

Fast Track 2000 Timer  
Creating Reports



**Manual**

**Reporting**

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## SECTION 13 – MANUAL REPORTS

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### 13-1 Manual Reports

The Manual Reports screen is your entry to the manual reporting system. It allows you to request a report based on a selected portion of the historical data gathered by the Fast Track 2+2® 2000 Series Timer.

From the MENU Screen,



1. Press:  to move field to [MANUAL REPORTS].
2. Press: . You are now in the Manual Reports screen.

```

0 8 : 2 4   A M   T H U   J U N   1 6
R E P O R T S

H O U R L Y
D A Y P A R T S
S H I F T S
D A I L Y
W E E K L Y
M O N T H L Y
Y E A R - T O - D A T E
C U S T O M
C A R   B Y   C A R

< A R R O W S >   T O   M O V E
< E N T E R >    T O   S E L E C T
< M A I N   M E N U > T O   E X I T
    
```

3. Press:  to move to the desired report type.
4. Press:  to view the desired report. The following pages of this section provide instructions to setup, view and/or print the various individual Manual Reports listed on the main screen above.

**NOTE:** A Manual Report can provide the answer to almost any kind of question you might ask about your data. Use a Manual Report to see how your store is meeting performance standards, to compare shifts or time periods, and for many other useful purposes. Defining and producing a Manual Report is easy and becomes very natural with some practice. The information the Timer needs to produce reports is entered using a short sequence of one, two, or three screens.

Produce Manual Reports on your Main Console display screen or on the Thermal Printer. You can also generate a screen report and then use the <PRINT DISPLAY> key to print a copy of the screen. (If you should need to stop printing of a report or series of reports, press the <CLEAR> key.)

A **Single Button Report (SBR)** is used to print a pre-designated report on the fly by pressing a single key on the keypad. To set this up, select from the Manual Reports screen which report (HOURLY, DAILY, SHIFTS or DAYPARTS) you would like to print and press the blank key on the lower left side of the keypad. This should place the letters SBR to the right of the report you have selected. *Default setting is HOURLY.* Your Single Button Report is now ready and at anytime while you are in the Activity screen you can press the blank key and your report will print out on your printer.




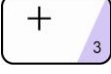

The various types of report screens that you can select follow:

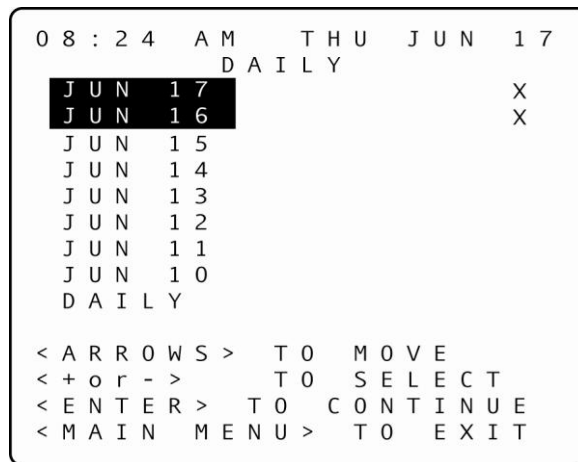
### **13-1.1 Daily, Weekly, and Monthly Reports**

These screens let you set reporting for one or more daily, weekly, or monthly time periods. The Daily, Weekly, and Monthly screens are very similar except for the time period differences. You can select the current period and/or one or more of the seven most recent periods. Alternatively, you can select every period within a range of dates that you specify. This lets you access all of the historical data stored in the Timer. In either case, individual reports will be produced for each specified period. If your report includes multiple time periods, one report will be produced for each period. The screen rows correspond to time periods for which data will be reported. You select reporting for one of these periods by using <ARROWS> to move to the corresponding row and then using the <+> or <-> key to toggle reporting for the period on or off.

### 13-1.1.1 Daily Reports

From MANUAL REPORTS Screen (See - [Section 13-1](#) Manual Reports):

1. Press:  to move field to [DAILY].
2. Press: . You are now in the Daily Reports screen.
3. Press:  to move field to the desired day(s).
4. Press:  to select or  to deselect a specific day (you may select one or more days). An X appears to the right of each row selected for reporting.



**NOTE:** If you select [DAILY] instead of a specific day (or days), any individual days you may have also selected will be deselected automatically.

