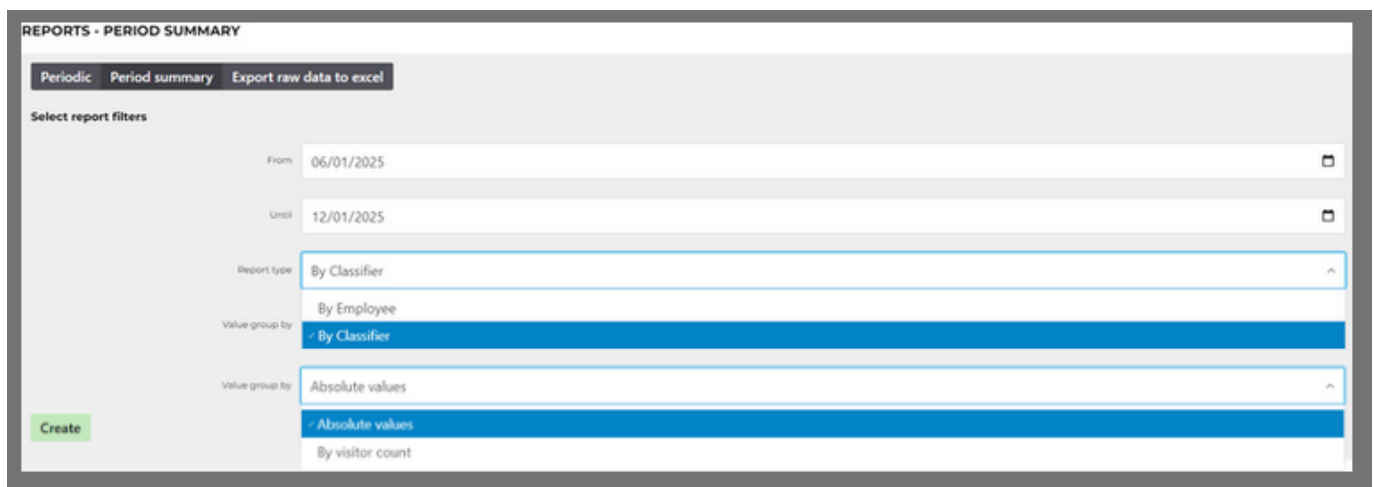
**Choose Report Type:**

- **By classifier:** generates a report grouped by waste classifications.
- **By employee:** generates a report based on individual employees' waste data.

**Choose Value Grouping:**

- **Absolute values:** shows total waste values.
- **By visitor count:** calculates waste values per visitor.

**Create Report** - click the green **Create** button to generate the summary report based on your selections.



The screenshot displays the 'REPORTS - PERIOD SUMMARY' interface. At the top, there are three tabs: 'Periodic', 'Period summary' (which is active), and 'Export raw data to excel'. Below the tabs, the 'Select report filters' section contains several input fields and dropdown menus. The 'From' date is set to '06/01/2025' and the 'Until' date is set to '12/01/2025'. The 'Report type' dropdown is set to 'By Classifier'. The 'Value group by' dropdown is set to 'By Classifier'. The 'Value group by' dropdown is set to 'Absolute values'. A green 'Create' button is located at the bottom left of the form.

## Exporting Raw Data to Excel

Select the "Export raw data to excel" tab.

**Click "Export to Excel"** - Press the green **Export to excel** button to generate an Excel file.

**Report delivery** - The exported report will be sent to the admin email provided in the restaurant information.

**Confirm or Cancel** - Confirm the export by clicking the green **Export to excel** button, or click **Cancel** to exit without exporting.

## REPORTS - PERIOD SUMMARY

Periodic   Period summary   Export raw data to excel

Export to excel

×

Cancel

Export to excel