

Export Reports As Excel Or CSV Files

Powered by [guidde](#)



SALON MANAGER

01 Introduce Report Exporting

Today I'm going to show you how to export a report into an Excel spreadsheet or CSV file in Salon Manager.

The screenshot shows the 'Self Employed Team Members' report for 'Manchester'. The interface includes a sidebar with 'REPORTING' and 'Live View' options. The main area displays a table with columns for Team Member, Employment Status, Total Service Takings, Total Retail Takings, Cash, Cards, Voucher Payments, Account Payments, Loyalty Points Payments, Other Payments, and Tips. Data is shown for four team members: Daniel, Natalie, Rikki, and Samantha. At the bottom, there are buttons for 'Print as a PDF', 'Export to Excel', and 'Export to CSV'.

Team Member	Employment Status	Total Service Takings	Total Retail Takings	Cash	Cards	Voucher Payments	Account Payments	Loyalty Points Payments	Other Payments	Tips
Daniel	Self employed	£94.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£94.00	£0.00
Natalie	Employed	£15.00	£0.00	£0.00	£15.00	£0.00	£0.00	£0.00	£0.00	£0.00
Rikki	Self employed	£93.00	£0.00	£0.00	£90.00	£0.00	£0.00	£0.00	£0.00	£0.00
Samantha	Self employed	£94.00	£0.00	£0.00	£94.00	£0.00	£0.00	£0.00	£0.00	£0.00
		£296.00	£0.00	£0.00	£199.00	£0.00	£0.00	£0.00	£94.00	£0.00

02 Export Reports To Excel Or CSV

Once you've found the report you wish to export and confirmed your start date, end date, and any filters you want to apply, go to the bottom left and use the button to export to Excel or CSV. This creates two different spreadsheet formats that will go into your downloads folder at the top right and appear in your downloads within your file explorer.

The screenshot shows a web application interface for reporting. The main heading is 'Self Employed Team Members > Manchester'. Below this, there are filters for 'Choose salons' (18 salons selected), 'Start date' (27 July, 2026), and 'End date' (3 August, 2026). A 'Run Report' button is visible. The report table has the following data:

Team Member	Employment Status	Total Service Takings	Total Retail Takings	Cash	Cards	Voucher Payments	Account Payments	Loyalty Points Payments	Other Payments	Tips
Daniel	Self employed	£94.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£94.00	£0.00
Natalie	Employed	£15.00	£0.00	£0.00	£15.00	£0.00	£0.00	£0.00	£0.00	£0.00
Rikki	Self employed	£93.00	£0.00	£3.00	£90.00	£0.00	£0.00	£0.00	£0.00	£0.00
Samantha	Self employed	£94.00	£0.00	£0.00	£94.00	£0.00	£0.00	£0.00	£0.00	£0.00
		£296.00	£0.00	£3.00	£199.00	£0.00	£0.00	£0.00	£94.00	£0.00

At the bottom of the interface, there are buttons for 'Print as a PDF', 'Export to Excel', and 'Export to CSV'.

Powered by [guidde](#)