5. Press:  when selection is complete. You are now in the Report Format selection screen.



```

08:24 AM THU JUN 16
      DAILY REPORTS


FROM - DATE - TO
JUN/16/05 <> JUN/17/05


REPORT BY AVERAGE
VIEW <> PRINT
REPORT BY PERIOD
VIEW <> PRINT

<ARROWS> TO MOVE
<ENTER> TO CONTINUE
<MAIN MENU> TO EXIT
    
```



6. Press:   to move the field to [VIEW] or [PRINT] in order to send the report to either the display or the printer. Selecting the [VIEW] or [PRINT] option below the REPORT BY AVERAGE field will produce a single report that averages all the selected data. (For example, selecting REPORT BY AVERAGE for a Daily Report for which you have selected three particular days will produce a single report combining and averaging the data for the three daily time periods.) The REPORT BY PERIOD [VIEW] or [PRINT] selection will produce individual report sections for each period. The Header for each report section indicates which dates are included in the section.

7. Press:  to produce the selected screen or printer report. The Timer will display *SEARCHING* and/or *PROCESSING* for up to several seconds before the report is displayed or printed.

8. Press:  when viewing a screen report to display the corresponding grading report. This screen shows counts and percentages of cars that meet the criteria for each letter grade.






(If you then need a printed copy of the grading report, press: .)

9. Press:  to scroll through reports that has too many lines to fit on the screen.

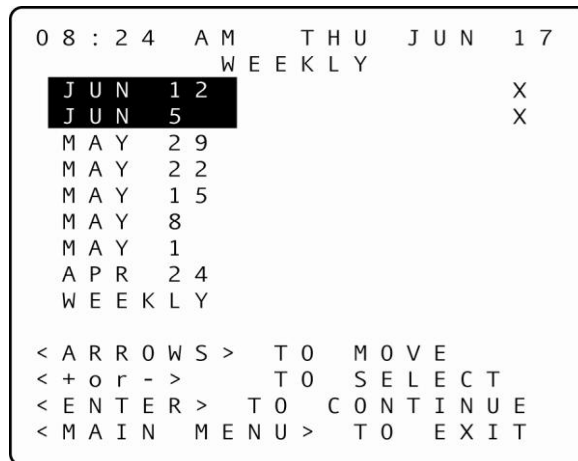
10. Press:  or  to cycle through individual period reports when viewing reports for more than one period.

### 13-1.1.2 Weekly Reports

From MANUAL REPORTS Screen (See - [Section 13-1](#) Manual Reports):

1. Press:  to move field to [WEEKLY].
2. Press: . You are now in the Weekly Reports screen.
3. Press:  to move the field to the desired week(s).
4. Press:  to select or  to deselect a specific week (you may select one or more weeks). An X appears to the right of each row selected for reporting.

**NOTE:** If you select [WEEKLY] instead of a specific week (or weeks), any individual weeks you may have also selected will be deselected automatically



**NOTE:** The days shown on the screen are the first days of the most current seven business weeks as programmed in Set Parameters for a specific Timer.

5. Press:  when selection is complete. You are now in the Report Format selection screen.



```

0 8 : 2 4   A M   T H U   J U N   1 6
      W E E K L Y   R E P O R T S

F R O M   -   D A T E   -   T O
J U N / 0 5 / 0 5 < > J U N / 1 7 / 0 5


R E P O R T   B Y   A V E R A G E
  V I E W   < >   P R I N T
R E P O R T   B Y   P E R I O D
  V I E W   < >   P R I N T

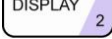
< A R R O W S >   T O   M O V E
< E N T E R >   T O   C O N T I N U E
< M A I N   M E N U >   T O   E X I T
    
```

6. Press:   to move the field to [VIEW] or [PRINT] in order to send the report to either the display or the printer. Selecting the [VIEW] or [PRINT] option below the REPORT BY AVERAGE field will produce a single report that averages all the selected data. (For example, selecting REPORT BY AVERAGE for a Daily Report for which you have selected three particular days will produce a single report combining and averaging the data for the three daily time periods.) The REPORT BY PERIOD [VIEW] or [PRINT] selection will produce individual report sections for each period. The Header for each report section indicates which dates are included in the section.





7. Press:  to produce the selected screen or printer report. The Timer will display *SEARCHING* and/or *PROCESSING* for up to several seconds before the report is displayed or printed.

8. Press:  when viewing a screen report to display the corresponding grading report. This screen shows counts and percentages of cars that meet the criteria for each letter grade.






(If you then need a printed copy of the grading report, press: .)

