

7. Sales Records

If administrator login Sales Records, he/she can view or edit all sales records.

1. Click **“Records”** icon to check sales record
2. Click **“Print Daily Records”** to print all sales record
3. Search sales records by date, batch number, item, item category, time, shifts or staffs.
4. Tick the selected sales records and click **“Delete Selected”** button to delete records.

Batch No	Customer Name	Table No	Package	Total Charges	Time Start	Time End	Duration
IN00321	admin	02	Single Player 4	RM110.00	2016-10-01 17:38:23	2016-10-01 17:38:28	5 sec
IN00320	admin	01	No Package	RM30.00	2016-10-01 17:37:06	2016-10-01 17:38:15	0 sec
IN00319	admin	01	No Package	RM60.00	2016-10-01 17:36:26	2016-10-01 17:37:00	0 sec
IN00318	admin	02	Double Player / Century	RM430.00	2016-10-01 17:35:53	2016-10-01 17:36:19	26 sec
IN00317	admin	01	No Package	RM80.00	2016-10-01 17:33:06	2016-10-01 17:36:15	0 sec
IN00316	admin	01	Single Player	RM110.00	2016-10-01 17:16:22	2016-10-01 17:24:19	7 min 57 sec
IN00315	admin	02	Single Player	RM110.00	2016-10-01 17:16:01	2016-10-01 17:16:11	10 sec
IN00314	admin	01	No Package	RM0.00	2016-10-01 17:12:40	2016-10-01 17:16:09	0 sec

If staff login Sale Records, he/she can only view their own sales records only. They are not able to edit or delete the sales records.

1. Click **“Records”** icon to check sales record
2. Click **“Print Daily Records”** to print their own sales records.
3. Search sales records by date, batch number, item, item category, time, shifts or staff.

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