Sonoma Guide
Daily Reward Report

Instructions for reviewing / printing a list of rewards issued for a specific time period.

1. From the main menu goto **Reports**
2. Choose report category **Rewards / Awards**
3. Under *Choose Report* select **Rewards Detail**
4. Click the **By Item** report option
5. Under *Filter Criteria* set the **From** and **To** dates
      - by default if you just back up the from date by a day it will show the last 24 hours
6. Choose the specific casino location under the **Site** drop down box
7. Click **Show Report**

This report will show a detailed listing for each specific comp that was issued during the specified time period. For each record it will show the date and time it was issued, the name of the comp item, the transaction id, the customer's card number, the customer name, the employee number and name of the issuer, and how many points were used for the transaction.