9. Press:  to scroll through reports that has too many lines to fit on the screen.

10. Press:   to cycle through individual period reports when viewing reports for more than one period.

### 13-1.1.3 Monthly Reports

From MANUAL REPORTS Screen (See - [Section 13-1](#) Manual Reports):

1. Press:  to move field to [MONTHLY].
2. Press: . You are now in the Monthly Reports screen.
3. Press:  to move the field to the desired month(s).
4. Press:  to select or  to deselect a specific month (you may select one or more months). An X appears to the right of each row selected for reporting.

**NOTE:** If you select [MONTHLY] instead of a specific month (or months), any individual months you may have also selected will be deselected automatically

```

0 8 : 2 4   A M   T H U   J U N   1 7
                M O N T H L Y
J U N   2 0 0 5           X
M A Y   2 0 0 5           X
A P R   2 0 0 5
M A R   2 0 0 5
F E B   2 0 0 5
J A N   2 0 0 5
D E C   2 0 0 4
N O V   2 0 0 4
M O N T H L Y

< A R R O W S >   T O   M O V E
< + o r - >       T O   S E L E C T
< E N T E R >     T O   C O N T I N U E
< M A I N M E N U > T O   E X I T
    
```

5. Press:  when selection is complete. You are now in the Report Format selection screen.



```

08:24 AM THU JUN 16
MONTHLY REPORTS


FROM - DATE - TO
MAY/01/05 <> JUN/17/05

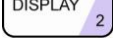
REPORT BY AVERAGE
VIEW <> PRINT
REPORT BY PERIOD
VIEW <> PRINT

<ARROWS> TO MOVE
<ENTER> TO CONTINUE
<MAIN MENU> TO EXIT
    
```



6. Press:   to move the field to [VIEW] or [PRINT] in order to send the report to either the display or the printer. Selecting the [VIEW] or [PRINT] option below the REPORT BY AVERAGE field will produce a single report that averages all the selected data. (For example, selecting REPORT BY AVERAGE for a Daily Report for which you have selected three particular days will produce a single report combining and averaging the data for the three daily time periods.) The REPORT BY PERIOD [VIEW] or [PRINT] selection will produce individual report sections for each period. The Header for each report section indicates which dates are included in the section.

7. Press:  to produce the selected screen or printer report. The Timer will display *SEARCHING* and/or *PROCESSING* for up to several seconds before the report is displayed or printed.

8. Press:  when viewing a screen report to display the corresponding grading report. This screen shows counts and percentages of cars that meet the criteria for each letter grade.

(If you then need a printed copy of the grading report, press: .)


9. Press:  to scroll through reports that has too many lines to fit on the screen.

10. Press:  or  to cycle through individual period reports when viewing reports for more than one period.

### 13-1.2 Hourly and Custom Reports

From MANUAL REPORTS Screen (See - [Section 13-1](#) Manual Reports):

1. Press:  to move field to [CUSTOM] OR LEAVE FIELD ON [HOURLY].





2. Press: . You are now in either the Custom (displayed below) or Hourly Reports screen. (The Hourly Reports screen is identical except for the heading that reads, "HOURLY REPORTS" rather than "CUSTOM REPORTS").



```

0 8 : 2 4  A M   T H U   J U N   1 8
      C U S T O M   R E P O R T S

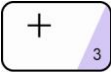

      S T A R T           S T O P
      1 2 : 0 0 P M     1 : 0 0 P M
F R O M   -   D A T E   -   T O
J U N / 1 7 / 0 5 < > J U N / 1 7 / 0 5
R E P O R T   B Y   A V E R A G E
  V I E W   < >   P R I N T
R E P O R T   B Y   P E R I O D
  V I E W   < >   P R I N T



< A R R O W S >   T O   M O V E
< + o r - >     T O   S E T   T & D
< E N T E R >   T O   C O N T I N U E
< M A I N   M E N U >   T O   E X I T
    
```

3. Press:  or  or  or  to move the field to the START and STOP fields, to the time(s) requiring adjustment.


4. Press:  or  to set the time. The time moves in one-hour increments for Hourly Reports and 15-minute increments for Custom Reports.

5. Press:   to move the field to the dates on the FROM and TO fields.

6. Press:  or  to set the dates.



7. Press:   to move the field to [VIEW] or [PRINT] in order to send the report to either the display or the printer. Selecting the [VIEW] or [PRINT] option below the REPORT BY AVERAGE field will produce a single report that averages all the selected data. (For example, selecting REPORT BY AVERAGE for a Daily Report for which you have selected three particular days will produce a single report combining and averaging the data for the three daily time periods.) The REPORT BY PERIOD [VIEW] or [PRINT] selection will produce individual report sections for each period. The Header for each report section indicates which dates are included in the section.

