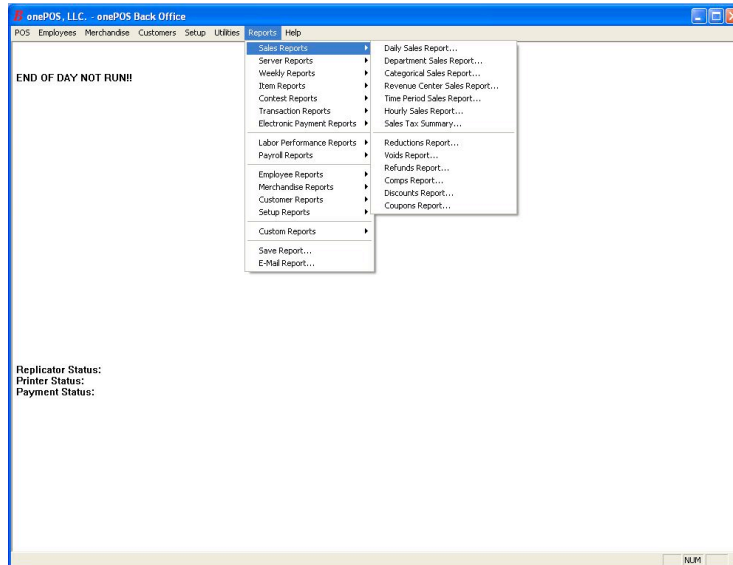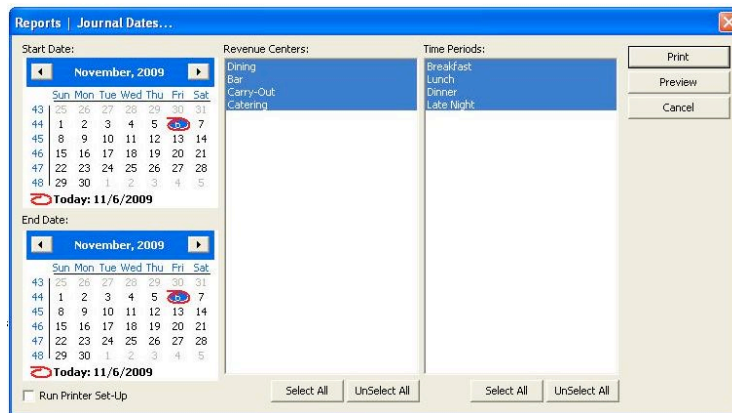# Printing a report in onePOS

To print a report in onePOS, such as the Daily Sales Report:

Open the Backoffice program.
Click Reports and choose the report you want from the drop down list:

After choosing a report, you will be presented some options. In the case of the Daily Sales Report, you will be prompted for a date range, revenue centers and time periods:

Once you've set these parameters, press the Print button to send the report to a printer or press the Preview button to view the report on your screen.

Different reports will require different parameters, but all reports can be either printed or viewed on screen using the Print or Preview buttons.