POS Reports

Portal Manual · https://spyderwash.info/help/pos-reports/

Sale Only Report

The "Sale Only Report" is used to review completed sale-only transactions processed through the SpyderWash POS System. This report is useful for reviewing retail sales, over-the-counter purchases, and other transactions that are not associated with WDF or PUD order processing.

View the Sale Only Report

1. Sign in to the SpyderWash Operator Portal
2. Click the **POS Reports** tab and select **Sale Only Report**
3. Select the applicable **Location Name**
   - *Optional:* Select the **Account Type**
   - *Optional:* Enter the desired **Date From** and **Date To** range
4. Click **SEARCH** to display the results

Picked Up Report

The "Picked Up Report" is used to review orders that have been marked as picked up in the SpyderWash POS System. This report is commonly used to verify completed order pickups, review pickup dates, and confirm attendant activity.

View the Picked Up Report

1. Sign in to the SpyderWash Operator Portal
2. Click the **POS Reports** tab and select **Picked Up Report**

3. Select the applicable **Location Name**
    - *Optional:* Select the **Account Type**
    - *Optional:* Select the **Transaction Type**
    - *Optional:* Enter the desired **Date From** and **Date To** range
4. Click **SEARCH** to display the results

Tip Report

The "Tip Report" page is used to review tip activity recorded through the SpyderWash POS System. Operators can use this report to review tips by transaction type, attendant, location, and date range.

View the Tip Report

1. Sign in to the SpyderWash Operator Portal
2. Click the **POS Reports** tab and select **Tip Report**
    - *Optional:* Select the applicable **Transaction Type**
    - *Optional:* Select the **Attendant Name** if applicable
    - *Optional:* Enter the desired **Date From** and **Date To** range
3. Select the **Location Name**
4. Click **SEARCH** to display the results

Void Report

The "Void Report" is used to review orders or transactions that have been voided in the SpyderWash POS System. This report helps Operators review voided activity, confirm void

reasons, and monitor attendant or user activity associated with voided orders.

View the Void Report

1. Sign in to the SpyderWash Operator Portal
2. Click the **POS Reports** tab and select **Void Report**
    - *Optional:* Select the applicable **Transaction Type**
    - *Optional:* Enter the desired **Date From** and **Date To** range
3. Select the **Location Name**
4. Click **SEARCH** to display the results

Attendant Checklist Report

The "Attendant Checklist Report" is used to review checklist activity completed by attendants. Operators can use this report to confirm whether assigned tasks were completed, review task completion dates and times, and identify tasks that may require follow-up.

View the Attendant Checklist Report

1. Sign in to the SpyderWash Operator Portal
2. Click the **POS Reports** tab and select **Attendant Checklist Report**
3. Select the applicable **Location Name**
    - *Optional:* Select the **Attendant Name**
    - *Optional:* Select the **Task Completed Status**
    - *Optional:* Select the **Shift Type**
    - *Optional:* Enter the desired **Date From** and **Date To** range
4. Click **SEARCH** to display the results

PUD Wallet Report

The "PUD Wallet Report" is used to review Pickup & Delivery wallet transactions. This report helps Operators review wallet-related activity, including transaction type, location, and date range.

View the PUD Wallet Report

1. Sign in to the SpyderWash Operator Portal
2. Click the **POS Reports** tab and select **PUD Wallet Report**
    - *Optional:* Select the applicable **Transaction Type**
    - *Optional:* Enter the desired **Date From** and **Date To** range
3. Select the **Location Name**
4. Click **SEARCH** to display the results

Time Clock Report

The "Time Clock Report" is used to review attendant clock-in and clock-out activity. Operators can use this report to track time worked, review deleted entries, and manually enter time clock records when needed.

View the Time Clock Report

1. Sign in to the SpyderWash Operator Portal
2. Click the **POS Reports** tab and select **Time Clock Report**
    - *Optional:* Select the **User Name**
    - *Optional:* Enter the **POS ID**
    - *Optional:* Enter the desired **From** and **To** dates
    - *Optional:* Select the **Location**
3. Click **SEARCH** to display the results

Cash Drawer Report

The "Cash Drawer Report" is used to review cash drawer activity recorded through the SpyderWash POS System. This report is useful for reviewing drawer openings, attendant activity, POS location, and date-specific cash drawer records.

View the Cash Drawer Report

1. Sign in to the SpyderWash Operator Portal
2. Click the **POS Reports** tab and select **Cash Drawer Report**
    - *Optional:* Select the applicable **Attendant Name**
    - *Optional:* Enter the desired **Date From** and **Date To** range
    - *Optional:* Select the **Location Name**
3. Click **SEARCH** to display the results

Refund Report

The "Refund Report" is used to review refunds processed through the SpyderWash POS System. Operators can use this report to review refunded orders, refund dates, refund amounts, refund reasons, and associated payment details.

View the Refund Report

1. Sign in to the SpyderWash Operator Portal
2. Click the **POS Reports** tab and select **Refund Report**
    - *Optional:* Select the applicable **Transaction Type**
    - *Optional:* Enter the desired **Date From** and **Date To** range

- *Optional:* Select the **Location Name**

3. Click **SEARCH** to display the results