8. Press:  to produce the selected screen or printer report. The Timer will display *SEARCHING* and/or *PROCESSING* for up to several seconds before the report is displayed or printed.

9. Press:  when viewing a screen report to display the corresponding grading report. This screen shows counts and percentages of cars that meet the criteria for each letter grade.

(If you then need a printed copy of the grading report, press: .)

10. Press:  to scroll through reports that has too many lines to fit on the screen.

11. Press:  or  to cycle through individual period reports when viewing reports for more that one period.

### 13-1.3 Dayparts and Shifts Report

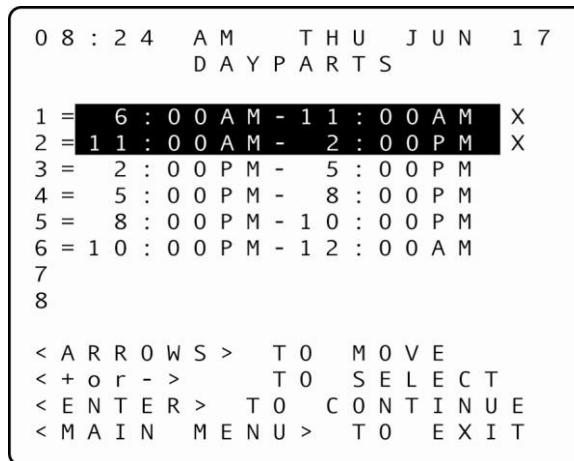
The Dayparts and Shifts screens let you set reporting for one or more Dayparts or Shifts.

#### 13-1.3.1 Dayparts Report



From MANUAL REPORTS Screen (See - [Section 13-1](#) Manual Reports):

1. Press:  to move field to [DAYPARTS].

2. Press: . You are now in the Dayparts screen.



3. Press:  to move the field to the desired Dayparts row.

4. Press:  to select or  to deselect a specific Dayparts (you may select one or more Dayparts). An X appears to the right of each row selected for reporting.

5. Press:  when selection is complete. You are now in the Report Format selection screen.

The **Report Format Selection** screen lets you pick the starting and ending dates of a time range for which Dayparts Report will be produced.









```

0 8 : 2 4   A M   T H U   J U N   1 6
  D A Y P A R T S   R E P O R T S
S E L E C T E D : 1 2

F R O M   -   D A T E   - T O
J U N / 1 7 / 0 5 < > J U N / 1 7 / 0 5


  R E P O R T   B Y   A V E R A G E
  [ V I E W ] < > P R I N T
  R E P O R T   B Y   P E R I O D
  V I E W   < >   P R I N T

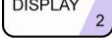
< A R R O W S >   T O   M O V E
< + o r - >     T O   S E T   D A T E
< E N T E R >   T O   C O N T I N U E
< M A I N   M E N U >   T O   E X I T
  
```

6. Press:  or  or  or  to move to the FROM or TO fields, to the month, date and/or year field(s) requiring adjustment.
  
7. Press:  or  to adjust the month, date and/or year. The Timer knows the date range associated with your data and protects you from requesting reports outside this range.
  
8. Press:  or  to move the field to [VIEW] or [PRINT] in order to send the report to either the display or the printer. Selecting the [VIEW] or [PRINT] option below the REPORT BY AVERAGE field will produce a single report that averages all the selected data. (For example, selecting REPORT BY AVERAGE for a Daily Report for which you have selected three particular days will produce a single report combining and averaging the data for the three daily time periods.) The REPORT BY PERIOD [VIEW] or [PRINT] selection will produce individual report sections for each period. The Header for each report section indicates which dates are included in the section.





9. Press:  to produce the selected screen or printer report. The Timer will display *SEARCHING* and/or *PROCESSING* for up to several seconds before the report is displayed or printed.

10. Press:  when viewing a screen report to display the corresponding grading report. This screen shows counts and percentages of cars that meet the criteria for each letter grade.

(If you then need a printed copy of the grading report, press: .)


