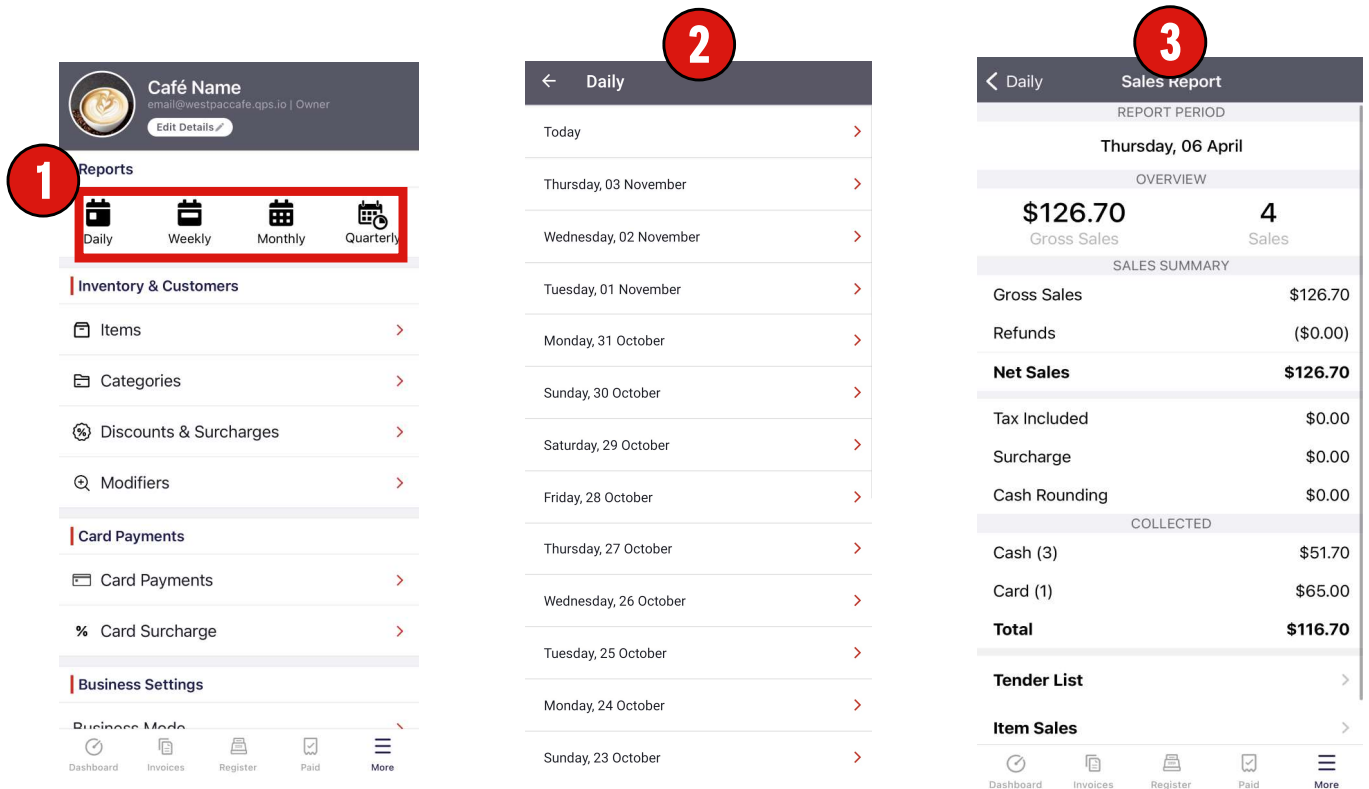# How to produce reports

All accessible reports can be viewed via the **More** tab.

1.   Tap on the relevant report period* (Daily, Weekly, Monthly or Quarterly).
2.   Tap on the relevant period for the report.
3.   The report will provide:

    a.   Overview

    b.   Sales summary

    c.   Collected

    d.   Tenders List

    e.   Item Sales

* You can download reporting data and access custom reporting periods via the EFTPOS Air Portal
https://portal.eftposair.westpac.com.au/