

Access Report Explanation

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SALON MANAGER

01 Access Report Explanation

When you're in a report, you can go to the top right-hand side and click the report explanation button. This will open up a separate window and give you information about all of the columns and what they mean within this report. Every report has one of these, so go and check them out if you wish to learn more about what the columns mean, how the calculations work, and how some areas are calculated.

The screenshot shows the 'Salon KPI' report interface. At the top, there's a 'REPORTING' header and a user profile 'Lee T'. Below the header, there's a 'Live View' button and a 'Reports List' button. The main area contains filters for 'Choose salons' (18 salons selected), 'Start date' (27 July, 2026), 'End date' (3 August, 2026), and 'Include tax in takings' (toggle on). A 'Run Report' button is also present. The report displays a table with columns for various metrics across different sites.

Site	Average Bill	Service Takings	Retail Takings	Account Payments	Voucher Sales	Number Of Retail Sales	Clients Who Bought Retail	Total Takings	Up Or Down On Previous Period	Petty Cash	Holidays Taken	Sick Days	Unpaid Days	No Show Clients	No Shows Value
London	£233.08	£1,115.40	£0.00	£0.00	£50.00	0	0.00%	£1,165.40	0.00%	£0.00	0.0	0.0	7	0	£0.00
Manchester	£74.00	£296.00	£0.00	£0.00	£0.00	0	0.00%	£296.00	0.00%	£0.00	1.0	0.0	0	0	£0.00
	£162.38	£1,411.40	£0.00	£0.00	£50.00	0	0.00%	£1,461.40	0.00%	£0.00	1.0	0.0	7	1	£0.00

At the bottom, there are buttons for 'Print as a PDF', 'Export to Excel', and 'Export to CSV'. A 'Report explanation' button is located in the top right corner of the report area.

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