11. Press:  to scroll through reports that has too many lines to fit on the screen.

12. Press:  or  to cycle through individual period reports when viewing reports for more than one period.

### 13-1.3.2 Shifts Report

From MANUAL REPORTS Screen (See - [Section 13-1](#) Manual Reports):

1. Press:  to move field to [SHIFTS].

2. Press: . You are now in the Shifts screen.

```

0 8 : 2 4   A M   T H U   J U N   1 7
          S H I F T S

1 =   6 : 0 0 A M -   4 : 3 0 P M
2 =   4 : 3 0 P M - 1 2 : 0 0 A M
3 =
4 =

< A R R O W S >   T O   M O V E
< + o r - >       T O   S E L E C T
< E N T E R >     T O   C O N T I N U E
< M A I N M E N U > T O   E X I T
    
```

3. Press:  to move the field to the desired Shifts row.

4. Press:  to select or  to deselect a specific Shift (you may select one or more Shifts). An X appears to the right of each row selected for reporting.

5. Press:  when selection is complete. You are now in the Report Format selection screen.

The **Report Format Selection** screen lets you pick the starting and ending dates of a time range for which Dayparts Report will be produced.









```

08:24 AM THU JUN 16
  SHIFTS REPORTS
SELECTED: 12


FROM - DATE - TO
JUN / 17 / 05 < > JUN / 17 / 05

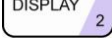
REPORT BY AVERAGE
  VIEW < > PRINT
REPORT BY PERIOD
  VIEW < > PRINT

< ARROWS > TO MOVE
< + or - > TO SET DATE
< ENTER > TO CONTINUE
< MAIN MENU > TO EXIT
  
```



6. Press:  or  or  or  to move to the FROM or TO fields, to the month, date and/or year field(s) requiring adjustment.
  
7. Press:  or  to adjust the month, date and/or year. The Timer knows the date range associated with your data and protects you from requesting reports outside this range.
  
8. Press:  or  to move the field to [VIEW] or [PRINT] in order to send the report to either the display or the printer. Selecting the [VIEW] or [PRINT] option below the REPORT BY AVERAGE field will produce a single report that averages all the selected data. (For example, selecting REPORT BY AVERAGE for a Daily Report for which you have selected three particular days will produce a single report combining and averaging the data for the three daily time periods.) The REPORT BY PERIOD [VIEW] or [PRINT] selection will produce individual report sections for each period. The Header for each report section indicates which dates are included in the section.

9. Press:  to produce the selected screen or printer report. The Timer will display *SEARCHING* and/or *PROCESSING* for up to several seconds before the report is displayed or printed.

10. Press:  when viewing a screen report to display the corresponding grading report. This screen shows counts and percentages of cars that meet the criteria for each letter grade.



(If you then need a printed copy of the grading report, press: .)

11. Press:  to scroll through reports that has too many lines to fit on the screen.

12. Press:  or  to cycle through individual period reports when viewing reports for more than one period.

### 13-1.4 Year to Date Reports

From MANUAL REPORTS (See - [Section 13-1](#) Manual Reports):




1. Press:  to move field to [YTD].
2. Press: . You are now in the Year to Date screen.



```


0 8 : 2 4   A M   T H U   J U N   1 7
      Y E A R   T O   D A T E
                        0 4   0 5
J A N   T H R U   D E C
J A N   T H R U   M A R
A P R   T H R U   J U N
J U L   T H R U   S E P
O C T   T H R U   D E C


      R E P O R T
V I E W   < >   P R I N T


< A R R O W S >   T O   M O V E
< E N T E R >   T O   C O N T I N U E
< M A I N   M E N U >   T O   E X I T
    
```

3. Press:  to move the field to the desired time period.
4. Press:  or  to select or to deselect a specific time period (you may select one or more periods for either year or for both years). An X appears to the right of each row selected for reporting. The Timer knows the date range associated with your data and protects you from requesting reports outside this range.



5. Press:   to move the field to [VIEW] or [PRINT] in order to send the report to either the display or the printer. Selecting the [VIEW] or [PRINT] option below the REPORT BY AVERAGE field will produce a single report that averages all the selected data. (For example, selecting REPORT BY AVERAGE for a Daily Report for which you have selected three particular days will produce a single report combining and averaging the data for the three daily time periods.) The REPORT BY PERIOD [VIEW] or [PRINT] selection will produce individual report sections for each period. The Header for each report section indicates which dates are included in the section.

6. Press:  to produce the selected screen or printer report. The Timer will display *SEARCHING* and/or *PROCESSING* for up to several seconds before the report is displayed or printed.

7. Press:  when viewing a screen report to display the corresponding grading report. This screen shows counts and percentages of cars that meet the criteria for each letter grade.

(If you then need a printed copy of the grading report, press: .)

8. Press:  to scroll through reports that has too many lines to fit on the screen.

9. Press:  or  to view grading reports for more than one event by cycling through individual grading reports.

### 13-1.5 Car by Car Reports

The Car by Car Reports allow you to define reports that provide information about each car passing through your drive-thru.

#### 13-1.5.1 Car by Car Reports by Station

From MANUAL REPORTS Screen (See - [Section 13-1](#) Manual Reports):

1. Press:  to move field to [CAR BY CAR].



2. Press: . You are now in the Car by Car screen.

```

0 8 : 2 4   A M       T H U   J U N   1 7
      C A R   b y   C A R
A   M E N U           A L L   A B C D F
A   G R E E T         A L L   A B C D F
A   C A S H I E R     A L L   A B C D F
A   P I C K   U P     A L L   A B C D F
A   T O T A L         A L L   A B C D F
P U L L O U T S              O F F
F T   E V E N T S              O F F

< A R R O W S >   T O   M O V E
< E N T E R >   T O   C O N T I N U E
< M A I N   M E N U >   T O   E X I T
    
```

3. Press:  to move the field to the desired event and grade row.

4. Press:  to move field to [ALL] to select all grades, or press:  one or more times to move field to select individual letter grades. If you do not select any grades on an event line, the report will not include that event.

5. Press:  or  to toggle selection ON or OFF. Your selections are now highlighted.

**NOTE:** Pullouts and other Fast Track Events (FT Events) will not be reported unless you change the settings from OFF (default setting) to ON.



### 13-1.5.2 Car by Car by Time and Date

From MANUAL REPORTS (See - [Section 13-1](#) Manual Reports):

1. Press:  to move field to [CAR BY CAR].



2. Press: . You are now in the Car by Car screen.

```


0 8 : 2 4   A M       T H U   J U N   1 7
      C A R   b y   C A R
A   M E N U           A L L   A B C D F
A   G R E E T         A L L   A B C D F
A   C A S H I E R     A L L   A B C D F
A   P I C K   U P     A L L   A B C D F
A   T O T A L         A L L   A B C D F
P U L L O U T S              O F F
F T   E V E N T S              O F F

< A R R O W S >   T O   M O V E
< E N T E R >   T O   C O N T I N U E
< M A I N   M E N U >   T O   E X I T
    
```

3. Press:  to move the field to the desired event and grade row.

4. Press:  to move field to [ALL] to select all grades, or press:  one or more times to move field to select individual letter grades. If you do not select any grades on an event line, the report will not include that event.

5. Press:  or  to toggle selection ON or OFF. Your selections are now highlighted.

6. Press:  to view the screen below, on which you can define the time period and date range for your Car by Car report. The events and grades you previously selected are displayed below the current time/date and type of report (CAR by CAR).



```

0 8 : 2 4   A M   T H U   J U N   1 7
          C A R   b y   C A R
A   M E N U           D F
A   G R E E T       B C D F
A   P I C K   U P   A B C D F
          1 2 : 0 0 P M   1 : 0 0 P M
F R O M   -   D A T E   -   T O
J U N / 2 0 / 0 5   J U N / 2 0 / 0 5


          P R I N T

< A R R O W S >   T O   M O V E
< + o r - >      T O   S E T   D A T E
< E N T E R >    T O   C O N T I N U E
< M A I N   M E N U >   T O   E X I T
    
```

7. Press:   to move field to time and date fields you want to change.

8. Press:  or  to change the times and/or dates. One report is produced for each date you select.

9. Press:   to move field to [PRINT].

10. Press:  to print the report. The Timer will display *SEARCHING* and/or *PROCESSING* for several seconds before the report is displayed or printed.

The following is a sample Car by Car Report with rows for each event, using the actual event names in your configuration. Each row shows time of day, station name, letter grade, and actual time duration of event.

```
THU JUN 16, 2005
1:23PM POWER ON
1:32PM ACCESS A
1:34PM ACCESS T
1:45PM GREET B 0:04
1:46PM GREET B 0:04
1:46PM ACCESS T
1:46PM CASHIER D 0:36
1:46PM GREET B 0:04
1:48PM PICK UP F 1:19
1:48PM TOTAL F 2:04
1:48PM CASHIER F 1:17
1:49PM PICK UP F 1:04
1:49PM TOTAL F 2:18
1:49PM CASHIER F 0:47
1:49PM TOTAL C 1:40
1:50PM PICK UP D 0:38
1:54PM CASHIER F 2:37
1:54PM TOTAL F 4:25
```